



BUNGAY TOWN COUNCIL

Minutes of the **Council Meeting** held on **Monday 16th Jul 2018** at 7.45 pm
in Riverside, The Staithe, Bungay.

Members: Cllr. M Lincoln (Chairman) Cllr. S. Collins (Vice-Chairman) Cllr. J. Adams
Cllr. J. Blowers O'Neill, Cllr. G. Bradley Cllr. J. Fuller
Cllr. J. Groom Cllr. L. Harnden Cllr. K Lodge
Cllr. D. O'Neill Cllr. R Prior Cllr. R Marshall
Cllr. S. Woods

Also present: Karen Forster, Clerk/RFO Bungay Town Council

006/18 Appointment of the Clerk/Responsible Finance Officer.

The Chairman introduced Karen Forster. **It was unanimously RESOLVED to appoint Karen Forster as the Clerk/Responsible Finance Officer.**

007/18 Apologies for Absence

Apologies received from Cllr. Harnden and Cllr. Groom. **It was unanimously RESOLVED to accept the apologies for both Councillors.**

008/18 Declaration of Interest & Requests for Dispensations

There were no declaration of interests or requests for Dispensations.

At this point, the Chairman suspended the meeting for 3 minutes to allow Members to read the minutes of the meeting 18th June 2018.

009/18 To Approve the Outstanding Minutes

Cllr. O'Neill & Cllr. Lodge asked for a sentence in section 6 to be removed on the minutes of 18th June 2018. **It was unanimously RESOLVED to amend the minutes and to accept the minutes and the amendment and the minutes were duly signed by the Chairman**

The Clerk was asked about the page numbering and explained that, providing each item on the minutes was unique, the new system of year and number was acceptable and used in many councils. For Committees, this would be suffixed with a committee code.

The minutes of the extraordinary meeting 9th July 2018 were reviewed. **It was unanimously RESOLVED to accept the Minutes and they were duly signed by the Chairman.**

It was noted that Item 10 should be considered at the next meeting. **NOTED**

010/18 Public Forum

There were no members of the public present.

011/18 Code of Conduct and Declaration of Acceptance

The latest version of the Code Of Conduct had previously been circulated. Following discussions regarding the explanation of interests, the Clerk is to confirm how much information needs to be provided at a meeting. **NOTED.** It was reiterated that it is the Members individual responsibility to declare an interest and to determine if it is pecuniary or non-pecuniary. The Chairman asked all members to check that the current register of interest is up to date.

It was unanimously RESOLVED to Adopt the latest version of the Code of Conduct. The Clerk had also issued new Declarations of Acceptance of office which all Councillors present were to sign at the end of the meeting.

012/18 County Councillor Report

None Received

Signed _____

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Date _____



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013/18 District Councillors Report

District Councillor Woods gave a verbal report regarding the various meetings and working groups that were on-going. Cllr. O'Neill stated that he understood that the Local Plan had been referred to the inspector.

014/18 To Receive any Correspondence

None Received. Cllr. O'Neill wished to record that the post box had now been emptied and that it appeared that some correspondence had not been handled in a timely manner.

015/18 To Receive Reports from Committees

The Chairman explained that although reports had been created until they had been approved at the committee meeting that generated them, they must not be received by Council.

There was concern that this would delay matters to be referred to Council. The Clerk explained that this would be related to the delegated power of committees which needs to be reviewed. **NOTED**

016/18 Update on the Offices at Riverside.

The Clerk confirmed that she had started to create an office area and that the Phone line and BT Broadband was due to be installed on Thursday 19th July. **NOTED**

Cllr. O'Neill requested that the current number be transferred to the building or automatically rerouted calls.

The Clerk was asked to contact Waveney Norse regarding the key for the gate for parking **NOTED**

017/18 Privacy Policy and Data Protection Policy

The Privacy Policy and Data Protection Policy had previously been circulated. The Clerk explained that these were two key policies as part of GDPR. There was a great deal of work to ensure that Bungay Council became compliant, including consent forms, additional policies and similar. She would recommend LCPAS with whom she is already working, who would become a Data Processing Officer (DPO) and assist with becoming compliant.

