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

**COUNCIL HELD ON WEDNESDAY 13 MAY 2015 AT 6:02 PM AT THE**

**TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Oliver (Chairman 2014-2015), Warby (Vice Chairman 2014-2015), Augustine, Barrett, Chung, Cockle, Everitt (6.59 pm), Hailstone, D Hind, K Hind, Murray, Rout, Speed, Springett, Thompson and Mrs Warby.

**ALSO PRESENT**: Julia Dyball (Town Clerk) and Sue Hindry (Assistant Town Clerk/Responsible Financial Officer).

**1. ELECTION OF CHAIRMAN 2015-2016**

Resolution Record No. **BSETC/001/13/May/15:**

That Cllr Speed be and is elected Chairman for 2015-2016.

The Chairman and Councillors requested that it be minuted that the outgoing Chairman, Stefan Oliver and other outgoing councillors be formally thanked for their terms in office, their time freely given and all that was done and achieved. The outgoing Chairman requested that it be minuted that he thanked all councillors and the officers for the past year.

**2. ELECTION OF VICE CHAIRMAN 2015-2016**

Resolution Record No. **BSETC/002/13/May/15:**

That Cllr F Warby be and is elected Vice Chairman for 2015-2016.

**3. TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Resolution Record No. **BSETC/003/13/May/15:**

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

**4. TO RECEIVE THE CHAIRMAN OF THE COUNCIL AND COUNCILLORS’ DECLARATIONS OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED**

Resolution Record No. **BSETC/004/13/May/15:**

That it be duly noted that the Chairman of the Council and Councillors’ Declarations of Acceptance of Office had been received.

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

Apologies were received and accepted from Cllr Rayner (another commitment) and Williamson (holiday). Cllr Everitt had advised that he would be late due to another meeting at Forest Heath.

**6. 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, Hailstone, D Hind, Murray, Rout, Speed, Springett, Thompson, F Warby and P Warby declared a local non-pecuniary interest as a Borough Councillor.

**7. 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.

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**8. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 29 APRIL 2015**

Resolution Record No. **BSETC/005/13/May/15:**

That the Minutes of the Bury St Edmunds Full Town Council Meeting of Wednesday 29 April 2015 be agreed and signed as a true record.

**9. PUBLIC FORUM**

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

**10. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING AND LICENSING COMMITTEE MEETING OF 29 APRIL 2015**

The Chairman moved the adoption of this report (there were no recommendations).

Resolution Record No: **BSETC/006/13/May/15**:

That the Minutes of the Planning and Licensing Committee Meeting of 29 April 2015 be received.

**11. TO APPROVE THE MONTH 2: APRIL 2015 PAYMENTS LIST**

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

Resolution Record No: **BSETC/007/13/May/15**:

That the Month 2: May 2015 payments list as tabled be approved.

**12. TO ADOPT THE GENERAL POWER OF COMPETENCE AS PROVIDED FOR UNDER THE LOCALISM ACT 2011 AND AS REQUIRED FOLLOWING ORDINARY ELECTIONS TO RE-CONFIRM:**

12.1 that Bury St Edmunds Town Council has at least two thirds of its membership holding office as a result of being declared elected and

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

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

Resolution Record No. **BSETC/008/13/May/15:**

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.

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

13.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/009/13/May/15**:

That Cllr K Hind be and is elected Chairman of the Planning and Licensing committee for 2015-2016.

Resolution Record No: **BSETC/010/13/May/15**:

That Cllr Murray be and is elected Vice Chairman of the Planning and Licensing committee for 2015-2016.

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Resolution Record No: **BSETC/011/13/May/15**:

That membership of the Planning and Licensing committee to comprise Cllrs Augustine, Barrett, Hailstone, K Hind, Murray, Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

13.2 To confirm terms of reference

Resolution Record No: **BSETC/012/13/May/15**:

That the terms of reference for the Planning and Licensing committee for 2015-16 as circulated be confirmed.

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

14.1 To appoint a Chairman and Vice Chairman

Resolution Record No: **BSETC/013/13/May/15**:

That Cllr P Warby be and is elected Chairman of the Staffing and Employment committee for 2015-2016.

Resolution Record No: **BSETC/014/13/May/15**:

That Cllr Williamson be and is elected Vice Chairman of the Staffing and Employment committee for 2015-2016.

Resolution Record No: **BSETC/015/13/May/15**:

That membership of the Staffing and Employment committee to comprise Cllrs D Hind, J Rayner P Warby and Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

14.2 To confirm terms of reference

Resolution Record No: **BSETC/016/13/May/15**:

That the terms of reference for the Staffing and Employment committee for 2015-2016 as circulated be confirmed.

**15. TO APPOINT THREE (DIFFERENT) MEMBERS TO THE APPEALS PANEL**

Resolution Record No: **BSETC/017/13/May/15**

That the membership of the Appeals Panel to comprise Cllrs Cockle, Rout and Springett.

