

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 22 JUNE 2016 AT 7.05 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs F Warby (Vice Chairman in the Chair), Augustine, Barrett, D Hind, K Hind, Hopfensperger, Murray, Rout, Springett and P Warby.

ALSO PRESENT: Julia Dyball (Town Clerk).

1. CHAIRMAN'S INTRODUCTION

An overview was given.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and accepted from Cllrs Chung (holiday), Hailstone (family commitment), Rayner (sciatica, unable to sit or drive), Speed (holiday), Thompson (family emergency) and Williamson (prior meeting). Cllr Everitt was absent.

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 D Hind, Hopfensperger, Rout, Springett and F & 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: 15 JUNE 2016 EXTRAORDINARY MEETING OF THE TOWN COUNCIL

Resolution Record No. **BSETC/038/22/Jun/16:**

That the Minutes of the Extraordinary Meeting of Wednesday 15 June 2016 be agreed and signed as a true record.

6. PUBLIC FORUM

There were no members of the public present.

7. TO RECEIVE PRESENTATIONS FROM:

- 7.1 The Creative Director of Art Branches CIC and associate in respect of its grant application
- 7.2 Margaret Charlesworth in respect of the Magna Carta agenda item

8. CLERK'S REPORT FOR NOTING

Noted.

9. TO APPROVE THE JUNE 2016 FINAL PAYMENTS LIST

Resolution Record No. **BSETC/039/22/Jun/16:**

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

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

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

10.1 25 May 2016

10.2 8 June 2016

Resolution Record No. **BSETC/040/22/Jun/16:**

That the minutes of the Planning, Licensing & Finance committee meeting of 25 May 2016 and 8 June 2016 be received.

11. TO CONSIDER AND NOTE THE MINUTES OF THE ANNUAL TOWN MEETING OF 25 MAY 2016

These were considered and noted.

12. TO AMEND THE GRANT FUNDING POLICY BY REMOVAL OF REFERENCE TO A 50% CONTRIBUTION IN ORDER THAT COUNCIL WILL HAVE COMPLETE DISCRETION TO THE LEVEL OF ANY GRANT AWARD TO BE MADE. THE FIRST SENTENCE OF PARAGRAPH 2.2.2 WILL ACCORDINGLY BE DELETED. ("THE AMOUNT OF GRANT REQUESTED SHOULD ACCOUNT FOR NO MORE THAN 50% OF THE TOTAL COST OF THE INITIATIVE.")

Resolution Record No. **BSETC/041/22/Jun/16:**

That the grant funding policy be amended by deletion of the first sentence of paragraph 2.2.2 "The amount of grant requested should account for no more than 50% of the total cost of the initiative".

13. TO APPROVE AMENDMENTS TO THE LOCALITY BUDGET SCHEME

Resolution Record No. **BSETC/042/22/Jun/16:**

That the Locality Budget Scheme be amended as follows:

- Para 1.2 deletion of "based" and "working" and in substitution for the latter insertion of "or for the community"
- Para 1.5 insertion immediately before the end of the first sentence insertion of "of for the community".
- Para 2.2 insertion of an additional sentence to follow on "Exceptionally payment may be made to another public body where the project or initiative is to improve the environment or locality over and above that body's normal provision."
- Para 2.4 Immediately after "the" insertion of "project or"
- Para 2.5 immediately before the end of the sentence insertion of "or benefits the community environment".

14. TO CONSIDER THE ROLE AND SIGNIFICANCE OF MAGNA CARTA IN BURY ST EDMUNDS AND ITS PRESENT HOME WITH ST EDMUNDSBOROUGH BOROUGH COUNCIL

Resolution Record No. **BSETC/043/22/Jun/16:**

The role and significance of Magna Carta in Bury St Edmunds was considered and a request is to be made of St Edmundsbury Borough Council to agree that Bury St Edmunds Town Council should become the Town's Trustee member of the Magna Carta Towns Trust.

