

# Bungay Town Council

**Minutes of the Bungay Town Council Meeting held on Thursday 19<sup>th</sup> May 2022, 7:00 pm at The Riverside Centre, The Staithe, Staithe Road, Bungay NR35 IBF.**

In attendance in person: -

Cllr. A. Dawes (AD) Chair, Cllr. J. Adams (JA), M. Atterwill (MA), Cllr R Daniels (RD), Cllr Halliwell (GH), Cllr J Hindes (JH), Cllr K Lodge (KL), Cllr P Love (PL). Cllr J Blowers O'Neill, (JBO 'N), Cllr D O'Neill (DO'N), Cllr B Prior (BP).

Plus, Lesley Beevor — Deputising clerk (LB).

In attendance via Zoom: Cllr F Betts, ESC Ward Cllr Ritchie, and MP Peter Aldous.

1. 01/19.05.2022 - **To receive and accept apologies for absence:** from Cllr. F. Betts (FB), Cllr L Harnden (LH), Cllr M Lincoln (ML). Noted.  
Apologies were also received from SCC Ward Cllr J Cloke.

2. 02/ 19.05.2022 - **Declaration of Interest & Requests for Dispensations:** Councillors to declare Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

JA, FB, AD, declared a pecuniary interest in item 8c — accounts payable.

3. 03/19.05-2022 - **To approve the minutes outstanding:**

To approve the minutes of the Town Council Meeting held on the 21<sup>st</sup> April 2022 and 9<sup>th</sup> May 2022.

*21<sup>st</sup> April 2022*

KL advised that he had reported to MP Peter Aldous about EA, rather than to Planning.

Agenda item 9 – 'Rossier' should read Rosier'

Agenda item 13 – Annis Hill – KL advised that there is a problem with the agreement that has been sent so the minutes should reflect this in a stronger way.

It was proposed by D'ON, seconded by AD, and RESOLVED by all, that with the corrections noted, the minutes of the Town Council Meeting held on 21<sup>st</sup> April 2022 are a true and accurate record of the meeting and these minutes be signed by AD.

*9<sup>th</sup> May 2022* It was proposed by D'ON, seconded by AD, and RESOLVED by all that the minutes of the Town Council Meeting held on 9<sup>th</sup> May 2022 are a true and accurate record of the meeting and these minutes be signed by AD.

Signed



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4. 04/19.05-2022 - **Public Forum:** Members of the public are invited to give their views on Town at the discretion of the Chair, for no more than 15 minutes. Members of the public may not part in the Town Council meeting itself.

ESC Ward Cllr Ritchie advised that ward Cllr Cloke is at a Scrutiny meeting and sends apologies. Cllr Ritchie mentioned an outstanding issues re Annis Hill – BP advised that the only remaining matter was the moving of the 30mph sign locations.

MP Peter Aldous advised that he would be pleased to pass back the observations from KL to the EA.

MP PA spoke with regards to the boundary review and the proposal for a cross boundary constituency. Public Hearing has been completed and the decision is awaited. This will ascertain the constituencies for 2024.

5. 05/19/05/2022 – **Town Mayor reports** – as in pack circulated to members

- 6 06/19.05.2022 **County and District Councillor Reports.** To receive the reports from County & District Councillor J. Cloke & District Councillor D. Ritchie - for Information.

Receive the May Bulletin for the East Suffolk Leader — Steve Gallant — for information.

Letter to Peter Aldous MP. Dated 3<sup>rd</sup> May 2022 from The Environment Agency – for information.

7. 07/19/05/2022 **Conclusion of Financial Year – 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.**

- a. Internal Control Checklist 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 – for consideration. On the proposal of MA, seconded by JA it was ARGRED by all to approve the Internal Control Checklist 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022
- b. Financial Risk Assessment – March 2022 – for consideration and approval. On the proposal of BP seconded by JA it was AGREED by all to approve the Financial Risk assessment March 2022.
- c. Income and expenditure report Year end 31<sup>st</sup> March 2022 - for consideration and approval. On the proposal of GH seconded by MA it was AGREED by all to approve the Income and expenditure report Year end 31<sup>st</sup> March 2022.
- d. Internal Audit Report for year ended 31<sup>st</sup> March 2022 – for consideration and approval. On the proposal of GH seconded by JA it was AGREED by all to approve the Internal Audit Report for year ended 31<sup>st</sup> March 2022 –
- e. Section 1 Annual Governance Statement 2021/22 for Bungay Town Council – for consideration, completion and approval. On the proposal of GH seconded

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by JA it was AGREED by all to approve the Section 1 Annual Governance Statement 2021/22 for Bungay Town Council

- f. Section 2 Accounting Statements 2021/22 for Bungay Town Council – for consideration and completion and approval. On the proposal of GH seconded by MA it was AGREED by all to approve the Section 2 Annual Governance Statement 2021/22 for Bungay Town Council
- g. Annual Governance and Accountability Return 2021/22 – for information. On the proposal of GH seconded by BP it was AGREED by all to approve the Annual Governance and Accountability Return 2021/2022.

