

**Minutes of the Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 28<sup>th</sup> May 2025 at 7pm**

**Present:** Cllrs Higgins (Town Mayor), Armitage, Augustine, Chung, Halpin, Hind, Iannelli-Popham, Lindberg, Mager (arrived at 7.10pm), McGoochan, O'Driscoll, Sayer, Stennett, Stamp and Waterman.

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

**1. Election of Town Mayor 2025 - 2026**

Cllr Donna Higgins was nominated for the position of Town Mayor for year 2025 – 2026.

Resolution Record No. **BSETC/357/28/May/25**

**RESOLVED** that there being no other nominations and following a unanimous vote Cllr Donna Higgins be elected as Town Mayor for year 2025 – 2026.

Cllr Higgins then took the Chair

**2. Election of Deputy Mayor 2025 – 2026**

Cllr Diane Hind was nominated for the position of Deputy Mayor for year 2025 – 2026.

Resolution Record No. **BSETC/358/28/May/25**

**RESOLVED** that there being no other nominations and following a unanimous vote Cllr Diane Hind be elected as Deputy Mayor for year 2025 – 2026.

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

Resolution Record No. **BSETC/359/28/May/25**

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

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

Resolution Record No. **BSETC/360/28/May/25**

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

**5. To receive apologies for absence**

Apologies for absence were received from Cllr Mackenzie.

**6. 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, Halpin, Higgins, Hind, Lindberg, Mager, O'Driscoll, Sayer, Stennett, Stamp and Waterman declared a local non-pecuniary interest as District Councillors.

**7. 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.

**8. To confirm, adopt and sign the minutes from the Full Council held on 23<sup>rd</sup> April 2025**Resolution Record No. **BSETC/361/28/May/25****RESOLVED** that the Full Council and P&C minutes from the meeting held on 23<sup>rd</sup> April 2025 be agreed and signed, as an accurate record.**9. Public Forum**

Representatives from the Bury St Edmunds Literature Festival, BSE Theatre Royal and Moreton Hall (HGV management) gave further details about their respective grant applications being discussed later in the meeting.

A member of the public spoke about his plans for a music day in the town together with ideas for T shirts to be produced in aid of charity.

**10. Mayor's announcements**

Cllr Higgins advised Members that the Mayoral team had attended the following events:

- 01 May – Babergh Chair Civic Dinner
- 04 May – Dedication navy memorial in the rose garden
- 08 May – Dedication new planting at Angel Hill War memorial
- 08 May – Ve day service & Beacon Lighting
- 10 May – Event in the rose garden – wreath laying for Normandy Veterans
- 10 May - Event at Deaf & Hard of Hearing centre to raise funds for hearing dogs

**11. Town Clerk's report**

The Town Clerk advised Members that work was progressing on the new website. Once this is completed the Town Council will be eligible to apply for the Local Council Award Scheme which is awarded to Councils performing well and fulfilling their obligations. An additional criteria for the award is the adoption of two policies – Biodiversity and Dignity at Work – which are being discussed at agenda item 14.

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

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

PCSO Mark Ellis advised that crime figures were low and the police patrols around the town centre are proving successful.

**13. To note the arrangements for the annual Jankyn Smythe celebrations**

Councillors were reminded of the annual Jankyn Smythe celebration that will be taking place on 26<sup>th</sup> June commencing with a public service at 11am in St Mary's Church followed by a Civic procession to the Cake and Ale ceremony in the Guildhall. This is one of the most important ceremonies in the Civic calendar and all Councillors are encouraged to attend.

**14. To approve and adopt Town Council policies**Resolution Record No. **BSETC/362/28/May/25****RESOLVED** that the following policies be **APPROVED** and **ADOPTED**:

- 14.1** Code of Conduct
- 14.2** Scheme of delegation
- 14.3** Standing Orders (with amendment)
- 14.4** Biodiversity (with amendments)
- 14.5** Dignity at work (with amendments)

**15. To appoint Members to the Planning, Licensing and Finance committee**Resolution Record No. **BSETC/363/28/May/25****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

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.

