



## BUNGAY TOWN COUNCIL

**Minutes of the Bungay Town Council Meeting held on Thursday 18<sup>th</sup> January 2024, 7:00 pm at The Riverside Centre, The Staithe, Bungay NR35 IBF.**

### **Public Forum:**

Apologies were given for not being able to connect to the zoom link. It was noted that 3 people wanted to access the meeting via zoom.

The information received from the members of the public was concerning the Waveney Harriers Hunt on Boxing Day.

### **Members in Attendance:**

#### **In attendance in person:**

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

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

District Councillors Anthony Specca attended in person.

#### **TC-1- 18/01/2024 - To receive and accept apologies for absence:**

Apologies were recorded for Cllrs: Martinez and Severyn.

Apologies received for Peter Aldous, County Councillor Cloke and District Councillor Hammond.

#### **TC-2- 18/01/2024 - Declaration of Interest & Requests for Dispensations:**

Most of the Councillors stated the usual non-pecuniary interest in everything relating to: Bungay in Bloom, Museum, BCS and RBL.

Cllr Hindes declared a pecuniary interest in the payments section.

#### **TC-3- 18/01/2024 - To approve the minutes outstanding:**

The minutes were discussed and approved as an accurate record of the meeting 21<sup>st</sup> December 2023.

The comment under the notes regarding the FOI, is related to the Freedom of Information that was requested by Cllr Pearmain, regarding Annis Hill Green Project.

**RESOLVED: Minutes for 21<sup>st</sup> December 2023 were approved. Proposed by Cllr Hindes and seconded by Cllr Atterwill. Unanimously agreed.**

#### **TC-4- 18/01/2024 – Town Mayor Reports:**

Noted. Since then, the Mayor has met with Radio Suffolk – A Bungay photograph was chosen by Historic England as the place to go.

#### **TC- 5- 18/01/2024 – County and District Councillor Reports:**

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

Questions were asked to District Councillor Specca

- reported on the latest information on the Ellough Incinerator.
- Both District Councillors have some of their discretionary budget left and this needs spending before the end of March 2024. BTC and other organisations can benefit.

Signed by Chair

Date 15/02/2024

- A question was raised about EV Charging points.

**TC- 6 - 18/01/2024 – Financial Reports:**

- To note the Bank Reconciliation and statements to 31<sup>st</sup> December 2023  
Unity Bank £49,771.28, CCLA - PSDF £196,814.42. Signed off by Cllr Blowers-O'Neill.
- To note the Income and Expenditure report to 31<sup>st</sup> December 2023. Noted.
- To consider payments due on 18<sup>th</sup> January 2024 – for acceptance and approval. The total payments £25,229.98. Line 447, Amazon for £43.97, it was confirmed that this was the new multiplug for the meetings.

**RESOLVED: to agree the payments of £25,229.98. Proposed by Cllr Adams and seconded by Cllr Love, all in agreement with 1 abstention.**

- To ratify the bank transferred recommendation from F&G Committee from Savings to Current Account. This will be taken in instalments over time until the payment of the 1<sup>st</sup> Precept amount in April 2024.

**RESOLVED: to ratify the request from the F&G Committee and Transfer £50,000 over time, before 30/4/24. Proposed by Cllr Dawes and seconded by Cllr O'Neill. Unanimously agreed.**

**TC- 7 - 18/01/2024 – Budget 2024-2025:**

- To approve the Priorities – projects for 2024-2025:  
It was noted that the committees have not seen the final version. Copies of their priorities to be available at all committees.

It was agreed budget reports and project reports will be made available at committee Meetings.

**RESOLVED: to approve the Priorities – projects for 2024-2025, proposed by Cllr Adams and seconded by Cllr Atterwill. Unanimously agreed.**

- To consider final version of budget 2024-2025:

Cllr Lodge has some queries:

- The reduction in toilet cleaning by Contractors – Steve will be picking this job up.
- Annis Hill Green income should be £62.00, received from the December Fair, this appears not to be in the figures quoted. **Action Clerk** to chase this up.

