



BUNGAY TOWN COUNCIL

**Minutes of the Bungay Town Council Meeting held on Thursday 21st March 2024,
7:00pm at The Riverside Centre, Staithe Road, Bungay, NR35 IBF.**

Public Forum:

Members in Attendance:

In attendance in person:

Cllrs: Betts, Carlile, Crickmore, Dawes, Lodge, Love, O'Neill (zoom), and Severyn (7.05).
Roz Barnett – Town Clerk, Tina Newby – Minute and Communication Clerk.
Peter Aldous MP.
District Councillors Anthony Specca (arrived late).

TC-1- 21/03/2024 - To receive and accept apologies for absence:

Apologies were recorded for Cllrs: Adams, Atterwill, Blowers-O'Neill, Daniels, Hinds and Pearmain.

Apologies received for County Councillor Cloke.

TC-2- 21/03/2024 - Declaration of Interest & Requests for Dispensations:

Cllrs Betts and Dawes declared an interest in item 6c, payments.

TC-3- 21/03/2024 - To approve the minutes outstanding: 15th February 2024

The minutes were discussed and approved as an accurate record of the meeting 15th February 2024.

RESOLVED: Minutes for 15th February 2024 were approved. Proposed by Cllr Dawes and seconded by Cllr Lodge. Unanimously agreed.

Cllr Lodge stated that the Kitchen shop has definitely not closed, just selling old stock on sale.

TC-4- 21/03/2024 – Town Mayors Report:

- a. To receive the Mayor's Report from Town Councillor Betts – for information.
Noted
Cllr Betts would like to thank Roz and Jane Vass for their help with the Civic Service.

TC- 5- 21/03/2024 – County and District Councillor Reports:

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

- a. MP Peter Aldous: BTC has received the response from the Flood Defence Scheme. They would welcome comments on various flood defences. The timeframe for completion is now 2026. They have confirmed that the data they are working from is up-to-date.
The Boots closure was discussed; There is a lack of core funding, challenge with recruiting qualified pharmacists, generally a shortage of drugs. He is looking into Community Pharmacy on suggestions on how to improve the situation.
- b. Leader report East Suffolk Council: Not received.
- c. The report was County Councillor Cloke: Noted. Cllr Severyn would like it noted that SCC have completed two surveys in three years on the traffic in Bridge Street. She objects in the interpretation of the results. SCC results show only 60% above

Signed by Chair

Date

speeding and cyclists are a concern. Cllrs Love and O'Neill agreed with the objection too.

Bungay Town Council would like to thank County Councillor for her contribution £1500 for the magazine.

- d. The report from the District Councillors: Bungay Town Council would like to thank the District Councillors for their donations £1024 for Annis Hill Benches and £1500 for the magazine.

Item 4 motion to set up a district wide Youth Council, was discussed.

Item 5 Speeding in Flixton Road. BTC have 2019-2021 speeding data. May be useful to have pre and post covid.

Item 8, the issue with parking in Outney Road, this is not down to Clays but the garage in the road. There are lots of leaves on the road, the road is not cleaned as the vehicle cannot go where the cars are parked. It is the responsibility of the Town Trust who manage the trees. Town Councillors disputed that this a high priority for the parking Review.

Resume Standing Orders.

TC- 6 - 21/03/2024 – Financial Reports:

- a. To note the Bank Reconciliation and statements to 29th February 2024: Noted. Total balances for Unity Trust £49,868.89 and CCLA £168,814.42.
- b. To note the Income and Expenditure report to 29th February 2024. Noted.
- c. To consider payments due on 21st March 2024 – for acceptance and approval.
RESOLVED: to agree the payments of £29,010.59. Proposed by Cllr Love and seconded by Cllr Lodge, all in agreement with 2 abstentions.

District Cllr Specca arrived and the Top Ten was discussed (above).

TC- 7 - 21/03/2024 – Financial resolutions for agreement:

- a. Allocation of CiL Funds for 2023-2024: £7,686 allocated funds. **Action TN**, to publish on website.
- b. Review of CiL Policy 2024-2025: Minor changes.
- c. CiL Priorities 2024-2025: The balance left is £38,000 for allocation. The additional funds for CA&S and PE&H will wait for additional CiL in April 2024.
- d. End of Year Transfers for Approval: Tidying up general reserves and main reserves, for a more realistic overview.
- e. Reserves Proposals 2024-2025: Recommended brought forward figures for 2024-2025.

