

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL
HELD ON WEDNESDAY 24 AUGUST 2011
AT 7.00 PM AT THE TOWN COUNCIL OFFICES
7 ANGEL HILL BURY ST EDMUNDS**

PRESENT: Cllrs Cockle (Chairman), Nettleton (Vice Chairman), Chung, Cornish, Farmer, Hartley, C Hind, K Hind, Oliver, Rout, Springett, Taylor, Warby.

ALSO PRESENT: Peter Dow (to Clerk the Meeting).

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

- 1.1 Apologies were accepted from Cllrs Moffat, Ridgeway and Simner.
- 1.2 The absence of Cllr Turner was noted.

2. TO RECEIVE DECLARATIONS OF INTEREST AND ADDITIONS TO REGISTERS

Cllr Springett declared a personal Interest in agenda item 6, regarding the office cleaning contract, as he knew one of the applicants personally.

3. TO CONFIRM, ADOPT AND SIGN THE MINUTES OF THE 27TH JULY 2011 MEETING OF THE TOWN COUNCIL

Resolution Record No. BSETC/118/24/Aug/11

The Minutes of the Bury St Edmunds Town Council meeting of 27th July 2011 were agreed and signed as a true record.

4. PUBLIC FORUM

There being no public or representatives of other agencies present the meeting did not adjourn to receive questions.

5. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS

It was resolved 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 contracts, staffing and employment matters.

6. TO CONSIDER QUOTES FOR OFFICE CLEANING CONTRACT

Resolution Record No. BSETC/119/24/Aug/11

That the contract for office cleaning be awarded to JG Cleaning for an initial period of 12 months renewable annually.

7. TO CONSIDER THE APPOINTMENT OF THE CLERK TO THE COUNCIL

Resolution Record No. BSETC/120/24/Aug/11

That Julia Dyball be offered the position of Clerk to Bury Town Council within the terms as advertised and with a review to take place after 6 months in light of any recommendations from the Suffolk Association of Local Councils.

Resolution Record No. BSETC/121/24/Aug/11

That Cllrs Nettleton, Warby and C Hind be thanked for their time and effort in dealing with the appointment of a Town Clerk.

8. TO RECEIVE A VERBAL UPDATE RE GRIEVANCE RAISED BY FORMER TOWN CLERK

NOTED: An oral update on a Grievance raised by a former Town Clerk on which no action was determined and the thanks of the Meeting to Cllrs Nettleton and Warby for their time and effort in dealing with this issue.

9. TO CONSIDER OTHER STAFFING MATTERS

NOTED:

9.1 That, as agreed on 27th July, Councillors had interviewed members of staff and that a written report on staff issues should be tabled on 28th September.

9.2 That Gill Cook had begun duties as Allotment Administrator on 22nd August.

**10. TO NOTE MANDATORY HR TRAINING FOR ALL COUNCILLORS AND STAFF
ARRANGED FOR MONDAY 05 SEPTEMBER 2011 FROM 6.30PM TO 8PM AT THE
TOWN COUNCIL'S OFFICES**

NOTED:

10.1 An HR training session to which all Councillors were invited and encouraged to attend to be held on 5th September from 6.30 – 8.00pm.

10.2 That the Chairman would receive further HR / Personnel training as appropriate.

10.3 That a follow-up session of training for staff would follow as advised by the training agency.

11. Date of next meeting

It was noted that the next meeting was scheduled for Wednesday 28th September at 7 pm.

The Meeting closed at 7.47 pm.

Signed _____

Dated _____