



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 21st December 2023, 7:00 pm at
The Riverside Centre, The Staithe, Bungay NR35 IBF.

Members in Attendance:

In attendance in person:

Cllrs: Adams, Betts, Crickmore, Dawes, Daniels, Lodge, Love, O'Neill, and Pearmain.

Tina Newby – Communication Clerk, standing in for Roz Barnett.

District Councillors Toby Hammond and Anthony Speca attended in person.

TC-1- 21/12/2023 - To receive and accept apologies for absence:

Apologies were recorded for Cllrs: Martinez, Blowers-O'Neill, Atterwill, Hindes.

Apologies received for Peter Aldous, and County Councillor Cloke.

TC-2- 21/12/2023 - Declaration of Interest & Requests for Dispensations:

The following pecuniary interests were recorded.

Cllr Dawes in items 6c

Cllr Betts in item 6c

TC-3- 21/12/2023 - To approve the minutes outstanding:

The minutes were discussed and approved as an accurate record of the meeting 16th November 2023.

RESOLVED: Minutes for 16th November 2023 were approved. Proposed by Cllr Dawes and seconded by Cllr Adams. Unanimously agreed.

TC-4- 21/12/2023 – Town Mayor Reports:

Noted.

TC- 5- 21/12/2023 – County and District Councillor Reports:

- a. MP Peter Aldous did not attend the meeting.
- b. Leader report East Suffolk Council was noted.
- c. The report was County Councillor Cloke was noted.
- d. The report from the District Councillors were noted.

Questions were asked to the District Cllrs.

- Query on changing bin collection dates, how do you notify the residents?
- EV Charging points – disappointed there are no EV charging points in the middle of town.
- Planning requirement, all new builds should have EV charging stations.
- Annis Hill and the Freedom of information request was discussed.

TC- 6 - 21/12/2023 – Financial Reports:

- a. To note the Bank Reconciliation and statements to 30th November 2023

Signed by Chair

Date 18/01/24

Unity Bank £94,854.01, CCLA - PSDF £196,814.42. Signed off by Cllr Betts.

- b. To note the Income and Expenditure report to 30th November 2023. Noted.
- c. To consider payments due on 21st December 2023 – for acceptance and approval. The total payments £45,075.07.

RESOLVED: to agree the payments of £45,075.07. Proposed by Cllr Adams and seconded by Cllr Daniels, all in agreement with 2 abstentions.

TC- 7 - 21/12/2023 – Budget 2024-2025:

- a. To consider first draft of budget 2024-2025. Cllrs Lodge and O'Neill requested the SALC membership costs to be added back in.
RESOLVED to agree the SALC membership of £1175.00 for the draft budget. RESOLVED to agree the draft budget for 2024-2025. Proposed by Cllr Dawes and seconded by Cllr Adams. Unanimously agreed.
- b. To consider draft proposals for Precept for 2024-2025. There was a concern that Bi-Election expenses had not been taken into account. This would be taken into account in the reserves.
- c. To approve consultation period for the budget 2024-2025. Timescales were discussed. Finalise the budget statement including PWLB loan at the Finance and Governance Meeting on 4th January 2024, 5.30pm. Public consultation date to be charged to 4/1/24 – 16/1/24 for agreement at the Full Council on 18th January 2024.
- d. To consider reserves policy and CiL Policy and figures for 2024-2025. Not discussed, to be carried over.

TC-8- 21/12/2023 – To agree the office closure over Christmas and New Year:

The Council Offices will be closed from 22nd December 2023 through to 3rd January 2024. Returning to work on 4th January 2024.

RESOLVED to agree the office closure. Proposed by Cllr O'Neill and seconded by Cllr Dawes. Unanimously agreed.

TC-9- 21/12/2023 – Draft Minutes from committees – for information:

- a. Community Assets and Services Committee 7th December 2023.
- b. Planning Environment and Highways Committee 14th December 2023.
- c. Business Tourism and Heritage Committee 23rd November 2023.

All above were noted. TN apologised for the late PE&H minutes, but she was working on the website before it went live on 18th December 2023.

Cllr Betts thanked TN for all the work she has done on the website.

TC-10- 21/12/2023 – To receive written reports from Bungay Town Council Working Groups – for information

No working group meetings.

TC-11-21/12/2023 – To receive written reports from Town Council Representatives on outside bodies:
Nothing received.

TC-12-21/12/2023 – To consider and note correspondence received: - For Information:

- a. Model District Councillor: noted

Signed by Chair



Date

18/01/24

b. Rotary Bungay Proms: asking if the Council would be involved. Grant form to be sent to them to be filled in for £500.

Cllr Severyn arrived for the meeting.

TC- 13- 16/11/203 – Next Town Council Meeting 18th January 2024. – for information.

