



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Minutes of the Budget & Strategy Sub Committee Meeting held on Wednesday 28th October 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:

Cllr. J. Adams (JA), Cllr. J. Blowers O'Neill (JBO'N), Cllr. S. Collins (SC), Cllr. B. Prior (BP)

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council and 2 members of the public. (Cllr. F. Betts (FB) and Cllr. A. Dawes (AD).

B&S 001 To appoint a Sub - Committee Chair: For consideration 2020/2021

It was proposed by JA, seconded by SC, and unanimously RESOLVED that JBO'N be appointed as Chair of the Budget & Strategy Sub- Committee.

For	4
Against	0
Abstain	0

B&S 002 To appoint a Sub – Committee Vice Chair – For consideration 2020/2021

It was proposed by SC, seconded by JBO'N, and unanimously RESOLVED that BP be appointed as Vice Chair of the Budget & Strategy Sub- Committee.

For	4
Against	0
Abstain	0

B&S 003 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 004 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting. 2020/2021

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

B&S 005 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.

Signed _____

1
Date _____



BUNGAY TOWN COUNCIL
Budget & Strategy Sub Committee



The members of public present at the meeting had no issues to raise – **Noted**

B&S 006 **To adopt the Budget & Strategy Sub - Committee Terms of Reference:** for consideration
2020/2021

It was proposed by SC, seconded by JBO’N, and unanimously RESOLVED that FB be appointed as a member of the Budget & Strategy Sub- Committee.

For	4
Against	0
Abstain	0

The attached Draft Terms of Reference for the Budget & Strategy Sub- Committee were discussed and agreed to be brought to the next Sub- Committee Meeting to be signed off by the Chair (JBO’N) – **Noted.**

B&S 007 **Meeting schedule** – for consideration.
2020/2021

Provisional sub- committee dates for remainder of municipal year – **Noted.**

- Tuesday 10th November
- Tuesday 1st December
- Tuesday 5th January
- Tuesday 6th April

The meeting closed at 6.31 pm

Dated: 29th October 2020

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

Signed _____

2
Date _____



BUNGAY TOWN COUNCIL

Budget & Strategy Sub Committee



Budget & Strategy Sub – Committee

Terms of Reference

- The membership of this Sub-committee to be 5 voting members and each member to be a Bungay Town Councillor.
- 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.
- 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 the Strategy objectives.

Signed

Dated

Signed _____

3
Date _____