



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee
Thursday 6th September 2018, Eye Town Hall @ 1:00 pm

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

Cllr Walker arrived at 13:50

1. Apologies for absence

Cllr Byles

2. Minutes of previous meeting (attached)

The minutes were agreed as an accurate record of the meeting

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

3. Making Eye a Dementia Friendly Community – a presentation by Gareth Moir, Community Capacity Officer from Suffolk County Council

Suffolk County Council Adult Social Care Teams receiving many referrals but not dementia specific. Sue Ryder Dementia Together currently delivers support across county with the Council.

The Eye Dementia Network area covers from Botesdale to Halesworth? It wishes to run two community events to raise awareness and connections. One of these will be held in Eye in Spring 2019.

Would request that the Town Council is on board with the project and provide a point of contact from the group.

Cllr Evitt asked if someone from Memory Lane based in Eye could speak to the Council on the work they do. Mr Moir said that he would ask the group to make contact.

4. Chairs Actions

Request regarding road Safety – The matter was discussed and agreed that it was not appropriate for the Council to approach the schools directly.

Cllr Evitt agreed to have an informal discussion with both heads.

Valuation of Heritage Items – Chair has authorised the Clerk to seek a valuation of these items for insurance purposes. The Clerk has contacted Gazes of Diss to complete the valuation.

5. Staffing

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

- Absence Reporting (attached)

An updated absence report was distributed to Councillors. Annual leave is being managed well by all staff members.

6. Finance

- To discussion issues from the budget monitoring report at 6th August 2018 (attached)
No issues to report.

- Barclays Bank charges – Inform Council of decision

The Clerk advised that the Council's banker Barclay's had informed that they had exceed the annual debit turnover to qualify for free banking. Charges would commence from October 2018, Barclay's had estimated that these would be £22.70 per month under a mixed payments plan. The Clerk informed that this estimate did not consider that the Council had only recently moved to electronic payments. The Clerk recommended that the Council request an e-payment plan to reflect this change in the way we bank. Debtors would be encouraged to make bank transfer to pay invoices and creditors would be paid by bank transfer where ever possible.

For information to Council.

- Banking Rota

The Clerk had previously circulated a Rota for Finance and Governance members to take the banking to the Diss, Barclays branch post the Eye branch closure on the 21st September. The Clerk requested that if a cash withdrawal was required for petty cash the person on the Rota for that day would need to be an authorised signatory. So, there may be a need for some renegotiating of day.

All agreed with the Rota as presented.

- Report on external audit

External audit report not received at the time of the meeting.

7. Governance

- **Authorised signatory changes**
 - NS&I Account
 - Eye Town Mayor's Charity Account

Both these accounts require a review of who the authorised signatories should be. The Clerk recommended that this should be those people who are authorised signatories on the current account.

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

Resolution for Full Council to recommend setting the authorised signatories of the Council's Nation Savings and Investment Account and the Mayor's Charity Account to those held for the Council's current account.

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

None to review.

9. Tendering, Contracts and Agreements

- Christmas light's contract to be reviewed by Events Committee

10. Health and Safety (including risk assessments)

Nothing to report.

11. Grants and Donations

- None received at time of agenda.

12. Reports and Updates

- Adoption of the War Memorial

Councillors were of the opinion that the Council had already adopted the War Memorial. The Clerk to investigate the through the Enabling Heritage Officer at MSDC.

- Commissioning paintings of Town Mayors

Cllr Robins explained the offer which had been made for an annual portrait of the Mayor by a local artist. The first portrait would be free but there would be a cost for subsequent portraits. The committee was concerned that this would set a precedent and that there is currently no budget provision for this to take place. The Mayor is currently looking at display photographs of previous Mayors at the Town Hall. With this in mind it was agreed that the Council would not proceed with the request.

- Town Hall Grand re-opening -The date has changed to Tuesday 30th October. Town Hall Committee to confirm arrangements and invites.

13. Correspondence and Referrals

None received.

14. AOB

- CIL application for the sports hall. A questionnaire needs to be circulated to identify public opinion. It was discussed if the cost of this survey could be covered by the Neighbourhood Plan budget as it fits into this workplan. Cllr Gould confirm that this would be acceptable.
- Allotment Meeting – Cllr Gould gave an overview from the meeting.
- New Traffic Regulation consultation – Suffolk County Council. The Clerk explained that recommendations are required by 28th September. Cllr Gould explained that there is currently a survey on parking as part of the Neighbourhood Plan which would feed directly into this consultation. The Clerk was instructed to ask for extension from SCC.
- New Grit Bin applications – Cllr Henderson reported on the recent correspondence passed by the Clerk on the Grit Bin applications. It was agreed that the request was passed through to Environment Committee for approval. As the budget is held by this committee.

15. Date of next meeting – 4th October 2018

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***