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**MINUTES OF THE MEETING OF BURY ST EDMUNDS**

**TOWN COUNCIL HELD ON WEDNESDAY 24 SEPTEMBER 2014**

**AT 7:22PM AT THE TOWN COUNCIL OFFICES,**

**7 ANGEL HILL, BURY ST EDMUNDS**

Cllrs Oliver (Chairman), Chung, Cornish, Everitt, Farmer, Hartley, C Hind, K Hind, Springett, Thompson and Turner.

**ALSO PRESENT**: Julia Dyball (Clerk to the Council) and Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), 1 member of the public.

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

Apologies were received and reasons accepted from Cllrs Cockle (just out of hospital), Ridgeway (another meeting to attend), F Warby (holiday) and Mrs Warby (holiday). Cllrs O’Driscoll and Simner were absent.

**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 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.

**4. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 10 SEPTEMBER EXTRAORDINARY MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/103/24/Sep/14:**

That the minutes of the extraordinary Full Council meeting of Wednesday 10 September 2014 be agreed and signed as a true record.

**5. PUBLIC FORUM**

There were no members of the public wishing to speak.

**6. TO RECEIVE THE REPORT OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 10 SEPTEMBER 2014 AND ADOPT THE RECOMMENDATIONS THEREIN**

The Committee Chairman moved the adoption of this report and the recommendations therein.

Resolution Record No. **BSETC/104/24/Sep/14:**

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

Resolution Record No. **BSETC/105/24/Sep/14:**

That the month 4: July 2014 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

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Resolution Record No. **BSETC/106/24/Sep/14:**

That the month 5: August 2014 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/107/24/Sep/14:**

That the month 6: September 2014 payments list as tabled be approved.

Resolution Record No. **BSETC/108/24/Sep/14:**

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

Resolution Record No. **BSETC/109/24/Sep/14:**

That the use of variable direct debit instructions in respect of (1) Allotment water supplies – Cotton Lane, Nowton Road A & B sides, Sicklesmere Road and Vinefields; (2) Bin emptying; (3) Data Protection Act registration; (4) IT/Phone services; (5) National non-Domestic Rates and (6) Salaries be approved.

Resolution Record No. **BSETC/110/24/Sep/14:**

That (1) the use of internet banking be approved and (2) payments up to the value of £100 be instructed by the Responsible Financial Officer as Service Administrator alone and (3) payments over £100 be instructed by the Service Administrator with two approvals by councillors who are authorised cheque signatories.

Resolution Record No. **BSETC/111/24/Sep/14:**

That a debit card for the Responsible Financial Officer for the sole purpose of maintaining the petty cash float be approved.

Resolution Record No. **BSETC/112/24/Sep/14:**

That a grant of £600 be awarded to St John Ambulance in respect of the purchase an adult airway management torso.

Resolution Record No. **BSETC/113/24/Sep/14:**

That a grant of £858.25 be awarded to Avenues East (formerly OPTUA) in respect of the provision of a fortnightly leisure club for disabled people in Bury St Edmunds.

Resolution Record No. **BSETC/114/24/Sep/14:**

That a grant of £2,000 be awarded to Bury St Edmunds Women’s Aid Centre in respect of a 1 year pilot project to provide individual therapy sessions for child victims of domestic abuse in Bury St Edmunds.

Resolution Record No. **BSETC/115/24/Sep/14:**

That a representative of AFSKP Charity (Anglo Francophone Street Kids Project) be invited to come along to the next meeting of the Finance, Policy & Resources committee to answer questions about its application for a grant of £500 in respect of an exercise project for young people in Bury St Edmunds.

Resolution Record No. **BSETC/116/24/Sep/14:**

That the minutes of the Finance Policy and Resources committee of 10 September 2014 and the recommendations therein be adopted.

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**7. TO RECEIVE THE REPORT OF THE PLANNING AND LICENSING COMMITTEE MEETING OF:**

7.1 23 July 2014

7.2 13 August 2014

7.3 10 September 2014

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

Resolution Record No. **BSETC/117/24/Sep/14:**

That the minutes of the Planning & Licensing committee of 23 July 2014, 13 August 2014 and 10 September 2014 be received.

