

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 13 December 2023 at 7pm.**

Present: Cllrs Hind (Town Mayor), Augustine, Chung, Halpin, Higgins, Iannelli-Popham, Mackenzie, McGoochan, Mager, O'Driscoll, Sayer, Stamp, Stennett and Waterman

Also present: Greg Luton (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Julie Sturgeon (Allotment and Administrative Officer), PCSOs Mark Ellis and Jo Whiting, representatives from Risbygate Sports Club, Moreton Hall Youth Action, the Press and members of public.

1. To receive apologies for absence

Apologies were received from Cllrs Armitage and Lindberg.

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, Halpin, Higgins, Hind, Mager, O'Driscoll, Sayer, Stamp, Stennett and Waterman declared a local non-pecuniary interest as District Councillors. Cllr O'Driscoll declared a non-pecuniary interest as a member of the Risbygate Sports Club.

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 29 November 2023 meeting of the Council

Resolution Record No. **BSETC/153/13/Dec/23:**

RESOLVED that the Minutes of the meeting of 29 November 2023 be agreed and signed, as an accurate record.

5. Public Forum

A member of the Risbygate Sports Club informed Councillors about the Club and its role in the community: The kitchen on the premises is in urgent need of refurbishment to bring it up to health and safety standards. A representative from the Moreton Hall Youth Action group explained about the proposed Splash Park Fountain project for the Moreton Hall area.

6. Town Clerk's report

The Town Clerk advised that this was his last meeting of the Town Council and thanked members and staff for all their support during his time in office. He left the Town Council with a framed copy of the historic Royal Proclamation given by the Lord Lieutenant which was read out to the townspeople assembled on Angel Hill on 10 September 2022.

7. Responsible Financial Officer's report

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report. No issues for concern were identified.

8. To note the PCSO's verbal report

PCSO's Mark Ellis and Jo Whiting attended the meeting. PCSO Ellis advised that November was traditionally a quieter time in the crime figures. There had been reports of Anti-Social Behaviour on Social Media sites but the majority had not been reported to the Police. The new 'Community Beat Policing' is now in place with officers being more visible in the community.

9. To consider grant applications from the following organisations:**9.1 Splash Park Fountain for Flying Fortress Park**

Councillors discussed the application at length; there was support of the general concept which needed further information, so they could make an informed decision.

Resolution Record No. **BSETC/154/13/Dec/23:**

That the decision on the grant application be postponed until further information is received. That a representative from West Suffolk Council, Green Spaces and Heritage Team, be invited to attend a future Full Council meeting to discuss the proposed Splash Park Fountain project. That Councillors submit any questions they may have regarding the proposed project to the Town Clerk in order that they can be addressed at a future meeting.

9.2 Risbygate Sports Club kitchen improvements

Councillors discussed the grant application from Risbygate Sports Club for kitchen improvements.

Resolution Record No. **BSETC/155/13/Dec/23:**

RESOLVED that under the Power of the Local Government (Miscellaneous Provisions) Act 1976 s.19 Risbygate Sports Club be awarded grant funding of £1500.00 towards the refurbishment of the kitchen at the Sports Club.

10. To consider an Earmarked Reserve of £50k for provision of activities for children and young people during school holidays

Resolution Record No. **BSETC/156/13/Dec/23:**

RESOLVED that £50,000 be allocated as an Earmarked Reserve in the 2024/2025 budget for the provision of activities for children and young people during school holidays.

That the terms of reference for spending this reserve be agreed at a later date.

11. To consider the revised 2024/2025 budget

Resolution Record No. **BSETC/157/13/Dec/23:**

RESOLVED that the revised 2024/2025 as presented to Councillors be AGREED and ADOPTED.

12. To consider the Rialtas Year End accountancy payment options

Resolution Record No. **BSETC/158/13/Dec/23:**

RESOLVED that subject to the RFO verifying the terms and conditions, the Town Council enters into a three year contract with Rialtas Business Solutions for yearend closedown at a cost of £825.00 ex VAT per year commencing 01 April 2024.

13. To consider Town Council policies as follows:

Resolution Record No. **BSETC/159/13/Dec/23:**

RESOLVED that the following policies be **ADOPTED** with no changes necessary:

13.1 Lone Worker

13.2 Public Forum at Meetings

13.3 Risk Management

13.4 Sickness Absence

13.5 Staff allowances and expenses

13.6 Collection and debt recovery

13.7 Compliments and complaints

13.8 Filming and recording at meetings

13.9 Locality Budget scheme criteria and Guidance for Councillors

13.10 Pavements and Public Spaces (PPS) – with the amendment to final paragraph regarding contractors

14. To receive the report and adopt the recommendations of the following Planning, Licensing and Finance committee meeting 29 November 23:

Resolution Record No. **BSETC/160/13/Dec/23:**

RESOLVED that the minutes of the Planning, Licensing and Finance meetings of 29 November be ADOPTED and signed.

15. To approve and sign the payments list for October 2023

Resolution Record No. **BSETC/161/13/Dec/23:**

RESOLVED that the payments list for October 2023 be APPROVED and SIGNED.

16. To approve and sign Barclays bank balances as at 31 October 23

Resolution Record No. **BSETC/162/13/Dec/23:**

RESOLVED that Barclays bank balances as at 31 October 2023 be APPROVED and SIGNED.

17. Date of next meeting: Wednesday 24th January 2024

The meeting ended at 8.40pm.

Signed: _____ Dated _____