



EYE TOWN COUNCIL

**Minutes of the Meeting of Finance and Governance Committee
to be held on 1st October at 7:00 pm as a remote meeting using Zoom.**

Present: Cllr Evitt, Gould, Walker, Mann. Henderson. O'Mard, Turner, Berry, Smith.

The Committee acknowledge the sad news of Cllr John Blake's passing. John was a valued member of this committee. Our thoughts go out to his family and his partner Judith at this terrible time. A minute's silence was held out of respect.

1. Apologies for absence

Cllr Hudson

2. Members Declarations of Interests and Consideration of Requests for Dispensations

None received.

3. Public questions and community announcements – No members of the public present.

Meeting closes for public participation.

Formal Meeting Agenda as follows: -

4. Minutes of previous meeting held on the 3rd September were approved.

Proposed by Cllr Evitt, Seconded by Cllr Mann. All in favour.

5. Chairs Actions

5.1 Possible purchase of defibrillator for the town centre.

The Clerk presented the options for purchase of a defibrillator for the town centre. The costs for purchase of the equipment are considerable up to £2620 depending on the options chosen.

Agreed to investigate the costs and negotiate with the NHS commissioning service. Cllr Gould to ask if MSDC are doing a similar scheme should also pursue sponsorship from local businesses.

6. Staffing - To receive an update on office line management ***

6.1 Town Clerks accrued hours.

The Clerks accrued hours have been increasing (currently 23) due to the hosting of all the Committee Meetings on Zoom. In non-Covid times the clerk would only attend the Full Council outside of normal hours. This has resulted in up to 10 hours of additional hours in each month. Normally the Clerk would take accrued hours as time of in lieu, but this isn't always possible as annual leave still needs to be taken and workloads do not allow.

Proposal to pay up to 10 hours per month as overtime if claimed by the Town Clerk.

Proposed by Cllr Evitt Seconded by Cllr Walker. All in favour.

7. Finance

7.1 To discussion issues from the budget monitoring report for September 2020

No major issues to note.

7.2 Nomination of additional signatory for Council bank accounts.

Cllr Joan Mann volunteered to become the additional signatory following the John Blake's sad passing.

Proposed by Cllr Evitt, Seconded by Cllr Turner. All in favour.

7.3 Annual Governance and Accounting Statement – Audit 2019/20.

The Clerk reported that the Annual Governance and Accounting Statement report for the audit on accounts for 2019/2020 had been received. The Council had a no other matters which caused concern.

An error had been identified on Box 2 of section 1. A note will be attached to the year end of report to explain this error.

8. Governance

8.1 Casual vacancy

The Clerk reported that she had notified MSDC of the casual vacancy resulting from the passing of Cllr Blake. The notice will be published after the funeral as a mark of respect for John's family. A co-option from any applications can take place after the vacancy if uncontested.

8.2 Nominations for Deputy Mayor

Nominations for the vacancy of Deputy Mayor will be taken at the November Full Council meeting.

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

9.1 Discipline, Capability and Managing Poor Performance at Work Policy

Following committee's decision to combine the disciplinary policy with capability and managing poor performance the Clerk has redrafted the policy as presented with the help of Mrs. June Gould. The Clerk wished to note her gratitude to June in her continued support and advice on matters relating to Employment Legislation.

Concerns were raised around how employees would be notified of the new policy without raising concerns. The Clerk confirmed that she would have a conversation with each employee before passing the policy on as required.

Proposed to recommend that Full Council adopts the Discipline, Capability and Managing Poor Performance at Work Policy as presented.

Proposed by Cllr Evitt. Seconded by Cllr Gould. All in favour.

10. Tendering, Contracts and Agreements

10.1 Potential contract for provision of toilet cleaning.

The Environment Committee will be discussing this matter at their meeting on the 6th October. To date no applications have been received for an additional cleaner for the public toilets on Cross Street. The remaining cleaner is working 7 days a week currently. The Committee would like to thank Dawn Rouse for her continued hard work and commitment which is not going unnoticed by users of the facility.

One option is to put the cleaning service out to contract. Using the cleaning schedule and protocols as the basis for the contract specification including transfer of existing employees under Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

The outcome of Environment Committee will be reported back to this Committee.

10.2 Town Hall Maintenance Contract

Reported that this should be headed as a Council Maintenance Contract rather than a Town Hall Contract.

Cllr Berry has canvassed the Chairs of all the committees who have agreed that discussions should be progressed with the current contractors.

