

**MINUTES OF THE ANNUAL MEETING OF BURY ST EDMUNDS
TOWN COUNCIL HELD ON WEDNESDAY 18 MAY 2011
AT 7:00 PM AT THE TOWN COUNCIL OFFICES,
7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Chung, Cockle, Cornish, Farmer, Hartley, C Hind, K Hind, Moffat, Nettleton, Oliver, Ridgeway, Rout, Simner, Springett, Taylor, Turner and Warby.

ALSO PRESENT: Jen Larner (Town Clerk), 1 reporter from the Bury Free Press; 2 members of the public.

Councillor Bob Cockle welcomed all new Councillors to their first meeting of the Town Council.

1. ELECTION OF CHAIRMAN 2011-2012

Two nominations were received for the position of Chairman: 1) Cllr Oliver proposed by Cllr Farmer and seconded by Cllr Warby received 7 votes and 2) Cllr Cockle proposed by Cllr Moffat and seconded by Cllr C Hind received 10 votes.

Resolution Record No. **BSETC/001/18/May/11:**

That Cllr R Cockle be and is elected Chairman for 2011-2012.

2. TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Resolution Record No. **BSETC/002/18/May/11:**

That it be duly noted that Cllr R Cockle signed the Declaration of Acceptance of Office of Chairman.

3. ELECTION OF VICE CHAIRMAN 2011-2012

Two nominations were received for the position of Vice Chairman: (1) Cllr Nettleton nominated by Cllr Moffat and seconded by Cllr Hartley received 9 votes and (2) Cllr Warby nominated by Cllr Farmer and seconded by Cllr Simner received 7 votes.

Resolution Record No. **BSETC/003/18/May/11:**

That Cllr D Nettleton be and is elected Vice Chairman for 2011-2012.

4. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

There were no absences.

5. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government". General declarations in this regard were made by Cllrs Chung, Cockle, Farmer, Nettleton, Oliver, Rout, Simner, Springett and Warby as Members of St Edmundsbury Borough Council and by Cllr Oliver as a Suffolk County Councillor. Cllr Simner declared a personal interest in items relating to Safer Neighbourhood Tasking groups; Cllr Taylor a personal interest in items relating to Greene King.

6. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 23 MARCH 2011

Resolution Record No. **BSETC/004/18/May/11:**

That the Minutes of the Bury St Edmunds Full Town Council Meeting of Wednesday 23 March 2011 be agreed and signed as a true record.

7. PUBLIC FORUM

One member of the public complained that he had never had feedback on items raised by him in public forum, though it had been agreed that this would be done.

8. TO RECEIVE REPORTS FROM COUNCILLORS REPRESENTING BSETC ON EXTERNAL BODIES:

8.1 Guildhall Feoffment Trust

Cllr Oliver gave a brief overview of the history of the Trust and the duties involved. The notes are appended to these minutes.

8.2 Greene King Tenants Association

Cllr Rout reported that he had stood down from this in August 2010 so had not attended any meetings.

8.3 Bury in Bloom

Cllr Oliver reported that Bury in Bloom has won many national awards and is celebrating 25 years this year. His report is appended to these minutes.

8.4 Christmas Fayre Working group

Cllr Chung reported that the Christmas Fayre is always very successful, in terms of both business and visitors. Thanks were recorded from the Council to Sharon Fairweather who is the driving spirit behind the organisation of the Fayre and does a fantastic job.

8.5 West Suffolk Strategic Partnership

Cllr Oliver had not received information regarding this group so had not attended any of the meetings. The Town Clerk reported that individual parish and town councils are now represented on this body by Suffolk Association for Local Councils.

8.6 Safer Neighbourhoods Tasking Group

Cllrs Simner reported that the SNT are very effective locally, ready and willing to take on issues and needing our support.

8.7 Suffolk Association for Local Councils

Cllr Warby reported that SALC is very good at keeping us informed through the papers it sends out regularly, and that the meetings are a useful networking tool.

9. TO APPOINT A REPRESENTATIVE TO THE GREENE KING TENANTS' ASSOCIATION

Resolution Record No. BSETC/005/18/May/11:

That Cllr Hartley be appointed to be the Town Council representative to the Greene King Tenants' Association.

10. TO APPOINT REPRESENTATIVES (2) TO THE BURY IN BLOOM COMMITTEE

Resolution Record No. BSETC/006/18/May/11:

That Cllrs Oliver and Chung continue to be the Town Council representatives to the Bury in Bloom Committee.

11. TO APPOINT A REPRESENTATIVE TO THE CHRISTMAS FAYRE WORKING GROUP

Resolution Record No. BSETC/007/18/May/11:

That Cllr Chung continues to be the Town Council representative to the Christmas Fayre Working Group.

