

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN  
COUNCIL HELD ON WEDNESDAY 25 APRIL 2018 AT 7.18 PM AT THE  
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Speed (Chairman), Chung, Everitt, Hailstone, D Hind, K Hind, Murray, Rayner, Rout, Springett, P Warby, F Warby and Williamson.

**ALSO PRESENT:** Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), PCSO Emily Howell and two reporters from the Bury Free Press.

**1. CHAIRMAN'S INTRODUCTION**

An overview was given.

**2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE**

Apologies were received and the reasons accepted from Cllrs Augustine (work commitments), Hopfensperger (family commitments), Nettleton (Borough business) and Thompson (business commitments).

**3. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS**

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government". Cllrs Chung, Everitt, Hailstone, D Hind, Rayner, Rout, Springett, P Warby, F Warby and Speed declared a local non-pecuniary interest as a Borough Councillor.

**4. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT**

None.

**5. TO CONFIRM, ADOPT AND SIGN THE MINUTES 28 MARCH 2018 MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/148/25/Apr/18:**

That the minutes of the 28 March 2018 meeting of the Town Council be agreed and signed as a true record.

**6. TO RECEIVE AN UPDATE FROM PCSO EMILY HOWELL**

Matters discussed included speeding enforcement by the Roads Policing Team, the issuing of 150 parking tickets issued, the Police visit to Beetons Lodge regarding a break-in, on street drinking order and other issues (which would not have been possible had residents not reported the issue in the first place).

**7. PUBLIC FORUM**

No members of the public were present.

**8. CLERK'S REPORT FOR NOTING**

The Clerk reported encouraging applications for grants/locality budget funding, the Allotments Assistant work on the allotments, the forthcoming Internal Audit, Greene King tours being arranged and a general GDPR update (item 13) .

**9. RFO'S REPORT ON BUDGET LINE ITEMS SHOWING 'YEAR TO DATE' AND OTHER INFORMATION**

Year-end adjustments were being made and the final accounts for the year ended 31 March 2018 would be reviewed at the end of May meeting along. Surpluses on budgeted figures were discussed. Confirmation of Internal Audit on 27 April.

**10. TO APPROVE THE APRIL 2018 FINAL PAYMENTS LIST**

Resolution Record No. **BSETC/149/25/Apr/18:**

That the April 2018 payments list be approved.

**11. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING LICENSING & FINANCE COMMITTEE OF:**

11.1 28 March 2018

11.2 11 April 2018

Resolution Record No. **BSETC/150/25/Apr/18:**

That the February 2018 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/151/25/Apr/18:**

That the minutes of the Planning, Licensing & Finance committee meetings of 28 March 2018 and 11 April 2018 be received and the recommendations therein be adopted.

**12. TO AMEND THE PLANNING LICENSING & FINANCE COMMITTEE TERMS OF REFERENCE TO REFLECT THE EARLIER START TIME OF 6PM FOR THE SECOND MEETING OF THE MONTH AS CONTAINED IN THE HIGHWAYS STRATEGY AND IMPLEMENTATION POLICY DOCUMENT AGREED BY FULL COUNCIL AT ITS MEETING ON 28 MARCH 2018**

Resolution Record No. **BSETC/152/25/Apr/18:**

That the Planning Licensing & Finance committee terms of reference be amended to reflect the earlier start time of 6pm for the second meeting of the month (to coincide with Full Council) as contained in the Highways Strategy and Implementation policy document agreed by Full Council at its meeting on 28 March 2018.

Cllr Rout left the meeting at 8.07 pm.

**13. TO RECEIVE AN UPDATE REGARDING THE GENERAL DATA PROTECTION REGULATIONS**

The circulated paper was discussed. The Clerk advised that the proposed arrangements would provide the perceived necessary cover for the Council under GDPR and that external DPO provision was prudent.

**14. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS:**

It was resolved to exclude temporarily the public and press for the remaining items due to the confidential nature of the business to be discussed concerning: *GDPR Quotations*.

**15. TO CONSIDER QUOTATIONS IN RESPECT OF THE PROVISION OF A DATA PROTECTION OFFICER (DPO) SERVICE**

Resolution Record No. **BSETC/153/25/Apr/18:**

That the lowest quote, based on the evidence provided by the Clerk and RFO, was accepted, for appointment of the Local Council Public Advisory Service to fulfil the DPO function and to use Rudlings Wakelam to carry out the initial GDPR assessment.

**33. DATE OF NEXT MEETING**

Date of next meeting: **Annual Meeting Wednesday 23 May 2018 at 7pm.**

The meeting ended at 8.46pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_