



EYE TOWN COUNCIL

Minutes of the Meeting of Finance and Governance Committee held on 4th February at 7:00 pm as a remote meeting using Zoom.

Present: Cllr Evitt (Chair), Cllr Gould (7:05), Cllr Henderson, , Cllr Mann, Cllr Turner, Cllr Walker
Non-voting members Cllr Berry, O'Mard and Smith. **Town Clerk** – Wendy Alcock

1. Apologies for absence not in attendance Cllr Hudson
2. Members Declarations of Interests and Consideration of Requests for Dispensations

None received.

3. Public questions and community announcements

No member of public present.

4. Minutes of previous meeting held on the 7th January were approved.

Cllr Henderson raised a asked what was happening with the press release for the Council's role with securing funding for the new play area. Cllr Evitt stated that it was felt that things had settled down and best not to exasperate the issue further. Andy Robinsons involvement wasn't in his capacity as the Town Council's project coordinator.

The minutes were approved.

Proposed by Cllr Walker, Seconded by Cllr Mann. All in favour.

5. Chairs Actions

Nothing to report.

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

6.1 Mace Bearers Honorarium

The Mace Bearers honorarium is due in February, although there were no civic events in 2020 the payment is a retainer for services and is therefore still due.

Proposal for the Mace Bearers honorarium to be paid in the February accounts payable.

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

7. Finance

7.1 To discussion issues from the budget monitoring report for January 2021

No new major issues to report.

7.2 Acknowledge of Precept and additional grant payment.

MSDC has confirmed receipt of the Council's precept. Payment will be made as 50% in April and 50% in September.

Also, in April a grant payment of £1026.00 will be paid to the Town Council this is part of the Spending Review where an additional £102,000 grant funding has been given to the District Council, £31,880 of this has been allocated to Town and Parish Councils. The payment we receive has been calculated in proportion to the calculated tax base for Eye.

7.3 Town Hall non-domestic rates demand

As per the email shared from the Shared Revenue Partnership (SRP) there is currently an outstanding amount for Non-Domestic rates against the Town Hall of £10,662.17 since 2017. No rate demands have been received at the Town Council office but appear to have been sent to the previous clerk's home address.

Cllr Gould taken this matter up with the district council, despite the rate demand not being received in the Clerk's office spoke the debt which is owed, and the Council will have to pay. It is the Council's obligation to inform the collection authority of any changes of address. Cllr Gould has agreement in principle for time to pay over the three years.

8. Governance

8.1 Committee membership

Councillors are minded to ensure that they are listed against those committees they are members of.

Proposal to Full Council to approve the committee membership listing.

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

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

9.1 Review of Asset Register

9.2 Guide to being a Mayor.

Propose that Council approves the review of the Asset Register and Guide to being a Mayor.

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

9.3 Business Plan 2021-22

The Clerk presented the Business Plan for 2021-22 which has been updated with the agreed budgets for the forthcoming year. The Council's priorities as agreed in the workshop held in October 2020 have also been updated. The Clerk asked for the leads on the actions in Appendix A could give an update on progress to be included in the 2021-22 plan.

The final version to be presented to Full Council in March for adoption ahead of the next financial year.

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

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

12. Grants and Donations.

12.1 Ormiston Families.

Late application received which was circulated to Councillors. Unfortunately, the full grant budget has been allocated for this financial year. The Clerk to reply to Ormiston Families.

13. Reports and Updates.

13.1 Report from Environment Committee on works to chapels.

Cllr Smith and Cllr Berry gave an outline of the presentation made to the Environment Committee at its meeting on the 2nd February. Full details can be found in the minutes for that meeting.

Costs for these proposals will be met from the Covid support received for the cemetery from MSDC.

Cllr Smith asked if money would still need to be set aside from this fund for CCTV for the public toilets. Cllr Gould was hoping that this would be covered by a larger project in relation to 2 Cross Street.

There may be some monies available from the Locality Fund to help fund repairs to the chapels. Cllr Gould to liaise with Cllr Smith and the Clerk to arrange an application.

13.2 Castle Hill IPU Appeal

Councillors were asked to refer to correspondence circulated from the Joint Parish Working Group on planning matters.

The Joint Parish Working Group (JPWG) has asked again if Eye Town Council would be interested in contributing cash in a different way with others, to contribute to preparing evidence for the Appeal for Castle Hill Farm by way of funding some legal advice.

Cllr Berry recommended that we should offer our traffic survey to the Inspector as our evidence along with other items of narrative and other evidence collected since its completion. We should agree to share information with parishes from the Joint Parish Group as we currently do.

Cllr Gould agrees with Cllrs Berry's recommendations. One of his concerns was that the application was not refused on highways grounds. He felt that by joining with others it could dilute the case you have and even though highways were not grounds for refusal of the

application it doesn't stop these reasons being brought to the attention of the inspector conducting the appeal.

Cllr Henderson – wished to thank Cllr Berry and Gould this is really helpful information to help support this decision and could the reasons for not making a contribution be shared with the JPWG. Cllr Gould felt it could.

Cllr Berry continued in responding that ETC will continue to work with the Joint Parish Group in the future.

Finance and Governance unanimously agreed the recommendation, a response will be sent by the Clerk to the JPWG.

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

15. AOB

15.1 Unauthorised encampment on Eye Airfield

Cllr Henderson raised concerns that since the arrival of the encampment a gate on a public footpath has been locked stopping access. The landowner needs to be identified so this can be reported to Norfolk County Council.

Cllr Gould suggested contacting the Cllr Jessica Fleming who is the County Councillor for that area for assistance.

15.2 Sale and Development of Victoria Mill

Cllr Gould reminded the committee that £5k has been set aside for soil testing provision in relation to the sale and development of the land at Victoria Mill. An additional £2k is required from reserves to accept this companies' terms and conditions no contract will be entered into until the access issues to the land are resolved. This cost will be recoverable once the land is sold. Contracts would not be entered into until the access to the site has been agreed. There is some urgency with this request as the sale of the adjacent land has been agreed between Persimmon and the Baldwin estate.

Proposal to Full Council to set aside a further £2K from reserves to support the soil testing provision.

Proposed by Cllr Evitt, seconded by Cllr Gould – All in favour

16. Date of next meeting – March 4th, 2021

Meeting closes at 8:15 pm.