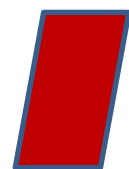




BUNGAY TOWN COUNCIL



Minutes of the **Legal & Finance meeting held on Thursday 13th September 2018 at 7.00 pm**
in Riverside, The Staithe, Bungay.

Members: Cllr. M. Lincoln (Chairman) Cllr. S. Collins Cllr. J. Adams
Cllr. D O'Neill Cllr. G. Bradley Cllr. S. Woods

Also present: Karen Forster, Clerk/RFO Bungay Town Council & 1 member of the public

001/18LF Apologies for Absence

There were no apologies for absence.

002/18LF Declaration of Interest & Requests for Dispensations

There were no declarations of interest or requests for dispensations.

003/18LF Legal & Finance Committee Terms of Reference

Cllr. O'Neill expressed concerned that the makeup of this committee could be construed as a "star Chamber". After discussion, it was agreed that the terms of reference for this committee were very specific and refutes that possibility. **It was unanimously RESOLVED to accept the Terms of Reference for the Legal and Finance committee.**

004/18LF HR & Employment Sub-committee

Cllr. O'Neill asked for clarification on grievances and disciplinaries. The Clerk stated that those two policies would be presented shortly and be under the remit of this committee. Cllr. O'Neill asked for a change to the Terms of Reference to indicate that the appraisals prepared by the Clerk for their staff would be signed off by the Council. It was agreed to amend the Terms of Reference to include this. It was also agreed that there should be 4 members of the sub-committee who will meet on an ad-hoc basis but at least 4 times per year. **It was unanimously RESOLVED to accept the Terms of Reference for the HR & Employment Sub-committee.**

005/18LF To Approve the Outstanding Minutes

The minutes of the meeting of the previous Finance and General Purposes Committee 13th September 2018 were presented. **It was unanimously RESOLVED to accept and they were duly signed by the Chairman.**

006/18FGP Public Forum

The member of the public did not wish to speak.

017/18FGP Authorisation to Pay

The Authorisation to Pay, totalling £15,075.65 (£13,839.85 net) was presented for payment. **It was unanimously RESOLVED to approve the payments.**

The Clerk gave a list of items to be paid in the near future as approved by other committees. These included:

- Plumbing repairs at Riverside £ 689
- Electrical repairs at Riverside c. £ 600
- War Memorial Cleaning £ 2,120
- Lift maintenance contract for Riverside - £ 346.50
- Quotations are currently being sought for a survey of the Riverside Centre, to understand requirements for repairs and also the Broad Street building.

The rates for this year for Riverside Centre are £0. **NOTED**

018/18FGP Reforecast Budget Proposal

Signed _____

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Date _____



BUNGAY TOWN COUNCIL



The previously circulated Budget proposal was discussed. It was agreed to include a reserve of £9k for the car parking payment to Waveney DC.

Other small amendments were made and it was agreed that this report could be presented to full council with a recommendation to accept.

019/18FGP Riverside Water Bill

The Clerk reported that it appeared that the large bill was due to faulty toilet and running/dripping taps. The Litterpicker will check the toilets weekly to ensure there are no problems and will keep a check on the water meter. The Canoe Club have been informed and are doublechecking taps before they leave. This maintenance of the building is being discussed by Grounds and Premises.

020/18FGP Receipt of the Grant for the Neighbourhood Development Plan

Cllr. Prior was invited to report to the meeting. A grant of £ 8,160 had been received from Groundwork and, based on other grants and receipts, there was £ 11046 available for costs to develop the plan. There is also an opportunity to apply to locality grants for expertise to assist.

021/18FGP Asset Register

The Clerk asked for assistance in reconciling the asset register and identifying insurance values. Cllr. Woods and Groom volunteered to assist. **NOTED**

The meeting closed at 19:28

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

Signed _____

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Date _____