

MINUTES OF THE ANNUAL MEETING OF BURY ST EDMUNDS TOWN COUNCIL HELD ON WEDNESDAY 25 MAY 2016 AT 7.22 PM AT THE TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Augustine, Barrett, Chung, Everitt (7.52 pm), Hailstone, D Hind, K Hind, Hopfensperger, Murray, Rayner, Springett, Thompson, P Warby and Williamson.

ALSO PRESENT: Julia Dyball (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Polly Kane (Families and Communities Officer, St Edmundsbury Borough Council), the Chief Executive Officer of Bury Town Football Club, the Chairman of Southgate Community Partnership, 1 member of the Public, 1 reporter from the East Anglian Daily Times.

1. ELECTION OF CHAIRMAN 2016-2017

Resolution Record No. **BSETC/001/25/May/16:**

That Cllr Speed be and is elected Chairman for 2016-2017.

2. ELECTION OF VICE CHAIRMAN 2016-2017

Resolution Record No. **BSETC/002/25/May/16:**

That Cllr F Warby be and is elected Vice Chairman for 2016-2017.

3. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED

Resolution Record No. **BSETC/003/25/May/16:**

That it be duly noted that Cllr Speed signed the Declaration of Acceptance of Office of Chairman.

The Chairman welcomed Cllr Hopfensperger to his first meeting.

4. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and accepted from Cllrs Rout (wedding rehearsal) and Everitt (last Governors' meeting at St Louis middle school – subsequently joined the meeting at 7.52 pm).

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

6. 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.

7. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 27 APRIL 2016

Resolution Record No. **BSETC/004/25/May/16:**

That resolution record no BSETC/182/27/Apr/16 of the Full Council minutes of 27 April 2016 be amended as follows: (1) delete "Queen's 90th birthday celebratory" and (2) add a new sentence at the end "The Town Council did not feel it an appropriate use of public funds to support a mainly commercial venture".

Resolution Record No. **BSETC/005/25/May/16:**

That the Minutes of the Bury St Edmunds Full Town Council Meeting of Wednesday 27 April 2016 as amended, be agreed and signed as a true record.

8. PUBLIC FORUM

Standing Orders were suspended and re-instated after the presentations in agenda item 9.

Cllr Everitt joined the meeting at 7.52pm.(Declaration of a non-pecuniary interest as a Borough Councillor made.)

9. TO RECEIVE PRESENTATIONS FROM:

Item 9.2 was taken first.

9.2 The St Edmundsbury Borough Council Communities Officer to give an overview of community initiatives throughout the Town

An overview of the work of the Families and Communities Team was given.

9.1 Representatives from Bury St Edmunds Football Club and Southgate Area Association in respect of the grant applications (agenda item 28)

The Chief Executive Officer of Bury Town Football Club outlined plans for improving the facilities at the Ram Meadow site.

The Chairman of the Southgate Community Partnership explained the need for new chairs at the Community Centre.

10. TO RECEIVE THE REPORTS AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING & LICENSING COMMITTEE MEETING OF 27 APRIL 2016 AND 10 MAY 2016

Resolution Record No. **BSETC/006/25/May/16:**

That the end of the March 2016 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports (pre Year-End adjustments) (pre-Internal Audit) be adopted and signed.

Resolution Record No. **BSETC/007/25/May/16:**

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

Resolution Record No. **BSETC/008/25/May/16:**

That the Minutes of the Planning Licensing & Finance Committee Meetings of 27 April 2016 and 10 May 2016 be received and the recommendations therein be adopted.

11. TO APPROVE THE MONTH 2: MAY 2016 FINAL PAYMENTS LIST

Resolution Record No: **BSETC/009/13/May/15:**

That the Month 2: May 2016 final payments list as tabled be approved.

12. TO ADOPT REVISED FINANCIAL REGULATIONS AND AMEND STANDING ORDERS

Resolution Record No. **BSETC/010/25/May/16:**

That a working party be established to review Financial Regulations and Standing Orders.

Resolution Record No. **BSETC/011/25/May/16:**

That membership of the Financial Regulations and Standing Orders Working Party be five members viz. Cllrs D Hind, K Hind, Rayner, Speed and F Warby.

