

BRANDON TOWN COUNCIL
Minutes of the Meeting of the Annual Brandon Town Council
Held at 7pm on Monday 9th May 2005
At the (New) Forest School, Bury Road, Brandon

Present: Cllr. Mrs E Milner, Cllr. S Newbon, Cllr. Mrs S Jureko, Cllr. R Silvester, Cllr. Mrs C Silvester, Cllr. N Vant, Cllr. P Ridgewell, Cllr. Mrs C Arnold, Cllr. V Ashley

Also present: Mrs C Mason (Acting Town Clerk), 1 member of the Press, 3 representatives from Suffolk Constabulary, Mary Mitson-Woods (SALC Chief Executive) 8 members of the public

The meeting commenced at 7.10pm

Cllr. Mrs E Milner announced that due to an administrative error, the Public Notice convening the Annual Town Meeting had not been displayed for the obligatory 7 days and therefore legally could not go ahead. A member of the public asked when the rescheduled meeting is to be held. In response Cllr. Mrs Milner said a revised date would be decided in due course.

PUBLIC FORUM

Resolution Record No. **BTC/001/09/May/05**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. S Newbon

CARRIED : Unanimous

**THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM AND REPORTS
TO RECEIVE A REPORT FROM THE POLICE**

Key topics covered in the report:

There has been an overall reduction in crime during the period April 2004 to April 2005. Detection figures had also improved. The Western Police Area of Suffolk are to be allocated 12 Police Community Support Officers. 4 Officers are to be allocated to Mildenhall Sector and will be based at both Mildenhall and Brandon. The date when training will finish and the CSO's 'go live' will be 6th June 2005. They will be primarily tasked with high visibility patrol in areas of identified crime and disorder. The initial areas in Brandon are the Warren Close Estate and the Town Centre. The Officers will work from 8am and, at the latest, 1am on a regular shift pattern.

Cllr. N Vant proposed a vote of thanks be given to Police for their work within the Town during the last year – all in favour

Members of the public raised the following issues:

- a) With Councillors parking their cars in the disabled section of the School car park it has been impossible on occasions to attend Town Council meetings
- b) No Loop working in the School hall
- c) Play area behind Wood Close has become a rubbish tip
- d) Coulson Lane is still a hazard as parked cars block its entrance and obscure the view onto the major London Road. This issue has been raised earlier in the year.

Cllr. E Milner said a further letter would now be sent to the Director of Highways. Mary Mitson-Woods agreed to action this on behalf of Brandon Town Council

Resolution Record No. **BTC/002/09/May/05**

Proposed by Cllr. Mrs E Milner and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT THE MEETING OF THE COUNCIL RECONVENES

1. ELECTION OF THE CHAIRMAN AND SIGNING OF THE CHAIRMAN'S DECLARATION OF OFFICE

The Vice-Chairman Cllr. Mrs E Milner asked for nominations for the Office of Chairman to Brandon Town Council

Resolution Record No. **BTC/003/09/May/05**

Proposed by Cllr. R Silvester and seconded by Cllr. N Vant

CARRIED: 6 for 1 against 2 abstentions

THAT COUNCILLOR MRS E MILNER BE ELECTED CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2005/2006

Councillor Mrs E Milner was thus elected and duly signed the Chairman's Declaration of Office. There were no further nominations.

2. ELECTION OF VICE-CHAIRMAN

The Chairman Cllr. Mrs E Milner asked for nominations for the Office of Vice-Chairman to Brandon Town Council

Resolution Record No. **BTC/004/09/May/05**

Proposed by Cllr. Mrs C Silvester and seconded by Cllr. S Newbon

CARRIED: 6 for 1 against 2 abstentions

THAT COUNCILLOR R SILVESTER BE ELECTED VICE-CHAIRMAN OF BRANDON TOWN COUNCIL FOR 2005/2006

Councillor R Silvester was thus elected. There were no other nominations

3. APOLOGIES FOR ABSENCE and approval of reasons tendered LGA1972s.85): Cllr. P Macloughlin

4. DECLARATIONS OF INTEREST and additions to Members Register of Interests (per Parish Councils Code of conduct 2001 / Local Government Act 2000) Cllr. Mrs S Jureko declared an interest in Item 13, Justices Licence Application, The White Horse Inn, Brandon and duly signed the Members Book of Interests.

Cllr. N Vant declared an interest in Item 16 Hanging Baskets and duly signed the Members Book of Interests.

5. APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2005/2006

5.1 Brandon Action Group	Cllr. Mrs S Jureko, Cllr. R Silvester
5.2 Citizens Advice Bureau	Deferred to next meeting
5.3 Brandon Heritage Centre	Cllr. Mrs S Jureko
5.4 Brandon Neighbour Watch	Cllr. P Ridgewell
5.5 Brandon Remembrance Playing Field	Cllr. P MacLoughlin
5.6 Playing Field Steering Group	Disbanded
5.7 Community Association Representative	Cllr. Mrs C Silvester
5.8 Keystone Development Trust	Cllr. Mrs C Arnold
5.9 Public transport Liaison Officer	Cllr. P Ridgewell
5.10 Suffolk Association of Local Councils	Cllr. Mrs E Milner

5.11 Suffolk Property Review Steering Group	Cllr.R Silvester / another deferred
5.12 Brandon Communities Partnership	Cllr. Mrs C Arnold, Cllr.R Silvester
5.13 FHDC Crime & Disorder Reduction	Deferred to next meeting

REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES 2005/06

5.14 East Ward Lighting Committee	No change
5.15 West Ward Lighting Committee	No change
5.16 Brandon Town Council Cemetery	The Full Council

Resolution Record No. BTC/005/09/May/05

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs E Milner

CARRIED: 8 for 0 against 1 abstention

THAT BRANDON TOWN COUNCIL AGREES TO ACCEPT ENBLOC THE APPOINTMENTS OF THE ABOVE LISTED NOMINEES

6. TO RECEIVE, CONFIRM AND SIGN MINUTES

Of the Special Meeting of the Full Brandon Town Council of Thursday 21st April 2005 (Public Items) (LGA 1972 Sch.12)

Resolution Record No. BTC/006/09/May/05

Proposed by Cllr.S Newbon and seconded by Cllr. Mrs S Jureko

CARRIED: 7 for 0 against 2 abstentions

THAT THE MINUTES OF THE SPECIAL MEETING OF THE FULL BRANDON TOWN COUNCIL OF THURSDAY 21ST APRIL 2005BE ACCEPTED AND SIGNED AS A TRUE RECORD

7. MATTERS ARISING – for information exchange only of the Special Meeting of the Full Brandon Town Council of Thursday 21st April 2005

None

8. COUNCIL VACANCY – CO-OPTION

Resolution Record No. BTC/007/09/May/05

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. Mrs C Arnold

CARRIED: 8 for 0 against 1 abstention

THAT MRS MARGARET YOUNG BE DULY ELECTED AS A CO-OPTED MEMBER OF BRANDON TOWN COUNCIL

9. TO RECEIVE REPORTS (if any) from County Councillors and/or District Councillors

None received

10. URGENT BUSINESS – any items the Chairman considers a matter of urgent business (pursuant to Section 100B (4) (16) LGA 1972)

At the invitation of Mr Townsend, Chairman Cllr. Mrs E Milner said she had attended, in an informal capacity as Vice-Chairman, the very successful and enjoyable Sixtieth Anniversary VE Day Children's Party at The Crown, Brandon. 50 local children had equally enjoyed the occasion.

11. CROWN HOTEL, BRANDON

RESOLUTION FROM Cllr. Mrs E Milner, Cllr. R Silvester and Cllr. S Newbon.

Resolution No.115:

'We the undersigned request that an application for a grant by the Crown Hotel, Brandon Resolution Record No BTC/221/07/Mar/05 be brought back to the table for further discussion.'

Income and expenditure figures were made available to Councillors at the meeting
Resolution record No. **BTC/008/09/May/05**

Proposed by the Chairman Mrs E Milner and seconded by Cllr. Mrs C Silvester

CARRIED : 9 for 0 against 1 abstention

THAT BRANDON TOWN COUNCIL AGREE TO A TOKEN DONATION OF £50
TOWARDS THE COST OF THE SIXTIETH ANNIVERSARY VE DAY CHILDREN'S
PARTY HELD AT THE CROWN PUBLIC HOUSE BRANDON

12. PLANNING APPLICATIONS: Notifications circulated: plans at meeting.

Resolution Record No. BTC/009/09/May/05

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs E Milner

CARRIED: Unanimous

THAT DUE TO THE UNAVAILABILITY OF THE PLANS, BRANDON TOWN
COUNCIL AGREE TO DEFER DISCUSSION OF PLANNING APPLICATION
F/2005/0306/FUL UNTIL THE NEXT FULL COUNCIL MEETING

