



EYE TOWN COUNCIL

Notes from the Remote meeting of Finance and Governance Committee held on 7th May at 1:00 pm as a remote meeting using Zoom.

Present: Cllr Evitt, Blake, Byles, Gould, Henderson, Mann, Turner and Cllrs Berry (non-voting) also in attendance Wendy Alcock (Clerk)

1. Apologies for absence

Cllr Hudson, Walker

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

None

3. Public questions and community announcements

Meeting closes for public participation.

Formal Meeting Agenda as follows: -

4. Minutes of previous meeting held on the 5th March were approved

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

5. Chairs Actions

Cllr Evitt is still investing options for a Town sign.

6. Staffing

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

6.2 Working from home expenses.

The chair has agreed to pay the Clerk the maximum tax-free allowance for working from home expenses during the corona virus lockdown. The allowance is £6.00 per week from the 6th April.

7. Finance

7.1 Final budget monitoring report for 2019/20

Final Budget monitoring report was noted and would be presented to Full Council for information.

7.2 Budget monitoring report for April 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***

No issues to report at the moment. The Clerk advised that Councillors should note that although Income and Expenditure accounts are now submitted at year end, the Scribe system operates on a receipts and payments basis during the year with a conversion of the data at year end. This means that the adjustments made in 2019/20 for invoices for that year but not paid until 2020/21 will still show the current year until reversed at the end of the financial year and the conversion is made. Clerk to forward the adjustments made.

7.3 Review of 2020/21 budgets

8. Governance

8.1 Terms of Reference for committees and the current committee membership reports

Proposed by Cllr Blake, seconded by Cllr Gould, all in favour

8.2 Report of the expenditure against the Section 137 budget for 2019/20

Cllrs to note expenditure against the Section 137 budget for 2019/20.

8.3 Appointment of Internal Auditor

To recommend that Council approves the appointment of the Internal Auditor Trevor Brown for 2020/21.

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

8.4 Internal Control Statement

To recommend that Council approves the Internal Control Statement for the year ending 31st March 2021.

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

8.5 General Power of Competence.

8.5a Note that the Clerk gained the Certificate in Local Council Administration (CiLCA) on the 1st March 2020.

8.5b Note that Council now fulfil all of the criteria to gain the General Power of Competence.

8.5c That Council resolves to formally adopt the General Power of Competence.

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

Action: Cllr Gould asked the Clerk to check that the Council met the criteria for 2/3 elected membership.

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

9.1 Complaints Procedure

9.2 Freedom of Information – publication scheme

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- 9.3 Data Protection Policy
- 9.4 Information Protection
- 9.5 Information Security Incident Policy
- 9.6 Dealing with Press and Media Policy

To recommend Full Council agrees the review of the policies shown above in line with the requirements of the Council's Standing Orders

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

10. Tendering, Contracts and Agreements

Hartleys Garden Services starting 1st May taken by delegated decisions.

Action: Clerk asked to obtain a cutting schedule from the contractor.

11. Health and Safety (including risk assessments)

Nothing at time of drafting agenda.

12. Grants and Donations

12.1 Request for donation from Age UK (attached).

As a National rather than local charity Age UK are receiving funding from other sources. After discussions it was felt that this should be refused.

13. Reports and Updates

13.1 Report on progress to Public Toilet refurbishment and request for additional funding for enhanced facilities.

A report had been submitted by Cllr Berry which was discussed, and some further background given. Fortunate to received £41000 from the district council, this was based on a basic estimate for the refurbishments. A small investment in a couple of areas would improve the facility greatly particularly with current situation that for hygiene purposes the toilets are equipped with efficient air dryers rather than paper towels. It is requested that committee consider proposal to Full Council to fund the additional costs required as follows: -

To approve the additional enhanced facilities at the Public Toilet to the sum of £6000 to be taken from the surplus ear marked reserves for refurbishment of the Town Hall.

Proposed by Cllr Gould, seconded by Cllr Byles, all in favour

The builders will be commencing work Monday 11th May under social distancing requirements. These are acceptable working practices. It is hoped that the builder's merchants will also be opening next which will facilitate works.

We will require permission from MSDC before the toilets are open to the public again.

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The Clerk advised that the additional hours required for cleaning would need to be revised for the toilet cleaners.

14. Correspondence and Referrals

None received at time of drafting agenda.

15. AOB

15.1 Grant of up to £5000 applied for by the Eye Outdoors Group as this cannot be paid to the Town Council. Peter feels this grant should be focused improving the footpaths around Eye rather than the suggested improvements to the green space outside the Paddock House development as this could be funded by the district council.

15.2 Paddock House application has been issued by MSDC without prior consultation with key parties including the District Cllr. The Plan submitted is incorrect. Revision to be updated.

Cllr Berry concerned that this application has been made public particularly with the errors. Comments will need to be made at Planning Committee following the normal process once the revisions have been made.

If it cannot be amended, it will need to be withdrawn and resubmitted.

15.3 Cllr Byles asked whether the market traders will be in attendance on the bank holiday Friday. Clerk reported that they usually they do work and would normally let us know the week before if they weren't going to be in place.

15.4 Following a review of the annual insurance schedule, propose that Council accepts the policy as presented by the Council's brokers WPS. The Clerk reported that she had not yet received the schedule and would present to Full Council for approval on the 20th May as the new insurance year commences on the 1st June.

16. Date of next meeting – 4th June 2020 @ 1:00 pm

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