

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 18 NOVEMBER 2015 AT 7:04 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Augustine, Barrett, Everitt, D Hind, K Hind, Murray, Rayner, Rout (7.06 pm), Springett, Thompson and Williamson.

ALSO PRESENT: Julia Dyball (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer) and Suffolk County Councillor David Nettleton.

1. CHAIRMAN'S INTRODUCTION

Thanks were extended to the Officers for the organisation of a very enjoyable St Edmund's Day Awards presentation evening.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Cllr Rout joined the meeting at 7.06 pm.

Apologies were received and accepted from Cllrs Chung (family bereavement), Cockle (unwell), Hailstone (work commitments) and P Warby (family commitments).

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 Everitt, D Hind, Rayner, Rout, Springett, Speed, Thompson and F 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: MEETING 28 OCTOBER 2015

Cllr Thompson asked that it be recorded that he was on holiday and had tendered his apologies to the Assistant Town Clerk/Responsible Financial Officer at the previous meeting.

Resolution Record No. **BSETC/109/18/Nov/15:**

That the minutes of the Full Council meeting of 28 October 2015 with the above addition be agreed and signed as a true record.

6. PUBLIC FORUM

Standing Orders were suspended to allow Suffolk County Councillor David Nettleton to address the meeting regarding agenda item 12 and were re-instated at the conclusion of this item.

The Chairman brought agenda item 12 forward.

12. TO CONSIDER THE MATTER OF LOCATION OF THE TOWN COUNCIL OFFICES INCLUDING THE POSSIBILITY OF RE-LOCATION TO WEST SUFFOLK HOUSE AND OTHER TOWN CENTRE PREMISES INCLUDING ANY CONSEQUENTIAL ACTIONS TO BE TAKEN

Resolution Record No. **BSETC/110/18/Nov/15:**

That Council's offices remain on Angel Hill until the result of Devolution discussions are known and, over the next 12 – 24 months, the costs of moving to the Guildhall and any other options be investigated and it looks at what it can do to promote and widen its activities.

7. CLERK'S REPORT FOR NOTING

Noted.

8. TO FURTHER CONSIDER THE 2016/17 BUDGET AND PRECEPT PROJECTIONS

The draft budget had been updated with the provisional tax base figure. It is unlikely that the precept referendum provision would ever apply to Town & Parish Councils with a Council Tax Band D equivalent amount of less than £75.

Resolution Record No. **BSETC/111/18/Nov/15:**

That the budget and Precept demand will be determined at the meeting on 27 January 2016.

9. TO APPROVE THE NOVEMBER 2015 FINAL PAYMENTS LIST

Resolution Record No. **BSETC/112/18/Nov/15:**

That the November 2015 Final payments list as tabled be approved

10. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING, LICENSING & FINANCE COMMITTEE MEETING OF:

10.1 28 October 2015

10.2 11 November 2015

Resolution Record No. **BSETC/113/18/Nov/15:**

That reimbursement of SALC representative councillor travel expenses relating to the SALC AGM (Elmswell) and light refreshment expenses for the representative and accompanying councillor be approved.

Resolution Record No. **BSETC/114/18/Nov/15:**

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

Resolution Record No. **BSETC/115/18/Nov/15:**

That the Minutes of the Planning, Licensing & Finance committee meetings of 28 October 2015 and 11 November 2015 be received and the recommendations therein be adopted.

11. TO RECEIVE THE REPORTS AND ADOPT THE RECOMMENDATIONS THEREIN OF THE STAFFING & EMPLOYMENT COMMITTEE MEETING OF 23 SEPTEMBER 2015

Resolution Record No. **BSETC/116/18/Nov/15:**

That the Minutes of the Staffing & Employment Committee Meeting of 24 June 2015 be signed as a true record.

Resolution Record No. BSETC/117/18/Nov/15:

That the proposed amendments shown in the draft Lone Worker policy attached to agenda, reflecting the relocation of the office to its current location, be approved with the additional wording at the end of the second page "... or if such visit is out of office hours they will have notified the office of the time of the visit and upon leaving the site they will telephone the relevant member of staff on their personal mobile to advise that they are leaving the site."

Resolution Record No. BSETC/118/18/Nov/15:

The Clerk is requested to invite feedback from the Allotment Administrator on the interview and test process; the item is deferred to the March 2016 meeting.

Resolution Record No. BSETC/119/18/Nov/15:

That the Allotments & Administrative Assistant's 'Statement of Terms and Conditions of employment' be approved.

Resolution Record No. BSETC/120/18/Nov/15:

That the Minutes of the Staffing & Employment Committee Meeting of 23 September 2015 be received and the recommendations therein be adopted.

12. TO CONSIDER THE MATTER OF LOCATION OF THE TOWN COUNCIL OFFICES INCLUDING THE POSSIBILITY OF RE-LOCATION TO WEST SUFFOLK HOUSE AND OTHER TOWN CENTRE PREMISES INCLUDING ANY CONSEQUENTIAL ACTIONS TO BE TAKEN

Item dealt with after item 6 of this agenda.

13. TO APPROVE THE CLERK IN CONSULTATION WITH THE CHAIRMAN DECIDING UPON A REPLACEMENT RECIPIENT FOR THE PAIR OF ST EDMUNDS DAY DINNER TICKETS IN THE EVENT THAT THE YOUNG CITIZEN IS UNABLE TO ATTEND

Not necessary as the Young Citizen winner is able to attend.

14. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 16 December 2015 at 7pm.**

The meeting ended at 8.34 pm.

Signed: _____

Dated: _____