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

**COUNCIL HELD ON WEDNESDAY 22 JULY 2015 AT 7:04 PM AT THE**

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

**PRESENT:** Cllrs Speed (Chairman), Augustine, Barrett, Chung, Everitt (7.08 pm), Hailstone, D Hind, K Hind, Murray, Rayner, Rout and Williamson.

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

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

The Chairman gave a brief overview of the agenda and matters for future agendas.

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

Apologies were received and accepted from Cllr F Warby (holiday), P Warby (holiday), Springett (work commitments) and Thompson (work commitments). Cllr Cockle was absent.

Cllr Everitt joined the meeting at 7.08 pm.

**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, Everitt, Hailstone, D Hind, Rayner, Rout and Speed 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: MEETING 26 MAY 2015**

Resolution Record No. **BSETC/057/22/Jul/15:**

That the minutes of the Full Council meeting of 24 June 2015 be agreed and signed as a true record.

**6. CLERK’S REPORT FOR NOTING**

Noted.

**7. PUBLIC FORUM**

There were no members of the public present.

**8. TO RECEIVE THE REPORTS AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING & LICENSING COMMITTEE MEETING OF 24 JUNE 2015 AND OF THE PLANNING LICENSING & FINANCE COMMITTEE OF 8TH JULY 2015**

Resolution Record No. **BSETC/058/22/Jul/15:**

That the Minutes of the Planning and Licensing Committee Meeting of 24 June 2015 be received.

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Resolution Record No. **BSETC/059/22/Jul/15:**

That the end of Month June 2015 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/060/22/Jul/15:**

That the Month 4: July 2015 payments list as circulated be approved.

Resolution Record No. **BSETC/061/22/Jul/15:**

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

Resolution Record No. **BSETC/062/22/Jul/15:**

That the Minutes of the Planning Licensing & Finance Committee of 8 July 2015 be received and the recommendations therein be adopted.

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

Item not required.

**10. TO CONSIDER AND APPROVE THE DRAFT LOCALITY BUDGET SCHEME DOCUMENTATION**

Two amendments were made to the draft locality budget scheme: (1) to reduce the minimum funding award amount to £50 and (2) to permit carry forward of any unallocated funds in year one only (2015/2016) and for one year only.

Resolution Record No. **BSETC/063/22/Jul/15:**

That the Locality Budget Scheme Criteria and Guidance for Councillors as amended above be approved.

**11. TO APPOINT A THIRD MEMBER TO THE STAFFING & EMPLOYMENT INTERVIEW PANEL**

Resolution Record No. **BSETC/064/22/Jul/15:**

That Cllr D Hind be appointed as the third member to the Staffing & Employment interview panel.

**12. TO APPOINT A MEMBER TO THE VACANCY ON THE STAFFING AND EMPLOYMENT COMMITTEE**

Resolution Record No. **BSETC/065/22/Jul/15:**

That Cllr Murray be appointed to the vacancy on the Staffing and Employment Committee.

**13. TO CONSIDER IN PRINCIPLE IF BURY ST EDMUNDS TOWN COUNCIL WISHES TO BE INVOLVED IN THE PROPOSED BURY ST EDMUNDS DESTINATION MANAGEMENT ORGANISATION, INCLUDING IF APPROPRIATE, A BROAD INDICATION OF THE NATURE OF POSSIBLE INVOLVEMENT, AND TO APPOINT A MEMBER TO BE COUNCIL’S REPRESENTATIVE AT ALL FUTURE MEETINGS RELATING TO THE FORMATION AND STRUCTURE OF THE ORGANISATION AND IMPLEMENTATION OF THE RECOMMENDATIONS CONTAINED IN THE BURY ST EDMUNDS DESTINATION MANAGEMENT PLAN**

Resolution Record No. **BSETC/066/22/Jul/15:**

That Bury St Edmunds Town Council continues to participate in the Destination Management Plan/Organisation process.

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Resolution Record No. **BSETC/067/22/Jul/15:**

That Cllr Speed be appointed as Council’s representative at all future meetings relating to the formation and structure of the Destination Management Organisation and implementation of the recommendations contained in the Bury St Edmunds Destination Management Plan.

**14. TO AUTHORISE (1) USE OF COUNCIL’S OFFICE AS A CONTROL ROOM DURING THE CHRISTMAS FAYRE, SUBJECT TO OBTAINING LANDLORD’S CONSENT AND (2) STAFF TO ASSIST WITH SUCH OPERATIONS IF WISHED**

Resolution Record No. **BSETC/068/22/Jul/15:**

That (1) use of Council’s office as a control room during the Christmas Fayre, subject to obtaining Landlord’s consent and be authorised and (2) staff to assist with such operations if wished.

**15. TO CONFIRM THAT THE CLERK IS TO INVESTIGATE AND PRODUCE AN ASSESSMENT AND ANALYSIS OF OFFICE ACCOMMODATION FOR COUNCIL AT WEST SUFFOLK HOUSE AND ALSO OTHER SUITABLE OFFICE PREMISES IN THE TOWN CENTRE BOTH WITH AND WITHOUT MEETING ROOM PROVISION AND WILL INCLUDE INFORMATION REGARDING AVAILABLE VENUES FOR MEETINGS AND COUNCIL EVENTS**

Resolution Record No. **BSETC/069/22/Jul/15:**

That the assessment and analysis of office accommodation at West Suffolk House and also other suitable office premises in the Town centre, both with and without meeting room provision, plus information regarding available venues for meetings and Council events be considered at the Full Council meeting in October 2015.

**16. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 23 September 2015 at 7pm.**

The meeting ended at 8.00 pm.

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