

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 29 May 2024 at 7pm**

Present: Cllrs Hind (Town Mayor), Armitage, Chung, Higgins, Iannelli-Popham, Lindberg, Mackenzie, McGoochan, O'Driscoll, Sayer, Stamp, Stennett and Waterman

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Revd Tiffer, Diane Allum, Ian Bowers (Nowton Speed Watch), the Press and members of public.

1. Introduction by Town Clerk

The Town Clerk welcomed Councillors and members of public to the Annual meeting of the Town Council and thanked Cllr Hind for her successful year as Town Mayor.

2. Election of Mayor for 2024/2025

Nominations were invited for the office of Mayor for the year 2024/2025.

Cllr Diane Hind was nominated by Cllr Higgins and seconded by Cllr Waterman

No other nominations were received.

Resolution Record No: **BSETC/213/29/May/24**

RESOLVED that Cllr Hind be elected as Mayor for 2024/2025

3. Election of Deputy Mayor for 2024/2025

The Mayor invited nominations for the position of Deputy Mayor for the year 2024/2025

Cllr Donna Higgins was nominated by Cllr O'Driscoll and seconded by Cllr Stennett

No other nominations were received.

Resolution Record No: **BSETC/214/29/May/24**

RESOLVED that Cllr Higgins be elected as Deputy Mayor for 2024/2025

4. To receive Declaration of Acceptance of Office of Mayor

Resolution Record No: **BSETC/215/29/May/24**

Cllr Diane Hind signed the Declaration of Acceptance of Office of Mayor 2024/2025

5. To receive Declaration of Acceptance of Office of Deputy Mayor

Resolution Record No: **BSETC/216/29/May/24**

Cllr Donna Higgins signed the Declaration of Acceptance of Office of Deputy Mayor 2024/2025

6. To receive apologies for absence

Apologies were received from Cllrs Augustine and Mager.

Cllr Halpin was absent but no apologies had been received

7. To receive declarations of interest and additions to registers

All District Councillors declared: *'That I may vote differently at District or County Council level from that recorded at this meeting'*. Cllrs. Armitage, Chung, Higgins, Hind, Lindberg, Mackenzie, O'Driscoll, Sayer, Stamp, Stennett and Waterman declared a local non-pecuniary interest as District Councillors.

The Mayor declared that she had received a gift from the Envoy of the Mayor of Compiègne.

8. To consider written applications by a member for dispensation, from the restrictions in section 31(4) of the Localism Act 2011 and specify the period for which any dispensation has effect

None.

9. To confirm, adopt and sign the minutes from the Full Council meeting held on 24th April
Resolution Record No. **BSETC/217/29/May/24:**

RESOLVED that the minutes from the meeting held on 24th April 2024 be agreed and signed, as an accurate record.

10. Public Forum

Revd Tiffer reminded Councillors and the public about the forthcoming Annual Commemoration of Jankyn Smyth taking place on 27th June. Revd Tiffer explained the history behind the event and urged all Councillors to attend the procession to and service in St Mary's Church followed by a ceremony in the Guildhall.

Mr Ian Bowers, Nowton Speed Watch, explained the importance of having speed cameras in the Nowton Road area to help combat the speeding vehicles regularly witnessed in the area. This is to be discussed at agenda item 14.

11. To present the Citizen of the Year award

The Mayor congratulated the recipient of the Citizen of the Year award, Mrs Diane Allum, on her outstanding service to the Samaritans, volunteering for them for over 30 years.

Di was presented with her medal and congratulated by all Councillors.

12. Mayor's announcements

Cllr Hind advised Members that she had attended several events including the following:

- 4th May – Academy of Movement Spring presentation day
- 4th May - Royal British Legion VE Day service in the Rose Garden
- 12th May – Service at the Cathedral for St Nicholas Hospice
- 10th May – West Suffolk Council Civic dinner
- 11th May – unveiling new sign for Kevelaer Way
- 18th May – Welcome event for Friends of Compiègne visit
- 26th May – Appearance and rickshaw ride to send off Rickshaw cycle race to Felixstowe

13. Town Clerk's report

The Town Clerk advised members that she had:

