

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN  
COUNCIL HELD ON WEDNESDAY 24 APRIL 2019 AT 7.02 PM AT THE  
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Speed (Chairman) Augustine, Chung, Everitt, D Hind, K Hind, Hopfensperger, Hailstone, Murray, Rayner, Rout, Springett, Thompson and Williamson.

**ALSO PRESENT:** Greg Luton (Town Clerk), Julie Sturgeon (Allotments and Administrative Assistant), PCSO Jessica Cullen-McLeod, a representative from the Bury Free Press and one member of the public.

**1. CHAIRMAN'S INTRODUCTION**

The Chairman thanked the current Town Councillors and Committees for their commitment over the last 4 years and wished them luck in the current elections. He extended special thanks to the Councillors stepping down – Cllrs W Hailstone, D Nettleton, F Warby and P Warby – for their efforts over the years. This met with approval from the Council.

A presentation was made to Cllr Kevin Hind for his work as Chairman of the Planning, Licensing and Finance committee over the past 4 years and for his work on regular financial review checks.

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

Apologies had been received from F Warby and P Warby; Cllr Nettleton was also absent.

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

Cllrs Chung, Everitt, Hailstone, D Hind, Hopfensperger, Rout, Speed, Springett and Thompson declared a local non-pecuniary interest as District 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 GRANTED HAS EFFECT**

There were none.

**5. TO CONFIRM, ADOPT AND SIGN THE MINUTES OF THE 27 MARCH 2019 MEETING OF THE COUNCIL**

Resolution Record. **BSETC/137/24/Apr/19:**

That the minutes of the 27 March 2019 meeting be agreed and signed as an accurate record.

## **6. PUBLIC FORUM**

No member of the public wished to speak.

## **7. TO NOTE THE PCSO UPDATE**

PCSO Jessica Cullen-McLeod introduced herself and gave an update. She has now completed her training and able to work independently from PCSO Mark Ellis, so more ground can be covered. PCSOs confirmed that 184 parking tickets have been issued this month.

## **8. TO NOTE THE CLERK'S REPORT**

The Clerk gave a verbal update about month and year-end. He explained that Sue Hindry was off work for the near future whilst recovering from an operation, thus the office was under-resourced by about 30%. This was important, as we run up to, and after the local elections.

## **9. TO NOTE THE RFO'S REPORT**

The Clerk gave verbal report on behalf of the RFO. He explained most financial information was provided later in the agenda, as part of the year-end reporting but that the Council was in a healthy financial position to carry out its obligations.

## **10. PPS UPDATE**

A verbal update was given by the Clerk; PPS work was starting in St Olaves Ward then moving to Southgate Ward. The new PPS protocol for work with Highways was tabled and explained.

## **11. TO APPROVE THE APRIL 2019 PAYMENTS LIST**

Resolution Record. **BSETC/138/24/Apr/19:**

That the April 2019 payments list be approved.

## **12. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE PLANNING, LICENSING & FINANCE COMMITTEE OF:**

12.1 27 March 2019

12.2 10 April 2019

12.3 To approve access for the Clerk to the Council bank accounts. [see 12.2 above]

Resolution Record. **BSETC/139/24/Apr/19:**

That the minutes of the Planning, Licensing & Finance committee meetings of 27 March 2019 and 10 April 2019 be received and recommendations be adopted.

Resolution Record. **BSETC/140/24/Apr/19:**

That the recommendation, for the Town Clerk to be an authorised signatory (and hold a debit card), in order to have full access to the Council bank accounts, be adopted.

This item was also considered in the context of the 2018-2019 Internal Auditor's report, below, which made similar recommendations.

**13. TO REVIEW AND ADOPT THE UPDATED FINANCIAL REGULATIONS 2019**

Resolution Record. **BSETC/141/24/Apr/19:**

That the updated Financial Regulations of April 2019 be adopted as circulated.

**14. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE STAFFING and EMPLOYMENT COMMITTEE OF 13 MARCH 2019.**

Resolution Record. **BSETC/142/24/Apr/19:**

That the minutes of the Staffing and Employment committee meetings of 13 March 2019 be received and recommendations be adopted.

**15. TO CONSIDER A SMALL INCREASE IN THE HOURS OF WORK FOR THE ALLOTMENTS AND ADMINISTRATIVE ASSISTANT, IN ORDER TO COVER INCREASED WORKLOADS DUE TO PPS AND OTHER DUTIES.**

Resolution Record. **BSETC/143/24/Apr/19:**

That the increase of hours of work for the Allotments and Administrative Assistant, as per the Clerk's paper for the Council, be approved.

**16. TO CONSIDER THAT BURY ST EDMUNDS TOWN COUNCIL ESTABLISHES A MAYORALTY WHICH COULD CONDUCT CIVIC DUTIES IN THE FORTHCOMING YEAR.**

Resolution Record. **BSETC/144/24/Apr/19:**

That the proposal that the Town Council takes on Mayoral duties early in the tenure of the incoming (May 2019) Council, be approved.

