



# EYE TOWN COUNCIL

## Minutes of the Finance and Governance Committee

Thursday 7<sup>th</sup> June 2018, Eye Town Hall @ 1:00 pm

**Present:** Cllrs Evitt (Chair), Blake, Burke, Byles, Gould, Henderson, Walker, Wendy Alcock (Town Clerk)

### 1. Apologies for absence

Cllr Mick Robins

### 2. Minutes of previous meeting (attached)

The minutes were agreed as an accurate record of the meeting

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

### 3. Chairs Actions

Nothing to report

### 4. Staffing

- To receive an update on office line management - Confidential Minute
- Administrative Assistant - Confidential Minute
- Town Clerk training request

The Clerk requested approval to attend the Suffolk Association of Local Councils, Clerks Networking Session on the 18<sup>th</sup> July at their offices in Claydon.

It was agreed that the Clerk would attend.

- Compassionate Leave – to be deferred.

### 5. Finance

- To discussion issues from the budget monitoring report for May 2018  
This is period 2 of the new financial year, so not too much activity. The lightening conductor received its annual test but there is no budget provision in this year.

**Propose to vire funds of £150.00 from line 87 Equipment Maintenance to line 88 Lightening Conductor from the Town Hall Budget.**

Proposed Cllr Evitt, seconded Cllr Byles all in favor

- VAT Registration & claims

The Clerk and Cllr Byles gave an update on the position of the VAT claim from 18<sup>th</sup> October to the 30<sup>th</sup> April since the registration. The Council have submitted additional evidence to support our claim and we await the outcome.

## 6. Governance

- Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return

The Clerk explained that the Council is now under notice of public rights and publication of its unaudited Annual Governance & Accountability return for the year ending 31<sup>st</sup> March 2018. The period of public rights ends on Friday 13<sup>th</sup> July.

- Councillor Vacancy – The Committee as the Clerk to keep advert open. The clerk was also asked to contact the monitoring officer at Mid Suffolk to request advice.

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

- A Retention of Documents Policy is required by the Council to meet the requirements of the General Data Protection Regulation. The Clerk presented a policy which meets the legal requirements for retention of documents.

**Propose that the Council adopts the Retention of Documents Policy as presented.**

Proposed by Cllr Evitt, seconded by Cllr Walker all in favor

- Social Media and Electronics Communication Policy is required by the Council to meet the requirements of the General Data Protection Regulation.

**Propose that the Council adopts the Social Media and Electronics Communication Policy as presented.**

Proposed by Cllr Evitt, seconded by Cllr Burke all in favor

- Town Hall Booking form and Conditions.

Cllr Byles gave some background on the documents which had undergone a considerable review thanks to June Gould who is a co-opted member on the Town Hall Committee.

Legislation has changed, and hirers now have to meet certain criteria in order to comply with regulations. These have all been included in the pack.

A discussion was held around the cancellation process (section 6) and it was felt that the cancellation periods with penalties were too harsh given that many of the bookings for the Town Hall are only made one month in advance or even less. Therefore, it was agreed to amend these to the following: -

- If you cancel your booking more than one month prior to the booking event date, there will be no charge.
- If you cancel your booking between one week and one month prior to the booking date, there will be a cancellation fee of 50% of the hire cost.
- If you cancel less than one week before the event, you will be charged 100% of the hire cost.

**Propose that the Council accepts the amended Town Hall Booking Conditions for final adoption.**

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

## 8. Tendering, Contracts and Agreements

- None at time of drafting agenda.

## **9. Health and Safety (including risk assessments)**

Cllr Evitt asked about the off-street car parking and any clarity on the responsibility of maintaining these areas. Cllr Smith is investigating this matter, also Cllr Burke and Cllr McGregor have asked questions of Suffolk County Council.

## **10. Grants and Donations**

- Suffolk Accident Rescue Service request for donation.

A discussion was held on the activities and good work of SARS.

**Proposed that the Council makes a donation of £100.00 to Suffolk Accident Rescue Service under section 137.**

Proposed by Cllr Evitt, seconded by Cllr Blake £100.00 all in favor.

## **11. Reports and Updates**

- Council Priorities - finalise its priorities for medium term planning at the June Council meeting – Report by Cllr Gould

Priorities need to be agreed before the planning process. Several returns have been received from our requested from the public on how they rate the Council priorities. Papers still coming in.

Cllr Burke reported that there was a meeting with Mid Suffolk on the 11<sup>th</sup> June to discuss issues around car parks, toilets and open spaces.

- Town Hall Paintings – Progress on insurance claim.

Cllr Byles reported that one valuation at Market Value prior to damage had been received. The Council have just instructed Gazes for an update on their 2003 valuation.

Quotation for repairs Hamilton Kerr £45,000. Another valuation has been received from a local restorer of £20,000. This restorer would like to include the community as she restores the paintings by having open day.

Cllr Evitt is receiving a further quotation on Tuesday another local restorer who has been highly recommended.

When all of these pieces of information are together the claim form can be completed.

The committee discuss using digital photographs of the portraits to display when the originals are being repaired. Cllr Evitt to investigate this option.

Cllr Burke witnessed someone in Diss who had a striking resemblance to the CCTV image. He reported this to the Police who will be following this information up.

Clerk reported that PC Peck had informed her that the Police CSI team had been able to clean up the CCTV image of the person wanted in their enquiries.

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

**13. AOB**

Cllr Byles asked if other options for the allotment land had been identified. Cllr Gould said that they had looked at alternatives, but time was of the essence. This would be further explored if necessary.

The Clerk reported that she had been requested by a member of the public asking if Councillor photographs could be posted on the Council website and displayed at the Town Hall. This would help residents identify who was on the Town Council. The Committee agreed to take the suggestion to Full Council.

**Proposal to include photographs on the Town Council website of Town Councillors and also have this information available at the Town Hall.**

Proposed Cllr Evitt, seconded Cllr Walker all in favor.

**14. Date of next meeting – 5<sup>th</sup> July 2018 - 13:00**