

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds, on Wednesday 22 March 2023 at 7pm**

Present: Cllrs Thompson (Town Mayor), Chung, Everitt, Hind, Murray, Rout, 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 Mark Ellis together with two Police Officers and two members of public.

1. Reminder of pre-election period rules

The Town Clerk reminded Councillors about the pre-election period and its implications. Any Councillors needing further advice on this matter should contact the Town Clerk.

2. To receive apologies for absence

Apologies had been received from Cllrs Bouché, Higgins, Iannelli-Popham and Parker. Cllrs Augustine and Turner were absent but no apologies were received.

3. 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. Chung, Everitt, Hind, Rout, Stamp, Thompson and Waterman declared a local non-pecuniary interest as District Councillors.

4. 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.

5. To confirm, adopt and sign the minutes of the 22 February 2023 meeting of the Council

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

That the Minutes of the meeting of 22 February 2023 be agreed and signed, as an accurate record.

6. Public Forum

There were no items for discussion by members of the public present at the meeting.

7. To note the Clerk's report

The Town Clerk reiterated the new rules for voters to provide photo ID for the forthcoming elections. Leaflets were available for Councillors to distribute in their wards. Applications for Grant Funding for Coronation events were being received and plans for the public event being organised by the Round Table. The Hal Company who had previously submitted a Grant application said they are now seeking start-up funding from other sources but will come back to the Town Council in due course. The subject of Christmas activities for December 2023 was mentioned.

8. To note the Responsible Financial Officer's report

The RFO presented the financial report which was noted.

9. To note the PCSOs' verbal report

PCSO Mark Ellis advised that there was not a great deal to report but a laser pen emitting from the Moreton Hall area had been reported causing issues for aircraft. He restated that any specific policing matters should be reported to the Town Clerk who would pass the information to the PCSOs.

10. To review the effectiveness of the Independent Internal Audit for the year ending 31 March 2022.

Councillors discussed the report to review the effectiveness of the Independent Internal Audit for the year ending 31 March 2022. No issues or areas of concern were identified.

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

RESOLVED that the effectiveness of the Independent Internal Audit review for the year ending 31 March 2022 be **APPROVED**

11. To approve the Internal Control Statement for year ending 31 March 2023

Councillors discussed the Internal Control Statement for year ending 31 March 2023.

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

RESOLVED that the Internal Control Statement for the year ending 31 March 2023 be **APPROVED**

12. To consider, approve and adopt the Risk Assessment for 2023/2024

Councillors discussed the Risk Assessment document for 2023/2024

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

RESOLVED that the Risk Assessment for 2023/2024 be **ADOPTED**

13. To adopt the updated Asset Register

Councillors discussed the updated Asset Register for 2023/2024

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

RESOLVED that the Risk Assessment for 2023/2024 be **ADOPTED**

14. To set allotment charges applicable from 01 April 2024

Councillors discussed the proposal to increase allotment charges by 20p per rod, from 01 April 2024. However, Councillors felt that no increase in rent should be approved.

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

RESOLVED that there will be no increase in allotment charges for year commencing 01 April 2024

15. To approve the payments list for February 2023

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

RESOLVED that the payments list for February 2023 be **APPROVED**

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

16.1 22 February 2023

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

RESOLVED that the minutes of the Planning, Licensing and Finance meeting of 22 February 2023 be **ADOPTED** and signed.

16.2 08 March 2023

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

RESOLVED that the minutes of the Planning, Licensing and Finance meeting of 08 March 2023 be **ADOPTED** and signed.

17. 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: Internal Audit quotes.

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

That the public and press be excluded from the meeting for Agenda Item 18 to be discussed.

The public left the meeting.

18. To consider quotes for the appointment of the Internal Auditor

Councillors discussed quotes received from three companies – Suffolk Association of Local Councils, Heelis & Lodge, and Trevor Brown CPFA.

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

RESOLVED that Trevor Brown be appointed as Internal Auditor for the Internal Audit for year ending 31 March 2023.

19. Date of next meeting

Date of next meeting: **Wednesday 26 April 2023.**

The meeting ended at 7.35pm.

Signed: _____ Dated _____