

**Minutes of the Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 26<sup>th</sup> November 2025 at 7pm**

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

**Also present:** Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), PCSO Mark Ellis, representatives from Bury in Bloom and Theatre Royal, the Press and seven members of public.

**1. To receive apologies for absence**

Apologies for absence were received from Cllrs Halpin and Mackenzie.

**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, Augustine, Chung, Higgins, Hind, Lindberg, Mager, O'Driscoll, Sayer, Stamp, 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 22<sup>nd</sup> October 2025**

Resolution Record No. **BSETC/431/26/Nov/25**

**RESOLVED** that the Full Council minutes from the meeting held on 22<sup>nd</sup> October 2025 be agreed and signed, as an accurate record.

**5. Public Forum**

Representatives from Bury in Bloom and the Theatre Royal updated Councillors on achievements during the year.

Bury in Bloom won gold at this years Britain in Bloom awards as well as at the Anglia in Bloom awards. The Theatre Royal circulated their Annual Report to Councillors which highlighted the many exciting productions and events during 2024/2025.

**6. Mayor's announcements**

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

Babergh Chair's Charity Quiz night  
Royal British Legion – First poppy of the year presentation  
Multicultural Women's Group Taste of Culture  
Civic Service - Mid Suffolk Council  
Guildhall Book launch  
Boer War Memorial and Cemetery Service of Remembrance  
Rose Garden Remembrance Memorial Service  
West Suffolk Remembrance Service and Parade  
Bury St Edmunds Town Council Armistice Service  
Bury in Bloom Greenfingers Awards  
Tree planting Sicklesmere Road allotments  
Catholic Church of St Edmund King and Martyr – Mass  
Priory School bug hotel building  
Launch of Christmas tree on Angel Hill  
Launch of Cards for Good Causes charity pop up shop  
Rotary Club Annual dinner  
Bury St Edmunds Christmas light switch on event  
Friends of Kevelaer AGM



## Magna Carta Lark and Linnet trail revival

**7. Town Clerk's report**

The Town Clerk advised Members as follows:

Met with Inspector Hollands; the Inspector for Bury St Edmunds  
Had talks regarding proposals for Suffolk Day  
Attended the Remembrance Service at the Boar War Memorial  
Attended the Remembrance Service at the war Memorial  
The Town Warden and I attended an Information evening on Emergency planning  
The highlight of the month was attending the Dog Friendly Awards at the Kennel Club in London. Bury St Edmunds came second.

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

Councillors noted the crime figures submitted by the PCSO's.

PCSO Mark Ellis advised that there have been extra police patrols in hotspot areas of the town. Assaults relating to individuals are very low but there have been a few incidents involving offensive weapons, but no injuries sustained.

**9. To consider the 2026/2027 budget proposals**

The Mayor reminded Councillors of how Bury St Edmunds has evolved from a body that ran some allotments and gave grants to community groups on a piecemeal basis, into a Council that has taken on increasing support for community interests. Councillors have focussed on young people and families of all income groups who are facing challenges. Cllr Higgins advised Councillors to agree a budget for a forward thinking and ambitious Council.

The RFO informed Councillors that since 2020 the Town Council has accrued substantial reserves, but recently large amounts have been paid to support local community projects. The Town Council has supported the Christmas festive events, children's holiday activities, youth project work and many other charities.

The Town Council staff has also increased from three part time staff to five staff members including two full time staff. A Town Warden has been employed and has already engaged with schools, Bury in Bloom, allotment holders and other local organisations, working in partnership with Suffolk County Council and West Suffolk Council.

The RFO reminded Councillors that reserves have decreased quite significantly due to financial support given to organisations. If the precept is not increased slightly each year there is a risk that eventually the tax would have to rise considerably in future years.

The RFO suggested that a precept of £646,090 which represents an increase of 78p per annum per household be considered.

Resolution Record No. **BSETC/432/26/Nov/25**

**RESOLVED** that the RFO prepares a budget to be discussed at the next Full Council meeting on the basis of the precept being £646,090

**10. To consider and adopt current Town Council policies**

Resolution Record No. **BSETC/433/26/Nov/25**

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

**10.1** Co-option Procedure

**10.2** Financial Control Procedures as follows:

Accounts payable  
Asset control and management  
Budgetary control and reporting  
Income  
IT access  
Payroll  
Petty cash  
VAT  
Year-end procedures

**10.3** Scheme of delegation (amended)

**10.4** Local purchase policy

**11. To approve expenditure of £3,904.80 (ex-vat) to purchase 20 new salt/grit bins.**Resolution Record No. **BSETC/434/26/Nov/25****RESOLVED** that expenditure of £3,904.80 (ex-vat) be **APPROVED** for the purchase of new salt/grit bins**12. To approve payment of £50,000 for the Abbey of St Edmund Reborn project**

The Town Clerk informed Councillors that the £50,000 had been pledged for the Abbey of St Edmund project at the Full Council meeting in March 2025 subject to a successful Lottery bid.

The Lottery bid was successful, and the project has now reached the next stage, and money is needed to progress the project.

Resolution Record No. **BSETC/435/26/Nov/25****RESOLVED** that payment of £50,000 is **APPROVED** for the Abbey of St Edmund project**13. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 22<sup>nd</sup> October and 12<sup>th</sup> November 2025**Resolution Record No. **BSETC/436/26/Nov/25:****RESOLVED** that the minutes of the Planning, Licensing and Finance committee meetings held on 22<sup>nd</sup> October and 12<sup>th</sup> November 2025 be **ADOPTED****14. To approve the Internal Audit proposal for the 2025/2026 audit**

The RFO recommended that Mr Trevor Brown be appointed as Internal Auditor for the 2025/2026 audit and wished to thank him for his help and support in the previous four years.

Resolution Record No. **BSETC/437/26/Nov/25:****RESOLVED** that Mr Trevor Brown be **APPOINTED** as Internal Auditor for the 2025/2026 audit at a cost of £575.00**15. Responsible Financial Officer's report**

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

**16. To note the CCLA payment report**

The CCLA payment report was noted

**17. To approve and sign Barclays bank balances as of 31<sup>st</sup> October 2025**Resolution Record No. **BSETC/438/26/Nov/25:****RESOLVED** that Barclays bank balances as of 31<sup>st</sup> October 2025 be **APPROVED** and **SIGNED****18. To approve and sign payments list for October 2025**Resolution Record No. **BSETC/439/26/Nov/25:****RESOLVED** that the payments list for October 2025 be **APPROVED** and **SIGNED****19. 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: Amended Heads of Terms for 79 Whiting Street*Resolution Record No. **BSETC/440/26/Nov/25:**

That the public and press be excluded from the meeting for Agenda Item 19 to be discussed.

**20. Date of next meeting Wednesday 17<sup>th</sup> December 2025**

The meeting ended at 8.40pm

Signed: D. F. Burgess Dated \_\_\_\_\_

**Full Council - Private and Confidential Minutes**

**Agenda item 19**

**19. To discuss the amended Heads of Terms for 79 Whiting Street**

The Town Clerk advised that the Heads of Terms for the rental of 79 Whiting Street had been revised to show a term of 5 years instead of 7 years.

**Resolution Record No. BSETC/441/26/Nov/25:**

**RESOLVED** that the amended Heads of Terms for 79 Whiting Street be **ADOPTED**

Signed: D-F Myers Dated \_\_\_\_\_