**8. TO RECEIVE THE REPORT OF THE ST EDMUND’S DAY COMMITTEE MEETING OF 10 SEPTEMBER 2014 AND ADOPT THE RECOMMENDATIONS THEREIN**

The Committee Chairman moved the adoption of this report. There were no recommendations therein.

Resolution Record No. **BSETC/118/24/Sep/14:**

That the minutes of the St Edmund’s Day Committee meeting of 10 September 2014 be received.

**9. TO APPROVE THE MONTH 6: SEPTEMBER 2014 PAYMENTS LIST**

Resolution Record No. **BSETC/119/24/Sep/14:**

That the Month 6: September 2014 final payments list, as tabled, be approved.

**10. TO APPROVE AND ACCEPT THE EXTERNAL AUDITOR’S REPORT ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014**

Resolution Record No. **BSETC/120/24/Sep/14:**

That the External Auditor’s Report on the Accounts for the year ended 31 March 2014 be approved and accepted.

**11. TO DECIDE UPON APPROVE AND ADOPT A POLICY NECESSITATED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014 IN RESPECT OF THE FILMING, RECORDING OR OTHERWISE REPORTING OF ANY MEETING OF THE COUNCIL OR ITS COMMITTEES OR SUB COMMITTEES AND THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS WHILST ATTENDING SUCH MEETINGS AND ALSO TO NOTE THAT THE REGULATIONS REQUIRE RECORDS OF TO BE MADE AND PUBLISHED IN RESPECT OF CERTAIN OFFICER DECISIONS WHICH ARE MADE UNDER DELEGATED AUTHORITY**

Resolution Record No. **BSETC/121/24/Sep/14:**

That the circulated draft policy necessitated by the Openness of Local Government Bodies Regulations 2014 in respect of the filming, recording or otherwise reporting of any meeting of the Council or its committees or sub committees and the protection of children and vulnerable adults whilst attending such meetings be approved and adopted.

It was noted that the Regulations require records of to be made and published in respect of certain officer decisions which are made under delegated authority.

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**12. TO APPROVE THE DELETION STANDING ORDERS 1.14 AND 32.4 AND AMENDMENT OF STANDING ORDER 1.15 BY INSERTION OF THE WORDS “AND PUBLIC” AFTER THE WORD “PRESS” AS NECESSITATED BY THE OPENNESS OF GOVERNMENT REGULATIONS 2014**

Resolution Record No. **BSETC/122/24/Sep/14:**

That standing orders 1.14 and 32.4 be deleted and standing order 1.15 be amended by insertion of the words “and public” after the word “press” as necessitated by the Openness of Government Regulations 2014.

**13. TO AUTHORISE THE CLERK TO SEND A LETTER TO THE WING COMMANDER OF LAKENHEATH AIRBASE TO REQUEST A FLYPAST TO HAPPEN AT THE UNVEILING OF THE PROPOSED FLYING FORTRESS SCULPTURE WHICH IS INTENDED TO BE ON 8TH MAY 2015**

Resolution Record No. **BSETC/123/24/Sep/14:**

That the Clerk be authorised to send a letter to the Wing Commander of Lakenheath Airbase to request a flypast at the unveiling of the proposed Flying Fortress sculpture on 8 May 2015.

**14. CLERK’S REPORT – FOR INFORMATION ONLY**

Noted.

**15. 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.*

**16. TO CONSIDER APPEAL FROM ALLOTMENT TENANT AGAINST NOTICE TO QUIT IN RESPECT OF NON-PAYMENT OF RENT**

Resolution Record No. **BSETC/124/24/Sep/14:**

That the notice to quit in respect of non-payment of allotment rentbe withdrawn subject to receipt of the outstanding rent within 7 days of this decision.

**17. DATE OF NEXT MEETING**

The date of the next meeting: Wednesday 29 October2014 at 7pm. Cllr Everitt gave his apologies for this meeting.

Members extended their congratulations to the Assistant Town Clerk/Responsible Financial Officer for her success to date on the Foundation Degree course at the University of Gloucestershire.

The meeting closed at 8.00 pm.

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