



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 18th April 2024, 7:00pm
at The Riverside Centre, Staithe Road, Bungay, NR35 IBF.

Public Forum:

Members in Attendance:

In attendance in person:

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

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

District Councillors Anthony Speca and one member of the public were in attendance.

TC-1- 18/04/2024 - To receive and accept apologies for absence:

Apologies were recorded for Cllrs: Daniels and Severyn.

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

Peter Aldous also sent his apologies.

TC-2- 18/04/2024 - Declaration of Interest & Requests for Dispensations:

Cllrs Betts and O'Neill declared an interest in item 6c, payments.

TC-3- 18/04/2024 - To approve the minutes outstanding: 21st March 2024

The minutes were discussed and approved as an accurate record of the meeting 21st March 2024.

RESOLVED: Minutes for 21st March 2024 were approved. Proposed by Cllr Love and seconded by Cllr O'Neill. All in agreement with 1 abstention.

TC-4- 18/04/2024 – Town Mayors Report:

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

Noted

Cllr Betts thanked Roz for her hard work in the Bungay Life Newsletter.

TC- 5- 18/04/2024 – County and District Councillor Reports:

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

- a. MP Peter Aldous was not at the meeting.
- b. Leader report East Suffolk Council: Not received.
- c. The report was County Councillor Cloke: Noted.
- d. The report from the District Councillors: It was noted that March and April will be amalgamated in May, due to purdah. The parking review was mentioned.

Resume Standing Orders.

TC- 6 - 18/04/2024 – Financial Reports:

- a. To note the Bank Reconciliation and statements to 31st March 2024: Noted. Total balances for Unity Trust £25,103.49 and CCLA £166,814.42.
- b. To note the Income and Expenditure report to 31st March 2024. Noted.
- c. To consider payments due on 18th April 2024 – for acceptance and approval.

RESOLVED: to agree the payments of £31,302.14. Proposed by Cllr Hindes and seconded by Cllr Adams, all in agreement with 2 abstentions.

TC- 7 - 18/04/2024 – Financial resolutions for agreement:

Signed by Chair

Date

- a. Review and agree the Internal Control Statement for March 2024: The statement was approved by Cllr Hindes, before it went to the Full Council for overall approval.

RESOLVED: To approve the Internal Control Statement for March 2024. Proposed by Cllr Atterwill and seconded by Cllr Love. Unanimously agreed.

- b. To ratify the CA&S Committee decision for BCS SLA of £5,000. Cllrs Love and Dawes declared an interest at this point.

RESOLVED: To clarify that £5,000 was the sum to use of the SLA. Proposed by Cllr Hindes and seconded by Cllr O'Neill, all in agreement with 3 abstentions.

The Final version of Bungay Community Support, Service Level Agreement has now been agreed. The motion was brought into Full Council because the Financial Regulations state £5,000. The Financial Regulations will be changed to 'up to and including £5,000, can be approved by the Clerk'.

- c. To agree delegated responsibility to the Clerk for utility change of supplier. Vertas are acting as a broker and will not let BTC out of their contract. BTC will obtain 3 quotes and the delegated power goes with the Clerk and the Chair of Finance.

RESOLVED: to implement delegated authority to the Clerk and the Finance Chair, to find a new energy supplier.

- d. To review the Grants and Donations Policy: This policy has now removed the 'medium' grant and is now only for grants of up to £500. It was noted that this Grant should not and will not be used for staff and staff costs.

RESOLVED: To approve the Grants and Donations Policy. Proposed by Cllr Love and seconded by Cllr O'Neill. Unanimously agreed.

TC-08- 18/04/2024 – 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.

All the above were noted.

TC-09- 18/04/2024 – To receive written reports from Bungay Town Council Working Groups – for information

None were noted.

TC-10-18/04/2024 – To receive written reports from Town Council Representatives on outside bodies:

Two reported were noted from Cllr Adams, BEBA and Town Trust.

Town Trust: Money has been set aside for Christmas lights.

TC-11- 18/04/2024 – To approve dates for Council meetings 2024-2025:

The new schedule shows a reduction in meetings, August, December and January. It was agreed to have a Finance and Governance meeting on 5th December for setting budgets.

TC-12- 18/04/2024- To discuss the communication between staff and councillors:

- a. To note revised structure chart roles and responsibilities. Noted and really useful.
- b. To note arrangements for agendas and minutes. This document shows the timeframe for the agenda, publication of the agendas and the minutes.
There was a discussion about all councillors should receive all the agendas and all the meeting packs.

Signed by Chair

Date

RESOLVED: To agree that all Councillors will see all agendas, minutes, and meeting papers. Proposed by Cllr O’Neill and seconded by Cllr Love. Eight voted in favour, three voted against and one abstention.

Employment and Appeals meetings are not to be included. Proposed by Cllr O’Neill and seconded by Cllr Hindes. Unanimously agreed.

The second part of the document, the minutes, was discussed at length. The concern was that the minutes are the property of the Clerk and should not be amended (other than grammar and spelling) before the next meeting, by any Councillors or Chairman. The draft minutes would be published on the website.

