

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 28 SEPTEMBER 2016 AT 7.00 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs F Warby (Vice Chairman in the Chair), Barrett, Hailstone, Hopfensperger (7.01 pm), Murray, Rout, Springett, Thompson (7.06 pm) and Williamson.

ALSO PRESENT: Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), a representative of Bring Out Your Dead Productions, one member of the Press.

1. CHAIRMAN'S INTRODUCTION

No comments made.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and the reasons accepted from Cllr Augustine (work commitments), Chung (holiday), D Hind (holiday), K Hind (holiday), Rayner (conflicting appointment), Speed (business meeting in London) and P Warby (unwell). Cllrs Everitt, Hopfensperger and Thompson were absent (Cllr Hopfensperger joined the meeting at 7.01 pm and Cllr Thompson joined the meeting at 7.06pm).

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 Hailstone, Rout, Springett 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.

Cllr Hopfensperger joined the meeting at 7.01 pm.

5. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 20 JULY 2016 MEETING OF THE TOWN COUNCIL

Resolution Record No. **BSETC/060/28/Sep/16**

That the minutes of the meeting of Wednesday 20 July 2016 be agreed and signed as a true record.

6. PUBLIC FORUM

Standing Orders were suspended to allow the representative of Bring Out Your Dead Productions to speak in connection with its grant funding application and were re-instated at the conclusion of the presentation.

Cllr Thompson joined the meeting at 7.06pm.

7. CLERK'S REPORT FOR NOTING

Noted.

8. TO APPROVE THE SEPTEMBER 2016 FINAL PAYMENTS LIST

Resolution Record No. **BSETC/061/28/Sep/16**

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

9. 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.

10.1 27 July 2016

10.2 17 August 2016

10.3 14 September 2016

Resolution Record No. **BSETC/062/28/Sep/16**

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

Resolution Record No. **BSETC/063/28/Sep/16**

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

Resolution Record No. **BSETC/064/28/Sep/16**

That the minutes of the Planning, Licensing & Finance committee meeting of 27 July 2016, 17 August 2016 and 14 September 2016 be received and the recommendations therein be adopted.

10. THAT IN RESPECT OF THE PREVIOUS RESOLUTION RELATING TO PCSOS [THAT BURY ST EDMUNDS TOWN COUNCIL ENTERS INTO A SERVICE AGREEMENT WITH SUFFOLK CONSTABULARY IN RESPECT OF AND FUNDING THE PROVISION OF TWO PCSOS AT AN INITIAL ANNUAL COST OF £62,796 THE AGREEMENT TO BE FOR A PERIOD OF TWO YEARS SUBJECT TO THE RIGHT TO TERMINATE THE SERVICE AGREEMENT DURING THAT PERIOD BY GIVING THREE MONTHS' NOTICE TO THAT EFFECT] THE TOWN COUNCIL WILL ENTER INTO A SERVICE LEVEL AGREEMENT FOR ONE PCSO ON THOSE TERMS FOLLOWED BY A SECOND SERVICE LEVEL AGREEMENT ON THOSE TERMS AS SOON AS SUFFOLK CONSTABULARY ARE ABLE TO MAKE A SECOND PCSO AVAILABLE TO THE TOWN COUNCIL.

Resolution Record No. **BSETC/065/28/Sep/16**

That Bury St Edmunds Town Council enters into a service level agreement for one PCSO on the same terms as contained in resolution BSETC/054/20/Jul/16 followed by a second service level agreement on those terms as soon as Suffolk Constabulary are able to make a second PCSO available.

11. TO APPROVE THE RENEWAL QUOTE FROM THE CURRENT INSURER FOR COUNCIL'S INSURANCE COVER FROM 01 SEPTEMBER 2016 IN THE SUM OF £2,332.01

Resolution Record No. **BSETC/066/28/Sep/16**

That the renewal quote from the current insurer for Council's insurance cover from 01 September 2016 in the sum of £2,332.01 be approved.

12. TO CONSIDER SUPPORTING THE ST EDMUNDS DAY CELEBRATORY DINNER AT THE ATHENAEUM TOGETHER WITH OUR BURY ST EDMUNDS AND ST EDMUNDSBOROUGH BOROUGH COUNCIL AND TO MAKE A CONTRIBUTION OF THERETO OF UP TO £1,000 (THE CITIZEN OF THE YEAR AND YOUNG CITIZEN OF THE YEAR WOULD THEN RECEIVE COMPLIMENTARY TICKETS FOR THEMSELVES AND A GUEST EACH)

Resolution Record No. **BSETC/067/28/Sep/16**

That a contribution of £1,000 be made towards the costs of the St Edmund's Day celebratory dinner at the Athenaeum in return for which the Citizen of the Year and Young Citizen of the Year will receive complimentary tickets for themselves and a guest each.

