

BUNGAY TOWN COUNCIL
Business, Tourism and Heritage Committee Meeting Agenda
Thursday 30th September 2025 – 7:00 PM
Riverside Centre, Staithe Road, Bungay
Join via Zoom: <https://us02web.zoom.us/j/88426934950>

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 receive a presentation regarding Annis Hill and budgets**
- 5. To discuss the websites in Town and how to link/consolidate them**
- 6. To approve the minutes outstanding**
To approve the minutes of the Business Tourism and Heritage Committee Meeting held on Thursday 28th August 2025.
- 7. To note appointments into the Committee:**
 - a. Appoint Richard Laurance as a Councillor (October 2025)
 - b. Appoint a representative from the Town Trust
- 8. To receive an update on the HODs events:**
- 9. To receive a verbal update from the related working groups.**
 - a. £10k working group notes
 - b. Communication working group notes
 - c. Christmas Lights event
- 10. To approve the Terms of Reference for £10k working group**
- 11. To review and update the Business, Tourism and Heritage Action Plan**
- 12. To discuss 26/27 budget for BT&H Committee and note the budget planning timetable.**
- 13. To discuss and agree the frequency of the Bungay Life, note the budget and agree the next issue misses our January and February 2026**

- 14. To discuss the need to keep the road signs in the Town clean and a way forward.**
- 15. To discuss the Bungay Town Strategy and agree any action**
- 16. To review the Communications Policy and agree any action**
- 17. To discuss the BEBA business case and agree any action**
- 18. To discuss 26/27 budget for BT&H Committee.**
- 15. Update on High Street Data and Smart Town Initiative (standing item)**
 - a. To note footfall data and Bungay visitor information
- 16. To discuss item related to digital communication strategy**
 - a. Facebook engagement statistics
 - b. Website performance statistics
- 17. To note correspondence**
 - a. Shared banking hub
- 18. Date of next meeting: Thursday, 23rd October 2025**

Julie Bird

Town Clerk

Dated: Thursday, 23rd September 2025

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

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