



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee Thursday 5th March 2020, Eye Town Hall @ 1:00 pm

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

1. Apologies for absence

2. Minutes of previous meeting were approved.

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

3. Chairs Actions

Installation of a Town Sign – Cllr Evitt proposed that we had a local competition to design a sign to represent Eye's history. Paper to be submitted a future F&G.

4. Staffing

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

The Clerk reported that she was pleased to announce that she had passed her CiLCA qualification. This now means that Council can adopt the General Power of Competence which will be voted on at the Council's annual meeting in May.

Peter Gould left at 14:00.

5. Finance

5.1 To discuss issues from the budget monitoring report for February 2020 (attached)

No issues to report.

After committed reserves the amount of available reserves is £18738

6. Governance

6.1 Asset Register review 2020

The assets register as presented was agreed to put forward to Full Council for adoption.

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

6.2 Terms of Reference for the Asset Management Group.

The terms of reference for the Asset Management Group as presented was agreed to put forward to Full Council for adoption.

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

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***

6.3 Internal Control Statement

The Internal Control Statement as presented was agreed to put forward to Full Council for adoption.

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

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

7.1 Risk Management Policy

The reviewed Risk Management Policy including the risk register to be put forward to Full Council for adoption.

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

7.2 The Clerk presented a risk assessment in relation to the outbreak of the corona virus and its impact of provision of service due to absence of staff or Councillors. Committee members to review the document and send back ideas to the Clerk.

8. Tendering, Contracts and Agreements

8.1 Grass Cutting

The clerk explained that only one tender was received for the grass cutting contracts and this was only for the cemetery and churchyard contract. The tender was received from Mortimer Contracts Ltd. It was considerably higher than the current contract price, but it was acknowledged that the specification for the cemetery cutting frequency had increased and that the previous contract quotation had been below market value.

Cemetery

To recommend to Full Council that it accepts the tender from Mortimer Contracts Ltd for the Cemetery and Churchyard Maintenance.

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

As no tenders had been received for the contract for the grass cutting of the Pocket and Skate Parks it was agreed to extend the closing date to allow for tenders to be submitted.

Eye Gardens

8.2 Hanging Basket contracts award

Only one application was received for the Hanging Baskets contract from the current contractor Eye Gardens. The tender was within budget.

To recommend to Full Council that it accepts the tender from Eye Gardens for the Hanging Basket Contract.

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

9. Health and Safety (including risk assessments)

Nothing to report.

10. Grants and Donations

Nothing to report.

11. Reports and Updates

11.1 Report on progress to Public Toilet refurbishment.

Lead-in time for sanitary fittings have been longer than expected. Temporary facilities during this time will be Queens Head, Café Eye, Bank.

Work is progressing well. Accessible toilet should open this month with the ladies/gents soon after.

11.2 Rules of Eye Community Land Trust. B/fwd from last meeting.

Taken after apologies in the agenda.

Cllr Henderson gave some background to the benefits of the Town Council becoming a Community Land Trust (CLT).

A discussion of the positive and negatives was held around the table.

Cllr Byles asked for a background paper to explain the process more fully. Cllr Gould agreed to submit a paper to include the options and the steps required to enable ETC to reach an informed decision.

Cllr Henderson suggested that Debbie Wildridge could be invited to attend a meeting to outline the aims and purpose of a CLT and the benefits for Eye in seeking to create a CLT as a means to develop social affordable housing on ETC land. It was agreed that an extra ordinary meeting of F&G should be convened on the 8th April @ 14:00 subject to Debbie's availability.

Cllr Henderson left the meeting 13:30

12. Correspondence and Referrals

12.1 None received at time of drafting agenda.

13. AOB

13.1 The Clerk and Cllr Hudson gave feedback from a meeting they had with Father Guy from St Peter's and Paul. To celebrate VE day the Council has been invited to a service at church on 10th May at 10:45 at which Cllr Hudson read an Act of Rededication. All are welcome.

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13.2 Father Guy also informed that he had received the offer of a donation of up to £2000.00 towards the repair of the churchyard gates and wished to inform the Council of its intentions to use this funding for this purpose. The committee agreed that they had no real locus standi regarding this matter.

13.3 Neighbourhood Plan Referendum will hopefully be held on the 7th May. Cllr Gould has sought legal advice and the Town Council cannot legally campaign for people to vote. Residents can rally others to vote.

13.4 Cllr Byles reported that she has received her Personal Licence Holder. We will now transfer the DPS for the Town Hall premises licence over to Cllr Byles from Mr. Ribchester.

- 14.** Date of next meeting – 2nd April 2020 @ 1:00 pm
Extra Ordinary meeting to be held on the 8th April @ 2.:00 pm (see agenda item 11.2)

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