



# EYE TOWN COUNCIL

## Minutes of the Finance and Governance Committee

Thursday 4<sup>th</sup> July 2019, Eye Town Hall @ 1:00 pm

**Present:** Cllr Evitt, Byles, Mann, Hudson, Walker

### 1. Apologies for absence

Cllrs Gould, Blake, Henderson

### 2. Minutes of previous meeting

The clerk reported that the letter to the church regarding the proposals for the Churchyard wall had been sent to Rev'd Sumpter to forward to the appropriate officer in the diocese.

The minutes were agreed as an accurate reflection of the meeting.

**Proposed by Cllr Evitt, seconded by Cllr Mann, all in favour.**

### 3. Chairs Actions - Nothing to report

### 4. Staffing

- To receive an update on office line management

No issues to report.

The Clerk informed the Committee of her annual leave on Monday 15<sup>th</sup> July and compassionate leave on the 16<sup>th</sup> July. From 12:00 pm on 16<sup>th</sup> August to the 30<sup>th</sup> August she would be on annual leave. The Project Co-Ordinator would be in the office on the Wednesday's and the office would be covered on a Friday by the Admin Assistant who would clear any messages on the answer and triage urgent emails from the Clerk's in-box.

Training – The Clerk would be attending the CiLCA introduction course on the 9<sup>th</sup> July. On the 12<sup>th</sup> July she would be attending the Town Clerk's meeting with the Senior Management Team at MSDC and Clerks Networking Group on the 19<sup>th</sup> July both held at SALC HQ in Claydon.

### 5. Finance

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

No issues to report.

### 6. Governance

The Council moves into recess during August with no Full Council or Committee meetings being held. To allow business to be maintained Council need to agree the following: -

Propose delegated powers under Financial Regulation 4.1 are approved during summer recess.

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

The Clerk reported that the period in which co-options can be made on the Council following the election had now passed. She has applied to MSDC for a Notice of Casual Vacancy which was published on the 26<sup>th</sup> June. If no requests for an election are received by at least ten electors by the 16<sup>th</sup> July, then the vacancies can be filled by co-option.

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

- Internment Request Form for Eye Cemetery – For information

The Clerk has reviewed the Internment Request form for the cemetery to make it clearer for funeral services to complete and to include the information needed to complete the registers. The form has been approved by the Chair of the Environment Committee.

**8. Tendering, Contracts and Agreements**

- Nothing to report

**9. Health and Safety (including risk assessments) None to report**

**10. Grants and Donations**

- Request for donation from Suffolk Accident and Rescue Service.

Proposed to Full Council that they recommend a donation of £100.00 to Suffolk Accident and Rescue Service from the Section 137 fund.

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

**11. Reports and Updates**

- Report from the Traffic Management Group on Traffic Regulation Orders

The report submitted by the Project Co-Ordinator on behalf of the Traffic Management Group was discussed.

Propose the following to Full Council for approval: -

- Requests Suffolk County Council to process Traffic Regulation Orders (TRO's) for the B1107 and B1117 to restrict HGV Traffic through Castle Street, Cranley Green Road/Lowgate Street and Magdalen Street through a 7.5-ton weight restriction for environmental reasons.
- Agrees to contribute 50% of the funding required up to a limit of £5,000 to be found from the Council's CIL allocation.

Although Finance and Governance supports this initiative it does not feel that it is appropriate to make this proposal Full Council without having further information on the total costs of submitting the application for the TRO and residents support to community fund the remaining balance of the order in excess of £5000.

**12. Correspondence and Referrals**

Nothing to report.

### **13. AOB**

Cllr Walker – cemetery trust

The Clerk had been requested to obtain a quotation for Cyber and Commercial Insurance. This has now been provided by the Council's Brokers WPS. The annual premium is £280.00 plus an admin fee of £25.00 total £305.00.

Proposal to Full Council to make provision for this additional cover for Cyber and Commercial Insurance to cover the risk of this occurrence.

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

Youth Group – Every other Friday starting at the skate park. By the Forge Group.

**14.** Date of next meeting – 5<sup>th</sup> September 2019 @ 2:00 pm (please note change of time)

### **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\*\*\*