

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL  
HELD ON WEDNESDAY 24 FEBRUARY 2010  
AT 7:00 PM AT THE TOWN COUNCIL OFFICES,  
7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Nettleton (Chairman), Bebbington, Bird, Chung, Cockle, Dinsdale, Farmer, Jones and Oliver.

**ALSO PRESENT:** Jen Larner (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), 2 members of the public, a reporter from the Bury Free Press.

**1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE**

Apologies were received and reasons accepted from Cllrs Lockwood (holiday), Mrs Lockwood (business commitments), Rout (personal), Simner (illness), Springett (out of country), Mrs Warby (mayoral duties) and Waterson (business and personal).

It was noted that the resignation of Allen Lloyd had been received and accepted and the Proper Officer had declared a vacancy in the office of Town Councillor.

**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 Cockle, Farmer, Jones, Nettleton and Oliver made general declarations as Members of St Edmundsbury Borough Council. Cllr Farmer made a general declaration as a Member of Suffolk County Council.

**3. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 27 JANUARY 2010**

Proposed: Cllr Bird; seconded: Cllr Chung; vote: carried

Resolution Record No. BSETC/427/24/Feb/10:

**That the Minutes of the Meeting of Bury St Edmunds Full Town Council of 27 January 2010 be agreed and signed as a true record.**

**4. PUBLIC FORUM**

Standing Orders were suspended to allow the public to address the Meeting and were re-instated at the conclusion of public forum.

Members of the public asked about the following: a survey received from the art gallery; support for Cllr Chung following the incident at the Chinese New year celebrations; whether or not the Town Council could consider, in partnership with Town Centre Management and the Chamber of Commerce, taking over the running of the market. It was agreed to put this latter on the next agenda for the Finance, Policy and Resources Committee.

**5. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE FINANCE, POLICY AND RESOURCES COMMITTEE REPORT OF 10 FEBRUARY 2010**

On the advice of the Assistant Town Clerk/Responsible Financial Officer recommendation no 13 of this report was not adopted due to further consideration of grit bins under item 8 of this agenda.

Resolution Record No: BSETC/428/24/Feb/10

**That the Minutes of the Finance, Policy & Resources Committee Meeting of 13 January 2010 be signed as a true record.**

Resolution Record No: BSETC/429/24/Feb/10:

**That the End of Month 10: January 2010: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed at Full Council.**

Resolution Record No: BSETC/430/24/Feb/10:

That the report of the budget line items indicating significant under/over spend was reviewed and accepted.

Resolution Record No: BSETC/431/24/Feb/10:

That the Month 11: February 2010 payments list be approved.

Resolution Record No: BSETC/432/24/Feb/10:

That the petty cash record book to date be approved and initialled.

Resolution Record No: BSETC/433/24/Feb/10

That the charge for existing allotments including water for the year 01 April 2011 to 31 March 2012 be set at £5.52 per rod (25m<sup>2</sup>).

Resolution Record No: BSETC/434/24/Feb/10

That the setting of the charge for new allotment plots be deferred.

Resolution Record No: BSETC/435/24/Feb/10

That the invoicing arrangements for allotment rents be approved and adopted by Full Council.

Resolution Record No: BSETC/436/24/Feb/10

That the document 'Frequently Asked Questions' for issue to new allotment tenants be approved and adopted by Full Council.

Resolution Record No: BSETC/437/24/Feb/10

That the Financial Control procedures: (1) Income; (2) Accounts payable; (3) Asset control and management; (4) budgetary control and reporting; (5) Payroll; (6) VAT; (7) IT access; (8) Year end procedures and (9) Petty cash be approved and adopted by Full Council.

Resolution Record No: BSETC/438/24/Feb/10

That (1) items 3.1 – 3.5 of the Action Plan to address the recommendations made by the Independent Internal Audit Report for the year ended 31 March 2009 were complete and (2) item 3.6 had been addressed subject to ratification by Full Council.

Resolution Record No: BSETC/439/24/Feb/10

That yellow grit bins be purchased in keeping with existing bins.

Resolution Record No: BSETC/440/24/Feb/10

That (1) 20 grit bins be purchased [Highways Act 1980 s.185 (delegated by the District authority under Local Government Act 1972 s.101)] and (2) placed at the locations identified subject to satisfactory outcomes from consultations with the landowner(s) and residents in the immediate vicinity of the proposed locations.

Resolution Record No: BSETC/441/24/Feb/10

That an amount of £1000 be transferred from reserves to cover the purchase costs of the additional grit bins.

