

STOWMARKET TOWN COUNCIL

Minutes of the meeting of **STOWMARKET TOWN COUNCIL** held in the John Milton Room, Milton House, Milton Road South on Wednesday, 3rd September, 2014 at 7.00pm.

Present: Councillor G M Brewster (Town Mayor)

Councillors: N G K Gowrley
G Green
G P Harris
B Humphreys
Mrs L M Mayes
Mrs P J E Robinson
N J Rozier
B J Salmon
K E Scarff
Mrs V I Waspe
Mrs A E J Whybrow
D S Whybrow

In attendance: Mr D G Blackburn (Town Clerk)

Present: Ms M L Marshall (Deputy Town Clerk)
Mr Page (Stowmarket resident)

112. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S L Britton and D J MacPherson.

Members requested that their best wishes be sent to Councillor D J MacPherson regarding his recovery from illness.

113. DECLARATIONS OF PECUNIARY OR NON PECUNIARY INTERESTS

Councillor Mrs A E J Whybrow declared a non-pecuniary interest in item 126, a report from the Special Purposes Committee, as a Member of the Stowmarket Town Centre Partnership.

Councillors G M Brewster, B Humphries, B J Salmon and D S Whybrow declared a non-pecuniary interest in item 126, a report from the Special Purposes Committee, as Members of the Committee.

114. DISPENSATIONS IN RESPECT OF PECUNIARY INTERESTS

There were none.

115. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor's announcements for the period Saturday, 31st May, 2014 to Monday, 18th August, 2014 were received by the Council.

116. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 4th June, 2014 be approved and signed as a correct record.

117. MINUTES OF THE RISK MANAGEMENT COMMITTEE HELD ON 1ST JULY, 2014

The Town Clerk introduced the recommendations contained within the Minutes of the Risk Management Committee held on 1st July, 2014.

RESOLVED:

- a. That the minutes of the Risk Management Committee meeting held on 1st July, 2014 be received;
- b. That Auditing Solutions Limited be appointed as the Town Council's internal auditor for a further term of three years ending with the close of accounts for the financial year 2016/17;
- c. That the Internal Audit Programme for 2014-15 to 2016-17 be approved;
- d. That the recommendations and report of the second interim report of the Internal Auditor for 2013/14 be approved and adopted;
- e. That the recommendations within the second interim and final report of the Internal Auditor for 2013/14 be approved and adopted, subject to the compilation of a photographic register of assets being undertaken for all assets with a valuation above the excess level within the Council's insurance policy;
- f. That the updated version of the Suffolk Code of Conduct be approved and adopted;
- g. That the updated version of Financial Regulations be approved and adopted, subject to the amendment of any delegations to the Town Clerk that are in consultation with a Member being in consultation with the Chair of the Risk Management Committee rather than in consultation with the Mayor;
- h. That the updated version of the Risk Register be approved and adopted and following approval, the Town Clerk be authorised to make changes to the document in consultation with appropriate managers, to keep the Register up to date;
- i. That the use of electronic payments be authorised as an alternative to the use of cheque payments;
- j. That the principle of dual authorisation of payments by two Councillors be implemented in respect of all payments regardless of the method of the transaction;
- k. That the Town Clerk (or such persons as he may delegate to), shall be authorised to act as system administrator for the purpose of setting up electronic payments for approval by two Councillors;
- l. That the Town Clerk be authorised, on behalf of the Council, in consultation with the Chair of the Risk Management Committee, to determine which Councillors may, at any time, act as approvers for the purposes of making electronic bank payments having regard to the cost, flexibility and integrity of such arrangements; and
- m. That the contents of the Draft Corporate Plan relating to the Internal Capacity of the Town Council be endorsed as a basis for consultation with stakeholders.

118. QUESTIONS PURSUANT TO STANDING ORDERS

There were none.

119. APPOINTMENTS TO OUTSIDE BODIES

RESOLVED: That Councillor N G K Gowrley be appointed to the Stowmarket Allotment Association and the Stowmarket Town Twinning Association for the remainder of the current municipal year.

120. STOWMARKET TOWN AWARDS

The Town Clerk submitted a report, C/06/1415, copy on report file, regarding the Stowmarket town Awards to be held at the Cedars Park Community Centre on Friday, 26th September, 2014.

The Town Council had organised the awards in partnership with PPG, the East Anglian Daily Times and the Stowmarket Mercury. Sponsorship provided by PPG and the ten category sponsors had been important in helping to offset some of the costs of the event. Press coverage by the East Anglian Daily Times and Stowmarket Mercury had helped to achieve extensive exposure of the Awards.

