

# EYE TOWN COUNCIL –COMMITTEE MEETING RECORD

<b>Name of Sub-committee</b>	<i>Finance and Governance Committee</i>
<b>Date and time of meeting</b>	<i>Wednesday, 1<sup>st</sup> of July 2015</i>
<b>Councillors present</b>	<i>Cllr Gould, Cllr Hooton, Cllr Evitt, Cllr N Ford Cllr M Ford</i>
<b>Apologies</b>	
<b>Declaration of Pecuniary Interest.</b>	<i>None declared</i>
<b>Approval of Previous Meetings and Matters Arising</b>	
<b>Others present (continue overleaf if necessary)</b>	<i>Roz Barnett - Clerk</i>
<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. <b>Apologies</b> none received</li> <li>2. <b>Chairs actions</b> <ul style="list-style-type: none"> <li>• Cllr N Ford reported that she had changed format of agenda so that a standard agenda can be published in advance.</li> </ul> </li> <li>3. <b>Staffing</b> <ul style="list-style-type: none"> <li>• No further action has been taken on pensions because of late staging date</li> <li>• Sarah Muldoon has agreed to cover the clerk in August and Sarah Foote has offered to provide cover if she is available later in the year.</li> <li>• A programme has been prepared for the students and the clerk asked councillors to help supervise if they are available.</li> </ul> </li> <li>4. <b>Finance</b> <ul style="list-style-type: none"> <li>• Clerk will do quarter budget report for the July meeting.</li> <li>• The clerk will circulate information on the allocation of Awards for All funding for youth events as soon as possible. It was suggested that the clerk contact the insurance company to ensure that the council is covered for a mobile speed warning signal.</li> <li>• Cllrs approved the external audit information that the clerk presented.</li> </ul> </li> <li>5. <b>Governance</b> <ul style="list-style-type: none"> <li>• The clerk gave an update on progress toward quality council status. Two policies on complaints and Information are ready to be reviewed. It was agreed to consider the Discipline and Grievance Policy in September.</li> <li>• The new Councillor's have committed to the planning training and there has been some interest from the surrounding parishes.</li> <li>• It was suggested to change the agenda for Council meetings so that it states <u>-PLANNING APPLICATIONS</u> (As listed and consideration of any late planning applications that in the Mayor's opinion should be considered)</li> </ul> </li> <li>6. <b>Documents</b> <ul style="list-style-type: none"> <li>• The complaints procedure was discussed and it was agreed to recommend adopting the model policy.</li> <li>• The information commissioner model policy was discussed and it was agreed to recommend adopt to model policy</li> </ul> </li> <li>7. <b>Tendering, Contracts and Agreements</b> <ul style="list-style-type: none"> <li>• Clerk to send a draft sponsorship contracts will send to Environment and Finance and Governance.</li> <li>• Simon reminded all that all committee meetings are open to all Councillors</li> </ul> </li> <li>8. <b>Health and Safety</b> -None</li> <li>9. <b>Complaints</b>- None</li> </ol>	

10. Grants and Donations.

It was agreed to recommend £200 grant to Casselton Brass and a £100 donation to the Waveney Valley Food festival.

Finance and Governance will suggest the community fund approach for Cllr Flatman's £5000. Clerk to write to Charles about the proposal to see if Mid-Suffolk are happy if he allocates the money in this way. Cllr Hooton requested information on the section 106 funds available from Mid-Suffolk. Cllr Gould said he would investigate.

11. Recruitment no issues

12. Cllr Gould presented initial feedback from the consultation day and said he would provide a report for full Council.

13. Correspondence

- The Bank requested that the Town Council be the custodian of last resort of the building if the CIC ceased to operate. Cllrs discussed the proposal but felt they couldn't make a decision based on current information. It was suggested the clerk write formally to the trustees to request additional information.
- The chair of the Buildings Committee wrote to Finance and Governance to ask for a procedure on additional spend on emerging problems as the works progress. It was suggested that full council be asked to delegate powers for to spend the contingency funds at the next meeting. Cllr Hooton also suggested that a request for additional monies if needed.
- The letter from David Burns inviting Eye to join inter-parish group was discussed.

Summary of recommendation agreed to take to full Council:

- To approved the revised code of conduct
- To Approve the revised Terms of Reference
- Delegation of Powers for August  
Section 137 grants -£200 grant to Casselton Brass and a £100 donation to the Waveney Valley Food festival.

Meeting Closed: 9.49pm

Signed: Roz Barnett

**Return this form to the Town Clerk within one week of meeting date.**