Resolution Record No. **BTC/010/09/May/05**

Proposed by the Chairman Cllr. S Newbon and seconded by Cllr. Mrs S Jureko

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO THE
PLANNING APPLICATIONS HEREUNDER DESCRIBED

F/2005/0275/FUL Erection of rear conservatory (demolition of existing)

106A London Road, Brandon

NO OBJECTIONS

F/2005/0265/FUL Erection of rear conservatory

5 St Francis Close, Brandon

NO OBJECTIONS

F/2005/0274/FUL Erection of a first floor rear extension

59 London Road, Brandon

NO OBJECTIONS

F/2005/0316/CR3 County Application – New single storey extension together with
alterations to existing visitor centre to provide improved facilities including new coffee shop
Visitor Centre Brandon Country Park, Brandon

NO OBJECTIONS

F/2005/0327/FUL Erection of a single storey side extension to garage

27 Kestral Drive, Brandon

NO OBJECTIONS

F/2005/0327/FUL Erection of a single storey side extension, front porch (demolition of
existing side porch) and extension to garage

26 Mile End, Brandon

NO OBJECTIONS

F/2005/0318/OUT Resubmission: Outline application – erection of two single storey dwellings and one detached garage and alterations to vehicular access (demolition of existing bungalow)

26 Mile End, Brandon

NO OBJECTIONS

F/2005/0208/FUL Erection of a two storey extension

27 Bracken Rise, Brandon

NO OBJECTIONS

F/2005/0340/FUL Erection of a two storey side extension

15 Church Road, Brandon

NO OBJECTIONS

F/2005/0337/FUL Erection of a front conservatory

18 Pinewood Drive, Brandon

NO OBJECTIONS

F/2005/0348/TPO Felling of 6 Birch Trees

2& 4 Walton Way, Brandon

NO OBJECTIONS

F/2005/0335/FUL Erection of side and rear extension

7 Field Road, Brandon

NO OBJECTIONS

Planning Applications GRANTED

F/2005/0045/FUL Replacement of shop front and new disabled access ramp

55B High Street, Brandon

Approve with conditions

F/2005/0130/OUT Outline Application: Site for residential development following demolition of existing dwelling

242 London road, Brandon

Approve with conditions

F/20050137/FUL Instalation of an ATM machine

The Co-op Store, 62 High Street, Brandon

Approve with conditions

F/2005/0142/FUL Erection of single storey rear extension and alterations to covered way to provide extension to bar area (Amended plan received 30/3/05)

The Bell Public House, High Street, Brandon

Approve with conditions

F/2005/0181/OUT Resubmission: Outline Application – erection of a single storey dwelling (Development Affecting a Right of Way)

1 The Drove, Brandon

Approve with conditions

F/2005/0100/FUL Erection of single storey rear extension
11 Crown Street, Brandon
Approve with conditions

Planning Applications REFUSED

F/2005/0181/OUT Outline Application: erection of 2 detached dwellings with garages.
(Affecting a right of Way)
Land adjacent to Greenacres, Coulson Lane, Brandon
Refuse

F/2005/0118/OUT Resubmission – outline application: erection of one dwelling and
provision of access for existing and proposed dwelling
Land adjacent 182 London Road, Brandon
Refuse

F/2005/0236/COU change of use from residential to function room (to be used in conjunction
with new bowling complex) (Departure from the development plan)
Flat 2, 1st Floor, 1 London Road, Brandon
Refuse
Delegated

Planning Applications WITHDRAWN

F/2005/0274/FUL Erection of a first floor rear extension
59 London Road, Brandon

TREE PRESERVATION ORDERS / TREE REDUCTION AND REMOVAL

None to date

STREET NAMING AND NUMBERING

None to date

DELEGATION PLANNING MEETING and Case Officer Recommendations

None to date

NOTICES OF PLANNING APPEALS

None to date

AGENDAS / MNUTES FROM FHDC

None to date

**12.1 RESOLUTION from Cllr. Mrs E Milner, Cllr.R Silvester, Cllr. Mrs S Jureko
Resolution No. 116:**

*'We the undersigned request that Planning application No. F/2005/0227/TPO Felling of 1
English Oak tree and 1 Scots Pine 27 Bracken Rise, Brandon be bought back to the table'*

