

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds, on Wednesday 25 January 2023 at 7pm**

Present: Cllrs Thompson (Town Mayor), Augustine, Chung, Higgins, Hind, Iannelli-Popham, Murray, Rayner, Sayer, Stamp, Waterman and Whittingham.

Also present: Greg Luton (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Julie Sturgeon (Allotment and Administrative Officer), PCSO's Mark Ellis and Jo Whiting, plus representatives from the Round Table, The Hal Company and BSE Heritage trust, together with two members of public and the Press.

1. To receive apologies for absence

Apologies had been received from Cllrs Bouché (via others), Everitt, Parker and Rout. Cllr Turner was absent, but no apologies received.

2. To receive declarations of interest and additions to registers

All District Councillors declared: '*That I may vote differently at District or County Council level from that recorded at this meeting*'. Cllrs Augustine, Chung, Hind, Rayner, Stamp, Thompson and Waterman declared a local non-pecuniary interest as District Councillors.

Cllrs Chung and Murray declared that they are Feoffees of the Guildhall Feoffment Trust and the Town Clerk advised that he is a Trustee of the Heritage Trust.

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 14 December 2022 meeting of the Council

Resolution Record No. **BSETC/70/25/Jan/23:**

That the Minutes of the meeting of 14 December 2022 be agreed and signed, as an accurate record.

5. Public Forum

Representatives from BSE Rotary Club presented their ideas for events in Bury to celebrate the Coronation on the weekend of 6, 7 and 8 May 2023.

Representatives from The Hal Company and the Heritage Trust gave further information about their respective grant aid applications being discussed at agenda item 12.

6. To note the Clerk's report

The Town Clerk reported that Council staff had recently completed refresher training for the local elections taking place on 4 May 2023, and Councillors were reminded of the 'pre-election' period. Details, including dates and guidance on activities would follow when known. The end of year report about the work of the Council over the last twelve months was discussed. Councillors congratulated officers on the amount of work undertaken by the Council. Councillors also commended on the South African War Memorial report.

7. To note the Responsible Financial Officer's report

The RFO presented the financial report which was noted.

8. To note the PCSOs' verbal report

PCSO Mark Ellis confirmed that the town was generally quiet, with some issues in the McDonalds area of the town centre which are being addressed. He reiterated that any specific items should be reported to the Town Clerk for passing to the PCSOs. PCSOs Ellis and Whiting were thanked for their work and their commitment to ensuring the safety of residents and visitors which is much appreciated by the Council.

9. To consider and confirm 2023/2024 Budget for Bury St Edmunds Town CouncilResolution Record No. **BSETC/71/25/Jan/23:**

That the 2023/2024 Budget for Bury St Edmunds Town Council be adopted and signed by the Town Mayor and Town Clerk in the presence of the Council.

The 2023/2024 Budget was signed by the Mayor and the Town Clerk.

10. To confirm 2023/2024 Precept for Bury St Edmunds Town CouncilResolution Record No. **BSETC/72/25/Jan/23:**

That the 2023/2024 Precept for Bury St Edmunds Town Council be adopted as resolved by Council, at £42.30 (0% increase) per Band D Property Equivalent in the sum of £603,029.00 and the Precept Demand Form, signed by the Town Mayor and Town Clerk in the presence of the Council to be served to West Suffolk Council.

The Precept form was signed by the Mayor and the Town Clerk.

11. To consider funding for Bury St Edmunds Round Table, to organise and run a King's Coronation '23 community event

The Round Table proposed to organise a community event for the King's Coronation. It was likely to cost about £15,000 and Councillors agreed in principle to supporting the event. The Round Table would attend the next Full Council meeting with proposals and costings, so the Town Council can make an informed decision on funding.

12. To consider grant applications as follows:**12.1 Bury St Edmunds Heritage Trust for funding of a major exhibition at the Guildhall**Resolution Record No. **BSETC/73/25/Jan/23:**

RESOLVED that under the Power of the Local Government Act 1972, s145, Bury St Edmunds Heritage Trust be awarded grant funding of £15000.00 for the 'Love and War in Suffolk' exhibition – 1 April to 16 April 2023.

12.2 The Hal Company for set-up costs for a project launch and workshops (NB: this is a part retrospective application).

Councillors discussed the application from the Hal Company but requested that more detailed information be provided before a decision regarding funding can be made.

