



# BUNGAY TOWN COUNCIL

## Finance, Budget & Strategy Committee



### Minutes of the Finance, Budget & Strategy Sub Committee Meeting held on Thursday 24<sup>th</sup> June 2021 at 7.00 pm in the Riverside Centre, The Staithe, Bungay

Town Council Members:

Cllr. J. Blowers O’Neill (JBO’N), Cllr. B. Prior (BP) Cllr. J. Adams (JA), Cllr.

F. Betts (FB) , Cllr. S. Collins (SC), Cllr. M. Lincoln (ML).

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council

**FB&S 001 2021/2022**     **Election of Chair for the Finance, Budget & Strategy Committee for the municipal year 2021-2022:** to receive nominations and elect the Chair.

**It was proposed by SC, seconded by FB, and RESOLVED, that JBO’N be Chair of the Finance, Budget and Strategy Committee for the municipal year 2021 – 2022.**

For	4
Against	0
Abstain	0

**FB&S 002 2021/2022**     **Election of Deputy Chair for the Finance, Budget & Strategy Committee for the municipal year 2021-2022:** to receive nominations and elect the Deputy Chair.

It was agreed that the position of Deputy Chair for the Finance, Budget & Strategy Committee for the municipal year 2021-2022 be considered at a future Committee meeting when all members are present – **Noted.**

**FB&S 003 2021/2022**     **Apologies for Absence:** To receive any apologies for absence.

Apologies had been received from ML and BP - **Noted.**

**FB&S 004 2021/2022**     **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.

JA declared a pecuniary interest for Agenda item FB&S 009 2021/2022 as he is the current Bungay Town Council Mayor - **Noted.**

**FB&S 005 2021/2022**     **To approve the minutes outstanding:** To approve the minutes of the Budget & Strategy Sub-Committee Meeting held on the 4<sup>th</sup> May 2021 - for consideration.

**It was proposed by SC, seconded by JBO’N, and RESOLVED that these minutes were an accurate record of the Budget & Strategy Sub- Committee Meeting held on 4<sup>th</sup> May 2021 and these minutes to be signed by the Chair (JBO’N).**

For	4
Against	0

Signed \_\_\_\_\_

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Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Finance, Budget & Strategy Committee



Abstain	0
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**FB&S 006**  
**2021/2022**

**Public Forum:**

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 Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of public were present at the meeting – **Noted.**

**FB&S 007**  
**2021/2022**

**Terms of Reference for the Finance, Budget & Strategy Committee – for consideration**

**It was proposed by JBO’N, seconded by FB, and RESOLVED that the attached Terms Of Reference for the Finance, Budget & Strategy Committee as in Appendix 1 be adopted.**

For	4
Against	0
Abstain	0

**FB&S 008**  
**2021/2022**

**Review of Bungay Town Council Business Plan & Strategy - for consideration.**

**It was proposed by JBO’N, seconded by FB, and RESOLVED that the Business Plan as adopted at the full Town Council Meeting held on 17<sup>th</sup> June 2021 be amended with the comments received and the Final Copy be circulated by JA to Committee members prior to being placed on the Bungay Town Council Website.**

For	4
Against	0
Abstain	0

**It was proposed by JBO’N, seconded by FB, and RESOLVED that the Strategy Document as adopted at the full Town Council Meeting held on 17<sup>th</sup> June 2021 be amended with the comments received from SC and the Final Copy be circulated by JA to Committee members prior to being placed on the Bungay Town Council Website.**

For	4
Against	0
Abstain	0

**FB&S 009**  
**2021/2022**

**Framework for Bungay Town Council Mayor’s Honorarium under an Expenses / Pay-as-you-go System – for consideration.**

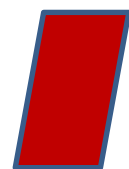
**It was proposed by JBO’N, seconded by FB, and RESOLVED that the attached Mayors Expenses for the Municipal Year 2021 – 2022, as in appendix 2, be adopted.**

For	3
Against	0
Abstain	1



# BUNGAY TOWN COUNCIL

## Finance, Budget & Strategy Committee



**FB&S 010**      **Review of Bungay Town Council Financial Accounts, including Reserves – for consideration.**  
**2021/2022**

It was proposed by FB, seconded by SC and **RESOLVED** that the attached Reserves as @ 31<sup>st</sup> March 2021, as in appendix 3, be adopted.

