

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 24 June 2026 at 7pm**

Present: Cllrs Higgins (Town Mayor), Armitage, Chung, Halpin, Hind, Iannelli-Popham, Mager, McGoochan, Stennett and Waterman.

Also present: Jodie Budd (Town Clerk), Michelle Freeman (Crafty Foxes), Carol Eagles (Girl Guides), Kate Sawyer (BSE Literature Festival), Inspector Ben Hollands, PCSO's Mark Ellis and Jo Whiting.

1. To receive apologies for absence

Apologies for absence were received from Nicola Whittle (Responsible Financial Officer/Assistant Town Clerk), Cllrs Linberg, Mackenzie, O'Driscoll, Sayer, Stamp. No apologies were received from Cllr Augustine.

2. To receive declarations of interest, additions to register and any gifts or hospitality received.

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

3. 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.

4. To confirm, adopt and sign the minutes from the Full Council held on 27 May 2026

Resolution Record No. **BSETC/513/24/June/26**

RESOLVED that the Full Council minutes from the meeting held on 27 May 2026 be agreed and signed, as an accurate record.

5. Public Forum

Grant Aid applicants each spoke for three minutes on their applications. Two members of public were present but didn't speak.

6. Mayor's announcements

The Mayor, Cllr Higgins advised Members that the Mayoral team had attended the following events representing the Town Council:

- Joan Mann Special Sports Day RAF - Lakenheath.
- Normandy Landing Service – Rose Garden
- Civic Reception - Felixstowe
- Liberation of the Falkland Islands – Rose Garden & St Mary's Church
- Opening of the 'Keeping Tenants Cultivating' scheme – Cotton Lane allotments
- Community fundraising day – Westbury Centre
- Suffolk Day

Still to attend in June

- Celebration of Jankyn Smyth
- Bury Folk Festival
- Shoe shop opening
- Stagecoach performance
- Armed Forces Day – Stowmarket
- Farewell Service – Bridge Community Centre
- Civic Service West Suffolk - Cathedral



7. Town Clerk's report

- Attended a SALC 'Super Forum'. 70 town and parish councils attended a meeting online to listen to Arthur Charvonia from Babergh District Council on LGR and where we are. A lot is happening behind the scenes.
- Attended the AGM of Bury St Edmunds Heritage Trust. The Guildhall is now making a small profit.
- Attended the opening of 'Keeping tenants cultivated'
- Sunday, we held Suffolk Day. A wonderful day. Early figures from the BID show an increase of footfall by 41% on the same day as last year.
- Finally, a reminder of the Jankyn Smyth Service tomorrow.

8. To note the PCSO's report

Inspector Hollands introduced himself to everyone and explained what the main focus was on policing in the Town. Councillors noted the crime figures submitted by the PCSO's.

9. To consider grant applications from the following;**9.1 Abbey Garden Friends/Crafty Foxes**

To involve the crafty foxes (a local community craft company) to work with children, care homes and community groups to decorate the Towns' Christmas trees using recycled materials that don't cost the earth. A fun and innovative project using recycled drinks cans, tin cans and used deodorant cans to design and make hundreds of colourful Suffolk Soldiers all made from cans. Using old buttons, split pins and recycled food wrappers to provide their 'clothing'

With the strap line '**Bury St Edmunds Can Recycle. Can You?**'

The project will result in up to 10 Christmas Trees in the town decorated by 14 different locations. To include schools, colleges, retirement homes and uniformed organisations, such as army cadets.

Resolution Record No. **BSETC/514/24/June/26**

RESOLVED that Abbey Garden Friends/Crafty Foxes be awarded £4,165 for their Christmas Decorations.

9.2 Bury St Edmunds District Girl Guides

Girlguiding have arranged a pop concert at Wembley Arena on Saturday 10th October 2026.

This will be the first concert since Covid. There are only 20,000 tickets available, 10,000 tickets for the afternoon and 10,000 for the evening performances. We were lucky to secure 60 afternoon tickets for guides (10–14-year-olds), young leaders (14–18-year-olds) and leaders (18+) from Bury St Edmunds. There will be three different Bury St Edmunds Guide units attending together.

