



Bungay Town Council

**Minutes of the Bungay Town Council Meeting Held on Thursday 19th June 2025,
7:00pm at The Riverside Centre, The Staithe, Staithe Road, Bungay NR35 1BF**

In attendance in person: Councillors: Adams, Atterwill, Betts, Dawes, Escobar, Lodge, Love, O'Neill, Pearmain and Severyn.

Roz Barnett — Outgoing Clerk, Tina Newby – Minute and Communications Clerk, Julie Bird – Incoming Clerk.

District Councillor Specá was also in attendance (Left the meeting after his report).
County Councillor Cloke attended via zoom.

Public Forum: one member of the public.

FC-1-19/06/2025 - To receive and accept apologies for absence: Cllrs: Crickmore, Carlile, Blowers-O'Neill and Hindes sent their apologies.

FC-2-19/06/2025 - Declaration of Interest & Requests for Dispensations: The following were declared: Item 06c; Cllrs Betts and Dawes.

FC-3-19/06/2025 - To approve the minutes outstanding: To approve the minutes of the Town Council Meeting held on the 15th May 2025. **RESOLVED: To approve the minutes for 15th May 2025, proposed by Cllr Betts, and seconded by Cllr Love, 9 in agreement with 1 abstention.**

FC-4-19/06/2025 – To receive Mayor's report: Noted.

FC-5-19/06/2025 - County and District Councillor Reports:

- a. To receive the report from Suffolk County Council. County Councillor Cloke was thanked for the grant of £1500 for Bungay Life.
- b. To receive the report from East Suffolk Council: The following was discussed with District Councillor Specá.
 - The rising cost of car parks, same car parks have no cash alternatives.
 - There was a confusion of ESC discussing the Riverside Centre with RWT. October will be the decision date, and then we can move forward. The resolution was confirmed by Roz reading out the minutes of that respective meeting.
 - District Cllr Specá has stated that he has been in contact about the Riverside Centre with only the River Waveney Trust.

Signed

Dated:



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- Solar Farms were mentioned, the preference of solar farms on agricultural land is the preference of the owners.
- The Four Rivers Project was discussed. There was a heated discussion which was brought back to order by the Chair and the Clerk. District Cllr Specca would not like this subject discussed again, as it has been brought up too many times.

c. To receive the leaders report: None

FC-6-19/06/2025 – To consider financial matters for the Financial Year 2025-2026 for approval.

- a. To note the Bank Reconciliation to 31st May 2025. Noted
- b. To note the income and expenditure report to 31st May 2025. Noted
- c. To consider payments due on 19th June and transfer of funds. **RESOLVED: To approve the payments of £20,975.78, proposed by Cllr O'Neill and seconded by Cllr Love, 9 in agreement with 2 abstentions. The transfer from savings to current of £60,000 was proposed by Cllr Betts and seconded by Cllr O'Neill unanimously agreed.**
- d. To consider the insurance arrangement for the 3-year option. **RESOLVED: To approve the 3-year option for the insurance. Proposed by Cllr Dawes and seconded by Cllr Pearmain. Unanimously agreed.**

FC-7-19/06/2025 - 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). Working groups Terms of Reference, should be approved by the committee.
- b. To agree terms of reference for Community Assets and Services Committee and associated working groups (Youth/Play, Assets/Townhall/Riverside). Noted.
- c. To consider additional members for committees:
 - Alan Pearmain on Community Asset and Services Committee: There was a long discussion over the increase from 8 to 9 members. Two Cllrs were against this and wanted an election. **RESOLVED: For the Clerk to return this issue to the CA&S Committee. Proposed by Cllr Dawes and seconded by Cllr Severyn, 8 in agreement with 2 objections.** Cllr Atterwill then stated that he was not on the CA&S Committee his inclusion was a mistake. Committee will now stand at maximum of 8. **RESOLVED: To agree the change in councillors on CA&S Committee. Proposed by Cllr Severyn and seconded by Cllr Dawes. Unanimously agreed.**

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- John Adams on Employment Committee (Removed from Appeals). **RESOLVED: To agree the above, proposed by Cllr Pearmain and seconded by Cllr Atterwill. Unanimously agreed.**
- Jordan Hinds on Planning, Environment and Highways. **RESOLVED: To agree the above, proposed by Cllr Pearmain and seconded by Cllr Dawes. Unanimously agreed.**
- Phil Love on Appeals Committee. **RESOLVED: To agree the addition. Proposed by Cllr Pearmain and seconded by Cllr Dawes. Unanimously agreed.**

FC-8-19/06/2025 – To review the process for co-opting councillors and agree any action.

- a. To approve the update to the co-option policy. The policy was discussed and some of the Councillors were unhappy with the policy. You do not need to accept the co-option candidates. The candidates should be voted on with a show of hands as an approval. **RESOLVED: To agree the co-option policy as the pack. Proposed by Cllr O'Neill and seconded by Cllr Atterwill. 8 in agreement, 1 abstention and 1 objection.**
- b. To agree the co-option process and media for current vacancy to be co-opted in July Full Council meeting. **RESOLVED: To agree the co-option at July meeting. Proposed by Cllr O'Neill and seconded by Cllr Love. 8 in agreement, 1 abstention and 1 objection.**

FC-9-19/06/2025 - To note draft minutes from committee of:

- a. Business Tourism and Heritage 22nd May 2025
- b. Community Assets and Services – 5th June 2025.
- c. Planning, Environment & Highways – 12th June 2025.

All above were noted.

FC-10-19/06/2025 – To receive written reports from Town Council Representative on outside bodies.

- There is a SALC Video available for 17th June 2025.

