

MINUTES OF THE ANNUAL MEETING OF BURY ST EDMUNDS TOWN COUNCIL HELD ON WEDNESDAY 21 MAY 2014 AT 7:06 PM AT THE TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS

PRESENT: Cllrs Oliver (Chairman 2013-2014), Warby (Vice Chairman 2013-2014), Chung, Cockle, Cornish, Everitt (7.18pm), Farmer, Hartley, C Hind, K Hind, Ridgeway, Springett, Thompson, Turner and Mrs Warby.

ALSO PRESENT: Julia Dyball (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), St Edmundsbury Borough Councillor Mrs D Hind, 1 member of the public, 1 reporter from the Press.

1. ELECTION OF CHAIRMAN 2014-2015

Two nominations were received for the position of Chairman: Cllr Oliver received 8 votes and Cllr Cornish received 6 votes.

Resolution Record No. **BSETC/001/21/May/14:**

That Cllr Oliver be and is elected Chairman for 2014-2015.

2. TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Resolution Record No. **BSETC/002/21/May/14:**

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

3. ELECTION OF VICE CHAIRMAN 2014-2015

Three nominations were received for the position of Vice Chairman: Cllr Warby received 7 votes, Cllr Hind received 6 votes and Cllr Cornish received 1 vote.

Resolution Record No. **BSETC/003/21/May/14:**

That Cllr F Warby be and is elected Vice Chairman for 2014-2015.

4. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and accepted from Cllr O'Driscoll (carer responsibilities) and Simner (work commitments). Cllr Everitt had advised that he would be late due to a school governors meeting.

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".

None.

6. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT

None.

7. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 23 APRIL 2014

Resolution Record No. **BSETC/004/21/May/14:**

That the Minutes of the Bury St Edmunds Full Town Council Meeting of Wednesday 23 April 2014 be agreed and signed as a true record.

8. PUBLIC FORUM

Standing Orders were suspended and re-instated as there were no questions from members of the public.

9. TO NOTE THE FUNCTIONS ATTENDED BY THE CHAIRMAN

Noted.

Following a request from a member, the Chairman moved item 39 to this point in the agenda.

Cllr Everitt joined the meeting at 7.18pm.

39. TO CONFIRM THAT BURY ST EDMUNDS TOWN COUNCIL WILL WORK IN PARTNERSHIP WITH BURY IN BLOOM AND ST EDMUNSBURY BOROUGH COUNCIL TO PROVIDE AND INSTALL A SCULPTURE OF A B17 FLYING FORTRESS PLANE ON THE ROUNDABOUT AT MOUNT ROAD JUNCTION WITH LADY MIRIAM WAY AS AN HISTORIC COMMEMORATION FOR THE TOWN

Cllrs Farmer and Oliver declared a local non-pecuniary interest as St Edmundsbury Borough Councillors.

Resolution Record No. **BSETC/005/21/May/14:**

That Bury St Edmunds Town Council will work in partnership with Bury in Bloom and St Edmundsbury Borough Council to provide and install a sculpture of a B17 Flying Fortress plane on the roundabout at Mount Road junction with Lady Miriam Way as an historic commemoration for the Town.

39.1 To determine the financial contribution to be made by Bury St Edmunds Town Council to this project.

Resolution Record No. **BSETC/006/21/May/14:**

That Bury St Edmunds Town Council contributes £10,000 from general reserves towards the B17 Flying Fortress plane sculpture on the roundabout at Mount Road junction with Lady Miriam Way [Local Government Act 1972 s.144].

Cllr Springett left the meeting at 7.30pm.

10. TO APPOINT MEMBERS TO THE PLANNING AND LICENSING COMMITTEE [6] PLUS BSETC CHAIRMAN AND VICE CHAIRMAN EX OFFICIO WITH FULL VOTING RIGHTS

10.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/007/21/May/14:**

That Cllr K Hind be and is elected Chairman of the Planning and Licensing committee for 2014-2015.

Resolution Record No: **BSETC/008/21/May/14:**

That Cllr Cornish be and is elected Vice Chairman of the Planning and Licensing committee for 2014-2015.

