

**MINUTES OF THE ANNUAL MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 23 MAY 2018 AT 7.24 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Augustine, Chung, Everitt, Hailstone, D Hind, K Hind, Hopfensperger, Rayner, Rout, Springett, Thompson, P Warby and Williamson.

ALSO PRESENT: Greg Luton (Town Clerk/Chief Executive), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant) and a reporter from the Bury Free Press.

1. ELECTION OF CHAIRMAN 2018-2019

Resolution Record No. **BSETC/01/23/May/18:**

That Cllr Speed be and is elected Chairman for 2018-2019.

2. ELECTION OF VICE CHAIRMAN 2018-2019

Resolution Record No. **BSETC/02/23/May/18:**

That Cllr F Warby be and is elected Vice Chairman for 2018-2019.

The Chairman thanked Cllrs F & P Warby for having represented the Council at Civic events that he was unable to attend.

3. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED

Resolution Record No. **BSETC/03/23/May/18:**

That it be duly noted that Cllr Speed signed the Declaration of Acceptance of Office of Chairman.

4. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and the reason accepted from Cllr Murray (out of the country). Cllr Nettleton had sent his apologies.

5. 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, D Hind, Hailstone, Hopfensperger, Rayner, Rout, Speed, Springett, Thompson, F Warby and P Warby declared a local non-pecuniary interest as a Borough Councillor.

6. 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.

7. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 25 APRIL 2018

Resolution Record No. **BSETC/04/23/May/18:**

That the Minutes of the Bury St Edmunds Full Town Council Meeting of Wednesday 25 April 2017 be agreed and signed as a true record.

8. CLERK'S VERBAL REPORT – FOR INFORMATION ONLY

The Clerk highlighted work on the audit and General Data Protection Regulation (GDPR) compliance, the visit to Southgate Community Centre to view their new facilities, the installation of the defibrillator on Angel Hill and encouraged Councillors to arrange a visit to the allotments with the Allotments & Administrative Assistant.

9. PUBLIC FORUM

No members of the public were present.

10. TO RECEIVE A PRESENTATION FROM BLOOR HOMES RE MARHAM PARK DEVELOPMENT WHO HAS ACQUIRED TWO FURTHER PARCELS AT THIS SITE AND IS CURRENTLY PREPARING A RESERVED MATTERS PLANNING APPLICATION

Item withdrawn.

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

11.1 25 April 2018

11.2 09 May 2018

Resolution Record No. **BSETC/05/23/May/18:**

That the March 2018 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports (pre Year-End adjustments) (pre-Internal Audit) be adopted and signed.

Resolution Record No. **BSETC/06/23/May/18:**

That the Minutes of the Planning Licensing & Finance Committee Meetings of 26 April 2018 and 09 May 2018 be received and the recommendation therein be adopted.

12. TO APPOINT STANDING COMMITTEES

Resolution Record No. **BSETC/07/23/May/18:**

That two standing committees be appointed viz. (1) the Planning Licensing & Finance committee and (2) the Staffing and Employment committee.

12.1 To confirm the terms of reference of each committee

Resolution Record No. **BSETC/08/23/May/18:**

That the terms of reference for (1) the Planning Licensing & Finance committee and (2) the Staffing and Employment committee as circulated be confirmed.

12.2 To confirm the number of members, to include the Council Chairman (ex-officio with full voting rights) and Vice Chairman (ex-officio with full voting rights) and, if appropriate, substitute councillors, of each committee

Item covered under agenda item 12.1 as the number of members forms part of the terms of reference for each committee.

12.3 To receive nominations to each appointed committee

Resolution Record No. **BSETC/09/23/May/18:**

That membership of the Planning Licensing & Finance committee comprises Cllrs Augustine, D Hind, K Hind, Murray, Springett, Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights (substitute Cllr Hailstone).

Resolution Record No. **BSETC/10/23/May/18:**

That membership of the Staffing and Employment committee comprises Cllrs Hailstone, D Hind, P Warby and Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights (substitute Cllr Murray).

