

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 27 FEBRUARY 2019 AT 7.02 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), Augustine, Hailstone, D Hind, K Hind, Hopfensperger (7.06 pm), Murray, Rayner (7.06 pm), Springett (7.07 pm) and Williamson.

ALSO PRESENT: Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant), representatives from Abbeycroft Leisure, Bury Free Press, Bury Town Football Club and Suffolk Constabulary, one member of the public and a reporter 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 from Cllrs Chung, Everitt, Nettleton, Rout, F Warby and P Warby.

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 Hailstone, D Hind, Hopfensperger, Rayner and Speed 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 OF THE 23 JANUARY 2019 MEETING OF THE COUNCIL

Resolution Record. **BSETC/115/27/Feb/19:**

That the words "for personal reasons" be added to the final sentence of the Minute under agenda item 2.

Resolution Record. **BSETC/116/27/Feb/19:**

That the minutes of the 23 January 2019 meeting, as amended, be agreed and signed as a true record.

6. PUBLIC FORUM

None wished to speak.

The Chairman moved Item 9 to this point in the agenda. During this item, a presentation was made by the Council to thank Melanie Lessor for her efforts over several years of civic activity.

9. TO RECEIVE A PRESENTATION FROM BARRY PETERS, OF THE BURY FREE PRESS, FOR ST EDMUNDS AWARD EVENTS 2019

A new proposal for a community awards event was outlined - to be held at the Guildhall in September 2019 possibly between 7.30pm and 9.30pm. Details are to be agreed with the Town Council for up to 12 awards categories, including Citizen of the Year and Young Citizen of the Year, each sponsored by a local company, including a prize for the winner. Awards winners would be selected by a panel made up of sponsors and Town Councillors. The Town Council will be consulted as plans progress; the Bury Free Press would act as major sponsors.

A representative from Bury Town Football Club spoke in connection with its grant funding application being considered later on this agenda.

7. TO RECEIVE A PRESENTATION BY TINA CAMPAN FOR THE ABBEYCROFT LEISURE'S GRANT FUNDING APPLICATION BEING CONSIDERED LATER ON THIS AGENDA

The key points of the proposal were outlined.

8. TO RECEIVE A PRESENTATION FROM RICHARD SUMMERS FOR THE 2020 MILLENNIUM CELEBRATIONS GROUP BID BEING CONSIDERED LATER ON THIS AGENDA

The key points of the proposal were outlined.

9. TO RECEIVE A PRESENTATION FROM BARRY PETERS, OF THE BURY FREE PRESS FOR ST EDMUNDS AWARD EVENTS 2019

The proposal was covered earlier on in the agenda.

10. TO NOTE THE PCSO UPDATE AND OTHER POLICING ISSUES

An update was given about the two Town Council fully-funded Police Community Support Officers (PCSOs), one of whom was undergoing 14 days training at present. The second, a former police constable, had not required the full training period and so was already working on issues such as parking and anti-social behaviour, as agreed in the Service Level Agreement.

11. TO NOTE THE CLERK'S REPORT

The Clerk reported on Year End issues, such as unspent balances in Locality budgets; procedure for the forthcoming local elections and the proposed office move to Whiting Street.

12. TO NOTE THE RFO'S REPORT

The circulated report on variances was discussed including expenditure to date, the committed expenditure and the predicted year-end figures, which included the Council's reserves. The roll-over effect of the PPS (Highways) budget line was highlighted.

It was noted that the current Mayor of St Edmundsbury's signature is required to relinquish the role as Magna Carta Towns trustee before it can be taken over by the Town Council.

13. TO CONSIDER GRANT FUNDING APPLICATIONS FROM:

13.1 Bury Town Football Club for £4,075 in respect of the refurbishment of its existing football changing rooms.

Resolution Record. **BSETC/117/27/Feb/19:**

That Bury Town Football Club be awarded £4,075 for the refurbishment of its existing football changing rooms.

13.2 Explore Outdoor (Abbeycroft Leisure) for £9,860 to deliver a range of outdoor activities across Bury St Edmunds during the school summer holiday 2019.

Resolution Record. **BSETC/118/27/Feb/19:**

That Explore Outdoor (Abbeycroft Leisure) be awarded £9,860 to deliver a range of outdoor activities across Bury St Edmunds during the school summer holiday 2019.

