BUNGAY TOWN COUNCIL

Minutes of the Riverside Centre – Sub – Committee Meeting held on Thursday, 4th April 2019 at 6.00 pm in Riverside Centre, The Staithe, Bungay.

Town Council Members	Cllr. B. Prior (Chair) (BP) Cllr. M. Lincoln Cllr. J Adams (JA)	Cllr. J. Blowers O'Neill (JBO)
Non-Town Council Members	P. Mellor (Resident) (PM) K. Poulson (Canoe Club) (KP)	

Also Present: Jeremy Burton (JB), Bungay Town Clerk and 1 member of the public (Dawn Henry -WVCC)

O01/1920RSC **Apologies for absence:**

No apologies were received.

JBO was absent from the meeting.

002/1920RSC **Declaration of Interest & Requests for Dispensations:**

PM – Local Resident.

KP – Waveney Valley Canoe Club

003/1920RSC **Public Forum:**

The member of the public had no issues to raise with the Committee.

004/1920RSC **Minutes of the previous meeting held on 24th January 2019:**

The minutes of the meeting of the previous Riverside Centre Sub – Committee of 24th January 2019 were presented, and it was unanimously RESOLVED to accept the minutes, with 1 typing error, as a true and accurate record of the meeting, and they were duly signed by the Chairman.

005/1920RSC **Riverside Centre Hire Costs** – for consideration

It was proposed by JA, Seconded by ML, and unanimously agreed that following discussion with the Town Council that flat £10.00 per hour including VAT be charged per hour to hire the Riverside Centre. This proposal to be put forward to the next Grounds, Premises and Amenities Committee Meeting and Riverside Centre Hire Charges Sheet attached to these minutes. Review to take place in 2 years' time when Town Council can stop charging VAT.

006/1920RSC **Heating of the Riverside Centre** – for consideration

The Daikin Split System Air Conditioner is now working, and the heating problems are therefore resolved. – **Noted.**

007/1920RSC **Access arrangements to the Riverside Centre** – for consideration

JB to arrange for a H&S Report to be conducted by East Suffolk Council in respect of the entrance at the rear of the Riverside Centre for the balustrade railings and floor surface. It was noted that the WVCC do carry out their own H&S report for this area. - **Noted**

Signed _____ Date _____

008/1920RSC **WVCC Lease arrangements** – for consideration

A draft Lease agreement had been drawn up by the Town Council and a copy given to the WVCC members present at the meeting to be considered. A further meeting to discuss amendments to this draft lease agreement was arranged for 8th May at 6.00 pm in the Town Council Offices. - **Noted**

009/1920RSC **Viability of the Riverside Centre** – for consideration

Bookings are now being taken again following the installation of the Juliet Balconies and the facility is being publicised through the Communications Committee via the Town Council Website, Town Diary and other forums **– Noted.**

010/1920RSC **Terms and Conditions for Hire** – for consideration

JB to send an electronic copy of the Terms and Conditions for Hire to all Committee members with any amendments to be sent back before 11th April. – **Noted.**

011/1920RSC **Any Other Business:** No decisions can be made.

PM raised the topic of Anti-social behaviour in the Riverside Centre Car Park and ML to take this to the Locality Meeting with the Police to see patrols can be increased in this area. – N**oted**
PM to email JB signage in order a S59 sign and a larger Car Parking Sign can be discussed with East Suffolk Council - **Noted**

012/1920RSC **Date of next meeting:**

Wednesday 15th May 2019 at 6.00 pm in the Town Council Offices.

There was no further business and the meeting closed at 7:11 pm

5TH April 2019

Jeremy Burton
Clerk, Bungay Town Council.
1a, Broad Street,
Bungay. NR33 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____ Date _____

BUNGAY TOWN COUNCIL

Bungay Town Council, 1a Broad Street, Bungay, Suffolk NR35 1EE
Tel: 01986 894236
email: admin@bungaytowncouncil.gov.uk

Riverside Centre Hire Charges- April 2019

Hourly Rate

Standard Rate	£10 per hour
Regular Rate (minimum of 6 bookings)	

Session Rate	Standard	Regular
9am until 1pm	£40	£30
2pm until 6pm	£40	£30
6pm until 10pm	£40	£30
All Day Hire (7am until 10.00pm)	£100	£90
Fundraising events for Bungay	£10 per session	
Bungay Group/Club Activities	£10 per session	

Returnable Fee

£50 per private hire Damage/Cleaning Refundable Deposit

All prices are inclusive of VAT

Signed _____ Date _____