Resolution Record No: BSETC/442/24/Feb/10

That it is considered more cost effective to work in partnership with existing facilities, such as community centres, sending information as appropriate as is currently the case, rather than place Town Council notice boards in each Ward.

Resolution Record No: BSETC/443/24/Feb/10

That a copy of the poster encouraging residents and businesses to store wheelie bins out of view be sent to St Edmundsbury Borough Council and Havebury Housing Partnership with a request that it be disseminated to householders.

Resolution Record No: BSETC/444/24/Feb/10

That Bury St Edmunds provisions market has sufficient organic food provision.

Resolution Record No: BSETC/445/24/Feb/10

That the annual review of Council policies on Health and Safety; Equality and Diversity; Data Protection, Confidentiality and Information Management; Public forum at meetings; Freedom of Information; Compliments, Suggestions and Complaints be approved and adopted by Full Council.

Resolution Record No: BSETC/446/24/Feb/10

That the Suffolk Association of Local Councils be engaged to provide Council's Independent Audit service for the year ending 31 March 2010.

Resolution Record No: BSETC/447/24/Feb/10

That the quote for allotments maintenance from McGregor Services for the 2010 season be accepted.

Resolution Record No: BSETC/448/24/Feb/10

That the report of the Finance, Policy and Resources Committee of 10 February 2010 be received and adopted.

**6. TO APPROVE THE MONTH 11: FEBRUARY 2010 FINAL PAYMENTS LIST**

Proposed: Cllr Chung, seconded Cllr Bird, vote carried.

Resolution Record BSETC/449/24/Feb/10

That the Month 11: February 2010 final payment list be signed and approved (appended as 'A').

**7. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE REPORTS OF THE PLANNING AND LICENSING COMMITTEE [DELEGATED POWERS]**

7.1 27 January 2010

No recommendations were made.

7.2 10 February 2010

No recommendations were made.

Resolution Record No. BSETC/450/24/Feb/10

That the reports of the Planning and Licensing Committee of 27 January 2010 and 10 February 2010 [DELEGATED POWERS] be received and adopted.

**8. TO RECEIVE AND CONSIDER AN UPDATE ON ADDITIONAL GRIT BINS INCLUDING THE OFFER OF SUFFOLK COUNTY COUNCIL LOCALITY BUDGET FUNDING**

The offer of grit bins with "Bury St Edmunds Town Council" moulded into the lid at a very competitive price of £99.50 excluding VAT had been received.

Proposed: Cllr Chung, seconded Cllr Bebbington, vote carried

Resolution Record No: BSETC/451/24/Feb/10

That 198 litre capacity bins be purchased from Anglian Health and Safety with 'Bury St Edmunds Town Council' moulded into the lid.

Proposed: Cllr Oliver, seconded Cllr Chung, vote carried

Resolution Record: **BSETC/452/24/Feb/10**

**That the offers of Suffolk County Councillor locality budget funding be accepted as follows: the sum of £300 from Cllr Paul Farmer in respect of bins in Abbeygate; the sum of £200 from Cllr Mark Ereira in respect of bins in Minden; the sum of £500 from Cllr Trevor Beckwith in respect of bins in Eastgate and Moreton Hall and the sum of £1400 from Cllr Dearden-Phillips MBE in respect of bins in Southgate and Westgate.**

Proposed: Cllr Bird, seconded Cllr Bebbington, vote carried

Resolution Record No: **BSETC/453/24/Feb/10**

**That delegated authority be given to the Town Clerk to assess any future requests for grit bins for suitability, carry out consultation with residents and purchase grit bins up to the amount included in the approved budget.**

### **9. TOWN CLERK'S REPORT**

The Town Clerk reported on her visit to West Suffolk Voluntary Association for the Blind, her meeting with Bury in Bloom and that the Town Council had been offered the original canvas map used for the arc sponsored leaflet 'Bury St Edmunds more heart'.

### **10. TO CONSIDER A REQUEST TO REPRODUCE COUNCIL'S COAT OF ARMS**

Proposed: Cllr Jones, seconded Cllr Oliver; vote carried

Resolution Record no. **BSETC/454/24 Feb/10**

**That the request to reproduce Council's Coat of Arms (design © Stefan Oliver), as a frontispiece to the publication 'Portrait of Bury St Edmunds' with the draft text as circulated, be approved .**

### **11. DATE OF NEXT MEETING**

Date of the next meeting: Wednesday 24 March 2010 at 7.00pm.

The meeting closed at 7.50 pm.

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

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