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

**COUNCIL HELD ON WEDNESDAY 24 JUNE 2015 AT 7:00 PM AT THE**

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

**PRESENT:** Cllrs Speed (Chairman), F Warby (Vice Chairman), Barrett, Chung, Cockle, Everitt, Hailstone, D Hind, K Hind, Murray, Rayner, Rout, Springett, Thompson, P Warby and Williamson.

**ALSO PRESENT**: Julia Dyball (Town Clerk), representatives of the Citizens’ Advice Bureau and Milkmaid Folk Arts Centre CIC.

**1. CHAIRMAN’S WELCOME AND COMMENTS**

The Chairman gave a brief overview of the agenda and welcomed representatives giving presentations in respect of grant applications considered later in the agenda.

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

Apologies were received and accepted from Cllr Augustine (injury).

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

**4. 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.

**5. TO CONFIRM, ADOPT AND SIGN THE MINUTES: SPECIAL MEETING 26 MAY 2015**

Resolution Record No. **BSETC/029/24/Jun/15:**

That the minutes of the Special Meeting of 26 May 2015 be agreed and signed as a true record.

**6. CLERK’S REPORT**

Noted.

**7. PUBLIC FORUM**

There were no members of the public present.

**8. TO RECEIVE PRESENTATIONS IN CONNECTION WITH AGENDA ITEMS 21 AND 22**

Standing Orders were suspended to allow representatives of the Citizens’ Advice Bureau and Milkmaid Folk Arts Centre CIC to address the meeting and were re-instated at the conclusion of the presentations.

**9. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING AND LICENSING COMMITTEE MEETING OF:**

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

Resolution Record No. **BSETC/030/24/Jun/15**:

That the Minutes of the Planning and Licensing Committee Meeting of 26 May and 10 June 2015 be received.

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**10. TO APPROVE AND ADOPT THE END OF MONTH APRIL & MAY 2015 BANK RECONCILIATIONS, BUDGET LINE ITEM EXPENDITURE, FINAL PAYMENTS LIST AND CASH BOOK REPORTS**

Resolution Record No. **BSETC/031/24/Jun/15:**

That the April and May 2015 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

**11. TO APPROVE THE JUNE 2015 PAYMENTS LIST**

Resolution Record No. **BSETC/032/24/Jun/15:**

That the June 2015 payments list as circulated be approved.

**12. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE, POLICY & RESOURCES COMMITTEE MEETING OF 15 APRIL 2015**

Resolution Record No. **BSETC/033/24/Jun/15:**

That the minutes of the Finance, Policy & Resources Committee Meeting of 15 April 2015 be approved and signed as a true record.

**13. TO CONFIRM THAT THE PLANNING AND LICENSING COMMITTEE WILL BECOME THE PLANNING LICENSING AND FINANCE COMMITTEE:**

Resolution Record No. **BSETC/034/24/Jun/15:**

That the Planning and Licensing Committee will become the Planning, Licensing and Finance Committee

13.1 the Planning, Licensing And Finance Committee shall have delegated authority to approve expenditure of up to £1,000 per item capped at expenditure of £10,000 per financial year within the class of expenditure in council’s approved budget

Resolution Record No. **BSETC/035/24/Jun/15:**

That the Planning, Licensing and Finance committee shall have delegated authority to approve expenditure of up to £1,000 per item capped at expenditure of £10,000 per financial year within the class of expenditure in council’s approved budget to be reviewed in 12 months’ time.

13.2 the terms of reference of the Planning, Licensing and Finance committee shall extend to reviewing council’s accounts and recommending their adoption to Full Council.

Resolution Record No. **BSETC/036/24/Jun/15:**

That the terms of reference of the Planning, Licensing and Finance committee shall extend to reviewing Council’s accounts and recommending their adoption to Full Council.

**14. TO APPOINT TWO ADDITIONAL MEMBERS AND TWO SUBSTITUTE MEMBERS TO THE PLANNING LICENSING AND FINANCE COMMITTEE**

Resolution Record No. **BSETC/037/24/Jun/15:**

That Cllrs P Warby and D Hind are appointed as additional members of the Planning, Licensing and Finance Committee and that Cllrs Everitt and Rout are appointed as substitute members to the Planning, Licensing and Finance Committee.

**15. TO INCREASE THE LITTER BIN BUDGET BY £5,000 TO £11,000**

Resolution Record No. **BSETC/038/24/Jun/15:**

That the budget for litter bins is increased by £5,000 to £11,000.

**16. TO REVIEW CURRENT INSURANCE COVER PRIOR TO SEEKING QUOTATIONS (RENEWAL DATE 01 SEPTEMBER 2015)**

Resolution Record No. **BSETC/039/24/Jun/15:**

That the current insurance cover has been reviewed and will be the basis upon which quotations for renewal are to be sought.

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**17. 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 2015)**

Noted.

