



EYE TOWN COUNCIL

**Minutes of the Finance and Governance Committee
held on 5th November at 7:00 pm as a remote meeting using Zoom.**

Present: Cllr Evitt, Cllr Gould, Cllr Walker, Cllr Mann, Cllr O'Mard, Cllr Turner, Non-voting members Cllr Berry, Cllr Byles (left at 8:00), Cllr Smith. Town Clerk Wendy Alcock, Project Co-Ordinator Andy Robinson and one member of the public.

1. Apologies for absence

Cllr Henderson

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

None received.

3. Public questions and community announcements

Mark Marconi possibly ASB

Meeting closes for public participation.

Formal Meeting Agenda as follows: -

4. Minutes of the meeting held on the 1st October were approved.

Proposed by Cllr Evitt, Seconded by Cllr Walker. All in favour.

5. Chairs Actions

Nothing to report.

6. Staffing - To receive an update on office line management ***

6.1 Staff at Christmas.

6.2 Toilet Cleaning staff

Minuted in confidential items.

7. Finance

7.1 To discussion issues from the budget monitoring report for October 2020

The Clerk raised that the cost for servicing the Sanitary bins in the toilets had increased beyond the amount estimated in the budget. A virement of £975.00 to be identified at year end.

The Town hall income has received another blow as the hall has now been closed due to the lockdown restrictions until the 2nd December.

7.2 Financial Regulations Review 2020

The Clerk presented the Financial Regulations Review and explained that this was the annual review of this policy. During the interim internal audit inspection, it was noted that the signing of invoicing and accounts payable list was no longer required as alternative controls for authorisation of payments online were now in place.

Propose that Full Council accept the Financial Regulations as presented.

Proposed by Cllr Evitt Seconded by Cllr Mann. All in favour.

8. Governance

8.1 Interim Internal Audit Report

Proposal to recommend the content of the interim internal audit report is noted by Full Council.

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

8.2 Assets of Community Value Report

Councillors to note the content of the Project Co-Ordinator's report to review the current assets of Community Value listed for Eye Town Council.

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

9.1 Child and Adults at Risk Safeguarding Policy review

Propose to Full Council to accept the policy as presented.

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

10. Tendering, Contracts and Agreements

10.1 Town Maintenance Contract ***

Minuted in confidential items.

Council had previously agreed to extend the contracts for existing contractors subject to demonstrating best value for labour rates charged. The current prices to be charged still compare favorably with benchmark prices reviewed in 2014.

It was noted and agreed that a rate for an apprentice electrician had been added to the current charges.

Cllr Berry advised that in his opinion the revised rates represent good value for money from contractors of proven quality.

10.2 Potential contract for provision of toilet cleaning.

The Clerk reported that she had requested an estimate of costs from the MSDC toilet cleaning contractor East Anglian Cleaning Services. This will allow the Council to assess whether it is a viable option to outsource the toilet cleaning service.

10.3 Review of Payroll services.

Councillors were asked to note the content and recommendation of the report provided by the Clerk. In view that the contract value is below £500.00 the Clerk proposed that the committee agrees to retain the services of Guy Mc Gregor Associates for the provision of payroll services for the Town Council employees.

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

10.4 Options for Land at Victoria Mill ***

Minuted in confidential items.

11. Health and Safety (including risk assessments)

None to report

12. Grants and Donations

12.1 Application from Headway

Propose that Full Council approves a donation of £200.00 to Headway from the Section 137 fund.

Proposed by Cllr Evitt, Seconded by Cllr Gould. All in favour

12.2 Application from SERV

Propose that Full Council approves a donation of £100.00 to SERV from the Section 137 fund.

Proposed by Cllr Evitt, Seconded by Cllr Walker. All in favour

13. Reports and Updates

13.1 Review of Town Council Priorities

The Clerk thanked those who had taken part in the Town Council Priorities workshop on the 29th October and asked the committees to note the report circulated.

Propose that Eye Town Council notes the review of the priorities which should be used for medium-term planning including budget setting.

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

13.2 Any changes required to the Business Plan

None required. The priorities have not changed just the order of importance.

13.3 Update on structural stability of town hall clock tower

Cllr Berry reported as part of good management of the building the telltale monitors which were installed on the clock tower 18 months to 2 years ago had been inspected. No movement was evident to date.

The caretaker had raised concerns regarding water trickling down into the clock mechanism possibly via a leak in the roof. Cllr Berry thought that this may be condensation but would retain a watching brief with Cllr O'Mard.

13.4 Update on risks to the churchyard wall and latest visual inspection results

A picture of the HGV almost clipping the churchyard wall was shared and how this can impact on potential damage.

Rev'd Sumpter is also raising the issue to the diocese.

It is difficult to tie a particular lorry incident to deterioration of the wall but it is clearly at risk. This needs to be borne in mind in our evidence gathering for the impact of the growth in HGV journeys

Tell tales had been placed over some cracks in the wall. It isn't easy to check the tell-tale monitors because of their location and without a road closure but it doesn't appear that there has been any significant movement to date.

Any hits to the wall should be recorded and the offending HGV operators notified if known.

13.5 Anti-Social Behaviour incidents in Eye. SALC Virtual forum on about ASB – 12th November

Cllr Walker reported that in October he has seen a considerable rise in ASB in Eye particularly with the licensed premises in the Town and the car park on Cross Street. Several incidents have occurred over the last couple of weekends which resulted in the police being called. Cllr Walker has received a request to raise concerns regarding this matter from a member of the public. Noise is also a particular issue. Cllr Walker felt that the Council should be able to act on this.

A member of the public gave an account of the issues as a local resident which he had experienced.

Cllr Turner lives in the town centre and reported that when special events take place outside it can be heard inside her house.

Cllr Gould agreed to contact the licensing team and the chair of the Licensing Committee. He confirmed that he has been talking to the Police and Crime Commissioner regarding ASB in the town to broaden the screening by the police for these issues.

Clerk confirmed that she has corresponded with the Safer Neighbourhood Team Sgt Peck who confirmed that the town centre was part of their routine inspections and the licensed premises receive a visit at least once per month in addition to any call-outs.

Clerk agreed to investigate if the Council were able to call in a licensing review. The website states that any individual or organisation can call a review and only those who have experienced the issues can call a review.

Cllr Gould would make enquiries to understand the processes and the best way to take this forward but thought it would be helpful if the Town Council wrote to the District Council Licensing Team to express the issues with the licensed premises in the town.

Cllr Berry stated that a planning application in relation to one of these premises was supported at its EGM on the 3rd September. A number of comments were made balancing the value of having such an establishment in Eye but not with unrealistic diminution in local residential amenity. The minutes from this meeting are a recorded statement from the Council regarding how it felt this business, in particular, should be operated to achieve this balance.

14. Correspondence and Referrals - none received.

15. AOB

15.1 Request from Eye Scouts to act as agent for future Planning Application.

The Clerk had checked whether this is possible with the MSDC Planning department. The outcome is that technically Eye Town Council would have to become the applicant and would need to serve 21 days' notice on the landowner before applying. The district council would then liaise entirely with the Town Council and not the Scouts so would need to represent them during all stages of the application. The district council did not recommend this as a course of action.

In addition it is felt that it would conflict the Town Council's consultee role in relation to this application and could set a precedent for other community groups making similar requests when the Council have not taken on this role for others in the past.

For these reasons it is felt that the request should be declined. It was suggested that the Scouts could apply for a grant application in order to assist with this project as any other community group is entitled to do.

16. Date of next meeting – December 3rd, 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***