

Bungay Town Council

Report from the Finance & General Purposes Committee meeting held at the Community Centre, Upper Olland Street on Monday 5th March 2018 at 7.30pm

Present : Cll Lincoln, Adams, Groom, and Woods

1. To accept apologies

Apologies were received from Cll Prior.

2. Interests

Cll Adams declared a non-pecuniary interest in item 4 and Cll Woods in item 7.

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 electors were present.

4. To consider a request to fund the reprint of a tourist information guide to be published by BEBA (£750 requested)

The Clerk reported that a straight re-print was planned and noted that the Council had not had any editorial input into the guide. He said that he had been approached by the Community News publishers who produce town guides. The Council would have full editorial control of the content (other than advertising). These guides would be provided free of charge. The publishers had recently produced guides for a number of Suffolk market towns. It was agreed that the Clerk obtain copies of recent guides so that this option could be given further consideration before a decision is taken whether to fund the BEBA reprint.

5. To receive a report from the Employment panel about the appointment of an assistant

A job description for an Information & Communication Officer had been agreed by the Employment Panel and distributed by Cll Lincoln. It was intended that the office holder would be in post by July 2018. This was recommended to the full Council.

6. To consider matters relating to the grant agreed to be made to Bungay Black Dog Running Club to assist with the purchase of their training ground

The Clerk reported that he had been advised that the land was to be held by a company limited by guarantee. Against this background he recommended that it was not appropriate to pay the money to the Club but that it should be paid directly to the solicitors acting for the company in the purchase. The Council should also establish that appropriate arrangements were included in the company articles to ensure that should the company go into voluntary liquidation the land would pass to a body with similar objectives. This was agreed.

Signed.....

Date.....

7. To consider an additional funding request from the Food Bank (£520 requested)
The Clerk reported that the Council and a local charity were already providing a total of £1040pa. The Council's £520 share of this exceeded the contribution made by any other contributing town council. It was noted that no parish council made a contribution although a material number of claimants came from neighbouring parishes. It was agreed that these points be taken up with the Food Bank organisers and referred back to this Committee.

8. To consider online banking issues

The Clerk reported that the bank had offered him online access to the Council accounts. He advised that online payment facilities should not be granted because this would breach the Council's own financial regulations and the statutory requirements. The Committee recommended that the Clerk be granted access to view the accounts online, to transfer funds between the Council's accounts online and make transfers by phone on the same basis.

9. To receive details of balances and approve the following cheques for payment

The following balances were reported:-

Lloyds current account £57835.94

Lloyds instant access £293.32

Lloyds 32 notice account £125000

Total £183129.26

The following cheques were approved for payment:-

IRS Recruitment, litter-pick, £797.04, leaflet distribution, £26.57, total £823.61; P J Lee Hire & Sales Ltd, litter-pick equipment, £5.78; The Friends of St Mary's Church Bungay, room hire £60.00; National Association of Local Councils, purchase of handbook, £19.99.

The Clerk reported that IRS could not offer a reduction on the distribution costs as these were calculated on an hourly basis at a discounted hourly rate appropriate to a long-term contract notwithstanding that this was work of a strictly limited duration.

Signed.....

Date.....

Report from the Environment & Planning Committee meeting held after the above meeting

Present : Cll Matthews, Barnes, Collins, Harnden and O'Neill

1. To accept apologies

All members were present

2. To appoint a chairman to serve until the annual meeting

Cll O'Neill was appointed and took the chair.

3. Interests

Cll Matthews declared a non-pecuniary interest in item 6.

4. 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 electors were present.

5. To consider the following plans*:-

DC/18/0706/LBC, Mr Cloke, listed building consent, alterations to form a self contained first floor flat, 9 Market Place, Bungay. Approval recommended.

DC/18/0618/FUL, Mr J Palmer, construction of a detached 3 bed dwelling, Varney, 33A Hillside Rd East, Bungay. It was unclear why this plan had been submitted as consent had previously been granted and the building completed. Members said that they were satisfied with the completed property.

6. To respond to a request from Bungay Lions for guidance about locations suitable for a plastic pick they are proposing to organise in Bungay

Members identified the approaches to the town and the playgrounds as suitable locations. It was also hoped that the pickers would deal with general litter in these areas. Members were pleased that awareness of the issues would be raised by the Lions work. It was agreed that Cll Matthew's would liaise with them as necessary.

7. To consider whether the Council will be prepared to undertake minor highway works for SCC in Bungay and, if the response is positive, consider the type of work the Council will be prepared to undertake or organise using volunteer labour

The Committee recommended that the Council should not offer to participate. It was noted that a significant contribution to this sort of work (not strictly the responsibility of the Council) was already being made. It was noted that any further contribution would be difficult to organise and possibly expensive.

Report from the Grounds & Premises Committee meeting held after the above meeting

Present Cll Barnes, Lincoln, Matthews and Woods

1. To accept apologies

Apologies were received from Cll Prior.

2. Interests

Cll Matthews and Woods declared a non-pecuniary interest in item 4 (as trustees of the Honeypot)

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 electors were present.

4. To consider use of the Riverside for Council office and meeting purposes

The Clerk reported and it was noted that both these uses could be accommodated if required. Some adaption would be needed but this need not be major. Cll Woods that the position about the Broad St property was still unclear; the license option remained a possibility although it may cease to be if the Council were no longer a potential purchaser of the property. It was noted that modern technology would assist with flexible provision at any location. It was generally recognised that until a final decision was made on the office location expenditure should be minimised. It was recommended that the licence option be pursued and all options reviewed further after WDC had considered the future of the Bungay premises at their April meeting.

5. To consider future options for the Riverside

It was noted that the options would be determined by the outcome of the matters considered at 4 above. Members reflected that if in the event the Council did not use this building themselves for office and meeting purposes disposal of it was likely.

6. To consider a request from the River Waveney Trust to allow a group of volunteers from the Waterways Recovery Group to be accommodated at the Riverside for the period 14th to 28th July 2018 inclusive while they carry out a repair project at Geldeston Lock

It was noted that availability on these dates would depend on the yet to be determined requirements of the Council. The Clerk reported that he had been in touch with a regular user and that it was likely that alternative accommodation could be provided while proposed use took place. Given the nature of the proposed use and the need for the Council to maximise their income from the building the Committee recommended that this use be agreed and if necessary the Council would take this use into account in their own planning.

Signed.....

Date.....