It is a wonderful opportunity for the girls to experience live music in a safe and secure environment. It gives them a sense of membership seeing the whole arena full of guides and leaders.

Everyone has purchased their own ticket for £40 each. $60 \times £40 = £2,400$

We have booked St Edmunds Travel to pick us up from Ram Meadow and take us to and from Wembley Arena. Cost = £955 (see attached invoice not paid yet)

We would like to purchase all attendees a cloth badge for £1 each as a reminder of the concert. These badges can be sewn onto everyone's camp blankets. Cost = £60

Resolution Record No. **BSETC/515/24/June/26**

RESOLVED that Bury St Edmunds District Girl Guides be awarded £1,015 towards their trip to London.

9.3 Bury St Edmunds Literature Festival

We provide free tickets to children, under-18s, and offer a discounted rate for students, under 25s, and those receiving benefits, to ensure the festival remains accessible and affordable to everyone.

We work hard to deliver a diverse line-up of speakers from all backgrounds to ensure that the festival is representative of society, and that it can provide an inspiring space to adults and young people of different backgrounds.

We work to make the festival accessible to the d/Deaf community of Bury St Edmunds and are seeking to captioned live events for the majority of our events. This year we have funding for captioning at all our events in the UMH.

We are working hard on diversity monitoring of both our authors and event chairs, and our audiences. We are using this data to identify communities that the festival isn't currently reaching and supporting, to help focus our marketing and partnership work in the future.

We have committee members and volunteers who have undertaken d/Deaf awareness training, race equality training, training on the history of race in the arts, and basic British Sign Language (BSL) training. Our Chair is EDI Governor Lead for the Eastern Education Group and has undertaken appropriate regular training in that capacity.

We are also working towards greater sustainability by reducing our carbon footprint as much as we can.

Resolution Record No. **BSETC/516/24/June/26**

RESOLVED that Bury St Edmunds Literature Festival be awarded £7,000 towards the running of the festival.

9.4 Sporting 87 Football Club – application withdrawn.

10. To approve payment of two invoices for Youth Work and Teen Chill from Abbeycroft Leisure

The first invoice for the period October 2025 – March 2026 is £17,741.04 (2025/2026 Budget), and the second is for the period April 2026 – June 2026, £14,840.04, both amounts include VAT and were agreed in both years budget for 2025/2026 and 2026/2027.

Resolution Record No. **BSETC/517/24/June/26**

RESOLVED to approve payment of £17,741.04 to be taken from General Reserves which was in the Budget for 2025/2026 and was never invoiced, £14,840.04 to Abbeycroft Leisure (2026/2027 Budget).

11. To approve and adopt the following Policies

Resolution Record No. **BSETC/518/24/June/26**

RESOLVED that the following policies be **APPROVED** and **ADOPTED**:

11.1 Risk Management Strategy

11.2 Sexual Harassment Policy (amended version)

11.3 Treasury Management Investment Strategy.

12. Mission Mistress Memorial

The Town Council have been asked to this to the Asset Register and add onto our insurance. It would be insured for around £5,000. West Suffolk Council are happy for the town council do this, even though it is on their land.

Resolution Record No. **BSETC/519/24/June/26**

RESOLVED that the memorial will be added onto the Town Council's asset register and insurance.

13. To receive the report and adopt the recommendations of the Planning Licensing and Finance Committee meetings:

13.1 27 May 2026

13.2 10 June 2026

Resolution Record No. **BSETC/520/24/June/26**

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 27 May 2026 and 10 June 2026 be **ADOPTED**

14. To note Responsible Financial Officer's report

Resolution Record No. **BSETC/521/24/June/26**

Report noted.

15. Date of next meeting Wednesday 22 July 2026

The meeting ended at 8.05pm

Signed: _____ Dated _____

① *[Handwritten signature]*