## 8. 08/19.05.22 Financial Reports:

a) To receive the Bank Reconciliation to 31st March 2022 — for acceptance and approval.

On the proposal of KL, seconded by PL, it was unanimously RESOLVED to accept and approve the reconciliation.

b) To receive a statement of the accounts to 30<sup>th</sup> April 2022 – Noted.

c) To approve payments due on 19<sup>th</sup> May 2022 — for acceptance and approval.

On the proposal of GH, seconded by MA it was agreed with 3 abstain to accept and approve payments due 19<sup>th</sup> May 2022.

9 09/19/05/2022 **To adopt LGA Model Councillor Code of Conduct** – Information for consideration and adoption. On the proposal of PL, seconded by MA it was agreed by a majority, with one abstain and 1 against, to adopt the LGA Model Councillor Code of Conduct.

10 10/19/05/2022 **To approve amendment to Standing Orders 18 – ‘Financial Controls and Procurement’** – to consider and if agreed update exiting Standing Orders and Financial Regulations to reflect new thresholds. On the proposal of PL, seconded by MA, it was AGREED by a majority to adopt this section of the new Model Standing Orders with the revised national limits.

It was noted that the revised standing orders will need to be updated on the website.

11 11/19/05/2022 **Committee Membership:**

Signed



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Committee Members for municipal year 2022/23 – for consideration and approval.

See spreadsheet attached.

Resources – FB to be added. BP, SC TO COME OFF.

Planning – FB and AD to come off RD to be added

Employment – JA to come off, AD to come on.

Appeals – JA to be added

Police Liaison – No longer required as a committee.

Finance – AD to be added, SC and BP to come off.

**12 12/19/05/2022 Minutes from Committees:** - for Information. To receive the Committee Minutes of:

- a. Planning, Environment & Highways – 14<sup>th</sup> April 2022. Noted
- b. Resources (Draft) – 5<sup>th</sup> May 2022. Noted
- c. Employment – 14<sup>th</sup> April 2022. Noted.

**13 13/19/05/2022 Working Group Membership:**

Working Group Members for municipal year 2022/23 – for consideration and approval.

See spreadsheet attached.

Annis Hill – BP, SC, AD to come off. FB to be added

Assets – BP off, JA to be added

Skatepark – BP to come off, AD on.

BCS – BP and SC to come off.

Old Cemetery – BP and SC to come off. PL to be added

**14 14/19/05/2022 To receive Written Reports from Bungay Town Council Working Groups** – for information. **All noted.**

- a. Annis Hill Green Working Group – 22<sup>nd</sup> April 2022.
- b. Asset Working Group – 4<sup>th</sup> May 2022.
- c. Tourism & Heritage Working Group – 11<sup>th</sup> May 2022.
- d. Emergency Planning Working Group – May 2022.
- e. Jubilee Working Group – 11<sup>th</sup> May 2022.
- f. Bungay Neighbourhood Development Plan – May 2022.
- g. Proud of Bungay Working Group – 11<sup>th</sup> May 2022.
- h. Bungay Old Cemetery Working Group – April 2022.

**15 15/19/05/2022 Representatives for outside Bodies:** To consider and approve Town Councillor appointments on outside bodies.

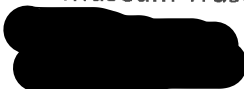
See separate spreadsheet

Christmas Lights – FB to be added

ESC Community partnership – AD and JA to be added

Museum Trust – MA to be added

Signed



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School Liaison- JA to be added. Discussion about the challenges of school liaison and how to take this forward. It was suggested that each school be contacted individually.

Skatepark – AD to be added

Allotments – JH to be added. It was mentioned that additional allotment sites might need to be sought.

Esc Plastics champion – this initiative to be chased with ESC

**16 16/19/05/2022 To receive written reports from Town Council Representative on outside bodies – for Information. Noted**

**17 17/19/05/2022 Next Town Council Meeting: 23<sup>rd</sup> June 2022 - for Information. Noted**

Discussion about whether council would take a council recess in August. It was agreed that all committees and full council will meet in August.

11<sup>th</sup> August planning, 18<sup>th</sup> August Full council

ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE

OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS

**18. 18/19/05/2022 To appoint a firm of Solicitors to act as the Town Council's legal advisers – for consideration and approval.**

**Discussion re tenders received.** Members noted the difficulty in choosing a particular solicitor on cost alone, when speed and efficiency might be the key requirements for any particular piece of work. Discussion regarding transactional pieces of work such as land transfers. After full discussion it was agreed by all to consider each piece of transactional work as a standalone item and to get prices, and timings from the top 4 solicitors approached previously, as the need arises, and to make a choice on each individual piece of work.

**19. 19/19/05/2022 To consider a Fixed Term One Year License to occupy No.8 Market Place – for consideration and approval. It was AGREED BY ALL to approve a Fixed term one year licence to occupy 8 Market Place.**

Signed



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