Resolution Record No. **BTC/111/09/May/05**

Proposed by Cllr. P Ridgewell and seconded by Cllr. Mrs S Jureko

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL HOLD A SITE MEETING ON TUESDAY 10TH MAY AT 5.30PM. TO DISCUSS THE HEALTH & SAFETY TREE INSPECTION REPORT AND THE TREE OFFICER'S REPORT

13. JUSTICES LICENCE APPLICATION

13.1 The White Horse Inn, White Horse Street, Brandon
 Cllr. Mrs S Jureko declared an interest in this Item and left the room
 Resolution Record No. **BTC/112/09/May/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL HAS NO OBJECTION TO THE TRANSFER OF A JUSTICES LICENCE APPLICATION APERTAINING TO THE PREMISES KNOWN AS THE WHITE HORSE INN, WHITE HORSE STREET, BRANDON

14. ACCOUNTS : to receive and approve April 2005 payments

14.1 Public Items – discussion permitted thereon

Resolution Record No. **BTC/113/09/May/05**

Proposed by Cllr. R Silvester and seconded by Cllr. Mrs S Jureko

CARRIED : Unanimous

THAT THE PAYMENTS ON THE LIST FOR APRIL 2005 (PUBLIC ITEMS) AND PRODUCED HEREUNDER ARE APPROVED

Date	Amount	Supplier	Net Total	VAT
Apr-05	398.67	Tindalls	339.30	59.37
Apr-05	58.15	Neat Ideas	49.49	8.66
Apr-05	143.02	McAlpine	143.02	
Apr-05	247.45	Recroot	210.60	8.66
Apr-05	100.74	FHDC (refuse)	85.74	15.00
Apr-05	106.71	Tindalls	90.82	15.89
Apr-05	6.00	J & D Green	6.00	
Apr-05	56.94	Thetford Glass	48.46	8.48
Apr-05	57.58	Gasforce	49.00	8.58
Apr-05	34.93	Border Building	29.72	5.21
Apr-05	659.00	SALC	659.00	
Apr-05	54.74	Finevale Service	49.57	5.17
Apr-05	101.91	Glasdon (lifebuoy)	86.74	15.17
Apr-05	24.00	Brandon Life (advert)	24.00	
Apr-05	9.00	Clerks Council Direct	9.00	
Apr-05	15.00	Studio Five (plaque)	15.00	
Apr-05	222.46	McAlpine	226.46	
Apr-05	80.86	Neat Ideas	69.34	11.52
Apr-05	329.94	Recroot	280.80	49.14
Apr-05	329.94	Recroot	280.80	49.14
Apr-05	247.45	Recroot	210.60	36.85
Apr-05	352.85	Recroot	300.30	52.55
Apr-05	348.27	Recroot	269.40	51.87
Apr-05	412.99	Kents Insurance	412.99	
Apr-05	95.65	Pearsons	81.40	14.25
Apr-05	2,265.00	C Mason (hrs)	2,265.00	
Totals	6,759.25		1,052.15	158.04
	95.95	British Gas	95.95	
	111.91	Anglian Water	111.91	
	538.54	AM Gov. Services	458.33	80.21
	quarterly	Powergen 20/2 OSH	quarterly	

quarterly		Powergen 27 Lights	quarterly	
quarterly		Powergen 49 OSH	quarterly	
42.95		Powergen Xmas Lghts	40.90	2.05
55.30		Powergen 51 Cemetery	52.67	2.63
89.11		Unicom	75.84	13.27
22.96		FHDC garage rent	19.11	3.85
24.00		FHDC Rates cemetery	24.00	
223.00		FHDC Rates OSH	223.00	
Totals	1,203.72		1,100.76	102.01

14.2 Confidential Items (Staff salaries/Local Gov. Pension)

Resolution Record No. **BTC/114/09/May/05**

Proposed by the Chairman Cllr. Mrs E Milner and seconded by Cllr. Mrs S Jureko

CARRIED : Unanimous

THAT PAYMENT ON THE LIST SUBMITTED FOR APRIL 2005 (CONFIDENTIAL ITEMS – STAFF SALARIES) AS CIRCULATED TO COUNCILLORS IS APPROVED

14.3 Request for grant by East Anglia Air Ambulance – Deferred

15. TO DISCUSS THE STANDARD BOARD FOR ENGLAND Consultation Paper (previously circulated). N.B. date for consultation has passed

