



EYE TOWN COUNCIL

**Meeting of the Finance and Governance Committee
Held on Thursday 7th November 2019, Eye Town Hall @ 1:00 pm**

Present: Cllr Evitt, Gould, Blake, Byles, Mann, Henderson, Walker and Berry (non-voting). Also, in attendance Wendy Alcock (Clerk)

1. Apologies for absence - None

2. Minutes of previous meeting

The minutes of the previous meeting were received and approved.

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

3. Chairs Actions

The reported that we have received a resignation from Colin Ribchester. The Council would like to thank Colin for his many years of service to Eye.

Requirement for a new authorised signatory as Colin was one of those for the Council.

This leaves the Council with four vacancies. A discussion was held around ideas for recruitment of new Councillors or different ways of working with co-opted members.

4. Staffing

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

No issues to report.

Update on Tacon Close move. Following further discussions with senior officers the outstanding issue of access to Wi-Fi will be provided by MSDC at their cost. A revised office plan will be provided for ETC's location within the floor space. Still on target for 16th – 20th December as moving date.

5. Finance

- To discuss issues from the budget monitoring report for October 2019

No major issues to report.

- Budget Setting Report 2020-21

Chairs of committees have been asked to forward proposals for new budget items and ways of resourcing them for presentation to the next F&G for formal approval at December's council meeting

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***

6. Governance

- Town Hall Premise Licence***
- Interim Internal Audit Report

The clerk had received the internal auditors report for the interim audit held on the 23rd October. This had been previously circulated to the committee. The auditor has raised a concern regarding the change of provider for payroll services following the takeover of Anglia Bookkeeping by Guy Mc Gregor and Associates Ltd. The Clerk had sort clarification from GM & A but he auditor requests that we receive further clarification on the contractual arrangement with the provider and assurances of the protection of the Council's personal data.

End of year audit recommendations asked for the Financial Regulations to be reviewed during 2019/20 to reflect the changes in banking arrangements. This is taking place in item 7.1. Also, it was recommended to review the security arrangements for the Clerk's office accommodation. This will be resolved with the office moving to Tacon Close.

- Asset Management Risk Assessment

The Asset Management Risk assessment was reviewed and agreed that no changes were necessary.

Proposal to that Full Council accepts the review of Asset Management Risk assessment as presented.

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

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

- Financial Regulations review

The Financial Regulations had been reviewed in line with the recommendations of the internal auditor at his end of year report. Also changes to the standard template issued by NALC.

Proposal to recommend acceptance of the Financial Regulations by Full Council as presented.

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

- Standing Orders review

An annual review of the Standing Orders is required. An issue has been raised during the Clerk's CiLCA training as to when the new Mayor/Chair should be appointed. Historically, ETC has voted the new Mayor/Chair in at the April meeting with them taking office in May. May should be the council's annual meeting where various decisions should be made by council in accordance with their standing orders and the Local Government Act 1972. S15 (2) of the act states that the election of the Mayor/Chair should take place as the first order of business on the agenda for the annual meeting.

It is therefore proposed that 5C of the Council's currently published SO should be removed.

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Proposal to recommend acceptance of the Standing Orders by Full Council subject to the amendment being made as described above.

Proposed by Cllr Evitt, seconded by Cllr Blake all in favour

8. Tendering, Contracts and Agreements

- Grass Cutting and Hanging Basket contracts – still ongoing. Revised contracts to be supplied by the end of December.
- Town Hall Maintenance Contract

Cllr Berry presented his report on the review of the Town Hall Maintenance Contract as per the report circulated to committee.

Proposal to recommend that Full Council accepts the revised rates supplied by current contractors and extend the contract for a further year as permissible under the contract awarded in December 2017.

Proposed by Cllr Byles, seconded by Cllr Walker all in favour

In addition, Cllr Berry reported that there is a damp patch which has appeared at the ceiling above the bar area. A full inspection is required to assess the work is required.

Churchyard Wall – meeting set with diocese to discuss work required to the wall will take place on the 8th November.

9. Health and Safety (including risk assessments)

Nothing to report.

10. Grants and Donations

- Nothing received at time of drafting agenda.

11. Reports and Updates

- Priorities Workshop Feedback

Agreed to present the feedback after the next Full Council meeting to help aid budget decisions.

Note to be circulated to all Councillors.

- Land at Victoria Mill

The report supplied by the Project Coordinator was considered by the Committee.

Propose the following to Full Council: -

- a. Eye Town Council agrees to dispose of its land at Victoria Mill for housing development.
- b. This decision is dependent for the allotments part of the site (Policy 7) on suitable alternative land for allotments being provided.

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- c. The Town Council receives further reports on the provision of alternative allotments, the terms of provision of access and other services to the site and the development options in due course.

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

12. Correspondence and Referrals

- National Community Energy Campaign

Chair agreed to carry forward to next month circulate to all Councillors ahead of this meeting.

13. AOB

- Hartismere Place beds closing. Cllr Henderson received a telephone call from a concerned resident as to whether the Town Council could help.

Cllr Gould has started work on this issue in his role as a district Councillor.

Continue with Mayors Charities Committee.

- Planning Inquiry – Barrister fees will now be £5500 for the four-day inquiry. The contract would be on a pay as you go basis so the Council will only pay for the work the barrister completes.

A provision of £2500 has already be agreed as ear marked reserves to pay for barrister fees in relation to the planning inspectorate review. Proposal to Full Council to agree in principal and additional £3000 if required now that the case has escalated to an inquiry.

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

Cllr Gould is investigating possible uses for the building at 2 Cross Street. Draft to SCC on this to be provided by Cllr Gould to be sent by The Clerk.

Look East website – offer to host a debate

14. Date of next meeting – 5th December 2019 @ 1:00 pm

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