



EYE TOWN COUNCIL

Agenda

Finance and Governance Committee

Thursday 1st February 2018

Eye Town Hall @ 1:00 pm

1. Apologies for absence

2. Minutes of previous meeting (Attached)

3. Chairs Actions

4. Staffing

- To receive an update on office line management
- To approve payment of 14 hours annual leave to the Street Carer
- To approve the bursary of £120 to the Mace Bearer

5. Finance

- To discussion issues from the budget monitoring report @ 25.1.2018

6. Governance

- To discuss the requirements for the Data Protection Bill – GDPR and decide resolution to Council
- To review and propose the approval of the revised asset register
- Internal Audit Report – Quarter 3 (if available)

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

- Data Protection Policy
- Risk Management Policy

8. Tendering, Contracts and Agreements

- None due for review

9. Health and Safety (including risk assessments)

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

10. Grants and Donations

Request from Neighbourhood Watch in Suffolk for £50.

11. Reports and Updates

- Dropbox solution for shared drive between office laptops.

12. Correspondence and Referrals

None received

13. AOB

- Recognition of Cllr Coopers length of service

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