



*St Edmundsbury*  
BOROUGH COUNCIL

## DECISIONS NOTICE

The following decisions were taken in the week ending 8 December 2006 and, if not called in by Councillors, will come into operation on Monday 18 December 2006. A decision may be called in, in accordance with the Rules of Procedure contained within Part 4 of the Constitution, by Councillors submitting a request in writing to Democratic Services (e-mail: democratic.services@stedsbcc.gov.uk) by 5 p.m. on Friday 15 December 2006.

### A. DECISIONS TAKEN BY CABINET ON 6 DECEMBER 2006

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
5	Report from the Policy Development Committee: 22 November 2006	X340	<b>Flexible Payment Options</b> The Service Delivery Review Panel:- (1) be presented with the cost and details of payment methods currently used by the Borough Council; and (2) agree the appropriate procurement route for investigating an alternative service provider of payment methods.	The Council is currently undertaking a review of payment methods and the financial implications will not be known until the conclusion of the review.	The Service Delivery Review Panel was asked to examine the flexible payment options available to the Council.	Options are being considered by the Service Delivery Review Panel.	Sara Mildmay-White (01359-270580)  Adriana Stapleton (01284-757613)
6	Report from the Policy Development Committee: Review of Food Safety and Health and Safety Inspection Policies (Dec06/11)	X341	<b>(1) Health and Safety</b> (a) 100% of all A-B2 inspections will be completed each year, either by general inspection or as part of a Fit for Work, Fit for Life, Fit for Tomorrow (FIT3) project; (b) 100% of all B3-B4 premises due for review in a	The revised inspection policies will be delivered within existing resources.	The aim of the Health and Safety Service is to encourage better targeting of inspections, in order to reduce accidents and thereby protect the health, safety and welfare of people who may be exposed to risk within the	Options were considered in detail by the Policy Development Committee.	Jeremy Farthing (01440-820763)  Carole Herries (01284-757603)

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			<p>year will be included in an appropriate intervention, either inspection, FIT3 project, or other appropriate method; and</p> <p>(c) C premises will be subject to other intervention strategies, either questionnaires or mailshot as appropriate, and not necessarily through inspection.</p> <p><b>(2) Food Safety</b></p> <p>(a) 100% of all A-D premises due for inspection in a year will receive a primary inspection which may include a visit to develop the use of the Food Standards Agency (FSA) food safety pack; and</p> <p>(b) E rated premises will be subject to alternative enforcement strategies.</p>		Borough. With regard to Food Safety the aim is to ensure the safety of all food intending for human consumption prepared, processed, handled, distributed or sold within the Borough.		
7	Report from the Policy Development Committee: Review of Debt Recovery Procedures (Dec06/12)	X342	The Vanguard intervention, currently taking place in the Revenues and Benefits Section, be extended to cover Sundry Debtors and the payment for all services of the Council.	There are no direct financial implications in reviewing the Sundry Debtor processes.	Following a review by the Policy Development Committee, it was considered that several of the issues raised could be dealt with through the Vanguard methodology.	Options were considered by the Policy Development Committee.	Sara Mildmay-White (01359-270580)  Adriana Stapleton (01284-757613)