The expenses are currently at £261,871.34 and the income is currently at £231,688.13. This means currently we will be drawing £30,183.21 from reserves. External funding for 2024-2025 can only be included once the figures have been secured.

**RESOLVED: To agree the final budget as presented was proposed by Cllr Hindes, seconded by Cllr Adams and unanimously agreed.**

Cllr Love thanked everyone for their input in this final budget.

- To consider final version for Precept for 2024-2025:

The total Precept request will be £188,442.00, which is 14.10% increase, £13.86 p.a./27p per week on Band D properties. Allowing the borrowing repayment of one instalment (6 month).

It is good practice to do a consultation statement on the budget: what we have spent, external funding, what we intend to do going forward.

Signed by Chair



Date 15/02/2024

**RESOLVED: To agree the precept of £188,442.00 which is a 14.10% increase on the previous year. This will be £13.86 per annum or 27p per week, increase on a Band D property. Proposed by Cllr Love and seconded by Cllr Dawes, unanimously agreed.**

- d. To approve the PWLB recommendation from F&G Committee 4/1/24 and 15/1/24, and the 'resolution to borrow' for the loan: It is intended to increase the council tax precept for the purpose of the loan repayments of the 6 months repayment in 2024-2025, by 5.10% which is the equivalent of an additional £5.01 a year, .42p per month extra. This will be subject to a precept increase consultation.

**RESOLVED: to agree the resolution of £180,000 PWLB over 25 years, using EIR repayment scheme. Apply later in the 24/25 year so that there is only one repayment. Proposed by Cllr Dawes and seconded by Cllr O'Neill. Unanimously agreed.**

- e. To note responses to correspondence regarding budget consultation: The three responses received were noted and responded too. A big public consultation will happen later in the year.

**TC-8- 18/01/2024 – Draft Minutes from committees – for information:**

- a. Community Assets & Services Committee 4<sup>th</sup> January 2024.
- b. Planning Environment and Highways Committee 11<sup>th</sup> January 2024.
- c. Finance and Governance Committee 4<sup>th</sup> January and 15<sup>th</sup> January 2024.

All above were noted. Several councillors wondered where PE&H minutes were. They were put into the pack before the end of the meeting.

**TC-9- 18/01/2024 – To receive written reports from Bungay Town Council Working Groups – for information**

No working group meetings.

**TC-10-18/01/2024 – To receive written reports from Town Council Representatives on outside bodies:**

Nothing received.

**TC-11-18/01/2024 – To consider and note correspondence received: - For Information:**

- a. Waveney Harriers:

There was a long discussion over the Waveney Harriers hunt on Boxing Day and whether this should go to the BT&H as already agreed at Full Council meeting in 2023. Finally, it was agreed that the PE&H committee would consider a paper produced by the Clerk in consultation with the Chair of planning. It was noted that it may well need to go to full council afterwards.

**RESOLVED: that Bungay Town Council do not have jurisdiction or authority of the running and management of the Hunt. This will be a matter for Suffolk County Council Highways, Police, and the Hunt themselves.**

**TC- 12- 18/01/2024 - ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF**

Signed by Chair

  
Bungay Town Council, 1a Broad Street, Bungay. NR35 1EE, 01986 894236 Page 3 of 20

Date 15/02/2024

**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 Blowers-O'Neill and seconded by Cllr O'Neill.

**TC- 13- 18/01/2024 – To note Employment Committee led staffing review, to review current staffing levels with a view of potential savings:**

The Clerk explained that the employment committee have embarked on the staffing review. All staff have met with Cllr Betts and Cllr Dawes. All very positive.

