



Bungay Town Council

Minutes of the Bungay Town Council Meeting Held on Thursday 17th July 2025, 7:00pm at The Riverside Centre, The Staithe, Staithe Road, Bungay NR35 1BF

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

Julie Bird, - Clerk and Tina Newby – Communications Clerk.

Public Forum: two members of the public.

FC-1-17/07/2025 - To receive and accept apologies for absence: Cllrs: Blowers-O'Neill, Carlile, Dawes, Hindes and Love were accepted. Later in the evening apologies were received from Cllr Escobar.

FC-2-17/07/2025 - Declaration of Interest & Requests for Dispensations: The following were declared: Cllr Adams for payments.

FC-3-17/07/2025 - To approve the minutes outstanding: To approve the minutes of the Town Council Meeting held on the 19th June 2025. **RESOLVED: To approve the minutes for 19th June 2025, proposed Cllr Betts and seconded by Cllr O'Neill, 7 in agreement with 1 abstention.**

FC-4-17/07/2025 – To receive Mayor's report: VJ service in Emmanuel, the rest of the report was noted.

FC-7-17/07/2025 was discussed here.

FC-5-17/07/2025 - County and District Councillor Reports:

- a. To receive the report from Suffolk County Council: Does County Cllr Cloke still have the money for Annis Hill speed signs as previously agreed. **Action Clerk** to communicate with County Cllr Cloke.
- b. To receive the report from East Suffolk Council: Same report as before.

FC-6-17/07/2025 – To consider financial matters for the Financial Year 2025-2026 for approval.

- a. To note the Bank Reconciliation to 30th June 2025. Noted
- b. To note the income and expenditure report to 30th June 2025. Noted. There was a query on AHG line 32, there is no budget on this line.
- c. To note the budget forecast. Thank you to the office.

Signed

Dated:



Bungay Town Council

- d. To consider payments due on 17th July and transfer of funds. **RESOLVED: To approve the payments of £37,883.71, proposed by Cllr Pearmain and seconded by Cllr O'Neill 7 in agreement with 1 abstention.**

FC-7-17/07/2025 – Co-option of Town Councillor.

- a. To receive presentations from interested candidates. Presentations were received from NH and then RL.
- b. To consider the co-option of a town councillor from applications received. There was a show of hands NH received 3 and RL received 5. **RESOLVED: To appoint Cllr Laurence on to Bungay Town Council.** Declaration of Acceptance of office was filled in and Cllr Laurence joined the Council table.

FC-9-17/07/2025 - To note draft minutes from committee of:

- a. Business Tourism and Heritage 26th June 2025
- b. Community Assets and Services – 3rd July 2025.
- c. Planning, Environment & Highways – 10th July 2025.
- d. Finance and Governance – 3rd July 2025.

All above were noted.

FC-9-17/07/2025 – To receive written reports from Town Council Representative on outside bodies.

BEBA Jo McCallum and Jo Chapman will be having a meeting with Didy, probably in September.

SALC 75th AGM.

FC-10-17/07/2025 - To consider the internal audit costings. Tried to obtain three quotes. **RESOLVED: To stay with Heelis and Lodge, proposed by Cllr Betts and seconded by Cllr Atterwill. Unanimously agreed.**

FC-11-17/07/2025 – To receive a verbal report concerning committee recess for 2026.

The Chairman would like to remind Councillors that they should make an appointment when coming into the office. August meetings would be at the discretion of the committees. The Council confirmed that there is no full council meeting in August.

FC-12-17/07/2025 – To consider grant application from Bungay Primary School.

Excellent idea, the Council is concerned that the school will be using artificial grass.

RESOLVED: To approve the grant for £500, but no funding will go towards the artificial grass. Proposed by Cllr O'Neill and seconded by Cllr Severyn, unanimously agreed.

FC-13-17/07/2025 – To note correspondence for information only: Tina's change of office hours was noted.

Signed

Dated:



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FC-14-17/07/2025 – Next Town Council Meeting: 18th September 2025 – noted.

FC-15-17/07/2025 - 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. Unanimously agreed.

FC-14-17/07/2025 – To receive an update concerning ownership discussions. Who owns Riverside Centre. ESC say that they do and FOI states that BTC do. Property division would like to seek advice from solicitors; there are several hundred documents to be checked. Is FOI received correct? Town Councils previous decision stands for 6 months. Ask ESC to speak to Peter Morrow. ESC will not provide any information until they have a resolution from the solicitors.

All press comments should be directed to the Clerk.

Action Clerk to chase the mini survey needed for the bridge.

RESOLVED: To agree to send another letter to ESC stating that our position regarding “taking on” the centre has not changed and without funding support we would find ourselves unable to do so and still wish to seek clarification regarding the legal ownership of the building. Proposed by Cllr Severyn and seconded by Cllr Adams, unanimously agreed.

Meeting closed: 8pm

Signed

Dated:



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17 July 2025 (2025-2026)

