



BUNGAY TOWN COUNCIL

**Minutes of the Bungay Town Council Meeting held on Thursday 15th February 2024,
7:00 pm at Bungay Committee Centre, Old Grammar Lane, Bungay, NR35 IPU.**

Public Forum:

There was no zoom link.

Members in Attendance:

In attendance in person:

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

Roz Barnett – Town Clerk, Tina Newby – Minute and Communication Clerk.

Peter Aldous MP.

District Councillors Anthony Specca and Toby Hammond.

TC-1- 15/02/2024 - To receive and accept apologies for absence:

Apologies were recorded for Cllrs: Daniels and Severyn.

Apologies received for County Councillor Cloke.

TC-2- 15/02/2024 - Declaration of Interest & Requests for Dispensations:

Cllrs Betts, Dawes and Lodge declared pecuniary interests in the payments item, 7d.

Cllr Hindes declared a non-pecuniary interest in the Bungay Guides item, 8h

Cllrs O'Neill and Blowers O'Neill declared a non-pecuniary interest in the River Waveney Trust, 8d.

TC-3- 15/02/2024 - To approve the minutes outstanding:

The minutes were discussed and approved as an accurate record of the meeting 18th January 2024.

RESOLVED: Minutes for 18th January 2024 were approved. Proposed by Cllr Dawes and seconded by Cllr Atterwill. Unanimously agreed.

TC-4- 15/02/2024 – Co-option for the vacancy of Town Councillor:

Natalie introduced herself.

RESOLVED: to appoint the Councillor Vacancy to Natalie Carlile. Proposed by Cllr Atterwill and seconded by Cllr Hindes. Unanimously agreed.

TC-5- 15/02/2024 – Town Mayors Report:

- a. To receive the Mayor's Report from Town Councillor Betts – for information.
Noted.

TC- 6- 15/02/2024 – County and District Councillor Reports:

Standing Orders were suspended for the following people that had attended to speak.

- a. MP Peter Aldous: The issue discussed was the flooding from the River Waveney and the coastal erosion. He is talking with the new head of the Environment Agency. There are policies being worked on that hopefully will be completed by

Signed by Chair

Date

2025. The Town Council voiced concerns that EA are still using out of date information for their modelling.

- b. Leader report East Suffolk Council: Noted.
- c. The report was County Councillor Cloke: Not received.
- d. The report from the District Councillors: Noted. A Cllr reported that the kitchen shop shut today, due to the lack of footfall, and parking tickets from Buttercross.

Resume Standing Orders.

TC- 7 - 15/02/2024 – Financial Reports:

- a. To note the Bank Reconciliation and statements to 31st January 2024: Noted Unity Bank £64,769.91, CCLA - PSDF £166,814.42. Signed off by Cllr Blowers-O’Neill.
- b. To note the Income and Expenditure report to 31st January 2024. Noted.
- c. To note the Forecasting Report to 31st January 2024. Noted
- d. To consider payments due on 15th February 2024 – for acceptance and approval. The total payments £19,292.73. There were some queries as to whether the payments for Cllr Lodge travel reimbursement £5.90 and Black Dog Signs of £168 were included. These were confirmed as being the correct total to pay.

RESOLVED: to agree the payments of £19,292.73. Proposed by Cllr Adams and seconded by Cllr Hindes, all in agreement with 3 abstentions.

TC- 8 - 15/02/2024 – Financial resolutions for agreement:

- a. Bungay Newsletter costings; 8 pages Flyer Press £5,944: Three quotes were received. Flyer Press were the best value. Flyer Press also does newsletters for Felixstowe Town Council.
RESOLVED: To accept Flyer Press for £5,944. Proposed by Cllr Hindes and seconded by Cllr Love. Unanimously agreed.
- b. Asset Building Valuations for Insurance and asset register review: Annual review. **Action Clerk** to look into the insurance on the Riverside Centre. **Action Clerk** to get the Mayoral chain valued. Assets are at cost value. Only the Insurance value will go up annually.
- c. Vegetation Management: The current service from East Suffolk Services is value for money. The service plan will need to be reviewed and changed.
RESOLVED: To agree to appoint ESS for the Vegetation management, with the maximum limit being £8,726 for all open spaces. Proposed by Cllr Adams and seconded by Cllr Dawes. Unanimously agreed.
- d. Draft Licence RWT and shared use. Community Action Suffolk’s draft Licence. Approved to use the back room of the Riverside Centre.
RESOLVED: To approve the licence for the use of the back room, by River Waveney Trust, for £120 per month. Proposed by Cllr Atterwill and seconded Cllr Dawes. All in agreement with 2 abstentions.
- e. Appointment of an Internal Audit; (Heelis and Lodge £400, SALC £476.00). Recommended Heelis and Lodge.
RESOLVED: To appoint Heelis and Lodge for the 2023-2024 internal audit, for £400. Proposed by Cllr Adams and seconded by Cllr Love. Unanimously agreed.
- f. To agree Internal Controls and Internal Controller for 2023-2024. **Action Clerk** to edit the preferences to cheque payments and online payments. Cllr Hindes agreed to undertake the Internal Controls.

