Page 48

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

**TOWN COUNCIL HELD ON WEDNESDAY 29 APRIL 2015**

**AT 7.03 PM AT THE TOWN COUNCIL OFFICES,**

**7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT**: Cllrs Oliver (Chairman), Chung, Cornish, Everitt, Farmer, C Hind, K Hind, O’Driscoll and Springett. Cllrs Hartley (7.08pm) and Ridgeway (7.10pm).

**ALSO PRESENT**: Julia Dyball (Clerk to the Council) and Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), a member of St Edmundsbury Borough Council’s Economic Development Planning and Growth team, Abbeycroft Leisure’s Chief Executive and 1 member of the public.

The Worshipful the Mayor of St Edmundsbury presented the Chairman with a scroll of thanks for the Council’s support and for its work for residents’ benefit and the good of the Town during his year of Office.

Cllr Hartley joined the meeting at 7.08 pm. Cllr Ridgeway joined the meeting at 7.10 pm.

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

Apologies were received and reasons accepted from Cllrs Thompson (work commitments),

F Warby (another meeting) and Mrs Warby (work commitments). Cllrs Cockle, Simner and Turner 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”. Cllrs Chung, Everitt, Farmer, Springett and Oliver 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: 25 MARCH 2015 MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/256/29/Apr/15:**

That the minutes of the 25 March 2015 meeting be agreed and signed as a true record.

**5. PUBLIC FORUM**

Standing Orders were suspended and then re-instated as Members had no questions for the allotment tenant who was present in relation to his appeal against a notice to quit (item 23 of this agenda).

Page 49

It was resolved that item 23 of this agenda be brought forward and that the public and press be temporarily excluded for the discussion of this item due to the confidential nature of the business to be discussed concerning: *allotment tenant appeal against notice to quit.*

**23. TO CONSIDER APPEAL FROM ALLOTMENT TENANT AGAINST NOTICE TO QUIT IN RESPECT OF CEASING TO MEET THE RESIDENCY REQUIREMENT**

Resolution Record No. **BSETC/257/29/Apr/15:**

That without setting a precedent the appeal against the notice to quit in respect of ceasing to meet the residency requirement be allowed until such time as the outcome of the impending Community Governance Review is known and in the event that the residency requirement remains unmet the tenant shall be required to deliver up vacant possession of the allotment garden at the end of the growing season in which the outcome is known.

**5. PUBLIC FORUM**

Standing Orders were suspended to allow a presentation by a member of St Edmundsbury Borough Council’s Economic Development Planning and Growth team and Abbeycroft Leisure’s Chief Executive regarding the Friends Life Women’s Tour of Britain cycle race coming to Bury St Edmunds on 17 June 2015 (item 18 of this agenda).

Standing Orders were reinstated following the conclusion of the presentation.

**6. TO RECEIVE THE REPORT OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 15 APRIL 2015 AND ADOPT THE RECOMMENDATIONS THEREIN**

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

Resolution Record No. **BSETC/258/29/Apr/15:**

That the minutes of the Finance, Policy & Resources Committee Meeting of 11 March 2015 be approved and signed as a true record.

Resolution Record No. **BSETC/259/29/Apr/15:**

That the end of Month 12: March 2015 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports (pre Year-End adjustments) (pre-

Resolution Record No. **BSETC/260/29/Apr/15:**

That the Month 1: April 2015 payments list as circulated be approved.

Resolution Record No. **BSETC/261/29/Apr/15:**

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

Resolution Record No. **BSETC/262/29/Apr/15:**

That the precept/grant be deposited in the Council’s existing savings accounts with Barclays Bank plc and the Cambridge Building Society until required to cover expenditure; the exact sums to be determined by the Responsible Financial Officer.

Page 50

Resolution Record No. **BSETC/263/29/Apr/15:**

That the grant funding policy has been reviewed and three amendments made for the 2015-2016 financial year:

1. paragraph 2.5 delete “below or equal to £250”
2. paragraph 2.5 delete “Applications for grants above £250 are considered once a year with the awards being presented at the St Edmund’s Day Awards celebration evening.”
3. Paragraph 5.1 delete “The deadline for receipt of applications for grants above £250 is 5 March 2015.”

Resolution Record No. **BSETC/264/29/Apr/15:**

That the quote from St Edmundsbury Borough Council for Allotments ground maintenance for the 2015 season in the sum of £499.20 plus VAT be accepted.

Resolution Record No. **BSETC/265/29/Apr/15:**

That the minutes of the Finance Policy and Resources committee of 15 April 2015 and the recommendations therein be adopted.

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

7.1 25 March 2015

7.2 15 April 2015

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

Resolution Record No. **BSETC/266/29/Apr/15:**

That the minutes of the Planning & Licensing committee of 25 March 2015 and 15 April 2015 be received.