15. TO DISCUSS IN PRINCIPLE BURY ST EDMUNDS TOWN COUNCIL JOINING WITH OTHER INTERESTED PARTNERS IN THE TOWN TO ORGANISE A BURY ST EDMUNDS CARNIVAL WITH A VIEW TO THIS MATTER BEING INVESTIGATED AND BEING ON A FUTURE AGENDA FOR DECISION ONCE PARTNER PARTICIPATION HAS BEEN ESTABLISHED AND WILL BE SUBJECT TO VIABILITY

Resolution Record No. **BSETC/044/22/Jun/16:**

To investigate the possibility of Bury St Edmunds Town Council joining with other partners in the Town to organise a carnival in Bury St Edmunds and that the matter be put on a future agenda for decision which will be subject to its viability. A working party is to investigate this, the members of which to be Cllrs Augustine, Diane Hind, Hopfensberger, Murray, Speed and Springett.

16. TO CONSIDER THE GRANT APPLICATION FROM ART BRANCHES CIC FOR A CONTRIBUTION OF £3,855 TOWARDS A PROJECT (COST £7,710) TO RUN A TREE TRAIL IN BURY INCLUDING WORKSHOPS WITH SCHOOL CHILDREN AND LOCAL COMMUNITY ADULT GROUPS TO BRING AWARENESS OF HOW TREES ARE VIEWED BY DIFFERENT PEOPLE AND RECORD PICTURES AND FINDINGS IN A BROCHURE

Resolution Record No. **BSETC/045/22/Jun/16:**

A grant application from Art Branches CIC for £3,855 towards a tree trail with schools and adult workshops to bring an awareness of how trees are viewed by different people was considered but no grant was awarded.

17. TO NOTE 2016-2018 SALARY AWARD IMPLEMENTED PER EMPLOYEE CONTRACTS OF EMPLOYMENT

Noted.

18. TO APPROVE AND ADOPT THE COUNCILLOR INTERNAL AUDITOR'S QUARTERLY INTERNAL AUDIT CHECKLIST COVERING THE PERIOD TO MAY 2016

Resolution Record No. **BSETC/046/22/Jun/16:**

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

19. TO APPROVE AND INITIAL THE AMENDMENT IN BOX 7 'BALANCES CARRIED FORWARD' OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016 WHEREBY THE AMOUNT HAS BEEN ADJUSTED UP BY £1 TO £192,518 IN ORDER TO EQUAL BOXES (1+2+3) – (4+5+6)

Resolution Record No. **BSETC/047/22/Jun/16:**

That the amendment in box 7 'Balances carried forward' of the Annual Return for the year ended 31 March 2016 whereby the amount has been adjusted up by £1 to £192,518 in order to equal boxes (1+2+3) – (4+5+6) be approved and initialled.

20. TO REVIEW AND ADOPT THE FOLLOWING DOCUMENTS & POLICIES: (OFFICERS RECOMMEND NO AMENDMENTS ARE NECESSITATED BY CHANGES IN EITHER LAW OR GOOD PRACTICE)

- 20.1 Allowance and Expenses Policy
- 20.2 Chairman's Expenses
- 20.3 Co-option Procedure
- 20.4 Data Protection, Confidentiality and Information
- 20.5 Dealing with Dispensations under S33 Localism Act 2011
- 20.6 Disciplinary

- 20.7 Equality and Diversity Policy
- 20.8 Financial Control Procedures
- 20.9 Freedom of Information
- 20.10 Grievance Procedure
- 20.11 Harassment Policy
- 20.12 Health & Safety Policy
- 20.13 Public Forum at Meeting Policy
- 20.14 Service Standards

Resolution Record No. **BSETC/048/22/Jun/16:**

That the policies/procedures covering (1) Allowances & Expenses; (2) Chairman's Expenses; (3) Co-option Procedure; (4) Data Protection, Confidentiality and Information Management; (5) Dealing with Dispensations under S33 Localism Act 2011; (6) Disciplinary Procedure; (7) Equality & Diversity; (8) Financial Control Procedures covering (a) Income; (b) Accounts payable; (c) Asset control and management; (d) Budgetary control and reporting; (e) Payroll; (f) VAT; (g) IT access; (h) Year end procedures and (i) Petty cash; (9) Freedom of Information; (10) Grievance Procedure; (11) Harassment & Bullying; (12) Health & Safety; (13) Public Forum at Meetings and (14) Service Standards have been reviewed and no changes were considered necessary.

21. DATE OF NEXT MEETING

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

The meeting ended at 8.30 pm.

Signed: _____

Dated: _____