Resolution Record No. **BTC/115/09/May/05**

Proposed by Cllr. R Silvester and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL TAKE NO FURTHER ACTION IN RESPECT OF THE STANDARDS BOARD CONSULTATION PAPER DUE TO THE EXPIRATION OF THE RESPONSE DEADLINE

16. BRANDON TOWN COUNCIL HANGING BASKETS

Cllr. N Vant declared an interest in this item and left the room

Resolution Record No. **BTC/116/09/May/05**

Proposed by Cllr. Mrs S Jureko and seconded by the Chairman Cllr. Mrs E Milner

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL APPOINT DIDLINGTONNURSERIES TO PROVIDE AND MANAGE THE TOWNS HANGING BASKETS

17. BRANDON TOWN COUNCIL GROUNDWORK SERVICES – request for new machinery

17.1 21 inch propelled lawn mower- approx £600-800

17.2 Ride on mower - £6499.48

17.3 Telescopic power pruner - £468.83

17.4 Attachment hedge trimmer - £233.83

All prices include VAT

Resolution Record No. **BTC/117/09/May/05**

Proposed by the Chairman Mrs E Milner and seconded by Cllr. Mrs C Arnold

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL APPOINTS CLLR. R SILVESTER AND CLLR. S NEWBON TO LIASE DIRECT WITH THE TOWN KEEPER MR KEVIN BRISTON TO DISCUSS SPECIFICATIONS AND QUOTATIONS FOR ADDITIONAL NEW MACHINERY

18. REPORTS AND ACCOUNTS FROM CHARITIES AND TRUSTS IN BRANDON

- 18.1 Lingheath Trust Charity
- 18.2 Edmund Atmere Charity
- 18.3 Brandon Poor's Estate
- 18.4 Brandon Remembrance Playing Fields Trust – available at the next meeting

Cllr. N Vant reported Finances for the Charities were in good order. He commented that regrettably the purpose and aims of each Charity Scheme was not widely understood and consequently deserving persons were not coming forward for assistance. An informative article in the Brandon Life / Bury Free Press could prove to be an effective way forward.

19. RESOLUTION from Cllr. Mrs E Milner. Resolution Record No. 117

'That this Council appoints Mrs Christine Mason to be the Proper Officer of Brandon Town Council during the period of absence through sickness of the existing Town Clerk.'

Cllr. Mrs E Milner said it had been confirmed by the Insurance Company that on the provision of two character references, the Fidelity Insurance Policy would automatically cover Mrs Mason. This criteria has been met.

Resolution Record No. **BTC/118/09/May/05**

Proposed by the Chairman Mrs E Milner and seconded by Cllr. Mrs C Arnold

CARRIED: 9 for 0 against 1 abstention

THAT BRANDON TOWN COUNCIL APPOINTS MRS CHRISTINEMASON TO BE THE PROPER OFFICER OF BRANDON TOWN COUNCIL DURING THE PERIOD OF ABSENCE THROUGH SICKNESS OF THE EXISTING TOWN CLERK

Cllr. S Newbon felt an apology was owed to Mrs Mason regarding remarks made at the Special BrandonTown Council meeting on the 21st April 2005 in connection with the Fidelity Insurance cover. The apology was accepted.

Resolution Record No. **BTC/119/09/May/05**

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. R Silvester

CARRIED : Unanimous

THAT ITEM 23 IN THE CONFIDENTIAL SECTION OF THE MINUTES IS BROUGHT FORWARD AND THIS ITEM BE NOW HEARD IN THE PUBLIC PART OF THE MEETING

23. DECISION OF THE ADJUDICATION PANEL FOR ENGLAND – MS J S BOURTON

Copies of the Adjudication Panel's decision were circulated to all Councillors prior to the meeting. The Decision reached by the Adjudication Panel is as follows:

'The Case Tribunal, after having regard to all the circumstances of this case has decided to disqualify Councillor Bourton from being or becoming a member of the relevant authority or any other relevant authority within the meaning of the Local Government Act 2000 for a period of one year with effect from the 6th April 2005'.

It was agreed to note but not comment on any issues raised in the report .

20. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS:

Resolution Record No. **BTC/120/09/May/05**

Proposed by Cllr. S Newbon and seconded by Cllr. Mrs S Jureko

CARRIED: Unanimous

'That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Pres be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning: CONFIDENTIAL MINUTES: QUOTES: STAFFING ISSUES. (Section 100(A)(4) LGA 1972)'

THIS PAGE IS CONFIDENTIAL
ONLY THE RESOLUTIONS MAY BE DISPLAYED
AS A MATTER OF PUBLIC RECORD

21. TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

Of the Full Brandon Town Meeting of Monday 4th April 2005. Resolution Record No.

