



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Minutes of the Budget & Strategy Sub Committee Meeting held on Tuesday 10th November 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted "online

Town Council Members:

Chair – Cllr. J. Blowers O’Neill (JBO’N), Deputy Chair Cllr. B. Prior (BP)

Cllr. J. Adams (JA), Cllr. F Betts (FB) , Cllr. S. Collins (SC),

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council

B&S 008 **Apologies for Absence:** To receive any apologies for absence
2020/2021

All members of the sub-committee were present at the meeting - **Noted.**

E&S 009 **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary
2020/2021 or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare
an interest at any point in the meeting.

No declarations of interest were declared or requests for dispensations requested - **Noted.**

E&S 010 **To approve the minutes outstanding:** To approve the minutes of the Budget & Strategy Sub-
2020/2021 Committee I Meeting held on the 28th October 2020: for consideration.

It was proposed by SC, seconded by JA, and RESOLVED that these minutes were an accurate record of the Budget & Strategy Sub- Committee Meeting held on 28th October 2020 and these minutes to be signed by the Chair (JBO’N)

For	5
Against	0
Abstain	0

B&S 011 **Public Forum:**
2020/2021 Members of the public are invited to give their views on issues on this agenda, or raise issues
for future consideration, at the discretion of the Chairman, for no more than 15 minutes.
Members of the public may not take part in the Committee meeting itself.

No members of public were present at the meeting – **Noted**

B&S 012 **To adopt the Budget & Strategy Sub - Committee Terms of Reference:** for consideration
2020/2021

It was proposed by SC, seconded by BP, and RESOLVED that the attached Terms of Reference for the Budget & Strategy Sub- Committee be adopted.

Signed _____

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Date _____



BUNGAY TOWN COUNCIL
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For	5
Against	0
Abstain	0

B&S 013 **Budget planning and timetable for Municipal Year 2021/ 2022 – for consideration 2020/2021**

It was proposed by JBO’N, seconded by BP, and **RESOLVED** that JB to review the base line figures required for the 2021/2022 Budget and bring these figures back to a Sub-Committee meeting to be held on 24th November 2020. These figures will then be reviewed to consider any additional budget required and the subsequent % increase this would be for the precept request.

For	5
Against	0
Abstain	0

B&S 014 **Outcomes of the Strategy & Strategic Event held on 29th October 2020 – for consideration 2020/2021**

It was proposed by SC, seconded by BP, and **RESOLVED** that the Strategy for the forthcoming year (Year 1) is to consolidate our current position, after taking in the transferred assets from East Suffolk Council. The Strategy for Years 2 & 3 would also be reviewed in Year 1 and include a Mission Statement.

For	5
Against	0
Abstain	0

B&S 015 **Date of next meeting: 1st December 2020: for information. 2020/2021**

This date was revised to 24th November 2020 as above – **Noted.**

The meeting closed at 6.58 pm

Dated: 10th November 2020

Jeremy Burton
Clerk to Bungay Town Council,
 1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

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 Date _____



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Budget & Strategy Sub – Committee

Terms of Reference

- The membership of this Sub-committee to be a minimum of 5 voting Bungay Town Councillors.
- The Town Council's Responsible Financial Officer (RFO) to also be present at these Sub- Committee Meetings.
- Annual estimates of expenditure and income and control & monitoring of the Council's approved budget throughout the year.
- Recommendation of precept to full Council in accordance with East Suffolk Council timelines and this will normally be between the months of November to January.
- Develop the Council's Financial Plan.
- Regular meetings to be held a minimum of every 3 months to formally review the Town Council's Budget.
- When required this Sub- Committee to formulate and write the Strategy document for Bungay Town Council and to present this to the Full Council for Consideration.
- This Sub- Committee to regularly Review and Monitor the above Strategy Document to formally report to the Full Council progress made in relation to the Strategy.

Signed

Dated

Signed _____

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Date _____