Signed by Chair

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RESOLVED: to approve the Internal Controls with the Cllr Hindes as the Internal Controller. Proposed by Cllr Dawes and Cllr O’Neill. Unanimously agreed.

- g. To consider recommendation of tree works approved at the PE&H Committee. There was only one quote received, two companies refused to quote.

RESOLVED: to approve the tree works of a maximum of £4,250. Proposed by Cllr O’Neill and seconded by Cllr Lodge. Unanimously agreed.

- h. To consider grant request from Bungay Guides for £2,000. Cllr Hindes left the meeting room whilst this was being discussed.

The application shows no description on the expenditure, and it appears to be funding individuals, which is against our grants policy. **Action Clerk** to reply to Bungay Guides and ask them to resubmit for the grant of £500. Grants will go through Finance and Governance Committee before Full Council.

RESOLVED to reject the application for £2,000 and resubmit for £500. Proposed by Cllr Dawes and seconded by Cllr Lodge. Unanimously agreed.

Cllr Hindes returned to the meeting.

TC-9- 15/02/2024 Budget 2024-2025:

- a. To receive an update on public consultation of the PWLB, and correspondence of the budget statement.

RESOLVED: To formally adopt the PWLB, with no substantial objections from the public to adopt the PWLB. Proposed by Cllr O’Neill and seconded by Cllr Love. Unanimously agreed.

TC-10- 15/02/2024 – Draft Minutes from committees – for information:

- a. Community Assets & Services Committee 1st February 2024.
b. Planning Environment and Highways Committee 8th February 2024.
c. Business Tourism and Heritage Committee 25th January 2024.

All above were noted. Cllr Lodge noted that the report on the planning forum was not on the agenda. This will be on the PE&H agenda for March 2024.

TC-11- 15/02/2024 – To receive written reports from Bungay Town Council Working Groups – for information

No working group meetings.

TC-12-15/02/2024 – To receive written reports from Town Council Representatives on outside bodies:

Nothing received.

TC-13-15/02/2024 – To consider and note correspondence received: - For Information:

- a. Waveney Harriers: Written statement will go in the Newsletter.
b. Report on CRP East Suffolk Lines Forum. There was a presentation to forward ideas.

TC- 14- 15/02/2024 - ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

Agreed, proposed by Cllr Hindes and seconded by Cllr Adams.

Signed by Chair

Date

TC- 15- 15/02/2024 – To note Employment Committee led staffing review, to review current staffing levels with a view of potential savings:

The Clerk and Minute Clerk left the meeting whilst this was being discussed.

TC- 16- 15/02/2024 – Next Town Council Meeting 21st March 2024. – for information.

There being no more business to transact the Cllr Betts closed the meeting at 8.24pm

Ref	Actions	Who	By When
8b-15/02/24	Check the insurance includes the Riverside Centre and what type of insurance	Clerk	March 24
8f-15/02/24	Reword the payment section to include online banking	M&C Clerk	March 24
8h-15/02/24	Reject the grant for £2,000 and resubmit for £500	Clerk	March 24
7b-18/1/24	Chase up the issue with income £62.00 not being recorded	Clerk	February 24