RESOLVED: The approval of items a-e was proposed by Cllr Dawes and seconded by Cllr Lodge. Unanimously agreed.

TC-8-21/03/2024 – Planning resolutions for agreement, if required:

This item was added for the PE&H Committee meeting on 14th March, encase the meeting was inquorate. No action needed.

TC-9- 21/03/2024 Budget 2024-2025 and approval for payments:

- a. To agree Building Control fees: £702 needed to ensure BTC meets the requirements are safe.

Signed by Chair

Date

RESOLVED: to agree the quote provided. Architects have suggested to go with the ESC services. No three quotes needed. Proposed by Cllr Love and seconded by Cllr Dawes. Unanimously agreed.

- b. To discuss the allocation of events funding for Open Gardens Grant: The original funding stream has pulled out. Open Gardens does not have their own bank account. BTC to oversee the funds.

RESOLVED: To approve allocation of £500 for the open gardens event from the Town Council events budget was proposed by Cllr Love and seconded by Cllr Dawes. Unanimously agreed.

- c. To discuss the grant application for Bungay Rotary Club: Town Council cannot get involved with funding anything overseas. Confirmed as being a Bungay based event.

RESOLVED: to support the application. Proposed by Cllr Betts and seconded by Cllr Carlile. All in agreement with 1 abstention.

TC-10- 21/03/2024 – Draft Minutes from committees – for information:

- a. Community Assets & Services Committee 7th March 2024.
- b. Planning Environment and Highways Committee 14th March 2024.
- c. Finance and Governance Committee 14th March 2024.
- d. Business Tourism and Heritage Committee 22nd February 2024.

All the above were noted.

TC-11- 21/03/2024 – To receive written reports from Bungay Town Council Working Groups – for information

The two traffic reports from the traffic working group were noted.

TC-12-21/03/2024 – To receive written reports from Town Council Representatives on outside bodies:

Cllr Dawes will provide a report next week.

TC-13-21/03/2024 – To consider and note correspondence received: - For Information:

None received.

TC- 14- 21/03/2024 - 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 Dawes, all in agreement.

TC- 15- 21/03/2024 – To discuss staff related issues:

- a. To receive staff feedback from the staffing structure.
- b. To agree implementation flexible starting from 1st April to June 2024.
- c. To delegate responsibility to the Clerk for appointing a toilet cleaner.

Staff review feedback was considered by full council. It was agreed to implement changes as proposed to be implemented flexibly until June 2024.

Cllrs Betts, O'Neill and Love would like to express thanks to the Clerk for dealing with this.

The roles are more fulfilled and seem to have a better overview.

Signed by Chair

Date

RESOLVED: to accept and approve the changes. Proposed by Cllr Love and seconded by Cllr Severyn. Unanimously agreed.

TC- 16- 21/03/2024 – Next Town Council Meeting 18th April 2024. – for information.

There being no more business to transact the Cllr Betts closed the meeting at 8.16pm

Ref	Actions	Who	By When
7a-21/03/24	Update website with necessary agreed financial reports	M&C Clerk	March 24
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

