

MINUTES OF THE EXTRAORDINARY MEETING OF BURY ST EDMUNDS TOWN COUNCIL HELD ON WEDNESDAY 12 OCTOBER 2016 AT 6.00 PM AT THE TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Augustine, Chung, Hailstone, D Hind, K Hind, Rayner, Murray, Springett, P Warby and Williamson.

ALSO PRESENT: Julia Dyball (Town Clerk)

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and the reasons accepted from Cllr Barrett (prior commitment in London) Cllr Hopfensperger (prior commitment all day Suffolk County Council Health Scrutiny meeting in Ipswich), Cllr Everitt (holiday) and Cllr Thompson (work commitment in Norwich). Cllr Rout was absent.

2. 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 Speed, Chung, Hailstone, D Hind, Rayner, Springett, P Warby and F Warby declared a local non-pecuniary interest as a Borough Councillor.

3. 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.

4. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 28 SEPTEMBER 2016 MEETING OF THE TOWN COUNCIL

Resolution Record No. **BSETC/074/12/Oct/16**

That the minutes of the meeting of Wednesday 28 September 2016 be agreed and signed as a true record.

5. PUBLIC FORUM

There were no members of the public present.

6. TO RECEIVE THE REPORT OF AND ADOPT THE RECOMMENDATIONS OF THE STAFFING AND EMPLOYMENT COMMITTEE MEETING OF 5 OCTOBER AND TO CONSIDER AND DECIDE ANY FURTHER ACTIONS REGARDING RECRUITMENT OF A CLERK FOLLOWING THE RESIGNATION OF THE CURRENT CLERK INCLUDING SETTING THE DATE OF THE NEXT MEETING OF THE STAFFING AND EMPLOYMENT COMMITTEE.

Resolution Record No. **BSETC/075/12/Oct/16**

That the Minutes of the Staffing & Employment Committee Meeting of 22nd June 2016 be signed as a true record:

Resolution Record No. **BSETC/076/12/Oct/16**

That the job and Job Description, Person Specification, Information for Candidates for the position of Town Clerk and Job Advertisement are approved.

Resolution Record No. **BSETC/077/12/Oct/16**

That the Deputy Clerk/RFO be asked to act as Clerk, to be paid at the current Clerk's rate, until a replacement Clerk has been appointed and is in place.

Resolution Record No. **BSETC/078/12/Oct/16**

That authority is delegated to the Staffing and Employment Committee for the purpose of agreeing locum cover to be requested from the Suffolk Association of Local Clerks as and when necessary until a replacement Clerk is appointed and in place, the Deputy Clerk/acting Clerk to seek the agreement of the Chairman of the Committee for this purpose.

Resolution Record No. **BSETC/079/12/Oct/16**

The position of Town Clerk is to be advertised with the Suffolk Association of Local Clerks as soon as possible.

Resolution Record No. **BSETC/080/12/Oct/16**

That the interview panel will be comprised of Cllrs P Warby (Chairman of the Staffing and Employment Committee) Williamson (Vice Chairman of the Staffing and Employment Committee) Speed, (Chairman of Bury St Edmunds Town Council) and D Hind and T Murray (members of the Staffing and Employment Committee).

Resolution Record No. **BSETC/081/12/Oct/16**

The next Staffing and Employment Committee meeting to be held on 23rd November.

Resolution Record No. **BSETC/082/12/Oct/16**

That if Full Town Council has not made a decision on appointment of a Clerk before, the matter will be reviewed generally in January 2017.

7. DATE OF NEXT MEETING

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

The meeting ended at 6.51pm.

Signed: _____

Dated: _____