**TC- 14- 18/01/2024 – Next Town Council Meeting 15<sup>th</sup> February 2024. – for information.**

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

Ref	Actions	Who	By When
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 15/02/2024



15/02/2024  
[Redacted signature]

# BUNGAY TOWN COUNCIL

18 January 2024 (2023-2024)

## Bungay Town Council PAYMENTS for approval 18 January 2024

Voucher Code	Date	Minute	Bank	Cher	Description	Supplier	VAT Type	Net	VAT	Total
422	29/12/2023	18/01/2024	F 01. Unity Trust Bai		Bank Charges	Unity Trust Bank	Z	8.00		8.00
423	31/12/2023	18/01/2024	F 01. Unity Trust Bai		Bank Charges	Unity Trust Bank	Z	18.00		18.00
424	12/01/2024	18/01/2024	F 01. Unity Trust Bai		Gas	EDF Energy	L	53.49	2.67	56.16
425	19/01/2024	19/01/2024	01. Unity Trust Bai		Donation	The Fisher Theatre	E	250.00		250.00
426	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Architect	Wilde & Wilde	X	2,950.00		2,950.00
427	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Christmas Lights	Black Dog Signs Limited	S	140.00	28.00	168.00
428	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Dropped Kerbs	Suffolk County Council	Z	1,028.96		1,028.96
429	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Christmas Lights display	WMD	S	46.98	9.40	56.38
430	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Mobile phone	Red Dune Limited	S	180.00	36.00	216.00
431	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Architect	Tim Buxbaum Chartered	X	2,900.00		2,900.00
432	19/01/2024	18/01/2024	F 01. Unity Trust Bai		NORSE Contract	East Suffolk Services	S	742.00	148.40	890.40
432	19/01/2024	18/01/2024	F 01. Unity Trust Bai		NORSE Contract	East Suffolk Services	S	881.00	176.20	1,057.20
433	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Printing	Norfolk Copiers	S	54.03	10.80	64.83
434	19/01/2024	18/01/2024	F 01. Unity Trust Bai		IT Support	Red Dune Limited	S	600.00	120.00	720.00
435	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Electricity	EDF Energy	L	22.55	1.13	23.68
436	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Water	Wave - Anglian Water	S	27.12	5.43	32.55
436	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Water	Wave - Anglian Water	Z	39.12		39.12
437	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Allotments water charges	Wave - Anglian Water	Z	140.14		140.14
438	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Salaries	Salaries	X	7,302.53		7,302.53
443	19/01/2024	18/01/2024	F 01. Unity Trust Bai		PAYE / NI	HMRC	X	2,445.91		2,445.91
444	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Foodbank	Emmanuel Church	X	78.00		78.00
445	19/01/2024	18/01/2024	F 01. Unity Trust Bai		CCTV	BSA Security & Fire	S	565.60	113.12	678.72
446	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Heritage Hub Rent Market	John Walker	X	850.00		850.00
447	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Office equipment	Amazon Services Europe	S	36.64	7.33	43.97
448	19/01/2024	18/01/2024	F 01. Unity Trust Bai		Training	SALC	S	70.00	14.00	84.00

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449	Subscriptions	19/01/2024	18/01/2024	F	01. Unity Trust Bai	Zoom subscription	Zoom. us	S	108.25	21.65	129.90
450	IT Support and Software	19/01/2024	18/01/2024	F	01. Unity Trust Bai	Website Hosting & SSL Ce	Red Dune Limited	S	290.00	58.00	348.00
451	Telephone and Broadbar	21/01/2024	18/01/2024	F	01. Unity Trust Bai	Telephone System	British Telecom	S	147.76	29.55	177.31
452	Salaries - Ers Pension Cr	19/01/2024	18/01/2024	F	01. Unity Trust Bai	Pensions	Nest	X	915.82	80.80	915.82
453	Repairs & Maintenance	19/01/2024	18/01/2024	F	01. Unity Trust Bai	Maintenance	Beeline	S	404.00	177.00	484.80
454	UKSPF Events	19/01/2024			01. Unity Trust Bai	Christmas Lights	WMD	S	885.00	1.60	1,062.00
455	UKSPF Events	18/01/2024			01. Unity Trust Bai	Christmas Lights	WMD	S	8.00	1.60	9.60
<b>Total</b>									<b>24,188.90</b>	<b>1,041.08</b>	<b>25,229.98</b>

