

Minutes of the meeting of Bury St Edmunds Town Council held at the Guildhall, Bury St Edmunds, on Wednesday 23 February 2022 at 7.00pm

Present: Cllrs Thompson (Town Mayor), Bouché (agenda item 7 onwards), Everitt, Higgins, Hind, Murray, Rayner, Rout, Stamp, Waterman and Whittingham.

Also present: Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Police Community Support Officer Mark Ellis, a representative of the Churchgate Area Association, four members 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 Augustine, Chung, Iannelli-Popham and Parker. Cllr Bouché had advised he would be late.

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 Everitt, Hind, Rayner, Rout, Stamp, Thompson and Waterman declared a local non-pecuniary interest as a District Councillor. Cllr Everitt declared a local non-pecuniary interest in agenda item 10 as he is a Trustee of the Suffolk Regiment Museum.

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 26 January 2022 meeting of the Council

Resolution Record No. **BSETC/92/23/Feb/22:**

That item 6 of the minutes of the meeting of 26 January 2022 be amended to include reference to the grant funding working group.

Resolution Record No. **BSETC/93/23/Feb/22:**

That the minutes of the meeting of 26 January 2022 as amended, are agreed and signed as an accurate record.

5. Public Forum

A representative of the Churchgate Area Association and a member of the public spoke about parking problems in the town, in connection with agenda item 11.

6. To note the Clerk's report

Noted. The Clerk reported on the Torch relay, the Tollgate Ward by-election, the pre-election period rules, financial year-end, the Assistant Town Clerk/Responsible Financial Officer taking early retirement and the recruitment of temporary cover for this role.

Cllr Bouché joined the meeting at 7.30pm.

7. To note the Responsible Financial Officer's report

Noted.

8. To note the PCSO's verbal report

Noted.

9. To approve the payments list for February 2022

Resolution Record No. **BSETC/94/23/Feb/22:**

That the payments list for February 2022 be approved.

10. To consider a grant funding application from the Suffolk Regiment Museum for £6,309.56 to make improvements to the displays and to raise the profile of the Museum, both locally and nationally

Resolution Record No. **BSETC/95/23/Feb/22:**

That the grant funding application by the Suffolk Regiment Museum, for £6,309.56 to make improvements to the displays and to raise the profile of the Museum, both locally and nationally, be approved.

11. To consider a call on West Suffolk Council to work with Bury Town Council to develop and implement more enduring solutions to the parking problems of the town

An in-depth discussion took place.

Resolution Record No. **BSETC/96/23/Feb/22:**

Bury St Edmunds Town Council recognises it has a role to play trying to resolve parking problems of the town and aims to: (1) contact West Suffolk Council to suggest the Town Council become a consultee in the 2022 parking review consultation; (2) invite the Portfolio Holder and Lead Officer to attend a Town Council meeting (3) investigate a survey of residents about the issues and (4) convene a meeting of stakeholders, eg West Suffolk Council, Suffolk County Council, Our Bury St Edmunds (BID), businesses, and local groups.

12. To adopt the updated asset register

Item deferred to the March meeting.

13. To review the effectiveness of the Independent Internal Audit for the year ended 31 March 2021

Resolution Record No. **BSETC/97/23/Feb/22:**

That, following review, no areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2021 was considered to be effective.

14. To adopt the Internal Audit plan for the year ending 31 March 2022

Resolution Record No. **BSETC/98/23/Feb/22:**

That the Internal Audit plan for the year ending 31 March 2022 be approved and adopted.

15. To adopt the terms of engagement for the Internal Auditor for the year ending 31 March 2022

Resolution Record No. **BSETC/99/23/Feb/22:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2022 be approved and adopted.

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

Resolution Record No. **BSETC/100/23/Feb/22:**

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.

17. To receive the report and adopt the recommendations of the Planning Licensing and Finance Committee meetings of:

17.1 15 December 2021

Resolution Record No. **BSETC/101/23/Feb/22:**

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

Resolution Record No. **BSETC/102/23/Feb/22:**

That the minutes of the Planning, Licensing and Finance committee meeting of 15 December 2021 be received and the recommendations be adopted.

17.2 12 January 2022

Resolution Record No. **BSETC/103/23/Feb/22:**

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

Resolution Record No. **BSETC/104/23/Feb/22:**

That the minutes of the Planning, Licensing and Finance committee meeting of 12 January 2022 be received and the recommendations be adopted.

17.3 26 January 2022

Resolution Record No. **BSETC/105/23/Feb/22:**

That the minutes of the Planning, Licensing and Finance committee meeting of 26 January 2022 be received and the recommendations be adopted.

17.4 09 February 2022

Resolution Record No. **BSETC/106/23/Feb/22:**

That the January 2022 bank reconciliations, budget line-item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/107/23/Feb/22:**

That the minutes of the Planning, Licensing and Finance committee meeting of 09 February 2022 be received and the recommendations be adopted.

18. 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*.

19. To consider quotes for employing the Internal Auditor for the year ending 31 March 2022

Resolution Record No. **BSETC/108/23/Feb/22:**

That Trevor Brown be appointed to carry out the Independent Internal Audit for year ending 31 March 2022.

20. Date of next meeting

Date of next meeting: **Wednesday 23 March 2022.**

The meeting ended at 8.46pm.

Signed: _____ Dated _____