



## EYE TOWN COUNCIL

**Mins of the remote meeting of Finance and Governance Committee  
held on 4th June at 1:00 pm as a remote meeting using Zoom.**

**Present:** Cllr Evitt, Blake, Byles, Gould, Henderson, Hudson, Mann, Walker and Cllrs Berry, Cllr O'Mard (non-voting) also in attendance Wendy Alcock (Clerk)

### **1. Apologies for absence**

Cllr Turner

2. Minutes of previous meeting were approved.

**Proposed by Cllr Evitt, seconded by Cllr Gould, all in favour one abstention**

### **3. Chairs Actions**

Cllr Evitt reported that the line management for the Project Co-Ordinator would pass to Cllr Gould.

Report to be presented to future meeting on Town sign.

### **4. Staffing**

- To receive an update on office line management \*\*\*

4a. Project Co-Ordinator salary scale point. Taken as confidential minute.

4b. The Clerk confirmed that due to personal circumstances she would be temporarily be swapping her working days with approval of the Chair of F&G. Tuesday's would be a full day and Wednesday's would be a half day but she would be able to have the phone for emergency calls in the afternoon.

4c. Public Toilets – MSDC has made the decision that the public toilet can be re-opened. The accessible toilet is near completion within a week. This raises questions over the toilet opening/closing and cleaning of the public toilet.

Awaiting guidelines from MSDC on what is permissible and what is a statutory requirement. A further decision will need to be made when this guidance is available, and this could require an emergency meeting.

### **5. Finance**

- To discuss issues from the budget monitoring report for May 2020

No major issues to discuss apart from the absence of any income from the Town Hall due to the corona virus restrictions.

- To agree the revised budget as presented to Full Council.

**Proposed by Cllr Evitt, seconded by Cllr Mann, all in favour**

## **6. Governance**

- Annual Governance Statement 2019-20

The Annual Governance Statement is required as part of the external audit for 2019-20 and must be approved by Council before submission.

Propose that Full Council approves the Annual Governance Statement for 2019-20 as presented.

### **Proposed by Cllr Evitt, seconded by Cllr Gould, all in favour**

- Accountability Return 2019-20

The Accountability Return is also required as part of the external audit and must be approved by Council before submission.

Propose that Full Council approves the Accountability Return for 2019-20 as presented.

### **Proposed by Cllr Evitt, seconded by Cllr Blake, all in favour**

- Internal Audit End of Year report 2019-20

To note that no recommendations have been made by the auditor in the internal audit report as presented. Present to Full Council for information.

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

**8. Tendering, Contracts and Agreements - Nothing to report.**

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

**10. Grants and Donations - None received at time of drafting agenda.**

## **11. Reports and Updates**

- Draft Business Plan 2020-21

The Clerk presented the draft Business Plan which had been transferred into the new format following on from the workshop earlier this year. The Project Co-Ordinator had provided some data for the Action Plan in Appendix A. The other area for completion is the decision to include Councillor photographs within the document.

Councillors agreed that it would help members of the public identify with those representing them on the Council.

Clerk agreed to update the plan, Councillors to forward photographs for inclusion in the document. The Clerk to represent to committee for its July meeting.

## 12. Correspondence and Referrals

- Safer Spaces Planning for Eye.

Correspondence received from MSDC on Eye's approach to opening up the public spaces within the town following the relaxation of some of the restrictions in relation to the response to the Covid-19 virus.

The Clerk gave a report of a recent meeting she had attended on what other larger Council's were doing in Suffolk. Some had closed roads on market day, installed a "Keep Left, Keep Safe" procedure for walking on pavements, purchase of "Keep your Distance" signs and installation of hand sanitisers at pinch points within the towns.

The general view was that people and businesses were adapting their behaviour and arrangements and there were no urgent issues apparent and Level 1 is the appropriate response. There was also concern about the practicality of highway solutions given Eye's topography. The Committee thought that some simple risk assessments ought to be undertaken in the Town. a

Cllr Gould to find out if there is a standard form for a risk assessment from BMSDC.

Cllr Byles left the meeting 14:30

## 13. AOB

### Traffic Survey

Cllr Berry reported that traffic has increased in the Town and felt that a Traffic Manage Group should meet to discuss the next response.

Council are aware of the Traffic survey completed on behalf of the Council by MLM Group. A member of the TOOT group has asked for a copy of the survey. Cllr Berry requested if the report could be made public following an assessment on whether it breached any data protection requirements. The committee agreed that It could be published.

**Paddock House** – Plans have now been submitted with amendments. Cllr Gould has received his copy and has consulted with chair of planning Cllr Berry. They will be received by ETC for re-consultation in due course.

Cllr Gould has reinforced the conditions the Town Council has made for its support to this application. Cllr Berry will remain a contact for the lead officer during the construction phase.

The condition for housing to be offered to local people first, is being negotiated with the Assistant Director of Housing.

**Victoria Mill** –Cllr Gould is discussing options for how Eye and MSDC might work together with options for this site. Issues for site were identified, access, archaeology of the site, estimating the scale of costs of a new allotment site. Bidwell's report has been shared with MSDC.

Making enquiries about the sheltered housing or housing association demands.

Asset Management Group could receive a presentation on options in the future.

**14. Date of next meeting – 2<sup>nd</sup> July 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\*\*\*