Signed by Chair

Date

15/02/2024

12 January 2024 (2023-2024)

## Bungay Town Council Detailed Budget Summary

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

Code	Title	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
40	Riverside Income	1,600.00	999.98	1,800.00	1,226.66	450.00	1,676.66			3,000.00	
51	Precept	156,427.00	156,427.00	164,000.00	164,000.00		164,000.00			188,842.00	
52	Interest received	100.00	2,852.81	6,500.00	5,974.50	1,625.01	7,599.51			6,500.00	
53	Golf Club Dividend	6,000.00	6,250.00	6,500.00	6,500.00		6,500.00			6,750.00	
54	Dividends	400.00	440.00	400.00	200.00	200.00	400.00			440.00	
55	ATM Rent	600.00	549.87	600.00	450.00	150.00	600.00			600.00	
57	Grants received	5,500.00	10,910.82		24,083.76		24,083.76				
58	Asset Transfer Payme	21,342.00		14,228.00	21,342.00		21,342.00			14,228.00	
60	Allotment Fees	600.00	930.21	600.00	85.13	514.87	600.00		4.99	900.00	
63	VAT Refund				1.56	0.52	2.08				
67	Rental Income (Newro		450.00								
70	Rental Income Canoa		1,113.95		1,169.65		1,169.65			1,228.13	
72	Town Hall Income		16.67	200.00	173.33	50.01	223.34			200.00	
74	Heritage hub	15,000.00	15,600.00								
88	Christmas lights				4,864.35		4,864.35			9,000.00	
91	CIL				57,951.31		57,951.31				
99	Annis Hill Income				20.00		20.00				
<b>SUB TOTAL</b>		<b>207,569.00</b>	<b>196,541.31</b>	<b>194,828.00</b>	<b>288,042.25</b>	<b>2,990.41</b>	<b>291,032.66</b>		<b>4.99</b>	<b>231,688.13</b>	

Signed by Chair

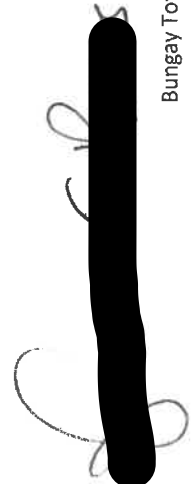
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15/02/2024

Code Title	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1 Salaries	91,606.00	69,849.17	6,870.00	9,026.73	98,000.00	62,307.22	21,137.01	83,444.23	102,000.00			102,000.00
2 Salaries - Ers Pension					8,000.00	6,952.19	2,686.74	9,638.93				10,288.00
3 Salaries - Ers NI conts			13,787.00	28,087.71	14,000.00	18,263.82	7,456.92	25,720.74				29,066.75

