

**Minutes of the meeting of Bury St Edmunds Town Council held remotely via video conferencing on Wednesday 16 December 2020 at 7.04pm**

**Present:** Cllrs Thompson (Town Mayor), Augustine, Chung, Higgins, D Hind, K Hind, Iannelli-Popham, Parker (item 6 onwards), Rayner, Rout, Waterman, Whittingham and Williamson.

**Also present:** Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant), PCSO 3356 Jo Whiting, representatives from Explore Outdoor (Abbeycroft Leisure), Moreton Hall Community Association and West Suffolk Council, one member of the public and a reporter from the Bury Free Press.

**1. To receive apologies for absence and reasons**

Apologies had been received from Cllrs Bouché and Turner.

**2. To receive declarations of interest and additions to registers**

All District Councillors are advised to declare as follows: *'... that I may vote differently at District Council level from that recorded at this meeting at that other tier of local government'*. Cllrs Augustine, Chung, D Hind, Rayner, Rout, Thompson, Waterman and Williamson declared a local non-pecuniary interest as a District Councillor.

**3. To consider written applications by a member for dispensation, from the restrictions in section 31(4) of the Localism Act 2011 and specify the period for which any dispensation has effect**

None.

**4. To confirm, adopt and sign the minutes of the 25 November 2020 meeting of the Council**

Resolution Record No. **BSETC/212/16/Dec/20:**

That the minutes of the Council meeting of 25 November 2020 be agreed and signed as an accurate record.

**5. Public Forum**

The representative from Explore Outdoor (Abbeycroft Leisure) gave an update regarding the Christmas Food Support project which the Town Council had funded. A representative from the Moreton Hall Community Association spoke in support of its grant funding application being considered later in this agenda.

Cllr Rayner left the meeting.

**6. To note the Clerk's report**

The Clerk reported on events over the last month, updating on overall finances, PCSOs' contracts, progress on a number of Council-funded initiatives, work on traffic calming and parking measures and an update on Greener Growth. The budget was to be discussed later.

**7. To note the RFO's report**

The written financial report was noted.

**8. To note the PCSO's verbal report**

The latest crime statistics had been circulated in advance of the meeting, as was notice advising members of the public about the latest Covid-19 restrictions.

**9. To consider the 2021/2022 Budget and precept projections**

An updated draft budget and precept projection had been circulated – no changes were made.

**NB: It was noted that confirmation of the budget and precept demand (circulated with the next agenda) must be agreed at the January 2021 Town Council meeting.**

**10. To consider a grant funding application by Moreton Hall Community Association for £20,000 for the refurbishment of the community centre**

Resolution Record No. **BSETC/213/16/Dec/20:**

That grant funding of £20,000 be awarded to the Moreton Hall Community Association for the refurbishment of the community centre.

**11. To note Cllr Rayner's verbal update on the Christmas meal project, with a request for volunteers**

An update was given earlier.

**12. To receive the report and adopt the recommendations of the Planning Licensing and Finance committee meeting of 25 November 2020**

Resolution Record No. **BSETC/214/16/Dec/20:**

That the minutes of the Planning, Licensing and Finance committee meeting of 25 November 2020 be received.

**13. To approve the payments list for December 2020**

Resolution Record No. **BSETC/215/16/Dec/20:**

That the December 2020 payments list be approved.

**14. To re-adopt the following policies:**

**14.1 Co-Option Procedure**

**14.2 Disciplinary**

**14.3 Equality and Diversity Policy**

**14.4 Financial Control Procedures:**

14.4.1 Accounts payable

14.4.2 Asset control and management

14.4.3 Budgetary control and reporting

14.4.4 Income

14.4.5 IT access

14.4.6 Payroll

14.4.7 Petty cash

14.4.8 VAT

14.4.9 Year end procedures

**14.5 Freedom of information**

**14.6 General Office Safety**

**14.7 Grant Funding Policy**

**14.8 Health & Safety Policy**

**14.9 Service Standards**

**14.10 Scheme of Delegation**

Items 14.1 – 14.11 were considered en-bloc

Resolution Record No. **BSETC/216/16/Dec/20:**

That the policies covering (1) Co-Option; (2) Disciplinary; (3) Equality and Diversity; (4) Financial Control Procedures – Accounts Payable, Asset Control and management, Budgetary control and reporting, Income, IT access, Payroll, Petty cash, VAT and Year-end; (5) Freedom of Information; (6) General Office Safety; (7) Grant Funding; (8) Health & Safety (9) Service Standards and (10) Scheme of Delegation, be adopted as circulated.

**15. To receive an update regarding progress in relation to compliance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**

A verbal update was given.

**16. Date of next meeting**

Date of next meeting: **Wednesday 27 January 2020**

The meeting ended at 7.41pm.

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

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