



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee

Thursday 3rd May 2018, Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt (Chair), Berry, Burke, Byles, Henderson, Robins, Wendy Alcock (Town Clerk)

1. Apologies for absence

Cllr Peter Gould, Cllr John Blake, Cllr Johnnie Walker

2. Minutes of previous meeting

The minutes were agreed as an accurate record of the meeting

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 ***
- Compassionate leave
Cllr Byles asked if this could be deferred until the next meeting for decision.

5. Finance

- To discussion issues from the budget monitoring report for April 2018 as previously circulated. The Clerk reported that this was month one of the new financial year and therefore no issues to report.
- VAT Registration & claims
The Clerk reported that the Town Council was now registered for VAT from HMRC. For information the registration number is 291 895 648. A claim has been made for the period 1/10 – 17/10 on the 126 Form for £74.62 and a full VAT return from 18/10 – 30/04/18 £37,777.99.

- Community Infrastructure Levy Grant Projects

The Council receives payments around the same time as the Precept from the Community Infrastructure Levy fund. These monies have to be used for community-based projects. Councillors need to consider what to invest these funds towards. In the meantime, the payments need to be earmarked reserves for CIL projects.

These payments are not to be confused with the CIL bid rounds for larger projects.

- Review of the Council's expenditure under S137, Local Government Act previously circulated.

This legislation enables the council to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

The Council is required to review their S137 expenditure for the previous financial year. The Committee reviewed the payments made.

6. Governance

- Internal Audit Annual Report – The internal audit annual report was presented to the committee and noted. This will need to be approved by full Council before being submitted to the External Auditor as part of the annual return.
- Annual Governance Statement 2017/18 – The Clerk explained the annual governance statement and that the Council had to give a negative response to question 3 regarding following financial regulations. The reasons behind this action have been explained in a paper written by Cllr Gould which will be submitted with the statement to the External Auditor. This will require full Council approval.
- Accounting Statement 2017/18 – The accounting statement was explained by the Clerk. Due to the increase in payments and receipts for the Town Hall refurbishment the Clerk had to give explanations on the variances from last year's figures. This will require full Council approval.
- Updated Standing Orders. The Clerk had previously circulated the Standing Order with new and significant changes highlighted. The changes are in the main related to the introduction of the General Data Protection Regulations.

Proposal that Council agrees and adopts the update Standing Orders document.

Proposed Cllr Evitt seconded by Cllr Robins all in favour.

- Terms of Reference Review – Council are required to review their Committee terms of reference annually. The terms of reference were agreed as still valid for the committee structure.

Proposal that Council agrees and adopts the Terms of Reference document for the next Council year.

Proposed Cllr Evitt seconded by Cllr Robins all in favour.

- Committee Membership document had been previously circulated. The Clerk stressed the importance of notifying her of any changes to committee membership. Councillors should be asked to consider whether there are any additional committee's they would like to sit on. Subject to any changes the full Council might wish to make.

Proposal that Council approves the revised Committee structure and membership.

Proposed Cllr Evitt seconded by Cllr Byles all in favour.

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

The Council are required to review the following policies at its May meeting.

- Complaints procedure
- Policy on dealing with the Press/Media

Proposal to approved and adopt the review policies as stated.

Proposed Cllr Evitt seconded by Cllr Burke all in favour.

8. Tendering, Contracts and Agreements

- Data Protection Officer contract with Local Council Public Advisory Service. The Town Clerk advised that the Council had entered a contractual arrangement with LCPAS for provision of a Data Protection Officer to assist the Council in the implementation of the requirements of the General Data Protection Regulations.
- Insurance renewal acceptance. The schedule for 2018/19 was shared by the clerk.

Proposal to approve the insurance schedule and pay the fees due in relation to the policy.

Proposed Cllr Evitt seconded by Cllr Robins all in favour.

9. Health and Safety (including risk assessments)

Cllr Evitt – raised issue about the state of the on-street parking. Evidence of ownership and legal responsibility for these areas.

10. Grants and Donations

Cancer Campaign in Suffolk request for a donation to support activities by the charity in Suffolk.

Proposal to donate £100 from the Section 137 budget

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

11. Reports and Updates

*** Victoria Mill Allotments – Appointment of advisor

Town Hall Paintings – Progress on insurance claim.

Cllr Byles – gave background information on the claim to date. Further valuations of the paintings are being requested to obtain a current valuation of the paintings the last valuation was carried out in 2003.

Committee gave permission for the clerk to send the 2003 valuation to the loss adjuster.

In relation to the investigation of the crime. The Clerk is to ask Dan if the Town Council are able to put posters up with the face from CCTV issued by the police.

12. Correspondence and Referrals – Nothing at time of draft agenda.

13. AOB

Cllr Berry spoke about the progress of Phase 1 and plans for Phase 2 of building works. Budget summaries of committed expenditure and planned expenditure were circulated. Decisions need to be made by Council in order to move the project from Phase 1 to Phase 2.

Proposal for Council which will come from Town Hall Committee to consider issuing instructions to Paul Durrant Ltd to undertake the following works at the following prices (all exclusive of VAT and fees):

- Further to minute 5.5 of the council meeting dated 20th December 2017 to construct the male and female WCs in accordance with the latest revision of the plans prepared by Hucklesby Architects for a sum not exceeding £26,000. Such work to be carried out between July 1st and September 1st, 2018.
- To redecorate the walls to the foyer area to the same colour as the main hall
- To provide new doors and ironmongery to replace the doors to the foyer area damaged during the recent break in at a cost not exceeding £1,000 with cost recovery to be sought from the council's insurance claim

Cllr Byles reported that an email had been received from a member of the Business Forum regarding bookings of the Town Hall to businesses which were in direct competition to local businesses. A response to the Business Forum has been drafted by Cllr Byles and will be issued by the Clerk.

14. Date of next meeting – 7th June 2018 - 13:00