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Signed by Chair

Date



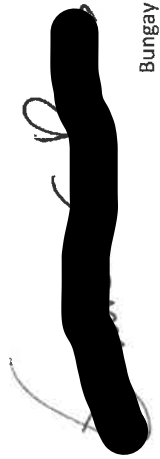
15/02/2024

12 January 2024 (2023-2024)

**Bungay Town Council  
Detailed Budget Summary**

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

4	Training - Staff	1,000.00	1,212.75	3,000.00	2,394.41	661.14	3,055.55	500.00
5	Insurance	3,600.00	3,038.01	3,250.00	3,618.67		3,618.67	3,618.67
6	Consultancy Legal, HF	5,000.00						
7	SALC membership	1,050.00	1,028.70	1,300.00	1,111.87		1,111.87	1,175.00
8	Audit - internal/externz	900.00	860.00	900.00	1,030.00		1,030.00	1,150.00
9	Bank Charges	260.00	72.00	260.00	62.00	27.00	89.00	150.00
10	Payroll Services	226.00	196.00	300.00	180.00	135.00	315.00	420.00
11	Scribe licence	468.00	1,426.00	468.00		1,500.00	1,500.00	1,500.00
12	Mayors Allowance	1,550.00	955.54	1,600.00	163.69	712.50	876.19	1,500.00
13	Councillor travel	100.00	280.13	400.00	303.85	153.84	457.69	500.00
14	Civic Regalia	1,000.00	2,129.25	100.00				
15	Training - Councillor	1,000.00	297.50	800.00	245.00	131.25	376.25	500.00
16	Printing & Copying ma	2,000.00	1,539.79	1,000.00	1,810.30	142.29	1,952.59	1,000.00
17	Telephone and Broadt	1,140.00	1,810.71	2,000.00	1,595.09	531.70	2,126.79	1,800.00
18	IT Support and Softwa	2,650.00	5,698.20	3,000.00	3,449.00	675.00	4,124.00	3,000.00
19	Small office equipment	1,000.00	956.60	1,500.00	1,282.50	427.50	1,710.00	
20	Stationery	800.00	1,079.36	1,000.00	875.38	169.44	1,044.82	2,000.00
30	Emergency Planning	250.00						
71	Fee Locum		1,000.00					
104	H&S, H&R Consultanc							2,275.92
105	Subscriptions							1,000.00
<b>SUB TOTAL</b>		<b>136,257.00</b>	<b>130,544.15</b>	<b>140,878.00</b>	<b>106,644.99</b>	<b>36,647.33</b>	<b>142,192.32</b>	<b>163,444.34</b>



Signed by Chair

Date

15/02/2024

03 Grants/Section	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
21 Foodbank		550.00	376.00		259.00	77.25	336.25		259.00	77.25	336.25	500.00
22 Grants and Donations		3,000.00	8,234.40		400.00		400.00		400.00		400.00	4,000.00
65 Section 137 Grants*					5,300.00	2,925.00	8,225.00		5,300.00	2,925.00	8,225.00	4,000.00

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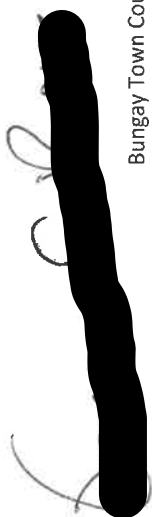
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12 January 2024 (2023-2024)

### Bungay Town Council Detailed Budget Summary

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

80 Annual RBL donation	117.12	200.00	200.00	200.00	200.00
96 137 grant from CIL		4,220.00	4,220.00	4,220.00	200.00
98 Youth Activities		1,700.00	1,700.00	1,700.00	2,000.00
100 Youth Programme					5,000.00
107 Bungay Community St					
<b>SUB TOTAL</b>	<b>117.12</b>	<b>3,650.00</b>	<b>8,610.40</b>	<b>200.00</b>	<b>11,700.00</b>



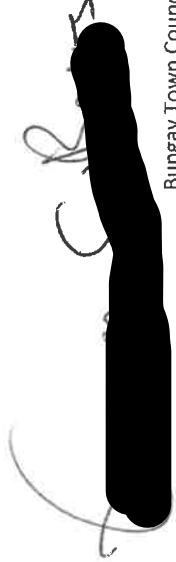
Signed by Chair

Date

15/02/2024

04 CAS Play Areas		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
48	Playground inspection			165.00		1,000.00		726.00		726.00		1,035.00	
77	General Maintenance		4,446.78	5,000.00		1,000.00	959.72	405.21		1,364.93		2,000.00	
83	Equipment Maintenance					3,000.00	240.74	80.25		320.99			
<b>SUB TOTAL</b>			<b>4,446.78</b>	<b>5,165.00</b>		<b>5,000.00</b>	<b>1,200.46</b>	<b>1,211.46</b>		<b>2,411.92</b>		<b>3,035.00</b>	

