

# EYE TOWN COUNCIL –COMMITTEE MEETING RECORD

<b>Name of Sub-committee</b>	<b>Committee</b>
<b>Date and time of meeting</b>	<b>15.5.2015</b>
<b>Councillors present</b>	<b>Maria Ford, Peter Gould, Maria Ford, Simon Hooton, Cllr N Ford, Arrived later - Andrew Evitt, Caroline Byles</b>
<b>Others present (continue overleaf if necessary)</b>	<b>Roz Barnett - Clerk</b>
<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. No apologies</li> <li>2. The Clerk shared part 1 and part 2 of the external audit, register of Assets and it was agreed that this be circulated to all Councillors.</li> <li>3. There were no internal audit recommendations however it was noted that the council needs to adopt the 2014 code of conduct. It was agreed that this would go on the June agenda.</li> <li>4. The clerk went through the new scribe software and the type of report produced. It was agreed that the clerk would save financial documents as PDFs as this will make them easier for councillors to open. Cllr Hooton asked the clerk to investigate if she could produce simpler reports. It was suggested that we stick to providing quarterly reports as specified in financial regulations, These will be issued June/Sept/Dec/March.</li> <li>5. Clerk issues, It was agreed that the council will consider £80 on the resubmission of the clerks portfolio. It was agreed that the clerk would explore with a local clerk to cover holidays at a cost of £50.00 a week over the august holidays. The clerk to cover emails, calls and burials. The covering clerk asked to keep a time log to assess the workload. There is £200 in the budget for Clerk cover. It was agreed that the council will consider £300 for a laser printer which include 2 sets of ink cartridges. It was agreed that the clerk would move to a mobile phone and look for a package that was cheaper than the Council's land line. This will need to be noted at full Council</li> <li>6. Pension options will need to be considered in October 2015 as the Council has been issued a new staging date of November 2016.</li> <li>7. It was agreed that different committees would consider their terms of reference and that these would be discussed at the June full Council meeting</li> <li>8. The Committee membership list was circulated it was agreed that this was acceptable and could go to full council in June for approval</li> <li>9. Clerk to encourage new Councillors to attend briefing evening and to investigate an evening training session for all councillors on the planning process. Induction session on the 20<sup>th</sup> is planned. It was suggested that Caroline would be mentor for Klaus, Simon for Mike and Alan for Mick. Clerk to check this was okay with new councillors.</li> <li>10. Housing Consultation Saturday 13<sup>th</sup> of June. Peter to purchase a page advert in the Eye magazine. Clerk to do rota for Councillors attendance. Harley is working on questionnaire with Sarah Hucklesby and Peter. Children's activities will be offered.</li> </ol>	
<p><b>Summary of recommendation agreed to take to full Council:</b></p> <p>It was agreed that the council will consider £80 expenditure on the resubmission of the clerk's portfolio.</p> <p>To note the clerk is exploring moving to a mobile phone as this could be cheaper than a landline.</p> <p>It was agreed that the council will consider £300 for a laser printer which include 2 sets of ink cartridges.</p> <p>The council to consider approval of committee membership list</p>	

Meeting Closed:	hrs	Signed:
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<b>Return this form to the Town Clerk within one week of meeting date.</b>
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