Resolution Record No: **BSETC/009/21/May/14:**

That membership of the Planning and Licensing committee to comprise Cllrs Chung, Cornish, C Hind, K Hind, and Ridgeway plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights [plus one vacancy].

10.2 To confirm terms of reference

Resolution Record No: **BSETC/010/21/May/14:**

That the terms of reference for the Planning and Licensing committee for 2014-15 as circulated be confirmed.

11. TO APPOINT MEMBERS TO THE STAFFING AND EMPLOYMENT COMMITTEE [6] TO INCLUDE CHAIRMAN AND VICE CHAIRMAN EX-OFFICIO WITH FULL VOTING RIGHTS

11.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/011/21/May/14:**

That Cllr Hartley be and is elected Chairman of the Staffing and Employment committee for 2014-2015.

Two nominations were received for the position of Vice Chairman: Cllr Ridgeway received 8 votes and Cllr Mrs Warby received 5 votes.

Resolution Record No: **BSETC/012/21/May/14:**

That Cllr Ridgeway be and is elected Vice Chairman of the Staffing and Employment committee for 2014-2015.

Resolution Record No: **BSETC/013/21/May/14:**

That membership of the Staffing and Employment committee to comprise Cllrs Cornish, C Hind, Hartley and Ridgeway plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

11.2 To confirm terms of reference

Resolution Record No: **BSETC/014/21/May/14:**

That the terms of reference for the Staffing and Employment committee for 2014-15 as circulated be confirmed.

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

Resolution Record No: **BSETC/015/21/May/14**

That the membership of the Appeals Panel to comprise Cllrs Chung, Cockle and Mrs Warby.

13. TO APPOINT MEMBERS TO THE ST EDMUND'S DAY COMMITTEE [5] TO INCLUDE CHAIRMAN AND VICE CHAIRMAN EX-OFFICIO WITH FULL VOTING RIGHTS

13.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/016/21/May/14:**

That Cllr Thompson be and is elected Chairman of the St Edmund's Day committee for 2014-2015.

Resolution Record No: **BSETC/017/21/May/14:**

That Cllr C Hind be and is elected Vice Chairman of the St Edmund's Day Committee for 2014-2015.

Resolution Record No: **BSETC/018/21/May/14:**

The membership of the St Edmund's Day committee to comprise Cllrs Everitt, C Hind and Thompson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

13.2 To confirm terms of reference

Resolution Record No: **BSETC/019/21/May/14:**

That the terms of reference for the Staffing and Employment committee for 2014-15 as circulated be confirmed.

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

Resolution Record No: **BSETC/020/21/May/14:**

That Cllr Chung be appointed as Councillor Internal Auditor.

15. TO CONFIRM THE COMPOSITION OF THE FINANCE POLICY & RESOURCES COMMITTEE (9 MEMBERS OF THE COUNCIL TO INCLUDE: 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):

15.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/021/21/May/14:**

That Cllr C Hind be and is elected Chairman of the Finance, Policy & Resources committee for 2014-2015.

Resolution Record No: **BSETC/022/21/May/14:**

That Cllr Thompson be and is elected Vice Chairman of the Finance, Policy & Resources Committee for 2014-2015.

15.2 To confirm terms of reference

Resolution Record No. **BSETC/023/21/May/14:**

That the terms of reference for the Finance, Policy & Resources committee for 2014-15 as circulated be confirmed.

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

Resolution Record No. **BSETC/024/21/May/14:**

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

Cllr Mrs Warby left the meeting at 7.50pm.

17. TO REVIEW THE SCHEME OF DELEGATION

Resolution Record No. **BSETC/025/21/May/14:**

That the scheme of delegation as circulated be confirmed.

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

18.1 Guildhall Feoffment Trust

Cllr Oliver's report included an update on the Guildhall.

18.2 Bury in Bloom

Cllr Chung tabled a written report on the events of the past 12 months.

18.3 Christmas Fayre Working group

Cllr Chung tabled a written report on the Christmas Fayre of 2013.

