



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the Governance, Employment & Finance meeting held on Thursday 28th November 2019 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. M Atterwill (MA) Cllr. G. Bradley (GB) Cllr. R Marshall (RM)

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council.

G,E&F 016 2019/2020 **Apologies for Absence:** To receive any apologies for absence
It was proposed by MA, seconded by SC, and unanimously RESOLVED to accept the apologies of GB and RM.

Cllr. J. Adams (JA) attended the meeting in accordance with the Terms of Reference for this committee.

G,E&F 017 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 018 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.

No members of the public were present at the meeting.

G,E&F 019 2019/2020 **To approve the minutes outstanding:**
To approve the minutes of the Governance, Employment and Finance Committee Meeting held on 24th October 2019 - **for consideration.**

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

G,E&F 020 2019/2020 **Bungay High School Presentation Evening prize request – For consideration.**

It was proposed by BP, seconded by MA, and unanimously RESOLVED to donate up to £200 to the High School for the Presentation Evening prizes.

JB to contact the school to ascertain exact amount required, potentially re-name the Angela Brook prize, ask if BTC can promote different awards in future and invite Winners to Council Offices.
SC & BP will attend the Presentation Evening on 17th December 2019.

G,E&F 021 2019/2020 **Appointment of Bungay Town Council Data Protection Officer – For consideration.**

It was proposed by SC, seconded by MAL, and unanimously RESOLVED that JB takes on the role of Data Protection Officer for Bungay Town Council.

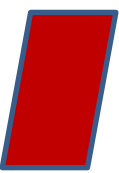
Signed _____

1
Date _____



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



JB to undertake further GDPR with SALC and to seek advice from other Clerk's regarding 'back-up' arrangements. SC to also put this item onto the 'Mayors and Chairs' forum for discussion.

**G,E&F 022
2019/2020** **Update of Bungay Town Council Asset Register – For consideration.**

It was proposed by SC, seconded by ML, and unanimously **RESOLVED** that MA and the Town Recorder (Andrew Atterwill) catalogue each item on the Asset Register with description, location and photograph. The register to then reviewed at the next G,E&F Meeting on 23rd January 2010. At this meeting Asset Values and Insurance Values to be reviewed.

**G,E&F 023
2019/2020** **East Suffolk Council Car Parking Subsidy 2020/2021 – For consideration**

It was proposed by SC, seconded by JA, and unanimously **RESOLVED** to write to local Bungay businesses and Local Parishes in respect of contributions towards this subsidy. Currently the 1st hour parking is free on ESC car parks within the Town and neighbouring Towns currently undertake this activity of trying to reduce the cost burden for the Town Council. Civil Parking Enforcement should be introduced within the Town from 1st April 2020 and there is no standard policy across the Towns for ESC to charge this subsidy. JB to contact ESC to discuss proposed costing and to include BEBA in communicating with the business community. SC to also include this on the Agenda for 'Mayors and Chairs' Forum.

**G,E&F 024
2019/2020** **Clerk, Assistant Clerk and Groundsman Salary reviews – For consideration**
JB left the room for this discussion.

It was proposed by BP, seconded by SC, and unanimously **RESOLVED** that the Clerk's salary be increased to SPC 34 of the Local Government Services (NJC) pay scales with effect from 1st December 2019 and that a 1 off £300.00 bonus be paid for the exceptional work undertaken since commencing in the role.

JB came back into the room following this discussion and resolution.

It was proposed by JA, seconded by MA, and unanimously **RESOLVED** that having successfully completed the probationary period the Assistant Clerk's salary be increased to £11.00 per hour with effect from 1st December 2019 and that a 1 off £300.00 bonus be paid for the exceptional work undertaken since commencing in the role.

It was proposed by MA, seconded by SC, and unanimously **RESOLVED** that the Groundman's salary be increased to £10.00 per hour with effect from 1st February 2020 and that the Caretaking duties for the Riverside Centre be added to the Job Description.

**G,E&F 025
2019/2020** **IT support payments for forthcoming year – For consideration**

It was proposed by ML, seconded by JA, and unanimously **RESOLVED** that a 1 off payment of £350 be made to Red Dune Limited and new 1.5 hours per month support contract be set up.

**G,E&F 026
2019/2020** **Replacement of Council Office Laptop – For consideration**

It was proposed by ML, seconded by MA, and unanimously **RESOLVED** to purchase a replacement Desktop processor up to a cost of £650.00 and this to be as 'future proofed' as possible with an i7 processor.



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



G,E&F 027 **Christmas & New Year Council Office Closing Times** – For consideration.
2019/2020

It was proposed by MA, seconded by SC, and unanimously **RESOLVED** to approve the Council Office Christmas and New Year Closing times of closing @ 1.00 pm on Friday 20th December 2019 and re-opening @ 9.00 am on Thursday 2 January 2020.

G,E&F 028 **Bungay Town Council outstanding (CIL) Council Infrastructure Levy payments** – For information.
2019/2020

Currently £1,068 is held by Bungay Town Council in respect of CIL payments with further payments of £2,267.15 (7/1/20) and £2,335.85 (7/7/20) due from ESC. Town Councillors to be made aware of this total of £5,671 to be spent in the Town and further information to be supplied to committee members regarding timescales and locations where can be spent by JB at next meeting – **Noted**.

G,E&F 029 **Bungay Town Council Budget for Financial Year 2020/ 2021** – For consideration
2019/2020

Spreadsheets regarding the Budget and Precept request for Financial Year 2020/2021 have been initiated by JB and JA. These to be worked on further by the Budget Working Group at their Meeting to be held on 4th December 2019. Budgeting considerations for 2020 / 2021 have been made to Committees in November with follow ups planned for the December Meetings. The final Budget and precept resolution will be considered at the January Full Town Council Meeting – **Noted**.

G,E&F 030 **Date of next Meeting: - 23rd January 2020** – For information:
2019/2020

The meeting closed at 8.59 pm

Dated: 28th November 2019

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

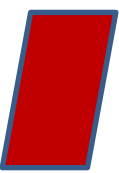
Signed _____

3
Date _____



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Signed _____

4
Date _____