

Bungay Town Council

Report of a meeting of the Finance & General Purposes Committee at the Council Chamber, Broad Street Bungay on Monday 4th July 2016 commencing at 7.30pm

Present : Clls Buck, Groom, Cloke, Haward, Knights, Paul and Woods.

1. To accept apologies.

All members were present.

2. Interests.

No interests were declared.

3. To allow local electors to comment on matters to be considered at this meeting in accordance with Schedule 1 of the Council's Standing Orders.

No members of the public were present.

4. To consider the Bungay NDP Steering Group terms of reference.

A copy of this document had been distributed to all members. The Clerk reported on suggested amendments. These were accepted by the Committee and would be recommended to the Council.

5. To receive further information on the Bungay Guides community project.

Cll Groom reported that some senior members of the Guide Group are to provide assistance at the Town Ball but a suitable project for the Guides themselves had not been identified. It had been suggested that they could help with the St Edmund's School planting project. The Clerk suggested that they could provide supervised assistance to those working for Bungay in Bloom. It was agreed that Cll Groom liaise further with the Guides.

6. To give further consideration to the request to make a donation of £250 to St Edmund's Primary School to support a project to rejuvenate a small outdoor area within the school boundary.

Cll Buck said that in view of the grants the Council had given the School in the last financial year (2 different grants had been given) and the schools own support network the Council should be cautious about giving financial support at this stage.

Cll Groom concurred and said that the Council should not make a general grant at this time but could later be asked to support the purchase of a particular item or planting proposal. This was recommended.

7. Complete current balances were not available as there was a direct debit item to be taken into account. The Clerk will report these separately to members.

The following cheques were approved for payment :- IRS Recruitment, litter-pick, £535.25 (S 137); Waveney Norse Ltd, Riverside cleaning, £190.48; Bungay in Bloom, donation, £550.00 (S 137); D Read, reimbursement, NDP costs, £14.00; P Morrow, salary and expense arrears, £1014.19, reimbursements, £399.31, total £1413.50; HM Revenue & Customs, PAYE 6/4/16 to 5/7/16, £2507.42.

Signed.....

Date.....

Report of a meeting of the Environment & Planning Committee at the Council Chamber, Broad Street, Bungay on Monday 4th July 2016 following the above meeting

Present : Clls Collins, Prior, Harnden, Lincoln and O'Neill.

1. To accept apologies.

Apologies were received from Cll Barnes and Thompson.

2. Interests

No interests were declared.

3. To allow local electors to comment on matters to be considered at this meeting in accordance with Schedule 1 of the Council's Standing Orders.

No members of the public were present.

4. The following plan was considered:-

DC/16/2454/FUL, Mr D Broughton, construction of a pair of semi-detached bungalows, adjacent 5 Kents Lane. Approval was recommended subject to consideration being given to disabled access and water re-cycling issues.

5. To agree the scope of and make arrangements for the proposed public meeting.

It was recommended that an open public meeting be held to receive public concerns about traffic issues in the town centre and the environ of the town's schools. Specific invitations would be issued to the schools. The Council would subsequently prioritise the issues arising with the aim of working with SCC to address these issues.

6. To receive further information on and give further consideration to the introduction of a speed-watch scheme.

In the absence of Cll Barnes the Clerk reported that possible monitoring sites in the town had been identified for assessment by the Police. Cll Barnes had also established that local residents in Northgate, Beccles had purchased a basic speed detector and used it to collect information on vehicle speeds in Northgate as preparation for Cll Punt organising a SCC speed monitoring exercise. It was agreed that Cll Barnes be asked whether proposals for Bungay were sufficiently developed for the matter to be considered as an agenda item for the July meeting. If not the matter would be considered further by the next meeting of the Committee.

Signed.....

Date.....

Finance & General Purposes Committee Meeting 4th July 2016

Agenda item 4.

