



BUNGAY TOWN COUNCIL

BUSINESS, TOURISM & HERITAGE COMMITTEE

**Minutes of the Business, Tourism & Heritage Committee held on
27 October 2022, 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

Members in Attendance:

Councillor Members – Cllr. Adams (Chair), Cllr. Betts, Cllr. Dawes and Cllr. Hinds (Deputy Chair),
Non - Councillor members – S. Honeywood and K. Parker.
Roz Barnett (Town Clerk).

BT&H -01- 27/10/22 - Apologies for Absence:

Apologies for absence were received from Cllr. Laurence, V. Panton Bacon, and L. Richardson.

BT&H -02- 27/10/22 - 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.

No pecuniary interests were declared.

Cllr. Dawes and Cllr. Betts declared a non-pecuniary interest in Item 7a, as they were volunteers in the Christmas Lights Working Group.

S. Honeywood declared a non-pecuniary interest in item 11a, as he was a member of the Bungay Society.

BT&H -03- 27/10/22 - Public Forum: Meeting closed for public participation:

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 Chair, for no more than 15 minutes. Members of the public cannot take part in the Committee meeting itself.

No members of the public were present.

BT&H -04- 27/10/22 - To consider the impact of changing the working group to a Council Committee:

Cllr. Dawes explained the reasons for changing from a working group to a committee. These were:

- The Town Council wanted to streamline the working groups and committees to ensure that decisions could be made efficiently.
- The Town Council Committees needed to reflect the priorities of the Council. Business, Tourism and Heritage were considered important for the economy of the Town and therefore required its own Committee.
- The Committee would have an allocated budget, and would be able to make decisions on the matters covered by its terms of reference.
- Non-council members had an equal say in discussions, and were able to vote on motions being considered, except for financial matters.

BT&H -05- 27/10/22 - Election of Chair and Deputy Chair:

To appoint a Chair of the Committee for 2022/2023.

RESOLVED: It was proposed by Cllr. Dawes, seconded by Cllr. Hinds and unanimously agreed that Cllr. Adams be appointed as Chair of the Business, Tourism & Heritage Committee.

Signed by Chair

Date

To appoint a Vice Chair of the Committee for 2022/2023.

RESOLVED: It was proposed by Cllr. Dawes, seconded by Cllr. Betts, and unanimously agreed, that Cllr. Hindes be appointed as Deputy Chair of the Business, Tourism & Heritage Committee.

BT&H - 06- 27/10/22 – Budget Report:

The Chair explained that the Town Council fiscal year preparation commenced in the autumn, and that a draft budget would need to be approved by December.

The Clerk had produced an outline budget for events, Christmas lights, business support, community support and civic events.

BT&H -07 - 27/10/22 – Annual Events Programme:

Annual Events programme:

a. Christmas Lights Switch On.

The Town Council were supporting both the installation of the Christmas lights and the Town Centre Switch on Event. Cllr. Dawes reported that the Christmas star lights, and Christmas Tree had been restrung.

b. Coronation.

The Chair asked for members to bring ideas to the next meeting for the coronation, due to take place on the 6th of May 2023. The Committee suggested that they organise an evening celebration on the Saturday, and events on the Sunday. It was agreed to put £5000 into the budget to cover both days.

c. Heritage Open Days.

Cllr. Adams had signed up for the Heritage Open Days celebration for 9th- 18th of September 2023. This could be a focus for celebrating Bungay's Heritage. It was considered important to develop a walk and talks programme and It was suggested that local businesses could be encouraged to do tours. E.g. Clays, Vineyard and Mill.

d. Other events to be considered.

- The Black Dog festival was being planned for 4th to 6th August 2023 and an ambitious programme was being planned.
- Bungay Events and Business Association (BEBA) would be planning the street markets, and Bungay Town Trust would continue to run the artisan markets.
- The Friends of St. Mary's would also have a programme of events for 2023.
- Bungay Pride.

The committee agreed that further ideas needed to be developed to promote of the Town's attractions.

BT&H -08 - 27/10/22 – Review Terms of Reference:

The Committee noted the proposed terms of reference and suggested the following changes:

- That the following was added: To work with other organisations in the Town to promote Bungay's heritage, and to develop heritage projects.
- That 'Bungay and Bloom' and 'Street Furniture' be moved to the Community, Assets and Services Committee.

BT&H -09- 27/10/22 - **Projects and Priorities:**

The Committee discussed priorities for 2023-24. A proposal was made to consider further town guides and the commissioning of a PR company to promote national coverage for the town.

A legally compliant website was needed for 2023/2024, and it was suggested that £3000 should be included in the budget. Members discussed the different types of information required by both local users and visitors, and the need to provide the capacity to keep websites up to date and relevant.

RESOLVED: It was proposed by Cllr. Dawes seconded by Cllr. Hindes, and unanimously agreed that that £7000 be included as an earmarked reserved to develop a town tourism website.

BT&H -10- 27/10/22 - **Update on the East Suffolk Towns Initiative (ESTI):**

Cllr. Betts explained that £839.11 remained of the £10,000 grant to be claimed by February 2023. It was agreed that Cllr. Betts would seek quotes for an updated map and town trail which could be included in the town bus shelter.

RESOLVED It was proposed by Cllr. Betts seconded by Cllr. Adams, and unanimously agreed that the £839.00 be used for leaflet reprints.

BT&H -11- 27/10/22 **To consider and note correspondence received:**

- a. To consider way marker request from The Bungay Society.

The Committee discussed the request from The Bungay Society for new way markers on the Bigod's Way. It was agreed that Cllr. Betts and S. Honeywood would complete the walk to see what was required.

- b. To consider any other correspondence received.

The Committee discussed the signage install for Outney Common and the Waveney Valley Golf Club.

RESOLVED. It was proposed by Cllr. Betts, seconded by Cllr. Hindes, and unanimously agreed that the Town Clerk worked with the Waveney Valley Golf Club to get the sign reinstated.

BT&H -12 - 27/10/22 - **Date of next meeting: 24th of November 2022**

There being no further business the meeting closed at 8.24pm.

Action Log:

Actions	Who	By When
Ideas for projects and priorities, to be sent to the clerk	All	November
Ideas suggested for the action plan to be costed	Clerk	November 17th
Request quotes for leaflet reprint	Cllr Betts	December
Walk Bigod way to research the markers required	Cllr Betts S. Honey- wood	November/December