05 CAS- Riverside Centre		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
33	Utilities	3,645.00	4,249.65			3,000.00	2,020.42	100.00		2,120.42		3,000.00	
34	Cleaning consumables	1,800.00	198.22			500.00	89.70	75.00		164.70		200.00	
35	Lift contract	550.00	610.00			700.00	500.00			500.00		550.00	
36	Repairs & Maintenan	2,000.00	1,676.46			2,000.00	2,874.41	1,448.00		4,322.41		2,000.00	
37	Car Park and Door En	15,000.00											
38	Business Rates	1,500.00	2,789.90			3,043.90	3,196.09			3,196.09		3,350.00	
39	Equipment	2,000.00				1,000.00	48.96	187.50		236.46		1,000.00	



Signed by Chair

Date

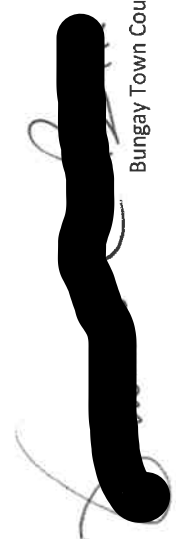
15/02/2024

12 January 2024 (2023-2024)

**Bungay Town Council  
Detailed Budget Summary**

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

Code	Title	Last Year 2022-2023		Current Year 2023-2024			Next Year 2024-2025		
		Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Payments
	<b>SUB TOTAL</b>	26,495.00	9,524.23	10,243.90	8,729.58	1,810.50	10,540.08		10,100.00
	<b>06 CAS - Public Toilets</b>								
		Receipts		Payments			Receipts		
		Budget	Actual	Budget	Actual	Forecast	Total	Budget	Payments
49	Toilet Cleaning	8,785.00	17,147.39	10,000.00	8,059.99	2,643.00	10,702.99	4,000.00	
50	Utilities	2,286.00	2,809.17	2,500.00	3,118.50	562.92	3,681.42	3,500.00	
66	Sanitary Bins		87.75	90.00	87.75		87.75	100.00	
76	Toilet Repairs and Mai	3,000.00	1,749.00	4,000.00	113.00	1,415.25	1,528.25	2,000.00	
	<b>SUB TOTAL</b>	14,071.00	21,793.31	16,590.00	11,379.24	4,621.17	16,000.41	9,600.00	



Signed by Chair

Date

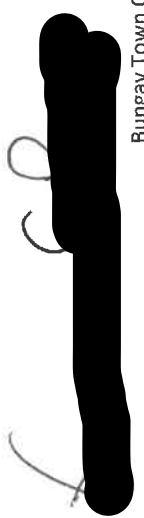
15/02/2024

07 CAS - Town Hall	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
41 Utilities	3,485.00	4,423.69	3,709.00	450.00	5,500.00	5,760.47	1,552.89	7,313.36	5,000.00	5,760.47	1,552.89	7,313.36
42 Repairs	3,709.00	450.00	2,496.00	3,493.00	2,000.00	1,350.67	487.02	1,837.69	2,000.00	1,350.67	487.02	1,837.69
43 Business Rates	300.00	300.00	300.00	738.07	3,493.00	3,667.65	565.60	3,667.65	3,493.00	3,667.65	565.60	3,667.65
44 CCTV maintenance					300.00	1,267.87		1,833.47	300.00	1,267.87	565.60	1,833.47
73 Maintenance						1,246.58		1,246.58		1,246.58		1,246.58
82 Consumables		2,398.63			400.00	481.63	75.00	556.63	400.00	481.63	75.00	556.63
103 Project/Loan Continge												
<b>SUB TOTAL</b>	<b>2,399.63</b>	<b>9,990.00</b>	<b>9,404.76</b>	<b>329.08</b>	<b>11,693.00</b>	<b>13,774.87</b>	<b>2,680.51</b>	<b>16,455.38</b>	<b>11,693.00</b>	<b>13,774.87</b>	<b>2,680.51</b>	<b>16,455.38</b>