12. TO APPOINT A REPRESENTATIVE TO THE WEST SUFFOLK STRATEGIC PARTNERSHIP

The Town Clerk reported that the Town Council no longer had its own representative on this body.

13. TO APPOINT A REPRESENTATIVE TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS

Resolution Record No. BSETC/08/18/May/11:

That Cllr Ridgeway be appointed as the Town Council representative to the Suffolk Association of Local Councils.

14. TO APPOINT A REPRESENTATIVE TO THE SAFER NEIGHBOURHOODS TASKING MEETING FOR BURY CENTRAL

Resolution Record No. BSETC/09/18/May/11:

That Cllr K Hind be appointed as the Town Council representative to the Safer Neighbourhoods Tasking Meeting for Bury Central.

15. TO APPOINT A REPRESENTATIVE TO THE SAFER NEIGHBOURHOODS TASKING MEETING FOR BURY EAST/WEST

Resolution Record No. BSETC/010/18/May/11:

That Cllr Hartley be appointed as the Town Council representative to the Safer Neighbourhoods Tasking Meeting for Bury East/West.

16. TO APPOINT A MEMBER TO THE OPTIONAL POST OF COUNCILLOR INTERNAL AUDITOR

Resolution Record No. BSETC/011/18/May/11:

That Cllr Moffat be appointed as Councillor Internal Auditor.

17. TO APPOINT AN ALLOTMENTS CHAMPION

Two nominations were received, and it was decided to have both as allotments champions.

Resolution Record No: BSETC/012/18/May/11:

That Cllrs Oliver and Taylor be appointed as allotments champions.

18. TO APPOINT MEMBERS TO THE PLANNING AND LICENSING COMMITTEE [6] PLUS BSETC CHAIRMAN AND VICE CHAIRMAN EX OFFICIO

Resolution Record No: BSETC/013/18/May/11:

That membership of the Planning and Licensing committee comprise of Cllrs Chung, Cornish, C Hind, Ridgeway, Simner, Turner plus the BSETC Chairman and Vice Chairman ex officio.

18.1 To confirm terms of reference

Resolution Record No: BSETC/014/18/May/11:

That the terms of reference for the Planning and Licensing Committee be the same as for 2010/11.

19. TO APPOINT MEMBERS TO THE STAFFING AND EMPLOYMENT COMMITTEE [6] TO INCLUDE CHAIRMAN AND VICE CHAIRMAN EX-OFFICIO

Resolution Record No: BSETC/015/18/May/11:

The membership of the Staffing and Employment committee to comprise Cllrs Chung, C Hind, Oliver and Warby plus the BSETC Chairman and Vice Chairman ex-officio.

19.1 To confirm terms of reference

Resolution Record No: BSETC/016/18/May/11:

That the terms of reference for the Staffing and Employment Committee be the same as for 2010/11.

20. TO APPOINT THREE (DIFFERENT) MEMBERS TO THE APPEALS PANEL

Resolution Record No: BSETC/017/18/May/11

That the membership of the Appeals Panel to comprise Cllrs Farmer, Moffat and Springett.

21. TO CONFIRM THE COMPOSITION OF THE FINANCE POLICY & RESOURCES COMMITTEE (9 MEMBERS OF THE COUNCIL VIZ: CHAIRMAN AND VICE CHAIRMAN OF PLANNING & LICENSING COMMITTEE; CHAIRMAN AND VICE CHAIRMAN OF STAFFING & EMPLOYMENT COMMITTEE; COUNCILLOR INTERNAL AUDITOR; COUNCIL CHAIRMAN – EX-OFFICIO WITH FULL VOTING RIGHTS; COUNCIL VICE CHAIRMAN – EX-OFFICIO WITH FULL VOTING RIGHTS) PLUS TWO OTHER MEMBERS

Resolution Record No. BSETC/018/18/May/11:

That the composition of the Finance, Policy & Resources Committee be 9 Members of the Council viz: Chairman and Vice Chairman of Planning & Licensing Committee, Chairman and Vice Chairman of Staffing & Employment committee, Councillor Internal Auditor, Council Chairman – ex-officio with full voting rights and Council Vice Chairman – ex-officio with full voting rights plus Cllrs K Hind and Oliver.

21.1 To confirm terms of reference

Resolution Record No. BSETC/019/18/May/11:

That the Finance, Policy & Resources committee's Terms of Reference as circulated be confirmed.

22. TO APPOINT MEMBERS AS CHEQUE SIGNATORIES [5] ANY 2 TO SIGN

Resolution Record No. BSETC/020/18/May/11:

That Cllrs Chung, Cockle, Oliver, Simner and Springett be and are appointed as authorised cheque signatories.

23. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE REPORTS OF THE PLANNING AND LICENSING COMMITTEE [DELEGATED POWERS]

23.1 23 March 2011

No recommendations were made.