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8	Guildhall, 79 Whiting Street and Moyses Hall, Bury St Edmunds	X343	(a) The Council not pursue further the current negotiations relating to the surrender of the Guildhall and 79 Whiting Street, but continue in its capacity as managing trustee for the buildings; (b) that works be put in hand immediately to bring 79 Whiting Street into a habitable state to allow occupation under an assured short hold tenancy, with the revenue generated being utilised in the upkeep of the Guildhall; and (c) as the Guildhall will remain a Council responsibility provision is made to deal with ongoing maintenance issues and a subsequent report be brought to the Cabinet to this effect.	The Council currently has the responsibilities for ongoing premises costs at the Guildhall and Whiting Street. It is considered appropriate to update 79 Whiting Street in order to bring it back into a habitable state to allow occupation and the costs are estimated to be £15,000.	After appropriate consultation the Cabinet considered not to pursue further the current negotiations relating to the surrender of operating the Guildhall and 79 Whiting Street but continue in its capacity as managing trustee for the buildings.	To accede to the Feoffees request for a significant capital contribution in order for them to agree to vary the 1894 Charity Commission Scheme and accept the Guildhall and 79 Whiting Street back to the Guildhall Feoffement Trust.	Nigel Aitkens (01284-735258)  Carlton Brand (01284-757200)
10	Report from the Overview and Scrutiny Committee: Review of the Capital Programme (Dec06/08)	X345	(1) The financial and delivery timing updates incorporated in the Capital Programme be approved; (2) the budget process by which the Capital Programme is developed and updated be maintained; (3) the changes and strengthening implemented on programme and project management with respect to the Capital Programme be endorsed;	There are no direct financial implications in reviewing the Capital Programme.	The Cabinet requested that the Overview and Scrutiny Committee undertake an annual review of the Capital Programme.	Options were considered by the Overview and Scrutiny Committee.	Sara Mildmay-White (01359-270580)  Carlton Brand (01284-757200)

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			<p>(4) responding to the findings that slippage sometimes occurs in programmes or projects delivered by third party organisations, for the 2007/2008 budget development process (November 2007) the Grant Panel approve grants to third parties conditional on their short or medium term project delivery timing; and</p> <p>(5) the Overview and Scrutiny Committee complete an annual review of the Capital Programme and its delivery in November each year prior to, and in support of, the budget setting process.</p>				
11	Report from the Overview and Scrutiny Committee: Review of the Havebury Housing Partnership Trust Transfer (Dec06/10)	X346	<p>(1) Clarity be established over the ownership of land and agreement reached over the standards of grounds maintenance and cleaning, and how they will be enforced when Havebury Housing Partnership re-let their contract in 2007, with the aim of establishing an effective partnership which delivers consistent standards to tenants and other residents and enables complaints to be dealt with quickly;</p> <p>(2) the good relationship between the two organisations and the pattern of meetings be refined, with a</p>	There are no direct financial implications in reviewing the Capital Programme.	The Overview and Scrutiny Committee initiated a review of the transfer of the housing stock to the Havebury Housing Partnership.	Options were considered by the Overview and Scrutiny Committee.	<p>Terry Clements (01284-827161)</p> <p>Cheryl Lowe (01284-757617)</p>

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			<p>set frequency and clear focus of meetings to ensure that issues are dealt with promptly and at an appropriate level, and that notes of actions arising and decisions taken be used to ensure continuity;</p> <p>(3) the Havebury Housing Partnership Board members, especially those nominated by the Borough Council, be given sufficient information to be clear about how they relate to the Borough Council, with the possibility of more frequent meetings being considered;</p> <p>(4) a simple leaflet summarising "who does what" in respect of aids and adaptations for the less able be provided for tenants, who may find it difficult to understand the relative roles of Havebury Housing Partnership, the Borough Council and Suffolk County Council;</p> <p>(5) the future of the waiting list be addressed and staff made aware of how and when changes will happen;</p> <p>(6) good practice continue to be shared both within housing circles and in applying the learning from the transfer process to other services; and</p> <p>(7) the Borough Council assist Havebury Housing</p>				

