



EYE TOWN COUNCIL

Agenda - Finance and Governance Committee
Thursday 3rd October 2019, Eye Town Hall @ 1:00 pm

Present: Evitt, Gould, Henderson, Blake, Mann, Hudson, Smith, Berry

1. Apologies for absence

Cllr Byles, Cllr Walker

2. Minutes of previous meeting

The minutes of the previous meeting were received and approved.

Proposed by Cllr Gould, seconded by Cllr Mann all in favour.

3. Chairs Actions

- Discuss constitution for Community Centre and relationships with trustees ***
- Website Accessibility Regs – still on-going discussion

4. Staffing

- To receive an update on office line management ***

Increment due for Clerk and Project Officer following review of salary grade September 2018. Both staff members are now on SCP 31 of the LC2 substantive grade.

5. Finance

- To discuss issues from the budget monitoring report for September 2019

No issues to report

6. Governance

Nothing to report

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

- Grant Awarding Policy

Recommend that Full Council adopts the Grant Award Policy as presented.

Proposed by Cllr Gould, seconded by Cllr Mann all in favour.

8. Tendering, Contracts and Agreements

- Nothing to report

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***

Cllr Berry reported that the Town Hall maintenance contracts expire on the 31st December 2019. The contract was written with an option to extend by one year. Proposed the Council should take up this option and ask the contractors if they wish to revise their prices.

9. Health and Safety (including risk assessments)

Nothing to report

10. Grants and Donations

- Nothing received at time of drafting agenda.

11. Reports and Updates

- Disabled Toilet Refurbishment

A paper was circulated on the specification and proposed timetable for the refurbishment of disable toilet.

Cllr Gould has had discussions with MSDC in meeting the cost of the disabled refurbishment toilet and opening the existing ladies and gents' facilities.

The disabled toilet could be funded by the Assets Team maintenance budget. We are awaiting a decision on this from MSDC. Should this not be received in time for the October Full Council meeting the cost should be funded from reserves in order to not delay the works.

Resolution required for Full Council to keep the disabled toilet open and to commission the necessary repair and improvement works. Cost to be met either from MSDC or from Council reserves to the sum of £10,000.

Proposed by Cllr Smith, seconded by Cllr Blake all in favour.

Funding for the ladies and gents' toilets is a longer-term project and will be presented to a future Council meeting.

- Update from the Neighbourhood Plan Town Council Land and Housing Project Group

A report on setting up a Community Land Trust for the Council's land had been previously circulated.

A grant of £4000.00 has been received from MSDC. This funding should be earmarked for this purpose and identified as a separate budget line in the Council's accounts.

- Churchyard Wall update

Preparatory work is required to the Churchyard Wall. The Diocese have asked to see the survey report. Cllr Berry believes that a copy of the drawing could be released to the Diocese. Cllr Berry suggested that additional tell-tale monitors be attached to the wall to monitor movement and attaching supporting rods to the walls.

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It has come to Cllr Smith's attention that internments are still taking place in the Churchyard and a question was raised as to whether the churchyard is officially closed and if they should continue to contribute to the maintenance cost of the churchyard.

12. Correspondence and Referrals

- Rural services network

This service looks very similar to the visionary project with Mid Suffolk District Council. Agreed not to join the group at this time.

13. AOB

- Purchase of new printer for office

The clerk outlined the need to replace the printer in the office as the quality is now not satisfactory and the guarantee had expired. It would be cheaper to replace the printer than replace the worn parts.

Agreed that the printer should be replaced not to exceed a sum of £200.00 to be met from the F&G Office equipment budget.

Proposed by Cllr Evitt, seconded by Cllr Smith. All in favour.

14. Date of next meeting – 7th November 2019 @ 1:00 pm

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