FC-11-19/06/2025 – To note correspondence for information only:

- SCC Proposals for Local Government Re-organisation. Cllr Severyn has accepted the invitation.
- A thank you letter has been written for Toto, raising £880. Proposed by Cllr Severyn and seconded by Cllr Pearmain. Unanimously agreed. The Mayor then signed the letter.

FC-12-19/06/2025 – Next Town Council Meeting: 17th July 2025 – noted.

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FC-13-19/06/2025 - 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. RESOLVED: Proposed by Cllr Betts and seconded by Cllr Severyn. Unanimously agreed.

FC-14-19/06/2025 – To discuss Council Working arrangements:

- a. To note paper on effecting working of the Town Council. The report was noted to be easy to understand, and it was written, using Arnold Baker. **RESOLVED: To agree the report. Proposed by Cllr Pearmain and seconded by Cllr Atterwill, unanimously agreed.**
- b. To note availability of staff: Noted
The Council has received a letter from outgoing Clerk Rosalind Barnett, thanking everyone.
Rosalind stated that it is so important to have a good working relationship with County Councillor and District Councillors. We need their support, so be respectful.
- c. To discuss and agree process for accepting apologies. The Council agreed to go back to accepting apologies. The Office has a record of written apologies. For all meetings. There is no need to note apologies from District and County Councillors.

FC-15-19/06/2025 – To consider update on legal matters. Mediation with the tenant has been booked for 11th September 2025. The Council may consider moving the seat further up. A site meeting would be preferable.

The Clerk read out the Council statement regarding the Riverside Centre from Jan 2025 meeting, stating that BTC withdraws management.

Meeting closed: 8:36pm

Signed

Dated:



Bungay Town Council

PAYMENTS LIST

Vouch e	Code	Date	Minute	Bank	Supplier	VAT Type	Net	VAT	Total
103	Telephone and Broadband	05/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Telephone Syst	bOnline	54.95	10.99	65.94
104	Utilities	05/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Electricity	Scottish Power	137.85	6.89	144.74
105	Telephone and Broadband	05/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Electricity	Scottish Power	42.95	2.15	45.10
106	Utilities	05/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Electricity	Scottish Power	11.77	0.59	12.36
107	Utilities	10/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Electricity	Scottish Power	25.15	1.26	26.41
108	Utilities	17/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Telephone Syst	British Telecom	64.38	12.88	77.26
109	Lottery Community Fund Pr	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Event Services	Anglia Print Ltd	119.00		119.00
110	Training - Staff	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Training	SALC	99.00	19.80	118.80
111	Repairs & Maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Cleaning	S N Window Cleaning £	17.50		17.50
111	Street furniture Cleaning	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Cleaning	S N Window Cleaning £	68.00		68.00
111	Maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Cleaning	S N Window Cleaning £	44.50		44.50
112	Grounds/Litter contract	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Grounds Mainte	East Suffolk Services	494.92	98.98	593.90
113	Bungay In Bloom	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Bungay in Bloor	Goose Green Nurseries	600.00	120.00	720.00
114	Photocopy Contract	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Office equipmer	Norfolk Copiers	87.00	17.40	104.40
115	Photocopy Contract	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Printing	Norfolk Copiers	50.44	10.09	60.53
116	Townhall development	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Consultancy	Tricolor	1,000.00	200.00	1,200.00
117	Training - Staff	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	DBS	DBS at CAS Ltd	13.00		13.00
118	General maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Consumables	Coopers	12.32	2.46	14.78
119	General maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Grounds equipm	P J Lee	79.99	16.00	95.99
120	Utilities	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Water	Wave - Anglian Water	57.54		57.54

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121	Salaries	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Salary	Salaries May	1,411.36		1,411.36
122	Salaries - Ers Pension Contr	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	HMRC	HMRC May	311.49		311.49
123	Youth Programme Staff	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Salary	Salaries Youth	740.80		740.80
125	Salaries	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Salary	Salaries	10,608.06		10,608.06
132	Salaries - Ers Pension Contr	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Pensions	Nest	1,267.98		1,267.98
133	Youth Activities	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Expenses	Tiffany Derham	88.20		88.20
134	Bungay Pride	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Temporary Ever	Antony Dawes	21.00		21.00
135	Repairs	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Expenses	E . Rosier	20.84	4.16	25.00
136	Councillor travel	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Expenses	Lorna Collins	13.50		13.50
136	Youth Activities	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Expenses	Lorna Collins	90.10		90.10
137	CCTV	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Consumables	Amazon Services Euro	9.65	1.93	11.58
137	Equipment	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Consumables	Amazon Services Euro	4.99	1.00	5.99
138	Maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Fire Maintenanc	Prevent Fire Limited	49.50	9.90	59.40
139	Repairs & Maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Fire Maintenanc	Prevent Fire Limited	103.00	20.60	123.60
140	General maintenance	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Repairs	Linstead	449.38	89.87	539.25
141	Bungay Pride	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Event Hire	The Fisher Theatre	100.00	20.00	120.00
142	Consumables	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Consumables	Warehouse 14	181.68	36.34	218.02
143	CCTV	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	CCTV	East Suffolk Council	66.67	13.33	80.00
144	CCTV	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	CCTV	TMO Traffic Highways	1,055.00	211.00	1,266.00
145	Telephone and Broadband	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Mobile phone	Red Dune Limited	300.00	60.00	360.00
146	Bank Charges	20/06/2025	Full Council 19/06/25	01. Unity Trust Bank	Bank Charges	Unity Trust Bank	14.70		14.70
Total							19,988.16	987.62	20,975.78

Signed

Dated: