

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 27 JUNE 2018 AT 7.00 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Chung, Everitt, D Hind, K Hind, Hopfensperger, Murray, Nettleton, Thompson, P Warby and Williamson.

ALSO PRESENT: Greg Luton (Town Clerk/Chief Executive, Julie Sturgeon (Allotments and Administrative Assistant), a reporter from the Bury Free Press, Karen Simpson (Theatre Royal, Bury St Edmunds), Julia Read (Theatre Royal, Bury St Edmunds), Mark Cordell (BID), Colin Poole (Haverhill Town Council) and PCSO Emily Howell.

1. CHAIRMAN'S INTRODUCTION

An overview was given by the Chairman, ranging across a number of areas.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and the reason accepted from Cllr Augustine (personal reasons), Cllr Hailstone (Personal), Cllr Rayner (Business), Cllr Rout (County Council Business) and Cllr Springett (Unwell).

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, D Hind, Hopfensperger, Nettleton, Speed, Thompson, F Warby and P Warby declared a local non-pecuniary interest as Borough Councillors.

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: 23 May 2018 ANNUAL MEETING OF THE TOWN COUNCIL

Resolution Record. **BSETC/35/27/June/18:**

That the Minutes of the 23 May 2018 Annual meeting 2018 be agreed and signed as a true record.

6. TO RECEIVE AN UPDATE FROM PCSO EMILY HOWELL OR THE SAFER NEIGHBOURHOOD TEAM

PCSO Emily Howell gave a verbal update about her activities in the past month which included the issuing of 76 parking tickets, Crime Prevention 'by design', and evidence of 'boy racers' back on Moreton Hall. She asked residents to call 101 or complete the online reporting form, in lieu.

7. PUBLIC FORUM

Attended by: Karen Simpson (Theatre Royal, Bury St Edmunds) regarding grants, Julia Read (Theatre Royal, Bury St Edmunds) regarding grants, Mark Cordell (BID) regarding grants, Colin Poole (Haverhill Town Council) observer.

8. CLERK'S REPORT FOR NOTING

The Clerk reported that there would be no meeting in August, so agenda items should go to July or September Council meetings. The allotments were discussed, as was the work on external audit, and a general GDPR update. Cllr Springett wished to hold a meeting with shop owners on 'dog-friendly Bury'.

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

The RFO's report was examined and discussed.

10. TO APPROVE THE JUNE 2018 PAYMENTS LIST

Resolution Record No. **BSETC/36/27/June/18:**

That the June 2018 payments list be approved.

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

11.1 23 May 2018

11.2 13 June 2018

Recommendation Record: **PL&F/37/27/June/18**

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

Resolution Record No. **BSETC/38/27/June/18:**

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

Resolution Record No. **BSETC/39/27/June/18:**

That the minutes of the Planning, Licensing & Finance committee meetings of 23 May 2018 and 13 June 2018 be received and the recommendations be adopted.

12. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE STAFFING & EMPLOYMENT COMMITTEE MEETING OF 13 JUNE 2018

Resolution Record No. **BSETC/40/27/June/18:**

That the minutes of the Staffing & Employment Committee meeting of Wednesday 13 June 2018 be signed as a true record.

13. TO CONSIDER THE LOCALITY BUDGET APPLICATION IN RESPECT OF MAKING SPACE GROUP

Resolution Record No. **BSETC/041/27/June/17:**

That Making Space Group be awarded £1193 from locality budgets of Cllr Speed and Rayner of Abbeygate Ward, towards purchase of a printing press, as per the tabled report (see Agenda papers).

14. TO CONSIDER A REPORT FROM JULIA READ OF THE THEATRE ROYAL

A verbal report was received from Julia Read and Karen Simpson and a paper tabled. General approval of the proposal was noted. A grant application is to be submitted by the Theatre Royal for the July 2018 Council meeting.

15. TO CONSIDER GRANT FUNDING APPLICATIONS:

15.1 Our Bury St Edmunds BID of £5,000 to provide Christmas attractions in Charter Square throughout December 2018

Resolution Record No. **BSETC/042/27/June/18:**

That 'Our Bury St Edmunds' BID to be awarded £5,000 to provide Christmas attractions in Charter Square throughout December 2018.

15.2 The £4,000 grant funding for additional bin provision in the town centre

Resolution Record No. **BSETC/043/27/June/18:**

That £4,000 for bin provision and repair in the town centre be awarded, to prepare for Bury in Bloom Judging.

16. TO APPROVE AND ADOPT THE COUNCILLOR INTERNAL AUDITOR'S QUARTERLY INTERNAL AUDIT CHECKLIST COVERING THE PERIOD NOVEMBER TO MARCH 2018

Resolution Record No. **BSETC/044/27/June/18:**

That Councillor Internal Auditor's Quarterly Internal Audit checklist covering the period November 2017 to March 2018 be approved and adopted.

Cllr K Hind was thanked.

17. TO CONSIDER THE FEASIBILITY STUDY ON THE USE OF THE GUILDHALL FACILITIES

Resolution Record No. **BSETC/045/27/June/18:**

That, based on the Feasibility Study on the use of the Guildhall, Bury St Edmunds Town Council agree, subject to detailed Heads of Terms, to move to the Guildhall and 79 Whiting Street, for office and meeting room facilities, in early 2019.

Cllr Nettleton wished it be noted that he voted against this motion.

18. TO CONSIDER ARRANGEMENTS FOR ARMED FORCES WEEK

A verbal report from Cllrs Everitt and Speed was received.

19. TO CONSIDER ARRANGEMENTS FOR 11 NOVEMBER 2018 AND RELATED REMEMBRANCE EVENTS

Resolution Record No. **BSETC/046/27/June/18:**

That Bury St Edmunds Town Council does not hold a separate Remembrance event but joins the Borough Council on the events they are planning.

20. 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: *Staffing matters*.

21. TO CONSIDER A REDUCTION IN HOURS BY A MEMBER OF THE TOWN COUNCIL STAFF [TO BE GIVEN VERBALLY BY THE CLERK AND CHAIR OF S&E COMMITTEE]

Resolution Record No. **BSETC/047/27/June/18:**

That the reduction of hours of a member of the Town Council Staff, as per the Clerk's letter agreeing the reduction in principle, be approved.

22. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 25 July 2018 at 7 pm.**

The meeting ended at 9.38 pm.

Signed: _____

Dated: _____