**18. TO REVIEW THE FOLLOWING ADOPTED POLICY DOCUMENTS:**

18.1 Allowances & Expenses policy

18.2 Chairman’s Expenses policy

18.3 Data Protection, Confidentiality and Information Management Policy

18.4 Disciplinary Procedure

18.5 Equality & Diversity Policy

18.6 Freedom of Information

18.7 General Office Safety

18.8 Grievance Procedure

18.9 Harassment & Bullying Policy

18.10 Health & Safety Policy

18.11 Public Forum at Meetings Policy

18.12 Service Standards

Resolution Record No. **BSETC/040/24/Jun/15:**

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 considered necessary at this time.

**19. TO REVIEW FINANCIAL CONTROL PROCEDURES:**

19.1 Income

19.2 Accounts payable

19.3 Asset control and management

19.4 Budgetary control and reporting

19.5 Payroll

19.6 VAT

19.7 IT access

19.8 Year end procedures

19.9 Petty cash.

Resolution Record No. **BSETC/041/24/Jun/15:**

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 were considered necessary at this time.

**20. TO CONFIRM THE ADOPTION OF A LOCALITY BUDGET OF £1,000 FOR EACH WARD COUNCILLOR TO BE APPLIED TO COMMUNITY INITIATIVES OR EVENTS WHICH BENEFIT THE RESIDENTS OF THE WARD BUT CAN BE APPLIED JOINTLY WITH OTHER WARD COUNCILLORS FOR INITIATIVES OR EVENTS WHICH ARE CAPABLE OF BENEFITTING OR ENHANCING THE ENVIRONMENT OR WELLBEING OF THE TOWN’S RESIDENTS GENERALLY. THE CRITERIA WILL BE SIMILAR TO THAT IN COUNCIL’S GRANT FUNDING POLICY AND APPLICATIONS AND WILL BE DECIDED UPON BY THE CLERK IN CONSULTATION WITH THE CHAIRMAN WHO SHALL BE GIVEN DELEGATED AUTHORITY FOR THIS PURPOSE**

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(An error in the wording of agenda item 21 was corrected in that reference to Chairman was corrected to instead refer to the ward councillor.)

Resolution Record No. **BSETC/042/24/Jun/15:**

That (1) a Locality budget of £1,000 for each ward councillor be created (funded from Reserves) to be applied to community initiatives or events which benefit the residents of the ward but which can be applied jointly with other ward councillors for initiatives or events which are capable of benefitting or enhancing the environment or wellbeing of the town’s residents generally; (2) the criteria to be similar to that in Council’s Grant Funding policy; (3) applications to be decided upon by the Clerk in consultation with the ward member and the Clerk to have delegated authority for this purpose; (4) the working of this arrangement be reviewed in 12 months; (5) a draft application form and criteria be prepared by the clerk for approval at the next Full Town Council meeting and (6) a separate budget and accounts item be created.

Cllr K Hind voted against this item and requested that this be recorded.

**21. TO CONSIDER GRANT FUNDING APPLICATIONS RECEIVED:**

21.1 Suffolk West Citizens Advice Bureau for the sum of £1,138 (50% of total project cost) to upgrade PCs to Windows 7, purchase licences and memory upgrades

Resolution Record No. **BSETC/043/24/Jun/15:**

That Suffolk West Citizens Advice Bureau be granted the sum of £1,138 (50% of total project cost) to upgrade PCs to Windows 7, purchase licences and memory upgrades.

21.2 Bury Society for £250 towards a blue plaque to commemorate the 7 people killed by the WW1 Zeppelin attack on Bury St Edmunds on 30th April 1915

Resolution Record No. **BSETC/044/24/Jun/15:**

That the Bury Society be granted their amended request of £150 towards a blue plaque to commemorate the 7 people killed by the WW1 Zeppelin attack on Bury St Edmunds on 30th April 1915.

21.3 Milkmaid Folk Arts Centre CIC for £20,000 towards refurbishment of Downside Railway Buildings 4 & 5 and to create an arts centre for people with disabilities during the day and for community use in the evenings and at weekends

Resolution Record No. **BSETC/045/24/Jun/15:**

That Bury St Edmunds Town Council is unable to make a grant to Milkmaid Folk Arts Centre CIC towards refurbishment of Downside Railway Buildings 4 & 5 and to create an arts centre for people with disabilities during the day and for community use in the evenings and at weekends but will consider an application again when funding of the project is more complete.

**22. TO CONSIDER JOINING WITH OTHER ORGANISATIONS IN THE TOWN TO CONTRIBUTE TO FUNDING THE INSTALLATION OF PEDESTRIAN LIGHTING TO SCHOOL YARD**

Resolution Record No. **BSETC/046/24/Jun/15:**

That Bury St Edmunds Town Council joins with other organisations in the Town to contribute

£1,000 towards the provision of lighting to School Yard.

**23. TO CONSIDER WHETHER TO PROVIDE ID CARDS FOR COUNCILLORS**

Resolution Record No. **BSETC/047/24/Jun/15:**

That business cards be provided for all councillors and ID cards for those councillors who want them.

