



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee Thursday 6th February 2020, Eye Town Hall @ 1:00 pm

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

1. Apologies for absence

None

2. Minutes of previous meeting were approved.

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

3. Chairs Actions

Nothing to report.

4. Staffing

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

The Clerk reported that the Mace Bearers honorarium was due for payment in February. Agreed that the honorarium remain at £120.00 for the two civic events.

The Clerk presented the annual leave report for staff. The annual leave year finishes 31st March. Only up to one week's annual leave is permitted to be carried forward into the new holiday year if work commitments do not allow the time to be taken in this year.

The Street Carer has requested to sell one week's annual leave (£121.24) Committee gave permission for this to be paid in March salary payment.

The minimum wage increase has been published as £8.72 from the 1st April 2020. This will due for all employees with the exception of the Town Clerk and Project Coordinator who are on NJC salary scales which haven't been agreed at the moment.

5. Finance

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

No major issues to raise.

5.2 To decide if the Council should move to Income and Expenditure Accounts.

The Clerk explained that if the Council's income or expenditure exceeds £200k for three consecutive financial years it is required to operate income/expenditure (I&E) accounts. Although the 2019/20 accounts do not appear to be exceeding this limit to make three years in a row it could be advantageous to switch to this accounting procedure.

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***

The Clerk has researched the implications for the financial management system. It is a minimal change to the yearend process and will not change the data capture or reporting during the year. The only change is at year end where a full balance sheet is reported to the external auditor.

The Clerk has sought advice from the internal auditor, and he recommends that the Council moves across to I&E accounts now rather than when actually required.

The Clerk advised that future recruitment may require the Town Clerk role to be split into Clerk and Responsible Finance Officer as additional skills and experience would be required to advise and operate and I&E accounts system.

Propose to Full Council that they move to an Income and Expenditure accounts system for the 2019/2020 financial year.

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

6. Governance

6.1 Asset Register review 2020

Heating system at the town hall. Should this be included to fixture and fittings total against the Town Hall. Check if these were included in the valuation made by Aviva in 2018. The Asset Register will be represented in March once this is clarified.

6.2 Letter of Engagement from Guy McGregor associates

An outstanding action from the last interim audit report was to review the contractual arrangements with Guy McGregor and associates for payroll services. The circulated letter of engagement formulises these arrangements with the organisation.

The Committee is minded to accept the Letter of Engagement and propose recommend these to Full Council.

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

Agree to submit a tender document for payroll services 2021/22

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

7.1 Code of Conduct

Propose to Full Council that they re-adopt the Code of Conduct.

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

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8. Tendering, Contracts and Agreements

8.1 Grass Cutting and Hanging Basket contracts out to tender

Both contracts are currently out to tender with the shut off date for submission of bids at 28th February.

9. Health and Safety (including risk assessments)

Toilet risk assessments.

10. Grants and Donations

10.1 Nothing received at time of drafting agenda.

11. Reports and Updates

11.1 For information – appointment of Wrigleys Solicitors to oversee the creation of Eye Community Land Trust (letter of engagement and terms of business circulated)

Wrigleys have drawn up the rules for creation of the CLT. Cllr Henderson explained the rules which have some implications for ETC. Councillors felt that they required additional time to review the document before making a decision.

Councillors asked for more time to review the rules as presented before making a decision.

Cllr Gould gave some background on the reserved matters planning on the Castleton Way site. Further discussions will be held with the District and Town Council and the developer.

Cllr Gould agreed to produce a matrix which showed the interdependencies of each element which would lead to the development of Council land.

Cllr Evitt proposed that an Asset Management Group would be beneficial to ensure that the Council met its obligations of ensuring it is getting best value for its assets. This would ensure governance for this function.

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

Cllr Gould agreed to be Chair of the new Asset Management Group other members Cllr Blake, Cllr Henderson, Cllr Berry and Cllr Smith as members. Terms of Reference to be drawn up and presented to Full Council for adoption.

11.2 Eye Town Hall Parapet Wall Report from Hucklesby Architects

Cllrs to note the content of the report and the recommendations within. There is water ingress below the parapet wall which is causing staining at high level. This is not due to a defect in the new roof covering but to erosion of the water proofing over the cornice below the parapet wall allowing water to 'sponge' through the brickwork.

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A temporary repair has been made. Remedial work is required, costs to be identified. This work to be scheduled as part of the Town Hall Committee as reactive work.

11.3 MLM Traffic Survey Report

Cllr Berry is expecting the report which will give data to support our submission of the Traffic Regulation Order before Full Council.

Recommendation for Council to note the report prepared by the MLM Group and to endorse its use to support future submissions for action by Suffolk County Council to the reduce vehicle journeys through Eye Town centre.

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

12. Correspondence and Referrals

13. AOB

13.1 Update on electric charging points.

Mid Suffolk DC will work around the contractors for the toilet refurbishment and won't arrange any bay painting until the beginning of March to allow Durrants to finish and move off site.

The Coop have been asked to sign and send on the partnership agreement to you for the Council to sign.

Ideas for launch of the charging points to be passed to the Events committee.

13.2 Meeting with Cranswick foods on 19th March. Cllr Walker to represent the Council at this event. Others are welcome.

Joint consultation is still required on expansion plans and traffic management. Cranswick's Plan for community responsibility is also a question to be asked at the meeting.

Cllr Berry to draft a response.

13.3 Cllr Gould would like to reflect on the public inquiry and thanked everyone who had participated. Cllr Berry felt that it was also went well with the Council. These acknowledgements were shared by the whole committee.

13.4 The Clerk presented the reserves report at the 31st January. Although bank accounts are currently very healthy there were a number of earmarked reserves made through previous Council decision which considerably reduced the general reserve available.

13.5 Cllr Evitt reported that the Tell-tales monitors had been fixed on the Churchyard wall to identify if there was any movement. A report will come to a future meeting with the results.

14. Date of next meeting – 5th March 2020 @ 1:00 pm

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