13. TO APPOINT MEMBERS TO THE PLANNING LICENSING & FINANCE COMMITTEE (8 MEMBERS OF THE COUNCIL TO INCLUDE: CHAIRMAN AND VICE CHAIRMAN OF STAFFING & EMPLOYMENT COMMITTEE; COUNCILLOR INTERNAL AUDITOR; COUNCIL CHAIRMAN – EX-OFFICIO WITH FULL VOTING RIGHTS; COUNCIL VICE CHAIRMAN – EX-OFFICIO WITH FULL VOTING RIGHTS)

Resolution Record No. **BSETC/012/25/May/16:**

That membership of the Planning Licensing & Finance committee comprises Cllrs Augustine, Hailstone, D Hind, K Hind, Murray, Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

13.1 To confirm the terms of reference of the Planning & Finance Committee

Resolution Record No. **BSETC/013/25/May/16:**

That paragraph 5 of the terms of reference for the Planning Licensing and Finance committee be amended as follows: the quorum for any meeting shall be a minimum of three (3) members.

Resolution Record No. **BSETC/014/25/May/16:**

That the terms of reference for the Planning Licensing & Finance committee as amended, be confirmed.

14. TO APPOINT MEMBERS TO THE STAFFING AND EMPLOYMENT COMMITTEE [6] TO INCLUDE CHAIRMAN AND VICE CHAIRMAN EX-OFFICIO WITH FULL VOTING RIGHTS

Resolution Record No. **BSETC/015/25/May/16:**

That membership of the Staffing and Employment committee comprises Cllrs D Hind, Murray, P Warby and Williamson plus the BSETC Chairman and Vice Chairman ex-officio with full voting rights.

14.1 To confirm terms of reference

Resolution Record No. **BSETC/016/25/May/16:**

That the terms of reference for the Staffing and Employment committee as circulated be confirmed.

15. TO APPOINT THREE (DIFFERENT) MEMBERS TO THE APPEALS PANEL

Resolution Record No. **BSETC/017/25/May/16:**

That membership of the Appeals Panel comprises Cllrs Everitt, Rout and Springett.

16. TO APPOINT A MEMBER TO THE OPTIONAL POST OF COUNCILLOR INTERNAL AUDITOR

Resolution Record No. **BSETC/018/25/May/16:**

That Cllr P Warby be appointed as Councillor Internal Auditor.

17. TO APPOINT MEMBERS AS CHEQUE SIGNATORIES [5] ANY 2 TO SIGN

Resolution Record No. **BSETC/019/25/May/16:**

That Cllrs Chung, D Hind, Murray, Springett and F Warby be authorised cheque signatories.

18. TO APPOINT REPRESENTATIVES (2) TO THE BURY IN BLOOM COMMITTEE

Resolution Record No. **BSETC/020/25/May/16:**

That Cllrs Chung and Speed be the representatives to the Bury in Bloom Committee.

19. TO APPOINT A REPRESENTATIVE TO THE CHRISTMAS FAYRE WORKING GROUP

Resolution Record No. **BSETC/021/25/May/16:**

That Cllr Barrett be the representative to the Christmas Fayre Working Group.

20. TO APPOINT A REPRESENTATIVE TO THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS

Resolution Record No. **BSETC/022/25/May/16:**

That Cllr K Hind be the representative to the Suffolk Association of Local Councils.

21. TO APPOINT A REPRESENTATIVE TO THE TOWN TEAM

Resolution Record No. **BSETC/023/25/May/16:**

That Cllr Thompson be the representative to the 'Town Team'.

22. TO NOTE THE CIRCULATED REPORTS FROM COUNCILLORS REPRESENTING BSETC ON EXTERNAL BODIES:

Items 22.1 – 22.4 were taken en bloc.

22.1 Guildhall Feoffment Trust

22.2 Bury in Bloom

22.3 Suffolk Association of Local Councils

22.4 Town Team

Noted.

23. TO NOTE THAT THE COUNCIL'S NOMINATED REPRESENTATIVES TO THE GUILDHALL FEOFFMENT TRUST (APPOINTED JUNE 2014 FOR A 4 YEAR TERM) VIZ. STEFAN R M OLIVER AND KEVIN WATERSON

Noted.

24. TO APPOINT AN ALLOTMENTS CHAMPION

Resolution Record No. **BSETC/024/25/May/16:**

That Stefan Oliver be the Town Council's Allotments Champion.

25. TO REVIEW THE SCHEME OF DELEGATION

Resolution Record No. **BSETC/025/25/May/16:**

That approval of expenditure within the budget allocation for Bury In Bloom be added to the Clerk's delegated authority.

Resolution Record No. **BSETC/026/25/May/16:**

That the scheme of delegation as circulated and as amended be adopted.

26. TO CONSIDER AND ADOPT THE COUNCIL MEETINGS SCHEDULE SHOWING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL AND ITS STANDING COMMITTEES UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL

Resolution Record No. **BSETC/027/25/May/16:**

That the Council meetings schedule May 2016 to May 2017 as circulated be adopted.

27. CLERK'S REPORT

Noted.