RECOMMENDED that the Hal Company provides more information about the project launch and is invited to attend a future Full Council meeting, so Councillors can make an informed decision about supporting the project with grant funding.

13. To agree a date for the Annual Town Residents' meeting, proposed for 8 March 2023.

Councillors discussed the date for the Annual Town Residents' meeting and the suggestion of holding the event on the 8 March, to acknowledge achievements during the last year.

However, Councillors agreed that the event should take place, as agreed previously, on 10 May following the local elections.

Resolution Record No. **BSETC/74/25/Jan/23:**

RESOLVED that the Annual Town Residents' meeting will take place on Wednesday 10 May 2023

14. To consider revised PCSO contracts, as proposed by Suffolk Constabulary, for 1 April 2023.

Councillors discussed the revised PCSO contracts; specifically an uplift in costs, and the proposal that the contract be agreed annually, as opposed to the current two-year contract.

Councillors expressed their gratitude for the valuable work undertaken by the two PCSOs sponsored by the Town Councillor, to patrol and police the town centre and surrounding wards in Bury St Edmunds.

Councillors supported the request for an increase in the amount to be paid by the Town Council but requested that the contract remain for a two-year period.

Resolution Record No. **BSETC/75/25/Jan/23:**

RESOLVED that subject to the contract remaining for a two-year period, the revised contract be signed by the Town Clerk on behalf of the Town Council. However, should Suffolk Constabulary uphold the wish for the contract to be agreed annually, the contract be reviewed again by Councillors at the Full Council meeting in February 2023.

15. To consider the future obtaining of allotments sites at Moreton Hall and Marham Park, under yet-to-be agreed Service Level Agreement arrangements.

Councillors considered the proposal to take on the management of proposed allotment sites at Moreton Hall and Marham Park following completion by the developers.

Resolution Record No. **BSETC/76/25/Jan/23:**

RESOLVED that subject to future Service Level Agreements being acceptable, Bury St Edmunds Town Council agrees in principle to taking on the management of allotment sites at Moreton Hall and Marham Park on completion by the developers.

16. To consider that policies on: Freedom of Information, General Office Safety, Health and Safety Policy' Disciplinary, Equality and Diversity, PPS, Data Protection Policy; be adopted unchanged except for dates and typographical corrections.

Resolution Record No. **BSETC/77/25/Jan/23:**

RESOLVED that the following policies be **ADOPTED**:

Freedom of Information

General office Safety

Health and Safety

Disciplinary

Equality and Diversity

Data Protection

That the PPS policy be considered and adopted at the next Full Council meeting in February 2023.

17. To approve the payments list for December 2022.

Resolution Record No. **BSETC/78/25/Jan/23:**

RESOLVED that the payments list for December 2022 be **APPROVED**.

18. To receive Councillor Internal Financial Review report

The RFO advised that Cllr Rout had undertaken the Councillor Internal Financial Review on 11 January 2023 and no areas of concern had been identified.

Resolution Record No. **BSETC/79/25/Jan/23:**

RESOLVED that the Internal Councillor Financial Report dated 11 January 2023 be **NOTED**.

19. To receive the report and adopt the recommendations of the following Planning, Licensing and Finance committee meetings:

19.1 14 December 2022

Resolution Record No. **BSETC/80/25/Jan/23:**

RESOLVED that the minutes of the Planning, Licensing and Finance meeting of 14 December 2022 be **ADOPTED** and signed.

19.2 11 January 2023

Resolution Record No. **BSETC/81/25/Jan/23:**

RESOLVED that the minutes of the Planning, Licensing and Finance meeting of 11 January 2023 be **ADOPTED** and signed.

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

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed concerning: Locality and grant funding matters.

Resolution Record No. **BSETC/82/25/Jan/23:**

That the public and press be excluded from the meeting for Agenda Item 21 to be discussed.

The public and press left the meeting.

**21. To consider how Locality and grants are managed after funding is agreed.
The Confidential report is shown at Resolution Record No: BSETC/83/25/Jan/23**

22. Date of next meeting

Date of next meeting: **Wednesday 22 February 2023.**

The meeting ended at 9.15 pm.

Signed: _____ Dated _____