

EYE TOWN COUNCIL –COMMITTEE MEETING RECORD

Name of Sub-committee	<i>Finance and Governance Committee</i>
Date and time of meeting	<i>Wednesday, 03 June 2015</i>
Councillors present	<i>Peter Gould, Simon Hooton, Andrew Evitt, Cllr N Ford</i>
Apologies	<i>Maria Ford</i>
Declaration of Pecuniary Interest.	
Approval of Previous Meetings and Matters Arising	
Others present (continue overleaf if necessary)	<i>Roz Barnett - Clerk</i>
<p>Discussion:</p> <ol style="list-style-type: none"> 1. The clerk requested 2 weeks annual leave in from the 1st of August – 17th of August. She also requested to take 3 week days off which are 29th of July, 17th & 18th of September however would not take leave for these three days as she would work the hours flexibly over the week. 2. The clerk asked local clerks if they could cover but had a negative response. SALC have sent out an email to all parishes. Sarah Foote has offered to cover one week if we cannot find anyone else. 3. The clerk has found a mobile phone on contract for £14.50 for a two year contract. It was agreed that she should go ahead with the purchase and cancel her land line when the new phone is operational. 4. The scribe software is still taking time as it is very difficult to find out what is wrong when the figures do not add up. The clerk hopes that this will improve with use. It is saving a lot of time for producing the accounts payable and budget reports and this month the clerk learnt how to split payments. 5. A discussion was had around staffing issues and changing roles the clerk asked for help from councillors to support staff. 6. All three new Councillors have been booked on the new councillor course run by SALC. The clerk has found prices for a planning evening and the cheapest quote was for £100 and the trainer suggested we opened it up to other surrounding parishes. It was agreed to book event for July and offer extra places to surrounding parishes at £10 a head. An extra sessions needs to be planned to continue induction with the new Councillors, the Mayor, Clerk and at least one other councillor. 7. All councillor volunteers will be needed for the planning day on the 13th of June. There will be leaflets on key issues, and where further information can be found. There will be 4 Themed tables, ideas wall, and a Children's area with children's activities. There will be a display of photographs and pictures of the development. Cllr Hooton and Cllr N Ford will ask if email loops to schools and the clerk will investigate doing 220 flyers for primary school. The clerk will circulate to parishes in the cluster. The clerk has asked Mid-Suffolk if we could pick up the display on the planning context (Nick Ward) 8. Clerk to ask all chairs to make sure they have access to the Town Hall. 9. The clerk shared a programme for meeting the foundation requirements for a Quality Council. This work will require the Council to organise how supporting papers, minutes and agendas are distributed. Cllr N Ford expressed concern that here was a lot of deadlines for the clerk to meet and suggested that these are spread out over the year. The clerk's role was discussed and councillors expressed concern about the clerk's time if she attended all the Town Council Committee meetings. It was agreed that the clerk should decide what meetings are appropriate to attend and make it clear she is not there as minute taker but officer to the Committee. 	

10. The Town Council has to spend £2500 worth of youth activities at the Town Hall before January. This has to be done in the context of increasing usage at the Town Hall as per grant application. It was proposed that the Events Committee stays responsible for the delivery of the Awards for All Bid and oversees the allocation of the money. They suggested that we split the £2500 so there is £1000 for young people to decide what activities we should put on at the Town Hall and £1500 that we offer to other organisations to deliver activities at the hall. They wondered if a Facebook page in would be useful in consulting with young people. Eg ***If You had £1000 to spend on youth activities at the Town Hall what would you like to see?*** (Win a prize for submitting a credible idea) Cllrs thought it was quite important that we didn't pre judge what was to be provided but use the young people's ideas. The clerk said that the 2 students on placement could spend the whole two weeks promoting the use of the Town Hall. We could print a 2000 business cards very cheaply to promoting the Facebook page and our work experience students could give them out in the school. With the remaining £1500, it was thought that we should advertise the availability of this money to adult and youth groups to run activities at the Town Hall. Dove players would like to commission a pantaloons workshop, the Waveney food festival could include a Cooking workshop, we can ask the Bach Choir

11. It was agreed that that the Terms of Reference should go on the agenda for full Council

Summary of recommendation agreed to take to full Council:

- To approved the revised code of conduct
- To Approve the revised Terms of Reference

Meeting Closed: 9.49pm

Signed: Roz Barnett

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