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# Council



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Tuesday 14 December 2021</b>
<b>Time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds  <b>**For the health and safety for all persons present and in order to reduce the risk of the spread of coronavirus, appropriate mitigation measures will be applied**</b>
<b>Membership</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>6 December 2021</b>
<b>Interests – declaration and restriction on participation</b>	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.
<b>Quorum</b>	One third of the Council (22 members)
<b>Committee administrator</b>	<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>

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<b>Venue</b>	Conference Chamber, West Suffolk House, Bury St Edmunds
<b>Contact information</b>	Telephone: 01284 757176 / 07776 254986 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>	The agenda and reports will be available to view at least five clear days before the meeting on our website.
<b>Attendance at meetings</b>	This meeting is being held in person in order to comply with the Local Government Act 1972. Measures will be applied to ensure the health and safety for all persons present is maintained. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please let Democratic Services know in advance of the meeting so they can endeavour to accommodate you and advise you of the necessary health and safety precautions.
<b>Public participation</b>	<p>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. A total of 30 minutes will be set aside for this with each person limited to asking one question or making one statement within a maximum time allocation of five minutes. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.</p> <p>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. However, due to the need to comply with current coronavirus regulations and guidance, necessary health and safety precautions taken will apply to members of the public registered to speak. <b>We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</b></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>	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>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>	<b>1 - 10</b>
To confirm the minutes of the meeting held on 28 September 2021 (copy attached).	
<b>2. Chair's announcements</b>	<b>11 - 14</b>
To receive announcements (if any) from the Chair.	
A list of civic events/engagements attended by the Chair and Vice-Chair since the last ordinary meeting of Council held on 28 September 2021 are <b>attached</b> .	
<b>3. Apologies for absence</b>	
To receive announcements (if any) from the officer advising the Chair (including apologies for absence).	
<b>4. Declarations of interests</b>	
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/21/015 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.

The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. However, due to the need to comply with current coronavirus regulations and guidance, necessary health and safety precautions taken will apply to members of the public registered to speak. **We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

As an alternative to addressing the meeting in person, **written questions** may be submitted by members of the public to the Monitoring Officer **no later than 10am on Monday 13 December 2021.** The written notification should **detail the full question** to be asked at the meeting of the Council.

## 7. Referrals report of recommendations from Cabinet

15 - 36

Report number: **COU/WS/21/016**

A. Referrals from Cabinet: 9 November 2021

1. West Suffolk Gambling Act 2005: Statement of Policy 2022 to 2025

**Portfolio holder:** Councillor Andy Drummond

2. Council Tax Base for Tax Setting Purposes 2022 to 2023

**Portfolio holder:** Councillor Sarah Broughton

3. Proposed Incubation Units: Suffolk Business Park, Bury St Edmunds

**Portfolio holder:** Councillor Susan Glossop

(See agenda item 12 below for the exempt appendix relating to this item.)

- B. Referrals from Cabinet: 7 December 2021

(These referrals have been compiled before the meeting of Cabinet on 7 December 2021 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. Arrangements for Appointment of External Auditors

**Portfolio holder:** Councillor Sarah Broughton

2. Delivering a Sustainable Medium Term Budget

**Portfolio holder:** Councillor Sarah Broughton

3. Treasury Management Report (September 2021)

**Portfolio holder:** Councillor Sarah Broughton

4. West Suffolk Local Council Tax Reduction Scheme (LCTRS) 2022 to 2023

**Portfolio holder:** Councillor Sarah Broughton

**8. Consolidation of byelaws for skin piercing activities 37 - 48**

This item was originally presented to Council on 28 September 2021; however, during the meeting, the motion to approve the recommendations contained in the report was withdrawn and no subsequent motions were proposed. See minutes of the meeting for further details (agenda item 1 above). The report is now re-presented, as amended.

Report number: **COU/WS/21/017**

**9. Community Governance Review 49 - 68**

Report number: **COU/WS/21/018**

**10. 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.

**11. Exclusion of press and public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Part 2 – exempt**

**12. Exempt Appendix: Referrals of recommendations from Cabinet (paragraph 3)**

**69 - 78**

Exempt Appendix to Report number: **COU/WS/21/016**

A. Referrals from Cabinet: 9 November 2021

1. Exempt Appendix 2 to Report number: CAB/WS/21/052 - Proposed Incubation Units: Suffolk Business Park, Bury St Edmunds

**Portfolio holder:** Councillor Susan Glossop