



BUNGAY TOWN COUNCIL

Business, Tourism and Heritage Committee

Minutes of the Business, Tourism & Heritage Committee held on 24th July 2025, 7.00 pm at the Riverside Centre, The Staithe, Bungay, Suffolk NR35 1BF.

Members in Attendance: Councillors: Cllr. Adams, Cllr Betts, Cllr. Pearmain, Cllr Severyn and Richard Laurence.

Also in attendance: Tina Newby - Communication Clerk.

Minutes

BT&H-01-24/07/2025 - To receive and accept apologies for absence: Apologies were received for Cllr Dawes.

BT&H-02-24/07/2025 - Declaration of Interest & Requests for Dispensations: None.

BT&H-03-24/07/2025 - Public Forum: Meeting closed for public participation: None

BT&H-04-24/07/2025 - To approve the minutes outstanding - To approve the minutes of the Business Tourism and Heritage Committee Meeting on 26th June 2025. **RESOLVED: To approve the minutes for 26th June 2025, proposed by Cllr Betts and seconded by Cllr Pearmain, unanimously agreed.**

BT&H-05-24/07/2025 – To receive an update on events:

- a. VJ Event – Cllr Dawes away, no update. There will be no decals on the signs for VJ Day as RBL have requested none.
- b. Cycle tour (and £1,000 possible grant). Deadline for the grant is 6th August. Apply for the grant for bunting, posters and flyers. ‘Bungay welcome the first stage of tour of Britain’. Use the cycle logo and Suffolk flags/bunting. The grant form will be filled in by Cllrs Betts and Pearmain.
- c. HOD’s event. The grant for £1,500 has been confirmed for the brochure/booklet. The Town Council has £2,000 to manage their own event, at St Mary’s and Riverside. Last year the theme was decided in December for the following year.

BT&H-06-24/07/2025 – To receive a verbal update from the Communications Working Group and note Issue 7, Autumn edition. New business in the Town including The Old Bank Tea Rooms, Tapa’s Bar was also mentioned.

BT&H-07-24/07/2025 – Christmas Working Group, including:

- a. To receive action notes from working group. The notes had nothing about face painting. No discussion over wet weather cover. St Mary’s closure will be shutting of the retailers in Earsham Street.
There appeared to be no resolution on the road closure. **Action Clerk** to sort out a meeting for next week. Cllr Pearmain to talk to Eddie regarding road closures.
- b. Consider revised outline budget. Last year cost £3,720.31 without a road closure. Cllr Betts thinks that there maybe £6,000 left in fundraising.

BT&H-08-24/07/2025 – To receive an update on the DMO meeting and agree the event template. Cllr Betts and Communication Clerk had a meeting with Jess Brown and Becky regarding DMO. Access to social media and newsletter. Spot light for Bungay twice a year. The Town Council has agreed to keep this updated for the events in the town on this site, [The Suffolk Coast - the holiday guide to the Suffolk Coast](#).

BT&H-09-24/07/2025 – To receive an update on the 3 towns tourism and heritage proposal. £4,000 received, looking for a quisy

BT&H-10-24/07/2025 - To review and update the Business, Tourism and Heritage Action Plan.

BT&H-11-24/07/2025 – To review relationships with businesses and consider strategy for support.

BT&H-12-24/07/2025 – To receive a verbal update on the development of the proposal for £10,000 Town Development grant.

BT&H-13-24/07/2025 - Update on high street data and smart town initiative (standing item).

- a. To note footfall data and Bungay visitor information.

BT&H-14-24/07/2025 – To discuss items related to digital communication strategy

- a. Facebook engagement statistics
- b. Website performance statistics

BT&H-15-24/07/2025 – To discuss the additional information needed for Bungay Street Guide and agree any action:

BT&H-16-24/07/2025 – To note correspondence.

BT&H-17-24/07/2025 – To discuss the August Recess and agree any action.

BT&H-18-24/07/2025 - Date for next meeting 25th September 2025.

Meeting closed pm.