



BUNGAY TOWN COUNCIL

BTC Committee Structure

Bungay Town Council Committee Structure Amendments

As minuted at the Town Council Meeting held on 15th March 2021 Agenda Item 225-2020/2021 adopted recommendations to the current Committee Structure are as follows:

- Committees
 - Take off 'Maximum Numbers of Town Councillors.
 - Resources Committee to form a Riverside Working Group.
- Sub – Committees
 - Riverside Centre & Staithe – disband and merge in with Resources Committee.
 - Governance & Policies – disband. Form Working Group consisting of KL & DO'N & Clerk to present to Full Council.
 - Budget & Strategy – to become a Committee, reporting to Full Council & include Finance. (i.e., Bank Account, Audit, Grants)
 - Tourism & Heritage – to reform into a Working Group
- Working Groups
 - Remember that WG's are effectively the 4th tier and are therefore very flexible. They do not have any powers as such. They are easy to set up and can pick a suitable name and have a constitution, structure, and operating rules or have a simple ' 1 line objective' .
 - Working Group meeting reports, including Recommendations, to be Agenda items for Consideration at Full Town Council Meetings.

Committee Structure to be reviewed again in September 2021.

Above amendments to be effective from the start of 2021 – 2022 Municipal Year (5th May 2021)

New Committee Structure with effect from 5th May 2021

- **Tier 1 - Full Town Council**
 - Meet 3rd Thursday in the calendar month
 - Members : All Town Councillors.
- **Tier 2 of Committee Structure – Committees**
 - No Maximum number of Town Councillors on these Committees
 - Members elected at Annual Council Meeting
 - Terms of reference required for each Committee
 - Each Committee Meeting arranged & minuted by BTC Officers.
 - Draft minutes of each Committee Meeting sent to all Town Councillors
 - Signed Minutes for each meeting reported at Full Council Meetings.

Signed _____

1
Date _____



BUNGAY TOWN COUNCIL

- **List of Current Committees**

- **Resources Committee**

- Chair – JA
- Meet on 1st Thursday in the calendar Month

- **Planning , Environment & Highways**

- Chair – RM
- Meet on 2nd Thursday in the calendar Month

- **Employment**

- Chair – ML
- Meet as required

- **Appeals**

- Chair - DO'N
- Meet as required and all meetings held in camera

- **Police Liaison**

- Chair - DO'N
- Meet as required

- **Finance, Budgets & Strategy**

- Chair - JBO'N
- Meet as required

- **Tier 3 of Committee Structure - Sub – Committees**

- Currently there are no Bungay Town Council Sub – Committees.

- **Tier 4 of Committee Structure – Working Groups**

- Have no powers as such and cannot make decisions but can make recommendations
- TOR is usually a 1 line objective
- Meeting reports to be included on the Agenda of full Town Council Meetings for information
- All recommendations to be Agenda items for consideration at full Town Council meetings
- Meetings are not required to follow the standard 'Rules and Regulations' for meetings – i.e. no need to advertise meetings and give 3 days' notice + not required to be open to the public etc.
- Meetings to be arranged & reported upon by Working group members
- Members can include Town Councillors & non Town Councillors.
- Lead Councillor reports to the Town Council and is not necessarily the Working Party Chair Person



BUNGAY TOWN COUNCIL

- **Current Working Groups are as follows :**
- **Governance & Polices**
 - Lead Councillor – KL
- **Emergency Planning**
 - Lead Councillor – DO’N
- **Tourism & Heritage**
 - Lead Councillor – JA
- **Annis Hill Green**
 - Lead Councillor – SC
- **Neighbourhood Development Plan**
 - Lead Councillor – JA
- **Riverside Centre & Staithe**
 - Lead Councillor – ML
- **Assets**
 - Lead Councillor – BP
- **Skatepark**
 - Lead Councillor – BP
- **BSC / GNS**
 - Lead Councillor - AD
- **Bungay Old Cemetery**
 - Lead Councillor - SC



BUNGAY TOWN COUNCIL

Appendix 2

Bungay Town Council - Committee Members List – May 2021

| Committee | Members |
|---|---------|
| Resources | |
| | AD |
| | BP |
| | JA |
| | JBO'N |
| | MA |
| | ML |
| | PL |
| | SC |
| | |
| Planning, Environment & Highways | |
| | AD |
| | DO'N |
| | FB |
| | GH |
| | KL |
| | LH |
| | RM |
| | |
| Employment | |
| | JA |
| | JBO'N |
| | MA |
| | ML |
| | PL |
| | |
| APPEALS | |
| | DO'N |
| | RM |
| | KL |
| | |
| Police Liaison | |
| | AD |
| | DO'N |
| | KL |
| | |
| Finance, Budget & Strategy | |
| | BP |
| | FB |
| | JA |
| | ML |
| | JBO'N |
| | SC |

Signed _____

4
Date _____



BUNGAY TOWN COUNCIL

Appendix 3

Representatives on Outside Bodies (Updated 05/02/2021)

| Body / Group | Council Representatives | Notes |
|--|----------------------------------|---------------------------------|
| ACT – Bungay Mental Health Friendly Town | Love, Dawes, Collins | |
| Annis Hill Green | Prior, Collins, Dawes, Halliwell | |
| BEBA | Adams | (+ also possibly Betts TBC) |
| BECS / GNS | Dawes , Prior, Love, Collins | |
| Bungay in Bloom | Love | |
| Bungay United Charities | Dawes | |
| Christmas Lights | O'Neill, Dawes | |
| Eliza Dreyer Trust | Halliwell | |
| ESC Community Partnership | Collins, Prior | |
| ESC Plastic Champion | O'Neill | |
| Honeypot Trust | Lincoln | |
| Line Group North | Lodge | |
| Museum Trust | Richardson, Blowers O'Neill. | |
| NDP | Adams, Collins, Prior, Dawes | |
| Health Liaison | Collins | |
| Outney Common Owners | Lincoln | |
| Pride in Bungay | Prior, Betts, Dawes | |
| RBL | Dawes | |
| School Liaison | Collins, Prior | (+ also possibly Atterwill TBC) |
| Skate-Park | Lincoln, Prior, Marshall | |
| Sustainable Bungay | Dawes | |
| Town Trust | Harnden, Adams | |
| Waveney SALC | Lodge, O'Neill | |
| Youth Project | Prior, Collins | |