12.4 To elect a Chairman of each appointed committee

Resolution Record No. **BSETC/11/23/May/18:**

That authority be delegated to the Planning Licensing & Finance committee to elect its Chairman.

12.5 To elect a Vice Chairman of each appointed committee

Resolution Record No. **BSETC/12/23/May/18:**

That authority be delegated to the Staffing and Employment committee to elect its Chairman.

13. TO CONSIDER AND ADOPT THE COUNCIL MEETINGS SCHEDULE SHOWING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL AND ITS STANDING COMMITTEES UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL

Resolution Record No. **BSETC/13/23/May/18:**

That the Council meetings schedule May 2018 to May 2019 as circulated be adopted.

14. TO APPOINT THREE (DIFFERENT) MEMBERS TO THE APPEALS PANEL

Resolution Record No. **BSETC/14/23/May/18:**

That membership of the Appeals Panel comprises Cllrs Everitt, Rout and Springett.

15. TO APPOINT A MEMBER TO THE OPTIONAL POST OF COUNCILLOR INTERNAL AUDITOR

Resolution Record No. **BSETC/15/23/May/18:**

That Cllr K Hind be appointed as Councillor Internal Auditor.

16. TO APPOINT MEMBERS AS CHEQUE SIGNATORIES [5] ANY 2 TO SIGN

Resolution Record No. **BSETC/16/23/May/18:**

That Cllrs Chung, D Hind, Murray, Springett and F Warby be authorised cheque signatories.

17. TO APPOINT REPRESENTATIVES (2) TO THE BURY IN BLOOM COMMITTEE

Resolution Record No. **BSETC/17/23/May/18:**

That Cllrs Chung and Williamson be the representatives to the Bury in Bloom Committee.

18. TO APPOINT A REPRESENTATIVE TO THE CHRISTMAS FAYRE WORKING GROUP

Resolution Record No. **BSETC/18/23/May/18:**

That Cllr Hopfensperger be the representative to the Christmas Fayre Working Group.

19. TO APPOINT A REPRESENTATIVE TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS

Resolution Record No. **BSETC/19/23/May/18:**

That Cllr K Hind be the representative to the Suffolk Association of Local Councils.

20. TO RECONFIRM MARGARET CHARLESWORTH AND KEVIN HIND AS MAGNA CARTA TOWN TRUST TRUSTEES

Resolution Record No. **BSETC/20/23/May/18:**

That Margaret Charlesworth and Kevin Hind be reconfirmed as the Council's representative as Magna Carta Town Trust trustees.

21. TO APPOINT TWO NOMINATED TRUSTEES TO THE GUILDHALL FEOFFMENT TRUST (FOR A 4-YEAR TERM)

Resolution Record No. **BSETC/21/23/May/18:**

That Greg Luton and Cllr Paul Hopfensperger be the two Nominated Trustees to the Guildhall Feoffment Trust for a 4-year term from June 2018.

Thanks were expressed to the previous Nominated Trustees, Stefan Oliver and Kevin Waterson.

22. TO REVIEW THE SCHEME OF DELEGATION

Resolution Record No. **BSETC/22/23/May/18:**

That the scheme of delegation as circulated be adopted.

23. TO APPROVE THE STATEMENT OF ACCOUNTS, INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF BALANCES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018, AS CERTIFIED BY THE RESPONSIBLE FINANCIAL OFFICER THAT IT PRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL

Resolution Record No. **BSETC/23/23/May/18:**

That the Statement of Accounts, Income and Expenditure account and Statement of Balances for the financial year ended 31 March 2018, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council, be approved.

24. TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2018

Resolution Record No. **BSETC/24/23/May/18:**

That the Independent Internal Audit report for the year ended 31 March 2018 had been received and considered.

24.1 To review the effectiveness of Council's internal systems of control following receipt of the Internal Audit Report

That taking into account the Internal Audit Report, all of the systems of internal control currently in place were considered effective and should continue in their present format.

24.2 To note the completion of the Annual Internal Audit Report 2017/18 of the Annual Governance and Accountability Return by the Internal Auditor
Noted.

