



# EYE TOWN COUNCIL

## Minutes of the Finance and Governance Committee

Thursday 5<sup>th</sup> July 2018, Eye Town Hall @ 1:00 pm

**Present:** Cllrs Andrew Evitt, Blake, Byles, Gould, Robins, Berry, Wendy Alcock (Town Clerk)

### 1. Apologies for absence

Cllrs Michael Burke, Maryanne Henderson, Johnnie Walker

### 2. Minutes of previous meeting

The minutes were agreed as an accurate record of the meeting

Proposed by Cllr Evitt, seconded by Cllr Byles all in favour.

### Agenda item 11.3 brought forward.

- Town Hall Phase Two works update.

Cllr Berry reported that the final bill for the Town Hall roof refurbishment was £165,885.

Cllr Berry gave an account of expenditure and income to date on the phase one and phase two of the Town Hall refurbishment.

Expenditure is well within the income raised for the project.

Cllr Byles advised that the lights are still problematic, and the installer has been advised and a response is waited.

Cllr Gould advised that once the final account was signed off the final claim could be made from Historic England.

Cllr Berry left the meeting.

### 3. Chairs Actions

Nothing to report.

### 4. Staffing

- To receive an update on office line management  
No problems to report
- Compassionate Leave

Cllr Byles gave a presentation on the legal background and requirements in relation to employers' responsibilities for allowing compassionate leave to employees.

**Proposal to Full Council to approve Compassionate Leave as per Appendix one.**

Proposed by Cllr Byles seconded by Cllr Gould all in favour

## 5. Finance

- To discuss issues from the budget monitoring report for June 2018

No issues to report.

- To discuss options for banking post 21<sup>st</sup> September

The Council's bank Barclays is due to close its branch in Eye on the 21<sup>st</sup> September. This causes issues for the Council for banking cheques and cash and also withdrawing cash for petty cash purposes.

The nearest Barclays branch is Diss. The Clerk has checked with the insurers and the Council is covered for transporting cash to the value of £500.00. Cash is still collected from the stall holders, some Town Hall hirers and allotment holders on renewal of agreements in October each year. The Clerk estimates that a monthly deposit of funds would not exceed the insurance coverage.

The Committee agreed that it was not best use of the Clerks or Admin Assistant's time to travel to Diss monthly to complete the banking. This would take at least half a day. As a solution it was agreed that the Clerk would complete a rota which includes all the members of the Finance and Governance Committee who would make the bank run to Diss monthly.

- Community Infrastructure Levy (CIL) funding – what to spend it on.

Cllr Gould talked through the report as submitted. The Community Infrastructure Levy is paid to twice per year by Mid Suffolk District Council. The funds have to be earmarked for specific projects which provide, improve, replace, operate or maintain infrastructure that supports the development of its area or anything else concerned with addressing the demands that development places on the area.

A report needs to be submitted to MSDC annual on the payments made from the fund and the amounts carried forward. A report for 2017/18 should have been submitted to MSDC by the 30<sup>th</sup> June 2018. However, no payments have yet been made by Eye Town Council.

The recommendation from Andy Robinson, Project Coordinator is that the Town Council may wish to allocate some or all of the £5849.66 available to specific projects now or to retain it to align with other funding.

**Proposal that Council's considers allocating funds to projects which meet the MSDC criteria for CIL as well as aligning funds with Council priorities.**

Proposed by Cllr Gould seconded by Cllr Evitt all in favour.

## 6. Governance

- To consider delegated powers during summer recess.

**Proposal to Full Council to authorise the delegation of powers under Financial Regulation 4.1 during the summer recess for wages and payments to creditors.**

Proposed by Cllr Evitt seconded by Cllr Gould all in favour.

**7. Documents (to include policies, procedures and protocols)**

- Nothing to discuss at this meeting.

**8. Tendering, Contracts and Agreements**

- Nothing to discuss at this meeting.

**9. Health and Safety (including risk assessments)**

- Nothing to discuss at this meeting.

**10. Grants and Donations**

- Request for donation and support from Moors Play Area Committee

Unable to provide financial support on this occasion but would offer a free /afternoon/evening hire at the Town Hall for fundraising.

Proposed by Cllr Byles seconded by Cllr Blake all in favour.

- Walkers are Welcome – Sponsorship of Town Trail

Cllr Blake spoke about Walkers are Welcome and requested sponsorship to clear up the Eye Town Trail. The funds would pay for the clearance of overgrowth and general improvement of access to footpaths around Eye. To promote local walking routes, Health Walks led by trained Health Walk Leaders, and other regular walking events in and around Eye that aim to bring together groups and communities in Eye, and in doing so help promote public health

**Proposal to allocate £450.00 from the CIL fund to sponsor the clearance of the Eye Town Trail by the Walkers are Welcome group.**

Proposed by Cllr Evitt seconded by Cllr Byles all in favour.

**11. Reports and Updates**

- Street light replacement program

Some of the street lights owned by the Town Council have been reported by our maintenance contractor Suffolk County Council to be obsolete and they would no longer be able to source replacement parts should the lights become defective. Andy Allberry, Street Lighting Asset Manager had provided a list of lights within Eye which were obsolete from the asset register. He offered to carry out a site visit to prioritise which lights should be replaced first depending on condition and provide a no obligation budget replacement cost.

Clerk to ask Andy Allberry to carry out assessment.

- Town Hall Paintings – Progress on insurance claim.

Valuations have now been obtained for an unblemished state which are higher than the insurance value. Quotations have been obtained for restoration costs on the paintings. Additional quote required for the cupboard damage by the fire extinguisher.

Once all these have been received the Clerk will complete the insurance claim for submission to the insurers appointed loss adjustor.

- Town Hall Phase Two works update. See above
- Council Priorities

Cllr Gould gave some background to the report submitted, the priorities were an outcome of the Strategic Planning meeting and have been consulted upon with residents. The priorities on the whole are the same for the residents as the Council.

**Proposal that Full Council accept the priorities as identified in the circulated report as the Town Council for the Medium-Term Plan.**

Proposed by Cllr Gould seconded by Cllr Evitt, all in favour.

- Victoria Mill – Report and Valuation \*\*\*

**12. Correspondence and Referrals – Nothing at time of draft agenda.**

**13. AOB**

The Clerk requested the purchase of a Ring Video monitor for the Council office. The monitor had been recommended by Suffolk Constabulary and was current part of a special offer to receive a £40.00 discount from the supplier. The full price of the monitor is £89.00. This would allow the Clerk to see who was at the door before opening it to potential dangers.

The Committee approved this expenditure from the F&G budget.

**14. Date of next meeting – 6<sup>th</sup> September 2018 - 13:00**

**Exclusion of Press and Public**

(LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked\*\*\*