

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 27 May 2026 at 7pm**

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

Also present: Jodie Budd (Town Clerk), Nicola Whittle (Responsible Financial Officer/Assistant Town Clerk), PCSO Jo Whiting, Suffolk County Council Councillors Simon Alders, Richard Rout and Dylan Roques, three members of public and the Press.

1. Introduction from Town Clerk

The Town Clerk welcomed nominations for the election of the Town Mayor.

2. Election of Town Mayor 2026 - 2027

Cllr Donna Higgins was nominated by Cllr Hind and Seconded by Cllr O'Driscoll for the position of Town Mayor for year 2026 – 2027.

Resolution Record No. **BSETC/491/27/May/26**

RESOLVED that there being no other nominations and following a unanimous vote Cllr Donna Higgins be elected as Town Mayor for year 2026 – 2027.

Cllr Higgins then took the Chair

3. To receive the Mayor's Declaration of Acceptance of Office

Resolution Record No. **BSETC/492/27/May/26**

Cllr Higgins read the Declaration of Office of Mayor and signed the declaration form in the presence of Councillors.

4. Election of Deputy Mayor 2026 – 2027

Cllr Diane Hind was nominated by Cllr Higgins and seconded by Cllr Sayer for the position of Deputy Mayor for year 2026 – 2027.

Resolution Record No. **BSETC/493/27/May/26**

RESOLVED that there being no other nominations and following a unanimous vote Cllr Diane Hind be elected as Deputy Mayor for year 2026 – 2027.

5. To receive the Deputy Mayor's Declaration of Acceptance of Office

Resolution Record No. **BSETC/494/27/May/26**

Cllr Hind read the Declaration of Office of Deputy Mayor and signed the declaration form in the presence of Councillors.

6. To receive apologies for absence

Apologies for absence were received from Cllrs Mackenzie, McGoochan and Waterman. No apologies were received from Cllr Augustine.

7. 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, Lindberg, Mager, O'Driscoll, Sayer, Stennett and Stamp declared a local non-pecuniary interest as District Councillors.

Cllr Armitage and Chung declared a non-pecuniary interest on agenda item 3, Cllr Stennett declared a pecuniary interest on agenda item 3.

The Mayor and the Deputy Mayor both received a plant from the Deaf Association, the Mayor had received a recipe book from the Ukraine Group and a mug and ceramic spoon from Compiègne Town Twinning President.

8. 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.

9. To confirm, adopt and sign the minutes from the Full Council held on 22nd April 2026

Resolution Record No. **BSETC/495/27/May/26**

RESOLVED that the Full Council minutes from the meeting held on 22nd April 2026 be agreed and signed, as an accurate record.

10. Public Forum

New Suffolk County Council Councillors Simon Aalders, Richard Rout and Dylan Roques introduced themselves.

11. Mayor's announcements

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

- Retirement Service at St Edmundsbury Cathedral
- Mayor's Garden Party at the Deanery
- Friends of Compiègne visit
- Ukraine Group bi-annual Meeting at St Edmundsbury Cathedral
- Gave a talk at the Deaf and Hard of Hearing Association.

12. Town Clerk's report

- This month the 'Clerk's on Tour' was held at the Guildhall. 10 clerks visited from around Suffolk to discuss issues and swap advice.
- Following on for your approval to use Peninsula, staff training has started on Health & Safety etc. We have a Health & Safety inspection of the building tomorrow.
- As part of the Jankyn Smyth procession after the service, a small part of Crown Street, Churchgate Street and Guildhall Street will be closed to traffic to allow for the procession to walk in the road.
- I attended the VE Day service in the Rose Garden.
- Plans are well underway for Suffolk Day. You should all have received your invitations. If you could reply ASAP either way that would be appreciated.
- Had a meeting with West Suffolk and Suffolk Highways to discuss possible alterations to the area outside of Poundland. More information on this will follow.

13. To note the PCSO's report

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

14. To note arrangements for the annual Jankyn Smyth celebrations.

Noted

15. To approve and adopt the following Policies

Resolution Record No. **BSETC/496/27/May/26**

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

15.1 Code of Conduct

15.2 Scheme of Delegation

15.3 IT Policy (New) – subject to the word 'tasteful' being replaced with respectful.

15.4 Biodiversity

15.5 Dignity at Work



16. To appoint members to the Planning, Finance and Licensing Committee [8 members] include BSETC Chairman and Vice Chairman, ex-officio, with full voting rights.

Resolution Record No. **BSETC/497/27/May/26**

RESOLVED that the following members be appointed to the Planning, Licensing & Finance committee:

Cllr Donna Higgins (ex officio with full voting rights)
Cllr Diane Hind (ex officio with full voting rights)
Cllr Peter Armitage
Cllr Nicola Iannelli-Popham
Cllr Paul McGoochan
Cllr Marilyn Sayer

16.1 To appoint a Chairman and Vice Chairman.

It was **RESOLVED** that the following members be elected as Chairman and Vice Chairman of the P,L&F committee:

Cllr Nicola Iannelli-Popham – Chairman
Cllr Marilyn Sayer – Deputy Chairman

16.2 To confirm terms of reference

It was **RESOLVED** that due to no other Councillors being elected to the Committee, the terms of reference be changed to confirm that the P,L&F committee be comprised of **SIX** members which includes the Mayor and Deputy Mayor as ex officio.