Rosalind Barnett

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

Signed by Chair

Date



BUNGAY TOWN COUNCIL

15 February 2024 (2023-2024)

Bungay Town Council PAYMENTS for Approval 15th February 2024

Voucher	Code	Date	Minute	Bank	Cher	Description	Supplier	VAT Type	Net	VAT	Total
456	Utilities	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Electricity	EDF Energy	L	23.00	1.15	24.15
457	Utilities	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Electricity	EDF Energy	S	821.68	164.33	986.01
458	Utilities	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Water	Wave - Anglian Water	Z	72.22		72.22
459	Utilities	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Water	Wave - Anglian Water	Z	373.14		373.14
460	Scribe licence	16/02/2024	15/02/2024 F	01. Unity Trust Bai		scribe Bookings	Starboard Systems Limit	S	420.00	84.00	504.00
461	Street furniture Cleaning	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Cleaning	S N Window Cleaning Se	X	68.00		68.00
461	Repairs & Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Cleaning	S N Window Cleaning Se	X	17.50		17.50
461	Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Cleaning	S N Window Cleaning Se	X	44.50		44.50
462	Annis Hill Green	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Trees	Paul Jackson	X	60.00		60.00
463	Consumables	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Office Consumables	Warehouse 14	S	69.15	13.83	82.98
464	Repairs & Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Legionella RA	Taurus Monitoring Limite	S	475.00	95.00	570.00
465	Street furniture Cleaning	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Maintenance	Coopers	S	11.19	2.25	13.44
466	Grounds/Litter contract	16/02/2024	15/02/2024 F	01. Unity Trust Bai		NORSE Contract	East Suffolk Services	S	742.00	148.40	890.40
466	Toilet Cleaning	16/02/2024	15/02/2024 F	01. Unity Trust Bai		NORSE Contract	East Suffolk Services	S	881.00	176.20	1,057.20
467	General maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Grounds equipment	P J Lee	S	33.29	6.66	39.95
468	UKSPF Events	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Room hire	Friends of St. Mary's Chu	X	160.00		160.00
469	Training - Councillor	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Training	SALC	S	35.00	7.00	42.00
470	Repairs & Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Maintenance	Gilbert Electrical & Secur	S	701.05	140.21	841.26
470	Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Maintenance	Gilbert Electrical & Secur	S	77.75	15.55	93.30
471	Heritage Hub	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Heritage Hub Rent Market	John Walker	X	850.00		850.00
472	Repairs & Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Maintenance	Alan Potter	X	1,448.00		1,448.00
473	IT Support and Software	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Domain Name	WJP Software Limited	S	65.00	13.00	78.00
474-478	Salaries	16/02/2024	15/02/2024 F	01. Unity Trust Bai		Salaries	Salaries	E	7,117.17		7,117.17

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479	Salaries - Ers NI conts	16/02/2024	15/02/2024 F	01. Unity Trust Bai	PAYE / NI	HMRC	E	2,372.95		2,372.95
480	Salaries - Ers Pension Cc	21/02/2024	15/02/2024 F	01. Unity Trust Bai	Pensions	Nest	E	883.48		883.48
481	Telephone and Broadbar	21/02/2024	15/02/2024 F	01. Unity Trust Bai	Telephone System	British Telecom	S	147.76	29.55	177.31
482	Councillor travel	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Travel expenses	Bungay Town Council	E	5.70		5.70
483	General maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Maintenance	Coopers	S	13.32	2.66	15.98
484	Upkeep of planted areas	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Plants Bungay in Bloom	Morrisons	S	4.97	1.00	5.97
485	UKSPF Events	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Re-chargable Lights	Screwfix	S	58.43	11.69	70.12
486	Christmas Lights	16/02/2024	15/02/2024 F	01. Unity Trust Bai	keys cut	Screwfix	S	9.97	1.99	11.96
487	Christmas Lights	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Bin Bags	Screwfix	S	11.52	2.31	13.83
488	Stationery	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Expenses	Bungay Town Clerk	X	23.68		23.68
489	Repairs & Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Office Consumables	Amazon Services Europe	S	14.99	3.00	17.99
489	Consumables	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Office Consumables	Amazon Services Europe	S	25.78	5.16	30.94

490	SID Maintenance	16/02/2024	15/02/2024 F	01. Unity Trust Bai	Maintenance	Three Willows Garden Ct	S	8.00	1.60	9.60
491	Heritage Hub	26/02/2024	15/02/2024 F	01. Unity Trust Bai	Gas	EDF Energy	Z	52.00		52.00
492	Civic Events	15/02/2024	15/02/2024 F	01. Unity Trust Bai	Signage	Black Dog Signs Limited	S	140.00	28.00	168.00
Total								18,338.19	954.54	19,292.73

Signed by Chair

Date