13. TO CONSIDER PURCHASING TICKETS FOR THE CITIZEN AND YOUNG CITIZEN OF THE YEAR FOR THEM AND A GUEST TO ATTEND THE ST EDMUNDS DAY DINNER AT THE ATHENAEUM AS PART OF THE PRIZE FOR WINNING THE COMPETITION [CLLR SPEED] [THIS AGENDA ITEM IS TO BE OMITTED IN THE EVENT OF CITIZEN AND YOUNG CITIZEN OF THE YEAR TICKETS BEING COVERED UNDER AGENDA ITEM 12]

Covered under agenda item 12.

14. TO CONSIDER JOINING WITH OTHER ORGANISATIONS IN THE TOWN AND CONTRIBUTING AN ADDITIONAL £500 TOWARDS THE CREATION OF A FURTHER VIDEO TO PROMOTE TOURISM IN BURY ST EDMUNDS TO BE FILMED DURING THE CHRISTMAS PERIOD IN ADVANCE OF THE POSSIBLE DESTINATION MANAGEMENT ORGANISATION COMING INTO EXISTENCE NEXT SPRING WITH THE OBJECTIVE THAT THE VIDEO BE AVAILABLE AT THE START OF THE 2017 TOURIST SEASON. (THE COST WILL BE £1,000 AND IS OFFERED AT A DISCOUNT FOLLOWING THE COMMISSIONING OF THE SUMMER VIDEO AT A COST OF APPROXIMATELY £5,000.)

Resolution Record No. **BSETC/068/28/Sep/16**

That Bury St Edmunds Town Council contributes an additional £500 towards the creation of a further video to promote tourism in Bury St Edmunds to be filmed during the Christmas period in advance of the possible Destination Management Organisation coming into existence next spring with the objective that the video be available at the start of the 2017 tourist season.

15. TO CONSIDER A GRANT FUNDING APPLICATION FROM BRING OUT YOUR DEAD PRODUCTIONS FOR £1,000

Resolution Record No. **BSETC/069/28/Sep/16**

That grant funding of £1,000 be awarded to Bring Out Your Dead Productions in respect of its theatre production "The Rats in the Walls & Other Tales".

16. TO NOTE THE EXERCISE OF CLERK'S DELEGATED AUTHORITY IN RESPECT OF £150 EXPENDITURE ON EMERGENCY TREE WORKS – REMOVAL OF A FALLEN TREE AT NOWTON ROAD ALLOTMENT SITE

Noted.

17. TO NOTE THAT FROM 1 NOVEMBER 2016 SUFFOLK COUNTY COUNCIL WILL CEASE TO BE THE PROVIDER OF THE ONESUFFOLK WEBSITE HOSTING SERVICE AND COMMUNITY ACTION SUFFOLK (CAS) WILL BECOME THE NEW PROVIDER AT AN ANNUAL COST OF £50 +VAT

Noted.

17.1 To approve the use of a variable direct debit instruction for the website hosting service provided by CAS

Resolution Record No. **BSETC/070/28/Sep/16**

That the use of a variable direct debit instruction for the website hosting service provided by CAS be approved.

18. TO RE-APPROVE THE USE OF VARIABLE DIRECT DEBIT INSTRUCTIONS IN RESPECT OF:

- 18.1 Allotment water supplies
- 18.2 Bin emptying;
- 18.3 Data Protection Act registration;
- 18.4 IT/Phone services;
- 18.5 National non-Domestic Rates;
- 18.6 Salaries.

Resolution Record No. **BSETC/071/28/Sep/16**

That the use of a variable direct debit instruction in respect of (1) Allotment water supplies; (2) Bin emptying; (3) Data Protection Act registration; (4) IT/Phone services; (5) National non-Domestic Rates and (6) Salaries be approved.

19. TO APPROVE AND ACCEPT THE EXTERNAL AUDITOR'S REPORT ON THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016

Resolution Record No. **BSETC/072/28/Sep/16**

That the External Auditor's Report on the Annual Return for the year ended 31 March 2016 be approved and accepted.

20. TO CONSIDER THE EXTERNAL AUDITOR'S ISSUES ARISING REPORT ON THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016 AND FORMULATE (IF REQUIRED) AN ACTION PLAN TO ADDRESS THE ISSUES RAISED

Resolution Record No. **BSETC/073/28/Sep/16**

That (1) the External Auditor's Issues Arising Report on the Annual Return for the year ended 31 March 2016 has been considered and (2) the report in respect of the issues raised therein be accepted and approved with the additional requirement that Officers indicate on each grant application compliance with Council's adopted policy.

21. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 19th October 2016 at 7pm.**

The meeting ended at 7.31 pm.

Signed: _____

Dated: _____