

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds, on Wednesday 23 March 2022 at 7.01pm**

Present: Cllrs Thompson (Town Mayor), Augustine, Chung (Deputy Town Mayor), Everitt, Higgins, Iannelli-Popham, Murray, Turner, Waterman and Whittingham.

Also present: Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Jacqueline Howells (Temporary Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotment and Administrative Assistant), Police Community Support Officer Mark Ellis, Bury St Edmunds Area Community Engagement Officer, representatives of Explore Outdoor (Abbeycroft Leisure), Bury St Edmunds Town Trust (2), Cotton Lane Allotment Holders Association (2), Bury Water Meadows Group, three 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 Bouché, Hind, Parker, Rayner, Rout, Stamp.

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, Thompson and Waterman 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 23 February 2022 meeting of the Council

Resolution Record No. **BSETC/109/23/Mar/22:**

That the minutes of the meeting of 23 February 2022 are agreed and signed, as an accurate record.

5. Public Forum

Representatives from the Bury Water Meadows Group, Explore Outdoor (Abbeycroft Leisure) and Bury St Edmunds Town Trust each spoke about their respective agenda item. A representative of the Cotton Lane Allotment Holders Association spoke about a future grant funding application.

6. To note the Clerk's report

Noted. The Clerk reported on the handover of the Assistant Town Clerk/Responsible Financial Officer role from Sue Hindry to Jacqui Howells, the work of the PCSOs, possible Christmas events and the forthcoming parking consultations.

7. To note the Responsible Financial Officer's report

Noted.

8. To note the PCSO's verbal report

Noted.

9. To consider a request from the Bury St Edmunds Town Trust for £5,118 to fund a heritage statement, to understand the significance of the South African War memorial

Resolution Record No. **BSETC/110/23/Mar/22:**

That the grant funding application by the Bury St Edmunds Town Trust for £5,118 to fund a heritage statement to understand the significance of the South African War memorial, be approved

10. To consider a grant funding application from the Bury Water Meadows Group for £9,255 to fund a 'BioBlitz' event and various activities

Resolution Record No. **BSETC/111/23/Mar/22:**

That the grant funding application by the Bury Water Meadows Group for £9,255 to fund a 'BioBlitz' event and various activities, be approved

11. To consider a request from Explore Outdoor (Abbeycroft Leisure) for £13,511, for the development of the 'Healing Wood' project, for use by the community

Resolution Record No. **BSETC/112/23/Mar/22:**

That the grant funding application by Explore Outdoor (Abbeycroft Leisure) for £13,511 for the development of the 'Healing Wood' project, for use by the community, be approved

12. To approve a retrospective expenditure in the sum of £783 for the insertion of a flyer with the Town Council Tax bills for 2022-2023, as no budget allocation for nominal code 4110 Annual Report to Residents

Resolution Record No. **BSETC/113/23/Mar/22:**

That retrospective expenditure in the sum of £783 for the insertion of a flyer with the Town Council Tax bills for 2022-2023 allocated to nominal code 4110 'Annual Report to Residents', be approved.

13. To confirm the appointment of Jacqueline Howells as Assistant Town Clerk/Responsible Financial Officer (as per the LGA 1972, s151), on a temporary basis, pending the recruitment of a permanent ATC/RFO

Resolution Record No. **BSETC/114/23/Mar/22:**

That the appointment of Jacqueline Howells as Assistant Town Clerk/Responsible Financial Officer (as per the LGA 1972, s151), on a temporary basis, pending the recruitment of a permanent ATC/Responsible Financial Officer, be approved.

14. To approve the addition of Jacqueline Howells (Temporary Assistant Town Clerk/Responsible Financial Officer) to the bank mandate, in order that she can access the Council's accounts

Resolution Record No. **BSETC/115/23/Mar/22:**

That the addition of Jacqueline Howells (Temporary Assistant Town Clerk/Responsible Financial Officer) to the bank mandate, in order that she can access the Council's accounts, be approved.

15. To note the recent developments on the Bury St Edmunds parking consultation

Noted. An update on parking consultations had been circulated.

16. To adopt the updated Town Council asset register

Resolution Record No. **BSETC/116/23/Mar/22:**

That the updated Town Council asset register be adopted.

17. To approve the payments list for March 2022

Resolution Record No. **BSETC/117/23/Mar/22:**

That the payments list for March 2022 as tabled, be approved.

18. To approve and adopt the Council Risk Assessment for 2021-2022

Resolution Record No. **BSETC/118/23/Mar/22:**

That the Council Risk Assessment for 2021-2022 be approved and adopted.

19. To re-adopt the following policies:

19.1 Standing Orders

Resolution Record No. **BSETC/119/23/Mar/22:**

That the Standing Orders, be adopted as circulated.

19.2 Financial Regulations

Resolution Record No. **BSETC/120/23/Mar/22:**

That the Financial Regulations, be adopted as circulated.

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

20.1 23 February 2022

Resolution Record No. **BSETC/121/23/Mar/22:**

That the minutes of the Planning, Licensing and Finance committee meeting of 23 February 2022 be received.

20.2 09 March 2022

Resolution Record No. **BSETC/122/23/Mar/22:**

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

21. To receive the report and adopt the recommendations of the Staffing and Employment Committee meeting of 09 March 2022

After discussion, consideration of this item was moved into the private session.

22. To consider that any unallocated 2021/22 Locality budget funds be carried forward for one year, due to timing of the Bury St Edmunds Town Council (Tollgate) by-election

Resolution Record No. **BSETC/123/23/Mar/22:**

That any unallocated 2021/22 Locality budget funds be carried forward for one year, due to timing of the Bury St Edmunds Town Council (Tollgate) by-election.

23. Motion/Resolution to exclude temporarily the Public and Press:

It was resolved to exclude temporarily the public, and the press for items 21, 24 and 25 due to the confidential nature of items discussed concerning: *Staffing and Employment matters*.

The Assistant Town Clerk/Responsible Financial Officer, Temporary Assistant Town Clerk/Responsible Financial Officer and the Allotment and Administrative Assistant also left the room.

21. To receive the report and adopt the recommendations of the Staffing and Employment Committee meeting of 09 March 2022

Resolution Record No. **BSETC/124/23/Mar/22:**

That the minutes of the Staffing and Employment committee meeting of 09 March 2022 be received and approved.

24. To note various staff employment and pensions issues

Noted.

25. To receive and consider a confidential report of the Staffing and Employment Committee meeting of 09 March 2022

Resolution Record No. **BSETC/125/23/Mar/22:**

That the confidential report of the Staffing and Employment Committee be approved.

There was a detailed and thorough discussion in which all councillors present participated.

Officers and members of the public and press were invited to return to the meeting.

26. Date of next meeting

Date of next meeting: **Wednesday 27 April 2022.**

The meeting ended at 8.44pm.

Signed: _____ Dated _____