



EYE TOWN COUNCIL

Minutes of the remote meeting of Finance and Governance Committee held on 29th April at 7:00 pm as a remote meeting using Zoom.

Present: Cllr Evitt, Cllr Walker, Cllr O'Mard, Cllr Turner, Cllr Henderson, Cllr Mann, Cllr Berry.

1. Apologies for absence – Cllr Gould
2. Members Declarations of Interests and Consideration of Requests for Dispensations
3. Public questions and community announcements – No members of the public were present.
4. Minutes of previous meeting held on the 1st April were approved.

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

5. Chairs Actions

The Clerk reported that the High Court has given its verdict of the case brought by LLG and Hertfordshire CC. The outcome is that the LGA 1972 does not give provision for remote meetings to be held as it is stated that the meetings should be held in a geographical location.

The call for evidence is still out by the Government on the experience of remote meetings until 17th June. Further information on how to find out more and to take part by following [this link](#).

This means that no committee or Council meeting can take place remotely post 7th May. However, working groups with no delegated authority are not bound by this requirement.

6. Staffing

- 6.1** To receive an update on office line management ***
Nothing to report.

7. Finance

7.1 Final budget monitoring report for 2020/21

Propose that this is reported to Full Council for information as per the requirements of our Internal Control Statement.

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

7.2 Budget monitoring report for April 2021.

No issues to report.

7.3 Covid Grant allocation

As reported to Councillors the Town Council has been successful in obtaining Covid Grants in relation to the Town Hall to the sum of £14857.27. The Clerk asked where this funding should be allocated. Whether they wished for it to be earmarked and for what purpose or if it was to be paid into general reserves.

The Clerk reported that Council had agreed earmarked reserves to cover the costs of the business rates for the cemetery and the town hall (£9329.00) which were not identified in the approved budget in January 2021. These could now be covered by the grant money received leaving £5528.27 to be earmarked for other projects.

Discussions were held over which projects could be used funded using these funds.

Propose to Full Council to reverse of the decision to earmark reserves for Business Rates to the Cemetery and Town Hall made on 17th March 2021 and to earmark funds received from the Covid grant up to of £3,500 for future projects to be defined.

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

8. Governance

The following items are required to be reviewed each year at our annual town meeting.

8.1 Terms of Reference for committees and the current committee membership reports

8.2 Committee Membership 2021

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

8.3 Report of the expenditure against the Section 137 budget for 2020/21

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

8.4 Appointment of Internal Auditor – Trevor Brown

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

8.5 General Power of Competence.

Power of General Competence - To resolve to readopt the Power of General Competence. Eye Town Council meets the eligibility criteria as:-

- i) all Councillors hold office as a result of two thirds of its members being declared elected (as opposed to being appointed or co-opted);
- ii) the clerk is suitably qualified (holding the Certificate in Local Council Administration - CILCA)
- iii) the clerk has completed the relevant training in the exercise of the power of obtaining the qualification in ii above.

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

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

The following policies are required to be reviewed each year at our annual town meeting.

- 9.1** Complaints Procedure
- 9.2** Freedom of Information – publication scheme
- 9.3** Data Protection Policy
- 9.4** Information Protection
- 9.5** Information Security Incident Policy
- 9.6** Dealing with Press and Media Policy

Proposed by Cllr Evitt, Seconded by Cllr Mann . 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

Nothing to report.

13. Reports and Updates

The Clerk reported that she had met with the insurers and had completed the review on cover requirements. The insurance provider would be changing from Aviva to Military Mutual following a tendering process by our brokers WPS. The quotation will be received shortly and will need to be agreed by delegated decision between the Chair and Clerk in order for cover to start from the 1st June.

Cllr Henderson reported that as part of the initiatives in Eye Carbon Reduction Plan a green corridor walkway which is being called the Woodland Water Meadow project was now in progress. Currently investigating grant funding for this project to become one of Suffolk County Council's healing woods.

14. Correspondence and Referrals

Nothing to report.

15. AOB

Cllr Berry reminded that Thursday 6th May is the referendum day for the Eye Neighbourhood Plan. If a yes vote is achieved, it will give more kudos and weight to the policies in the plan and will lead to a higher percentage payout of CIL funds following developments.

16. Date of next meeting – 1st July 2020 @ 7:00 pm. Meeting scheduled for 3rd June cancelled delegated powers to Chair and Clerk.