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

Resolution Record No: **BSETC/018/13/May/15**:

That Cllr P Warby be appointed as Councillor Internal Auditor.

**17. 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):**

17.1 To appoint a Chairman and Vice Chairman

17.2 To confirm terms of reference

Consideration of the appointment of a Finance, Policy & Resources committee was deferred to the next meeting.

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

Resolution Record No. **BSETC/019/13/May/15:**

That Cllrs Chung, Cockle, D Hind, Springett and F Warby be authorised cheque signatories.

**19. TO REVIEW THE SCHEME OF DELEGATION**

Resolution Record No. **BSETC/020/13/May/15:**

That the scheme of delegation as circulated be confirmed.

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

20.1 Guildhall Feoffment Trust

None.

20.2 Bury in Bloom

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

20.3 Christmas Fayre Working group

Cllr Chung tabled a written report on the Christmas Fayre of 2014.

20.4 Safer Neighbourhoods Tasking Meeting

None.

20.5 Suffolk Association of Local Councils

None.

20.6 Churchgate Showcase Committee

Cllr P Warby advised that this committee was being disbanded.

20.7 Town Team

None.

Items 21, 22, 23 and 24 were considered en bloc.

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

**22. TO APPOINT A REPRESENTATIVE TO THE CHRISTMAS FAYRE WORKING GROUP**

**23. TO APPOINT A REPRESENTATIVE TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS**

**24. 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/021/13/May/15:**

That Cllrs Chung and Speed be Town Council representatives to the Bury in Bloom Committee; (2) Cllr Hailstone be the representative to the Christmas Fayre Working Group; (3) Cllr K Hind be the representative to the Suffolk Association of Local Councils and that Cllr Thompson be appointed as representative to the ‘Town Team’.

**25. TO NOTE COUNCIL’S NOMINATED REPRESENTATIVES TO THE GUILDHALL FEOFFMENT TRUST (APPOINTED JUNE 2014 FOR A 4 YEAR TERM) VIZ. STEFAN R M OLIVER AND KEVIN WATERSON**

Noted.

**26. TO APPOINT AN ALLOTMENTS CHAMPION**

Resolution Record No. **BSETC/022/13/May/15:**

That Stefan Oliver be invited to be the Town Council’s Allotments Champion.

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**27. TO APPOINT A ‘MAN FRIDAY’/’HANDYMAN’/’MAN WITH A VAN’**

Item deferred to the next meeting.

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

Cllr Everitt joined the meeting at 6.59pm.

Resolution Record No. **BSETC/023/13/May/15:**

That the Council meetings schedule May 2015 to May 2016 be adopted but may be subject to revision.

**29. TO APPROVE THE ARRANGEMENTS FOR CIVIC EVENTS: ST EDMUND’S DAY CITIZEN & YOUNG CITIZEN OF THE YEAR AWARDS AND PRESENTATION EVENING & ARMISTICE DAY COMMEMORATION INCLUDING DELEGATING AUTHORITY TO THE CLERK TO ORGANISE SAME**

Resolution Record No. **BSETC/024/13/May/15:**

That the arrangements for Civic Events: St Edmund’s Day Citizen & Young Citizen of the Year Awards and Presentation Evening & Armistice Day commemoration including delegating authority to the Clerk to organise same as circulated be approved.

**30. TO NOTE THAT ST EDMUNDSBURY BOROUGH COUNCIL PARKS DEPARTMENT IS CURRENTLY CARRYING OUT A SURVEY OF ALL SPORTS USER CLUBS RELATING TO THE SPORTS PITCHES WITHIN THE BOROUGH INCLUDING THE LEVEL OF PROVISION, QUALITY, QUANTITY, CURRENT OR FUTURE PROBLEMS ETC**

Noted.

**31. TO CONSIDER AND RESPOND TO THE CONSULTATION RE LOCAL OMBUDSMAN PROVISIONS BEING EXTENDED TO PARISH AND TOWN COUNCILS WHICH ARE OVER A CERTAIN SIZE IN TERMS OF ELECTORATE AND OR PRECEPT**

Resolution Record No. **BSETC/025/13/May/15:**

That Bury St Edmunds Town Council does not see the need for the Local Ombudsman provisions to be extended to Parish and Town councils of its size.

**32. TO NOTE THAT THE ANNUAL TOWN MEETING WILL BE HELD ON TUESDAY 26TH MAY AT 6PM AT THESE OFFICES, 7 ANGEL HILL. [IT IS A MEETING FOR THE RESIDENTS OF BURY ST EDMUNDS WHICH IS CHAIRED BY THE CHAIRMAN OF THE TOWN COUNCIL AND IS AN OPPORTUNITY FOR RESIDENTS TO MEET THE NEWLY ELECTED COUNCIL]**

Noted.

**33. CLERK’S REPORT**

Noted.

**34. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 24 June 2015 at 7 pm.**

The meeting ended at 7.32 pm.

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