

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN  
COUNCIL HELD ON WEDNESDAY 23 MARCH 2016 AT 7:03 PM AT THE  
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Speed (Chairman), F Warby (Vice Chairman in the Chair from agenda item 18), Barrett, Chung, Everitt, Hailstone, D Hind, K Hind, Murray, Rout, Springett, Thompson and Williamson.

**ALSO PRESENT:** Julia Dyball (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), S/Lt (SCC) D Davis RNR (Commanding Officer, Bury St Edmunds Sea Cadets), 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 Augustine (work commitments), Rayner (another meeting) and P Warby (unwell).

**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, 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/161/23/Mar/16:**

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

**6. PUBLIC FORUM**

Standing Orders were suspended and were re-instated at the conclusion of this item. Members had no questions regarding the Sea Cadets grant funding application.

**7. TO RECEIVE A PRESENTATION FROM WARREN SMYTH OF ABBEYCROFT LEISURE IN RESPECT OF THE PROPOSED VELODROME EVENT FOR BURY ST EDMUNDS**

Deferred to a future meeting.

**8. CLERK'S REPORT FOR NOTING**

Noted.

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

9.1 24 February 2016

9.2 09 March 2016

The Chairman moved the adoption of these reports and the recommendation therein.

Resolution Record No. **BSETC/162/23/Mar/16:**

That the end of February 2016 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/163/23/Mar/16:**

That the Minutes of the Planning, Licensing & Finance committee meetings of 24 February 2016 and 09 March 2016 be received.

**10. TO RECEIVE A VERBAL UPDATE REGARDING THE RECENT PCSO WORKING PARTY MEETING**

It was reported that a copy of the draft contract previously used by Suffolk Constabulary for match funded PCSOs had been supplied as a starting point; this would now be tailored into a draft contract for the bespoke services that would be required by Council; there would be a further meeting of the Working Party to which the Suffolk Constabulary Business Liaison Officer would be invited with a view to being able to put the matter to Council in May.

**11. TO CONSIDER THE SECOND CONSULTATION ON THE FINAL RECOMMENDATIONS (OF ST EDMUNDSBURY BOROUGH COUNCIL) FOR THE COMMUNITY GOVERNANCE REVIEW OF PARISH ELECTORAL ARRANGEMENTS IN ST EDMUNDSBURY AND TO FORMULATE COUNCIL'S RESPONSE FOR SUBMISSION BEFORE THE CLOSING DATE OF 27<sup>TH</sup> APRIL**

Resolution Record No. **BSETC/164/23/Mar/16:**

That the previous response of Bury St Edmunds Town Council to the Community Governance Review is repeated and that the draft further response be adopted as amended and submitted to St Edmundsbury Borough Council.

**12. TO INCREASE THE FIDELITY GUARANTEE SUM INSURED TO £500,000 EFFECTIVE FROM 30 APRIL 2016 AND THE PREMIUM PAYABLE IN THE SUM OF £55.07**

Resolution Record No. **BSETC/165/23/Mar/16:**

That the Fidelity Guarantee sum insured be increased to £500,000 effective from 30 April 2016 and the premium payable in the sum of £55.07 be approved.

**13. TO APPROVE THE MARCH 2016 FINAL PAYMENTS LIST**

Resolution Record No. **BSETC/166/23/Mar/16:**

That the March 2016 final payments list as circulated be approved.

**14. TO APPOINT A CHEQUE SIGNATORY TO REPLACE R J COCKLE**

Resolution Record No. **BSETC/167/23/Mar/16:**

That Cllr Murray be appointed as cheque signatory to replace R J Cockle.

**15. TO APPOINT MEMBER OF APPEALS PANEL TO REPLACE R J COCKLE**

Resolution Record No. **BSETC/168/23/Mar/16:**

That Cllr Everitt be appointed as a member of the Appeals panel to replace R J Cockle.

**16. TO APPROVE AND ADOPT THE COUNCILLOR INTERNAL AUDITOR'S QUARTERLY INTERNAL AUDIT CHECKLIST COVERING THE PERIOD TO FEBRUARY 2016**

Resolution Record No. **BSETC/169/23/Mar/16:**

That the Councillor Internal Auditor's Quarterly Internal Audit checklist covering the period to February 2016 be approved and adopted.

**17. TO REVIEW THE GRANT FUNDING POLICY**

Resolution Record No. **BSETC/170/23/Mar/16:**

That the grant funding policy be amended as follows:

- Para 2.2 – delete "Grants cannot be awarded to the same organisation in two consecutive years" and insert "Grants will be awarded on merit and in isolation."
- Para 2.4 – delete "Retrospective applications will not be considered" and insert "At the discretion of the Council retrospective applications may be considered".
- Para 3.1.1 – delete "Are based in and"
- Para 3.6 – delete "Applicants must provide an indication of what percentage of members/beneficiaries are residents of Bury St Edmunds"
- Para 4.1 – delete "Finance Policy & Resources committee and the recommendation of that Committee will then require the ratification of the full Bury St Edmunds Town" and insert "relevant committee within the limits of its delegated authority or by the Full Council"

Members were invited to put forward any further amendments for consideration at the next meeting on 27 April 2016 prior to adoption of the revised policy.

**18. TO CONSIDER A GRANT FUNDING APPLICATION BY BURY ST EDMUNDS SEA CADETS IN RESPECT OF THE PURCHASE A RS QUEST SAILING DINGHY AND ROAD TRAILER £2,500**

Resolution Record No. **BSETC/171/23/Mar/16:**

That the grant application by Bury St Edmunds Sea Cadets for £2,500 in respect of the purchase of an RS Quest sailing dinghy and road trailer be approved.

**19. TO CONSIDER CONTRIBUTING TOWARDS THE COST OF SUFFOLK COUNTY COUNCIL AND ST EDMUNDSBURY BOROUGH COUNCIL BRINGING A VELODROME TO BURY ST EDMUNDS FOR PUBLIC AND PROFESSIONAL USE IN CHARTER SQUARE**

Deferred to a future meeting.

**20. TO CONSIDER THE USE OF POLL CARDS FOR BY-ELECTIONS**

Decision no longer required as separate poll cards will not be necessary for the St Olaves election as it will be held with the Police & Crime Commissioner election.

**21. 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: *Personal information which identifies individuals/Contracts.*

**22. TO AUTHORISE BAD DEBTS TO BE WRITTEN OFF**

Resolution Record No. **BSETC/172/23/Mar/16:**

That the bad debts identified on the circulated schedule be written off.

It was suggested that Officers investigate the costs of solicitors/debt recovery letters generally regarding bad debts.

**23. TO CONSIDER QUOTES FOR SUPPLY OF SKIPS TO ALLOTMENT SITES**

Resolution Record No. **BSETC/173/23/Mar/16:**

That the quote from Culford Skips for the provision of skips to the Cotton Lane, Nowton Road & Sicklesmere Road allotment sites in the sum of £1,250 plus VAT be accepted.

**24. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 27 April 2016 at 7pm.**

The meeting ended at 8.17 pm.

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

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