



## BUNGAY TOWN COUNCIL FINANCE & GOVERNANCE COMMITTEE

**Minutes of the Finance and Governance Committee, held on  
9<sup>th</sup> November 2023 at 5.30 pm at the Riverside Centre, The Staithe, Bungay NR35 1BF.**

### **Members in Attendance:**

Cllr. Blowers O'Neill (Chair), Cllr. Adams, Cllr. Betts, Cllr. Dawes and Cllr Hindes.

Officers in attendance – Roz Barnett (Town Clerk), Tina Newby (Communications Clerk) and Eddie Rosier (Deputy Clerk/RFO).

### **F&G -1- 09/11/2023 - Apologies for Absence:**

No apologies for absence received.

### **F&G -2- 09/11/2023 – Declarations of Interest & Request for Dispensations:**

Councillors to declare any Pecuniary or Non-Pecuniary Interests.

Cllr Dawes Non-Pecuniary in Bungay Community Support.

Cllr Adams Non-Pecuniary in HCLF.

### **F&G -3- 09/11/2023 – Public Forum:**

There were no members of the public at the meeting.

### **F&G -4- 09/11/2023 – To approve the minutes and notes of the previous Finance and Governance Meetings:**

Minutes of 13/7/23 and 14/9/23 were taken as collective.

**RESOLVED: To agree the minutes of 13/7/23 and 14/9/23 as a true reflection of the meetings.**

**Proposed by Cllr Dawes and seconded by Cllr Adams. Unanimously agreed.**

### **F&G -5- 09/11/2023 – To review Town Hall HLF bid and the potential borrowing implications for budget:**

The Town Hall HLF grant application has been submitted for £280,000. A Public Works Loan (PWLB), could be applied for £180,000 payable over 10, 20, 25 50 years, depending on the capital and interest loan repayments. The PWLB could be paid early, there will be a penalty clause. Calculate how much the Council can afford as the amount in the Precept. Provide a report to the Full Council on 5 yearly intervals.

### **F&G -6- 09/11/2023 – To review budget forecasting reports and budget spend 2023-2024:**

The Deputy Clerk had produced a budget with a forecast and a variance. The Balance and Contingency shows net income of £181,511.85, which includes General Reserves £79,684.85, Earmarked Reserves £46,500.00 and CiL £55,327.00.

Provide Full Council with precept % figures at 5%, 10%, 15%.

To review and itemise all that needs to be spent in 2024/2025 and send back to the committees for number crunching. Have another Finance and Governance committee before the planning committee on 14<sup>th</sup> December 2023. **Action Clerk and ER** to look at the core costs for all committees. Budget proposal to be presented to Full Council on 21<sup>st</sup> December 2023.

Signed by Chair

Date

**F&G-7-09/11/2023 – To consider contents of draft budget statement:**

Bungay Community Support, SLA: At the CAS meeting there was an agreement for Clerk and BCS Treasurer to meet and discuss what is needed and what the Town Council would be prepared to fund. There were concerns of

- Duplicating payments to other organisations, like the food bank.
- Concern over publicity and what Bungay residents would want.

There was a long discussion over the contents of the SLA. **Action Cllr Blowers-O’Neill** to look at the SLA and prepare paper for a report to the Full Council.

Cllrs Betts and Adams left the meeting 6.50pm

**F&G-8-09/11/2023 – To consider contents of the draft budget statement:**

Discussed above

**F&G -9- 09/11/2023– To review CiL income and allocation of funds within the current budget:**

Ongoing

**F&G -10- 09/11/2023 – To consider staffing matters:**

- Staffing pay settlement for 2023.

The NJC reported an agreement to pay the staff £1950 per rota back dated from 1<sup>st</sup> April 2023.

**RESOLVED: To recommend approved to Full Council for all the Town Council staff, was proposed by Cllr Dawes and seconded by Cllr Hindes, unanimously agreed.**

**F&G -11- 09/11/2023 - Date of next meeting:**

14<sup>th</sup> December 2023 5.30pm before the Planning Committee meeting.

There was no more business to transact the Chair closed the meeting at 6.54pm

**Action Log:**

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

Signed by Chair

Date