



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 19th June 2025, 7:00 pm at The Riverside Centre, The Staithe, Staithe Road, Bungay NR35 1BF.

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

<https://us02web.zoom.us/j/86074685070>

Public Forum: Members of the public are invited to give their views on Town affairs at the discretion of the Chair, the total time for the public forum is 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:**
- 2. Declaration of Interest & Requests for Dispensations:**
 - a. 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 the 15th May 2025.
- 4. To receive The Mayor's report**
- 5. County and District Councillor Reports:**
 - a. To receive the report from Suffolk County Council – Cllr J Cloke.
 - b. To receive the report from East Suffolk Council - Cllrs. T Hammond and A Specia
- 6. To consider financial matters for the Financial Year 2025-26, for approval**
 - a. To note the Bank Reconciliation to 31st May 2025.
 - b. To note the income and expenditure report to 31st May 2025.
 - c. To consider payments due on 19th June 2025 and transfer of funds.
 - d. To consider the insurance arrangements for the 3-year option
- 7. To consider terms of reference allocate additional members to committees 2025-2026**
 - a. To agree terms of reference for the Business Tourism and heritage committee and associated working groups (Christmas, Heritage Open days and Communications).
 - b. To agree terms of reference for the Community Assets and Services committee and associated working groups (Youth/Play, Assets/Townhall/Riverside).
 - c. To consider additional member for committees:
 - Alan Pearmain on Community Assets and Services Committee
 - John Adams on Employment Committee (Removed from Appeals)
 - Jordan Hindes on Planning, Environment and Highways.
 - Phil Love on the Appeals Committee.

Bungay Town Council, Town Hall, 1a, Broad Street, Bungay, NR35 1EE

- 8. To review the process for co-opting councillors and agree any action.**
 - a. To approve the update to the co-option policy
 - b. To agree the co-option process and media for current vacancy to be co-opted at July Full Council meeting
- 9. To note draft minutes from committee of:**
 - a. Business Tourism and Heritage meeting – 22nd May 2025
 - b. Community Assets and Services – 5th June 2025.
 - c. Planning, Environment & Highways – 12th June 2025.
- 10. To receive written reports from Town Council Representative on outside bodies**
- 11. To note correspondence for information only:**
- 12. Next Town Council Meeting: 17th July 2025 - for Information.**
- 13. 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.**
- 14. To discuss Council Working arrangements:**
 - a. To note paper on effective working of the Town Council
 - b. To note availability of staff
 - c. To discuss and agree process for accepting apologies.
- 15. To consider update on legal matters.**

Rosalind Barnett Town Clerk Thursday, 12th June 2025, Bungay Town Council, 1a Broad Street, NR35 1EE, Tel 01986 894236

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.