

**Minutes of the
Finance and Governance Committee**

Thursday 7th December
Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt (Chair), Berry, Gould, Walker, Mann, Robins, Byles, Burke, Wendy Alcock (Town Clerk)

1. **Apologies for absence** - None

2. **Minutes of previous meeting** – Approved unanimously

3. **Chairs Actions**

- Feedback from SALC meeting.
 - All public land must be registered. Allotments and Town Hall have been registered. Action - Cllr Byles will check whether the cemetery has been registered.
 - Requirement for Data Regulator Officer – This person can not be a member of the Council or the Town Clerk. A private company is offering a service. The expected cost for this service will be approx £500.

4. **Staffing**

- To receive an update on office line management
Project Co-Ordinator report – Cllr Evitt gave a report on the current projects for Andy Robinson.
Admin officer report – Town Clerk gave a summary of performance for Ian Haines
Town Clerk – Cllr Evitt notes the complementary remarks from the internal auditor in his Q2 report.

Office to be closed between Christmas and New Year. The office will close at 3:00 pm on the 22nd December and open again at 9:00 am on Wednesday 3rd January. The clerk will be working from home on the 2nd January.

Out of office to be placed on e-mails, voice mail on phone and notice on the web site and Town Hall notice. In emergencies Cllr Byles to be contacted for issues relating to the Town Hall. Cllr Cooper for Environment issues and the Mayor for anything else.

- Discuss issue around relief caretaker

To give greater cover for absence of the Town Hall caretaker it was agreed to advertise for an additional relief caretaker. Cllr Robins and Town Clerk to start the process in the new year after talking to the current relief caretaker.

Recommendation proposed Cllr Byles seconded Cllr Robins all in favour.

5. **Finance**

- To consider and agree the proposed budget for 2018/19 as attached. Discussion held around the requests made by the Environment Committee. Agreed that to refurbish the Pocket Park road surface is not appropriate as it has not been identified as a high risk. There is no grant funding for refurbishment or repair but there are funding opportunity for replacement. Agreed to build a forward plan for projects over the next five years which the replacement of the current park equipment and flooring would take precedence after the Town Hall works are completed.
- Agreed to provide budget for a Data Regulator Officer for the estimated sum of £500.

Revised budget agreed by all.

- After a discussion it was agreed to keep increase of the precept request in line with inflation at £81240.

6. Governance

- Agree to pay the staff Decembers wages before the next meeting.

Proposed by Cllr Evitt – Seconded by Cllr Robins – All in favour.

- Cllr Evitt asked everyone to consider the Internal Audit Report for Q2 and agreed to retain Trevor Brown's services for 2018/19.

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

- Policy Review List – The Clerk presented a schedule of current and required policies. Agreed to bring policies current overdue review a couple at a time. It was also agreed that the Town Clerk would commence preliminary work on the emergency response plan.
- Child and Vulnerable Adults Safeguarding Policy Statement

Agreed to present this to Full Council for adoption.

- Lone Worker Policy

Agreed to present this to Full Council for adoption.

Proposed

8. Tendering, Contracts and Agreements

None currently due for renewal but Cllr Robins wished to raise issues concerning the Christmas lights contract. The contract specification had not been adhered to and service had not been satisfactory. Action for Town Clerk to write to contractor after the lights have been taken down to highlight concerns so the same issues are not experienced next year.

9. Health and Safety (including risk assessments)

- To consider the Town Hall capacity numbers Cllr Byles to confirm

10. Grants and Donations

To consider any requests for donations received since the previous meeting

- Salvation Army Band - £100 Agreed from Remembrance budget
- Border Hopper – Agreed £100 from Section 137 Donations. Clerk to ask what the organisations long term plans are so ETC can be assured where the donation will support.
- Eye and District Volunteer Centre – Unable to support on this occasion but happy open discussions as to how ETC can support the future of the Volunteers Centre's plans.

11. Reports and Updates

- Cllr Evitt summarized the current work streams of the Project Coordinator.

12. Correspondence and Referrals

None

13. AOB

Update received from Cllr Berry on Town Hall refurbishment works for Phase 1 (Roof) and proposed work for Phase 2 (WC's).

F& G agreed to support the proposals which will be presented by the Town Hall Management Development Committees as resolutions for Full Council.

Town Clerk presented the idea of an information newsletter for Councilors but also for members of the public. The newsletter would contain bite size reports of what's happening in the different areas of the Council with an aim to increasing knowledge.

Agreed that clerk should progress this forward.

14. Date of next meeting -4th January 1:00 pm

Resolutions to Council

- 1) To note that the Town Council Office Christmas Opening. Office to be closed between Christmas and New Year. The office will close at 3:00 pm on the 22nd December and open again at 9:00 am on Wednesday 3rd January. The clerk will be working from home on the 2nd January.
- 2) Grant permission to recruit an additional relief caretaker to increase cover arrangements.
- 3) Agree the circulated proposed budget for 2018/19
- 4) Agree the precept request to MSDC of £81240.
- 5) Agree to adopt the circulated policies for: -
 - a. Child and Vulnerable Adults Safeguarding Policy Statement
 - b. Lone Worker Policy
- 6) Grants and Donations –
 - a. Agree a grant to the Salvation Army Band of £100 to acknowledge their support at the Remembrance service.
 - b. Agreed a donation to Border Hopper for £100 from Section 137 Donations