



## EYE TOWN COUNCIL

### Minutes of the Meeting of Finance and Governance Committee held on 4<sup>th</sup> March at 7:00 pm as a remote meeting using Zoom.

**Present:** Cllr Evitt (Chair), Cllr Gould, Cllr Henderson (7:15), Cllr Mann, Cllr Walker **Non-voting members** Cllr Berry, O'Mard and Smith. **Town Clerk** – Wendy Alcock. No members of the public were present.

1. Apologies for absence – Cllr Turner
2. Members Declarations of Interests and Consideration of Requests for Dispensations

None received.

3. Public questions and community announcements. No members of the public present.
4. Minutes of previous meeting held on the 4<sup>th</sup> February were approved.

**Proposed by Cllr Evitt, Seconded by Cllr Gould. All in favour.**

5. Chairs Actions

Nothing to report.

6. Staffing - To receive an update on office line management.

Nothing to report.

7. Finance

#### **7.1** To discussion issues from the budget monitoring report for February 2021

No issues to report. The virements presented below will cover the overspends and unplanned items of expenditure.

#### **7.2** Budget virements to be approved for 2020/21 accounts.

**Proposed that Full Council approves the budget virements as presented.**

**Proposed by Cllr Evitt, Seconded by Cllr Walker. All in favour.**

#### **7.3** Revised Budget for 2021/22

The revised budget presented includes the non-domestic rates for the Town Hall and cemetery which have not been accounted for in the budget agreed by Council at its January meeting.

**Proposed that Full Council approves the revised budget as presented for 2021/22 and makes provision to cover the shortfall from reserves for £9329.00 to meet the non-domestic rates demand and arrears for the Town Hall and the Cemetery.**

**Proposed by Cllr Evitt, Seconded by Cllr Mann. All in favour.**

**8. Governance**

**8.1 Future of Chapel Pews**

Following the clear out of the second chapel at the cemetery some pews have been identified. Cllr Berry has agreed to refurbish and store the pews until such time as they are required to be put back into use.

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

**9.1 Internal Control Statement for 2021-22**

**9.2 Risk Management Policy.**

**9.3 Business Plan 2021-22**

**Propose that Full Council accepts the review of the documents stated above.**

**Proposed by Cllr Evitt, Seconded by Cllr Gould. All in favour.**

**10. Tendering, Contracts and Agreements – Nothing to report.**

**11. Health and Safety (including risk assessments) – Nothing to report.**

**12. Grants and Donations – None received.**

**13. Reports and Updates.**

**13.1 Carbon Reduction Plan for Eye**

Presentation from Cllr Henderson on the draft plan she has produced. Mid Suffolk District Council have a Carbon Reduction Plan and the proposed plan for Eye dovetails into this and other partner projects.

Cllr Gould congratulated Cllr Henderson and spoke of the importance and speed in which carbon reduction is raising in profile. He is pleased to see the role which Eye is already taking in this area. Eye's ambition is to be a zero-carbon town. The District Council has budget to support this initiative.

Cllr Berry believes the links to planning and carbon reduction are very relevant to future planning applications particularly with the large application which is currently being considered.

Cllr Evitt stated that the items in the draft are achievable and, in some cases, already being addressed.

Cllr Gould feels that we have enough to engage with the district Council and would like to take this onto the next stage with others to expand. Cllr Henderson to widen for presentation to Full Council.

Full Council will be minded to note the content of the draft Carbon Reduction Plan for Eye and pass any suggestion to Cllr Henderson for inclusion.

### **13.2 Future of remote meetings**

The Clerk reported that the change to regulations which allow remote meetings to expire ceases on the 6<sup>th</sup> May and that Council's must return to face to face meetings from the 7<sup>th</sup> May. Representations are being made to government to extend this requirement, particularly as restrictions will not lift completely until the 21<sup>st</sup> June.

There are several two main issues which must be considered in meeting this change.

**13.2.1** The Council has a requirement to hold the Annual Town Meeting between the 1<sup>st</sup> March and 1<sup>st</sup> June. This meeting can not be held face to face due to the social distancing restrictions and permitted number of people in gatherings which do not finish until the 21<sup>st</sup> June. The Events Committee has put a provisional date for the Annual Town Meeting as the 27<sup>th</sup> April.

**Proposal that the Annual Town Meeting is held remotely on the 27<sup>th</sup> April as this can not be achieved safely until after the 21<sup>st</sup> June.**

**Proposed by Cllr Evitt, Seconded by Cllr Mann. All in favour.**

**13.2.2** The Annual Meeting of the Town Council is usually scheduled for the 3<sup>rd</sup> Wednesday of the month of May (19<sup>th</sup>). At this meeting the Mayor and Deputy Mayor are elected, and certain documents and procedures must be agreed as defined in our Standing Orders. As with the Annual Town Meeting above this cannot be achieved safely face to face. The Annual Meeting of the Town Council must be held in the month of May, but the Council can choose the date for this meeting.

**Propose that this meeting is brought forward to the 5<sup>th</sup> May to allow it to be held remotely if no extension to remote meetings is given.**

**Proposed by Cllr Evitt, Seconded by Cllr Walker. All in favour.**

**13.2.3** Propose that the June Full Council meeting be moved back to the 23<sup>rd</sup> June to allow it to be held face to face after the social distancing restrictions are lifted, unless extension to remote meetings is given.

**Proposed by Cllr Evitt, Seconded by Cllr Walker. All in favour.**

### **13.3 Attendance at the SALC, Mid Suffolk Area Forum**

The Council needs a representative to attend the Mid Suffolk Area Forum. The Clerk has circulated the meeting request sent by SALC but has not received a volunteer. This is an important forum and Eye should be represented.

Cllr O'Mard agreed to be the Eye Representative.

**14.** Correspondence and Referrals – None received at time of drafting agenda.

**15.** AOB

Cllr Berry asked if the Neighborhood Plan Referendum would take place on the 6<sup>th</sup> May, Cllr Gould to confirm.

If the referendum takes place Cllr Berry suggested that a reminder could be put in the May, Eye Magazine from the Planning Committee. It was agreed that this was a good idea.

**16.** Date of next meeting – April 1<sup>st</sup>, 2021