18.4 Safer Neighbourhoods Tasking Meeting

Cllrs K Hind and Hartley advised that they had not attended any of the meetings.

18.5 Suffolk Association of Local Councils

Cllr K Hind advised that he had not attended any of the meetings.

18.6 Churchgate Showcase Committee

Cllr Mrs Warby was not present to give a report.

18.7 Town Team

Cllr Farmer noted the improvement in the number of unoccupied shops in the Town.

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

Resolution Record No. **BSETC/026/21/May/14:**

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

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

Resolution Record No. **BSETC/027/21/May/14:**

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

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

Resolution Record No. **BSETC/028/21/May/14:**

That Cllr K Hind continues to be Town Council representative to the Suffolk Association of Local Councils.

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

Resolution Record No. **BSETC/029/21/May/14:**

That Cllr Everitt be appointed as Town Council representative to the Safer Neighbourhoods Tasking Meetings for Bury East/West/Central.

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

Covered under item 22.

24. TO APPOINT A REPRESENTATIVE TO THE CHURCHGATE SHOWCASE COMMITTEE

Resolution Record No. **BSETC/030/21/May/14:**

That Cllr Mrs P Warby continues to be Town Council representative to the Churchgate Showcase Committee.

25. TO APPOINT A REPRESENTATIVE TO THE TOWN TEAM WHICH IS COMPRISED OF INTERESTED ORGANISATIONS AND INDIVIDUALS WORKING TOGETHER TO IMPROVE THE SITUATION REGARDING EMPTY SHOPS IN BURY ST EDMUNDS

Resolution Record No. **BSETC/031/21/May/14:**

That Cllr Thompson be appointed as Town Council representative to the 'Town Team'.

26. TO APPOINT TRUSTEES (2) TO THE GUILDHALL FEOFFMENT TRUST FOR A 4 YEAR TERM FROM 2014

Resolution Record No. **BSETC/032/21/May/14:**

That Cllr Oliver and Kevin Waterson be appointed as trustees to the Guildhall Feoffment Trust for a 4 year term from June 2014.

27. TO APPOINT AN ALLOTMENTS CHAMPION

Resolution Record No. **BSETC/033/21/May/14:**

That Cllr Oliver continues to be Allotments Champion.

28. TO CONSIDER AND ADOPT THE COUNCIL MEETINGS SCHEDULE MAY 2014 TO MAY 2015

Resolution Record No. **BSETC/034/21/May/14:**

That the Council meetings schedule May 2014 to May 2015 be adopted.

29. TO APPROVE THE STATEMENT OF ACCOUNTS, INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF BALANCES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014, AS CERTIFIED BY THE RESPONSIBLE FINANCIAL OFFICER THAT IT PRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL

Resolution Record No. **BSETC/035/21/May/14:**

That the Statement of Accounts, Income and Expenditure account and Statement of Balances for the financial year ended 31 March 2014, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council, be approved.

A vote of thanks was extended to the Assistant Town Clerk/Responsible Financial Officer for her work in this regard, in particular her attention to detail.

30. TO CONSIDER THE ANNUAL RETURN DOCUMENTATION AND ASSOCIATED PAPERS FOR THE YEAR ENDED 31 MARCH 2014 FOR SUBMISSION TO THE EXTERNAL AUDITOR BY 30 JUNE 2014:

30.1 To approve Section 1 - Statement of Accounts of the Annual Return for the year ended 31 March 2014

Resolution Record No. **BSETC/036/21/May/14:**

That Section 1 - Statement of Accounts of the Annual Return for the year ended 31 March 2014 be approved.

30.2 To consider Section 2 - Annual Governance Statement responses for the year ended 31 March 2014

Resolution Record No. **BSETC/037/21/May/14:**

That the Annual Return 'Section 2 - Annual Governance Statement 2013/14' Boxes 1-8 "Yes" responses be approved.

Resolution Record No. **BSETC/038/21/May/14:**

That the Annual Return 'Section 2 - Annual Governance Statement 2013/14' Box 9 "N/A" response be approved.

