



EYE TOWN COUNCIL

**Minutes of the Finance and Governance Committee
Held on Friday 3rd January 2020, Eye Town Hall @ 1:00 pm**

1. Apologies for absence

Cllr Henderson, Cllr Byles

2. Minutes of previous meeting

The minutes of the previous meeting were received and approved.

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

3. Chairs Actions

Carol service on Christmas Eve went off well, attendance from Town Council was low.

4. Staffing

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

Update on Tacon Close – Clerk has moved into the office. Still some issues with Wi-Fi connections. Currently we are using the open O2 which is a public network. I have asked permission to install our own broadband connection. Still awaiting a response from MSDC.

The Clerk has received notice from Karl Rouse the weekend toilet cleaner. His last day working for the Council will be the 2nd February. The Environment Committee to consider recruitment. Dawn Rouse has agreed to cover the hours in the interim.

5. Finance

5.1 To discuss issues from the budget monitoring report for December 2019 – the report was noted. No issues to raise.

6. Governance

6.1 Risk Register 2020

The Risk Register as presented was discussed it was suggested that the register did not reflect the risks associated with delivering services. It should reflect the risks and mitigation against those faced by the Council whilst still meeting the Council's statutory obligation.

Proposed to recommend that Full Council approves the current Risk Register for 2020 subject to changes to responsible

6.1, 6.2 7.1 and 7.2 To be deferred for the Council to consider these documents in their entirety at a future meeting. Should the review not be completed before the March meeting

the Risk Register as presented at this meeting will be put to Full Council for approval to meet statutory requirements.

Clerk to contact internal auditor to confirm the template for the register and to ensure that statutory requirements are met.

6.2 Eye Town Council – Business Plan

It was felt that a Business Plan linked to council priorities and the Neighbourhood Plan would help outline to the public and other organisations and partners what the Council is striving for and how we intend to achieve this including financing.

See above 6.1 item differed.

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

7.1 Risk Management Policy

This is a review of the existing Risk Management Policy which guides the risks identified in the register.

See 6.1 item differed.

7.2 Training and Development Policy

This is a new policy drafted by the Clerk, it is recommended that Council's adopt a Training and Development Policy although it is not a statutory policy.

See 6.2 item differed.

8. Tendering, Contracts and Agreements

8.1 Grass Cutting and Hanging Basket contracts

The Hanging Basket contract has been agreed by the Environment Committee to issue in its current format with no changes.

The Clerk is still waiting for the amendments to the grass cutting contract.

Both contracts end at the 31st March 2020.

9. Health and Safety (including risk assessments)

No issues to report.

Cllr Berry reported that a construction-based risk assessment required for the renovation of the public toilets. We will be working with suppliers to draft a document.

10. Grants and Donations

10.1 Request received from 1st Eye Scouts Group to reimburse the cost of the replacement of the Union flag used at Council civic events.

Propose that Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur £375.97 expenditure in relation to the 1st Eye Scout Group, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

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

11. Reports and Updates

Offer of support from Jamie Edwards from MSDC to give advice on ideas for future use of skate park. Clerk to set up a meeting.

12. Correspondence and Referrals

13. AOB

Cllr Evitt spoke of the evidence required for the planning inquiry.

Housekeeping inquiry will start on the first day at 10:00 am but the subsequent days may start at a different time to be decided by the inspector.

14. Date of next meeting – 6th February 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***