

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL
HELD ON WEDNESDAY 28 SEPTEMBER 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, C Hind, K Hind, Moffat, Oliver, Ridgeway, Turner and Warby.

ALSO PRESENT: Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Simon Curtis (Chair of Cotton Lane Allotment Holders' Association).

Carol Williamson (clerking items 23, 24, 25 and 26).

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and reasons accepted from Cllrs Hartley (attending a funeral), Rout (unwell), Simner (work commitments), Springett (away on business) and Taylor (holiday),

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: SPECIAL MEETING 24 AUGUST 2011

Resolution Record No. BSETC/122/28/Sep/11

That the Minutes of the Special Meeting of Bury St Edmunds Full Town Council of 24 August 2011 be agreed and signed as a true record.

4. PUBLIC FORUM

Standing orders were suspended and reinstated at the conclusion of public forum.

The Chair of the Cotton Lane Allotment Holders' Association spoke about issues affecting the allotment site and congratulated Council on the appointment of its Allotments and Administrative Assistant.

5. TO RECEIVE THE CHAIRMAN'S REPORT ON ENGAGEMENTS ATTENDED

The Chairman advised that he had attended one engagement in Sudbury.

6. TO APPROVE MONTH 6: SEPTEMBER 2011 FINAL PAYMENTS LIST

Resolution Record No. BSETC/123/28/Sep/11

That the Month 6: September 2011 final payments list as circulated be approved.

7. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 14 SEPTEMBER 2011

The Committee Chairman's proposal to adopt recommendations 1 to 11 and 14 to 16 was carried.

Resolution Record No. BSETC/124/28/Sep/11

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

Resolution Record No. BSETC/125/28/Sep/11

That the End of Month 4: July 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. BSETC/126/28/Sep/11

That the End of Month 5: August 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. BSETC/127/28/Sep/11

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

Resolution Record No. BSETC/128/28/Sep/11

That the Month 06: September 2011 payments list, as tabled, be approved.

Resolution Record No. BSETC/129/28/Sep/11

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

Resolution Record No. BSETC/130/28/Sep/11

That the Councillor Internal Auditor's first quarterly internal audit report be approved and adopted.

Resolution Record No. BSETC/131/28/Sep/11

That expenditure on wreaths for the Remembrance Day services within the existing budget allocation of £200 be approved [Local Government Act 1972 s137].

Resolution Record No. BSETC/132/28/Sep/11

That St Edmundsbury Borough Council should propose more savings from its own infrastructure, organisation and energy use in its budget consultation.

Resolution Record No. BSETC/133/28/Sep/11

That Bury St Edmunds Town Council applauds the principle that St Edmundsbury Borough Council's is consulting people regarding its budget

Resolution Record No. BSETC/134/28/Sep/11

That the Annual Investment Strategy 2011/12 as circulated be approved.

Resolution Record No. BSETC/135/28/Sep/11

That Bury St Edmunds Town Council support the full retention of the mobile library service in Bury St Edmunds.

Resolution Record No. BSETC/136/28/Sep/11

That grant funding for Bury in Bloom in 2012 - 2013 be restricted to projects outside the 'BID' area.

Resolution Record No. BSETC/137/28/Sep/11

That (1) a new Award for 'Best Residents' Association' be introduced for the St Edmund's Day Awards in 2012; (2) a working group be set up to determine the criteria and process for this award and (3) the members of the working group be Cllrs Cockle, Moffat and Mrs Warby.

It was proposed and seconded that Council not adopt recommendation 12 of this committee report - this motion fell.

Resolution Record No. BSETC/138/28/Sep/11

That a Grant Aid budget of £10,000 be set for 2012 – 2013, no more than half of which to be distributed in the first six months of the year, with a maximum award of £250 per group or organisation.

Cllr Oliver declared a prejudicial interest in recommendation 13 of this committee report as a Guildhall Feoffee. Cllr Mrs Warby declared a prejudicial interest in recommendation 13 of this committee report as a Trustee of the Guildhall Feoffment Trust. Both gave information and left the meeting for the discussion of this item.

