

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 26th 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 22nd October 2025

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

RESOLVED that the Full Council minutes from the meeting held on 22nd 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 Kvelaer AGM

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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 22nd October and 12th November 2025**Resolution Record No. **BSETC/436/26/Nov/25:****RESOLVED** that the minutes of the Planning, Licensing and Finance committee meetings held on 22nd October and 12th 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 31st October 2025Resolution Record No. **BSETC/438/26/Nov/25:****RESOLVED** that Barclays bank balances as of 31st 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 17th December 2025

The meeting ended at 8.40pm

Signed:  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. E. Hughes

Dated _____