

# Eye Town Council - Sub Committee Meeting Record

<b>Name of Subcommittee:</b>	Finance and Governance
<b>Date and Time of Meeting:</b>	Wednesday, November 2nd, 2016
<b>Councillors Present:</b>	N. Ford (Chair) P. Gould, H. Molesworth, J. Mather, C. Ribchester, A. Evitt, M. Ford
<b>Apologies for Absence</b>	None
<b>Members of Public Present: (continue overleaf if necessary)</b>	Nil
<b>Purpose of Meeting</b>	Regular scheduled meeting
<b>Discussion and Summary of agreed actions:</b>	
<ol style="list-style-type: none"> <li>1. Apologies for absence - none</li> <li>2. Minutes of previous meeting - noted</li> <li>3. Chairs Actions</li> <li>4. Staffing <ul style="list-style-type: none"> <li>• Mobile phone for Project Coordinator - this has now been organised</li> <li>• Review of Project Coordinator's report</li> <li>• Update on pensions - MF advised that the Clerk has been registered and we now have 6 weeks to complete all other registration details.</li> <li>• McGregor and Associates advised costs of £3.50 per month with an initial one off cost of £57.50 to undertake management of the Council's pensions responsibility. The Committee agreed this. MF will instruct McGregor &amp; Associates in this regard.</li> <li>• Informal Performance Reviews - Project Coordinator and Clerk – both have been undertaken</li> <li>• Update on performance reviews – Town Hall caretaker review has been completed Clerk to collate all staff review notes and forward to N Ford.</li> <li>• PG advised that Andy has embraced the role of Project Coordinator and is contributing positively to the brief given to him. AR will be asked to look into ownership and registration of all Council assets and storage requirements.</li> <li>• NF advised that during Sarah's review a number of suggestions were made to help to streamline some of the processes and that guidance is always available from Councillors. It was agreed that Sarah Foote will be asked to work with the Clerk on putting together precept figures and other budgeting matters if needed.</li> <li>• Time sheets/time management – a time sheet will be provided to the clerk</li> <li>• Mileage – PG has drawn up a note to clarify basis of mileage claims which has been agreed with Andy</li> <li>• Training – Sarah has requested to attend a course which was agreed by NF</li> <li>• Holiday year for employees – the clerk requested that all employee holiday entitlement run in line with the financial year, this was agreed</li> <li>• Macebearers uniform and virement – MF advised of potential costs for new uniform items for Macebearer. Proposal to be made to full Council for virement from Event's Christmas Lights Budget to form new budget line under 'Uniforms'</li> </ul> </li> <li>5. Finance <ul style="list-style-type: none"> <li>• Review of external audit report recommendation – Councillors reviewed the one recommendation which was to include specific loan details in future.</li> <li>• Review of spend against budget – Councillors reviewed YTD figures.</li> <li>• Preliminary look at budget figures for next financial year – this was carried out and will be circulated to Councillors for review</li> </ul> </li> <li>6. Governance <ul style="list-style-type: none"> <li>• Template agendas – it is suggested that a 3 year rolling agenda template is adopted. Each committee will advise of months/dates when tenders/works/policies need reviewing. This system should ensure</li> </ul> </li> </ol>	

that the Council is fully aware of its responsibilities and can attend to such business in a timely manner.

- Correspondence management – concerns have been expressed regarding the number of emails being received. The Clerk will greatly reduce the number of emails sent by targeting relevant emails to specific committees or individuals. Councillors are requested to let the Clerk know if they would like to receive additional emails, which may now be ‘dropped’, and the Clerk will check with MF is she is uncertain of whom to direct emails to. Non-urgent correspondence will be listed and form part of the monthly agenda information.

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

- Grievance and Discipline policies - postponed
- Complaints procedure - postponed
- Council Expenses Policy - postponed

8. Tendering, Contracts and Agreements

- Assistant caretakers contract – this role is casual and it is not felt requires as detailed a contract as our permanent caretaker. NF and JM will liaise to draw up a draft zero hours contract
- Macebearers contract – there is a job description for this role advising the Macebearer of his/her duties and it was felt that this would be sufficient.
- Christmas light tenders – this was delegated to F&G following October’s full Council meeting, due to the late submission of two tenders. The committee discussed and considered both tenders and it was agreed to award the contract to Pearce & Kemp who are well known for working with Councils on Christmas lighting and whose tender came in at a considerable cost saving to the Council.
- Reserve position statement – the Clerk advises that new guidelines are circulating regarding Council reserve amounts. NF suggested that this Council should have a clear policy on reserves – proposal to be made to full Council.

9. Health and Safety (including risk assessments)

- Keys to Town Hall – a review of key holders is required. Clerk to ask all Councillors whether they have keys for the TH (full set or partial). Clerk to contact all existing hirers, organisations, and contractors and advise that due to insurance concerns all keys to the Town Hall must be returned immediately. With the TH Caretaker, the Clerk and many Councillors authorised to hold keys, it is not likely that individuals, not part of the Council, will need their own keys.
- Storage – this is something that needs looking at to ensure we have secure local storage.
- Chapel monitoring – Colin Ribchester suggested that Kim Crispin may be willing to lock and unlock the useable chapel on a daily basis. MF to email Kim.

10. Grants and Donations – n/a

11. Reports and Updates

- Update on registration of allotment land – Caroline Byles has been informed by the County Records Office that it supports ETCs claim for the allotment land and CB will be contacting Roythorns
- CB has asked that F&G draw up a letter to residents explaining the reasons behind the registering of the allotment land. However discussion confirmed that the allotment land is part of the review and registering of all Council’s assets and is therefore part of a wider process. A letter should not be needed.

12. Correspondence and Referrals

- Community Centre request – NF has communicated with Ian Barber and a meeting will take place with members of F&G and the Community Centre at the Community Centre.

13. AOB - Potential desheltering of Tacon Close – this has raised a great many concerns and AR will be asked to look into the matter and report back.

Date of next meeting – Wednesday 7<sup>th</sup> December 2016

**Summary of Recommendations agreed to take to full Council:**

- 1) That the Finance and Governance Committee undertake a review of the Council's assets in order to:
  - a. determine the options to ensure best value is derived from the Council's principal (e.g. land and buildings) assets;
  - b. inform the Council's risk management plan;
  - c. examine the best options for secure storage;
  - d. identify gaps in the records associated with the Council's assets.
- 2) To undertake a review of the Council's current position on reserves and following an analysis of risks to draw up a clear policy identifying the level of reserves the Council is required to keep.
- 3) To effect a virement moving £300 from the Events Budget and place under a newly created budget line of 'Uniforms'.

**Meeting Closed: 10:30**

**Signed by minute taker:** M. Ford

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