

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 23rd July 2025 at 7pm**

Present: Cllrs Higgins (Town Mayor), Armitage, Augustine, Chung (arrived at 7.20pm), Hind, Iannelli-Popham, Mager, O'Driscoll, Sayer, Stamp and Waterman.

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Bradley Smith (Town Warden), PCSO's Mark Ellis and Jo Whiting and eight members of public.

1. To receive apologies for absence

Apologies for absence were received from Cllrs Halpin, Lindberg, Mackenzie, McGoochan and Stennett.

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 Armitage, Augustine, Chung, Higgins, Hind, Mager, O'Driscoll, Sayer, Stamp 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 25th June 2025

Resolution Record No. **BSETC/392/23/Jul/25**

RESOLVED that the Full Council minutes from the meeting held on 25th June 2025 be agreed and signed, as an accurate record.

5. Public Forum

Representatives from the Bury St Edmunds for Black Lives and the Catholic History Group attended the meeting to support their respective grant applications and answer questions from Councillors.

6. Mayor's announcements

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

- 12th July – Morar Abbeygate Manor Care home opening
- 14th July – Urban Forestry sponsored litter picking equipment
- 17th July – Memorial service at Cathedral for Cllr Robert Everett
- 17th July – Greengage public house opening

7. Town Clerk's report

The Town Clerk advised Members as follows:

- Another busy month involving devolution and LGR. Some of you attended the meeting last week to hear Suffolk County Council's reasoning's on 'One Suffolk'.
- I am still working at gaining a bronze award for the Local Council Award scheme. The application has to be submitted by the 05 September.
- I attended an 'introductory' webinar on the Governance qualification (which you will discuss further along the agenda). They 'sold' it very well, especially for those council's who are going through the Devolution process.
- Bury will be judged by the Anglia in Bloom judges on the 30 July and by Britain in Bloom on the 04 August.
- I have had a meeting with Bury Theatre Services regarding the Town Council working with them to bring back the fireworks display in the Abbey Gardens. We would work alongside St Nicholas' Hospice, who provide stewards etc. West Suffolk Council have approved the use of the Abbey Gardens. I will bring detailed costings to the meeting in September.

DZA

8. Town Warden report

Mr Bradley Smith, newly appointed Town Warden, briefly outlined activities undertaken and new projects planned. These included ward walks with Town Councillors, introduction to residents' groups, partnership working with PCSOs, water harvesting project at Moreton Hall allotments and alleyway clearance in the town.

Councillors congratulated Mr Smith on his successful start in the role.

9. To note the PCSO's report

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

PCSO Mark Ellis advised that officers have been tackling anti-social behaviour hotspots which has seen the town centre greatly improved.

Councillors raised concerns about the redundant school buildings at Moreton Hall school being the target for anti-social behaviour.

10. To consider Grant applications:**10.1 Bury St Edmunds for Black Lives**

Councillors discussed an application for funding to support a 'Sounds of Courage' production at the Theatre Royal.

Resolution Record No. **BSETC/393/23/Jul/25**

RESOLVED that Bury St Edmunds for Black Lives be awarded grant funding of £1000 to support the 'Sounds of Courage' production at the Theatre Royal in October 2025.

10.2 St Edmund's Catholic Parish History Group

Councillors discussed an application for funding for the Renovation and Conservation of Church Vestments

Resolution Record No. **BSETC/394/23/Jul/25**

RESOLVED that St Edmund's Catholic Parish History Group be awarded £2400 for the renovation and conservation of Church vestments and public exhibition.

11. To appoint members to form a working party to review the Grant Aid application form

Resolution Record No. **BSETC/395/23/Jul/25**

RESOLVED that Cllrs Higgins and Hind work with the Town Clerk to review the Grant Aid application form.

12. To approve expenditure of up to £10,000 to purchase two additional Speed Indicator Devices

Councillors discussed the need for additional speed indicator devices to be used throughout the town.

Resolution Record No. **BSETC/396/23/Jul/25**

RESOLVED that up to £10,000 is **APPROVED** for the purchase of two additional speed indicator devices.

13. To approve payment of invoice from Abbeycroft Leisure for £5351.67 ex vat for Outreach Youth work from 01 April 25 to 30 Sep 25

Councillors had received a report from Abbeycroft Leisure outlining the outreach work that was being done to help young people in the area.

Resolution Record No. **BSETC/397/23/Jul/25**

RESOLVED that payment of the invoice from Abbeycroft Leisure for £5351.67 ex vat for outreach work until September 2025 be **APPROVED**.

14. To approve proposed changes to the Guildhall Feoffment Governing document

Councillors discussed the proposed changes to the Guildhall Feoffment Governing document

Resolution Record No. **BSETC/398/23/Jul/25**

RESOLVED that the proposed changes to the Guildhall Feoffment Governing document be **APPROVED**.

15. To approve expenditure of up to £10,000 (excluding VAT) for the purchase and installation of 14 new notice boards across the town

Councillors discussed the need for Community notice boards to be installed in 14 areas across the town. These would be managed by the Town Council with local groups submitting notices to the Town Council to be displayed in them.

The style of notice board would be chosen to be in keeping with each location.

Resolution Record No. **BSETC/399/23/Jul/25**

RESOLVED that up to £10,000 (excluding VAT) is **APPROVED** for the purchase and installation of notice boards throughout the town.

16. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 25th June and 9th July 2025

Resolution Record No. **BSETC/400/23/Jul/25:**

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 25th June and 9th July 2025 be **ADOPTED**

17. To receive the report and adopt the recommendations of the Staffing and Employment Committee meeting, including the recommendation to approve expenditure of up to £8,000 over 2 years for the Town Clerk to further her education in Community Governance

Resolution Record No. **BSETC/401/23/Jul/25:**

RESOLVED that the minutes of the Staffing and Employment committee meeting held on 25th June 25 be **ADOPTED**

Councillors discussed the recommendation to approve expenditure of up to £8,000 over two years for the Town Clerk to further her education in Community Governance. It was generally accepted that it is common practice for staff members to pay back a proportion of course fees should they leave the organisation within a set period of time.

Resolution Record No. **BSETC/402/23/Jul/25:**

RESOLVED that expenditure of £8,000 is **APPROVED** for further education for the Town Clerk with conditions regarding any pay back to be agreed.

18. Responsible Financial Officer's report

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report.

19. To note information received from the CCLA

The RFO advised that there had been some changes within the investment organisation that the Town Council currently has funds invested in. There were no major concerns, but Councillors requested further information regarding the new parent company.

Resolution Record No. **BSETC/402/23/Jul/25:**

RESOLVED that the RFO investigates further information regarding the changes within the investment organisation

20. To approve and sign payments list for June 2025

Resolution Record No. **BSETC/403/23/Jul/25:**

RESOLVED that the payments list for June 2025 be **APPROVED** and **SIGNED**

21. To approve and sign Barclays bank balances as of 30th June 2025

Resolution Record No. **BSETC/404/23/Jul/25:**

RESOLVED that Barclays bank balances as of 30th June 2025 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: Presentation from WSC Director of Housing, Communities & Regulatory services

Resolution Record No. **BSETC/405/23/Jul/25:**

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

23. Date of next meeting Wednesday 24th September 2025

The meeting ended at 9.35pm

Signed:  Dated 26th Sept 25