

Minutes of Finance & Governance Committee held on
13th September 2017 at the Town Hall at 7.30pm

Persons present: Cllrs Evitt (Chair), Byles, Ribchester (Mayor), Robins, Burke (arrived at 8pm)

1. **Apologies** – none received
2. **Vice-Chair** -Cllr Byles elected unanimously
3. **Staff**

Cllr Robins new Line Manager of Town Clerk gave Committee an update of Town Clerk's progress to date.

Resolved Unanimously to employ a temporary part time Administrative Assistant 6 hours per week for 6 months on the National Living Wage (£7.50 per hour) using money from Reroofing and Toilets project because of extra work for Town Clerk generated by said building works.

Resolved unanimously Cllr Evitt to be Line Manager of Project Manager
Noted and agreed Town Clerk to attend finance course 21st September

Resolved unanimously to recommend to Town Council lease/licence of the Sherfield room at the Volunteer Centre effective from 1st October for a sum of £2200 per annum plus a contribution of 50% towards electricity, water and broadband which will not exceed £500 per annum. The term was discussed and is yet to be agreed with the Volunteer Centre but it was hoped for a term of three years terminable at any time after 2 years by 3 months notice in writing. Cllr Byles delegated to complete legal agreement for the Town Council following agreement of the terms.

Resolved unanimously to delegate Town Clerk to purchase of 2 second hand or new desks and 2 second hand or new office chairs for Sherwood room for a sum not exceeding £500 from line 144 of Finance & Governance budget

4. **Finance**

Cost centre report showing Financial position of the Town Council noted.

4.1 Internet Banking, Bacs payments, debit/credit card for Town Clerk – agreed Cllr Byles will present a paper on these subjects at the next F&G meeting as she is busy with the Town Hall project at present.

Agreed unanimously to agree SALC interim response to query raised by Town Council concerning refund of monies paid for temporary Town Clerk earlier in the year and accept payment of £240.

5. **The Town Council's VAT liability** –

Unanimously agreed this has been thoroughly researched by Cllr Byles with J Walters and Elysian Associates and will be subject of EGM on 18th September.

6. **Internal Audit** – noted with pleasure that the Town Council has been audited with no queries or requisitions and the Committee's congratulations given to Town Clerk and former Cllr Mather.

7. **Governance**

New Councillor Induction. Noted with concern that the Town Clerk is still waiting to receive necessary paperwork from MSDC.

Councillor courses – noted Cllr Blake will attend a new Councillor course and that no Councillor is available to attend the Finance course on 21st September.

8. **Review of Annual /3 yearly actions**

To be deferred to the next meeting.

9. **Documents, Tendering Contracts and Agreements**

To be deferred to the next meeting.

10. **Health and Safety-**

Town Clerk to be requested to forward Risk Assessments to Chairs of Committees to be revised by them.

Maximum numbers allowed in Town Hall – Town Hall Management and Development Committee to check maximum numbers allowed in the Hall with the Fire Service.

11. Grants & Donations

Unanimously agreed to recommend giving grants of £100 each to Castleton Brass and Citizens Advice Bureau.

12. Reports

A report on the Project Manager was not available but his achievements obtaining finance of £27,000 for the reroofing and toilets project and £10,000 for the archaeological survey were noted.

13. Any other business

Planning – Neighbourhood Plan and Local Plan

Unanimously resolved to recommend the Town Council proceeds with a Neighbourhood Plan

Unanimously resolved to recommend the Town Council setting up of a Neighbourhood Plan Steering Group to formulate and scope a Neighbourhood Plan for Eye. The Neighbourhood Plan Steering Group to be chaired initially by Mr Peter Gould of Brome Avenue, a resident of Eye

Unanimously resolved to recommend the Neighbourhood Steering Group progresses the Local Plan on behalf of the Town Council which will consider the Local Plan and possibly ratify it at an EGM held on or around 10th November 2017

Unanimously resolved to recommend that the Neighbourhood Steering Group considers future possible uses of the land owned by the Town Council adjacent to the allotment land situated to the north of Castleton Way Eye.

Noted that Cllr Evitt will discuss implications of recent Public Meeting about antisocial behaviour and the need for CCTV in Eye at Town Council meeting.

Date of next meeting – possibly 9th October but may vary because the Town Clerk is on jury service.

Resolutions to Town Council

1. To note Minutes of the Finance & Governance Committee meeting held on 13th September
2. to consider whether or not to employ an Administrative Assistant temporarily for 6 months 6 hours a week on the National Living Wage of £7.50 an hour – the finance to come from the budget for the reroofing and renovation of the toilets budget.
3. To consider whether or not the Town Council should take a lease/licence of the Sherwood room in the Volunteer Bureau
4. To consider whether or not to make donations of £100 each to Castleton Brass and Citizens Advice Bureau
5. to consider whether to form a Neighbourhood Plan Steering Group to formulate and scope a Neighbourhood Plan for Eye initially chaired by a resident Mr Peter Gould of Brome Avenue Eye
6. To request the Neighbourhood Plan Steering Group the consider future uses of the land to the north of Castleton Way owned by the Town Council and presently cultivated by a local farmer.
7. To request the Neighbourhood Plan Steering Group to consider the Local Plan and to hold an EGM on or around 10th November to possibly ratify the said Local Plan
8. To discuss the implications of the Public Meeting held recently in Eye considering anti social behaviour and possible cctv in Eye

The Meeting closed at 9.10 pm.