

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

PRESENT: Cllrs Nettleton (Chairman), Bebbington, Bird, Chung, Farmer, Jones, Mrs Lockwood, Oliver, Simner and Springett.

ALSO PRESENT: Jen Larner (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), 1 member of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and reasons accepted from Cllrs Cockle (illness), Lockwood (business commitments), Rout (illness), Mrs Warby (mayoral duties) and Waterson (business commitments). Cllr Dinsdale 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 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: 24 FEBRUARY 2010

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

Resolution Record No. BSETC/455/24/Mar/10:

That the Minutes of the Meeting of Bury St Edmunds Full Town Council of 24 February 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.

Questions were asked about the dismissal of toilet attendants in the public toilets, parking charges at Western Way offices, St Edmundsbury Borough Council finances regarding the selling of the former Borough offices at Angel Hill and the cost of its new office premises in Western Way.

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

An amendment to recommendation no. 08 of this report was proposed

Proposed: Cllr Farmer, seconded Cllr Springett, vote fell.

That the proposed Standing Order 1.5 be changed to 'smoking, intrusive use of handheld electronic communication devices and eating are not permitted in meetings of the Council or any of its committees'.

Discussion took place over the proposed amended standing orders paras 1.22 and 7.2. Officers advised Council that it was recommended by NALC that standing orders in bold were not changed substantively.

Proposed: Cllr Bebbington, seconded Cllr Springett, vote carried

Resolution Record no: BSETC/456/24/Mar/10

That standing orders 1.22 and 7.2 be amended as follows: "Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At Full Council meetings at the request of a Councillor and supported by two others, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or

against that question. Such a request shall be made before moving on to the next item of business on the agenda."

Proposed: Cllr Bebbington, seconded Cllr Farmer, vote fell

At Committee meetings at the request of a Councillor and supported by one other, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.

Resolution Record No: BSETC/457/24/Mar/10

That the Minutes of the Finance, Policy & Resources Committee Meeting of 10 February 2010 be signed as a true record.

Resolution Record No: BSETC/458/24/Mar/10:

That the End of Month 11: February 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/459/24/Mar/10:

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

Resolution Record No: BSETC/460/24/Mar/10:

That the Month 12: March 2010 payments list be approved.

Resolution Record No: BSETC/461/24/Mar/10:

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

Resolution Record No: BSETC/462/24/Mar/10

That there is no change to the amount of fidelity guarantee for the year 2010-11.

Resolution Record No: BSETC/463/24/Mar/10

That the action plan to address the recommendations made by the independent internal audit report for the year ended 31 March 2009 has been completed.

Resolution Record no: BSETC/464/24/Mar/10

That the proposed Standing Order 1.5 be changed to 'smoking, use of handheld electronic communication devices and eating are not permitted in meetings of the Council or any of its committees'.

Resolution Record No: BSETC/465/24/Mar/10

That the proposed Standing Order 37 be deleted.

Resolution Record No: BSETC/466/24/Mar/10

That the proposed Standing Order 11.1.17 be deleted.

Resolution Record No: BSETC/467/24/Mar/10

That the revised Standing Orders, with the above amendments, be adopted.

Resolution Record No: BSETC/468/24/Mar/10

That the Council's financial standing orders have been reviewed and that no changes are needed.

Resolution Record No: **BSETC/469/24/Mar/10**

That St Edmunds Day 2010 be celebrated with a similar format of award giving to nominated citizens as in previous years and that a working group be set up to consider the details.

Resolution Record No: **BSETC/470/24/Mar/10**

That the submission documents for reaccreditation for Quality Town Status be approved.

Resolution Record No: **BSETC/471/24/Mar/10**

That the leaflet 'Don't bury your head in the sand' be approved and adopted.

Resolution Record No: **BSETC/472/24/Mar/10**

That the possibility of the Town Council, in partnership with Town Centre Management and the Chamber of Commerce, taking over the running of the market, is investigated.

