

EYE TOWN COUNCIL –COMMITTEE MEETING RECORD

Name of Sub-committee	Finance and Governance	
Date and time of meeting	14 – Oct 2015 7.30pm	
Councillors present	Cllrs, N Ford, S Hooton(left 9pm), P Gould, A Evitt	
Apologies	Maria Ford	
Members Declarations of Interests and Consideration of Requests for Dispensations		
Others present (continue overleaf if necessary)	The Clerk	
Agreed Action Points :		
		Name of person undertaking actions
<ol style="list-style-type: none"> 1. Pensions: choice appears to be either county scheme or NEST and as the latter is more affordable this is likely to be the best for ETC. Clerk suggests we budget for contributions for all for next year though staging date is November 2016. 2. Leave: Clerk will book a week in December but will be able to monitor emails in that time. 3. Work experience: went well though better with two. Likely to repeat next year. 4. Town Hall bookings: Clerk will meet with caretaker and Cllr Berry to explore how to ensure there are no missed bookings now that things are getting busier. May need new systems. 5. Minimum wage: Discussion suggested we should agree to pay new minimum wage rate back-dated to 1 Oct. budget (adding on increase to allow for previously awarded increments) and for Living Wage from 1 April 2016 for those employees below that level 6. Budget: Software is making a difference with better reporting. Simple overview at this stage is that budgets are pretty much on track with buildings and environment work coming on stream. There are extra costs but most can be off-set against something else. Clerk will do year end projection to see if any virement is needed or possible. Clerk would advise that reserves are close to being a suitable lower level and it may be hard to dip into them further next year. 		<p>Clerk to prepare formal resolution at Jan 2016 meeting.</p>

7. Toilet: Cllr Byles will look to see if she has any more details about the agreement with MSDC. It appears that they have not put in new meters or invoiced ETC and so we may not be liable for past utility costs. More dialogue needed.
8. Awards for All: Clerk had arranged for puppet workshops at the school before the performance in the Town Hall. After some chasing it looks like there will be suitable spend and clerk has been checking changes with Lottery Fund.
9. Quality Council: General feel is that some recommended standard policies and procedures are more suited to a second tier council and need review. PG will see what he can achieve in review terms before Christmas. Clerk hopes to have planning info on web site soon and will then look at Environment Committee material. It was agreed to suggest that ETC minutes and material not be released to Eye to Eye specifically but encourage people to have links to the ETC website.
10. Pecuniary Interest: Brief review suggests we should ask councillors to leave the chamber if they are having payments made to them.
11. Forward planning: PG has started to explore a 3 year forward plan for Strategic Planning to consider. The clerk had produced a year's forward look of council work for Quality Council needs. Cllrs supported the idea of trying to develop a forward plan but felt it needed to be relevant and realistic.
12. Greenspace Management: SKH reported on a meeting that followed an idea raised at the Eye Partnership to see if there could be a common approach to managing greenspace between the two councils. Preliminary discussion suggested this might be appropriate. SKH will circulate a paper to ETC Cllrs explaining the idea so far and see if Council wants to continue discussions.
13. Risk Assessments: The clerk has advised that they are now being circulated for consideration and review.
14. Grants and Donations: Consideration was given to a request from Headway Suffolk for a donation. Given the fact that they are setting up a satellite service at the Bank and having regard for the remaining money in the donations budget, F&G would be recommending a donation of £400. F&G also considered the Mid-Suffolk 'Councillor' Grant Scheme and felt that it would be useful for the council to do all that they could to publicise the scheme locally.
15. New Homes Planning Application: Councillor Gould advised that this had been received by the council but was not yet on the website. The plan is for 280 houses and a 60 bed care home. He advised that there were remaining unresolved issues with the design brief.

16. AOB: Loan rates for the pending public works loan were discussed and it was felt that it would be easier to go with the fixed rate for budget setting purposes.

17. The committee also went 'in camera' to discuss a confidential matter relating to staff pay.

Resolutions to take to full Council:

a) To consider raising the salaries of the Caretaker, Toilet Carers and Street Carer by 20p in line with the minimum wage backdated until the 1st of October 2015.

b) To consider closing the meeting pursuant to the Public Bodies (Admission at meetings) Act 1960, the meeting will be closed to the press and public in order to discuss confidential matters relating to consider the clerk's salary in relation to the recent performance appraisal

Meeting Closed: hrs

Signed:

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