

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 24 FEBRUARY 2016 AT 7:05 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), Augustine, Cockle, Everitt, Hailstone, D Hind, K Hind, Murray, Rayner, Rout, Thompson and Williamson.

ALSO PRESENT: Julia Dyball (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Alan Jary (Bury In Bloom), Borough/County Councillor Nettleton, 1 reporter from the East Anglian Daily Times.

1. CHAIRMAN'S INTRODUCTION

An overview was given.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and accepted from Cllrs Barrett (prior family commitment), Chung (mayoral duties), Springett (away on business), F Warby (another meeting) and P Warby (another meeting).

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 Cockle, Everitt, Hailstone, D Hind, Rayner, Rout, Speed and Thompson 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 27 JANUARY 2016

Resolution Record No. **BSETC/144/24/Feb/16:**

That the minutes of the Full Council meeting of 27 January 2016 be agreed and signed as a true record.

6. TO RECEIVE PRESENTATIONS FROM:

6.1 Roy Proctor, Bury in Bloom, about their proposal to mark their 30th anniversary with a drive to encourage public participation to reduce rubbish around the Town and make it an even better place to live

The Chairman of Bury in Bloom spoke about the 'Love where you live project' and the support available for communities wishing to improve their environment.

6.2 The Suffolk Constabulary Business Liaison Manager about the roles and duties sponsored PCSOs could undertake in the Town

The Clerk and Chairman had met with representatives from Suffolk Constabulary to discuss this matter the previous day and consequently this presentation was deferred to a future meeting.

The Chairman moved item 20 to this point in the agenda.

20. TO CONSIDER FUNDING THE PROVISION OF A PCSO(S) TO WORK IN BURY ST EDMUNDS AND ENTERING INTO THE RELEVANT SERVICE AGREEMENT WITH SUFFOLK CONSTABULARY FOR A PERIOD OF ONE YEAR OR MORE

Resolution Record No. **BSETC/145/24/Feb/16:**

That a working party be set up to investigate funding the provision of a Police Community Support Officer(s) and make recommendations to the April 2016 Council meeting; the members of the working party to comprise Cllrs Everitt, Hailstone, D Hind, K Hind, Murray, Rout and Speed.

7. PUBLIC FORUM

Standing Orders were suspended and were re-instated at the conclusion of this item. Historical information was given regarding allotment rents.

The Chairman moved item 23 to this point in the agenda.

23. TO SET ALLOTMENT CHARGES APPLICABLE FROM 01 APRIL 2017 INCLUDING COTTON LANE SITE 'E' PLOTS

Resolution Record No. **BSETC/146/24/Feb/16:**

That the charge for all allotments with water for the year 01 April 2017 to 31 March 2018 be standardised at £9.20 per sq. rod (25m²).

8. CLERK'S REPORT FOR NOTING

Noted.

Items 9 to 18 but excluding 14 were considered and approved en bloc.

9. TO APPROVE THE FEBRUARY 2016 FINAL PAYMENTS LIST

Resolution Record No. **BSETC/147/24/Feb/16:**

That the February 2016 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 27 January 2015

10.2 10 February 2016

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

Resolution Record No. **BSETC/148/24/Feb/16:**

That the Minutes of the Planning, Licensing & Finance committee meetings of 27 January 2016 and 10 February 2016 be received.

11. TO REVIEW THE EFFECTIVENESS OF THE INDEPENDENT INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2015

Resolution Record No. **BSETC/149/24/Feb/16:**

That, following review, no weakness or areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2015 was considered to be effective.

12. TO ADOPT THE INTERNAL AUDIT PLAN FOR THE YEAR ENDING 31 MARCH 2016

Resolution Record No. **BSETC/150/24/Feb/16:**

That the Internal Audit plan for the year ending 31 March 2016 be approved and adopted.

13. TO ADOPT THE TERMS OF ENGAGEMENT FOR THE INTERNAL AUDITOR FOR THE YEAR ENDING 31 MARCH 2016

Resolution Record No. **BSETC/151/24/Feb/16:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2016 be approved and adopted.

14. TO CONSIDER QUOTES FOR THE INDEPENDENT INTERNAL AUDIT FOR THE YEAR ENDING 31 MARCH 2016

Resolution Record No. **BSETC/152/24/Feb/16:**

That Heelis & Lodge be appointed to provide the Independent Internal Audit for the year ending 31 March 2016.