30.3 To approve the explanation of significant variances responses

Resolution Record No. **BSETC/039/21/May/14:**

That the Annual Return Section 1 - explanation of significant variances responses as circulated be approved.

30.4 To approve the explanation of significant variances responses for debtors and creditors

Resolution Record No. **BSETC/040/21/May/14:**

That the Annual Return - Section 1 - explanation of significant variances responses for debtors and creditors as circulated be approved.

30.5 To approve the reconciliation between boxes 7 & 8

Resolution Record No. **BSETC/041/21/May/14:**

That the Annual Return - Section 1 - reconciliation between boxes 7 & 8 as circulated be approved.

30.6 To approve the explanation of Section 4 – Box K response

Resolution Record No. **BSETC/042/21/May/14:**

That the explanation of Section 4 – Box K response as circulated be approved.

30.7 To approve the Intermediate Audit questionnaire responses

Resolution Record No. **BSETC/043/21/May/14:**

That the Annual Return Intermediate Audit questionnaire responses as circulated be approved.

31. TO CONSIDER THE INDEPENDENT INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2014

Resolution Record No. **BSETC/044/21/May/14:**

That the Independent Internal Audit report for the year ended 31 March 2014 had been received and, in order to address the recommendation therein, the Clerk (1) be tasked with making reasonable efforts to establish ownership of the war memorials and (2) seeks confirmation from the Council's current insurers regarding any implications on future claims.

31.1 To note the completion of Section 4 of the Annual Return by the Independent Internal Auditor

Noted.

32. TO AUTHORISE THE SIGNATURE AND DESPATCH OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2014 AUDITED ACCOUNTS AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR

Resolution Record No. **BSETC/045/21/May/14:**

That the signature and despatch of the Annual Return documentation for the year ended 31 March 2014, Audited Accounts and all associated papers to the External Auditor be authorised.

33. 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 2014).

Noted.

34. TO RECEIVE AND ADOPT THE RECOMMENDATIONS OF THE FINANCE POLICY & RESOURCES COMMITTEE

The Chairman moved the adoption of the report and all the recommendations therein.

Resolution Record No. **BSETC/046/21/May/14:**

That the minutes of the Finance, Policy & Resources Committee Meeting of 09 April 2014 be approved and signed as a true record.

Resolution Record No. **BSETC/047/21/May/14:**

That the month 1: April 2014 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/048/21/May/14:**

That the month 2: May 2014 payments list be approved.

Resolution Record No. **BSETC/049/21/May/14:**

That the Petty Cash record book to date be approved and initialled.

Resolution Record No. **BSETC/050/21/May/14:**

That the Financial Standing Orders document showing the substantive differences between Council's adopted Financial Standing Orders and the NALC Model Financial Regulations 2014 with the following amendments be adopted:

- (1) 7.3 delete "[relevant committee]"
- (2) 8.3 delete
- (3) 14.2 delete "purchased or otherwise acquired,"
- (4) 14.2 delete "£50".

Resolution Record No. **BSETC/051/21/May/14:**

That the current account should remain with Barclays Bank plc at present.

Resolution Record No. **BSETC/052/21/May/14:**

That the policies/procedures covering (1) Allowances & Expenses; (2) Chairman's Expenses; (3) Data Protection, Confidentiality and Information Management; (4) Equality & Diversity; (5) Freedom of Information; (6) General Office Safety; (7) Grievance Procedure; (8) Disciplinary Procedure; (9) Harassment & Bullying; (10) Health & Safety; (11) Public Forum at Meetings and (12) Service Standards have been reviewed and no changes were felt necessary.

Resolution Record No. **BSETC/053/21/May/14:**

That the financial control procedures covering (1) Income; (2) Accounts payable; (3) Asset control and management; (4) Budgetary control and reporting; (5) Payroll; (6) VAT; (7) IT access; (8) Year end procedures and (9) Petty cash have been reviewed and that no changes are necessary.

Resolution Record No. **BSETC/054/21/May/14:**

That the Minutes of the Finance, Policy & Resources committee of 14 May 2014 be received and the recommendations therein be adopted.

