



# EYE TOWN COUNCIL

## Agenda - Finance and Governance Committee

Thursday 6<sup>th</sup> December 2018, Eye Town Hall @ 1:00 pm

1. **Apologies for absence – Cllr Blake, Cllr Byles, Cllr Robins**
2. **Minutes of previous meeting on the 8<sup>th</sup> November (attached)**
3. **Churchyard Wall – Actions from Adam Power Associates Report (Cllr Blake, Cllr Smith, Cllr Berry)**
4. **Town Hall matters – (Cllr Berry)**
5. **Chairs Actions**
6. **Staffing**
  - To receive an update on office line management
7. **Finance**
  - For information and discussion from budget monitoring report at 30<sup>th</sup> November 2018 (attached)
  - Parish Precept Form – Increased overall by 10.79% includes inflation and staffing reviews. Increase to Band D Tax Base by MSDC of 1.3%
  - Application for Business Debit Card
  - Virement request from Project Co-Ordinator’s Budget line 145 to Neighbourhood Plan Budget line 180 for £1500 to cover additional consultation time to produce the Neighbourhood Plan.
8. **Governance**
  - Community Emergency Plan
9. **Documents (to include policies, procedures and protocols)**
  - Financial Regulations review
10. **Tendering, Contracts and Agreements**
  - None at time of draft agenda
11. **Health and Safety (including risk assessments)**
  - None at time of draft agenda
12. **Grants and Donations**
  - None received at time of draft agenda
13. **Reports and Updates**
  - None at time of draft agenda
14. **Correspondence and Referrals –**
  - None at time of draft agenda
15. **AOB**
16. **Date of next meeting – 3<sup>rd</sup> January 2019**