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
			Partnership to play a more active role in local strategic partnership working in Western Suffolk.				
12	Report from the Overview and Scrutiny Committee: Call-In of Planning Policy Consultation Response	X347	The Democratic Renewal Panel be requested to consider how the issues which led to the call-in could be prevented from recurring in the future.	There are no direct financial implications in reviewing the Capital Programme.	The Overview and Scrutiny Committee has a constitutional role in determining call-ins.	Options were considered by the Overview and Scrutiny Committee.	Terry Clements (01284-827161) Adriana Stapleton (01284-757613)
13	Strong and Prosperous Communities: The Local Government White Paper (Dec06/15)	X348	(a) Subject to the approval of full Council on 12 December 2006, and under the terms of the invitation issued with the 2006 Local Government White Paper:- (1) the Borough Council support and participate in the development of proposals to pioneer, as a pathfinder, new models of working in Suffolk in accordance with the vision and general principles set out in this paper; (2) the pathfinder submission be considered by a special meeting of the full Council in January 2007 in order to meet the Government's deadline of 25 January 2007; (3) a local action plan for the pathfinder submission and the other proposals in the White Paper be prepared for consideration by the Cabinet in early 2007; and	Efficiency for the local Council Tax payer will be one of the criteria for a successful pathfinder submission. The pathfinder invitation indicates that authorities are not expected to incur and finance transitional costs in advance of savings arising from the pathfinder proposals. Ultimately, the aim will be to produce long term savings for the tax payer, whilst improving the quality of services.	The Government White Paper contained an invitation to partnerships of Councils in shire areas to submit proposals by 25 January 2007 to pioneer, as pathfinders, new models of working in two tier areas which unify service delivery, creates stronger leadership for place-shaping, improve the accountability and integrate service delivery for frontline and support functions, and the Borough Council supports the development of such a set of proposals for Suffolk.	Many of the proposals are likely to become statutory as early as 2007 or maybe the subject of consultation exercises in which, to represent the interests of the local community, the Council must participate. Therefore, not preparing a local action plan was not considered to be an option. In terms of the pathfinder proposals, the submission must be a partnership of all Councils in the County area, therefore, the Borough Council can only agree to take part in a countywide pathfinder.	John Griffiths (01284-757136) Deborah Cadman (01284-757001)

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			(b) that it be noted that a White Paper briefing for all Borough Councillors will be held immediately following the briefing on the Public Service Village at 5pm on Monday 11 December 2006.				
14	Choice Based Lettings (Dec06/09)	X349	(1) A commitment in principle to the implementation of a Choice Based Lettings Scheme for the assessment of housing needs and the allocation of social housing in St Edmundsbury be approved; (2) the Head of Legal and Democratic Services be authorised to enter into a Memorandum of Understanding with partner authorities; (3) the development of the local scheme alongside the Cambridge Sub-Regional Scheme be approved; and (4) the Policy Development Committee consider the details of the Borough Council's Scheme, and develop proposals for its implementation.	Working as part of the Sub-Region has significant savings, and the £181,000 grant will pay for a project co-ordinator and a Choice Based Lettings (CBL) IT system. It is also anticipated that revised working practices through the use of multi-skilled staff, which will be introduced as part of the CBL Scheme, should also result in significant savings.	The Cabinet had already agreed that the Council should work with other local authorities in the Cambridge Sub-Region on a CBL Scheme in order that a bid for funding could be submitted.	The Council could have decided not to implement a CBL Scheme. However the Government had indicated that all local authorities must adopt a CBL Scheme by 2010 and the Council could be open to legal challenge if it did not implement a scheme.	Jeremy Farthing (01440-820763)  Carole Herries (01284-757603)
15	Moreton Hall Youth Building, Bury St Edmunds	X350	Subject to the approval of full Council, approval an additional £35,000 be allocated to the Moreton Hall Youth Building Project from the Moreton Hall Section 106 funding allocation for recreational purposes.	A further £35,000 is to be allocated to the Moreton Hall Youth Building project.	£220,000 had already been approved for the new community facility on the Moreton Hall Estate. Having received tenders the total cost of the building had increased by £35,000. The Youth	Asking the Youth Action Group to raise further funds.	Sara Mildmay-White (01359-270580)  Jane Chance (01284-757609)