It was proposed, seconded and carried that recommendation 13 be amended to include "provided that the Officer is satisfied that work is going ahead and that this does not commit Council to any further funding."

Resolution Record No. BSETC/139/28/Sep/11

That funding in the sum of £2,130 be granted to the Bury St Edmunds Heritage Trust Ltd in respect of the geophysical survey of the northern and central courtyards of the Guildhall provided that the Officer is satisfied that work is going ahead and that this does not commit Council to any further funding [Local Government Act 1972 s133].

Resolution Record No. BSETC/140/28/Sep/11

That the Minutes of the Finance, Policy & Resources Committee Meeting of 14 September 2011 be received and the recommendations therein as amended be adopted.

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

The committee Vice Chairman moved the acceptance of the minutes en bloc.

8.1 27 July 2011

No recommendations made.

8.2 17 August 2011

No recommendations made.

8.3 14 September 2011

No recommendations made.

Resolution Record No: BSETC/141/28/Sep/11

That the Minutes of the Planning and Licensing Committee Meetings of 27 July 2011, 17 August 2011 and 14 September 2011 be received and accepted.

9. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS (IF ANY) OF THE ST EDMUND'S DAY COMMITTEE [DELEGATED POWERS]

The committee Chairman moved the adoption of the recommendations and the acceptance of the minutes en bloc. It was noted that 8 completed nomination forms had been received for 'Citizen of the Year' but none for 'Young Citizen' and that £200 worth of sponsorship had been secured.

9.1 10 August 2011

Resolution Record No: BSETC/142/28/Sep/11

That financial standing orders be waived to enable a price for the provision of refreshments for the St Edmund's Day Awards presentation to be negotiated without competition with last year's provider, due to her good service and value for money.

9.2 07 September 2011

Resolution Record No: BSETC/143/28/Sep/11

That the Minutes of the St Edmund's Day Committee meetings of 10 August 2011 and 07 September 2011 be received and accepted and the recommendation therein be adopted.

10. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE STAFFING AND EMPLOYMENT COMMITTEE MEETING ON 17 AUGUST 2011

The committee Chairman moved the adoption of the recommendations and the acceptance of the minutes

Resolution Record No: BSETC/144/28/Sep/11

That the Minutes of the Staffing & Employment Committee Meeting of 15 June 2011 be signed as a true record.

Resolution Record No: BSETC/145/28/Sep/11

That consideration of the arrangements for the management and appraisal of the Town Clerk including the drafting of standing orders where appropriate be deferred until 28 September 2011.

Resolution Record No: BSETC/146/28/Sep/11

That the Minutes of the Staffing & Employment Committee meeting of 17 August 2011 be received and accepted and the recommendations therein be adopted.

11. TO APPROVE AND ACCEPT THE EXTERNAL AUDITOR'S REPORT ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

It was noted that an unqualified report had been received and that no issues arising had been identified.

Resolution Record No: BSETC/147/28/Sep/11

That the External Auditor's report on the accounts for the year ended 31 March 2011 be approved and accepted by Full Council.

12. TO CONSIDER AND COMMENT ON SUFFOLK COUNTY COUNCIL'S CONSULTATION: THE BUDGET CHALLENGE

The questionnaire was considered but members preferred to comment individually.

13. TO CONSIDER TOWN COUNCIL ATTENDANCE AT THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS' ANNUAL GENERAL MEETING ON MONDAY 07 NOVEMBER 2011 AT HENLEY COMMUNITY CENTRE

Noted.

14. TO CONSIDER THE CONSULTATION ON A NEW CONSTITUTION FOR THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS

Resolution Record No: BSETC/148/28/Sep/11

That the new constitution for the Suffolk Association of Local Councils be accepted.

15. TO CONSIDER A NOMINATION TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS' EXECUTIVE COMMITTEE

Resolution Record No: BSETC/149/28/Sep/11

That Cllr Oliver be nominated to the Suffolk Association of Local Councils' executive committee and that Fornham All Saints Parish Council be approached to second this nomination.

