



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 17th August 2023, 7:00 pm at
The Riverside Centre, The Staithe, Bungay NR35 IBF.

Members in Attendance:

In attendance in person:

Cllrs: Adams, Atterwill, Betts, Blowers O'Neill, Crickmore, Dawes, Lodge, Love, Pearmain, and Reche-Martinez.

Cllr. Severyn and Cllr O'Neill, attended via Zoom.

Edwin Rosier - Deputy Clerk, Tina Newby – Locum Clerk

District Councillor Tony Specca attended in person.

Public Forum

No public forum, no members of the public in attendance.

TC-1- 17/08/2023 - To receive and accept apologies for absence:

Apologies were recorded for Cllr Hindes, County Councillor Cloke, District Councillor Hammond.

TC-2- 17/08/2023 - Declaration of Interest & Requests for Dispensations:

None recorded.

TC-3- 17/08/2023 - To approve the minutes outstanding:

Cllr Lodge stated there were some grammatical errors. An adjustment in 10c was noted and amended on the main copy, as Bungay Community Support Group. Also, an amendment to the public forum, artificial surface could also be a danger to humans as well as animals.

RESOLVED: The previous Full Council minutes from 20th July 2023 received approval, with the above corrections amended. Proposed by Cllr. Blowers O'Neill, seconded by Cllr. Atterwill and unanimously approved.

TC-4- 17/08/2023 – Town Mayor Reports:

Nothing to report.

TC- 5- 17/08/2023 – County and District Councillor Reports:

Signed by Chair 

Date 31/08/2023

- b. To approve councillor changes on Committees – Add Cllr Pearmain and Cllr O’Neill to CA&S and consider any other changes. It was noted that Cllr O’Neill had been appointed on to the committee in May.

RESOLVED to approve Cllr Pearmain on to the CA&S Committee. Proposed by Cllr Betts and seconded by Cllr Blowers O’Neill and unanimously approved.

- c. To approve revised membership of working groups as per attachment.
Cllr Martinez requested to attend the Annis Hill Green and the Heritage Open Days.
Cllr O’Neill requested to attend the Lorry Watch Speed Watch.
Action T Clerk to confirm that the above is agreed.

Traffic Management issues were mentioned – this is an informal group. It may be prudent to add this to the PE&H agendas to be discussed then. Cllr Dawes to look at the information WS sent.

RESOLVED, proposed by Cllr Adams and seconded by Cllr Lodge, and unanimously approved.

- d. To consider replacement trustee for Town Trust and a new trustee for the community centre (preferable with financial skills).

Town Trust. There were two volunteers to join the Town Trust, Cllrs Pearmain and Atterwill. There was a paper vote by the rest of the councillors.

RESOLVED to appoint Cllr Pearmain for the Town Trust, proposed by Cllr Betts and seconded by Cllr Adams, and unanimously approved.

Community Centre Trustee There was a request for more information, search on Charity Commission website. **Action T Clerk to request more information, how often do they meet, the management structure etc.**

TC-9- 17/08/2023 - **To receive written reports from Bungay Town Council Working Groups – for information:**

Nothing to report

TC-10- 17/08/2023 - **To receive written reports from Town Council Representatives on outside bodies:**

Cllr Lodge mentioned the travel group. He will communicate with East Suffolk Travel Association ESTA, whether they would like a grant to be able to print out the bus timetables. Not everyone has a smart phone.

RESOLVED to obtain the .pdfs from the website and print copies for the office, unanimously approved.

TC-11- 17/08/2023 – **To consider and note correspondence received**

Nothing received.

TC-12- 17/08/2023 – **Next Town Council Meeting 21st September 2023**

There being no more business to transact the Mayor closed the meeting at 7.53pm

Actions

Confirm the amendments for the working Groups
Amend the list of Workings Groups and spell check

Who **By When**

T. Clerk August
August

Signed by Chair

Date 31/08/2023

Bungay Town Council PAYMENTS LIST for approval 17/08/23

Voucher Code	Date	Minute	Bank	Chec Description	Supplier	VAT Type	Net	VAT	Total
167	21/07/2023	Approved at TC	01. Unity Trust Bank	Grant	Black Shuck Festival	X	1,000.00		1,000.00
168	21/07/2023		01. Unity Trust Bank	Telephone System	British Telecom	S	147.76	29.55	177.31
169	02/08/2023		01. Unity Trust Bank	IT Equipment	Red Dune Limited	S	52.99	10.60	63.59
170	02/08/2023		01. Unity Trust Bank	Election costs	East Suffolk Council	E	145.86		145.86
171	02/08/2023		01. Unity Trust Bank	Event Services	East Suffolk Council	E	29.00		29.00
172	02/08/2023		01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Securi	S	237.00	47.40	284.40
172	02/08/2023		01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Securi	S	85.00	17.00	102.00
172	02/08/2023		01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Securi	S	197.00	39.40	236.40
173	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	37.00		37.00
173	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	15.00		15.00
173	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	58.00		58.00
174	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	44.50		44.50
174	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	17.50		17.50
174	02/08/2023		01. Unity Trust Bank	Cleaning	S N Window Cleaning Se	X	68.00		68.00
175	02/08/2023		01. Unity Trust Bank	Room hire	Bungay Community Cent	E	18.00		18.00
176	02/08/2023		01. Unity Trust Bank	Expenses	E . Rosier	S	104.93	21.00	125.93
177	09/08/2023		01. Unity Trust Bank	Water	Wave - Anglian Water	E			
178	09/08/2023		01. Unity Trust Bank	Electricity	EDF Energy	L	23.81	1.19	25.00
179	09/08/2023		01. Unity Trust Bank	Electricity	EDF Energy	L	19.33	0.97	20.30
180	09/08/2023		01. Unity Trust Bank	Repairs	Waveney Norse	S	217.00	43.40	260.40
181	09/08/2023		01. Unity Trust Bank	Repairs	Signgeer	S	55.75	11.15	66.90
182	09/08/2023		01. Unity Trust Bank	Grounds equipment	Coopers	S	4.95	0.99	5.94
183	09/08/2023		01. Unity Trust Bank	Grounds equipment	Coopers	S	13.12	2.63	15.75
184	09/08/2023		01. Unity Trust Bank	Grounds equipment	Coopers	S	3.16	0.63	3.79
185	09/08/2023		01. Unity Trust Bank	Grounds equipment	Coopers	S	8.11	1.62	9.73
186	09/08/2023		01. Unity Trust Bank	Repairs	Coopers	S	8.70	1.74	10.44
187	09/08/2023		01. Unity Trust Bank	Rent	Emmanuel Church	E	103.00		103.00
188	09/08/2023		01. Unity Trust Bank	Water	Wave - Anglian Water	E	341.75		341.75

Signed by Chair

Date 31/08/2023