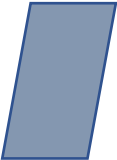




# BUNGAY TOWN COUNCIL



**Minutes of the Resources Committee Meeting held on Thursday 1<sup>st</sup> April 2021 at 7.00 p.m. As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted “online”.**

**Members:**

- |   |                      |                        |                      |
|---|----------------------|------------------------|----------------------|
| Cllr. J Adams (JA) (Chair)                  | Cllr. P Love (PL)    | Cllr. B. Prior (BP)    | Cllr. S Collins (SC) |
| Cllr. J. Blowers O’Neill (JBO’N) (V. Chair) | Cllr. M Lincoln (ML) | Cllr. M Atterwill (MA) | Cllr. A. Dawes (AD)  |

Also present: Eddie Rosier (ER), Assistant Clerk and two Members of the Public.

RC-085      **Apologies for absence:** To receive any apologies for absence.  
2020/2021      An apology for absence was received from Cllr. Prior. – **Noted.**

RC-086      **Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.**  
2020/2021  
A non-pecuniary interest was declared by MA. for item RC-091, as his brother Andrew is the Town Recorder and undertakes work for the Museum Trust.  
A non-pecuniary interest was declared by ML. for item RC-095 2020/2021 (1) & RC-095 2020/2021 (3), as he is a fee-paying member of the Golf Club.

RC-087      **Public Forum:**  
2020/2021      **Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.**  
No members of the public chose to speak – Noted.  
**It was proposed by MA, seconded by SC, and unanimously RESOLVED that agenda items RC-095 2020/2021, and RC-096 2020/2021 be moved to the end of the meeting due to the confidential nature of the business to be transacted.**

For	7
Against	0
Abstain	0

RC-088      **Minutes of the Previous meeting: To approve the minutes of the Resources committee meeting held on 4<sup>th</sup> March 2021 – For consideration.**  
2020/2021      SC. Referred to item. RC-080 2020/2021, ‘It was proposed by PL, and Seconded by PL’, and this minute was duly amended to show the correct statement ‘It was proposed by BP and seconded by AD’.  
**It was moved to approve the minutes of the Resources Committee Meeting held on Thursday 4<sup>th</sup> March 2021 as a true and accurate record of the meeting, with no further amendments, and these minutes to be signed by the Chair (JA).**

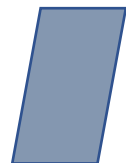
RC-089      **Associated Sub-Committee Draft Minutes from their last meetings – Governance & Policies, Budget & Strategy, Tourism & Heritage, Riverside Centre & Staithe - For information.**  
2020/2021      Copies of draft minutes were circulated to Committee Members prior to the meeting – Noted.

**Budget & Strategy Sub-Committee.** No meeting – Noted.

**Governance & Policies Sub-Committee Draft Minutes dated 25<sup>th</sup> March 2021.**  
No comments – Noted.

Signed \_\_\_\_\_

1  
Date \_\_\_\_\_



**Tourism & Heritage Sub-Committee Draft Minutes dated 31<sup>st</sup> March 2021.** JA. Informed the committee that a resident had put forward the idea of a town picnic in late June, and the Tourism & Heritage Sub-Committee had chosen not to support this, and would be writing to the resident explaining their reasons for this decision – Noted.

**Riverside Centre & Staithe Sub-Committee.** No meeting – Noted.

RC-090  
2020/2021

**Associated Working Group Reports – Skateboard Park (no meeting), Youth Project (no meeting), Emergency Planning (no Meeting), BECS / BCS, Asset (formerly Broad St) –** For information. Copies of reports were circulated to Committee Members prior to the meeting – Noted.

**Skateboard Park Working Group.** ML. It was likely that more land would be provided by the Honey Pot Trust, and it was agreed that the Assistant Clerk should write to Cllr. Prior to request an official notification from the chair, Judy Cloke – Noted.

**Youth Project.** No comments – Noted.

**Emergency Planning.** ML. advised that a meeting was due to take place within the next seven to ten days, the previously planned meeting having been delayed – Noted.

**BECS / BCS Working Group.** AD advised that work was being done to prepare a constitution (Foundation CIO Model, Charities Commission), and preparations were underway ahead of making an application. PL. advised they were looking for people to engage as Trustees, with the existing Working Group Members forming the Trusteeship for the first two years, except for M. Coleman (employee). ML. stated that the work already undertaken was to be commended and wished to confirm that the town council would continue to be represented after the two-year period. AD. Stated that a trustee must be a named person but felt that the constitution could provide for a minimum number of town councillors. PL. confirmed this matter had been discussed, and the group wished to ensure that the organisation was linked to, but separate from the town council, and that this would remain the case, and this would be actively pursued.

**Asset Working Group (Formerly Broad St Working Group).** JA. Advised that the refurbishment of the public toilets was ongoing, that bollards were soon to be introduced at the Staithe Road triangle, and the outcome of both matters was awaited.