Resolution Record No: **BSETC/473/24/Mar/10**

That the report of the Finance, Policy and Resources Committee of 10 March 2010, with the above amendments, be received and adopted.

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

6.1 24 February 2010

No recommendations were made.

6.2 10 March 2010

No recommendations were made.

Resolution Record No. **BSETC/474/24/Mar/10**

That the reports of the Planning and Licensing Committee of 24 February 2010 and 10 March 2010 [DELEGATED POWERS] be received.

7. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE STAFFING AND EMPLOYMENT COMMITTEE REPORT OF 10 MARCH 2010.

Resolution Record no: **BSETC/475/24/Mar/10**

That the Minutes of the Meeting of 2 December 2009 be signed as a true record.

Resolution Record No: **BSETC/476/24/Mar/10**

That, for 2010, the Town Council offices remain open on 29, 30, 31 December.

Lone Working policy: an amendment was made to the paragraph on page 3, 'Action to be taken in the event of not being able to contact the lone worker', the last sentence, and bullet point (e) to read 'The Town Clerk, Chairman and Vice Chairman of the Council'.

Resolution Record No: **BSETC/477/24/Mar/10**

That the lone worker policy, with the above amendments, be adopted.

It was noted that a combination lock has now been placed on the door between reception and the council chamber.

Resolution Record No: **BSETC/478/24/Mar/10**

That the general office safety policy be adopted.

An amendment was made to the section on Display Screen Equipment, to now read: 'Staff to ensure correct positioning of screens and correct posture when using display screen equipment'.

Resolution Record No: **BSETC/479/24/Mar/10**

That the 'Risk Assessment – Offices' document, with the above amendment, be adopted.

Resolution Record no: BSETC/480/24/Mar/10

That the recommendations of the Staffing and Employment Committee of 10 March 2010 be adopted.

8. TOWN CLERK'S REPORT

The Town Clerk congratulated the Assistant Town Clerk/Responsible Financial Officer on achieving the Certificate in Local Council Administration.

It was reported that the Bury Flyer had requested a report on the activities of the Town Council each month, and had suggested a profile of one or two councillors each month, with details of how to contact them.

A letter of thanks had been received in respect of permission given to use Council's Coat of Arms in the book 'Portrait of Bury St Edmunds'.

It was noted that the May agenda will include a report back from Members representing Council on external bodies.

9. TO FURTHER CONSIDER PARKING IN THE AREA AROUND THE WAR MEMORIAL ON ANGEL HILL

It was noted that the Police had agreed to enforce the parking regulations once the white mark on the far side has been removed, as agreed, by St Edmundsbury Borough Council.

10. TO APPROVE THE ORGANISATION OF 'UNDERSTANDING BSETC FINANCIAL REPORTS' WORKSHOPS FOR COUNCILLORS

Proposed: Cllr Nettleton, seconded Cllr Bebbington, vote carried

Resolution Record no: BSETC/481/24/Mar/10

That the organisation of 'Understanding BSETC Financial Reports' workshops for Councillors be approved.

11. TO CONSIDER A RESPONSE TO SUFFOLK COUNTY COUNCIL'S DRAFT FIRE ACTION PLAN 2010-2011

No response was forthcoming. It was noted that Members could respond as individuals.

12. TO RESPOND TO LETTER FROM TOWN CENTRE MANAGEMENT REGARDING THE TRANSFER OF CHRISTMAS LIGHTS

Resolution Record no: BSETC/482/24/Mar/10

That the request from Town Centre Management for transfer of ownership of the Christmas lights at no charge be granted, subject to confirmation from Suffolk Association of Local Councils regarding the legality of so doing, on the condition that they are (1) only displayed in Bury St Edmunds and (2) will not be sold or given away to any other party.

13. TO RECEIVE A REPORT FROM COTTON LANE ALLOTMENT HOLDERS AGM

The Chairman reported that he had attended the AGM and that the main issues raised were car parking and the ongoing problem of muntjac deer. It was noted that St Edmundsbury Borough Council's environmental study of the proposed new allotment land would include the deer population.