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					Action Group could have been asked to raise further funds however, this would invariably have caused further delays in the commencement of the project and therefore could possibly add to a further rise in construction costs.		
16	Statement of Licensing Policy in Respect of the Gambling Act 2005 (Dec06/05)	X351	Subject to the approval of full Council, the Gambling Act 2005 Statement of Principles contained within Report X351 be adopted.	There are no direct financial implications in producing the Statement of Principles.	The Gambling Act 2005 will come into force on 1 September 2007 and this Act requires that the Borough Council adopts a Statement of Principles following a consultation procedure.	Options were considered in detail by the Licensing and Regulatory Committee as a result of the extensive consultation undertaken.	Paul Farmer (01284-768777)  Hilary Workman (01284-757113)
18	Recommendations from the Sustainable Development Panel (Dec06/14)	(1) Recommendations: 21 November 2006 (X352)	<p><b>(a) Car Parking: Annual Report 2005/2006</b></p> <p>(i) Report X320 be noted; and</p> <p>(ii) a monitoring report be presented on an annual basis.</p> <p><b>(b) Annual Car Parking Charges Review</b></p> <p>(i) the financial implications of the annual increase in off-street car parking charges detailed in Appendix A to Report X321 be accepted for inclusion in the 2007/2008 budget setting process;</p> <p>(ii) the consent of Suffolk County Council be sought to the proposed increases in on-street charges; and</p>	<p>There are no direct financial implications in producing the Annual Report.</p> <p>The net additional income for the off street car parks will be calculated and reported to the Policy Development Committee as part of the budget setting process. The intention is that these increases will</p>	<p>The Annual Report covers both off street and on street parking, and provides details of policies and parking related activities undertaken during the year.</p> <p>The Council's 5 year financial model includes an assumption that income will grow by 4% per annum. Car parking is a multi-million pound income generating service and part of the annual review process is required to meet the Dynamic Review – Innovation, Value and Enterprise (DR-IVE) requirement.</p>	<p>Options were considered in detail by the Sustainable Development Panel.</p> <p>Options were considered in detail by the Sustainable Development Panel.</p>	<p>Terry Clements (01284-827161)</p> <p>Steve Boor (01284-757323)</p> <p>Terry Clements (01284-827161)</p> <p>Jerry Massey (01284-757302)</p>

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			<p>(iii) the new charges be introduced in Haverhill on 1 February 2007 and in Bury St Edmunds on 1 April 2007.</p> <p><b>(c) Replacement Borough Local Plan: Masterplan for the development of the former fireworks factory, Chedburgh</b></p> <p>(1) The Masterplan for the development of the former fireworks factory site at Chedburgh, forming Appendix A of Report X322, as amended by the alterations to paragraph 4.2.5 in the Masterplan, deleting all references to considerations affecting the provision of affordable housing other than as set out in Policy H3 of the Replacement St Edmundsbury Local Plan 2016 (referred to in paragraph 2.4 of Report X322) be adopted as planning guidance for the determination of future planning applications on the</p>	<p>achieve the DR-IVE target of £143,500 additional parking income. The net surplus on the on street car parking account is transferred to Suffolk County Council in their role as highway authority.</p> <p>There are no direct financial implications for the Borough Council in producing the Masterplan.</p>	<p>Policy RA1 of the adopted Replacement Borough Local Plan allocated land at the former Fireworks Factory site at Chedburgh for 35 dwellings, an access road and 2.7 hectares of open space/informal recreation area. Policy DS4 of the Replacement Borough Local Plan requires that a Masterplan is prepared by the developers/land owners and approved as planning guidance by the Borough Council prior to development being approved.</p>	<p>Options were considered in detail by the Sustainable Development Panel.</p>	<p>Terry Clements (01284-827161)</p> <p>Ian Poole (01284-757350)</p>