35. TO RECEIVE AND ADOPT THE RECOMMENDATIONS OF THE PLANNING AND LICENSING COMMITTEE [DELEGATED POWERS]:

35.1 23 April 2014

35.2 14 May 2014

The Chairman moved the adoption of these reports (there were no recommendations).

Resolution Record No: **BSETC/055/21/May/14:**

That the Minutes of the Planning and Licensing Committee Meeting of 23 April 2014 and 14 May 2014 be received.

36. TO APPROVE THE MONTH 2: MAY 2014 FINAL PAYMENTS LIST

Resolution Record No: **BSETC/056/21/May/14:**

That the Month 2: May 2014 final payments list as tabled be approved.

37. TO APPROVE ARMISTICE DAY ARRANGEMENTS:

37.1 To approve usual expenditure on wreaths for Remembrance Day services within the allocated budget for the same.

Resolution Record No: **BSETC/057/21/May/14:**

That the usual expenditure on wreaths for Remembrance Day services within the allocated budget for the same be approved [Local Government Act 1972 s.137].

37.2 To approve expenditure on provision of amplification and refreshments for reception for veterans and others after the ceremony as has previously taken place

Resolution Record No: **BSETC/058/21/May/14:**

That the expenditure on the provision of amplification for the annual Armistice Day commemoration at the Angel Hill War Memorial and refreshments for the reception for veterans and others afterwards as has previously taken place be approved [Local Government Act 1972 s.145, s.176(1)(b)].

38. TO APPROVE THE ANNUAL REPORT

Resolution Record No. **BSETC/059/21/May/14:**

That the Annual Report be approved.

Item 39 was moved to earlier in this agenda.

40. TO DECIDE UPON THE ASSISTANCE THAT BURY ST EDMUNDS TOWN COUNCIL CAN GIVE TO ST EDMUNDSBURY BOROUGH COUNCIL TO SUPPORT A REVISED TOURIST INFORMATION PROVISION IN THE TOWN BY PROVIDING SOME LEVEL OF TOURIST INFORMATION PROVISION FROM ITS OFFICE ON ANGEL HILL IN CONJUNCTION WITH OTHER PARTIES IN THE LOCALITY

Resolution Record No. **BSETC/060/21/May/14:**

That Bury St Edmunds Town Council agrees to provide a limited tourist information service, viz. leaflets and verbal information based on the information manual provided, on a trial basis (to be reviewed after three months) from its office on Angel Hill in conjunction with other parties in the locality in support of St Edmundsbury Borough Council.

41. TO DECIDE WHETHER OR NOT TO ADOPT THE GENERAL POWER OF COMPETENCE AS PROVIDED FOR UNDER THE LOCALISM ACT 2011 AND IF SO TO CONFIRM:

41.1 that it has at least two thirds of its membership holding office as a result of being declared elected and

41.2 that the Town Clerk holds the CiLCA qualification including a pass in Section 7 of that qualification relating to the General Power of Competence

41.3 and to declare itself eligible to exercise the General Power of Competence.

Resolution Record No. **BSETC/061/21/May/14:**

That with regard to the General Power of Competence Bury St Edmunds Town Council confirms that it satisfies the criteria for eligibility (viz. at least two thirds of its membership holding office as a result of being declared elected and the Town Clerk holding the CiLCA qualification including a pass in Section 7 of that qualification) and adopts the General Power of Competence.

42. CLERK'S REPORT – FOR INFORMATION ONLY

Noted.

43. 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: *commercially sensitive matters*.

44. TO APPROVE THE COST OF THE RELOCATION OF IT SUPPLIES AS PART OF THE REDUCTION IN OFFICE ACCOMMODATION

Resolution Record No. **BSETC/062/21/May/14:**

That the cost of the relocation of IT supplies as part of the reduction in office accommodation in the sum of £1,844 plus VAT [Local Government Act 1972 s111] be approved.

45. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 25 June 2014 at 7 pm.** Cllrs C Hind and K Hind gave their apologies for this meeting.

The meeting ended at 8.40pm.

Signed: _____

Dated: _____