For	4
Against	0
Abstain	0

**FB&S 011**      **Bungay Festival Grant 2019 – end of grant monitoring report – for consideration.**  
**2021/2022**

It was proposed by JBO’N, seconded by SC and **RESOLVED** that the Bungay Festival 2019 end of Grant Monitoring Report be signed off as completed.

For	4
Against	0
Abstain	0

**FB&S 012**      **Date of next Meeting – for consideration**  
**2021/2022**

It was agreed that the date of the next Finance, Budget & Strategy Committee to be 26<sup>th</sup> August 2021 – **Noted.**

The meeting closed at 8.16 pm.

**Minutes Dated: 25<sup>th</sup> June 2021.**

**Jeremy Burton**  
**Clerk to Bungay Town Council,**  
1a, Broad Street  
NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

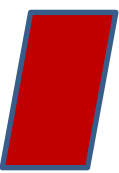
Signed \_\_\_\_\_

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Date \_\_\_\_\_



# **BUNGAY TOWN COUNCIL**

## **Finance, Budget & Strategy Committee**



### **Appendix 1**

#### **Finance, Budget & Strategy Committee Terms of Reference**

- Each Committee member to be a Bungay Town Councillor.
- The Town Council's Responsible Financial Officer (RFO) to also be present at these Committee Meetings.
- Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
- Recommendation of precept to full Council in accordance with East Suffolk Council timelines and this will normally be between the months of November to January.
- Develop and Draft the Council's Financial Plan.
- Regular meetings to be held a minimum of every 3 months to formally review the Town Council's Budget.
- This Committee to formulate and write the Strategy document for Bungay Town Council and to present this to the Full Council for Consideration.
- This Committee to regularly Review and Monitor the above Strategy Document to formally report to the Full Council progress made in relation the Strategy objectives.
- Secure the proper administration of the Council's financial affairs under all relevant legislation/guidance and to secure best value for the residents of Bungay.
- Insurance of all the Council's property and liabilities and ensuring accuracy of the asset register.
- Appointment of an independent Internal Auditor.
- Approval of annual financial reports, ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.
- Develop and monitor the Council's Risk Management Strategy.
- Award of grants to local organisations.

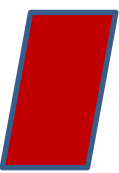
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Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Finance, Budget & Strategy Committee



### Appendix 2

#### Mayor Expenses

The following items can be claimed as Expenses during the 2021 to 2022 Municipal Year and these expenses to be submitted on a monthly basis (with receipts) to the Responsible Financial Officer to be signed off for payment. Expenses can also be claimed for consorts and also the Deputy Mayor if the Mayor cannot attend a given event.

Note: There is no cap / limit to these expenses and to be reviewed at the end of the 2021 to 2022 Municipal Year,

- Travel expenses:
  - Car mileage @ .45p per mile.
  - Train, Bus & Taxi fares.
- Cost of tickets for events.
- Overnight accommodation.
- Clothing as required.
- Meals when attending functions.
- Necessary childcare costs.
- Time taken off work.
- Insurance costs for regalia.

Signed \_\_\_\_\_

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Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Finance, Budget & Strategy Committee



### Appendix 3

Name of Reserve	Earmarked Reserves as @31/3/19	Earmarked Reserves as @31/3/20	Earmarked Reserves @ 31/3/21
Golf Club negotiation	£2,500	£0	
Neighbourhood Plan	£7,414	£4,227	<b>£5,660.00</b>
CIL	£1,068	£3,335	<b>£76.44</b>
Town Improvements	£39,723	£0	
Contested Election	£5,000	£5,000	<b>£5,000</b>
Broad Street	£25,000	£50,000	
CCTV		£8,902	<b>£3,145.00</b>
ATM		£2,000	
Notice Boards		£1,440	<b>£1,440.00</b>
Rec'd – ESC – Skate Park		£500	
Rec'd – ESC – VE/VJ Day		£500	<b>£265.00</b>
Rec'd – Suff C F – Covid19		£1,000	
BECS			<b>£6,273.33</b>
S106			
Old Bungay Cemetery Grant			<b>£2,623.35</b>
Town Hall Works (Stair lift, Disabled toilets, furniture, IT Equipment)			<b>£50,000.00</b>
Riverside Works			<b>£45,000.00</b>
Total	£82,705	£76,904	<b>£119,483.12</b>
General Reserves	£44,653	£29,912	<b>£8,446.25</b>
Total Bank Balance	£127,358	£106,816	<b>£127,929.37</b>

Signed \_\_\_\_\_

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Date \_\_\_\_\_