13.3 2020 Millennium Celebrations Group bid for £10,000 for town-wide celebrations, to mark the creation of the Abbey and the town of Bury St Edmunds

Resolution Record. **BSETC/119/27/Feb/19:**

That the 2020 Millennium Celebrations Group be awarded £10,000 for town-wide celebrations, to mark the creation of the Abbey and the town of Bury St Edmunds.

14. PPS UPDATE [TO BE GIVEN VERBALLY]

An update was given.

15. TO APPROVE THE FEBRUARY 2019 PAYMENTS LIST [ATTACHED].

Resolution Record. **BSETC/120/27/Feb/19:**

That the January 2019 payments list as circulated be approved.

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

18.1 23 January 2019

18.2 13 February 2019

Resolution Record. **BSETC/121/27/Feb/19:**

That Suffolk County Council be given a deadline of 30 January 2019 to supply the Council with costings and details of the repairs being carried out on 4 February 2019 and that a copy of that letter be sent to the Leader of Suffolk County Council.

Resolution Record. **BSETC/122/27/Feb/19:**

That the end of January 2019 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record. **BSETC/123/27/Feb/19:**

That the minutes of the Planning, Licensing & Finance committee meetings of 23 January 2019 and 13 February 2019 be received and the recommendations therein be adopted.

17. TO NOTE THE CLERK'S USE OF DELEGATED AUTHORITY ON 28 JANUARY 2019 TO MEET THE LOCAL PLANNING AUTHORITY'S CONSULTATION DEADLINES FOR THE CONSULTATION ON PLANNING APPLICATION DC/18/2483/FUL LAND ADJACENT TO CULFORD TERRACE, MILL ROAD, BURY ST EDMUNDS, TO SUBMIT THE COMMENT 'THE TOWN COUNCIL OBJECTS TO THIS APPLICATION – BASED ON NEW INFORMATION - ON A) LACK OF PARKING PROVISION, AND B) LOSS OF AMENITY, ON THE BASIS THAT EXISTING PARKING PROVISION IS BEING LOST

Noted.

18. TO REVIEW THE EFFECTIVENESS OF THE INDEPENDENT INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2018

Resolution Record. **BSETC/124/27/Feb/19:**

That, following review, no areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2018 was considered to be effective.

19. TO ADOPT THE INTERNAL AUDIT PLAN FOR THE YEAR ENDING 31 MARCH 2019

Resolution Record. **BSETC/125/27/Feb/19:**

That the Internal Audit plan for the year ending 31 March 2019 be approved and adopted.

20. TO ADOPT THE TERMS OF ENGAGEMENT FOR THE INTERNAL AUDITOR FOR THE YEAR ENDING 31 MARCH 2019

Resolution Record. **BSETC/126/27/Feb/19:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2019 be approved and adopted.

21. TO REVIEW THE EFFECTIVENESS OF COUNCIL'S INTERNAL SYSTEMS OF CONTROL

Resolution Record. **BSETC/127/27/Feb/19:**

That following a review, all of the governing arrangements and internal systems of control currently in place are considered to be effective and should continue to have effect until superseded by new or amended arrangements.

22. TO ADOPT THE UPDATED ASSET REGISTER

Resolution Record. **BSETC/128/27/Feb/19:**

That the updated asset register be approved and adopted.

23. TO ADOPT THE COUNCIL RISK ASSESSMENT FOR 2018-2019

It was noted that nothing substantive had changed since the last review.

Resolution Record. **BSETC/129/27/Feb/19:**

That the Council Risk Assessment for 2018-2019 be approved and adopted.

24. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS: UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED CONCERNING: QUOTATIONS.

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: *Quotations*.

25. TO CONSIDER QUOTES FOR THE INTERNAL AUDIT FOR THE YEAR ENDING 31 MARCH 2019 WITH CLERK'S RECOMMENDATION

Resolution Record. **BSETC/130/27/Feb/19:**

That Trevor Brown be appointed for Independent Internal Audit for year ending 31 March 2019.

26. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 27 March 2019 at 7 pm.**

The meeting ended at 8.28 pm.

Signed: _____

Dated: _____