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# Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 15 December 2020</b>
<b>Time</b>	<b>6.30 pm</b>
<b>Venue</b>	<p><b>Facilitated by Microsoft Teamslive virtual meetings platform only – members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b></p> <p><b>The meeting will be accessible by the press and public via a live stream; the link to which will be published on the Council’s website alongside guidance on how to join and the agenda papers</b></p>
<b>Membership</b>	<p><b>All Councillors</b></p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p>  <p><b>Ian Gallin</b> <b>Chief Executive</b> <b>7 December 2020</b></p>
<b>Interests – declaration and restriction on participation</b>	<p>Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.</p>
<b>Quorum</b>	One third of the Council (at least 22 Members)
<b>Committee administrator</b>	<p><b>Claire Skoyles</b> Democratic Services Officer <b>Telephone</b> 01284 757176 / 07776 254986 <b>Email</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a></p>

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<b>Venue</b>	Virtual meeting only to be facilitated by Microsoft Teamslive
<b>Contact information</b>	Telephone: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website when the agenda is published.</p>
<b>Attendance at meetings</b>	<p>The Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.</p> <p>The meeting will be held virtually. You can view the livestream of the meeting via the link provided on the webpage where the agenda and papers are published. Please note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are held virtually.</p>
<b>Public participation</b>	<p>Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only.</p> <p>If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. As the meeting is taking place virtually, a person who wishes to speak must register by <b>9am</b> the last working day before the day of the meeting. This can be done by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 6 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion</p>
<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact

	Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
<b>Recording of meetings</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
<b>Personal information</b>	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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# Agenda

## Procedural matters

- |   | <b>Pages</b>  |
|---|---------------|
| <b>1. Minutes</b><br>To confirm the minutes of the meeting held on 29 September 2020 (copy attached).   | <b>1 - 8</b>  |
| <b>2. Chair's announcements</b><br>To receive announcements (if any) from the Chair.<br><br>A list of civic events/engagements attended by the Chair and Vice-Chair since the last ordinary meeting of Council held on 29 September 2020 are <b>attached</b> .  | <b>9 - 10</b> |
| <b>3. Apologies for absence</b><br>To receive announcements (if any) from the officer advising the Chair (including apologies for absence).   |               |
| <b>4. Declarations of interests</b><br>Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item. |               |

## Part 1 – public

### 5. Leader's statement

Paper number: **COU/WS/20/014 TO FOLLOW**

**Council Procedure Rules 8.1 to 8.3.** The Leader will submit a report (the Leader's Statement) summarising important developments and activities since the preceding meeting of the council.

Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

## **6. Public participation**

**Council Procedure Rules Section 6.** Members of the public who live or work in the district may put questions about the work of the council or make statements on items on the agenda to members of the Cabinet or any committee.

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions/statements are dealt with sooner, or if there are no questions/statements, the Council will proceed to the next business.)

Each person may ask **one** question or make **one** statement only. A total of **five minutes will be allowed for the question to be put and answered or the statement made.** If a question is raised, one supplementary question will be allowed provided that it **arises directly from the reply and the overall time limit of five minutes is not exceeded.**

If a statement is made, then the Chair may allow the Leader of the Council, or other member to whom they refer the matter, a right of reply.

As the meeting is taking place virtually, **a person who wishes to speak must register by 9am on 14 December 2020** to ensure that there is time to brief them on how they can speak at the meeting. This can be done by sending the request to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) or telephoning one of the numbers provided on the Public Information Sheet at the start of this agenda. Members of the public will either be set up as a 'Guest Speaker' or provided with a telephone number they can call when prompted to do so during the meeting to enable them to participate. If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.

## **7. Referrals report of recommendations from Cabinet**

**11 - 24**

Report number: **COU/WS/20/015**

### **A. Referrals from Cabinet: 10 November 2020**

1. West Suffolk Local Council Tax Reduction Scheme (LCTRS) 2021 to 2022  
**Portfolio holder:** Councillor Sarah Broughton
2. Council Tax Technical Changes 2021 to 2022  
**Portfolio holder:** Councillor Sarah Broughton
3. Council Tax Base for Tax Setting Purposes 2021 to 2022  
**Portfolio holder:** Councillor Sarah Broughton

## **B. Referrals from Cabinet: 8 December 2020**

(These referrals have been compiled before the meeting of Cabinet on 8 December 2020 and are based on the recommendations contained within each of the reports listed below. Any amendments made by the Cabinet to the recommendations within these reports will be notified to members in advance of the meeting accordingly.)

1. Delivering a Sustainable Medium-Term Budget  
**Portfolio holder:** Councillor Sarah Broughton
2. Financial Resilience (September 2020)  
**Portfolio holder:** Councillor Sarah Broughton

## **8. Any other urgent business**

To consider any business, which by reason of special circumstances, should in the opinion of the Chair be considered at the meeting as a matter of urgency.

## **Part 2 – exempt**

**None**