**8. TO RECEIVE THE REPORT OF THE STAFFING AND EMPLOYMENT COMMITTEE MEETING OF 11 MARCH 2015 AND ADOPT THE RECOMMENDATIONS THEREIN**

A typographical error was noted in that the agenda item should read 15 April 2015.

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

Resolution Record No. **BSETC/267/29/Apr/15:**

That the Minutes of the Staffing & Employment Committee Meeting of 17 December 2014be signed as a true record

Resolution Record No. **BSETC/268/29/Apr/15:**

That the minutes of the Staffing and Employment Committee meeting of 15 April 2015

and the recommendation therein be adopted.

**9. TO APPROVE THE MONTH 1: APRIL 2015 FINAL PAYMENTS LIST**

Resolution Record No. **BSETC/269/29/Apr/15:**

That the Month 1: April 2015 final payments list, as tabled, be approved.

Page 51

**10. TO APPROVE THE STATEMENT OF ACCOUNTS, INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF BALANCES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015, AS CERTIFIED BY THE RESPONSIBLE FINANCIAL OFFICER THAT IT PRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL**

Resolution Record No. **BSETC/270/29/Apr/15:**

That the Statement of Accounts, Income and Expenditure account and Statement of Balances for the financial year ended 31 March 2015, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council, be approved.

**11. TO CONSIDER THE INDEPENDENT INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2015**

The recommendations contained in the Independent Internal Audit Report for the year ended 31 March 2015 were considered:

* to consider the inclusion of reference in Financial Regulations to the new online banking procedures and limits of authorisation, and the use of the Council debit card
* to consider adding the war memorials to the asset register with a footnote to state that whilst the Town Council have a responsibility to maintain the memorials, they are not under the ownership of the Town Council. As the Council do not own the memorials there should be no requirement to include the values in Box 9 of Section 1 of the Annual Return.

Resolution Record No. **BSETC/271/29/Apr/15:**

That the Financial Standing Orders remain unchanged.

Resolution Record No. **BSETC/272/29/Apr/15:**

That the War Memorials be added to the asset register with a footnote to state that whilst Council has a responsibility to maintain the memorials, they are not under its ownership.

Two other points were raised:

* the unsigned copy of the Finance Policy & Resources Committee minutes dated 9/7/2014 has been removed
* the duplicate entry under 6.1 and 6.2 of Financial Regulations will be deleted when the next review is carried out.

Resolution Record No. **BSETC/273/29/Apr/15:**

The Independent Internal Audit report for the year ended 31 March 2015 had been received and the matters raised had been addressed.

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

Noted.

**12. TO CONSIDER THE ANNUAL RETURN DOCUMENTATION AND ASSOCIATED PAPERS FOR THE YEAR ENDED 31 MARCH 2015 FOR SUBMISSION TO THE EXTERNAL AUDITOR BY 29 JUNE 2015:**

12.1 To approve ‘Section 1 – Accounting Statements 2014/15’ of the Annual Return for the year ended 31 March 2015

Page 52

Resolution Record No. **BSETC/274/29/Apr/15:**

That the ‘Section 1 – Accounting statements 2014/15’ of the Annual Return for the year ended 31 March 2015 be approved.

12.2 To approve and initial the amendment in Box 8 ‘Total Cash And Short Term Investments’ 31 March 2015 whereby the incorrect amount has been deleted and the correct amount of £200,821 has been entered

Resolution Record No. **BSETC/275/29/Apr/15:**

That the amendment in box 8 ‘Total cash and short term investments’ of the Annual Return for the year ended 31 March 2015 whereby the incorrect amount has been deleted and the correct amount of £200,821 has been entered be approved and initialled.

12.3 To consider ‘Section 2 - Annual Governance Statement 2014/15’ responses for the year ended 31 March 2015

Resolution Record No. **BSETC/276/29/Apr/15:**

That the Annual Return ‘Section 2 - Annual Governance Statement 2014/15’ boxes 1-8 “Yes” responses be approved.

Resolution Record No. **BSETC/277/29/Apr/15:**

That the Annual Return ‘Section 2 - Annual Governance Statement 2014/15’ box 9 “N/A” response be approved.

12.4 To approve the explanation of significant variances responses

Resolution Record No. **BSETC/278/29/Apr/15:**

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

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

Resolution Record No. **BSETC/279/29/Apr/15:**

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

12.6 To approve the reconciliation between boxes 7 & 8

Resolution Record No. **BSETC/280/29/Apr/15:**

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

12.7 To approve the explanation of section 4 – box K response

Resolution Record No. **BSETC/281/29/Apr/15:**

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

12.8 To approve the Intermediate Audit questionnaire responses

Resolution Record No. **BSETC/282/29/Apr/15:**

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

Page 53

In addition, proof of eligibility to use the General Power of Competence including a copy of the resolution passed by Council was required by the External Auditor.

**13. TO AUTHORISE THE SIGNATURE AND DESPATCH OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2015, AUDITED ACCOUNTS AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR**

Resolution Record No. **BSETC/283/29/Apr/15:**

That the signature and despatch of the Annual Return for the year ended 31 March 2015, Audited Accounts and all associated papers to the External Auditor be authorised.