- Represented the Town Council at the Suffolk County Council Chairman's reception at Carlton Marshes Nature Reserve.
- Discussions are still ongoing with some organisations regarding the relocation of archives to Ipswich.
- Met with Mark Cordell – BID – to discuss the continuing working partnership.
- Had discussions with officers from West Suffolk Council regarding proposed new street trading licenses.
- Councillor Higgins and I attended a meeting with our Youth Provision worker. Teen Chill is growing with 15-20 people attending each week. There is still a lot of engagement work to be carried out.
- Met with Mark Walsh, the Operations Director at West Suffolk to discuss ways our two councils can work more together.
- Bev and I met with the Clerk and Receiver of the Guildhall Feoffment Trust to discuss the plans for Jankyn Smyth.
- Met with officers from Suffolk County Council to discuss the strength testing that is required on lampposts before Hanging Baskets are put up. SCC will fund the tests this year, BUT IN FUTURE they will not.
- Reminder of the arrangements for the commemoration of the 80th Anniversary of D-Day on the 6th June.

14. To consider the purchase of an additional Speed Indicator Device

Councillors discussed the proposal to purchase an additional speed indicator device.

This matter was deferred until the June Full Council meeting in order for information about alternative speed devices to be obtained.

15. Responsible Financial Officer's report

The RFO reported that the year end closedown had been successfully completed on 21st May 2024.

The Internal Auditor will conduct the year end audit on 3rd June 2024.

The AGAR documents will be signed off by Full Council at the meeting on 26th June 2024.

The precept of £609,059.00 from West Suffolk Council was received on 25th April.

16. To note the arrangements for the Annual Jankyn Smyth celebrations

All Councillors have received an invitation to attend the annual Jankyn Smyth celebrations taking place on 27th June. This is a tradition dating back to 1481 and Councillors are urged to attend.

17. To consider CCTV at Cotton Lane allotments following increased anti-social behaviour

There has been increased crime at the Cotton Lane allotment site during the last three months. The Allotments Officer has been working with both Suffolk Police and West Suffolk Council in order to alleviate the crime.

West Suffolk Council have advised that they are willing to monitor a CCTV camera on site for three months at a cost of £2500 but will fund a further three months of surveillance to cover the summer holidays at no additional cost to the Town Council.

Resolution Record No. **BSETC/218/29/May/24:**

RESOLVED that CCTV cameras are installed by West Suffolk Council at the Cotton Lane allotment site for three months at a cost of £2500.00 with a further three months CCTV being funded by West Suffolk Council.

18. To approve and adopt the Code of Conduct

Resolution Record No. **BSETC/219/29/May/24:**

RESOLVED that the Code of Conduct be **ADOPTED**

19. To approve and adopt Town Council Standing Orders

Resolution Record No. **BSETC/220/29/May/24:**

RESOLVED that the Code of Conduct be **ADOPTED** with the amendment to 3.i. as follows:

- i. A person shall raise their hand when requesting to speak.

20. To approve and adopt Town Council updated Financial Regulations

Resolution Record No. **BSETC/221/29/May/24:**

RESOLVED that the updated Financial Regulations be **ADOPTED**

21. To appoint Members to the Planning, Finance and Licensing committee

Resolution Record No. **BSETC/222/29/May/24:**

RESOLVED that the current members of the Planning, Finance and Licensing committee remain as follows:

Diane Hind (ex officio with full voting rights)
Donna Higgins (ex officio with full voting rights)
Peter Armitage
Nicola Iannelli-Popham
Paul McGoochan
Marilyn Sayer

As Luke Halpin was not present at the meeting need to confirm whether he is willing to remain on the committee.

