



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the Governance, Employment & Finance meeting held on Thursday 23rd July 2020 at 7.00 pm held on-line using video conferencing under The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members: Cllr. J. Adams (JA) (Chair) Cllr. M. Lincoln (ML) Cllr. R. Marshall (RM)
Cllr. B Prior (BP) (Vice Chair) Cllr. S. Collins (SC) Cllr. K. Lodge (KL)

Also present: E. Rosier, (ER) Temporary Assistant Clerk, Bungay Town Council.
No members of the public attended the meeting.

G E & F 014 2020/2021 **Apologies for Absence:** To receive any apologies for absence

It was proposed by KL, seconded by BP, and unanimously RESOLVED to accept the apologies of ML.

G E & F 015 2020/2021 **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.

No declarations of interest were declared or requests for dispensations requested - Noted.

G E & F 016 2020/2021 **Public Forum:**
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 Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of the public attended the meeting – Noted.

G E & F 017 2020/2021 **To approve the minutes outstanding for consideration:**
To approve the minutes of the Governance, Employment and Finance Committee Meeting held on Meeting 28th May 2020.

It was proposed by SC, seconded by BP, and unanimously RESOLVED to approve the minutes of the Governance, Employment and Finance Committee Meeting held on 28th May 2020, with one amendment to those present Cllr. S Collins (SC), whose initials were incorrectly stated, and these minutes signed by JA. Cllr.

Some discussion took place between members concerning Cllr. Richardson no longer being a member of the G, E & F Committee, upon which.

It was proposed by SC, seconded by BP and unanimously RESOLVED to approve page one of the minutes of the Governance, Employment and Finance Committee Meeting held on 28th May.

It was further proposed by BP, seconded by SC and unanimously RESOLVED to approve page two of the minutes of the Governance, Employment and Finance Committee Meeting held on 28th May.

G E & F 018 2020/2021 **To open an account and transfer funds to a CCLA Public Sector Deposit Account –** For consideration.
ER provided an update of the reasons why this fund had been chosen for consideration. SC advised that the understanding was that funds exclusively from the town councils deposit account be transferred. BP stated it was his opinion that the council had to provide 3 months-notice to Lloyds Bank. Noted.

It was proposed by SC, seconded by BP and RESOLVED to approve that the town council should transfer the money held in its Lloyds Bank Investment (deposit) account into the CCLA Public Sector Deposit Fund.



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G E & F 019 Grant Applications – For consideration. 2020/2021

a. Bungay Christmas Lights

It was proposed by BP, seconded by SC, and unanimously RESOLVED that a grant of £2,500 be provided to Bungay Christmas Lights on the understanding that any excess funds are repaid to the town council.

b. Suffolk Coastal Friends of the Earth

It was proposed by KL, seconded by SC, and RESOLVED to provide a grant of £150 as a contribution to fund scientific guidance and advice to help inform decision making within the wider communities of Suffolk and help improve biodiversity.

G E & F 020 Purchase of Laptops for Office Staff – For consideration. 2020/2021

JA invited ER to provide an overview of the options being consider, including a third, more expensive item considered to be more robust, and to provide the best performance and value for the future.

It was proposed by RM, seconded by BP and unanimously RESOLVED to purchase two laptops, 10th Generation Intel Core i5 15.6” screen for £559.00 each.

G E & F 021 Review of Bungay Town Council Standing Orders – For consideration. 2020/2021

It was proposed by KL, seconded by RM, and unanimously RESOLVED to accept Bungay Town Council’s Standing Orders, subject to ensuring that the town council’s document remained free of any gender bias and clarification being provided in respect of clauses 9 (f) and 9 (h), upon which it should then be circulated to all councillors with a deadline for the receipt of replies.

G E & F 022 Review of Bungay Town Council Financial regulations – for consideration. 2020/2021

It was proposed by BP and seconded by KL, and unanimously RESOLVED to accept Bungay Town Councils Financial Regulations, subject to the amendments provided (that may not yet be reflected in, but remained covered in law) and to ensuring that the town council’s document remained free of any gender bias and circulated to all councillors with a deadline for the receipt of replies.

G E & F 023 Transfer of assets from East Suffolk Council - for information

2020/2021

JA informed the meeting that the Councils Solicitor had advised that documents addressed to the Town Clerk (JB) would be posted this week, but to date these had not been forthcoming. JD to follow up.

JA referred to the urgent need to take ownership of 1a Broad Street. However, the remaining sites would require enough time to ensure everything is safe and in order prior to taking over ownership. SC suggested that the council might choose to consider engaging a professional adviser, such as a qualified tree professional to walk round and advise councillors, thus qualifying any formal representations to East Suffolk District Council as may prove necessary. RM confirmed this matter would be raised on the agenda item for the P, E & T Committee meeting on 6th August.

G E & F 024 Date of next meeting - 27th August 2020: - For information 2020/2021

The meeting closed at 8.08 pm

Dated: 24th July 2020

Jeremy Burton

Clerk to Bungay Town Council,

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