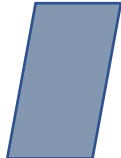




BUNGAY TOWN COUNCIL



Minutes of the Resources Committee Meeting held on Thursday 4th February 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-055 **Apologies for absence:** To receive any apologies for absence.
2020/2021 There were no apologies for absence. – **Noted.**

RC-056 **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 pecuniary interest was declared by ML for RC-064 2020/2021, as he is a fee-paying member of the Golf Club.

RC-057 **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.**
There were two members of the public present at the meeting. One member of the public, Cllr. D. O’Neill referred to the meeting of the Emergency Planning Working Group the previous evening with representatives from both Wortwell to Geldesten attending. He also referred favourably to item RC-066, stating that obtaining consent for signage was an absolute pre-requisite to having a barrier installed at the Staithe Car Park.

RC-058 **Minutes of the Previous meeting: To approve the minutes of the Resources committee meeting held on 7th January 2021** – For consideration.

SC informed the committee that the Old Cemetery Working Group reported to the Planning Committee and not the Resources Committee – **Noted.**

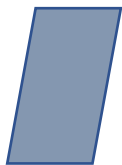
It was proposed by MA, seconded by AD, and RESOLVED to approve the minutes of the Resources Committee Meeting held on Thursday 7th January 2021 as a true and accurate record of the meeting, with no amendments, and these minutes to be signed by the Chair (JA).

For	7
Against	0
Abstain	1

RC-059 **To appoint Internal Auditors for the 2020 to 2021 Financial Year Accounts** – For consideration.
2020/2021 **It was proposed by BP, seconded by ML, and unanimously agreed to retain Messrs. Heelis & Lodge as Internal Auditors for the 2020 to 2021 Financial Year Accounts.**

Signed _____

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Date _____



For	8
Against	0
Abstain	0

RC-060
2020/2021

To Review Bungay Town Council Allotment Rents for 2021 to 2022 – For consideration.
It was proposed by AD, seconded by MA, and unanimously **RESOLVED** to charge **£1 month (£12 Year) Rent** for the year 2021 to 2022 for a ‘Standard’ Plot, and half of this amount for a ‘Small’ Plot.

For	8
Against	0
Abstain	0

RC-061
2020/2021

Associated Sub-Committee Draft Minutes from their last meetings – Governance & Policies, Budget & Strategy, Tourism & Heritage, Riverside Centre & Staithe - For consideration.

Governance & Policies Sub-Committee Draft Minutes dated 14th January 2021.
It was proposed by JA, seconded by ML, and unanimously **RESOLVED** to accept the draft minutes of the Governance & Policies Sub-Committee.

For	8
Against	0
Abstain	0

JA asked if the Lone Worker Policy should cover everything including home workers, those working outside and in the office, (including Councillors). BP stated that the employer had a duty of care to ensure that any incidents of abuse or assault were reported immediately to the Police. AD suggested that a policy may be needed to consider user passwords, how often these should be changed, etc. ML suggested that a copy of the transcript from the Lone Worker Training Course should be made available to the Employment Sub-Committee – **Noted.**

There had been no meetings of the Budget and Strategy, Tourism & Heritage or Riverside Centre and Staithe Sub-Committees since the last meeting of the Resources Committee - **Noted**

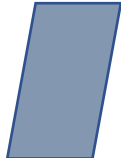
RC-062
020/2021

Associated Working Group Updates – Skateboard Park, Youth Project, Emergency Planning, Broad Street, BECS / GNS, Old Cemetery – For Consideration

Reports were provided for the Skateboard Park Working Group, Youth Project Working Group, Emergency Planning Working Group, BECS / GNS Working Group, and the Old Cemetery Working Group.

It was proposed by MA, seconded by AD, and unanimously RESOLVED to accept the reports provided by all five Working Groups.

For	8
Against	0
Abstain	0



RC-063
2020/2021

Update on discussions with the Museum Trust – for Information.