RC-091  
2020/2021

**Museum Trust Update –** for information.

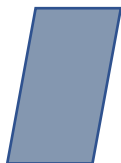
Lorna Richardson was the curator of the Museum Trust, and whilst she was also a town councillor, her role with the Museum Trust was separate. In the future Cllr. Richardson and Cllr. Blowers-O'Neil would report to Full Council as the Council's Museum Trust representatives. The Museum Trust had thanked the council for allowing them the use of the Riverside Centre, and the chair reminded members present that this had been necessary to enable the museum to be accessible to the public, and to work towards accreditation and help put the Museum Trust on a firmer financial footing.

It was suggested that a lease to use the Riverside Centre for a term of six months should be considered by either amending a copy of the existing Lease held between the Museum Trust and East Suffolk Council, or to amend a copy of the Licence to Occupy for the Temporary Post Office - **Noted.**

RC-092  
2020/2021

**Fire Safety Risk Assessments Riverside Centre & Town Hall –** for consideration.

**It was proposed by JA, seconded by ML, and unanimously RESOLVED to add this item to agenda item RC-093 2020/2021.**



For	7
Against	0
Abstain	0

RC-093  
2020/2021

**Asset Working Group (formerly Broad Street Working Group)**

**(1) Objectives** - for consideration.

**(2) Millstream Bridge** – for information.

- (1) The group was formed to oversee bringing the Riverside Centre and Broad Street properties up to date, including a stair lift and disabled toilets at Broad Street, and the re-configuration of the Riverside centre as discussed during the previous twelve months, and of how to fund these projects.

**It was proposed by JA, seconded by ML, and unanimously RESOLVED to rename the former ‘Broad Street Working Group’ the ‘Asset Working Group’, and for the objectives to state that these and associated works to be completed by a target date of 31<sup>st</sup> October 2021, and to be concluded by the end of the 2021/2022 financial year. See appendix 1.**

For	7
Against	0
Abstain	0

- (2) The report commissioned by the Environment Agency on the condition of the Millstream Bridge remained outstanding, and it was for East Suffolk to come back with a proposal once the contents of the report had been considered, and to commence discussions with the owner of the bridge.

RC-094  
2020/2021

**Riverside Centre Re-opening** – for consideration.

Stage 3 of the government’s roadmap out of lockdown, predicted as 17<sup>th</sup> May 2021, was considered to be the first date when the majority of indoor activities could resume in a Covid-Secure environment.

AD. Suggested that the Audio Visual equipment, despite the cessation of zoom meetings, would still prove attractive for use by other organisations hiring the facility.

SC. Asked if the Riverside Centre & Staithe Sub-Committee should decide about the suitability of the Youth project and the Museum coexisting, and was keen that the Youth Project should be able to access the facilities given the lockdown and concerns over the welfare of young people. There was a concern raised over consistency when evaluating who could hire the centre.

JA. Advised that the Asset Working Group should meet to consider the Fire safety Risk Assessment (FSRA), and that issues of safety could be dealt with using existing powers without committees having to make decisions.

It was agreed that the Waveney Valley Canoe Club, as the town council’s tenants should be kept informed of any developments, and that the circumstances of the bridge were known to them.

**It was proposed by ML, seconded by MA, and unanimously RESOLVED to arrange a meeting of the Asset Working Group to discuss the recommendations of the Fire Safety Risk Assessment.**

For	7
Against	0
Abstain	0

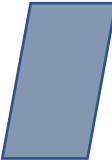
RC-097  
2020/2021

**Bungay Old Cemetery Recording Project** - for consideration.

SC. Considered this to be a valuable community project that would compliment the community partnership, with other educational and multi-generational benefits. MA. Referred to other works



# BUNGAY TOWN COUNCIL



undertaken by this group including a hidden history memorial project, medieval graffiti, church surveying. AD. Advised that the Friends of St. Mary’s had commenced a project involving the mapping and recording of gravestones in St. Mary’s Churchyard.

**It was proposed by PL, seconded by AD, and unanimously RESOLVED to agree to provide a grant of £500 on the condition that information gathered was to be shared with Bungay Town Council, and to allow them to retain a record for their own use.**

For	7
Against	0
Abstain	0

RD-098  
2020/2021

**Scribe Accountancy package** – for consideration.

The assistant Clerk explained that the Town Clerk became aware of this package through the Suffolk branch of the Association of Local Councils (SALC). A zoom meeting was arranged with Scribe’s representative, and the Town Clerk had made enquiries of local users of the package who in turn had unequivocally recommended the package. The overall cost per annum was lower than that of the Sage 50 package previously agreed, with an initial set-up fee of £295, and an equivalent monthly fee of £39 (compared to Sage 50 £75 month), thus providing an overall cost saving.

RC-099  
2020/2021

**Date and time of next meeting:** Thursday 6<sup>th</sup> May 2021.

There was no further business and the meeting closed at 8.52pm.

**6<sup>th</sup> April 2021**

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

## Appendix 1. Asset Working Group Objectives.

- *Current Broad Street Working Group to become the ‘Asset Working Group’.*
- *Existing members comprise: J. Adams, B. Prior, S. Collins, M. Lincoln.*
- To cost potential updates for the refurbishment of both the Town Hall and the Riverside Centre
- To oversee the transfer of other assets that are to be added to Bungay Town Council’s portfolio.
- For this and associated works to be completed by a target date of October 31<sup>st</sup> 2021, and to be concluded by the end of the 2021/2022 financial year.

Signed \_\_\_\_\_

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