14. TO RECEIVE A REPORT AND CONSIDER OPTIONS REGARDING POTENTIAL PLANS FOR THE CORN EXCHANGE

Resolution Record no: BSETC/483/24/Mar/10

That Bury St Edmunds Town Council writes to St Edmundsbury Borough Council urging it to seriously consider alternative plans for the Corn Exchange, other than that of a public house, including that put forward by the Bury Society.

15. TO RECEIVE A REPORT FROM WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP FORUM AND CONSIDER ANY OPTIONS ARISING

The Town Clerk reported on her attendance at this forum and drew Members attention to the need that was highlighted for increased provision of public toilets in the late evening, and the funding available for projects.

16. PUBLIC TOILETS IN BURY

Proposed: Cllr Bebbington, seconded Cllr Jones, vote carried

Resolution Record no: BSETC/484/24/Mar/10

That a letter be sent to St Edmundsbury Borough Council requesting further information regarding how the 'roving service' proposed for the public toilets in the town will operate.

Proposed: Cllr Bebbington, seconded Cllr Bird, vote carried

Resolution Record no: BSETC/485/24/Mar/10

That options for increasing the provision of Town Centre public toilets, including the 'urilift' and the ground floor of the Art Gallery, be investigated.

17. TO APPROVE TOWNTALK NEWSLETTER FOR MARCH/APRIL

The Town Clerk suggested that the election of a Town Councillor in Southgate Ward be added.

Resolution Record no: BSETC/486/24/Mar/10

That the March/April edition of TownTalk as amended be approved.

18. TO DECIDE WHETHER TO HOLD AN ALLOTMENTS COMPETITION 2010 AND ITS FORMAT

Resolution Record no: BSETC/487/24/Mar/10

That (1) an allotments competition be held in 2010; (2) the same format as in 2009 is followed; (3) the same judges as last year be approached; (4) a budget of £100 (Local Government Act 1972 section 142) be set and (5) the offer from Bury in Bloom to share their awards event be accepted.

Resolution Record no: BSETC/488/24/Mar/10

That the costs be investigated of a rose bowl trophy to record the winners names' of the best overall allotment plot .

19. TO CONSIDER THE OFFER OF STATUE AND FURNITURE FOR THE TOWN COUNCIL OFFICES

Resolution Record no: BSETC/489/24/Mar/10

That the statue 'Healing Waters of St Edmund', chair and crest offered by St Edmundsbury Borough Council be accepted in principle, subject to clarification regarding ownership and insurance, and consideration of any costs so arising by the Finance, Policy & Resources committee.

Proposed: Cllr Springett; seconded Cllr Bebbington; vote carried

Resolution Record no: BSETC/490/24/Mar/10

That the landlord be approached regarding siting the statue in its previous location in the foyer.

20. TO CONSIDER ANY FURTHER ACTION FROM RESPONSE BY ST EDMUNDSBURY BOROUGH COUNCIL TO WHEELIE BIN POSTER

Resolution Record no: BSETC/491/24/Mar/10

That no further action be taken regarding the wheelie bin poster.

21. TO DECIDE WHETHER TO ISSUE POLL CARDS FOR THE BY-ELECTION IN SOUTHGATE WARD 20 MAY

Proposed: Cllr Springett; seconded Cllr Simner, vote fell

That poll cards not be issued for the Southgate Ward by-election on 20 May 2010.

22. TO CONSIDER PUBLISHING ATTENDANCE FIGURES AT COUNCIL MEETINGS BY MEMBERS OF COUNCIL FOR YEAR ENDED 31 MARCH 2010

Proposed: Cllr Simner; seconded Cllr Bebbington; vote carried

Resolution Record no: **BSETC/492/24/Mar/10**

That members' attendance figures at Council meetings for year ended 31 March 2010 be published.

23. DATE OF NEXT MEETING

The next meeting is the Annual Meeting of Council on Wednesday 19 May 2010 at 7.00pm following the Annual Town Meeting.

The meeting closed at 9:00 pm.

Signed: _____

Dated: _____