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

Bury St Edmunds Town Council
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18 November 2026

To all Members of the Town Council
You are summoned to attend the 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 25 November 2026** at 7:00 pm.

Jodie Budd
Jodie Budd
Town Clerk

Agenda

1. To receive apologies for absence and reasons.

2. To receive Declarations of Interest and Additions to Registers, including any gifts or hospitality. *Members are to declare any pecuniary or local non-pecuniary interest which they have in any item on the agenda, no later than when the item is reached and, if appropriate, to leave the meeting before discussion and voting on the item* [District declaration].

3. To consider written applications by Members for a dispensation relieving the individual member from restrictions in section 31(4) of the Localism Act 2011, in cases described in the dispensation and specify the period for which any dispensation granted has effect [*NB: Applications for a dispensation must be submitted in writing to the Clerk not later than 4pm the day before the meeting*.].

4. To confirm, adopt and sign the Minutes of the Council meeting held on the 21 October 2026 [attached].

5. Public Forum – Questions from members of the Public for a maximum of 3 minutes duration. Please note that only items on the agenda are to be discussed.

6. To note the Mayor's report [attached].

7. To note the Clerk's verbal report.

8. To note the PCSO's verbal report.

9. To receive reports from Bury in Bloom and the Theatre Royal ahead of budget approval in December.

10. To receive reports from the Mayor and Deputy Mayor regarding the Pavements and Public Spaces (PPS) scheme and an update on the UKSPF funding.

11. To discuss a letter from a resident regarding the flight path from RAF Mildenhall [attached].

12. To consider grant aid applications:
    12.1 Woodland Ways (already circulated and attached)

13. To approve the installation (£540 + VAT) and ongoing emptying costs (£3.85 per week) for a new litter bin in Sussex Road.

14. To approve and adopt the amended version of the Business Plan [attached].

15. To consider and adopt current Town Council policies.
    15.1 Co-Option Procedure
    15.2 Financial Control Procedures:
        Accounts payable (amended)
        Asset control and management
        Budgetary control and reporting
        Income
        Payroll
        Petty cash (amended)
        VAT
        Year-end procedures
    15.3 Scheme of Delegation
    15.4 Local Purchase Policy
    15.5 Smoking and Vaping Policy (new)
    15.6 Drug and Alcohol Policy (new)

16. To receive the report and adopt recommendations of the Plannng, Licensing and Finance Committee meetings:
    16.1 23 October 2026 [circulated]
    16.2 11 November 2026 [circulated]

17. To approve payment of an invoice from Suffolk Police for £52,330 for the PCSO's services from 01 September 26 until the 31 March 27.

18. To note the draft Interim (Half-year) Internal Audit report for 2026/27 [attached]

19. To note the Councillors Internal Audit Report (Quarter 2).

20. To note the Responsible Financial Officer's outline financial report [attached].

21. Date of next meeting: **Wednesday 16 December 2026.**