21.1 To appoint Chair and Vice ChairResolution Record No. **BSETC/223/29/May/24:****RESOLVED** that Cllr Iannelli-Popham be elected as **CHAIR** and Cllr Sayer be elected as **VICE CHAIR** of the P,L&F committee for 2024/2025**21.2 To confirm terms of reference for the P,L&F committee**Resolution Record No. **BSETC/224/29/May/24:****RESOLVED** that the existing terms of reference be **CONFIRMED****22. To appoint Members to the Staffing and Employment committee**Resolution Record No. **BSETC/225/29/May/24:****RESOLVED** that the following members be elected to the Staffing and Employment committee:

Diane Hind (ex officio with full voting rights)
Donna Higgins (ex officio with full voting rights)
Peter Armitage
Patrick Chung
Rowena Lindberg
Sarah Stamp

22.1 To appoint a Chair and Vice Chair of the Staffing and Employment committeeResolution Record No. **BSETC/226/29/May/24:****RESOLVED** that Cllr Stamp be elected as **CHAIR** and Cllr Lindberg be elected as **VICE CHAIR** of the Staffing and Employment committee for 2024/2025**22.2 To confirm terms of reference for the Staffing and Employment committee**Resolution Record No. **BSETC/227/29/May/24:****RESOLVED** that the existing terms of reference be **CONFIRMED****23. To consider grant application from BSE Rickshaw**

Members discussed a grant application from BSE Rickshaw for funding to provide additional rickshaws.

Resolution Record No. **BSETC/228/29/May/24:****RESOLVED** that BSE Rickshaw be awarded grant funding of £1080.00 to cover costs associated with garaging and powering additional rickshaws.**24. To appoint three members to the Staffing Appeals Panel**

This item was deferred to the June Full Council meeting in order for terms of reference to be confirmed

25. To appoint member to the post of Councillor Financial Review ExaminerResolution Record No. **BSETC/229/29/May/24:****RESOLVED** that Cllr Armitage continue as Councillor Financial Review Examiner for 2024/2025.**26. To confirm and adopt the Scheme of Delegation**Resolution Record No. **BSETC/230/29/May/24:****RESOLVED** that the existing Scheme of Delegation be **CONFIRMED** and **ADOPTED****27. To appoint two members to represent the Town Council on the Bury in Bloom committee**Resolution Record No. **BSETC/231/29/May/24:****RESOLVED** that the following members represent the Town Council on the Bury in Bloom committee and report back to the Town Council

Cllr Sayer
Cllr Stennett

28. To appoint a Councillor to represent the Town Council at the Suffolk Association of Local Councils (SALC)Resolution Record No. **BSETC/232/29/May/24:****RESOLVED** that Cllr Iannelli-Popham be appointed to represent the Town Council at the Suffolk Association of Local Councils and report back to the Town Council

29. To note the Council's nominated representatives to the Guildhall Feoffment

It was noted that the previously nominated Town Council representatives to the Guildhall Feoffment appointed for a four-year term in May 2022 are as follows:

CLlr Chung
CLlr Mager
Mr Greg Luton
Mr Tom Murray

30. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings:

30.1 24th April 24

Resolution Record No. **BSETC/233/29/May/24:**

RESOLVED that the minutes of the P,L&F meeting on 24th April 24 be **ADOPTED**

30.2 15th May 24

Resolution Record No. **BSETC/234/29/May/24:**

RESOLVED that the minutes of the P,L&F meeting on 15th May 24 be **ADOPTED**

31. To receive and adopt the recommendations of the Staffing and Employment committee 15th May

Resolution Record No. **BSETC/235/29/May/24:**

RESOLVED that the minutes of the Staffing and Employment committee meeting on 15th May 24 be **ADOPTED**

32. To approve and sign the payments list for April 2024

Resolution Record No. **BSETC/236/29/May/24:**

RESOLVED that the payments list for April 2024 be **APPROVED** and **SIGNED**

33. To approve and sign Barclays bank balances as at 30 April 2024

Resolution Record No. **BSETC/237/29/May/24:**

RESOLVED that Barclays bank balances as at 30 April 2024 be **APPROVED** and **SIGNED**

34. Motion/Resolution to exclude temporarily the Public and Press:

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed concerning: The Guildhall

Resolution Record No. **BSETC/238/29/May/24:**

That the public and press be excluded from the meeting for Agenda Item 35 to be discussed.

The public and press left the meeting.

35. To discuss the Guildhall

The Confidential report is shown at Resolution Record No: **BSETC/239/29/May/24**

36. Date of next meeting: Wednesday 26th June 2024

The meeting ended at 9.30pm

Signed: _____ Dated _____