23.2 13 April 2011

No recommendations were made.

23.3 27 April 2011

No recommendations were made.

Resolution Record No. BSETC/021/18/May/11

That the reports of the Planning and Licensing Committee of 23 March 2011, 13 April 2011 and 27 April 2011 [DELEGATED POWERS] be received and adopted.

24. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE REPORTS OF THE FINANCE POLICY & RESOURCES COMMITTEE

24.1 13 April 2011

Resolution Record No. **BSETC/022/18/May/11**:

That the Minutes of the Finance, Policy & Resources Committee Meeting of 13 April 2011 be signed as a true record.

Resolution Record No: **BSETC/023/18/May/11**

That the End of Month 12: March 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No: **BSETC/024/18/May/11**

That the report of the budget line items indicating significant under/over spend be reviewed and accepted.

Resolution Record No: **BSETC/025/18/May/11**

That the Month 01: April 2011 payments list, as tabled, be approved.

Resolution Record No: **BSETC/026/18/May/11**

That the petty cash record book to date be approved and initialled.

Resolution Record No: **BSETC/027/18/May/11**

That more detailed information regarding the service charge breakdown is required, and a certified copy of the charges; that the need for a contingency charge is queried; that many of the charges listed seem excessive and that the Council supports working with the other tenants of the building to resolve these with the landlady.

Resolution Record No: **BSETC/028/18/May/11**

That the proposed apportionment which would entail the Town Council paying 25% is too high given the smaller number of staff and shorter hours of working than the other tenants, and that the Town Clerk is delegated to negotiate a smaller percentage with the other tenants.

Resolution Record No: **BSETC/029/18/May/11**

That the proposal from Rehab Works to manage services for 7 Angel Hill is accepted, with the proviso that a detailed breakdown of calculations and apportionment is received, and that the contract is revised annually.

Resolution Record No: **BSETC/030/18/May/11**

That full details are requested as to how the insurance amount requested has been calculated.

Resolution Record No: **BSETC/031/18/May/11**

That the following changes be made:

7(b) the words 'for use by the tenant and immediate family' be added

7(l) the words 'domestic chickens and rabbits' be deleted and the following 'honey bees, hens and rabbits provided that such keeping is for personal use and is not prejudicial to health or a nuisance' be added.

7(t) the wording be amended to 'shall not burn anything anywhere on the allotment gardens'.

A clause to be inserted to the effect that, if a tenancy is given up during the year, no refund of rent is payable.

A clause to be inserted to clarify that no more than 50% of the allotment shall be given to the growing of a single crop.

Resolution Record No: **BSETC/032/18/May/11**

That the following changes be made:

Page 2 – 'Are there things I shouldn't plant?' To be amended to clarify that no more than 50% of the allotment be given to the growing of a single crop.

Page 3 – 'Can I keep livestock?' The words 'honey bees' to be inserted.

Resolution Record No: **BSETC/033/18/May/11**

That a letter be sent to Bid4Bury requesting information as to what the organisation is doing with its money, and for full account details; that the Chief Executive is invited to speak at the next Finance, Policy and Resources committee to explain why the Town Council needs to pay this levy and what will be provided.

Resolution Record No: **BSETC/034/18/May/11**

That £5,000 be given to the Cathedral towards the lighting of the tower.

Resolution Record No: **BSETC/035/18/May/11**

That the Town Clerk follow up St Edmundsbury Borough Council's suggestion of approaching Hopkins Homes to request that the Council's share of the payment towards the existing fencing be used instead to enable the Council to erect additional smaller mesh to a height of 4'.

Resolution Record No: **BSETC/036/18/May/11**

That the following actions be taken regarding the ground adjacent to plot B10 at Cotton Lane allotments: 1) St Edmundsbury Borough Council be authorised to remove the tree stump at a cost of £150 2) discussions be held with the tenants of B9 and B10 to see if they want to rent extra land 3) the remaining area be planted to prevent dumping 4) that a budget of up to £50 be approved for this 5) that Catch 22 be asked to clear the rubbish from the area and plant with wild flowers 6) that the offer by the tenant of B10 to maintain this area be accepted.

Resolution Record No: **BSETC/037/18/May/11**

That the maintenance contract on the allotments be revised annually, as now, rather than amended to 3 years.

Resolution Record No. **BSETC/038/18/May/11:**

That the report of the Finance, Policy and Resources Committee of 13 April 2011 be received and adopted.

25. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE REPORTS OF THE STAFFING AND EMPLOYMENT COMMITTEE

25.1 30 March 2011

No recommendations were made.

25.2 12 April 2011

Information was requested regarding the costs involved of increasing the hours of the administrative assistant.