Details to be agreed. (This resolution was approved unanimously).

**17. TO CONSIDER A PROJECT TO REFURBISH EASTGATE BRIDGE, DELEGATED TO THE CLERK, TO LIAISE WITH SUFFOLK COUNTY COUNCIL.**

Resolution Record. **BSETC/145/24/Apr/19:**

That the proposal, for the incoming Town Council to investigate the refurbishment of Eastgate Bridge, be approved.

The work is to be done during the forthcoming highways repair, in conjunction with Suffolk County Council. (This resolution was approved unanimously).

**18. TO CONSIDER SUPPORTING THE 2019 ST. EDMUNDS AWARDS EVENTS, WITH THE BURY FREE PRESS AS LEAD SPONSOR.**

Resolution Record. **BSETC/146/24/Apr/19:**

That the proposal, for the Town Council to give financial and resource support for the St Edmunds Awards events, with the Bury Free Press as lead sponsor, be approved. (This resolution was approved unanimously).

**19. TO CONSIDER THE EFFORTS BEING UNDERTAKEN TO END THE CURRENT LEASE ON ANGEL HILL AND TO ESTABLISH A NEW HEADS OF TERMS LEASE AT THE GUILDHALL, DETAILED WORK DELEGATED TO THE CLERK.**

Resolution Record. **BSETC/147/24/Apr/19:**

That continuation of lease discussions with the Guildhall staff, delegated to the Clerk, be approved.

Issues of Wi-Fi access and parking provision for the Council were a concern. (This resolution was approved unanimously).

**20. TO APPROVE THE STATEMENT OF ACCOUNTS, INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF BALANCES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2019, AS CERTIFIED BY THE RESPONSIBLE FINANCIAL OFFICER, THAT IT PRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL.**

Resolution Record. **BSETC/148/24/Apr/19:**

That the Statement of Accounts, Income and Expenditure account and Statement of Balances for the financial year ended 31 March 2019, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council, be approved.

**21. TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2019.**

Resolution Record. **BSETC/149/24/Apr/19:**

That the Independent Internal Audit report for the year ended 31 March 2019 had been received and considered.

21.1 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 line with auditor's recommendations.

21.2. To note the completion of the Annual Internal Audit Report 2018/2019 of the Annual Governance and Accountability Return by the Internal Auditor.  
Noted.

**22. TO CONSIDER THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN DOCUMENTATION AND ASSOCIATED PAPERS FOR THE YEAR ENDED 31 MARCH 2019 FOR SUBMISSION TO THE EXTERNAL AUDITOR BY 11 JUNE 2019:**

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

22.1 To consider 'Section 1 - Annual Governance Statement 2018/19' responses for the year ended 31 March 2019.

Resolution Record. **BSETC/150/24/Apr/19:**

That the Annual Governance and Accountability Return for the year ended 31 March 2019 'Section 1 – Annual Governance Statement 2018/2019' Boxes 1-8, 'Yes' responses be approved.

Resolution Record. **BSETC/151/24/Apr/19:**

That 'Section 1 Annual Governance Statement 2018-2019' Box 9 'N/A' response be approved.

22.2 To approve 'Section 2 – Accounting Statements 2018/19' for the year ended 31 March 2019.

Resolution Record. **BSETC/152/24/Apr/19:**

That Annual Governance Statement Return for the year ended 31 March 2019 'Section 2 – Accounting Statements 2018/19' be approved.

22.3 To approve the explanation of significant variances responses.

Resolution Record. **BSETC/153/24/Apr/19:**

That the Annual Governance and Accountability Return for the year ended 31 March 2019 with explanation of significant variances responses as circulated be approved.

22.4 To approve the reconciliation between boxes 7 & 8.

Resolution Record. **BSETC/154/24/Apr/19:**

That the reconciliation between boxes 7 & 8 be approved.

**23. TO AUTHORISE THE SIGNATURE AND DESPATCH OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2019 AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR.**

Resolution Record. **BSETC/155/24/Apr/19:**

That the signature and despatch of the Annual Governance and Accountability Return for the year end 31 March 2019 and all associated papers to the External Auditor be authorised.

**24. TO NOTE THE PERIOD SELECTED FOR THE EXERCISE OF PUBLIC RIGHTS IN RESPECT OF THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 IS MONDAY 17 JUNE 2019 TO FRIDAY 26 JULY 2019.**

Noted

**25. TO APPROVE THE USE OF VARIABLE DIRECT DEBIT INSTRUCTIONS (PER FINANCIAL REGULATION 6.6).**

Resolution Record. **BSETC/156/24/Apr/19:**

That the use of variable Direct Debit instruction (per Financial Regulation 6.6) be approved.

**26. DATE OF NEXT MEETING:**

**Annual Meeting of the Town Council, Wednesday 15 May 2019 at 6pm.**

The meeting ended at 8.35 pm.

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

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