



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee Held on Thursday 5th December 2019, Eye Town Hall @ 1:00 pm

Present: Cllr Evitt (Chair), Blake, Byles, Mann, Gould, Henderson, Walker and Berry (non-voting).
Also, in attendance Wendy Alcock (Clerk)

1. Apologies for absence

Cllr Hudson

2. Minutes of previous meeting

The minutes of the previous meeting were received and approved.

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

3. Chairs Actions

4. Staffing

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

Update on Tacon Close – Structural changes will not take place until the new year. Plan is to move on the 18th. Planning application goes to committee on the 11th December.

Project Coordinator will need to do additional hours over the next few weeks to prepare for the planning inquiry and Neighbourhood Plan.

5. Finance

5.1 To discuss issues from the budget monitoring report for November 2019 – noted.

5.2 Budget Setting Report 2020-21 – V2

The clerk reported two additional changes to the report circulated which are in the cemetery budget a new amount for £300.00 to promote the cemetery and in events an increase to the Mayor Making budget to £650.00 to reflect increasing catering costs.

The clerk reported on potential changes to the minimum wage depending on who wins the general election. The current provision in the budget is in line with the retail price index (1.7%). The Labour party are stating in their manifesto that if they win, they will increase minimum wage to £10.00 per hour. This will be an increase of 21.8% on the current rate. The committee felt that it would be prudent to increase the salaries to £10.00 per hour to cover the potential rise and increase the precept by the same sum. Clerk to update the budget papers for proposal to Full Council.

The clerk reported that the budget was in line with the Council's priorities as reviewed at its meeting on the 23rd October.

Propose that Full Council accepts the budget as presented subject to changes to staff salaries as described above.

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

5.3 Agree precept claim for 2020-21

The proposed precept to MSDC be £105,102 in line with budget proposal above.

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

6. Governance – Nothing to report

7. Documents (to include policies, procedures and protocols) – Nothing to report.

8. Tendering, Contracts and Agreements

8.1 Grass Cutting and Hanging Basket contracts

Environment Committee to bring forward contracts for consideration by F&G at its January meeting.

9. Health and Safety (including risk assessments) – Nothing to report

10. Grants and Donations

10.1 Nothing received at time of drafting agenda.

11. Reports and Updates

11.1 Traffic Survey – additional costs

Additional Automatic Traffic Counters for the traffic survey. After the site visit by MLM the recommendation was to place additional ATCs in Castleton way and Victoria Hill. These two are in addition to the three included in the quote so the revised MLM fee is now at £5450.00 excl VAT. I feel it's vital to have a full evidence base and these will also show vehicles which may breach the current weight restriction.

Proposal for an additional £500 for ATC's to be funded from CIL funds.

Proposed Cllr Evitt seconded by Cllr Walker all in favour

11.2 Funding application for Town Moors Play Area and general communications with the Community Centre Trustees

A sub-group of the trustees has been set up to replace the equipment at the Town Moors Play Area. Project coordinator has been working with the sub-group to apply for grant funding. Issues with getting fund raising page hasn't been resolved to date.

A request has been made from the Trustees of the Community Centre for help in identifying funding for the boiler at the centre.

It was felt that members of the Town Council should meet with the Trustees to discuss potential ways forward to assist.

11.3 Update on electric charging points in Cross Street – Car Park.

The Eye Goes Green Group provided a report to committee with the following proposals.

11.3.1 The Council is asked to agree the content of a sponsorship agreement with the East of England COOP (the sponsor).

The Committee proposed to recommend to Full Council that it signs the sponsorship agreement when the final document is presented.

Proposed by Cllr Evitt, seconded Cllr Walker all in favour

11.3.2 The council is asked to consider whether and to what extent it would like to participate in the design of any promotional activities by engaging with the COOP, EGG and other willing project partners.

The Council would wish to support any promotional activities to launch and continue to promote the facility.

11.3.3 The Council is asked to consider how any income could be managed with EGG proposing to submit ideas in a follow-up report in January 2020.

The Council would welcome ideas from EGG supporting sustainable projects promoting environmental issues.

12. Correspondence and Referrals

12.1 Promotion of Eye Town Council – Eye Magazine

Ideas for promoting the Town Council were discussed.

Agreed that the Council has a page in the Eye Magazine to report on the activities of the Town Council.

12.2 Request to support the Local Electricity Bill

Proposal to support the Local Electricity Bill as per circulated email

Proposed by Cllr Evitt, seconded Walker all in favour.

13. AOB

13.1 – Update on Churchyard wall from Cllr Berry.

Cllr Berry calculated some preliminary costs (approx. £4000) for the works to the churchyard wall which were contained in the minutes recording our meeting with the

diocese. These are the items he feels can be done safely without closing the road. The questions to be answered are who would execute this work, oversee it and pay for it.

Cllr Evitt to contact the church to see if any special permissions are required to start the works.

13.2 - Personal Licence Training for Cllr Byles and Steve Smith in order to change the DPS for the Town Hall premises licence.

13.3 - Lorry count training – 6th December at 11:00 am. Cllr Berry is attending and encouraged others to also.

13.4 – Cllr Gould reported that the public planning inquiry for Tuffs Road has been extended to potentially 8 days. This will impact on the barrister fees agreed by Council. This is likely to be £750 per days.

Provision of an additional £3,000 from reserves to allow for the possible extension to the public inquiry.

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

13.2 Complaints received by Councillors regarding the heating in the Council Chamber. Heat production is not sufficient for the room and the fans from the heaters make it difficult to hear in meetings and public sessions.

Clerk to contact the chair of the Town Hall Committee.

14. Date of next meeting – Please note the revised date for the next meeting as 3rd January 2020 @ 1:00 pm

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***