15. TO REVIEW THE EFFECTIVENESS OF COUNCIL'S INTERNAL SYSTEMS OF CONTROL

Resolution Record No. **BSETC/153/24/Feb/16:**

That following review, all of the systems of internal control currently in place were considered to be effective and should continue in their present format.

16. TO REVIEW THE BUDGET LINE ITEMS INDICATING SIGNIFICANT UNDER/OVER SPEND

Resolution Record No. **BSETC/154/24/Feb/16:**

That the review of the budget line items indicating significant under/over spend be approved.

17. TO ADOPT THE UPDATED ASSET REGISTER

Resolution Record No. **BSETC/155/24/Feb/16:**

That the updated asset register be approved and adopted.

18. TO ADOPT THE COUNCIL RISK ASSESSMENT FOR 2015-2016

Resolution Record No. **BSETC/156/24/Feb/16:**

That the Council General Risk Assessment Parts 1 & 2 for 2015-2016 be approved and adopted.

19. TO CONSIDER THE RECOMMENDATIONS OF THE 5 POINT PLAN WORKING PARTY

These were discussed.

Cllr Cockle left the meeting at 8.24 pm.

20. TO CONSIDER FUNDING THE PROVISION OF A PCSO(S) TO WORK IN BURY ST EDMUNDS AND ENTERING INTO THE RELEVANT SERVICE AGREEMENT WITH SUFFOLK CONSTABULARY FOR A PERIOD OF ONE YEAR OR MORE

This item was dealt with after item 6 of this agenda.

21. TO NOTE THAT THE 2ND CONSULTATION ON THE FINAL RECOMMENDATIONS (OF ST EDMUNDSBURY BOROUGH COUNCIL) FOR THE COMMUNITY GOVERNANCE REVIEW OF PARISH ELECTORAL ARRANGEMENTS IN ST EDMUNDSBURY CLOSES ON 27TH APRIL; COUNCIL'S RESPONSE WILL BE AN AGENDA ITEM FOR THIS COUNCIL'S MARCH MEETING

Noted.

22. TO CONSIDER CONTINUING WITH AN ANNUAL WEST SUFFOLK COLLEGE AWARD (£200 MINIMUM) SPONSORSHIP TO INCLUDE A GLASS AWARD

Resolution Record No. **BSETC/157/24/Feb/16:**

That Bury St Edmunds Town Council continues to sponsor an annual West Suffolk College award in the proactive education area at a cost of £200.

23. TO SET ALLOTMENT CHARGES APPLICABLE FROM 01 APRIL 2017 INCLUDING COTTON LANE SITE 'E' PLOTS

This item was dealt with after item 7 of this agenda.

24. TO APPROVE INVOICING ARRANGEMENTS FOR ALLOTMENT RENTS

Resolution Record No. **BSETC/158/24/Feb/16:**

That the invoicing arrangements for allotment rents, as circulated, be approved and delegated authority be given to the Officers to determine these in future.

25. TO REVIEW THE FOLLOWING POLICIES:

- 25.1 Collection and Debt Recovery policy
- 25.2 Compliments, Suggestions and Complaints policy
- 25.3 Sickness Absence policy
- 25.4 Annual Investment Strategy
- 25.5 Filming and recording of meetings
- 25.6 Grit bin policy
- 25.7 Lone Worker policy

Items 25.1 to 25.7 were approved en bloc.

Resolution Record No. **BSETC/159/24/Feb/16:**

That (1) the Collection and Debt Recovery policy; (2) Compliments, Suggestions and Complaints policy; (3) Sickness Absence policy; (4) Annual Investment Strategy; (5) Filming and recording of meetings policy; (6) Grit bin policy and (7) Lone Worker policy have been reviewed and no changes were felt necessary.

26. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE ST EDMUND'S DAY COMMITTEE HELD ON WEDNESDAY 12 NOVEMBER 2014

Resolution Record No. **BSETC/160/24/Feb/16:**

That the minutes of the meeting of the St Edmund's Day Committee held on Wednesday 12 November 2014 be approved and signed.

27. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 23 March 2016 at 7pm.**

The meeting ended at 8.48 pm.

Signed: _____

Dated: _____