Rosalind Barnett

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

Signed by Chair

Date



BUNGAY TOWN COUNCIL

Bungay Town Council

21 March 2024 (2023-2024)

PAYMENTS for Approval 21/03/24

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net
493	Small office equipment	04/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Printing	Norfolk Copiers	S	87.00 17.40	104.40
494	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Electricity	EDF Energy	L	21.78 1.09	22.87
495	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Electricity	EDF Energy	L	24.17 1.21	25.38
496	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Electricity	EDF Energy	L	22.50 1.13	23.63
497	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Electricity	EDF Energy	L	20.52 1.03	21.55
498	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	58.69	58.69
499	Training - Staff	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Training	SALC	S	30.00 6.00	36.00
500	Subscriptions	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Subscription	The Suffolk Coast Limit	S	131.00 26.20	157.20
501	Annis Hill Green	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Signage	East Suffolk Services	S	530.36 106.07	636.43
502	Toilet Cleaning	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	NORSE Contract	East Suffolk Services	S	881.00 176.20	1,057.20
502	Grounds/Litter contract	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	NORSE Contract	East Suffolk Services	S	742.00 148.40	890.40
503	Repairs & Maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Sundries	Coopers	S	23.23 4.65	27.88
504	Town Events	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Honorarium	Jane Vass	Z	250.00	250.00
505	Grants and Donations	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Donation	Ditchingham Mens She	E	350.00	350.00
506	Civic Events	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Room hire	Emmanuel Church	X	30.00	30.00
507-511	Salaries	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Salaries	Salaries	E	7,249.77	7,249.77
512	Salaries - Ers NI conts	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	PAYE / NI	HMRC	E	2,240.35	2,240.35
513	Salaries - Ers Pension Contr	25/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Pensions	Nest	E	883.48	883.48
514	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Power Failure	Gilbert Electrical & Sec	S	118.75 23.75	142.50
515	Utilities	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Power Failure	Gilbert Electrical & Sec	S	1,208.00 241.60	1,449.60
516	Heritage Hub	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Heritage Hub Re	John Walker	E	850.00	850.00
517	UKSPF Town Centre Improv	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Street Furniture	Shaun Pickering	S	2,415.00 483.00	2,898.00
518	UKSPF Town Centre Improv	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Signage	Leander Architectural	S	2,159.50 431.90	2,591.40
519	Repairs & Maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Cleaning	S N Window Cleaning	S X	17.50	17.50
519	Street furniture Cleaning	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Cleaning	S N Window Cleaning	S X	68.00	68.00
519	Maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Cleaning	S N Window Cleaning	S X	44.50	44.50
520	Telephone and Broadband	21/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Telephone Syst	British Telecom	S	147.76 29.55	177.31

Sign

521	Heritage Hub	26/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Gas	EDF Energy	Z	52.00		52.00
522	Townhall development	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Town Hall Work	GC Robertson	S	1,591.25	318.25	1,909.50
523	Training - Councillor	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	ID Card	Roz Barnett	X	53.01		53.01
524	Allotments Maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Power Failure	Guy Bradley	X	235.20		235.20
525	Telephone and Broadband	22/03/2024		01. Unity Trust Bank	Telephone System	bOnline	S	274.00	54.80	328.80
526	Small office equipment	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Keysafe	Amazon Services Europe	X	4.65		4.65
526	Equipment	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Keysafe	Amazon Services Europe	S	45.00	9.00	54.00
527	Storage and Museum Archiving	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Lock replaced at	Attend A Lock	X	109.25		109.25
527	Bungay Old Cemetery	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Lock replaced at	Attend A Lock	X	87.00		87.00
527	Repairs & Maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Lock replaced at	Attend A Lock	X	98.50		98.50
527	Repairs	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Lock replaced at	Attend A Lock	X	24.90		24.90
528	Stationery	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Warehouse 14	S	44.54	8.91	53.45
528	Toilet Cleaning	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Warehouse 14	S	213.27	42.65	255.92
529	Stationery	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Warehouse 14	S	6.30	1.26	7.56
529	General maintenance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Warehouse 14	S	53.69	10.74	64.43
530	Scribe licence	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Scribe Accountancy	Starboard Systems Limited	S	777.60	155.52	933.12
531	Grounds/Litter contract	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	NORSE Contract	East Suffolk Services	S	742.00	148.40	890.40
531	Toilet Cleaning	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	NORSE Contract	East Suffolk Services	S	881.00	176.20	1,057.20
532	Mayors Allowance	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Frances Betts	X	50.00		50.00
532	Town Events	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Frances Betts	X	12.00		12.00
532	Civic Events	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Frances Betts	X	88.41		88.41
532	Upkeep of planted areas	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	consumables	Frances Betts	X	99.45		99.45
533	Grants and Donations	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Grant	ESTA East Suffolk Travel	X	143.00		143.00
534	Subscriptions	22/03/2024	21/03/24 Full Council	01. Unity Trust Bank	Scribe Professional	Starboard Systems Limited	S	79.00	15.80	94.80
Total								26,369.88	2,640.71	29,010.59

Signed by Chair

Date