PAYMENTS LIST

Vou che	Code	Date	Minute	Bank	Description	Supplier		Net	VAT	Net
148	Telephone and Broadband	04/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Telephone System	bOnline	S	54.95	10.99	65.94
149	Utilities	07/06/2025	Full Council 17/07/25	01. Unity Trust Bank	Electricity	Scottish Power	L	135.62	6.78	142.40
150	Utilities	07/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Electricity	Scottish Power	L	196.36	9.82	206.18
151	Utilities	07/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Electricity	Scottish Power	L	23.15	1.16	24.31
152	Utilities	08/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Electricity	Scottish Power	L	54.03	2.70	56.73
153	Bank Charges	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Bank Charges	Lloyds Bank	E	3.00		3.00
154	Toilet Repairs and Maintena	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Seci	S	662.00	132.40	794.40
155	Toilet Repairs and Maintena	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Seci	S	470.00	94.00	564.00
156	Maintenance	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Fire Maintenance	Gilbert Electrical & Seci	S	238.40	47.68	286.08
157	Newsletter	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Printing	Anglia Print Ltd	Z	430.00		430.00
158	Salaries - Ers NI conts	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	PAYE / NI	HMRC	X	3,741.86		3,741.86
159	Subscriptions	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	DBS	DBS at CAS Ltd	X	49.50		49.50
160	Newsletter	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Newsletter	Flyer Press	Z	1,351.00		1,351.00
161	Section 137 Grants*	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Grant	Black Shuck Festival	X	750.00		750.00
162	Subscriptions	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Welfare	Spire Occupational Hea	E	199.00		199.00
163	Lottery Community Fund Pr	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Training	SALC	S	72.00	14.40	86.40
164	Photocopy Contract	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Printing	Norfolk Copiers	S	18.41	3.68	22.09
165	Toilet Repairs and Maintena	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Building Maintenance	East Suffolk Services	S	219.99	44.00	263.99
166	Vegetation & Litter Contract	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Grounds Maintenance	East Suffolk Services	S	494.92	98.98	593.90
167	CIL payments	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Consultancy	Tricolor	S	500.00	100.00	600.00
168	CIL payments	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	CCTV	BSA Security & Fire	S	3,509.05	701.81	4,210.86
169	Lottery Community Fund Pr	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Grounds equipment	Coopers	S	134.42	26.88	161.30
170	Town Events	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Event Vinyls	J&A (International) Lim	S	99.40	19.88	119.28
171	IT Support and Software	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	IT Support	Red Dune Limited	S	66.00	13.20	79.20
172	IT Support and Software	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	IT Support	Red Dune Limited	S	720.00	144.00	864.00
173	Lottery Community Fund Pr	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Bungay Pride 2025 Grant	PPL PRS Limited	S	116.48	23.30	139.78
174	Salaries	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Salary	Salaries	X	8,567.81		8,567.81
180	Youth Programme Staff	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Salary	Salaries	X	851.88		851.88



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181	Annis Hill Green	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Printing	Leiston Press	S	18.50	3.70	22.20
182	Tree Surveys & Works	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Tree Removal	Nathan Hunt	S	550.00	110.00	660.00
183	Utilities	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	31.47		31.47
184	Annis Hill Green	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Grounds Maintenance	CTW Agricultural Serv	X	400.00		400.00
185	Toilet Repairs and Maintena	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Repairs	East Suffolk Services	S	163.74	32.75	196.49
186	Utilities	18/07/2025	Full Council 170725	01. Unity Trust Bank	Waste bin collection	East Suffolk Services	S	190.13	38.03	228.16
187	Training - Staff	18/07/2025	Full Council 170725	01. Unity Trust Bank	membership Fee	SLCC	E	380.00		380.00
188	Section 137 Grants*	18/07/2025	Full Council 170725	01. Unity Trust Bank	First Aid	St. John Ambulance, B	S	45.45	9.09	54.54
189	Annis Hill Green	18/07/2025	Full Council 170725	01. Unity Trust Bank	Expenses	R Barnett	X	27.41		27.41
189	Youth Programme Staff	18/07/2025	Full Council 170725	01. Unity Trust Bank	Expenses	R Barnett	X	11.80		11.80
190	Mayors Allowance	18/07/2025	Full Council 170725	01. Unity Trust Bank	Expenses	Alan Pearmain	X	23.50		23.50
190	Speed & Lorry watch	18/07/2025	Full Council 170725	01. Unity Trust Bank	Expenses	Alan Pearmain	X	12.75		12.75
191	Training - Staff	18/07/2025	Full Council 170725	01. Unity Trust Bank	Travel expenses	Julie Bird	X	11.25		11.25
192	CCTV	18/07/2025	Full Council 170725	01. Unity Trust Bank	CCTV	East Suffolk Council	S	45.84	9.16	55.00
193	Mayors Allowance	18/07/2025	Full Council 170725	01. Unity Trust Bank	Mayors Expenses	J Adams	X	108.60		108.60
194	Lottery Community Fund Pr	18/07/2025	Full Council 170725	01. Unity Trust Bank	Printing	Anglia Print Ltd	Z	240.00		240.00
195	Salaries - Ers NI conts	18/07/2025	Full Council 170725	01. Unity Trust Bank	PAYE / NI	HMRC	X	1,702.75		1,702.75
195	Salaries - Ers NI conts	18/07/2025	Full Council 170725	01. Unity Trust Bank	PAYE / NI	HMRC	X	9.99		9.99
196	PCC Youth Programme	18/07/2025	Full Council 170725	01. Unity Trust Bank	Youth Service	The Mayfair	S	880.00	176.00	1,056.00
197	Subscriptions	18/07/2025	Full Council 170725	01. Unity Trust Bank	advertising	National Association of	S	300.00	60.00	360.00
198	Utilities	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	269.38		269.38
199	Utilities	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Water	Wave - Anglian Water	Z	147.76		147.76
200	Insurance	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Bus shelter	East Suffolk Services	S	4,634.20	926.84	5,561.04
201	Utilities	17/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Telephone System	British Telecom	S	64.38	12.88	77.26
202	Salaries - Ers Pension Contr	18/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Pensions	Nest	X	998.12		998.12
203	Bank Charges	31/07/2025	Full Council 17/07/25	01. Unity Trust Bank	Bank Charges	Unity Trust Bank	E	13.35		13.35
Total								35,009.60	2,874.11	37,883.71

Signed

Dated: