

**BUNGAY TOWN COUNCIL**  
**Business, Tourism and Heritage Committee Meeting Agenda**  
**Thursday 28<sup>th</sup> August 2025 – 7:00 PM**  
**Riverside Centre, Staithe Road, Bungay**  
Join via Zoom: <https://us02web.zoom.us/j/88334573806>

Town Councillors are hereby summoned, and members of the public and press warmly invited to attend. Members of the public and press can view and take part in this meeting using the above link. 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. The Town Council cannot regulate or be held liable for third-party recordings.

**AGENDA**

- 1. To receive and accept apologies for absence**
- 2. Declarations of Interest & Requests for Dispensations**  
Councillors to declare any Pecuniary or Non-Pecuniary interests. Members may also declare interests during the meeting.
- 3. Public Forum**  
The meeting will be closed temporarily to allow for up to 15 minutes of public participation at the discretion of the Chair.
- 4. To approve the minutes outstanding**  
To approve the minutes of the Business Tourism and Heritage Committee Meeting held on Thursday 24<sup>th</sup> July 2025.
- 5. To receive an update on events:**
  - a. VJ Event, how was it
  - b. HOD's event
  - c. Breakfast Meeting
- 6. To receive a verbal update from the related working groups.**
  - a. £10k working group notes
  - b. Consider the Terms of Reference for £10k working group.
  - c. Communication working group notes
  - d. Bungay Life issue 7 working group notes.
  - e. Consider setting up a working group for the future breakfast meetings.
- 7. Christmas Working Group, including:**
  - a. To receive notes from working Group
  - b. Consider revised outline budget.
- 8. To note finances for BT&H Committee.**
- 9. To receive an update on the 3 towns tourism and heritage proposal**
- 9. To discuss and agree costings for Town Signs update proposal**
- 10. To review and update the Business, Tourism and Heritage Action Plan**

- 11. To review relationships with businesses and consider strategy for support**
- 12. To discuss and agree the provisional event dates for 2026.**
- 13. To discuss and agree the Honorarium for the Town Cryer (payment usually in October).**
- 14. Update on High Street Data and Smart Town Initiative (standing item)**
  - a. To note footfall data and Bungay visitor information
- 15. To discuss item related to digital communication strategy**
  - a. Facebook engagement statistics
  - b. Website performance statistics
- 16. To note correspondence**
- 17. Date of next meeting: Thursday, 25<sup>th</sup> September 2025**

**Julie Bird**

**Town Clerk**

**Dated: Thursday, 21<sup>st</sup> August 2025**

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

**Tel: 01986 894236**