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

**TOWN COUNCIL HELD ON WEDNESDAY 28 JANUARY 2015**

**AT 7.05 PM AT THE TOWN COUNCIL OFFICES,**

**7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT**: Cllrs Oliver (Chairman), F Warby (Vice Chairman), Chung, Cockle, Cornish, Hartley,

C Hind, K Hind, Ridgeway, Thompson and Mrs Warby.

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

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

Apologies were received and reasons accepted from Cllrs Everitt (holiday), Farmer (unwell) and Turner (unwell). Cllrs O’Driscoll and Simner were absent. Cllr Mrs Warby advised that Cllr Springett was recovering from an 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”. Cllrs Chung, Cockle, Oliver, F Warby and Mrs Warby declared a local non-pecuniary interest as Borough Councillors.

**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: 17 DECEMBER 2014 PRECEPT RATIFICATION MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/179/28/Jan/15:**

That the minutes of the 17 December 2014 Precept Ratification meeting be agreed and signed as a true record.

**5. PUBLIC FORUM**

There were no members of the public present at this point.

**6. TO RECEIVE THE REPORT OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 14 JANUARY 2015 AND ADOPT THE RECOMMENDATIONS THEREIN**

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

Resolution Record No. **BSETC/180/28/Jan/15:**

That the minutes of the Finance, Policy & Resources Committee Meeting of 10 December 2014 be approved and signed as a true record.

Resolution Record No. **BSETC/181/28/Jan/15:**

That the month 9: December 2014 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/182/28/Jan/15:**

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

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Resolution Record No. **BSETC/183/28/Jan/15:**

That the month 10: January 2015 payments list as tabled be approved.

Resolution Record No. **BSETC/184/28/Jan/15:**

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

Resolution Record No. **BSETC/185/28/Jan/15:**

That the Annual Investment Strategy has been reviewed and no changes were deemed necessary other than the date reference.

Resolution Record No. **BSETC/186/28/Jan/15:**

That the Grit Bin Policy has been reviewed and no changes were deemed necessary.

Resolution Record No. **BSETC/187/28/Jan/15:**

That the recommendation in the Independent Internal Audit report for the year ended 31 March 2014 has been addressed.

Resolution Record No. **BSETC/188/28/Jan/15:**

That, following review, no weakness or areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2014 was considered to be effective.

Resolution Record No. **BSETC/189/28/Jan/15:**

That the Internal Audit plan for the year ending 31 March 2015 be approved and adopted.

Resolution Record No. **BSETC/190/28/Jan/15:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2015 be approved and adopted.

Resolution Record No. **BSETC/191/28/Jan/15:**

That following review, all of the systems of internal control currently in place were considered to be effective and should continue in their present format.

Resolution Record No. **BSETC/192/28/Jan/15:**

That no changes be made to Council’s business banking arrangements for a further 12 months.

Resolution Record No. **BSETC/193/28/Jan/15:**

That the use of a variable direct debit instruction in respect of Cotton Lane allotment ‘E’ plots rental cost be approved.

Resolution Record No. **BSETC/194/28/Jan/15:**

That the use of variable direct debit instructions in respect of allotments grounds maintenance be approved.

Resolution Record No. **BSETC/195/28/Jan/15:**

That the application date for grants over £250 in the Grant Funding Policy 2014-2015 be extended to 05 March 2015.

Resolution Record No. **BSETC/196/28/Jan/15:**

That the quote from St Edmundsbury Borough Council in the sum of £976.17 plus VAT for essential fencing removal and replacement works at Sicklesmere Road allotments be approved.

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Resolution Record No. **BSETC/197/28/Jan/15:**

That the quote from St Edmundsbury Borough Council in the sum of £840.25 plus VAT for essential tree and hedge maintenance works at Nowton Road allotments be approved.

Resolution Record No. **BSETC/198/28/Jan/15:**

That Heelis & Lodge be appointed to provide the Independent Internal Audit for the year ending 31 March 2015.

Resolution Record No. **BSETC/199/28/Jan/15:**

That the minutes of the Finance Policy and Resources committee of 14 January 2015 and the recommendations therein be adopted.

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

7.1 27 December 2014

7.2 14 January 2015

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

Resolution Record No. **BSETC/200/28/Jan/15:**

That the minutes of the Planning & Licensing committee of 27 December 2014 and 14 January 2015 be received.