Questions were raised about the data being collected by councillors at the surgeries. The Clerk advised that the person who could be identified must give consent and the information was destroyed once the issue had been dealt with. The Clerk was asked to create a form, based on the current forms used, which would incorporate a consent and reference to the privacy policy. **NOTED**

It was generally agreed that there needs to be a process routed through the Clerk regarding the actions requested by the members of the public. **NOTED**

After discussion regarding the proposal, **it was unanimously RESOLVED to adopt the Privacy Policy and the Data Protection Policy.**

It was also unanimously RESOLVED to ask the Clerk to gain a quotation from LCPAS regarding their work as the DPO and support in GDPR. This is to be presented to the F & GP committee.

There was discussion regarding the Surgeries. **It was RESOLVED by a majority vote (1 abstention) to not hold a surgery in August.**

018/18 Reports from the latest Councillor Surgeries

Cllrs. Lincoln and Bradley reported that there had been 4 members of the public come to the surgery. 2 had issues with traffic in Bridge Street. Cllr. Lincoln had followed this up by visiting Bridge Street very early in the morning to understand the problems.

The lack of banking & cash facility and problems with the Doctors surgery were also raised.



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19/18 Reports from Council Representatives

No written reports received. BEBA have no meetings in July and August. The report from Pride in Bungay is deferred.

20/18 Report from the Town Mayor

The report is attached to the end of these minutes.

21/18 Financial Items

a) Bank Balances

The Clerk reported that she had completed a bank reconciliation and the account balances at end of June amounted to:

Business Bank Account - £ 69,059.21

32 Day Deposit Account - £ 125,275.48

Instant Access Account - £ 293.36

TOTAL £ 194,628.05

b) There were £840.18 unpresented cheques.

The Clerk stated that to date in this financial year,

- the ½ year precept had been received of £ 32,100
- £ 5,750 had been received from Bungay Golf Club as rent
- £ 988.19 had been received as a VAT reclaim.

c) Authorisation to Pay

The previously published Authorisation to Pay was reviewed with one item for £458.89 to be paid. The Clerk explained that in future all items for payment would be listed on this report rather than in detail on the agenda. A new report showing spend against budget would be provided in the future. **It was unanimously RESOLVED to approve the authorisation to pay and the Chairman duly signed the paper.**

The Clerk was asked to check on the NDP item with Smallfish. **NOTED**

22/18 East Suffolk Proposed Boundary Changes

The Chairman asked whether the Council wished to make a joint response from Council.

It was unanimously RESOLVED that the Council prepare a response. Cllr. Woods

declared a non-pecuniary interest as a District Councillor. **NOTED**

After discussion, the following was agreed:

- Council believes that the name of BUNGAY should be included in the name of the new ward.
- The parishes that have been included within the new ward is not reflective of the links that Bungay has with other communities, a number of which are close to Bungay. It is felt that this does not relate to how parishes feel about their identity. In particular, a number of parishes which are included in the new ward, Ellough for instance, have common interests in Beccles and nothing at all to connect them to Bungay.

It was unanimously RESOLVED that Council prepares a response along these items.

Cllr. Collins is to send a draft response to the Clerk which will be circulated to all councillors. **NOTED**

23/18 Bank Closure and 24 hour Cash Machine Access

The Chairman stated that there was no response to the MP's request for the Post Office to move the cash machine to the outside of the shop.



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For 2 consecutive weekends there has been no access to any cash due to machines being empty or out of action.

Cllr. O'Neill referred to the proposal he made to the Grounds and Premises committee for Council to buy the Bank building for use as council offices and to provide a cashpoint. However, there is a deadline with reference to the offer if Councils wished to do this. A number of councillors considered that this would not be a suitable building for the council offices and would be an expensive solution for the cash machine problem. The use of the Riverside Centre was discussed. It was agreed to discuss the use and security of this as proposed at the Grounds and Premises. **NOTED**

24/18 Exclusion of the Public

It was unanimously RESOLVED under the Public Bodies (admission to meetings) Act 1960 to exclude the press and public for discussion regarding personnel matters where publicity might be prejudicial to the special nature of the business.

In summary, during this item,

- **It was unanimously resolved to extend the meeting from the statutory 2 hours.**
- The Clerk reported on the work and priorities ahead.
- Discussions took place regarding the interviews of the candidates for the Clerks Role.

The meeting closed at 10:05 pm

Karen Forster
Interim Clerk to Bungay Town Council,
Riverside Centre
The Staithe
Bungay
NR35 1BF

Signed _____

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Date _____