

Press and public are invited to attend this meeting. If you wish to attend the meeting email [towncouncilmail@burystedmunds-tc.gov.uk](mailto:towncouncilmail@burystedmunds-tc.gov.uk). Persons attending this meeting, whether to participate or observe, are advised that they may be filmed, recorded or otherwise reported about. Persons attending this meeting are requested to avoid filming, recording or otherwise reporting about vulnerable adults and children without the consent of the relevant responsible adult.

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## **Bury St Edmunds Town Council**

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01 May 2024

### **To all Members of the Town Council**

You are summoned to attend the Annual Meeting of **Bury St Edmunds Town Council**, to be held at the Guildhall, **(enter via the entrance at 79 Whiting Street)**, Bury St Edmunds, IP33 1NX on **Wednesday 29 May 2024** at 7:00 pm.

Jodie Budd

Town Clerk

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### **Agenda**

1. Introduction (Town Clerk)
2. Election of new Mayor for 2024-2025
3. Election of new Deputy for 2024-2025
4. To receive the Mayor's 'Declaration of Acceptance of Office of Mayor' or, if not then received, to decide when it shall be received.
5. To receive the Deputy Mayor's 'Declaration of Acceptance of Office of Deputy Mayor' or, if not *then* received, to decide when it shall be received.
6. To receive apologies for absence and reasons, to be recorded
7. Declarations of Interest and Additions to Registers  
*Members are reminded of their responsibility to declare any disclosable pecuniary or local non-pecuniary interest which they have in any item of business on the Agenda no later than when the item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item. [Note: Applications for a dispensation must be submitted in writing to the Clerk as soon as possible before the meeting and in any event not later than 4pm the day before the meeting for which the dispensation is required.]* [District declaration]
8. To consider written applications by a Member for a dispensation, relieving the Member from the restrictions in section 31(4) of the Localism Act 2011 in cases described in the dispensation and to specify the period for which any dispensation has effect.
9. To confirm, adopt and sign the Minutes from Full Council, Wednesday 24 April 2024, [attached]

10. Public Forum – meeting adjourns: questions from members of the public of maximum 3 minutes' duration per person within 20 minutes maximum, including any Members of West Suffolk Council or Suffolk County Council who wish to speak.
11. To present the Citizen of the Year medal to Di Allum.
12. Mayor's announcements [to be given verbally]
13. To note the Town Clerk's report [to be given verbally]
14. To consider purchasing a new Speed Indicator Device. [Attached]
15. To note the Responsible Financial Officer's Report [attached].
16. To note arrangements for the Annual Jankyn Smyth celebrations.
17. To consider CCTV on Cotton Lane following 3 months of crime on the allotments [attached].
18. To approve and adopt the Code of Conduct [attached].
19. To approve and adopt Town Council Standing Orders [attached].
20. To approve and adopt Town Council updated Financial Regulations [to follow].
21. To appoint Members to the Planning, Finance and Licensing Committee [6 members] to include BSETC Chairman and Vice Chairman, ex officio, with full voting rights:
  - 21.1. To appoint a Chairman and Vice Chairman
  - 21.2. To confirm terms of reference [attached]
22. To appoint Members to the Staffing and Employment Committee [6 members] to include BSETC Chairman and Vice Chairman, ex-officio, with full voting rights.
  - 22.1. To appoint a Chairman and Vice Chairman.
  - 22.2. To confirm terms of reference [attached].
23. To consider grant application from BSE Rickshaw [attached].
24. To appoint three (different to Item 21) Members to the Town Council Staffing Appeals Panel.
25. To appoint a member to the post of Councillor Financial Review Examiner. [NB: this post is separate from the statutory Internal Auditor and the statutory External Auditor].
26. To confirm and adopt the Scheme of Delegation [attached].
27. To appoint representatives [2 members] to the Bury in Bloom Committee.
28. To appoint a representative to the Suffolk Association of Local Councils (SALC).
29. To note the Council's nominated representatives to the Guildhall Feoffment (appointed May 2022 for a 4-year term)
30. To receive the reports and adopt the recommendations of the Planning, Finance and Licensing Committee meeting of:
  - 30.1 24 April [attached].

30.2 15 May [attached].

31. To receive the reports and adopt the recommendations of the Staffing and Employment committee:

31.1 15 May [attached].

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

33. To approve and sign the Barclays bank balances for April 2024 [attached]

34. **Date of next meeting:** 26 June 2024

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35. To discuss the Guildhall. [Report to follow]