



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee

Thursday 8th March 2018, Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt (Chair), Gould, Robins, Blake, Burke, Byles, Wendy Alcock (Town Clerk)

1. Apologies for absence

Cllr Walker

2. Minutes of previous meeting

The minutes were agreed as an accurate record of the meeting

3. Chairs Actions

4. Staffing

4.1 To receive an update on office line management ***

4.2 To receive report from the absence management system

The Town Clerk gave an overview of the absence reporting system. The Committee agreed that this was valuable management information which hadn't been available previously. Agreed to receive reports in September and March meetings.

4.3 To receive a report regarding the Street Carers' annual leave ***

4.4 Employment Policies – In light of the issues highlighted above it would be prudent to have a full review of Employment Policies adopted by Council in order to ensure that they meet current legal requirements. The clerk informed June Gould had offered to review the Council policies with her background in Human Resources with a view to producing a Staff Handbook to be issued to all staff.

Cllr Andrew Evitt proposed that June Gould should be asked to complete the review as offered and thanked her for her support in ensuring that the Council had all its policies in order. Cllr Peter Gould seconded all were in favour, motion passed.

4.5 To agree budget from which to pay additional hours worked by Project Co-Ordinator

After confirmation from the Town Hall Committee it was agreed that this would be recharged to the Town Hall Improvement Budget for sum of £460.99. This acknowledges the grant funding obtained through the work of the Project Co-Ordinator.

5. Finance

Cllr Richard Berry gave an overview on the current costings for Phase 1 and Phase 2 for the Town Hall refurbishments.

The Churchyard wall was considered and agreed that this should have more of a strategic direction. Cllr Berry agreed to work with Cllr Ribchester and the Environment Committee. To report back at the next F&G meetings.

5.1 To discussion issues from the budget monitoring report @ 23.02.2018 – the report was accepted and noted by the committee.

5.2 To discuss virements between cost centres to cover shortfalls of expenditure against budget (see **Appendix A**).

The Budget virements were presented by the Town Clerk.

Cllr Evitt proposed that virements at listed in Appendix A should be recommended to Full Council for approval. Seconded by Cllr Robins all in favour, motion carried.

5.3 Agree a fourth authorised signatory.

The Town Clerk explained that she had had a discussion with the Mayor as to a suitable fourth signatory following the resignation of Alan Cooper. The Mayor recommended Cllr John Blake who has agreed.

Cllr Evitt proposed that full Council agree to Cllr John Blake becomes the fourth authorised signatory. Seconded by Cllr Burke, all in favour motion carried.

6. Governance

6.1 Internal Control Statement

Proposal to approve the Internal Control Statement for the year ended 31st March 2019.

Proposed by Cllr Evitt, seconded by Cllr Burke all in favour, motion carried.

6.2 Risk Register

Proposal to approve the reviewed Eye Town Council's - Risk Register

Proposed by Cllr Evitt, seconded by Cllr Blake all in favour, motion carried.

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

7.1 Guide to being a Mayor

Proposal to approve the reviewed Guide to being a Mayor

Proposed by Cllr Evitt, seconded by Cllr Robins all in favour, motion carried.

7.2 Councillor Induction Programme

Proposal to approve the reviewed Councillor Induction Programme

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

8. Tendering, Contracts and Agreements

- None due for review

9. Health and Safety (including risk assessments)

- Fire Risk Assessment of Town Hall including capacity numbers (Cllr Byles)

Thermatech were procured to complete the Risk Assessment. Which was completed on Monday 5th March. Heat seals are required in the doors to retain any potential fire. Emergency lighting needs to be on the stairs from the Council Chamber. An instruction has been sent to Hucklesby for a variation to the contract to include in the current works.

10. Grants and Donations

10.1 Hartismere School – Annual Awards Sponsorship

Proposal to agree to pay £170.00 Hartismere School towards the Annual Awards from April 18 Section 137 budget and to request the Head Teacher collects the cheque from the 18th April meeting.

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

11. Reports and Updates

- Nothing at time of draft agenda

12. Correspondence and Referrals

- Nothing at time of draft agenda

13. AOB

Cllr Robins – Reported that the Community Centre had asked if Eye Town Council would be prepared to offer sponsorship for the Eye Show this year.

Committee agreed that this would be possible subject to approval by full Council once more details were available.

14. Date of next meeting -5th April 13:00

15. 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***

Appendix A

Budget virements to cover variances				
Environment - Street Care			Amount	Revised Budget
From	50	Maint Street Furniture	-275	25.00
To	149	Speedwatch	+275	3075.00
From	48	Street Minor Maint	-150	120.00
From	49	Replacement dog bins	-150	0.00
From	47	Grit Bin	-50	110.00
To	52	Hanging Baskets	+350	1250.00
Environment - Allotments			Amount	Revised Budget
From	54	Allotment water rates	-108	167
Environment - Cemetery/Churchyard				
To	67	Rates and utilities	+108	108
Finance & Governance			Amount	Revised Budget
From	25	Petty cash, misc.	-35	297.00
To	22	IT support	+35	208.00
From	152	Recruitment	-200	0.00
From	30	Cllr expenses	-100	0.00
From	25	Petty cash, misc.	-80	217.00
To	26	Audit	+380	1328