Over 60 people had attended the launch event at Stowmarket Community Centre in May 2014. Nomination forms had been made available throughout the town and there had been a tremendous response with the number of nominations received exceeding expectations. Every category had been strongly contested with some having in excess of ten nominees. A Judging Panel comprising the Town Mayor, Pedro Perez of PPG, Terry Auld of Stowmarket Rotary Club and Peter Mayhew of the Stowmarket Mercury had met, in private, to consider the nominations. The category winners would be announced at the Awards night on 26th September 2014. Beyond the category winners, a number of other persons/parties would receive 'Gold' and 'Silver' Awards to recognise their contributions and achievements.

The Town Clerk observed that the nominal figure of £1,000 allocated within the budget would not be sufficient to meet all the costs of the event but income and expenditure would remain under review so that a good quality event was held without net expenditure becoming too high.

RESOLVED: That the report be received and noted.

121. CORPORATE PLAN

The Town Clerk submitted a report, C/07/1415, copy on report file, regarding the Draft Corporate Plan.

The Town Council had met at Cedars Park Community Centre in July 2014, to discuss the strategic themes of 'Community', 'Economy', 'Environment' and 'Improvement' as part of the development of the Town Council's new Corporate Plan. The event was successful in prompting the consideration of wider issues about the development of the town. The Town Clerk presented the Draft Corporate Plan 2015 to 2020 which remained 'work in progress' and was subject to further updating through the

consultation procedure. Members made suggestions at the meeting about how the draft document could be strengthened.

RESOLVED: That the Draft Corporate Plan 2015 – 2020 be approved as a basis for consultation.

122. PLACE SHAPING OF STOWMARKET

The Town Clerk submitted a report, C/08/1415, copy on report file, regarding two place shaping initiatives for the town.

As part of its Market Towns initiative, the District Council had established three 'place shaping' steering groups for Stowmarket, Sudbury and Hadleigh. The Town Council had been invited to support the initiative and help to determine how the new group for Stowmarket would operate.

The Stowmarket Chamber of Commerce had organised a conference called 'Ready for Lift Off'. The Town Council had been invited to provide a speaker to address the Conference alongside the New Anglia Enterprise Partnership, Mid-Suffolk District Council and representatives of local businesses.

RESOLVED:

- a. That the Town Council welcomes the formation of the Place Shaping Steering Group for Stowmarket and the Town Clerk be authorised to participate in the initiative on behalf of the Town Council;
- b. That the Town Council welcomes the Ready for Lift Off initiative and the Town Clerk acts as speaker on behalf of the Town Council at the event; and
- c. That the Town Clerk keeps Members informed of the progress with both initiatives.

123. SPECIAL PURPOSES COMMITTEE

The Town Clerk submitted the minutes of the meetings of the Special Purposes Committee.

RESOLVED: That the minutes from the meetings of the Special Purposes Committee held on 23rd April, 2014, 30th April, 2014, 7th May, 2014 and 24th July, 2014 be approved.

124. ITEMS OF REPORT AND INFORMATION EXCHANGE

- a. Councillor N J Rozier reported that a copy of the painting entitled "Doomed Youth" would appear on the reverse of the programme of the Festival of Remembrance.
- b. Councillor D S Whybrow reported upon the project to provide the CAB with additional accommodation and that a report would be presented to the Full Council on Wednesday, 1st October, 2014.
- c. Councillor B Humphreys reported that the anti-social behaviour which occurred in the car park of the United Reformed Church was in urgent need of addressing. A meeting would be held on Thursday, 16th September, 2014 at 3pm in Winchesters Wine Bar, Old Fox Yard.

125. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: That by virtue of the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the rest of the meeting on the grounds that publicity would be prejudicial to the public interest by virtue of the confidential nature.

126. REPORT ON THE WORK OF THE SPECIAL PURPOSES COMMITTEE

The Town Clerk submitted a report, C/09/1415, copy on report file which provided an update on the work of the Special Purposes Committee.

RESOLVED: That the Town Clerk be requested to write to the Stowmarket Town Centre Partnership to convey the decisions made at the meeting regarding future coordination and funding of town centre activities.

(Councillor Mrs A E J Whybrow declared a non-pecuniary interest and left the meeting during the consideration of this item of business).

(Councillor N J Rozier declared a non-pecuniary interest during the discussion on this item of business because of his involvement in the activities and events of the Stowmarket Town Centre Partnership).

The meeting ended at 8.55pm.

CHAIRMAN