



## BUNGAY TOWN COUNCIL FINANCE & GOVERNANCE COMMITTEE

**Minutes of the Finance and Governance Committee, held on  
14 September 2023 at 6 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

### **Members in Attendance:**

Cllr. Blowers O'Neill (Chair), Cllr. Adams, Cllr. Betts, and Cllr. Dawes  
Officers in attendance – Roz Barnett (Town Clerk), Tina Newby (Locum Clerk).

### **F&G -1- 14/09/2023 - Apologies for Absence:**

Apologies were accepted from Cllr Hindes.

### **F&G -2- 14/09/2023 – To consider budget report for 2023-2024:**

The reports provided were Receipts and Payments, budget and the budget forecast. Councillors found the forecast report most useful and discussed the details. It looks like we will have an additional £66,000 income by the end of the year, which is looking healthy.

Cllr Adams noted that the East Suffolk Council next asset transfer payment will be due in 12 months from now.

Business Tourism and Events have an additional £7000 to spend due to UKSPF events grant.

Community Assets and Services budgets are looking reasonable despite the overspends on utilities.

The Town Council needs to start spending some money on the play park improvements, including the stairs/steps repairs and painting of equipment and cycle racks.

Toilets expenditure is within budget. The salaries are under pressure due to cover arrangements but looks like only £5,000 of the £10,000 contingency will be used. There is still some work to do on the coding of payments. The Clerk was asked to discuss with Scribe the various ways that CIL could be shown within the budget.

### **F&G -3- 14/09/2023 – Arrangements for budget planning and annual plan for 2024-2025:**

The Action Plan needs to be reviewed at the committees and will need to be put in the agenda for each committee. The current plan is due for completion in March 2025 and good progress is being made on many of the priorities. The Committee agreed to recommend the budget Planning timetable to full Council.

### **F&G -4- 14/09/2023 – Review Reserves:**

There is £80,500 in the CIL reserves and there should be another receipt for CLL in October.

CiL Projects protect items 11,12,17 & 18:

New Allotment land and set up	£7,000
New outdoor/play activities equipment	£7,000
Annis Hill Green	£8,000 (50% committed)
Extension of CCTV	£2,373( 100% committed)

The Committee agreed to recommend to full Council that all remaining CIL funds be allocated to Town

Signed by Chair

Date

Hall and Riverside Development. Recommendation to go to Full Council and be earmarked for match Funding.

**RESOLVED: It was agreed to recommend to full Council that £55,000 of CIL Funds be placed in an earmarked reserve for Town Hall and Riverside development was proposed by Cllr Adams and seconded by Cllr Dawes and unanimously agreed.**

**F&G -5- 14/09/2023 – Review of AGAR:**

This is still ongoing. PKF Littlejohn needed additional information with the change from Receipts and Payments to Income and Expenditure.

**F&G -6- 14/09/2023 – Overview of the Funding applications, being reviewed by the Town Council:**

There is no update, the funding applications have just gone out.

**F&G-7-14/09/2023 – To consider Sum Up machine:**

**RESOLVED: It was agreed to purchase a SUM UP machine for card payments was proposed by Cllr Adams and seconded by Cllr Dawes and unanimously agreed.**

**F&G-8-14/09/2023 – To review the following policies:**

There are no policies to be reviewed.

**F&G -9- 6/10/2022 – Date of next meeting:**

To be confirmed

**Action Log:**

Actions	Who	By When
Take recommendations to full Council	Town Clerk	September 2023

Signed by Chair

Date