Cllr Cockle left the meeting at this point.

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**24. TO CONSIDER PURCHASING TWO GALVANISED STEEL BINS WITH ASH TRAY AND COMBINED USE (DOG AND LITTER) IN THE SUM OF £250 EACH PLUS PERSONALISATION COSTS (TO BE CONFIRMED) AND TO APPROVE WEEKLY EMPTYING COSTS OF SAME (£2.65 PER BIN), THE LOCATIONS OF THE BINS TO BE:**

24.1 At the junction of Hospital Road with Petticoat Lane

24.2 Near the bungalows on Priors Avenue

Resolution Record No. **BSETC/048/24/Jun/15:**

That (1) the purchase of two galvanised steel bins with ash tray and combined use (dog and litter) in the sum of £250 each plus personalisation costs (to be confirmed) one at the junction of Hospital Road with Petticoat Lane and the other near the bungalows on Priors Avenue be approved and (2) the weekly emptying costs of both bins (£2.65 per bin) be approved.

**25. TO CONFIRM THAT THE £2,000 FUNDING AWARDED FOR THE MAGNA CARTA COMMEMORATIVE SCULPTURE FOR SITING IN THE ABBEY GARDENS CAN BE USED TOWARDS A MORE SIGNIFICANT PIECE COSTING AROUND £10,000 TO BE DECIDED UPON BY THE MAGNA CARTA 800 COMMITTEE**

Resolution Record No. **BSETC/049/24/Jun/15:**

To confirm that the £2,000 funding awarded for the Magna Carta commemorative sculpture for siting in the Abbey Gardens can be used towards a more significant piece costing around £10,000 to be decided upon by the Magna Carta 800 committee.

* 1. To confirm that Stefan Oliver be asked to continue as the Council’s representative on the Magna Carta 800 Committee for this purpose.

Resolution Record No. **BSETC/050/24/Jun/15:**

That Stefan Oliver be asked to continue as Council’s representative on the Magna Carta 800 committee in respect of the Magna Carta commemorative sculpture project.

**26. TO NOTE THE DATE OF THE ST EDMUND’S AWARDS EVENING AS BEING TUESDAY 17TH NOVEMBER 2015**

Noted.

**27. TO AUTHORISE THE CLERK TO INVESTIGATE AND PRODUCE AN ASSESSMENT AND ANALYSIS OF THE PROPOSAL THAT COUNCIL RELOCATES ITS OFFICE TO WEST SUFFOLK HOUSE FOR CONSIDERATION AT COUNCIL’S NEXT MEETING**

Resolution Record No. **BSETC/051/24/Jun/15:**

That the clerk investigates and produce an assessment and analysis of the proposal that Council relocates its office to West Suffolk House including the amendment “or other Town centre location” for consideration at Council’s next meeting.

**28. TO CONFIRM THAT REGARDING CHAIRMAN’S INVITATIONS TO ATTEND COMMUNITY AND CIVIC EVENTS, IF THE CHAIRMAN IS UNABLE TO ATTEND AND THE VICE CHAIRMAN IS ALSO UNABLE TO ATTEND THE CHAIRMAN SHALL SUGGEST ANOTHER MEMBER TO PASS THE INVITATION TO IF APPROPRIATE**

Resolution Record No. **BSETC/052/24/Jun/15:**

That where both the Chairman and Vice Chairman are unable to attend community and civic events the Chairman shall suggest another member to pass the invitation to if appropriate.

**29. 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: staffing issues.

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**30. TO RECEIVE THE REPORT OF THE STAFFING AND EMPLOYMENT COMMITTEE MEETING OF 24 JUNE 2015 AND TO ADOPT THE RECOMMENDATIONS THEREIN**

Resolution Record No. **BSTETC/053/24/June/15:**

That the minutes of the Staffing & Employment Committee meeting of 15th April be signed as a true record.

Resolution Record No. **BSTETC/054/24/June/15**

That recommendation S&E/02/24/June/15 be amended to include the sentence “Apprenticeships and requests for flexible arrangements will be considered”.

Cllr D Hind voted against this item and requested that her vote be recorded.

Resolution Record No. **BSTETC/055/24/June/15**

That (1) the position of Allotments & Administrative Assistant be offered on a 3 day contract as before including a suitable mobility clause, to be advertised as necessary as soon as possible at the same salary with a view to there being a measure of overlap of the new post holder with the out-going post holder; (2) the interview panel be comprised of the Staffing & Employment committee Chairman and Vice Chairman and one other Council member; (3) the Clerk to be included for all aspects other than administrative and the Assistant Clerk for administrative aspects and (4) Apprenticeships and requests for flexible arrangements be considered.

Resolution Record No. **BSTETC/056/24/June/15**

That the Minutes of the Staffing & Employment Committee Meeting of 24 June 2015 be received and the recommendations, as amended, therein be adopted.

**31. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 22 July 2015 at 7pm.**

The meeting ended at 9.50 pm.

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