Resolution Record No: **BSETC/039/18/May/11**

That the amended job description and person specification for the vacant administrative post be approved; that the hours of work be increased from 20 to 24 in the light of potential new allotment provision, and that Otley College be included in any advertising of the post.

25.3 27 April 2011

Resolution record: **BSETC/040/18/May/11**

That staff be given Friday 29 April 2011 off as a paid bank holiday.

Resolution Record: **BSETC/041/18/May/11**

That the reports of the Staffing and Employment committee meetings of 30 March, 12 April and 27 April 2011 be received and adopted.

26. TO CONSIDER AND ADOPT THE COUNCIL MEETINGS SCHEDULE MAY 2011 TO MAY 2012

Resolution Record No. **BSETC/042/18/May/11:**

That the Council Meetings Schedule May 2011 to May 2012 be adopted.

27. TOWN CLERK'S REPORT

The Town Clerk reported on the following items:

- § Churchgate Area Association fair, being held on 23 July in the areas of Hatter Street, Langton Place and Whiting Street, under the broad theme of Culture and Sport. The aim is not only to raise awareness of the town's important Olympic link with the Rwandans, but also to encourage whole community involvement in celebrating and promoting this area of the town.
- § Response from landlady, Emma Harris, apologising that it took so long for her to supply council with the service charges breakdown. The window boxes have been taken away for replanting; cleaning of communal areas has recommenced; quotes for fire extinguisher servicing are being sought; signed copy of the audit of last year's service charges will be available soon.
- § Response received from Suffolk Fire and Rescue Service on the Integrated Risk Management Plan 2011-14 consultation, thanking Council for its views.
- § Allotments update – sighting of what may be an adder; Cotton Lane Allotment Holders Association to spend £60 to spread 8 tons of planings at the bottom of Avenues C and D.

- § Suffolk Association of Local Councils training course for new Councillors, 16 June – Council has been offered 2 free places on this.
- § Bury in Bloom roundabout competition – please take posters and flyers
- § Dog/litter bins on Moreton Hall, St Edmunds Gate and Kingsbury Grange – an arrangement has now been made between St Edmundsbury Borough Council and the developers to provide and empty bins.
- § Police – the police are keen to build links with the Town Council, and have suggested coming to talk at perhaps 2 meetings a year.
- § School crossing patrols – nothing formal has been received to date.

28. TO APPROVE AND SIGN THE ANNUAL RETURN DOCUMENTATION FOR THE YEAR ENDED 31 MARCH 2011 INCLUDING SECTION 1 – STATEMENT OF ACCOUNTS AND SECTION 2 – ANNUAL GOVERNANCE STATEMENT

Resolution Record No: BSETC/043/18/May/11:

That Section 1 - Statement of Accounts of the Annual Return for the year ended 31 March 2011 be approved and signed.

Resolution Record No. BSETC/044/18/May/11:

That the Annual Return - Section 2 - Annual Governance Statement "Yes" responses for the year ended 31 March 2011 be approved.

29. TO APPROVE THE DESPATCH OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2011, AUDITED ACCOUNTS AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR

Resolution Record No. BSETC/045/18/May/11:

That the signature and despatch of the Annual Return documentation for the year ended 31 March 2011 including Section 1 - Statement of Accounts, Section 2 - Annual Governance Statement, Independent Internal Audit Report, Audited Accounts and all associated papers to the External Auditor be authorised.

30. TO NOTE COMPLIANCE WITH REGULATIONS TO DISPLAY THE NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS (ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011)

Noted.

31. 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 the business to be discussed concerning: appeals; staffing.

Item 33 was considered before item 32 to allow the appellant to speak to the meeting.

33. TO CONSIDER RESPONSE TO AN APPEAL FROM ALLOTMENT TENANT REGARDING PAYING FOR CLEARING OF A PLOT

Cllr Nettleton declared a personal interest as had received the original letter from the tenant.

Resolution Record No: BSETC/046/18/May/11:

That the tenant be permitted on this occasion, and without setting a precedent, to pay the amount he has offered, and that in any future similar occurrences, tenants be informed in advance of the amount it will cost them if the Council has to clear the plot.

32. TO RECEIVE CONFIDENTIAL REPORT FROM STAFFING AND EMPLOYMENT COMMITTEE AND RATIFY ANY EXPENDITURE INCURRED.

Resolution Record No: BSETC/047/18/May/11

That expenditure up to £1500 be approved to cover the costs of actions taken by the staffing and employment committee, as outlined in the confidential notes.

34. DATE OF NEXT MEETING

Date of next meeting: Wednesday 22 June 2011 at 7 pm.

The meeting ended at 20.50.

Signed: _____

Dated: _____

Minutes of the Annual Meeting of Bury St Edmunds Town Council
Wednesday 18 May 2011