



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee

Thursday 4th October 2018, Eye Town Hall @ 1:00 pm

Present: Cllrs Andrew Evitt, Blake, Byles, Gould, Henderson, Robins, Wendy Alcock (Town Clerk)

1. Apologies for absence

Cllr Burke

2. Minutes of previous meeting 6th September

The minutes were agreed as an accurate recording.

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

Minutes of previous meeting 18th September

The minutes were agreed as an accurate recording.

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

3. Chairs Actions

Nothing to report.

4. Staffing

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

5. Finance

- To discussion issues from the half year budget monitoring report at 27th September 2018 (attached)

No concerns reported, the half yearly accounts would be reported to Full Council for information at the next meeting.

It was queried that the Hanging basket budget line has overspent. The Clerk reported that no sponsorship had been received from Eye Poultry this year to supplement the budget. This was despite Cllr Mann chasing on several occasion.

- Draft Budget for 2019/2020

The draft budget for 2019/20 as supplied by the Clerk to F&G and all Chairs of Committee. This is the first opportunity for Councillors to consider the presented budget and also to make provision for projects in the forthcoming financial year. The precept needs to be agreed by Full Council by 31st December 2018, this will require the budget to be agreed at the latest by the December full Council meeting.

The draft was discussed. Agreed that all chairs should put detailed proposals to F&G for consideration at its next meeting on the 2nd November.

Action – as above.

- Report on external audit

The conclusion and report of the external audit by PKF Littlejohn Ltd has been received. They have concluded that in their opinion the information provided by the Council in Sections 1 and 2 of the Annual Governance and Accounting Return is in accordance with Proper Practices and no other matters have to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Cllr Evitt wished that congratulations should be passed onto the Clerk for her hard work to achieve the successful audit and also to Cllr Gould who contributed to the supporting information to the return.

6. Governance

- Registration of Cemetery Land (Cllr Byles)

Cllr Byles reported that the cemetery is the only piece of land which has not been registered as it was previously covered by voluntary order. There is now compulsory land registration for all land in the UK. Cllr Byles agreed to follow through the registration which will cost approximately £500.00.

Proposal to full Council to vire the £500.00 currently located in the allotment budget line 147 to the Cemetery/Church budget cost centre to allow for the Cemetery land to be registered.

All costs have now been received for the allotment land registration.

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

- Committee Meeting Schedule 2019

Proposal to report the Meeting Schedule to Full Council.

Proposed by Cllr Evitt, seconded by Cllr Robins.

- GDPR Audit

The formal report had not been received by the Council's Data Protection Officer, but the Clerk reported that a successful audit was carried out on the 13th September with very few areas of concerns. One issue highlighted that when reporting salaries paid in Accounts payable this should be reported as a total amount paid to staff not the individual amounts to employees. The Clerk will action this against the next reported accounts payable.

The full report will be issued when received from LCPA.

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

- None at time of draft agenda

8. Tendering, Contracts and Agreements

- None at time of draft agenda

9. Health and Safety (including risk assessments)

- None at time of draft agenda

10. Grants and Donations

- Payment for Poppy Wreath for Remembrance Sunday - £100.00

The Clerk requested that the annual payment for the Poppy Wreath be approved for the Remembrance service.

Proposal to request Council agrees to the donation of £100.00 for the 2018 Poppy Appeal as a contribution towards the supply of the wreath for presentation at the memorial.

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

11. Reports and Updates

- Planning Application for development near Century Road/Ash Drive and it's impact on the Neighbourhood Plan (Cllr Gould, Cllr Evitt)

Cllr Gould reported that MSDC no longer has a 5-year land supply following an appeal by a developer to a rejected application by the district. The appeal has concurred that the DC only has a 3 ½ year land supply. This now gives no planning basis to turn down developments as the district Council has not met its government target to meet the supply.

In relation to this application the Council will make representation to MSDC against this application at the Planning meeting which will discuss this application at Endeavour House.

The Town Council will still continue with its Neighbourhood Plan.

Cllr Byles reported that she had receive a request from a petition group against the Century Road/Ash Drive development to pay the invoice for a consultant through Eye Town Council in order for VAT to be claimed back by the Town Council in order to reduce the amount of money to be paid by the group.

The Clerk reported that this practice would not be acceptable by HMRC as the procurement of the service would not be made by the Town Council and therefore not the Councils expenditure.

Action – Clerk to reply to the group.

12. Correspondence and Referrals

None received.

13. AOB

The Clerk reported that she had been approach by the producer of the James Hazell show on BBC Radio Suffolk to host their mobile grotto and the live show one day in week commencing the 17th December. This would be an excellent opportunity to promote Eye.

The grotto is hosted in a single decker bus and would need to be located somewhere centrally for the duration of the show between 10:00 – 13:00. After a discussion it was agreed that the bus could be situated along the side of the Town Hall.

The Town Clerk to contact the producer with options. Report to come back to committee at the next meeting.

The Clerk mentioned the agreed Bank Rota for banking of cheques and cash in Diss following the closure of the Barclays branch in Eye. Cllr Byles agreed to swap with Cllr Evitt for the first event on the 19th October as he was unavailable.

Cllr Byles gave a report on the official opening of the Town Hall on the 30th October following completion of the building works. She reported that Griff Rhys Jones who is the president of the Victorian Society had been invited to the opening. We hope that he is able to attend.

Cllr Byles reported that the Eye Archive Group had requested to use the floor below the clock tower for storage of archive material. The Town Hall Committee have requested that the group set out their terms of use and complete a full risk assessment of their activities before a decision is made as the space isn't ideal for the use.

14. Date of next meeting – 2nd November 2018