12 January 2024 (2023-2024)

**Bungay Town Council  
Detailed Budget Summary**  
All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

08 CAS Town Centre	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
	Receipts		Payments		Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
46 Street furniture Cleanil	1,320.00	1,004.00	3,000.00	120.00	2,000.00	310.00	517.50	827.50	2,000.00	310.00	517.50	827.50
75 Street Furniture & Sigr					3,000.00	1,743.76		1,743.76	3,000.00	1,743.76		1,743.76
81 Upkeep of planted are		3,373.00			1,000.00	33.29	249.99	283.28	1,000.00	33.29	249.99	283.28
<b>SUB TOTAL</b>	<b>3,373.00</b>	<b>4,320.00</b>	<b>4,320.00</b>	<b>1,124.00</b>	<b>6,000.00</b>	<b>2,087.05</b>	<b>767.49</b>	<b>2,854.54</b>	<b>6,000.00</b>	<b>2,087.05</b>	<b>767.49</b>	<b>2,854.54</b>

  
 Signed by Chair

Date



15/02/2024

12 January 2024 (2023-2024)

## Bungay Town Council Detailed Budget Summary

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>SUB TOTAL</b>		8,396.09	23,077.00	29,320.31	23,316.49	20,639.28	43,955.77	1,500.00					
<b>10 BTH - Civic and Town</b>													
24	Christmas Lights	4,500.00	7,022.01	10,000.00	19,690.00	10,000.00	19,690.00	10,000.00	19,690.00	10,000.00	19,690.00	10,500.00	10,500.00
25	Town Events	5,000.00	2,881.39	5,000.00	4,367.15	5,000.00	4,367.15	5,000.00	4,367.15	5,000.00	4,367.15	8,500.00	8,500.00
26	Newsletter	3,000.00	1,466.33	2,600.00	815.00	2,600.00	815.00	2,600.00	815.00	2,600.00	815.00	3,000.00	3,000.00
62	Civic Events	3,000.00	1,341.17	3,000.00	1,477.85	3,000.00	1,477.85	3,000.00	1,477.85	3,000.00	1,477.85	1,200.00	1,200.00
78	Business Support	5,000.00		5,000.00	1,200.00	5,000.00	1,200.00	5,000.00	1,200.00	5,000.00	1,200.00	600.00	600.00
79	Website Development	2,000.00		2,000.00	2,716.00	2,000.00	2,716.00	2,000.00	2,716.00	2,000.00	2,716.00	500.00	500.00
<b>SUB TOTAL</b>		22,500.00	12,710.90	21,800.00	30,266.00	1,280.37	31,546.37	24,300.00					
<b>11 PEH - Allotments</b>													
59	Utilities	361.00	193.35	400.00	94.07	400.00	94.07	400.00	94.07	400.00	105.93	200.00	300.00
61	Insurance	250.00		250.00		250.00		250.00		250.00		187.50	187.50
84	Allotments Maintenance			500.00	165.00	500.00	165.00	500.00	165.00	500.00	165.00	600.00	600.00
87	Allotment membership											200.00	200.00
<b>SUB TOTAL</b>		611.00	193.35	1,150.00	259.07	293.43	552.50	1,100.00					



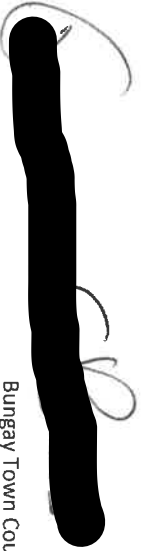


15/02/2024

**Summary**

TOTAL 209,428.00 264,160.91 259,513.00 233,032.84 194,828.00 288,726.61 2,990.41 291,716.02 223,064.90 220,109.32 76,117.37 296,226.69 231,688.13 261,871.34

