



EYE TOWN COUNCIL

**Agenda – Meeting of Finance and Governance Committee
to be held on 3rd September at 1:00 pm as a remote meeting using Zoom.**

Present: Cllr Evitt, Turner, Berry, Smith, O'Mard, Henderson, Gould

1. Apologies for absence

Cllr Walker, Cllr Blake, Cllr Byles

2. Members Declarations of Interests and Consideration of Requests for Dispensations

None to report

3. Public questions and community announcements – No members of the public present.

Meeting closes for public participation.

Formal Meeting Agenda as follows: -

4. Minutes of previous meeting held on the 2nd July were approved

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

5. Chairs Actions

Nothing to report.

6. Staffing

The Clerk reported that the Local Government Services' Pay Award has been agreed for 2020-21. This impacts on the Clerk and the Project Co-Ordinator. The increase was settled at 2.75%, which is within the provision made for the 2020-21 budgets. The settlement also included an increase of annual leave to 22 days per annum for staff with less than 5 years' service. Arrears will be paid in the September salary payment.

Recommendation to Full Council to approve the salary increase as stated in the Local Government Services' Pay Award for 2020-21. This relates to the Clerk and Project Co-Ordinator salary scales.

The Clerk reported that an advertisement has been placed for a replacement weekend cleaner but to date no enquiries had been received. The Environment Committee has agreed to look at alternative options if recruitment is unsuccessful such as contracting out services.

The Clerk shared the six-month report for annual leave. Staff are aware that leave needs to be taken by the end of March 2021. Only one week can be carried forward into the next annual leave year.

7. Finance

- To discussion issues from the budget monitoring report for August 2020

The Clerk presented the budget monitoring report to the Committee. No major issues apart from the shortfall of income from the Town Hall due to the current COVID restrictions.

The half yearly budget monitoring report will be shared with Full Council in September as per internal audit recommendations.

8. Governance

- Website Accessibility Regulations 2018
 - I. Website Accessibility assessment
 - II. Website Accessibility Statement

The Clerk presented the website accessibility assessment completed on the Council's website www.eyesuffolk.org highlighting the areas of non-compliance to the new Accessibility Regulations. The Clerk has contacted the website providers as to how the site can be made compliant but has not had a response back yet. The Website Accessibility Statement must be published on the website by the 23rd September to meet the regulation.

Proposal to adopt and publish the Website Accessibility Statement following the Accessibility Assessment as carried out by the Clerk.

Proposed by Cllr Evitt, seconded by Cllr Turner. All in favour.

Cllr Evitt reported a declaration of interest received from Cllr Potter in relation to work undertaken by her husband at the Queens Head.

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

- 9.1 Grant Awarding Policy
- 9.2 Councillor Induction Program
- 9.3 Disciplinary Policy – agreed to combine the disciplinary procedure with performance/capability policy
- 9.4 Equal Opportunity Policy
- 9.5 Health and Safety Policy

Propose that Full Council adopts 9.1, 9.2, 9.4 and 9.5. 9.3 to be amended to include Performance/Capability Policy to be represented to the committee in October.

Proposed by Cllr Evitt, seconded by Cllr Mann. All in favour.

10. Tendering, Contracts and Agreements – None to report

Options for re-tendering the Town Hall and general maintenance contracts will expire in December. Cllr Berry to contact respective chairs to discuss.

11. Health and Safety (including risk assessments) - None to report

12. Grants and Donations

- Request for donation from SARS

Proposal that Full Council approve a donation of £100 to Suffolk Accident and Rescue Service from the Section 137 fund.

Proposed by Cllr Evitt, seconded by Cllr Turner . All in favour.

13. Reports and Updates

- Any changes required to the Business Plan – none to report.
- Paddock House

Condition of planning permission. To protect the green space during construction period, centre piece for redevelopment supported by the community. Provide local amenity which will be protected as such.

Agreed the wording of the proposal to Full Council for the management agreement by the Environment Committee. Cllr Gould to test this acceptance with MSDC.

14. Correspondence and Referrals – none received.

15. AOB

None to report.

16. Date of next meeting – 1st October 2020

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***