25. TO CONSIDER THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN DOCUMENTATION AND ASSOCIATED PAPERS FOR THE YEAR ENDED 31 MARCH 2018 FOR SUBMISSION TO THE EXTERNAL AUDITOR BY 11 JUNE 2018:

It was noted that the papers that were required to be sent with the Annual Governance & Accountability Return had been circulated to members for their information.

25.1 To consider 'Section 1 - Annual Governance Statement 2017/18' responses for the year ended 31 March 2018

Resolution Record No. **BSETC/25/23/May/18:**

That the Annual Governance and Accountability Return for the year ended 31 March 2018 'Section 1 - Annual Governance Statement 2017/18' Boxes 1-8 "Yes" responses be approved.

Resolution Record No. **BSETC/26/23/May/18:**

That 'Section 1 - Annual Governance Statement 2017/18' Box 9 "N/A" response be approved.

25.2 To approve 'Section 2 – Accounting Statements 2017/18' for the year ended 31 March 2018

Resolution Record No. **BSETC/27/23/May/18:**

That the Annual Governance and Accountability Return for the year ended 31 March 2018 'Section 2 – Accounting Statements 2017/18' be approved.

25.3 To approve the explanation of significant variances responses

25.4 To approve the reconciliation between boxes 7 & 8

Items 25.3 and 25.4 were considered en bloc.

Resolution Record No. **BSETC/28/23/May/18:**

That the Annual Governance and Accountability Return for the year ended 31 March 2018 (1) explanation of significant variances responses as circulated, and (2) reconciliation between boxes 7 & 8 as circulated, be approved.

26. TO AUTHORISE THE SIGNATURE AND DESPATCH OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2018 AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR

Resolution Record No. **BSETC/29/23/May/18:**

That the signature and despatch of the Annual Governance and Accountability Return for the year ended 31 March 2018 and all associated papers to the External Auditor be authorised.

27. TO NOTE THE PERIOD SELECTED FOR THE EXERCISE OF PUBLIC RIGHTS IN RESPECT OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018 COMMENCES ON 02 JULY 2018 AND ENDS ON 10 AUGUST 2018

Noted.

28. TO APPROVE THE MAY 2018 PAYMENTS LIST

Resolution Record No. **BSETC/30/23/May/18:**

That the May 2018 payments list be approved.

29. TO CONSIDER THE GRANT FUNDING APPLICATIONS FROM

29.1 St Nicholas Hospice for £5,980 in respect of the purchase of four recliner chairs

Resolution Record No. **BSETC/31/23/May/18:**

That St Nicholas Hospice be awarded £5,980 grant funding in respect of the purchase of four recliner chairs.

29.2 Gatehouse Dementia Hub for up to £14,000 in respect of structural alterations and improvements to the existing building to create a Dementia hub.

Resolution Record No. **BSETC/32/23/May/18:**

That Gatehouse Dementia Hub be awarded £14,000 grant funding in respect of structural alterations and improvements to the existing building to create a Dementia hub.

30. TO SEEK AGREEMENT WITH SUFFOLK CONSTABULARY AND SUFFOLK COUNTY COUNCIL TO HOLD REGULAR MEETINGS TO REVIEW THE DATA COLLECTED BY THE SPEED INDICATOR DEVICES

Resolution Record No. **BSETC/33/23/May/18:**

That Bury St Edmunds Town Council seeks agreement with Suffolk Constabulary and Suffolk County Council to hold regular meetings to review the data collected by the Speed Indicator Devices.

31. TO WORK WITH OURBURYSTEDMUNDS AND OTHER INTERESTED PARTIES TO ENCOURAGE BUSINESSES, WORKPLACES AND PUBLIC PLACES TO BECOME DOG FRIENDLY

Resolution Record No. **BSETC/34/23/May/18:**

That Bury St Edmunds Town Council seeks to work with OurBuryStEdmunds and other interested parties to encourage businesses, workplaces and public places to become dog friendly.

32. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 27 June 2018 at 7 pm.**

The meeting ended at 8.14 pm.

Signed: _____

Dated: _____