

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL  
HELD ON WEDNESDAY 22 JUNE 2011  
AT 7:16 PM AT THE TOWN COUNCIL OFFICES,  
7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Cockle (Chairman), Nettleton (Vice Chairman), Cornish, C Hind, K Hind, Moffat, Oliver, Ridgeway, Rout, Springett and Turner

**ALSO PRESENT:** Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), 1 member of the public, Peter Dow (clerking item 11).

**1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE**

Apologies were received and reasons accepted from Cllrs Chung (holiday), Farmer (travelling back from short break), Hartley (illness), Simner (work commitments), Taylor (work commitments) and Warby (hospital operation).

**2. 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".

**3. TO CONFIRM, ADOPT AND SIGN THE MINUTES: ANNUAL MEETING 18 MAY 2011**

**Resolution Record No. BSETC/048/22/Jun/11:**

That the Minutes of the Annual Meeting of Bury St Edmunds Full Town Council of 18 May 2011 be agreed and signed as a true record.

**4. PUBLIC FORUM**

One member of the public expressed concern that part of the Barracks wall, Grade II listed, is being demolished and asked about the definition of "local bus" as all buses use the restricted part of St Andrew's Street South.

**5. TO RECEIVE A REPORT FROM THE SAFER NEIGHBOURHOOD TEAM**

A report had not been received.

**6. TO RECEIVE THE CHAIRMAN'S REPORT ON ENGAGEMENTS ATTENDED**

None.

**7. TO APPROVE MONTH 3: JUNE 2011 FINAL PAYMENTS LIST**

**Resolution Record No: BSETC/049/22/Jun/11**

That the month 3: June 2011 final payments list be approved.

**8. TO APPROVE PAYMENT OF INVOICE FROM SUFFOLK ASSOCIATION OF LOCAL COUNCILS IN RESPECT OF FINANCE MANAGER'S COSTS RELATING TO WORK DONE IN THE SUM OF £254 PLUS VAT**

**Resolution Record No: BSETC/050/22/Jun/11**

That the payment of the invoice from Suffolk Association of Local Councils in respect of Finance Manager's costs relating to work done in the sum of £254 plus VAT be approved.

**9. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 08 JUNE 2011**

**Resolution Record No: BSETC/051/22/Jun/11**

That Cllr Nettleton be and is elected Chairman of the Finance, Policy and Resources committee for 2011-2012.

**Resolution Record No: BSETC/052/22/Jun/11**

That Cllr Moffat be and is elected Vice Chairman of the Finance, Policy and Resources committee for 2011-2012.

**Resolution Record No: BSETC/053/22/Jun/11**

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

**Resolution Record No: BSETC/054/22/Jun/11**

That payment of the BID4Bury annual levy at 1.75% of the rateable value of council's offices in the sum of £280 for the period 1 April 2011 to 31 March 2012 be approved.

**Resolution Record No: BSETC/055/22/Jun/11**

That the End of Month 1: April 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

**Resolution Record No: BSETC/056/22/Jun/11**

That the End of Month 2: May 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

**Resolution Record No: BSETC/057/22/Jun/11**

That the report of the budget line items indicating significant under/over spend be approved.

**Resolution Record No: BSETC/058/22/Jun/11**

That the Month 03: June 2011 payments list, as tabled, be approved.

**Resolution Record No: BSETC/059/22/Jun/11**

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

**Resolution Record No: BSETC/060/22/Jun/11**

That the Independent Internal Audit report for the year ended 31 March 2011 had been received and the recommendation made had been addressed.

**Resolution Record No: BSETC/061/22/Jun/11**

That the Annual Return - Section 1 explanation of significant variances responses, reconciliation between boxes 7 & 8, explanation of significant variances responses for debtors and creditors, Section 4 - explanation of N/A response to Box K and Intermediate Audit questionnaire responses and evidence as circulated be approved and submitted to the External Auditor.

**Resolution Record No: BSETC/062/22/Jun/11**

That payment of SLCC Membership for 2011 for Assistant Town Clerk/Responsible Financial Officer in the sum of £190 be approved [LGA 1972 s.143 (1) (b)].

