

Minutes of the meeting of Bury St Edmunds Town Council held remotely via video conferencing on Wednesday 24 February 2021 at 7.00pm

Present: Cllrs Thompson (Town Mayor), Augustine, Bouché, Chung, Everitt, Higgins, D Hind, K Hind, Iannelli-Popham, Rayner, Rout, Turner, Waterman, Whittingham and Williamson.

Also present: Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant), Police Community Support Officer 3350 Mark Ellis, a representative from Abbey 1000 group, 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 Cllr Parker.

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, Everitt, 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 27 January 2021 meeting of the Council

Resolution Record No. **BSETC/228/24/Feb/21:**

That the minutes of the Council meeting of 27 January 2021 be agreed and signed as an accurate record.

5. Public Forum

The representative from Abbey 1000 group spoke in support of the later agenda item.

6. To note the Clerk's report

The Clerk reported on events over the last month including having acquired and paid for councillor laptops, the flooding and vandalism issues at the allotments, the recent Abbey Heritage Partnership consultation and the SALC Covid-related wellbeing seminars.

7. To note the RFO's report

The written financial report was noted.

8. To note the PCSO's verbal report

PCSO Ellis gave an update and answered members questions. The latest crime statistics had been circulated in advance of the meeting.

9. To set Allotment charges applicable from 01 April 2022

Resolution Record No. **BSETC/229/24/Feb/21:**

That the charge for allotments with water for the year 01 April 2022 to 31 March 2023 be £10.20 per square rod (equating to £51.00 for a five square rod plot).

10. To consider the request by Abbey 1000 to retain the grant funding award of £10,000, for celebrations to mark the creation of the Abbey and the town of Bury St Edmunds which has not been spent, due to the impact of the Coronavirus pandemic on plans for 2020; instead to be held for use in 2022 when the celebrations are scheduled to take place

Resolution Record No. **BSETC/230/24/Feb/21:**

That the request, made by Abbey 1000 that the grant funding award of £10,000, for celebrations to mark the creation of the Abbey and the town of Bury St Edmunds, which has not been spent due to the impact of the Coronavirus pandemic on plans for 2020, be held for use in 2022 when the celebrations are scheduled to take place, be approved.

11. That the Town Council investigate establishing a scheme with West Suffolk District Council whereby Bury St. Edmunds Town Council might reimburse the District Council for the disposal of bulky domestic waste items during Coronavirus restrictions

The mover of the proposal amended it to include that it be restricted to residents in receipt of Council Tax Benefit. This amendment was seconded, but this amendment was deemed unnecessary at this stage, given that the motion was aimed at investigating options.

Resolution Record No. **BSETC/231/24/Feb/21:**

That the Town Council investigate establishing a scheme with West Suffolk Council whereby Bury St. Edmunds Town Council might reimburse the District Council for the disposal of bulky domestic waste items during Coronavirus restrictions.

12. That Bury St Edmunds Town Council requests that Greener Growth ensure that the Green Spaces Project is live and fully accessible on the web for public interaction by 15 March 2021

Resolution Record No. **BSETC/232/24/Feb/21:**

That Bury St Edmunds Town Council requests that Greener Growth ensure that the Green Spaces Project is live and fully accessible on the web for public interaction by 15 March 2021.

13. To approve the payments list for February 2021

Resolution Record No. **BSETC/233/24/Feb/21:**

That the payments list for February 2021 as circulated, be approved.

14. To receive the report and adopt the recommendations of the Planning Licensing and Finance committee meeting of:

14.1 27 January 2021

Resolution Record No. **BSETC/234/24/Feb/21:**

That the minutes of the Planning, Licensing and Finance committee meeting of 27 January 2021 be received.

14.2 10 February 2021

Resolution Record No. **BSETC/235/24/Feb/21:**

That the January 2021 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/236/24/Feb/21:**

That the minutes of the Planning, Licensing and Finance committee meeting of 10 February 2021 be received and the recommendation therein be adopted.

15. To review the effectiveness of the Independent Internal Audit for the year ended 31 March 2020

Resolution Record No. **BSETC/237/24/Feb/21:**

That, following review, no areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2020 was considered to be effective.

16. To adopt the Internal Audit plan for the year ending 31 March 2021

Resolution Record No. **BSETC/238/24/Feb/21:**

That the Internal Audit plan for the year ending 31 March 2021 be approved and adopted.

17. To adopt the terms of engagement for the Internal Auditor for the year ending 31 March 2021

Resolution Record No. **BSETC/239/24/Feb/21:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2021 be approved and adopted.

18. To review the effectiveness of Council's internal systems of control

Resolution Record No. **BSETC/240/24/Feb/21:**

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

19. To adopt the updated asset register

Resolution Record No. **BSETC/241/24/Feb/21:**

That the updated asset register be approved and adopted.

20. To note that for the year to 31 March 2021, National Non-Domestic Rates of £1,942.96 are due on the office premises at 79 Whiting Street (£1,226.04 for Rooms 1 & 4 and £716.92 for Room 2) but are not payable in respect of Rooms 1 & 4 following a successful application for Small Business Rate Relief

Noted.

21. 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 items discussed concerning: *Quotations*.

22. To consider quotes for the Internal Audit for the year ending 31 March 2021

Resolution Record No. **BSETC/242/24/Feb/21:**

That Trevor Brown be appointed to carry out the Independent Internal Audit for year ending 31 March 2021.

23. Date of next meeting

Date of next meeting: **Wednesday 24 March 2021**

The meeting ended at 8.26pm.

Signed: _____

Dated: _____