16. TO CONSIDER THE SUBMISSION OF A MOTION TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS' ANNUAL GENERAL MEETING

None was forthcoming.

17. TO APPROVE THE PROPOSAL BY THE COTTON LANE ALLOTMENT HOLDERS' ASSOCIATION TO FUND THE SUPPLY OF MORE ROAD CHIPPINGS TO FILL THE DEEP GROVES WORN IN THE PATHS OF THE AVENUES AND TO ALSO POSSIBLY EXTEND THE COVERAGE OF THE CAR PARK AREA BETWEEN AVENUES C & D

Resolution Record No: BSETC/150/28/Sep/11

That the proposal by the Cotton Lane Allotment Holders' Association to fund the supply of more road chippings to fill the deep groves worn in the paths of the avenues and to also possibly extend the coverage of the car park area between Avenues C & D be approved.

18. TO CONSIDER THE DRAFT SEPTEMBER NEWSLETTER AND REQUEST FROM SUFFOLK COUNTY COUNCIL FOR INCLUSION OF POSTER/TEXT ADVERTISING YOUNG PEOPLE'S SERVICES IN THE NEXT TOWNTALK NEWSLETTER

Resolution Record No: BSETC/151/28/Sep/11

That the request from Suffolk County Council for inclusion of poster/text advertising Young People's services in the next TownTalk newsletter be approved.

Resolution Record No: BSETC/152/28/Sep/11

That the draft September newsletter be approved.

Cllr Turner left the meeting.

19. TO CONSIDER A PROPOSAL THAT REFRESHMENTS BE MADE AVAILABLE AFTER THE PRESENTATION OF WREATHS ON ARMISTICE DAY FRIDAY 11 NOVEMBER 2011

The Chairman advised that (1) the President of the Bury St Edmunds Branch of the Royal British Legion had indicated that between 30 and 40 veterans usually attend the Armistice Day service; (2) a local company had indicated it would be willing to donate crockery and cutlery for this event and (3) he had two volunteers who would be willing to help serve the tea and coffee.

Resolution Record No: BSETC/153/28/Sep/11

That the Veterans attending the Armistice Day service on Friday 11 November 2011 be invited into Council's offices for tea, coffee and biscuits afterwards and a budget of £20 be set for this purpose [Local Government Act 1972 s145].

Cllr Turner rejoined the meeting.

20. TOWN CLERK'S REPORT

An update re progress on the allotments issues was given.

21. TO CONSIDER OFFER FROM ST EDMUNDSBURY BOROUGH COUNCIL'S PLANNING POLICY AND SPECIALIST SERVICES MANAGER TO TALK ABOUT HOW COUNCIL CAN BECOME MORE ENGAGED IN PLANNING POLICY

Resolution Record No: BSETC/154/28/Sep/11

That the offer from St Edmundsbury Borough Council's Planning Policy and Specialist Services Manager to address Council about it becoming more engaged in Planning Policy be accepted.

22. 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: *staffing and employment matters*.

The meeting adjourned at 8.16 pm and Cllr Chung left the meeting. The Assistant Town Clerk/Responsible Financial Officer left the meeting, the remainder of which was clerked by Carol Williamson.

23. TO CONSIDER THE REPORT OF THE REVIEW CONDUCTED BY CLLRS CORNISH, ROUT AND RIDGEWAY ON WHAT HAD TAKEN PLACE REGARDING THE STAFF PROBLEM AND TO CONSIDER HOW TO IMPROVE LINE MANAGEMENT

A separate confidential report has been circulated to members.

24. TO APPROVE THE CLERK TO THE COUNCIL'S STATEMENT OF MAIN TERMS & CONDITIONS OF EMPLOYMENT AND THE ISSUE OF SAME

A separate confidential report has been circulated to members.

25. TO RECEIVE AND CONSIDER AN UPDATE ON OTHER STAFFING MATTERS

A separate confidential report has been circulated to members.

26. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 26 October 2011 at 7pm.**

The meeting closed at pm.

Signed: _____

Dated: _____