

**Minutes of Finance and Governance Committee**

**held on Thursday 5th January 2023 at 7:00 pm at Eye Town Hall, Council Chamber.**

**Present: Cllr. Evitt (Chair), Cllr. Walker, Cllr. Smith, Cllr. Hill and Cllr. Brandon.**

**12/2022-70 Apologies for absence**

Cllr. Henderson gave apologies.

**12/2022-71 Members Declarations of Interests and Consideration of Requests for Dispensations**

There were none.

**12/2022-72 Public questions and community announcements**

Meeting closed for public participation.

Formal Meeting Agenda as follows: -

**12/2022-73 Approve minutes of previous meeting (attached)**

The minutes were agreed.

Cllr. Hill commented that the topic mentioned at the previous meeting regarding training (Councillor) the modules could be completed in any order. Cllr. Evitt asked if it could be mentioned again at the full council meeting.

Proposed by Cllr. Smith and Cllr. Walker. All in favour.

**12/2022-74 CCTV - Cross Street (public toilet area and car park)**

Committee to consider a revised recommendation. **Cllr. Smith**

Cllr. Smith was in conversation with Mid Suffolk, ETC were not going to pay for monitoring but would monitor it themselves with the relevant policies in place. There would be 3 cameras covering different areas, cameras to also go in the lobby area of the toilets (men’s and ladies).

Works to the toilet floors would be starting in the coming weeks (men’s, ladies and disabled).

**12/2022-75 Finance**

**75.1** Budget Monitoring report(attached) **– Town Clerk**

Report noted.

**75.2** Reserves report (Attached) **– Chair**

Report noted.

**75.3** SLCC Membership **–** **Town Clerk**

Cllr. Hill proposed that the committee recommend membership for the Clerk. The Committee

agreed.

**75.4** Change in proceedings to cover bank accounts and amounts **– Cllr. Hill**

Cllr. Hill explained the item, it was suggested that theChair sign off the bank balances and

credit card statement. The Committee agreed.

**75.5** Schedule of repayments; Public Works Loan **– Cllr. Hill**

Two loans originally; one for the streetlights and the other for the Town Hall roof. If the small

loan had finished then ETC require written confirmation for our records.

General Power of Competence – the Clerk had the relevant qualification, but previously there

wasn’t enough elected councillors (more co-opted) so it wasn’t taken further. Since then Cllr.

Hill had looked into things and if council had two thirds of councillors stating that they would

stand for election the council can go forward with it.

Recommendation to put on next full council agenda.

Car loan/share - Cllr. Hill commented on possible ways to reduce parking issues in the town,

the committee thought it was a good idea and should be promoted.

**75.6** External Auditor report **– Town Clerk**

Noted.

**75.7** Clerk hourly rate increase dating back to April 2022 **– Town Clerk**

The Clerk confirmed that the increase was £1 per hour over the last 8 months totaling

£960.00. This payment was to be made immediately as requested by the National Association

of Local Councils in conjunction with the National Joint Council (NJC).

**12/2022-76 Governance – Town Clerk**

**76.1** Standing Orders – review

**76.2** Finance Regulations – review

**76.3** Grant Awarding Policy – review

The Committee noted the above document reviews, no changes to be made. The Clerk would update the next review date. Cllr. Walker proposed and Cllr. Smith seconded. All in favour.

**12/2022-77 Chapels and cemetery – Cllr. Smith**

**77.1** Closed burial ground

Green cemetery; measuring line device to enable burials/ashes required to better layout the area. This device could be used anywhere within the cemetery. It was agreed to propose an amount of up to £1000; purchase measuring device and accessories (from America). Full Council approval required.

**77.2** Kerrison Memorial

A brief discussion was had regarding a structural survey for the memorial, to be put on the next full council agenda for approval.

The Kerrison Trust had asked if the council would like a bust of Kerrison, the bust would be kept in the Council Chamber and could be viewed by the public.

The committee agreed to taking on the bust. Collection to be arranged.

**12/2022-78 Grants and Donations – Town Clerk**

**78.1** Citizens Advice Bureau Donation

A request had been made to the council. Donation agreed of £200 (under S137) for their

support to residents over the last few years. Town Clerk to arrange payment.

Cllr. Evitt proposed, and Cllr. Walker seconded. All in favour.

**12/2022-79 Reports and Updates – Chair**

**79.1** Incurred charge of up to £500 for replacement bollards in Broad Street (near the Co-Op)

**– Cllr Smith**

Cllr. Smith explained that there would be a charge to change bollards to a lighter material as

the current ones are too heavy to manually lift.

**79.2** Victoria Mill

Cllr. Smith updated the committee. The north section due for development had now started

to move forward.

**12/2022-80 Correspondence and Referrals – Town Clerk**

**80.1** General Power of Competence/Community Car Share– see above

**12/2022-81 Agenda items for next meeting - All**

**12/2022-82 Staffing matters \*\*\* - Chair**

**82.1** Annual reviews

The Town Clerk requested that appraisals be conducted in the new year for all staff. This

was agreed.

**82.2** Caretaker retirement query

Clarification was required as to whether there was a date for retirement within the contract.

There was not. Town Clerk to inform member of staff.

**12/2022-83 Date of next meeting – 5th January 2022 @ 7:00 pm**

**12/2022-84 Meeting closed at 8.20pm**

Chair/Vice-Chair signed:…………………………………………………….. Dated:…………………………………..