JBO’N informed the Committee that Cllr. Richardson had been elected as the Museum Curator and Chair of Trustees, and a Trustee, and Cllr. Blowers-O’Neill was also appointed as a Trustee. Plans were being made to record and arrange appropriate archival storage. The Museum Trusts Constitution allows for three Bungay Town Council Members, three Town Trust and three to be appointed. Bungay Town Council have two at present, including BP., who as Town Mayor is the Ex-Officio Trustee.

JA confirmed that The Museum Trust had voted in favour of Bungay Town Council becoming the Custodian Trustee. On behalf of the committee, he also wished Cllr. Richardson Good Luck – **Noted.**

RC-064
2020/2021

Golf Club Lease – To agree a term of 4 or 5 Years – for Consideration.

It had been agreed that the current rental payment, which was due to be reviewed from 1st May 2020, of £5,750 be extended for another year and the rent review will therefore be held prior to 1st May 2021.

It was proposed by BP, seconded by BP, and RESOLVED to agree a further term of 5 Years.

For	6
Against	0
Abstain	2

JBO’N felt it was a good idea to have the land measured and registered, and it was generally agreed that a valuation should be undertaken.

It was proposed by ML, seconded by BP and unanimously RESOLVED to obtain quotations from three Firms of Surveyors to undertake a valuation of the Golf Course Land owned by Bungay Town Council.

For	8
Against	0
Abstain	0

RC-065
2020/2021

The Riverside Centre Fire Safety Evacuation Plan – For Consideration.

It was proposed by ML, seconded by MA, and unanimously RESOLVED to arrange for a Professional Assessor to undertake a Fire Safety Risk Assessment, and to also consider those areas for possible alteration / improvement.

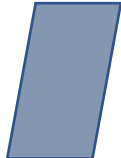
For	8
Against	0
Abstain	0

It was proposed by JBO’N, seconded by MA, and unanimously RESOLVED to arrange for the same Professional Assessor to undertake a Fire Safety Risk Assessment of the Town Hall, and to also consider those areas for possible alteration / improvement, and as a second priority to that of the Riverside Centre.

For	8
Against	0
Abstain	0



BUNGAY TOWN COUNCIL



It was proposed by SC, seconded by JBON, and unanimously RESOLVED to be guided by the research undertaken by the Assistant Clerk, and to support his choice of Consultancy based on recommendations received by him, their fee, and their apparent suitability to undertake a Robust Fire Safety Risk Assessment.

For	8
Against	0
Abstain	0

RC-066
2020/2021

Staithe Car Park Barrier Control System and Signage – For Consideration.

ML reminded the committee that the decision to control access to the Staithe Car Park had already been agreed in principle by the Riverside Centre and Staithe Sub-Committee, and referred to the importance therefore of moving this forward and getting something done. He also explained that a barrier would need to be located beyond the private Car Park due to resident parking.

A discussion took place about the need for Signage on the Highway, the need to formulate a strategy to provide the public with information about parking options using social media and other methods.

JA confirmed that Bungay Town Council owned the assets in all but name, and once a few items had been agreed the transfer would take place.

It was proposed by JA, seconded by JBO’N, and unanimously RESOLVED to proceed in principle with the installation of a barrier and management system to control the car park for the benefit of the users of the Riverside centre, and to plan towards managing the Staithe open space for the benefit of the residents of Bungay.

For	8
Against	0
Abstain	0

RC-067
2020/2021

Bungay Town Council Newsletter – For Consideration.

It was proposed by AD, seconded by ML, and unanimously RESOLVED to prepare a Newsletter for publication in April or May, to be followed by a further edition in the autumn.

For	8
Against	0
Abstain	0

RC-068
2020/2021

Repair of Bungay Town Council Clock – For Consideration.

It was proposed by JBO’N, seconded by SC, and unanimously RESOLVED to arrange for the repair of the Bungay Town Council Clock.

RC-069
2020/2021

Date and time of next meeting: Thursday 4th March 2021.

There was no further business and the meeting closed at 8.45pm.

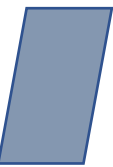
5th February 2021

Signed _____

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Date _____



BUNGAY TOWN COUNCIL



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

Signed _____

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Date _____