

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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20 November 2024

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, **(TUDOR KITCHEN)** (enter via the entrance at 79 Whiting Street), Bury St Edmunds, IP33 1NX on **Wednesday 27 November 2024** at 7:00 pm.

Jodie Budd

Jodie Budd
Town Clerk

Revised Agenda

1. To receive apologies for absence and reasons.
2. To receive Declarations of Interest and Additions to Registers. *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 23 October 2024 and the Extraordinary meeting of the Council on the 30 October 2024 [attached].
5. Public Forum – Questions from members of the Public for a maximum of 3 minutes duration, including any West Suffolk or Suffolk County Councillors wishing to speak.
6. To note the Mayor's verbal report.
7. To note the Clerk's verbal report.
8. To note the PCSO's verbal report.
9. To consider the 2025/2026 Budget and precept projections [attached].

10. To approve the grant of £20,000 to the Theatre Royal for the year 2024/25
11. Grant aid application;
 - 11.1 Bury St Edmunds Heritage Trust – Production of a book detailing the history of The Guildhall.
 - 11.2 Suffolk Regiment Museum – New archive space.
 - 11.3 Our Bury St Edmunds Bid - Marketing
12. To consider Town Council policies, some of which require slight amendments * from the earlier versions [attached].
 - 12.1 Co-Option Procedure
 - 12.2 Financial Control Procedures:
 - Accounts payable *
 - Asset control and management *
 - Budgetary control and reporting
 - Income *
 - IT access *
 - Payroll *
 - Petty cash *
 - VAT
 - Year-end procedures
 - 12.3 Service Standards
 - 12.4 Anti-Harassment & Bullying Policy
 - 12.5 Town Mayor's Expenses
 - 12.6 Dealing with Dispensations under S33 Localism Act 2011
 - 12.7 Grievance Procedure
13. To approve the recommended Local Government national pay award for officers in 2024 [attached].
14. To receive the report and adopt the recommendations of the Planning Licensing and Finance Committee meetings:
 - 14.1 23 October 2024 [circulated]
 - 14.2 13 November 2024 [circulated]
15. To discuss and comment on the consultation enabling remote attendance and proxy voting at meetings. [Attached].
16. To consider extending the period of CCTV on Cotton Lane [attached]
17. To discuss the office closure over Christmas.
18. To consider changing the date of the January 2025 Planning and full Council meetings.
19. To note the Responsible Financial Officer's outline financial report [attached].
20. To note the CCLA Payment report. [Attached]
21. To approve and sign the Barclays bank balances as of 31 October 2024 [attached]

22. To approve and sign the payments list for October 2024 [attached]

23. Date of next meeting: **Wednesday 18 December 2024**