28. TO CONSIDER GRANT FUNDING REQUESTS FROM :

28.1 Bury St Edmunds Football Club for £2,418.73 towards the cost of fencing (50% of project cost £4837.45)

Resolution Record No. **BSETC/028/25/May/16:**

That Bury Town Football Club be awarded grant funding in the sum of £3,729.22 towards the cost of perimeter fencing. It was unanimously agreed that the grant would be paid in full irrespective of the current grants policy with the policy being reviewed at the next Full Council meeting to remove the 50% restriction.

28.2 Southgate Community Partnership Grant Application for Chairs £1,260 (50% of £2,520)

Resolution Record No. **BSETC/029/25/May/16:**

That Southgate Community Partnership be awarded grant funding in the sum of £2,520 in respect of the purchase of 150 chairs for the main hall. It was unanimously agreed that the grant would be paid in full irrespective of the current grants policy with the policy being reviewed at the next Full Council meeting to remove the 50% restriction.

Cllrs Chung and Williamson had declared non-pecuniary interests in agenda item 28.

29. TO CONSIDER MAKING A RESPONSE TO THE POST OFFICE CONSULTATION ON THE MAIN POST OFFICE ON CORNHILL TO MADE BY THE CLERK IN CONSULTATION WITH THE CHAIRMAN

Resolution Record No. **BSETC/030/25/May/16:**

That a response be sent to Post Office Limited in respect of its consultation on the future of the main Post Office on the Cornhill (1) urging Post Office Limited to investigate possible commercial uses of floors 1 and 2 of the existing building; (2) highlighting concerns about the adequacy of access for the disabled should the post office be moved into part of W H Smith's premises; and (3) noting that having a Crown Post Office (i.e. a branch which is directly managed by Post Office Limited and the premises are owned by the Post Office) is one of the Best Towns criteria in the Telegraph surveys which have ranked Bury St Edmunds very highly.

30. TO APPROVE THE MONTH 2: MAY 2016 FINAL PAYMENTS LIST

Duplicated agenda item.

31. TO APPROVE THE STATEMENT OF ACCOUNTS, INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF BALANCES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2016, AS CERTIFIED BY THE RESPONSIBLE FINANCIAL OFFICER THAT IT PRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL

Resolution Record No. **BSETC/031/25/May/16:**

That the Statement of Accounts, Income and Expenditure account and Statement of Balances for the financial year ended 31 March 2016, as certified by the Responsible Financial Officer that it presents fairly the financial position of the Council, be approved.

32. TO CONSIDER THE INDEPENDENT INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2016

Resolution Record No. **BSETC/032/25/May/16:**

That the Independent Internal Audit report for the year ended 31 March 2016 had been received and the two recommendations therein be implemented.

32.1 To note the completion of section 4 of the Annual Return by the Independent Internal Auditor

Noted.

33. TO CONSIDER THE ANNUAL RETURN DOCUMENTATION AND ASSOCIATED PAPERS FOR THE YEAR ENDED 31 MARCH 2016 FOR SUBMISSION TO THE EXTERNAL AUDITOR BY 04 JULY 2016:

33.1 To approve 'Section 2 – Accounting statements 2015/16' of the Annual Return for the year ended 31 March 2016

33.2 To approve the explanation of significant variances responses

33.3 To approve the explanation of significant variances responses for debtors and creditors

33.4 To approve the reconciliation between boxes 7 & 8

33.5 To approve the explanation of Section 4 – Box K response

33.6 To approve the Intermediate Audit questionnaire responses

Items 33.1 – 33.6 were considered en bloc.

Resolution Record No. **BSETC/033/25/May/16:**

That the Annual Return for the year ended 31 March 2016 (1) Section 2 – Accounting statements 2015/16 as circulated be approved; (2) the explanation of significant variances responses as circulated be approved; (3) the explanation of significant variances responses for debtors and creditors as circulated be approved; (4) the reconciliation between boxes 7 & 8 as circulated be approved; (5) the explanation of Section 4 – Box K response as circulated be approved and (6) the Intermediate Audit questionnaire responses as circulated be approved.

34. TO AUTHORISE THE SIGNATURE AND DESPATCH OF THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016, AUDITED ACCOUNTS AND ALL ASSOCIATED PAPERS TO THE EXTERNAL AUDITOR

Resolution Record No. **BSETC/034/25/May/16:**

That the signature and despatch of the Annual Return documentation for the year ended 31 March 2016, Audited Accounts and all associated papers to the External Auditor be authorised.

35. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 22 June 2016 at 7 pm.**

Minutes of the Annual Meeting of Bury St Edmunds Town Council
Wednesday 25 May 2016

The meeting ended at 8.50 pm.

Signed: _____

Dated: _____