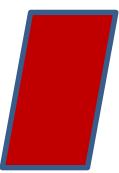




BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the **Governance, Employment & Finance meeting** held on Thursday 27th February 2020 at 7.00 pm in the Riverside Centre, The Staithe, Bungay

Members: Cllr. S. Collins (SC) – Vice Chair Cllr. B Prior (BP) - Chair Cllr M Lincoln (ML)
Cllr. J. Adams (JA) Cllr. L. Richardson (LR) Cllr. R Marshall (RM)

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council and 1 member of the public.

G,E&F 043 2019/2020 **Apologies for Absence:** To receive any apologies for absence
It was proposed by JA, seconded by SC, and unanimously RESOLVED to accept the apologies of RM. Cllr. D. O'Neill (DO'N) attended the meeting in the place of RM in accordance with the Terms of Reference for this committee. LR was absent from the meeting.

G,E&F 044 2019/2020 **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 045 2019/2020 **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.

The member of public present at the meeting is a current Town Councillor and raised some points regarding Item G, E&F 052 2019/2020 on the Agenda. It was expressed that all Town Councillors are of equal status and that the Mayor should be directed by the Town Council when undertaking individual roles and tasks and that these should be reviewed when the Mayor changes annually. This should be considered as an enabling factor and not a limiting factor as the Mayor can become overburdened. The member of public went on to say that they considered the Governance, Employment & Finance Committee was not fulfilling a role for which it was intended as it should be dealing with more strategic matters and the membership should not necessarily be comprised of Chairs and Vice Chairs.

A debate was held with all Town Councillors taking part and it was agreed that Cllr. J. Blowers – O'Neill should present a paper for the Town Council Meeting to be held in March outlining these potential recommendations for change – **Noted.**

G,E&F 046 2019/2020 **To approve the minutes outstanding for consideration:**
To approve the minutes of the Governance, Employment and Finance Committee Meeting held on Meeting 23rd January 2020.

It was proposed by JA, seconded by ML, and unanimously RESOLVED to approve the minutes with 1 typing error amendment, and these minutes were signed by BP.

G,E&F 047 2019/2020 **Bungay Town Council Policies – to review and sign off the following Policies for consideration.**
a) Lone Worker Policy
b) Social Media Policy
c) Whistle Blowing Policy
d) Safeguarding Policy.

Signed _____

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Date _____



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e) Equality & Diversity Policy

It was proposed by ML, seconded by JA, and unanimously RESOLVED to sign off the Lone Worker Policy and this policy was duly signed by (SC).

The Social Media Policy was discussed and JB to bring this Policy back to the Governance, Employment & Finance Committee Meeting to be held in March for sign off. – **Noted**.

It was proposed by ML, seconded by BP, and unanimously RESOLVED to sign off the Whistle Blowing Policy and this policy was duly signed by (SC).

It was proposed by BP, seconded by ML, and unanimously RESOLVED to sign off the Safeguarding Policy and this policy was duly signed by (SC).

It was proposed by ML, seconded by JA, and unanimously RESOLVED to sign off the Equality & Diversity Policy and this policy was duly signed by (SC).

**G,E&F 048
2019/2020 To review the Bungay Town Council Asset Register for consideration.**

The Asset Register is currently being worked through and JB to bring this Register back to the Governance, Employment & Finance Committee Meeting to be held in March for sign off. – **Noted**

**G,E&F 049
2019/2020 To confirm Bank Transfer of funds from Deposit account to Current Account for consideration.**

It was proposed by SC, seconded by ML, and unanimously RESOLVED to give notice to transfer £15,000 from the Town Council 32 Day Notice Account to the Current account.

**G,E&F 050
2019/2020 Part Time Assistant Clerk working full Time hours whilst Clerk on holiday - for consideration.**

It was proposed by ML, seconded by JA, and unanimously RESOLVED to pay the Assistant Clerk to work Full Time Hours for 4 weeks whilst the Clerk is on holiday and also pay an honorarium of £150 for taking on the additional duties and role during this period.

**G,E&F 051
2019/2020 Kings Head Building – for consideration.**

It was proposed by ML, seconded by JA, and unanimously RESOLVED for JB to write a letter on behalf of the people of Bungay asking for the financial details of the sale and original purchase of the former Kings Head Building and, following the announcement of the transfer of the Museum, to include concerns regarding the Castle building and grounds

It was proposed by BP, seconded by DO'NC, and unanimously RESOLVED for JB to write to the new owner of the Kings Head to offer a welcome and discuss future plans for the building.

It was proposed by BP, seconded by DO'N, and unanimously RESOLVED to extend the time for the meeting by an additional 25 minutes to allow the remaining Agenda items to be dealt with.

**G,E&F 052
2019/2020 Bungay Town Council – role for outgoing Mayor – for consideration**

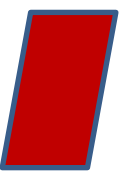
It was proposed by BP, seconded by ML, and unanimously RESOLVED that this topic would be an Agenda item to be considered at the next Town Council Meeting to be held in March.

**G,E&F 053
2019/2020 Grant Application requests:**
a. Bungay Festival
b. St Edmunds Primary School PTA



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It was proposed by SC, seconded by ML, and unanimously RESOLVED to grant the Bungay Festival £600, as per their application, to be paid from the 2020/ 21 Budget.

It was proposed by SC, seconded by JA, and unanimously RESOLVED for JB to write to St Edmunds Primary School PTA in respect of their application to ascertain more details including amount being applied for.

G,E&F 054 1. Date of next Meeting: - 26th March 2020 for information.
2019/2020

The meeting closed at 9.23 pm

Dated: 28th February 2020

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

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Date _____