



BUNGAY TOWN COUNCIL

Minutes of the Town Council Meeting held on Thursday 18th July 2019 at 7.00 pm
in Riverside Centre, The Staithe, Bungay.

Members: Cllr. M Lincoln (ML) Cllr. S. Collins (SC) Cllr. J. Adams (JA)
Cllr. J. Blowers O'Neill, (JBO'N) Cllr. G. Bradley (GB) Cllr. K Lodge (KL)
Cllr. L. Harnden (LH) Cllr. R Marshall (RM) Cllr. D. O'Neill (DO'N)
Cllr. B. Prior (BP) Cllr. S Thompson (ST) Cllr. L Richardson (LR)
Cllr. S. Woods (SW) Cllr. J Cloke (JC) Cllr. M. Atterwill (MA)

Also present: Jeremy Burton (JB) (Clerk/RFO).
No members of the public were present.

044- 2019/2020 To receive and accept apologies for absence:
Apologies were received from KL, ML, DO'N, GB, JC and JBO'N. **It was proposed by MA, seconded by RM, and unanimously RESOLVED to accept the apologies from these Councillors.**

045- 2019/2020 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.
SC declared a non-pecuniary interest in Item 055-2019/2010 on the Agenda – **Noted**

046- 2019/2020 To approve the minutes outstanding: To approve the minutes of the Full Council Meeting held on 20th June 2019.
The minutes of the Full Council Meeting held on 20th June 2019 were presented for approval. **It was proposed by JA, seconded by LR, and unanimously RESOLVED to accept these minutes as an accurate record, and these were signed by SC.**

047- 2019/2020 Public Forum: Members of the public are invited to give their views on Town affairs at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Parish Council meeting itself.
No members of the public were present at the meeting.

048- 2019/2020 Mayor's Report: To receive the Mayor's Report.
The Mayor's Report was distributed to all Town Councillors prior to the meeting – **Noted**
SC asked for guidance on a potential Civic Service to be held this year and it was indicated by a majority of the Town Councillors that Bungay Town Council does not have a religious Civic Service this municipal year but instead hold a Civic Celebration - **Noted**

049- 2019/2020 To receive a report from County Councillor: Cllr. D Ritchie: – For information.
The County Councillor report from Cllr. D Ritchie had been previously circulated. – **Noted**

050- 2019/2020 To receive a report from District Councillor: Cllr. J Cloke: - For information.
The District Councillor report from JC had been previously circulated. – **Noted**

051- 2019/2020 Committee Structure: For consideration: - For consideration: proposals from the Committee Working Party put forward at Town Council meeting 20th June 2019 and in addition to this the purchase of a Microsoft 365 Licence.
It was proposed by SW, seconded by ST, and unanimously RESOLVED to amend the current Committee Structure in line with the recommendation paper previously circulated by SW on behalf of the Committee's Working Party with the amendment that a Heritage & Conservation Working Group also be set up reporting to the Planning, Environment and Highways Committee.
It was proposed by JA, seconded by LR, and unanimously RESOLVED that a Microsoft 365 Licence be purchased at a cost of £140 through the General Administration Budget.
Nominations for the new Committee Memberships are to be sent to JB.



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- 052- 2019/2020** Outstanding Action Points List - For Information:
It was proposed by SW seconded by LR, and unanimously **RESOLVED** that the current format to capture Action Points from Committee Meetings should be used by Town Councillors on Working Party's
- 053- 2019/2020** Financial Reports:
To receive a Bank Reconciliation to 30th June 2019 – for acceptance and approval.
It was proposed by JA, seconded by MA, and unanimously **RESOLVED** that the Bank Reconciliation as @ 30/6/19 showing a total bank balance of £151,194.64 was approved and this was duly signed by SC.
To receive a statement of the accounts to 30th June 2019 YTD – for information.
An excel spreadsheet showing Annual Budget compared to income to expenditure Year to Date and Year End Forecast was presented by JB - **Noted**
To approve payments and receipts – for consideration.
It was proposed by LR, seconded by BP, and unanimously **RESOLVED** that payments for a total of £11,337.05 and Receipts for a total £298.20 be approved and these Authorisation to Pay and Statement of Receipts sheets were signed by SC.
- 054- 2019/2020** Town Centre CCTV Update – For information.
The 6 current planning applications for 3 buildings representing Phase 1 of the Town Centre CCTV Scheme go before the Planning Committee of East Suffolk Council on 13th August 2019. The Town Councillor will be represented at the Meeting by JB and JC as District Councillor. The Town Council needs to ensure that David Ritchie, (Cabinet Member for Planning and Bungay DC) is involved and also inform Steve Gallant of the hearing, - **Noted.**
- 055- 2019/2020** Former Bungay Kings Head Building- For Consideration.
There was concern by Town Councillors that this building in the Centre of the Town was decaying and in a poor state of repair and had been receiving adverse comments from residents and business owners in the Town.
It was proposed by LR, seconded by JA, and **RESOLVED** that a supportive letter be sent to the Castle Trust, who own the property, suggesting that a letter is sent to the Conservation Officer at East Suffolk Council to initiate the process of placing the Building on the 'At Risk Register'.
The response from the Castle Trust to the contents of this letter to be discussed at the August Full Town Council Meeting – **Noted.**
- 056- 2019/2020** Reports from Committees:
To receive the Committee Minutes of:
a) Planning & Environment – 23rd May 2019.
b) Communications – None.
c) Grounds, Premises & Amenities – 9th May 2019.
d) Highways & Transport – 25th April 2019.
e) Legal & Finance – 18th April 2019.
f) Riverside Centre Sub – Committee – 4th April 2019
The minutes from the above committees had been previously accepted. It was **unanimously RESOLVED** to accept these signed Committee Minutes
- 057- 2019/2020** To receive written reports from Town Council Representative on outside bodies
Reports had been previously circulated to all Town Councillors from:
a) BEBA – JA
b) Bungay Christmas Lights WP – JB (No Application for Grant Funding had been received for this forthcoming year's display and that there was no additional funding available for a 'back-stop' – **Noted**)
c) Pride in Bungay – BP



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- d) All Hallows – SC
- e) NDP – KL
- f) LH reported that he had not attended a Town Trust Meeting.

058- 2019/2020 Date of next Town Council Meeting: Thursday 15th August - for information:
Date of next Full Town Council Meeting - for information:

059- 2019/2020 **Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding commercial and personnel matters where publicity might be prejudicial due to the special nature of the business.**

It was proposed by RM, seconded by ST, and unanimously RESOLVED to exclude the public and press for discussions regarding commercial and personnel matters where publicity might be prejudicial due to the special nature of the business

The meeting closed at 08.39 pm

Dated: 22nd July 2019

Jeremy Burton
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