Bungay Neighbourhood Development Plan : Terms of Reference

Preamble

Add

h) Formal contact between the SG and the Town Council will be between the SG Chair and the Town Clerk.

4. Membership

3) Notice to be given on the agenda if it is proposed that the SG refuse membership, terminate or suspend membership or terminate membership for non attendance/non participation.

6) Add : Chair of a meeting to have a first and a casting vote; the latter may be exercised only in the event of a tied vote.

7) New wording : Members must declare interests as defined by the Suffolk Code of Conduct.

5. Steering Group

3) add arise, the vacancy to be shown on the agenda and the subsequent appointment made at a meeting of the SG.

4) New wording : The SG officers will oversee the work of the SG which will meet at least 10 times a year.

6. Steering Group Officers

New : Officers should include a Deputy Chairman.

7. Meetings

1) New wording : It shall be the responsibility of the Chair to chair all meetings if present. If not present the Deputy Chair (if present) will chair the meeting. If neither the Chair nor the Deputy Chair is present, members attending will appoint a chair who will serve for that meeting only. All meetings

3) New wording : The Chair and Secretary shall prepare meeting agenda. Where other members require items to be listed on the agenda these should be submitted to the Chair and Secretary by email no less than 14 days before the scheduled meeting date.

New : agenda to be issued a specified minimum number of days before the meeting takes place.

New : issues will be decided by a majority of votes cast by those members present at a meeting.

New : quorum for ordinary meetings should be expressed as a percentage of members but with a minimum number specified. See 12 re suggested different provision for dissolution meetings.

9. Finance

2) New wording : All funds acquired by the BNDP, including donations, contributions and bequests, shall be paid, via the Town Clerk, into an account in the name of Bungay Town Council. Whether held in an account which holds only BNDP funds or pooled with other Town Council funds, BNDP funds shall be treated by the Council as 'ring-fenced' for BNDP purposes and will be shown as ear-marked reserves in the Town Council's annual accounts.

It is acknowledged that the Town Council's financial obligation to the SG is limited to the BNDP funds so held and any BNDP expenditure which the Town Council has specifically agreed to meet.

Add : Proposed expenditure must appear as an agenda item for consideration by a meeting of the SG. Approved expenditure shall be managed in accordance with the requirements of the SG by the SG officers who will make a finance report to each meeting of the SG.

5) New wording : Appropriate accounting records shall be maintained. Annual accounts drawn to the 31 March are to be prepared for approval by members at a meeting of the SG within 3 months of the year end. When approved, a copy will be supplied to the Town Council.

11. Alteration of the terms of reference

2) New wording : Proposed amendments to the terms of reference shall be conveyed to the Chair and Secretary in accordance with these terms of reference. Proposals so received are to be entered on the agenda for the next meeting of the SG and the full text of the current term and the proposed amendment distributed to all members with the meeting agenda.

12. Dissolution

New wording :

1) A proposal to dissolve the SG shall be conveyed to the Chair and Secretary in accordance with these terms of reference. The proposal will be entered on the agenda and put to members at a meeting of the SG convened for this purpose and, if approved, for the purpose of agreeing a programme for orderly dissolution including protection of BNDP assets and funds.

2) Following approval of a resolution to dissolve, the officers of the SG will liaise with the Town Council to meet the financial obligations of the SG from BNDP funds held, proceeds of BNDP assets realised and expenditure specifically approved by the Town Council. Financial obligations may include the return of funds where this was a condition of the grant or donation.

3) A meeting convened for the purpose of considering a proposal to dissolve shall be deemed to be quorate if in the first instance it is attended by 65% of the membership (rounded up). If such a meeting is not quorate the Chair will convene a further meeting for the same purpose not less than 14 days and not more than 28 days thereafter to which the quorum requirements of an ordinary meeting will apply.

4) Any BNDP funds or assets remaining after the above obligations have been met shall revert to the Town Council to be used at its absolute discretion.

5) When the programme of dissolution is complete all SG books, documents and records shall be deposited with the Town Council.