

**Minutes of the Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 23<sup>rd</sup> October 2024 at 7pm**

**Present:** Cllrs Hind (Town Mayor), Augustine, Chung, Iannelli-Popham, Lindberg, Mackenzie, Mager, McGoochan, Sayer and Stamp.

**Also present:** Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Police Sgt Joseph Nettleton, PCSO's Jo Whiting and Mark Ellis, Emma Suckling (Theatre Royal), Anna Berridge (Samaritans) and members of public.

**1. To receive apologies for absence**

Apologies were received from Cllrs Armitage, Higgins, O'Driscoll, Stennett and Waterman. Cllr Halpin was absent but no apologies had been received.

**2. 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. Augustine, Chung, Hind, Lindberg, Mackenzie, Mager, Sayer and Stamp declared a local non-pecuniary interest as District Councillors.

Cllr Mackenzie declared a pecuniary interest in agenda item 15 and took no part in the vote.

**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 25th September 2024**

Resolution Record No. **BSETC/280/23/Oct/24:**

**RESOLVED** that the Full Council minutes from the meeting held on 25th September 2024 be agreed and signed, as an accurate record.

**5. Public Forum**

A representative from The Theatre Royal, Bury St Edmunds presented a report about projects undertaken throughout the year and outlined future plans. She thanked the Town Council for their ongoing support. A representative from Samaritans Bury St Edmunds and West Suffolk explained about the work undertaken by volunteers at the Centre and the need for a new entrance door together with secure entry system.

**6. Mayor's announcements**

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

- 1<sup>st</sup> October – Launch of 2025 Dogs calendar at the Cathedral
- 3<sup>rd</sup> October – Opening of Art Exhibition at Museum of Food in Stowmarket
- 6<sup>th</sup> October – Masters of the Air event at the Guildhall
- 8<sup>th</sup> October – Paddington statue unveiling Charter Square
- 12<sup>th</sup> October – West Suffolk College graduation event at the Cathedral
- 12<sup>th</sup> October – Recovery's Got Talent
- 16<sup>th</sup> October – Citizens Advice Bureau AGM
- 20<sup>th</sup> October – West Suffolk Council Civic Service
- 23<sup>rd</sup> October – Presentation to the Deaf and Hard of Hearing group

**7. Town Clerk's report**

The Town Clerk advised Members that:

- There was a slight delay with the new website. This was due to IT issues connecting to our current domain name. West Suffolk Council are assisting.
- Attended the West Suffolk Area Forum, where there were officers from Suffolk County Council advising on the new Local Transport Plan. This is currently under consultation.
- Attended the Business Awards Ceremony at the Apex.

- Attended a talk on Dementia and how to interact with people who suffer.
- Attended the Neighbourhood Watch and Police Community Safety event. This involved discussions on the how the new Policing structure is working.
- Reminder to all members of the Town Council's Remembrance Service on Monday 11<sup>th</sup> November.
- Advised members of the need to hold an Extraordinary Full Council meeting next Wednesday (30<sup>th</sup>) to discuss a grant application from Abbeycroft Leisure for their Christmas food hampers.
- Had a visit from some residents of Mesa in Arizona, USA. They are interested in Twinning with Bury St Edmunds. More information will be available in due course.

#### **8. To note the PCSO's report**

Councillors noted the crime figures submitted by the PCSO. There have been four cases of arson in the area but nothing major to report.

The Town Centre Police Sergeant explained about the increased police presence in the town working with other agencies to combat anti- social behaviour.

#### **9. To receive a report from the Theatre Royal on activities this year and to approve possible funding for 2025/2026**

Emma Suckling presented a report outlining the successes and activities at the Bury St Edmunds Theatre Royal in the previous twelve months. The Theatre has worked with all sectors of the community including young people and SEND students.

The Theatre Royal greatly appreciates the grant funding received from the Town Council which enables it to stage varied productions appealing to a wide audience.

Councillors agreed that ongoing funding for the Theatre Royal for 2025/2026 would be included at the October Full Council meeting when next year's Town Council budget is discussed.

#### **10. To consider Grant Funding application from Bury St Edmunds Samaritans**

Councillors considered a request from Bury St Edmunds Samaritans for funding to replace main entrance door and install a new secure entry system.

