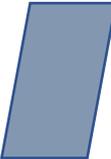






# BUNGAY TOWN COUNCIL



a true and accurate record of the meeting, with no amendments, and these minutes to be signed by the Chair (JA).

For	7
Against	0
Abstain	0

**b, Governance, Employment & Finance Committee Meeting held on Thursday 24<sup>th</sup> September – for Consideration.**

**It was proposed by SC, seconded by BP, and RESOLVED to approve the minutes of the Governance, Employment & Finance Committee Meeting held on Thursday 24<sup>th</sup> September as a true and accurate record of the meeting, with no amendments, and these minutes to be signed by the Chair (JA).**

For	5
Against	0
Abstain	2

RC-007  
2020/2021

**Resources Committee Terms of Reference – For consideration.**

**It was proposed by JA, seconded by ML, and unanimously RESOLVED to adopt the amended Terms of Reference for the Resources Committee, as shown in Appendix 1, and to review this document at the Resources Committee Meeting to be held in 3 months’ time.**

For	7
Against	0
Abstain	0

**It was proposed by JB’O, seconded by SC, and unanimously RESOLVED to suspend Standing Orders at this point in the meeting in order members of the public could speak.**

For	7
Against	0
Abstain	0

RC-009  
2020/2021

**Associated Working Group Updates – Skateboard Park, Youth Project, Emergency Planning, Broad Street, BECS / GNS – For consideration.**

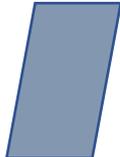
**BECS / GNS - Emma Healey, Halesworth Volunteer Centre, started off by saying that the way Bungay Town Council has supported its community in response to Covid19 has been extraordinary and hoped that this would appear in the public minutes as a record.**

**Following a discussion regarding the Bungay Emergency Community Support work in respect of the Covid19 Pandemic, the ongoing Covid19 situation and the emerging work to set up a Bungay Good Neighbour Scheme:**

**It was proposed by JB’O, seconded by MA, and RESOLVED to set up a Working Group to create a Project Plan on how to take BECS & GNS forward and to present this at the Resources Committee Meeting to be held in November. This WG to consist of Town Councillors Phil Love, Antony Dawes, Bob Prior, Sue Collins and Frances Betts together with Emma Healey and Martha Coleman.**



# BUNGAY TOWN COUNCIL



For	6
Against	0
Abstain	1

It was proposed by JB'O, seconded by MA, and unanimously RESOLVED to revert to Standing Orders so members of the public could not speak further at this meeting

For	7
Against	0
Abstain	0

RC-008  
2020/2021

**Associated Sub- Committee Updates – Budget & Strategy, Governance & Policies, Tourism with Heritage, Pride in Bungay, Riverside - For consideration.**

It was proposed by BP, seconded by JBO'N, and unanimously RESOLVED to cease the Pride in Bungay Sub- Committee until Spring 2021.

For	7
Against	0
Abstain	0

It was proposed by ML, seconded by BP, and unanimously RESOLVED for the membership and formation of the Budget & Strategy and Governance & Policies Committees to be considered at the October 15<sup>th</sup> Full Town Council Meeting

For	7
Against	0
Abstain	0

RC-010  
2020/2021

**Skateboard Park Railings – For consideration**

It was agreed that this to be an agenda item for the Resources Committee, to be held in November, and JB to obtain a map showing ownership of the Skateboard Park area for this meeting.

RC-011  
2020/2021

**Maintenance contracts and arrangements for transferred assets from East Suffolk Council – for consideration.**

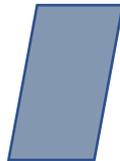
It was proposed by ML, seconded by BP, and unanimously RESOLVED that the Broad Street Working Party meet to discuss the cleaning and maintenance contracts for the properties being transferred to Bungay Town Council from East Suffolk Council and to present recommendations to the November meeting of the Resources Committee.

For	7
Against	0
Abstain	0

It was agreed that JB to go through the Inspection Lists required for the Broad Street building being transferred to Bungay Town Council and bring his to the next Resources Committee Meeting – **Noted.**



# BUNGAY TOWN COUNCIL



RC-012  
2020/2021

**Date and time of next meeting:** Thursday 5<sup>th</sup> November 2020.

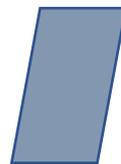
There was no further business and the meeting closed at 8.38pm.

**2<sup>nd</sup> October 2020**

**Jeremy Burton**  
Town Clerk  
Bungay Town Council.  
1a, Broad Street.  
NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

Signed \_\_\_\_\_

4  
Date \_\_\_\_\_



## Appendix 1

### Resources Committee

#### Terms of Reference

##### Terms of Reference

The purpose of the Resources Committee is to:-

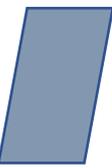
- Ensure that Bungay Town Council is fully compliant with current legislation and is adhering both in word and in deed to the Code of Conduct.
- Secure the proper administration of the Council's financial affairs under all relevant legislation/guidance and to secure best value for the residents of Bungay.
- To oversee all matters of general grounds, premises and amenities within Bungay over which the Council has control or influence.
- To oversee the sub-committees of Tourism and Heritage, Quality and Governance, Riverside, Budget and Strategy and the working parties of skateboard and the youth project.

There will be a maximum of 8 voting members of the committee. Members of the public may be asked to report on an item to this committee or to join this committee as a non-voting representative.

The Committee will elect a Chairman and Vice-Chairman at the start of the municipal year or when required.

The Committee will meet every month to debate and discuss items such as the following with delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):-

- Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
- Recommendation of precept to full Council.
- Insurance of all the Council's property and liabilities and ensuring accuracy of the asset register.
- Tendering and purchasing arrangements.
- Approval of payments on the Council's behalf either made already or in advance of payment.
- Appointment of an independent Internal Auditor.
- Maintenance of adequate systems of internal control and internal audit.
- Approval of annual financial reports, ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.
- Develop and monitor the Council's Risk Management Strategy.
- Develop the Council's strategic objectives and monitor the Council's performance against these.
- Develop the Council's Financial Plan.
- Award of grants to local organisations.
- Make recommendations of approval of Governance documents such as Standing Orders, Financial Regulations, Model Publications and Risk Analysis, donations policy.



- To ensure that Council is fully compliant to the latest legislation with regular reviews of policies.

The Committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):-

- Sport & leisure equipment and areas
- Golf Club
- Bungay in Bloom
- War Memorial
- Seats
- Dog Bins & rubbish bins
- Allotments
- Land Mgmt eg: Goings
- Skate Park
- Premises Review
- Grounds & Maintenance
- Any other appropriate item that Full Council deems appropriate.