**Resolution Record No: BSETC/063/22/Jun/11**

That Suffolk County Council's Electrical Services Manager be invited to speak at a Full Council meeting.

**Resolution Record No: BSETC/064/22/Jun/11**

That expenditure on advertising for the Allotments/Administrative Assistant vacancy in the sum of £1,122 plus VAT be approved [LGA 1972 s.111].

**Resolution Record No: BSETC/065/22/Jun/11**

That expenditure on the Suffolk Association of Local Councils new councillors training course in the sum of £50 plus VAT be approved [LGA 1972 s.111].

**Resolution Record No: BSETC/066/22/Jun/11**

That the Minutes of the Finance, Policy & Resources Committee Meeting of 08 June 2011 be received and the recommendations therein adopted.

**10. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE PLANNING AND LICENSING COMMITTEE MEETINGS**

10.1 25 May 2011

10.2 08 June 2011

**Resolution Record No: BSETC/067/22/Jun/11**

That the Minutes of the Planning and Licensing Committee Meetings of 25 May 2011 and 08 June 2011 be received.

**12. TOWN CLERK'S REPORT**

None.

**13. TO CONSIDER THE MINUTES OF THE ANNUAL TOWN MEETING OF 01 JUNE 2011**

Discussion took place about the shortness of the meeting and poor attendance.

**14. TO CONSIDER FORMAT OF ANNUAL TOWN MEETING TO ENCOURAGE PUBLIC PARTICIPATION**

It was noted that this is a meeting of the Townspeople, not a Town Council meeting, and is not therefore subject to any of the procedural/legal constraints. Residents of the Town who attend can discuss any and all matters appertaining to the Town and make resolutions for consideration by, but not binding upon, the Town Council. Matters discussed to encourage public participation: greater publicity via Ward members and press advertisements as well as inviting groups and organisations to come along to give a report on their activities.

**15. TO APPROVE DRAFT OF ANNUAL REPORT 2011 AND ITS DISTRIBUTION**

Resolution Record No: BSETC/068/22/Jun/11

That the Annual Report 2011 and its distribution, including via the library, be approved.

**16. TO APPOINT A REPRESENTATIVE TO THE JUDGING PANEL FOR THE BURY IN BLOOM ROUNDABOUT COMPETITION ON 05 JULY 2011 10AM – 12 NOON**

Resolution Record No: BSETC/069/22/Jun/11

That Cllr Oliver be appointed as representative to the judging panel for the Bury in Bloom roundabout competition on 05 July 2011 10am – 12 noon.

**17. TO CONSIDER THE APPOINTMENT OF AN ALLOTMENTS COMMITTEE**

17.1 to confirm the number of members

17.2 to confirm the terms of reference

17.3 to confirm extent of delegated authority (if any)

17.4 to receive nominations and appoint members.

**Resolution Record No: BSETC/070/22/Jun/11**

That a decision to appoint an allotments committee be deferred but reviewed if expansion of allotments through the Town occurs.

The meeting adjourned at 7.56 pm and reconvened at 8.05 pm. Cllr Cornish left the meeting.

**18. 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 and employment matters.*

**19. TO CONSIDER APPEAL FROM FORMER ALLOTMENT TENANT AGAINST NOTICE TO QUIT DUE TO NON-PAYMENT OF RENT**

Resolution Record No: **BSETC/071/22/Jun/11**

That the appeal from the allotment holder be rejected and the notice to quit be upheld.

The Assistant Town Clerk/Responsible Financial Officer left the room and the remainder of the meeting was clerked by Peter Dow.

**11. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE STAFFING AND EMPLOYMENT COMMITTEE MEETINGS ON**

11.1 25 May 2011

11.2 15 June 2011

Resolution Record No: **BSETC/072/22/Jun/11**

That an appropriate advertisement be placed in the Press for the post of Town Clerk.

Resolution Record No: **BSETC/073/22/Jun/11**

That a letter should go to Suffolk Association of Local Councils seeking their best estimate of the costs involved in a re-assessment of the roles of the 3 members of the Council's staff and of an investigation into the circumstances behind the resignations of both Paula Gladwell and Jen Larnar.

**20. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 27 July 2011 at 7pm.**

The meeting closed at 9.10 pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_