



BUNGAY TOWN COUNCIL

Governance, Employment and Finance Committee



Minutes of the Governance, Employment & Finance meeting held on Thursday 24th September 2020 at 7.00 pm held on-line using video conferencing under The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members: Cllr. J. Adams (JA) (Chair) Cllr. M. Lincoln (ML) Cllr. R. Marshall (RM)
Cllr. B. Prior (BP) (Vice Chair) Cllr. S. Collins (SC) Cllr. K. Lodge (KL)

Also present: J Burton (JB) Town Clerk.
Cllr. A. Dawes (AD) and Cllr. G. Halliwell (GH)
No members of the public attended the meeting.

G E & F 025 2020/2021 Apologies for Absence: To receive any apologies for absence

Apologies were given for ML and RM – **Noted.**

It was proposed by JA, seconded by SC, and unanimously RESOLVED for Cllr. A. Dawes (AD) from the G, P & A Committee and Cllr. G. Halliwell (GH) from the P, E & H Committee as representatives of these committees to take part in the meeting.

G E & F 026 2020/2021 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

A non-pecuniary interest was declared by AD for item G E & F 033 2020/2021 - Remembrance Day Wreath Donation - as AD is the Poppy Appeal organiser for the Royal British Legion. - Noted.

G E & F 027 2020/2021 Public Forum:
Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of the public attended the meeting – Noted.

G E & F 028 2020/2021 To approve the minutes outstanding for consideration:
To approve the minutes of the Governance, Employment and Finance Committee Meeting held on Meeting 23rd July 2020.

It was proposed by SC, seconded by BP, and unanimously RESOLVED to approve the minutes of the Governance, Employment and Finance Committee Meeting held on 28th May 2020, with typing amendment, and these minutes to be signed by the Chair (JA).

G E & F 029 2020/2021 Assistant Clerk Vacancy – for consideration
The permanent appointment of an Assistant Town Clerk was discussed and this subject to be an Agenda item for the Employment Committee Meeting to be held on 1st October. - **Noted**

G E & F 030 2020/2021 Purchase of Town Council Office Printer – for consideration
It was proposed by KL, seconded by AD, and unanimously RESOLVED to purchase the Brother Laser 3 in 1 Printer from Red Dune at a cost of £256.00 plus VAT.

G E & F 031 2020/2021 Review of Bungay Town Council Standing Orders – For consideration.

Signed _____

1
Date _____



BUNGAY TOWN COUNCIL

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It was proposed by SC, seconded by BP, and unanimously RESOLVED to adopt the amended Bungay Town Council's Standing Orders, as circulated prior to the meeting to all Town Councillors, and these to be signed by the Chair (JA).

G E & F 032 Review of Bungay Town Council Financial regulations – for consideration.

2020/2021 It was proposed by SC, seconded by KL, and unanimously RESOLVED to adopt the amended Bungay Town Council's Financial Regulations, as circulated prior to the meeting to all Town Councillors, and these to be signed by the Chair (JA).

G E & F 033 Remembrance Day Wreath Donation – for consideration

2020/2021 It was proposed by BP, seconded by SC, and RESOLVED, with 1 abstention (AD), to make a donation of £150.00 to the Royal British Legion for the 2020 Remembrance Day Wreath.

G E & F 034 Transfer of assets from East Suffolk Council update - for information

2020/2021 JA informed the meeting that the Contracts had been signed for the transfers by Bungay Town Council and completion of the transfer of assets was now expected for the end of September / beginning of October.

The figures (£'s) for the ongoing maintenance and improvement of the assets would be brought to Full Council at the 15th October meeting – **Noted**.

Following the Town Council decision for a new Committee Structure to be effective from 1st October 2020 this was the last meeting of the Governance, Employment and Finance Committee.

The meeting closed at 7.55 pm

Dated: 25th September 2020

Jeremy Burton

Clerk to Bungay Town Council,

1a, Broad Street, Bungay NR35 1EE

clerk@bungaytowncouncil.gov.uk

Signed _____

2
Date _____