**8. TO RECEIVE THE REPORT OF THE STAFFING & EMPLOYMENT COMMITTEE MEETING OF 17 DECEMBER 2014 AND ADOPT THE RECOMMENDATIONS THEREIN**

Resolution Record No. **BSETC/201/28/Jan/15:**

That the Minutes of the Staffing & Employment Committee Meeting of 29 October 2014 be signed as a true record

Resolution Record No. **BSETC/202/28/Jan/15:**

That the minutes of the Staffing & Employment Committee Meeting of 17 December 2015 and the recommendations therein be adopted.

**9. TO APPROVE THE MONTH 10: JANUARY 2015 FINAL PAYMENTS LIST**

Resolution Record No. **BSETC/203/28/Jan/15:**

That the Month 10: January 2015 final payments list, as tabled, be approved.

**10. CLERK’S REPORT**

Noted.

**11. TO NOMINATE A MEMBER TO BE ENTERED INTO THE DRAW FOR HER MAJESTY THE QUEEN’S GARDEN PARTY AT BUCKINGHAM PALACE ON THURSDAY 28TH MAY 2015**

No nominations were forthcoming but members were invited to notify the Clerk if they wished to be entered into the draw.

**12. TO CONSIDER THE GRIT BIN REQUEST FOR STEWARD ROAD WHICH FAILS TO MEET THE ELIGIBILITY CRITERIA LAID DOWN IN THE COUNCIL’S ADOPTED GRIT BIN PROVISION POLICY AND DETERMINE WHETHER OR NOT IT SHOULD BE APPROVED AS AN EXCEPTION TO THIS POLICY**

Resolution Record No. **BSETC/204/28/Jan/15:**

That the grit bin request for Steward Road which fails to meet the eligibility criteria laid down in the Council’s adopted Grit Bin Provision policy be approved as an exception to this policy.

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**13. TO DELEGATE AUTHORITY TO THE CLERK TO MAKE APPROPRIATE ARRANGEMENTS FOR THE 2015 ELECTION, SUCH AS PROMOTING, ENGAGEMENT, PREPARING BRIEFING MATERIALS (AND IN RESPECT OF WHICH APPROVING A NOMINAL PRINTING/PHOTOCOPYING BUDGET OF £100) FOR POTENTIAL NOMINEES AND GENERAL PUBLICITY**

Resolution Record No. **BSETC/205/28/Jan/15:**

That delegated authority be given to the Clerk to make appropriate arrangements for the 2015 Election, such as promoting, engagement, preparing briefing materials (and in respect of which approving a nominal printing/photocopying budget of £100) for potential nominees and general publicity.

**14. TO NOTE THAT:**

14.1 The broken bin in Caie Walk was able to be repaired and consequently will not be removed (per Resolution Record No. BSETC/073/25/Jun/14:That the cast iron litter bin in Caie Walk with a broken door hinge be removed and not replaced)

Noted.

14.2 That a request for a mounted litter bin had been received from St Edmundsbury Borough Councillor Mrs Hind for Philip Road; it has been ascertained from St Edmundsbury Borough Council that they will neither support a mounted bin nor a free standing bin there or in that vicinity

Noted.

14.3 The ‘Local Council Award Scheme’ has been launched replacing the Quality Council Status regime. I have applied for Council to be given the available free Foundation Status accreditation when the Scheme is launched on 31st January which will expire in January 2016, prior to which Council will have the opportunity to evaluate the Scheme and its levels

Noted.

**15. TO CONSIDER AND APPROVE THE PRODUCTION OF AN A4 FLYER SUMMARISING THE COUNCIL’S ACTIVITIES AND INTENTIONS (TO BE VERY SIMILAR IN STYLE AND CONTENT TO THAT UTILISED FOR THE PRECEDING TWO YEARS) TO INCLUDE INFORMATION ON COUNCIL ELECTIONS FOR DISTRIBUTION WITHIN BURY ST EDMUNDS EITHER AS A NEWSPAPER INSERT OR ALONG WITH NEWSPAPER DELIVERY (AS IT IS NO LONGER POSSIBLE FOR THE FLYER TO BE INCLUDED IN THE ST EDMUNDSBURY COUNCIL TAX BILLS)**

Deferred.

**16. DATE OF NEXT MEETING**

The date of the next meeting: Wednesday 25 February 2015 at 7pm.

The meeting closed at 7.45pm.

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