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			<p>land; and  (2) Section 9, Section 106 Agreement, be amended to include reference to a planning obligation requirement to reflect the need to make an appropriate contribution to improving local retail facilities.</p> <p><b>(d) Forest Heath District Council Local Development Framework Consultation</b>  (1) Forest Heath District Council be informed that in respect of the Core Strategy and Development Policies Development Plan Document (DPD), the Borough Council:-  (a) supports a proposed settlement policy that seeks to accommodate the majority of new housing development in the market towns and key service centres;  (b) supports the approach identified for that part of the Cambridge Sub-region that falls within Forest Heath;  (c) request that the DPD demonstrates that the number of jobs to be provided in Forest Heath to 2021 reflects the distribution of jobs in the rest of Suffolk set out in policy E2 of the draft East of England plan; and</p>	<p>There are no direct financial implications in responding to this consultation document.</p>	<p>Forest Heath District Council is consulting on two Development Plan Documents forming part of their Local Development Framework. The Cabinet considered the potential impact the policies and proposals contained in the documents might have on St Edmundsbury.</p>	<p>Options were considered in detail by the Sustainable Development Panel.</p>	<p>Terry Clements  (01284-827161)</p> <p>Ian Poole  (01284-757350)</p>

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		(2) Recommendations: 6 December 2006 (X353)	<p>(d) seeks more evidence that the proposed retail floor space requirements will not have a detrimental impact on the retail economy of towns in St Edmundsbury.</p> <p>(2) the Borough Council does not wish to make any comments in respect of the sites specific policies and allocations issues and options DPD.</p> <p><b>(a) Replacement Borough Local Plan: Masterplan for the Development of the Public Service Village, Bury St Edmunds</b> The Masterplan for the development of the Public Service Village Site at Bury St Edmunds, forming Appendix A to Report X370, be adopted as planning guidance for the determination of future planning applications.</p> <p><b>(b) St Edmundsbury Local Development Framework:</b></p>	<p>The costs associated with the development of the Masterplan are being met from the budget allocation.</p> <p>There are no direct financial costs in</p>	<p>Policy BSE17 of the adopted Replacement Borough Local Plan allocated land at Western Way, Bury St Edmunds for the following uses:-</p> <ul style="list-style-type: none"> <li>(a) B1 office development;</li> <li>(b) indoor sports and leisure uses;</li> <li>(c) education; and</li> <li>(d) car parking and coach parking.</li> </ul> <p>Policy DS4 of the plan requires that a Masterplan is prepared by the developers/landowners and approved as planning guidance by the Borough Council prior to the development being approved.</p> <p>The Government's new regulations covering the</p>	<p>Options were considered in detail by the Sustainable Development Panel.</p> <p>Options were considered in detail by the Sustainable</p>	<p>Terry Clements (01284-827161)</p> <p>Chris Rand (01284-757352)</p> <p>Terry Clements (01284-827161)</p>

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			<p><b>Annual Monitoring Report 2005/2006</b></p> <p>(1) The St Edmundsbury Annual Monitoring Report 2005/2006, as contained within Report X371, be accepted;</p> <p>(2) the Annual Monitoring Report, as contained within Report X371 be approved for submission to GO-East; and</p> <p>(3) the revised Local Development Scheme for St Edmundsbury contained within Report X371 to take immediate effect.</p>	producing the Annual Monitoring Report.	preparation of Local Development Frameworks require local planning authorities to prepare and submit to their Regional Government Officer, an Annual Monitoring Report (AMR) covering the previous financial year. The reports have to be received by the Government Office on or before 31 December of the same year.	Development Panel.	Ian Poole (01284-757350)
19	Recommendations from the Cattle Market Redevelopment Working Party: 1 December 2006 (Dec06/01)	X354	<p><b>(a) Branding of Cattle Market Development</b></p> <p>(1) A Consultative Group be established to identify potential brand names for the Cattle Market development for presentation to and decision by the funding partners;</p> <p>(2) the Consultative Group to comprise:-</p> <p>4 Borough Councillors from the Cattle Market Redevelopment Working Party;</p> <p>1 representative from Bury St Edmunds Town Council;</p> <p>2 representatives from local resident/tenant associations;</p> <p>2 young people nominated by the Youth Forum;</p> <p>1 representative from the Bury Society;</p>	There are no direct costs in forming a Consultative Group.	The next phase of the Marketing Strategy for the Cattle Market scheme is being developed on behalf of Delancy and the Miller Group, the two financial partners for the development. Branding is an important part of the Marketing Strategy to attract new retailers to sign up to the scheme. RedCow, a marketing company, have been appointed to produce this branding. The Borough Council has been invited to establish a Consultative Group to work with RedCow to identify potential brand names for the development.	Detailed options were considered by the Cattle Market Redevelopment Working Party.	John Griffiths (01284-757136)  Jerry Massey (01284-757302)