BTC/021/09/May/05

Proposed by Cllr. Mrs S Jureko and seconded by Cllr. S Newbon

CARRIED: 6 for 0 against 2 abstentions

THAT THE CONFIDENTIAL MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 4TH APRIL 2005 BE ACCEPTED AND SIGNED AS A TRUE RECORD

22. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES CONFIDENTIAL 23.
DECISION OF THE ADJUDICATION PANEL FOR ENGLAND -Ms J S BOURTON
CONFIDENTIAL

24. TO RECEIVE A REPORT AND RECOMMENDATION – From the Interviews Panel (previously circulated)

Resolution Record No. **BTC/022/09/May/05**

Proposed by Cllr. Mrs S Jureko and seconded by the Chairman Cllr. Mrs E Milner .

CARRIED: 7 for 0 against 3 abstentions

THAT BRANDON TOWN COUNCIL OFFER THE POST OF ASSISTANT TOWN KEEPER, SUBJECT TO A SATISFACTORY MEDICAL REPORT, TO MR DENNIS EVERIST

25. RESOLUTION from Cllr. Mrs E Milner. Resolution No.118

'That this Council appoints Thain Wilbur Rolph & Co. to manage the PAYE system during the period of absence of the Town Clerk or until training has been undertaken by another paid member of staff'

25.1 Quotation for Payroll Service

25.2 Training

Resolution Record No. **BTC/023/09/May/05**

Proposed by the Chairman Mrs E Milner and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL APPOINTS THAIN WILBUR ROLPH & CO. TO MANAGE THE PAYE SYSEM DURING THE PERIOD OF ABSENCE OF THE TOWN CLERK OR UNTIL TRAINING HAS BEEN UNDERTAKEN BY ANOTHER PAID MEMBER OF STAFF. THE COUNCIL FURTHER AGREE TO ACCEPT THE

QUOTATION OF £55 PER MONTH FROM THAIN WILBUR ROLPH & CO. TO CARRY OUT THIS SERVICE

26. RESOLUTION from Cllr. Mrs E Milner. Resolution No.119

'That this Council nominates a named person (to be determined at the meeting) with all the passwords to the computer to ensure that the administration & financial management of the Council can continue, particularly in view of matters relating to this year end (31st March 2005)

Resolution Record No. **BTC/024/09/May/05**

Proposed by the Chairman Mrs E Milner and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL NOMINATES THE ACTING TOWN CLERK MRS CHRISTINE MASON AND THE ADMINISTRATION ASSISTANT MRS LINDA MERCIK WITH ALL THE PASSWORDS TO THE COMPUTER TO ENSURE THAT THE ADMINISTRATION & FINANCIAL MANAGEMENT OF THE COUNCIL CAN CONTINUE, PARTICULARLY IN VIEW OF MATTERS RELATING TO THE YEAR END (31ST MARCH 2005)

27. RESOLUTION From Cllr. Mrs E Milner. Resolution No.120

'That this Council appoints Thain Wilbur Rolph & Co. to complete the year end accounts to 31st March 2005'

27.1 Quotation for the preparation of the 2005 Annual Return Resolution Record No.

BTC/025/09/May/05

Proposed by the Chairman Mrs E Milner and seconded by Cllr. S Newbon

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL AGREE TO THE APPOINTMENT OF THAIN WILBUR ROLPH & CO. TO COMPLETE THE YEAR END ACCOUNTS TO 31ST MARCH 2005. THE COUNCIL FURTHER AGREE TO ACCEPT THE QUOTATION OF £100 SUBMITTED BY THAIN WILBUR ROLPH & CO TO CARRY OUT THE WORK

28. EMPLOYMENT MATTERS – TOWN CLERK

CONFIDENTIAL

Resolution Record No. **BTC/026/09/May/05**

Proposed by Cllr. S Newbon and seconded by Cllr. N Vant

CARRIED: Unanimous

THAT BRANDON TOWN COUNCIL AGREE TO ALL LOCKS TO THE OFFICE AND ALL PASSWORDS TO THE COMPUTER ARE CHANGED

29. EMPLOYEES SALARIES

CONFIDENTIAL

The meeting terminated at 10.10pm