**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 22 July 2026 at 7pm**

Present: Cllrs Higgins (Town Mayor), Armitage, Chung, Halpin, Hind (Deputy Mayor), Iannelli-Popham, Lindberg, Mackenzie, Mager, McGoochan, O'Driscoll, Sayer, Stennett, Stamp and Waterman.

Also present: Jodie Budd (Town Clerk), Nicola Whittle (Responsible Financial Officer/Assistant Town Clerk), Bradley Smith (Town Warden), Charlie Wallace (Assistant Town Warden), Tina Campan, Jade Sheppard (Abbeycroft Leisure) and PCSO Mark Ellis,

1. To receive apologies for absence
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.
Cllr Stamp declared a non-pecuniary interest in Agenda Item No.9.1.
Cllr Higgins declared that gifts and hospitality were received over the value of £25, at an event she attended on 22 July 2026.

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 24 June 2026
Resolution Record No. **BSETC/522/22/July/26**
RESOLVED that the Full Council minutes from the meeting held on 24 June 2026 be agreed and signed, as an accurate record. The vote was unanimous.

5. Public Forum
Grant Aid applicant spoke for three minutes on their application. 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:

- Celebration Trail marking 60 years since World Cup at the Arc
- Opening of Ukrainian Community Hub at the Norton Suite
- At home with the Mayor of Ipswich at the Regent Theatre
- Restore – Women's Aid Supporting Survivors, AGM
- Meet the Farmers, Budweiser Brewing Group at Blackthorpe Barn, Rougham
- Exhibition Edmund and the Great Heathen Army at Moyes Hall.

The mayor introduced the new Assistant Town Warden to all Councillors who was praised for all his good work and that Bury St Edmunds was unsuccessful in Town of Culture but the steering group is meeting again to discuss a legacy of the activities that involved 100 different groups from across Bury St Edmunds.

7. Town Clerk's report

- Fantastic hot day celebrating Jankyn Smyth, including an 8ft puppet of the man himself.
- Passed my first three assignments of my course.
- Positive feedback was received from our application for the Local Council Award Scheme. A couple of amendments are required before resubmitting.
- The red BT telephone Box, which council agreed to purchase at a cost of £1 has finally be signed over to us. I am currently writing a Service Level Agreement to the Churchgate Association who are going to insure and maintain the box.

8. To note the PCSO's report
Councillors noted the crime figures submitted by the PCSO's, highlighted that Cornhill and West Suffolk College are hotspot during school holidays.

9. To consider grant application from the following;
9.1 Abbeycroft Leisure – Christmas Meals and Hampers
To provide Heat at Home Christmas Dinners and Christmas Hampers delivered to adults living at home alone to support vulnerable and isolated adults this Christmas is to deliver 300 heat-at-home Christmas meals, along with festive hampers, to adults who would otherwise be spending Christmas Day alone and to provide an additional 60 Christmas Dinners, Boxing Day Lunch Food and Activity Packs for families experiencing financial hardship in Bury St Edmunds, which will complement the 68 food boxes already funded through the HAF programme, enabling us to reach more families who would otherwise struggle to afford a traditional Christmas meal. The mayor will also have additional Christmas cards printed from the schools Christmas card competition, which will be included with each meal and Hamper.
Resolution Record No. **BSETC/523/22/July/26**
RESOLVED that Abbeycroft Leisure be awarded a Grant for £12,029 for supply Christmas Meals and Hampers. 14 voted in favour of this and 1 was against.

10. To adopt the updated version of the Business Plan.
Withdrawn, resubmit at a future meeting.

11. To receive the report and adopt the recommendations of the Planning Licensing and Finance Committee meetings:
11.1 24 June 2026
11.2 08 July 2026
Resolution Record No. **BSETC/524/22/July/26**
RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 24 June 2026 and 8 July 2026 be **ADOPTED**. The vote was unanimous.

12. To receive the report and adopt the recommendations of the Staffing and Employment Committee meeting:
12.1 24 June 2026
Resolution Record No. **BSETC/525/22/July/26**
RESOLVED that the minutes of the Staffing and Employment Committee meeting held on 24 June 2026 be **ADOPTED.** This item was discussed in Private and Confidential but was not needed**.** The vote was unanimous.

13. To consider expenditure of up to £5,000 to purchase one free-standing Speed Indicator Device.
Bradley Smith (Town Warden) advised Councillors of how this free-standing Gorilla Tripod and Mounting Bracket Speed Indicator would work on the highway compared to a permanent position of a SID device Pole.
Resolution Record No. **BSETC/526/22/July/26**
RESOLVED to approve payment of up to £5,000 (excl. VAT) to Westcotec to purchase free-standing SID device. The vote was unanimous.

14. To approve recommendations from the Auditor on amendments to the Financial Regulations.
Resolution Record No. **BSETC/527/22/July/26**
RESOLVED to approve all suggested amendments to the Financial Regulations No.7.4, 7.5 and 7.6. The vote was unanimous.

15. To note Responsible Financial Officer's report
Resolution Record No. **BSETC/528/22/July/26**
Report noted.

DTR

16. Date of next meeting Wednesday 23 September 2026

The meeting ended at 8.03pm

Signed: D. E Hughes Dated 23/09/2026