



BUNGAY TOWN COUNCIL

Town Councillors are hereby summoned, and members of the public and press warmly invited to attend the Bungay Town Council Meeting on Thursday 18th April 2024, 7:00 pm at The Riverside Centre, The Staithe, Bungay NR35 1BF.

Members of the public and press can view and take part in this meeting using the follow link:

<https://us02web.zoom.us/j/86073773582>

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Public Forum: Meeting open for public participation:

Members of the public are invited to give their views on Town affairs at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Town Council meeting itself.

AGENDA

- 1. To receive and accept apologies for absence:** for consideration.
- 2. Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3. To approve the minutes outstanding:** To approve the minutes of the Town Council Meeting held on Thursday 21st March 2024:
- 4. Town Mayor Reports:**
 - a. To receive the Mayor's Report from Town Councillor F Betts – for Information.
- 5. County and District Councillor Reports:**
 - a. To receive a verbal update from MP Peter Aldous (if present).
 - b. To receive leader report East Suffolk Council.
 - c. To receive the report from Suffolk County Council – Cllr J Cloke.
 - d. To receive the report from East Suffolk Council - Cllrs. T Hammond and A Speca.
- 6. Financial Reports:**
 - a. To note the Bank Reconciliation and statements to 31st March 2024.
 - b. To note the income and expenditure report to 31st March 2024.
 - c. To consider payments due on 18th April 2024 – for acceptance and approval.
- 7. Financial resolutions for agreement:**
 - a. Review and agree the Internal Control Statement for March 2024.
 - b. To ratify the CA&S Committee decision for BCS SLA of £5,000.
 - c. To agree delegated responsibility to the Clerk for utility change of supplier.

d. To review the Grants and Donations Policy

8. Draft Minutes from committees - for Information:

- a. Community Assets & Services Committee 4th April 2024.
- b. Planning Environment and Highways Committee 11th April 2024.
- c. Business Tourism and Heritage Committee 28th March 2024.

9. To receive written reports from Bungay Town Council Working Groups – for information:

10. To receive written reports from Town Council Representative on outside bodies:

11. To approve dates for Council meetings 2024 – 2025

12. To discuss the communication between staff and councillors.

- a. To note revised structure chart roles and responsibilities.
- b. To note arrangements for agendas and minutes.
- c. To note arrangements for management of telephone calls.

13. To consider and note correspondence received:

- a. Email from PA regarding Boots.

14. Next Town Council Meeting: 16th May 2024 - for Information.

Rosalind Barnett

Thursday, 11 April 2024

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