Signed by Chair



Date

**Signed by Chair**

**Date**



15/02/2024



# BUNGAY TOWN COUNCIL

## Bungay Town Council PAYMENTS for approval 18 January 2024

Voucher Code	Date	Minute	Bank	Chet Description	Supplier	VAT Type	Net	VAT	Total
422	29/12/2023	18/01/2024	F 01. Unity Trust Bai	Bank Charges	Unity Trust Bank	Z	8.00		8.00
423	31/12/2023	18/01/2024	F 01. Unity Trust Bai	Bank Charges	Unity Trust Bank	Z	18.00		18.00
424	12/01/2024	18/01/2024	F 01. Unity Trust Bai	Gas	EDF Energy	L	53.49	2.67	56.16
425	19/01/2024	19/01/2024	F 01. Unity Trust Bai	Donation	The Fisher Theatre	E	250.00		250.00
426	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Architect	Wilde & Wilde	X	2,950.00		2,950.00
427	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Christmas Lights	Black Dog Signs Limited	S	140.00	28.00	168.00
428	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Dropped Kerbs	Suffolk County Council	Z	1,028.96		1,028.96
429	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Christmas Lights display	WMD	S	46.98	9.40	56.38
430	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Mobile phone	Red Dune Limited	S	180.00	36.00	216.00
431	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Architect	Tim Buxbaum Chartered	X	2,900.00		2,900.00
432	19/01/2024	18/01/2024	F 01. Unity Trust Bai	NORSE Contract	East Suffolk Services	S	742.00	148.40	890.40
432	19/01/2024	18/01/2024	F 01. Unity Trust Bai	NORSE Contract	East Suffolk Services	S	881.00	176.20	1,057.20
433	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Printing	Norfolk Copiers	S	54.03	10.80	64.83
434	19/01/2024	18/01/2024	F 01. Unity Trust Bai	IT Support	Red Dune Limited	S	600.00	120.00	720.00
435	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Electricity	EDF Energy	L	22.55	1.13	23.68
436	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Water	Wave - Anglian Water	S	27.12	5.43	32.55
436	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Water	Wave - Anglian Water	Z	39.12		39.12
437	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Allotments water charges	Wave - Anglian Water	Z	140.14		140.14
438	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Salaries	Salaries	X	7,302.53		7,302.53
443	19/01/2024	18/01/2024	F 01. Unity Trust Bai	PAYE / NI	HMRC	X	2,445.91		2,445.91
444	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Foodbank	Emmanuel Church	X	78.00		78.00
445	19/01/2024	18/01/2024	F 01. Unity Trust Bai	CCTV	BSA Security & Fire	S	565.60	113.12	678.72
446	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Heritage Hub Rent Market	John Walker	X	850.00		850.00
447	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Office equipment	Amazon Services Europe	S	36.64	7.33	43.97
448	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Training	SALC	S	70.00	14.00	84.00
449	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Zoom subscription	Zoom. us	S	108.25	21.65	129.90
450	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Website Hosting & SSL Ce	Red Dune Limited	S	290.00	58.00	348.00
451	21/01/2024	18/01/2024	F 01. Unity Trust Bai	Telephone System	British Telecom	S	147.76	29.55	177.31
452	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Pensions	Nest	X	915.82		915.82
453	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Maintenance	Beeline	S	404.00	80.80	484.80
454	19/01/2024	18/01/2024	F 01. Unity Trust Bai	Christmas Lights	WMD	S	885.00	177.00	1,062.00
455	18/01/2024	18/01/2024	F 01. Unity Trust Bai	Christmas Lights	WMD	S	8.00	1.60	9.60

Signed b)

Signed by Chair

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Date