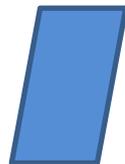




BUNGAY TOWN COUNCIL



Minutes of the **Grounds, Premises & Amenities Meeting** held on **Thursday, 4th October** at 6.30 pm
in Riverside, The Staithe, Bungay.

Members Cllr. S. Woods Cllr. D. O'Neill Cllr. R. Prior
Cllr. Janet Blowers O'Neill Cllr. E. Samkin Cllr. Fuller

Also present: Cllr. S. Collins Cllr. M. Lincoln
D. Adkins, Interim Administrator, BTC
One member of the public

001/18GPA **Election of the Chair for the Grounds, Premises & Amenities committee**
It was unanimously RESOLVED to appoint Cllr. Woods as Chairman

002/18GPA **Election of the Vice-Chair for the Grounds, Premises & Amenities committee**
It was unanimously RESOLVED to appoint Cllr. Prior as Vice Chairman.

003/18GPA **Apologies for absence**
Apologies were received from Cllrs. Adam and Harden.

004/18GPA **Declaration of Interest & Requests for Dispensations**
None were declared.

005/18GPA **Review & Adoption of the Terms of Reference for the committee**
Cllr. Woods requested that Riverside Centre and Broad Street sections be replaced under one heading of "Premises Review" and "Grounds & Maintenance" should be added to the external items. The Terms of Reference were then unanimously RESOLVED.

006/18GPA **Public Forum**
The member of the public who was present confirmed to the meeting that his comments had already been noted in correspondence with the Town Clerk.

007/18GPA **Broad Street**

3. Refurbishment of Lobby: Quotation for renovation of lobby at Broad Street was unanimously RESOLVED.
4. Notice Boards: The Information suggested for inclusion on the notice boards, i.e. Maps – old & new; events, Council notices and contact details for organisations in Bungay was unanimously RESOLVED. There was a suggestion of job opportunities being displayed on the notice boards and this was to be put before the Communications Group
8. Clock: Cllr. O'Neill understood that the clock had recently been refurbished and therefore would this further work/repair come under a warranty. Further investigation to be made regarding this from the last time it was repaired.
9. Signage: Cllr. Prior had received a quote for £260.00 plus VAT for the signage. Request was for two more quotes to be obtained before a decision is made.
10. Photocopier: Cllr. Lincoln confirmed photocopier is a full-sized machine. Questioned were raised as to viability of moving the machine to Broad Street and what was the maintenance contract with the current supplier. D. Adkins confirmed the machine was owned by BTC but lease for maintenance and supplies existed with Mayday. The cost of the removal was too high. Cllr. Fuller would be able to move the copier with a lorry but implication of any damaged sustained in the move to be considered. Need to establish if the copier is movable (i.e. on wheels). What does the current contract with Mayday entail? Would the machine fit into the new office? Mayday to move the copier themselves at the cost of £200.00 would be the final choice.

008/18GPA **Creation of the Riverside Centre sub-committee**
The Terms of Reference were unanimously RESOLVED.

The Sub-committee to consist of five committee members and initially would meet on a monthly basis.

The following Councillors agreed to sit on the committee: J Blowers O'Neill, J. Fuller, R. Prior and it was stated that Cllr. J. Adams (absent from meeting) should also be included. Full Council to be approached for

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BUNGAY TOWN COUNCIL



any other members who are willing to sit on this committee. Mr. P. Mellor, present at meeting, would be willing to sit on this committee. It was suggested that at their first meeting the decision to co-opt Mr. Mellor, as a non-Councillor, onto the committee would be discussed.

The Town Clerk, K. Forster, to suggest meeting dates for this committee.

Update on the Riverside Centre

5. Broadband: Boxing in of router. Will hirers of the building require broadband? Task to be taken to the new Riverside Centre sub-committee. Committee to be advised of the cost of the broadband to ensure viability of usage.
6. Furniture: Removal of furniture now belonging to BTC was noted.
7. The Town Trust to be approached regarding the filing cabinets at Riverside and if they wish these to remain in situ should the Trust be charged for this facility?
8. Cleaning frequency of Riverside: This to go to the Riverside Centre sub-committee.
10. Costs: This was unanimously resolved for expenditure to be taken from the Riverside Reserves

009/18GPA **S106 Funds**

It was unanimously RESOLVED that the monies should be used for facilities such as a disabled-friendly roundabout in one of the play parks. Cllr. Samkin could assist with obtaining a grant aid for further development of play parks in the area so that amenities such as benches/places to sit, planted areas and gated play areas could be produced to enhance the area and make it a safer environment. Further ideas of how this money could be spent to be given to the Town Clerk for the next meeting.

010/18GPA **Surveys**

It was unanimously RESOLVED to appoint the recommended surveyor, James Aldridge.

011/18GPA **War Memorial**

It was unanimously RESOLVED that Carlton Wilson to be hired to undertake the cleaning of the war memorial.

012/18GPA **Rental Charges**

This, together with the terms and conditions, to be brought before the new Riverside Centre sub-committee's first meeting.

There was no further business and the meeting closed at 7:30pm.

Derek Adkins

Interim Administration Assistant, Bungay Town Council,

Riverside Centre, The Staithe, Bungay, NR35 1BF

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