

Press and public are invited to attend this meeting. Persons attending this meeting, whether to participate or observe, are advised that they may be filmed, recorded or otherwise reported about. Persons attending this meeting who wish to report on the procedures of the meeting are requested to avoid filming, recording or otherwise reporting about children and vulnerable adults without the consent of the relevant responsible adult.

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**BURY ST EDMUNDS TOWN COUNCIL**

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18 May 2017

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of **Bury St Edmunds Town Council** to be held at the Town Council Offices, 7 Angel Hill, Bury St Edmunds, Suffolk IP33 1UZ on **Wednesday 24 May 2017** at 7:00 pm (or on conclusion of the previous meeting if later).

*Sue Hindry*

Sue Hindry

Acting Town Clerk/Responsible Financial Officer

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**AGENDA**

1. Election of Chairman 2017-2018.
2. Election of Vice-Chairman 2017-2018.
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.
4. To note David Nettleton signed his declaration of acceptance of office on 10 May 2017 following his election as a Town Councillor in Risbygate Ward on 04 May 2017.
5. To receive apologies for absence and reasons therefore.
6. Declarations of Interest and Additions to Registers  
*Members are reminded of their responsibility to declare any disclosable pecuniary or local non-pecuniary interest which they have in any item of business on the Agenda no later than when the item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item. [Note: Applications for a dispensation must be submitted in writing to the Clerk as soon as possible before the meeting and in any event not later than 4pm the day before the meeting for which the dispensation is required.]*  
[Borough declaration]
7. To consider written application(s) [if any] 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.
8. To confirm, adopt and sign the minutes of the meeting of 26 April 2017 [attached].

9. Public Forum – questions from members of the Public of maximum 3 minutes duration per person within 20 minutes maximum including any Members of St Edmundsbury Borough Council and/or Suffolk County Council wishing to speak.
10. To receive a presentation by St Edmundsbury Borough Council regarding its proposal to provide a programme of children’s summer activities in Nowton Park being considered later on this agenda.
11. To receive the reports and adopt the recommendations therein (if any) of the Planning and Licensing Committee meetings of:
  - 11.1. 26 April 2017 [circulated];
  - 11.2. 10 May 2017 [circulated].
12. To appoint standing committees [2016/17 committee attached];
  - 12.1. To confirm the terms of reference of each committee [2016/17 committees attached];
  - 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;
  - 12.3. To receive nominations to each appointed committee;
  - 12.4. To elect a Chairman of each appointed committee;
  - 12.5. To elect a Vice Chairman of each appointed committee.
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 [draft attached].
14. To appoint three (different) Members to the Staffing Appeals Panel.
15. To appoint a Member to the optional post of Councillor Internal Auditor [*separate from the statutory Internal Auditor and the statutory External Auditor*].
16. To appoint Members as cheque signatories [5].
17. To appoint representatives (2) to the Bury in Bloom Committee.
18. To appoint a representative to the Christmas Fayre Working Group.
19. To appoint a representative to the Suffolk Association of Local Councils.
20. To appoint an ‘Allotments Champion’.
21. To reconfirm Margaret Charlesworth and the Chairman of the Council as Magna Carta Town Trust trustees.
  - 21.1. To appoint a substitute to attend the meetings of the Magna Carta Trust should the Chairman of the Council be unable to attend.
22. To reconfirm the Chairman of the Council as the Council’s representative on the Bury St Edmunds Town Centre Masterplan working party.
23. To note that the Council’s nominated representatives to the Guildhall Feoffment Trust (appointed June 2014 for a 4 year term) viz. Stefan R M Oliver and Kevin Waterson.

24. To review the scheme of delegation [attached].
25. To approve the statement of accounts, income and expenditure account and statement of balances for the financial year ended 31 March 2016, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council [attached].
26. To receive and consider the Independent Internal Audit report for the year ended 31 March 2017 [attached].
  - 26.1. To note the completion of the Annual internal audit report 2016/17 of the Annual Return by the Internal Auditor.
27. To consider the Annual Return documentation and associated papers for the year ended 31 March 2017 for submission to the External Auditor by 03 July 2017:
  - 27.1. To consider 'Section 1 - Annual governance statement 2016/17' responses for the year ended 31 March 2017 [attached].
  - 27.2. To approve 'Section 2 – Accounting statements 2016/17' of the Annual Return for the year ended 31 March 2017 [attached].
  - 27.3. To approve the explanation of significant variances responses [attached].
  - 27.4. To approve the explanation of significant variances responses for debtors and creditors [attached].
  - 27.5. To approve the reconciliation between boxes 7 & 8 [attached].
  - 27.6. To approve the explanation of Section 4 – Box K response [attached].
  - 27.7. To approve the Intermediate Audit questionnaire responses [attached].
28. To authorise the signature and despatch of the Annual Return for the year ended 31 March 2017, Audited Accounts and all associated papers to the External Auditor.
29. To note the period selected for the exercise of public rights in respect of the accounts for the year ended 31 March 2017 commences on 05 June 2017 and ends on 14 July 2017.
30. To approve the May 2017 payments list [to be tabled at the meeting].
31. To consider partnering St Edmundsbury Borough Council to provide a programme of children's summer activities in Nowton Park (as happened in 2016) by providing a financial contribution towards the programme of £16,000 [attached].
32. Clerk's report – for information only [attached].
33. Date of next meeting: to be confirmed following adoption of meetings schedule.