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			<p>1 representative from the Town Centre Management Group; and  1 representative from the Chamber of Commerce; and  (3) the representatives of the Cattle Market Redevelopment Working Party on the Consultative Group be Councillors Mrs Alexander, Mrs Levack, Redhead and Wormleighton.</p> <p><b>(b) Public Building (Venue): Operation and the Theatre Royal</b>  (1) Partnership working with the Theatre Royal as outlined in Appendix A to Report X336 be approved in principle; and  (2) in-house management of the Public Building (Venue) be approved.</p>	<p>The financial implications will not be known until:-  (1) the agreement with the Theatre Royal is finalised; and  (2) the management and staffing structure is finalised.</p>	<p>There are advantages to both the Theatre Royal and the Borough to work in partnership. An additional reason for in-house management has been the Council's success in recent years in managing its public halls and significantly reducing the costs.</p>	<p>Detailed options were considered by the Cattle Market Redevelopment Working Party.</p>	<p>John Griffiths  (01284-757136)   Jerry Massey  (01284-757302)</p>
20	Gosnold and the Discovery of America Celebrations 2007	agenda item 20	That the proposed arrangements for 6 May 2007 to launch the Gosnold Celebrations be supported.	£3,000 is required for civic activities and this has been approved by the Policy Development Committee as a growth item for inclusion in the 2007/2008 budget process and £5,000 is required for events in the	The Gosnold family established the first permanent English settlement in America at James Town in Virginia and has direct links with Bury St Edmunds. In addition various local organisations are holding celebrations and it is considered appropriate that the Borough Council works closely with the	Not to partake in the discovery of America Celebrations was not considered an option.	<p>Nigel Aitkens  (01284-735258)   Sharon Fairweather  (01284-757093)</p>