Cllr Ken Lodge left the meeting at 7.45pm

- c. To note arrangements for management of telephone calls. Communications were noted. The order of telephone calls should be Guy, Eddie and then Roz.
Correspondence: the Clerk is being bogged down with lots of correspondence. The Clerk triages a lot of the correspondence. If it is not important the Councillors will not get it. If no action, the Clerk will state ‘For your information’. The Correspondence item on the agendas will now deal with information only. Those that require action will be discussed at the relevant Committees.

When Councillors are replying to emails, please reply to the individual and do not use reply to all.

TC-13-18/04/2024 – To consider and note correspondence received: - For Information:

- a. Email received from Peter Aldous regarding Boots in Bungay; Cllrs Carlile, Pearmain and Dawes have already sent their responses to Peter.

TC- 14- 18/04/2024 – Next Town Council Meeting 16th May 2024. – for information.

There being no more business to transact the Cllr Betts closed the meeting at 8.05pm

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

18 April 2024 (2024-2025)

PAYMENTS LIST

Vouch e	Code	Date	Minute	Bank	Description	Supplier	VAT Type	Net	VAT	
1	Scribe licence	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Scribe Accountancy	Starboard Systems Lim	S	79.00	15.80	94.80
2	Business Rates	15/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Business Rates	East Suffolk Council	X	1,757.71		1,757.71
3	Business Rates	15/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Business Rates	East Suffolk Council	X	2,017.41		2,017.41
4	Civic Events	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Civic Service	Fleece Inn	Z	400.00		400.00
5	Maintenance	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Repairs	Toolstation	S	48.51	9.70	58.21
6	Payroll Services	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Payroll Services	SALC	S	168.00	33.60	201.60
7	Photocopy Contract	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Printing	Norfolk Copiers	S	26.83	5.37	32.20
8	Newsletter	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Town Magazine	Flyer Press	Z	1,286.00		1,286.00
9	Toilet Cleaning	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Consumables	Coopers	S	47.21	9.44	56.65
10	Utilities	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	2.89		2.89
11	General maintenance	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Tools	Warehouse 14	S	21.00	4.20	25.20
12	Heritage Hub	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Water	Wave - Anglian Water	S	28.54	5.71	34.25
12	Heritage Hub	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	40.60		40.60
13	Scribe licence	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Annual Subscription	SALC	E	1,111.87		1,111.87
14	Utilities	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Electricity	EDF Energy	L	22.63	1.13	23.76
15	Utilities	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Electricity	EDF Energy	L	23.22	1.16	24.38
16	Heritage Hub	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Electricity	EDF Energy	L	49.63	2.48	52.11
17	Telephone and Broadband	21/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Telephone System	British Telecom	S	156.44	31.28	187.72
18	Photocopy Contract	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Printer Cartridges	Amazon Services Euro	S	17.91	3.58	21.49
19	Heritage Hub	26/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Gas	EDF Energy	L	49.52	2.48	52.00
20	Subscriptions	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Annual Subscription	Bungay Events & Busin	E	21.49		21.49
21	Sanitary Bins	15/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Sanitary Bins	Rentokil Initial	S	93.02	18.60	111.62
22	UKSPF Town Centre Imprc	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Maintenance	Donovan Wright	X	908.50		908.50

23	UKSPF Town Centre Imprc	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Maintenance	Donovan Wright	X	193.95		193.95
24	Heritage Hub	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Maintenance	Donovan Wright	X	462.50		462.50
25	UKSPF Town Centre Imprc	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Maintenance	Donovan Wright	X	50.00		50.00
26-31	Salaries	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Salaries	Salaries	X	7,585.90		7,585.90
32	Salaries - Ers NI conts	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	PAYE	HMRC	X	2,161.64		2,161.64
33	Salaries - Ers Pension Con	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Pensions	Nest	X	888.30		888.30
34	Civic Events	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Christmas Lights	Vistaprint	X	13.39		13.39
34	Christmas Lights	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Christmas Lights	Vistaprint	S	34.99	7.00	41.99
34	Christmas Lights	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Christmas Lights	Vistaprint	X	5.99		5.99
35	Heritage Hub	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Rent	John Walker	X	850.00		850.00
36	Annis Hill Green	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Street Furniture	Broxap	S	1,174.00	234.80	1,408.80
37	Bungay Community Suppo	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Grant	BCS	X	2,500.00		2,500.00
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38	Section 137 Grants*	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Grant	Bungay Rotary Club	X	500.00		500.00
39	Audit - internal/external	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Internal Audit	Heelis & Lodge	X	400.00		400.00
40	Telephone and Broadband	08/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Telephone System	bOnline	S	89.00	17.80	106.80
41	Telephone and Broadband	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Mobile phone	Red Dune Limited	S			
42	Telephone and Broadband	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Mobile phone	Red Dune Limited	S	205.35	41.07	246.42
43	Annis Hill Green	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Portable Toilets	Euroloos Limited	S	220.00	44.00	264.00
44	Tree Surveys & Works	19/04/2024	18/04/24 Full Council Mee	01. Unity Trust Bank	Tree Surgery	Nathan Hunt	S	4,250.00	850.00	5,100.00
Total								29,962.94	1,339.20	31,302.14

Signed by Chair

Date