



# Bungay Town Council Agenda

You are hereby summoned to attend the Annual Meeting of Bungay Town Council to be held on Thursday 16<sup>th</sup> May 2019 at 7.00 pm at The Riverside Centre, The Staithe, Bungay. Members of the public and press are welcome to attend.

9<sup>th</sup> May 2019  
Jeremy Burton  
Clerk to Bungay Town Council

## AGENDA

1. **Election of Chairman/Town Mayor for the municipal year 2019-2020:** To receive nominations and elect the Chairman/Mayor and to sign the Declaration of Acceptance of Office.
2. **Election of Deputy Chairman/Deputy Town Mayor for the municipal year 2019-2020:** To receive nominations and elect the Deputy Chairman/Mayor and to sign the Declaration of Acceptance of Office.
3. **To receive and accept apologies for absence:**
4. **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.
5. **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.
6. **To approve the minutes outstanding:** To approve the minutes of the Full Council Meeting held on 18<sup>th</sup> April 2019.
7. **Co- Option of Town Councillors:** To consider applications for co-option to be a Bungay Town Councillor.
8. **Mayors Report:** To receive the 2018/19 Mayor's Monthly Report and the welcome from Mayor for Year 2019/20.
9. **General Power of Competence:** To consider Bungay Town Council adopting the General Power of Competence. (Localism Act 2011 ss 1-8).
10. **Committee Structure:** To consider the proposed Committee Structure.
11. **Committee Membership:** To consider Meeting schedule and Committee Members for municipal year 2019/20.
12. **Representatives for outside Bodies:** To consider Town Councillor appointments on outside bodies.
13. **District Councillor update:** For information.
14. **Conclusion of Financial Year – 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.**
  - a. **Income and expenditure report Year end 31<sup>st</sup> March 2019:** - for acceptance and approval.
  - b. **Internal Audit Report for year ended 31<sup>st</sup> March 2019:** – for acceptance and approval.
  - c. **Section 1 Annual Governance Statement 2018/19 for Bungay Town Council:** – for consideration and completion.
  - d. **Section 2 Accounting Statements 2018/19 for Bungay Town Council:** – for consideration and completion.



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## **15. Financial Reports for Financial year 2019 – 2020.**

- a. **To receive a Bank Reconciliation to 30<sup>th</sup> April 2019** – for acceptance and approval.
- b. **To receive a statement of Income and Expenditure to 30<sup>th</sup> April 2019** – for information.
- c. **To approve payments and receipts** – for consideration.

## **16. Reports from Committees:**

To receive the Committee Minutes of:

- a) Planning & Environment – 21<sup>st</sup> March 2019 and 4<sup>th</sup> April 2019
- b) Communications – None.
- c) Grounds, Premises & Amenities – 28<sup>th</sup> March 2019.
- d) Highways & Transport – 14<sup>th</sup> March 2019.
- e) Legal & Finance – 21<sup>st</sup> March 2019.
- f) Riverside Centre Sub – Committee – 4<sup>th</sup> April 2019.

**17. To receive a report from the Town Councillor Surgery** – Note: No Surgery in May 2019.

**18. To receive written reports from Council Representative on outside bodies.**

**19. Date of next meetings** - for information:

**Wednesday 29<sup>th</sup> May 2019 - Annual Parish Meeting.**

**Thursday 20<sup>th</sup> June 2019 – Full Town Council**