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				Abbey Gardens which will be met from existing budgets.	Suffolk Tourism Partnership and others to commemorate the discovery of America.		
23	Recommendations from the Grant Panel: 21 November 2006 (Dec06/04)	X356	<p><b>(a) Rural Areas Community Initiatives Fund Applications for Project Funding: 2006/2007</b></p> <p>That the following grants be awarded in 2006/2007:-</p> <p>(1) £5,000 be awarded to Great Saxham Parochial Church Council for the creation of a small community meeting area within St Andrews Church, Great Saxham;</p> <p>(2) £2,185 be awarded to Great Livermere Parish Council towards the reinstallation of a parish pump on common land;</p> <p>(3) £4,000 be awarded to Hargrave Parish Council towards improvements to Hargrave Village Hall to meet the requirements of the Disability Discrimination Act 1995;</p> <p>(4) £3,500 be awarded to Wickhambrook Parish Council towards the provision of a hard surface path to improve accessibility to recreation facilities, subject to the awarding of a grant from the Havebury Housing</p>	Grants have been allocated from existing budgets.	The Grant Panel considered each individual application and made recommendations as appropriate.	Options were considered by the Grant Panel.	<p>Sara Mildmay-White (01359-270580)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>Partnership's Community Investment Fund;  (5) £4,500 be awarded to the Parochial Church Council of Saint Leonard's, Wixoe towards the creation of a small community meeting area within Saint Leonard's Church, Wixoe; and  (6) £5,000 be awarded to Great Barton Thanksgiving Fund towards improvements to Great Barton Village Hall.</p> <p><b>(b) Rural Areas Community Initiatives Fund Applications for Project Funding 2006/2007:</b>  <b>Stanton Parish Council</b>  That the following grant be awarded in 2006/2007:-  £2,000 be awarded to Stanton Parish Council towards the provision of new stacking chairs and tables for Stanton Community Village Hall.</p> <p><b>(c) Grants to Voluntary Organisations: 2007/2008</b>  (1) the following grants be awarded in 2007/2008:-</p> <table data-bbox="636 1232 963 1407"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Community Centres</td> <td style="text-align: right;">39,900</td> </tr> <tr> <td>Arts Grants</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>'In Bloom' Grants</td> <td style="text-align: right;">5,000</td> </tr> </table>		£	Community Centres	39,900	Arts Grants	4,000	'In Bloom' Grants	5,000				
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			<p>Bury St Edmunds Volunteer Centre 7,000</p> <p>Bury St Edmunds YMCA 5,000</p> <p>Haverhill and District Volunteer Centre 12,000</p> <p>Bury St Edmunds Art Gallery 36,300</p> <p>(2) the following grants be awarded per annum for three years, namely, 2007/2008, 2008/2009 and 2009/2010:-</p> <p style="text-align: center;">£</p> <p>West Suffolk Victim Support 1,000</p> <p>Gatehouse Caring in West Suffolk 4,000</p> <p>(3) Haverhill Advocacy and Mentoring Service (HAMS) be awarded £5,300 in respect of 2007/2008 and a three year funding agreement be introduced to cover the rent and rates for the years 2007/2008, 2008/2009 and 2009/2010;</p> <p>(4) The Salvation Army Clements Community Project be awarded £6,700 per annum for three years, namely 2007/2008, 2008/2009 and 2009/2010</p>				

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			and only be amended subject to changes in the rent payable to the Borough Council.				
24	Central Safety Panel (Dec06/02)	X357	That the amendments to the Council's Health and Safety Policy, as contained within Appendix A to Report X280, subject to the inclusion of lone-working employees' vehicle registration numbers being added to the list of details required by the CCTV Operation Centre under the 'Guardian Angel System', be approved.	There are no direct financial implication in updating the Council's Health and Safety Policy.	The Health and Safety Policies are under constant review.	Other options were considered by the Central Safety Panel.	Jeff Stevens (01440-762511)  Martin Hosker (01284-757010)
25	Joint Staff Consultative Panel (Dec06/03)	X358	<b>(a) Disciplinary and Capability Policy and Procedures</b> The Disciplinary and Capability Policy and Procedures as detailed in Paper X359 be approved;  <b>(b) Grievance Policy and Procedure</b> The Grievance Policy and Procedure as detailed in Paper X360 be approved.	There are no direct financial implications in updating the relevant policies and procedures.	The Council's Policy and Procedures are constantly reviewed.	Options were considered by the Joint Staff Consultative Panel.	Jeff Stevens (01440-762511)  Louise Hammond (01284-757008)
26	Exemption to Contract Procedure Rules: Electoral Services Software.	agenda item 26	(1) The exemption in accordance with the Council's Constitution be noted; and (2) due to the change in timescale and as part of the normal development of the 2007/2008 budget, any underspends in Electoral Registration and Elections budgets in 2006/2007 be	The cost of transferring to the Xpress system will cost £63,946.	The enhancement of the Election Software is required to help deal with the increasing number of postal votes and the impending May 2007 elections. The Government have indicated that they will fund the initial purchase of	Options considered included upgrading the current system and the comparison with two other suppliers.	Sara Mildmay-White (01359-270580)  Alex Wilson (01284-757002)

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			carried forward to meet the cost of upgrading electoral software.		the postal vote module via a direct grant.		

Joy Bowes, Head of Legal and Democratic Services  
8 December 2006