Cllr Berry agreed to go ahead with discussion with existing contractors with any correspondence coming via the Town Clerk.

Proposal that Cllr Berry starts discussions for the renewal of the council's maintenance contracts with the current contractors, (if they wished to continue), to offer services at rates to be confirmed as competitive through either using a benchmarking exercise or procuring advice from Castons Chartered Quantity Surveyors for governance processes.

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

Cllr Evitt thanked Cllr Berry for taking this project forward.

11. Health and Safety (including risk assessments) - None to report

12. Grants and Donations – none received.

13. Reports and Updates

13.1 Any changes required to the Business Plan – none required.

13.2 Skatepark – temporary fencing funding

Cllr Smith concerned how the park can be fenced off should we need to close the skatepark again for either COVID restrictions or anti-social behaviour.

The fencing could be hired but if this is over an extended period it would be cheaper to purchase the fence.

Initial quotations are between £700 to fill in the gaps around the park and £900 whole park. To identify funding within existing budgets through a virement.

Report back to F&G after Environment Committee have met.

13.3 Repairs to Town Hall high-level cornice

Cllr Berry gave some background to the options for repairs to the high-level cornice as presented to the Town Hall Committee. Full details can be found on the TH Committee minutes of the 24th September.

The Town Hall Committee agreed to make good the interim repair costed at £400.00 until a more permanent fix is required. Then to proceed with the first option as suggested in the TH Committee minutes of the 24th September.

Proposed to ring fence existing reserves against the balance of funds from the refurbishment of the Town Hall for the sum of £8400.00 until needed. Leaving £8820.00 as uncommitted reserves against this balance to be used against other alternative funding sources as agreed by Full Council.

13.4 Councillor Training.

The Clerk reported the four latest co-opted Councillors are now all booked in for the on-line Councillor training offered by SALC.

There are 6 modules covering all aspects of the role of Councillor. The training is not only targeted at new Councillors but would be equally informative as a refresher for those currently serving.

Planning Webinars are proving very useful and Cllr Berry would recommend to others.

Cllr Berry reported that some Neighbourhood Plan training is to be delivered by Andy Robinson This would be presented to the Planning Committee and other councilors on request. Cllr Berry would like to submit a consultation response to the White Paper draft by the 29th October.

The Clerk reported that currently it is not mandatory for new Councillors to attend the training. The Clerk asked if this should be mandatory as part of the conditions of appointment as a Councillor in the acceptance of offer. From the Clerk Networking session, she has learnt

that many Council's do have this as a mandatory requirement for new Councillors which has resulted in better informed Councillors making them more effective quicker.

Proposal to Full Council to include Councillor Training as mandatory for all new Councillors as part of their acceptance of office within a year of taking up office.

Proposed by Cllr Evitt, Seconded by Cllr Mann. All in favour.

14. Correspondence and Referrals

14.1 Correspondence from SCC on the receipt of the petition.

Cllr Berry noted the content of the reply from Suffolk County Council and the number of signatures which were removed. Cllr Brandon has sent a reply on behalf of TOOOT. Agreed for Cllr Berry to draft a response from ETC.

Cllr Gould will also endorse from a District Council perspective.

15. AOB

15.1 Cllr Gould – Regarding HGV issues. Meeting with SCC Cllr Andrew Reid to now be in person with Cllr Gould and Cllr Brandon within Covid 19 restrictions. An additional Zoom meeting will be held at a date to be agreed.

15.2 Paddock House- Cllr Gould showed appreciation for Cllr Henderson's work in drawing community involvement for plans for the green space. This has been submitted to MSDC in compliance with the planning conditions.

Cllr Gould has proposed that anything which is living is the responsibility of the town council and the district council responsible for any fixtures and fittings so to speak. Agreed with the Chief Planning Officer that the agreement can be fluid as things progress.

Cllr Evitt also conveyed his thanks to Cllr Henderson, Paul Abbot and the volunteers.

15.3 The Clerk reported that we had been requested to suggest locations for a home for the hare Nutbrown which had been donated to the town by Rosedale funeral services following its purchase at auction – Suggested locations could be the Community Centre, Library, Paddock House Garden, Triangle of Cross Street Car Park. After discussion it was felt that the triangle at the end of Cross Street where the Pouzaugue sign is will provide a more secure location which can be seen by the largest number of people with perhaps a re-location to the Paddock House garden if appropriate.

Meeting closed at 20:15

16. Date of next meeting – November 5th, 2020

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***