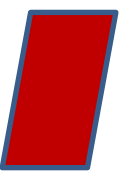




BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the Governance, Employment & Finance meeting held on Thursday 28th May 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. B Prior (BP) Cllr M Lincoln (ML) Cllr. R Marshall (RM)
Cllr. J. Adams (JA) Cllr. L. Richardson (LR)

Also present: Cllr. S Collins (SC) attended the meeting as a G, P & A Committee Member.
J. Burton, (JB) Clerk/ RFO Bungay Town Council.
No members of the public attended the meeting.

G E & F 001 Election of Committee Chairman for the Governance, Employment & Finance Committee for 2020/2021 To receive nominations and elect the Chairman.
It was proposed by ML, seconded by SC, and unanimously RESOLVED that JA be elected Chairman for the Governance, Employment & Finance Committee for the municipal year 2020 – 2021.

G E & F 002 Election of Deputy Committee Chairman for the Governance, Employment & Finance Committee 2020/2021 To receive nominations and elect the Deputy Chairman.
It was proposed by BP, seconded by ML, and unanimously RESOLVED that BP be elected Deputy Chairman for the Governance, Employment & Finance Committee for the municipal year 2020 – 2021.

G E & F 003 Apologies for Absence: 2020/2021 To receive any apologies for absence
It was proposed by SC, seconded by BP, and unanimously RESOLVED to accept the apologies of LR.

G E & F 004 Declaration of Interest & Requests for Dispensations: 2020/2021 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 005 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 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 006 To approve the minutes outstanding for consideration: 2020/2021 To approve the minutes of the Governance, Employment and Finance Committee Meeting held on Meeting 23rd April 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 23rd April 2020 with no amendments and these minutes signed by JA.

G E & F 007 To review Bungay Town Council Financial Accounts for 2020/ 2021 – For consideration. 2020/2021 The Excel Spreadsheet showing all the accounts for the Financial Year 2020 / 2021 to date had previously been circulated to all Town Councillors prior to the Committee Meeting and was talked through by JB.



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



a. Reserves brought Forward.

It was proposed by JA, seconded by BP, and unanimously RESOLVED to approve the Reserves spreadsheet as at 31st March 2020 showing Earmarked Reserves as £76,904 and General Reserves as £29,912.

b. Financial Risk Assessment

It was proposed by SC, seconded by RM, and unanimously RESOLVED to approve the Financial Risk Assessment for April 2020 and this to be signed by JA.

G E & F 008 To review current CIL payments received – For consideration.
2020/2021

It was proposed by SC, seconded by ML, and unanimously RESOLVED to approve the CIL report 1st April 2019 to 31st March 2020 and this to be signed by JA.

G E & F 009 To review transfer of funds to Deposit Account – For consideration.
2020/2021

It was proposed by SC, seconded by BP, and unanimously RESOLVED for JB to arrange a meeting with CCLA to consider transferring funds at a future Committee Meeting so BTC funds covered by the FSCS scheme and benefit from enhanced returns.

G E & F 010 To review staffing arrangements – For consideration.
2020/2021

a. Assistant Clerk

Emma Beese (Assistant Clerk) has handed in her resignation and committee members wanted it recorded that she will sorely be missed as all her work was of a very high standard. – **Noted.**

JB to ask the Employment Working Party to commence the recruitment process as soon as possible and provide a Job Description. Committee Members agreed that funding for Full Time hours is available and that this could be split between 2 Part time staff members with complementary skills.- **Noted.**

b. Carry forward holidays

It was proposed by SC, seconded by ML, and unanimously RESOLVED that in -principle unused Staff Holidays for this year can be carried forward subject to following legal requirements.

G E & F 011 Transfer of Assets from East Suffolk Council – Report from Broad Street Working Party for
2020/2021 consideration.

All Committee Members, apart from RM , had attended a Broad Street Working Party Meeting earlier in the day and therefore JA to update RM separately after this committee meeting. – **Noted.**

G E & F 012 SARS Donation Request – For Consideration

2020/2021 It was proposed by ML, seconded by SC, and unanimously RESOLVED to ask SARS to complete a formal BTC Grants Donation Application Form and to give details of work in and around Bungay.

G E & F 013 Date of next meeting - 25th June 2020: - For information
2020/2021

The meeting closed at 7.49 pm

Dated: 29th May 2020

Jeremy Burton

Clerk to Bungay Town Council,

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clerk@bungaytowncouncil.gov.uk