17. To appoint members to the Staffing and Employment Committee (6 members) to include BSETC Chairman and Vice Chairman, ex-officio, with full voting rights.

Resolution Record No. **BSETC/498/27/May/26**

RESOLVED that the following members be appointed to the Staffing and Employment committee:

Cllr Donna Higgins (ex officio with full voting rights)
Cllr Diane Hind (ex officio with full voting rights)
Cllr Patrick Chung
Cllr Rowena Lindberg
Cllr Richard O'Driscoll

17.1 To appoint a Chairman and Vice Chairman.

It was **RESOLVED** that the following members be elected as Chairman and Vice Chairman of the Staffing and Employment committee

Cllr Rowena Lindberg – Chairman
Cllr Richard O'Driscoll – Vice Chairman

17.2 To confirm terms of reference

It was **RESOLVED** that due to no other Councillors being elected to the Committee, the terms of reference be changed to confirm that the Staffing and Employment committee be comprised of **FIVE** members which includes the Mayor and Deputy Mayor as ex officio.

18. To appoint three members to the town Council Staffing Appeals Panel.

Resolution Record No. Resolution Record No. **BSETC/499/27/May/26**

RESOLVED that the following members be appointed to the Town Council Staffing Appeals Panel:

Cllr Nicola Iannelli-Popham
Cllr Frank Stennett
Cllr Sarah Stamp

19. To appoint a representative (one member) to the Bury in Bloom Committee.

Resolution Record No. Resolution Record No. **BSETC/500/27/May/26**

RESOLVED that Cllr Marilyn Sayer be appointed as Town Council representatives to the Bury in Bloom committee.

20. To appoint a representative to the Suffolk Association of Local Councils (SALC).Resolution Record No. **BSETC/501/27/May/26****RESOLVED** that Cllr Rowena Lindberg be appointed as Town Council representative to the Suffolk Association of Local Councils.**21. To receive the reports and adopt the recommendations of the Planning, Finance and Licensing Committee meeting held on:****21.1** 22 April 2026.**21.2** 13 May 2026.Resolution Record No. **BSETC/502/27/May/26****RESOLVED** that the minutes of the Planning, Licensing and Finance committee meetings held on 22nd April 2026 and 13th May 2026 be **ADOPTED****22. To Consider grant aid applications from:****22.1 Bury St Edmunds Sea Cadets**Resolution Record No. **BSETC/503/27/May/26****RESOLVED** that Bury St Edmunds Sea Cadets be awarded grant funding of £202.12 for Suffolk Day Activity Stall on 21st June 2026**23. To approve payment of the £35,000 grant to Bury in Bloom.**Resolution Record No. **BSETC/504/27/May/26****RESOLVED** that payment of £35,000 grant funding for Bury in Bloom 2026/2027 be **APPROVED**.**24. To approve payment of the £25,000 grant to the Theatre Royal.**Resolution Record No. **BSETC/505/27/May/26****RESOLVED** that payment of £25,000 grant funding for the Theatre Royal Bury St Edmunds for 2026/2027 be **APPROVED**.**25. To approve payment of £52,330 to Suffolk Police for the two PCSO's. [Six-month period].**Resolution Record No. **BSETC/506/27/May/26****RESOLVED** that payment of £52,330 to Suffolk Police and Crime Commissioner be **APPROVED** as agreed in 2026/2027 budget.**26. To receive and approve the Annual Internal Audit report.**

The Annual Internal Audit report was noted with no areas of concern.

Resolution Record No. **BSETC/507/27/May/26****RESOLVED** that the Annual Internal Audit report be **NOTED** and **APPROVED**.**27. To approve and sign the Annual Governance Statement 2025/26.**Resolution Record No. **BSETC/508/27/May/26****RESOLVED** that the Annual Governance Statement be **APPROVED**. The statement was **SIGNED** by the Mayor and the Town Clerk.**28. To approve and sign the Accounting Statements for 2025/26.**Resolution Record No. **BSETC/509/27/May/26****RESOLVED** that the Accounting Statements for 2025/2026 be **APPROVED**. The Accounting Statements document was **SIGNED** by the Mayor.**29. To note the dates for the period for the Exercise of Public Rights.**Resolution Record No. **BSETC/510/27/May/26****RESOLVED** that the dates for the period of Exercise of Public Rights (3rd June – 14th July 2026) be **NOTED**.

30. 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: Future activities within the Town

Resolution Record No. **BSETC/511/27/May/26:**

That the public and press be excluded from the meeting for Agenda Item 31 to be discussed.

30. To discuss and approve the new Under Lease for 79 Whiting Street. [The Town Clerk will explain].

32. Date of next meeting: 24 June 2026

The meeting ended at 8.18pm

Signed:  Dated _____