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

Actions	Who	By When
All Committees to review priority and Budget for 2024/2025	All	October/November
Clerk to arrange emergency tree works	Clerk	ASAP
Clerk to Appoint citation consultant	Clerk	November
Implement staff structure	Clerk	1 st of October

Rosalind Barnett

Rosalind Barnett, Town Clerk, Bungay Town Council, 1a Broad Street, NR35 1EE, Tel 01986 894236

Signed by Chair


Bungay Town Council, 1a Broad Street, Bungay. NR35 1EE, 01986 894236 Page 3 of 5

Date

18/01/24



BUNGAY TOWN COUNCIL

Bungay Town Council

PAYMENTS LIST for approval 21/12/23

Voucher Code	Date	Minute	Bank	Cher Description	Supplier	VAT Type	Net	VAT	Total
370	24/11/2023	21/12/23	01. Unity Trust Bar	Christmas Lights	MJ Training	S	225.00	45.00	270.00
371	10/12/2023		01. Unity Trust Bar	Donation	BCS	X	100.00		100.00
372	11/12/2023	21/12/23	01. Unity Trust Bar	Christmas Lights display	Target Animation	S	10,300.00	2,060.00	12,360.00
373	12/12/2023	21/12/23	01. Unity Trust Bar	Christmas Lights	Black Orchid Productions	X	980.00		980.00
374	12/12/2023	21/12/23	01. Unity Trust Bar	Christmas Lights	Jess Brown Limited	X	1,500.00		1,500.00
375	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Back in the Groove	Back in the Groove CIC	E	1,000.00		1,000.00
376	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Bungay Community	BCS	E	1,200.00		1,200.00
377	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Bungay Cricket Club	Bungay Cricket Club	E	450.00		450.00
378	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Musical Lifelines	Musical Lifelines	E	1,250.00		1,250.00
379	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Falcon Meadow CT	Falcon Meadow	E	420.00		420.00
380	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Friends of Bungay L	The Friends of Bungay C	E	1,300.00		1,300.00
381	12/12/2023	16/11/23	01. Unity Trust Bar	Grant 1st Bungay Sea Sco	1st Bungay Sea Scouts	E	1,300.00		1,300.00
382	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Bungay & District Sj	Bungay & District Sports	E	1,200.00		1,200.00
383	12/12/2023	16/11/23	01. Unity Trust Bar	Grant Earthwake CIC	Lorna Collins	E	1,700.00		1,700.00
384	08/12/2023		01. Unity Trust Bar	Gas	EDF Energy	L	8.30	0.42	8.72
385	15/12/2023	21/12/23	01. Unity Trust Bar	Electricity	EDF Energy	S	1,807.53	361.50	2,169.03
386	15/12/2023	21/12/23	01. Unity Trust Bar	Electricity	EDF Energy	S	517.63	103.52	621.15
387	15/12/2023	21/12/23	01. Unity Trust Bar	Electricity	EDF Energy	L	21.75	1.09	22.84
388	15/12/2023	21/12/23	01. Unity Trust Bar	Christmas Lights	Loddon Band	X	250.00		250.00
389	15/12/2023	21/12/23	01. Unity Trust Bar	Electricity	EDF Energy	L	19.74	0.99	20.73
390	15/12/2023	21/12/23	01. Unity Trust Bar	Water	Wave - Anglian Water	E	65.66		65.66
391	15/12/2023	21/12/23	01. Unity Trust Bar	Telephone System	British Telecom	S	147.76	29.55	177.31
392	15/12/2023	21/12/23	01. Unity Trust Bar	Stationery	Warehouse 14	S	34.40	6.88	41.28
393	15/12/2023	21/12/23	01. Unity Trust Bar	Stationery	Warehouse 14	S	19.90	3.98	23.88
394	15/12/2023	21/12/23	01. Unity Trust Bar	Street Furniture	Earth Anchors	S	108.45	21.69	130.14
395	15/12/2023	21/12/23	01. Unity Trust Bar	Design Services	Andrew Slater	X	700.00		700.00
396	15/12/2023	21/12/23	01. Unity Trust Bar	Stationery	Norfolk Copiers	S	19.85	3.97	23.82
397	15/12/2023	21/12/23	01. Unity Trust Bar	PAT Testing	PAT Tester Suffolk	X	157.00		157.00
398	15/12/2023	21/12/23	01. Unity Trust Bar	Christmas Events Decorati	Anglia Print Ltd	S	145.00	29.00	174.00
399	15/12/2023	21/12/23	01. Unity Trust Bar	Christmas Events Decorati	Anglia Print Ltd	S	369.25	73.85	443.10
400	15/12/2023	21/12/23	01. Unity Trust Bar	Town Trail Leaflets	Anglia Print Ltd	Z	295.00		295.00
401	15/12/2023	21/12/23	01. Unity Trust Bar	Hedge Cutting	Paul Jackson	X	140.00		140.00
402	15/12/2023	21/12/23	01. Unity Trust Bar	NORSE Contract	East Suffolk Services	S	743.00	148.60	891.60

Sign