**14. TO DETERMINE THE BURY ST EDMUNDS TOWN COUNCIL PRIZE TO BE AWARDED TO A WEST SUFFOLK COUNTY COUNCIL COLLEGE STUDENT AS PART OF THE COLLEGE’S ANNUAL AWARDS IE. THE NATURE OF THE PRIZE, THE AMOUNT OF MONEY IF APPLICABLE AND THE LENGTH OF TIME THAT SUCH AN ANNUAL PRIZE WILL BE GIVEN**

Resolution Record No. **BSETC/284/29/Apr/15:**

That (1) the Bury St Edmunds Town Council prize of £100 be awarded annually to the West Suffolk College student on the Prince’s Trust Team course who the College selects as the most proactive student, as part of the College’s annual prize giving awards and (2) an appropriate shield be purchased for annual inscription by the College and a budget of £50 be approved for this purpose.

**15. TO RESPOND TO THE CONSULTATION RELATING TO THE NEW ARTICLE 4 DIRECTION RELATING TO THE CONSERVATION AREAS OF THE TOWN**

Resolution Record No. **BSETC/285/29/Apr/15:**

That Bury St Edmunds Town Council supports the proposals relating to the new Article 4 Directions affecting the Conservation Areas of the Town.

**16. TO RESPOND TO THE GOVERNMENT DISCUSSION PAPER PARKING REFORM: TACKLING UNFAIR PRACTICES DISCUSSION PAPER**

Noted. Members will respond as individuals if they so choose.

**17. TO APPROVE THE ANNUAL REPORT**

Resolution Record No. **BSETC/286/29/Apr/15:**

That Annual Report 2014-15 be approved and distributed per the previously approved list.

**18. TO CONSIDER CONTRIBUTING TO THE COST OF BRINGING THE WOMEN’S CYCLE TOUR TO BURY ST EDMUNDS WITH SUPPORTING EVENTS, INCLUDING THE PRESENTATION OF THE BRITISH OLYMPIC AND WORLD CHAMPIONS AND 40 RIDERS FROM 16 TEAMS TO THE PUBLIC AT CHARTER SQUARE ON 16TH JUNE AND THE START EVENT ON ANGEL HILL AND THE ENGAGEMENT OF THE BURY SCHOOLS AND THE OPPORTUNITY TO PROMOTE THE BENEFITS OF PHYSICAL EXERCISE AFFORDED BY THIS EVENT WHICH HAS INTERNATIONAL COVERAGE AND WILL SHOWCASE SUFFOLK AND BURY ST EDMUNDS AS A TOURIST DESTINATION**

Resolution Record No. **BSETC/287/29/Apr/15:**

That the sum of £2,500 from general reserves be approved towards the cost of supporting events in connection with the Women’s Cycle Tour in Bury St Edmunds on 16 and 17 June 2015.

Page 54

**19. TO RESOLVE THAT BURY ST EDMUNDS TOWN COUNCIL AGREES TO DIRECTLY FUND THE B17 FLYING FORTRESS PLANE OR REPRESENTATION THEREOF SCULPTURE ON THE ROUNDABOUT AT MOUNT ROAD JUNCTION WITH LADY MIRIAM WAY PROVIDED THE TOTAL COST DOES NOT EXCEED £10,000 AND THAT ANY UNDERSPENT MONIES WILL BE USED TO PAY FOR OTHER ELEMENTS OF THE PROJECT SUCH AS LIGHTING, VISITOR EXPLANATION BOARD ETC**

Resolution Record No. **BSETC/288/29/Apr/15:**

That Bury St Edmunds Town Council agrees to directly fund the B17 Flying Fortress plane or representation thereof sculpture on the roundabout at Mount Road junction with Lady Miriam Way provided the total cost does not exceed £10,000 and that any underspent monies will be used to pay for other elements of the project such as lighting, visitor explanation board etc.

**20. CLERK’S REPORT**

Noted.

**21. TO NOTE THE CLERK’S EXERCISE OF DELEGATED AUTHORITY IN INCURRING EXPENDITURE OF APPROXIMATELY £30 PLUS VAT BEING REPAIR COST RELATING TO A FROST DAMAGED WATER SUPPLY PIPE TO THE D28 DIP TANK AT COTTON LANE ALLOTMENTS**

Noted.

**22. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS:**

This item had been dealt with earlier in this agenda.

**23. TO CONSIDER APPEAL FROM ALLOTMENT TENANT AGAINST NOTICE TO QUIT IN RESPECT OF CEASING TO MEET THE RESIDENCY REQUIREMENT**

This item had been dealt with earlier in this agenda.

**24. DATE OF NEXT MEETING**

The date of the next meeting: **Annual Meeting Wednesday 13 May 2015 at 6pm** (NOTE EARLIER START TIME).

The meeting closed at 8.31pm.

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