

**Minutes of the
Finance and Governance Committee**

Thursday 4th January
Eye Town Hall @ 1:00 pm

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

1. Apologies for absence – Cllrs Byles, Mann

2. Minutes of previous meeting

The minutes were agreed as an accurate record of the meeting

Proposed by CC Evitt seconded by Cllr Gould all in agreement.

3. Chairs Actions

Cllr Evitt asked for an update on the neighbourhood plan funding. Cllr Gould confirmed that funding was available through the Community Rights Programme. However, the funding does not cover salary costs. In order for Andy Robinson to continue working on the Neighbourhood Plan his time will be procured through Andy's consultancy company Langton Brook Consultants Ltd. The work required is set up in six work categories to distinguish between the Neighbourhood Planning work and his contractual hours to the Council.

4. Staffing

- To receive an update on office line management

Cllr Robins was not present but had informed that there were no issues with Town Clerk's performance.

Cllr Evitt asked if there had been any issues over the Christmas closure. Town Clerk advised that only one enquiry had been received by Cllr Byles regarding a Town Hall booking. No other issues reported.

Cllr Evitt reported that the Project coordinators work was increasing due to Neighbourhood Planning. Cllr Gould reported that a successful meeting was held with the consultancy group AECON who have been appointed to help Council's through the Neighbourhood planning process. The Steering group were impressed with the consultants knowledge and experience and expect successful partnership working.

5. Finance

The Town Clerk had circulated the monthly budget monitoring report to the Chairs of all committees. This report is provided for all Councilors at the of quarter 2 for financially reporting and is used for the budget setting process to predict expenditure to year end. It was agreed that the report be circulated to all F&G members monthly in addition to the Chairs in order to assist with their scrutiny role.

The Clerk reported that the precept has been agreed by MSDC.

6. Governance

- Sub-Committee Membership 2018

Agreed with the proposal from Cllr Byles to rename the Town Hall Management and Development Committee to the Town Hall Committee and to amalgamate the Town Hall Improvement Group into this committee. The committee will include non-Town Council members as co-opted delegates who will be able to express opinions and complete projects on behalf of the Committee but not to have a vote on resolutions which need to be presented to Full Council. It was felt that this would simplify the structure and make better use of peoples time who were part of both groups.

Membership agreed and proposal for the revival of the Events Committee.

Resolution for full council to receive the Sub-Committee membership schedule and request additional membership to the Events Committee.

The Clerk was asked to establish the quorate for sub-committees. Please find attached Committee Requirements from the Suffolk Associate of Local Councils. There is no legal requirements for committees but it is recommended that there should be a minimum of three.

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

- Storage of Council Assets

Cllr Gould proposed that whether the items with the exception of the Silver Gilt Mace would be better displayed at a Museum where the public could enjoy them rather than have the storage facility arrangement. The Mace could be stored in a secure lock-up at the Town Hall for easy access. This would save the cost of storage currently £500 p.a. The impact on the Council's insurance policy would also need to be investigated. With full council approval it was agreed that it was proposed that the Town Clerk wrote to the Ipswich Museum and the Moyse's Museum at Bury St Edmund to see if they would like to loan the items for display.

Proposed by Cllr Gould seconded by Cllr Blake

Resolution for full council to allow the approach to museums with a view to loaning the Eye Town Council artifacts for display.

Resolution for full council to agree the Storage of Council Assets Policy to be reviewed if the above proposal is agreed and comes to fruition.

- Grievance Procedures

Resolution for full council to agree the Grievance Procedure.

Proposed by Cllr Evitt seconded by Cllr Walker

8. Tendering, Contracts and Agreements

- Town Hall Maintenance Contract update from Town Clerk

Following on from the decision by full council at its last meeting to renew the Town Hall Maintenance Contract the Town Clerk has written to all of the preferred contractor.

Cllr Gould reported that progress on Town Hall roofing refurbishment is going well and to schedule.

9. Health and Safety (including risk assessments)

- To consider the Town Hall capacity numbers (Cllr Byles) deferred

10. Grants and Donations

None received to date.

11. Reports and Updates

- Allotment disposal – Land at Victoria Mill – progress update

Cllr Gould gave overview of progress. Grant support was given for an archeological assessment. No hinderance from this perspective to options for land use. The main issue with land is the access to the site which is a narrow trackway. Cllr Gould has had discussion with the land owner of the adjacent land to the allotment land. The land owner is selling the land with a ransom strip for access to the land by payment.

Further grant funding is available but developability of the site needs to be demonstrated. MSDC have said that it isn't suitable for development because of the access.

Other possibility of site is to use for solar energy panels. Cllr Evitt has made some initial enquiries and feels it is feasible to set this usage up with existing access arrangements. The land would be leased to an agent, so ownership would be retained by ETC.

12. Correspondence and Referrals

The Town Clerk outlined a letter which would be sent jointly from Eye Business Forum and Eye Town Council to remind businesses and residents of the parking restricts for on-street parking on Broad Street and Cross Street.

13. AOB

None

14. Date of next meeting -1st February 13:00