Resolution Record No. **BSETC/281/23/Oct/24:**

**RESOLVED** that Bury St Edmunds Samaritans be awarded grant funding of £4000 to replace main entrance door at their Bury St Edmunds office together with a new secure entry system.

#### **11. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meeting of 25<sup>th</sup> September and 9<sup>th</sup> October 24**

Resolution Record No. **BSETC/282/23/Oct/24:**

**RESOLVED** that the minutes of the Planning, Licensing and Finance committee meetings held on 25<sup>th</sup> September and 9<sup>th</sup> October 24 be **ADOPTED**.

#### **12. To adopt the Training and Development Policy**

Councillors discussed the draft Training and Development policy.

Resolution Record No. **BSETC/283/23/Oct/24:**

**RESOLVED** that the Training and Development Policy be **ADOPTED**.

#### **13. To discuss issues with parking in Primack Road**

Councillors discussed issues with parking in Primack Road.

Resolution Record No. **BSETC/284/23/Oct/24:**

**RESOLVED** that the County Councillor for Bury St Edmunds requests double yellow lines to be installed in this area.

**14. To note the public consultation launch for Suffolk's next Local Transport Plan to 2024**

Councillors noted the public consultation and requested that the link to document be circulated to Councillors for them to respond individually.

**15. To consider increasing allotment rents from 1st April 2025**

The Town Clerk advised that allotment rents were not increased last year. Councillors discussed various options.

Resolution Record No. **BSETC/285/23/Oct/24:**

**RESOLVED** that the allotment rents be increased from £10.40 to £11.00 per rod commencing 1<sup>st</sup> April 2025 meaning the average cost per plot will be £55.00 per annum.

**16. To adopt the Asset Register**

Resolution Record No. **BSETC/286/23/Oct/24:**

**RESOLVED** that the Asset Register for 2024/2025 be **ADOPTED**

**17. To receive details of scheme relating to the use of Thermal Imaging camera and recruitment of volunteers**

The Town Clerk advised Councillors of a new Greener Suffolk scheme being trialled which allows groups to borrow a Thermal Imaging camera in order to assess heat loss from buildings and homes.

Bury Town Council has been asked to host the camera and allow groups who have prebooked the camera to collect it from Council offices.

The Town Clerk was requested to send link to Councillors with further information.

**18. To receive update on the Speed Indicator Devices including purchasing an Android mobile phone**

The Town Clerk advised that due to staffing issues Sudbury Town Council had cancelled its contract to manage the SID's on behalf of Bury Town Council with immediate effect. The current SID devices are too heavy for staff to relocate onto other posts but will be turned off in the interim period until a solution can be found.

Sudbury Council staff had been downloading software from the SID's and forwarding information to Bury staff. However in future this will need to be done by Bury Town Council staff. The current office mobile iPhone is not compatible with the devices as an Android phone is needed to download information.

The Town Clerk informed Councillors that one solution would be to have a contract for an Android phone in place of the current agreement for the office iPhone. The current iPhone is £18.00 per month and a new Android contract will be £17.00 per month.

Resolution Record No. **BSETC/287/23/Oct/24:**

**RESOLVED** that the Town Council changes its current contract to an Android phone at a cost of £17.00 excl. vat per month.

**19. Responsible Financial Officer's report**

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report. No issues for concern were identified.

**20. To approve and sign payments list for September 2024**

Resolution Record No. **BSETC/288/23/Oct/24:**

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

**21. To approve and sign Barclays bank balances as of 30<sup>th</sup> September 2024**

Resolution Record No. **BSETC/289/23/Oct/24:**

**RESOLVED** that Barclays bank balances as of 30<sup>th</sup> September 2024 be **APPROVED** and **SIGNED**

**22. 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: Staffing Committee report*

Resolution Record No. **BSETC/290/23/Oct/24:**

That the public and press be excluded from the meeting for Agenda Item 22 to be discussed.

The public and press left the meeting.

**23. Date of next meeting: Wednesday 29<sup>th</sup> November 2024**

The meeting ended at 8.40pm

Signed: \_\_\_\_\_ Dated \_\_\_\_\_