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. To appoint Members to the Staffing and Employment Committee**Resolution Record No. Resolution Record No. **BSETC/364/28/May/25:****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  
CLlr Sarah Stamp

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. To appoint three Members to the Town Council Staffing Appeals Panel**Resolution Record No. Resolution Record No. **BSETC/365/28/May/25:****RESOLVED** that the following members be appointed to the Town Council Staffing Appeals Panel:

CLlr Nicola Iannelli-Popham  
CLlr Marilyn Sayer  
CLlr Cliff Waterman

**18. To appoint a Member to the position of Councillor Financial Review Examiner**Resolution Record No. Resolution Record No. **BSETC/366/28/May/25:****RESOLVED** that CLlr Peter Armitage be appointed as Councillor Financial Review Examiner**19. To appoint two Councillor representatives to the Bury in Bloom committee**Resolution Record No. Resolution Record No. **BSETC/367/28/May/25:****RESOLVED** that Cllrs Nicola Iannelli-Popham and 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**

Resolution Record No. Resolution Record No. **BSETC/368/28/May/25:**

**RESOLVED** that Cllr Rowena Lindberg be appointed as Town Council representative to the Suffolk Association of Local Councils.

**21. To note the Council's nominated representatives to the Guildhall Feoffment**

It was **NOTED** that the current representatives to the Guildhall Feoffment are Cllrs Patrick Chung and Birgitte Mager together with ex Town Councillor Mr Tom Murray.

**22. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 23<sup>rd</sup> April and 14<sup>th</sup> May 2025**

Resolution Record No. **BSETC/369/28/May/25:**

**RESOLVED** that the minutes of the Planning, Licensing and Finance committee meetings held on 23<sup>rd</sup> April and 14<sup>th</sup> May 2025 be **ADOPTED**.

**23. To consider grant applications as follows:**

**23.1 Bury St Edmunds Literature Festival**

Resolution Record No. **BSETC/370/28/May/25:**

**RESOLVED** that Bury St Edmunds Literature Festival be awarded grant funding of £4000 for the Literature Festival taking place in Bury St Edmunds in 2025.

**23.2 Southgate Community Partnership**

Resolution Record No. **BSETC/371/28/May/25:**

**RESOLVED** that Southgate Community Partnership be awarded grant funding of £20,000 for repairs and improvements to the Southgate Community Centre.

**23.3 Moreton Hall (HGV management)**

Resolution Record No. **BSETC/371A/28/May/25:**

The grant application for funding towards a Traffic Regulation Order on Orttewell Road, Moreton Hall was discussed by Councillors. Cllr Waterman advised that figures submitted for the works may be reduced following further investigation by Suffolk County Council. The revised figures would be made available for the next Town Council meeting in June. It was therefore decided to defer any decision on the grant funding request until the June Full Council meeting pending a revised cost breakdown.

**24. To approve payment of grant funding for the Theatre Royal**

Councillors were advised of two productions by the Theatre Royal – Steve and Steff Forever and Sword in the Stone – which are taking place in 2025 as a result of grant funding from the Town Council allocated in the 2025/2026 budget.

Resolution Record No. **BSETC/372/28/May/25:**

**RESOLVED** that payment of £20,000 grant funding for the Theatre Royal Bury St Edmunds for 2025/2026 be **APPROVED**.

**25. To approve payment of invoice for Abbeycroft Leisure**

The Town Clerk advised that Abbeycroft Leisure will be submitting a revised invoice which will be approved at the June Full Council meeting.

**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/373/28/May/25:**

**RESOLVED** that the Annual Internal Audit report be **NOTED** and **APPROVED**.

**27. To approve and sign the Annual Governance Statement 2024/2025**Resolution Record No. **BSETC/374/28/May/25:****RESOLVED** that the Annual Governance Statement be **APPROVED**. The statement was **SIGNED** by the Mayor and the Town Clerk.**28. To consider, approve and sign the Accounting Statements for 2024/2025**Resolution Record No. **BSETC/375/28/May/25:****RESOLVED** that the Accounting Statements for 2024/2025 be **APPROVED**. The Accounting Statements document was **SIGNED** by the Mayor.**29. To note the dates for the period of Exercise of Public Rights**Resolution Record No. **BSETC/376/28/May/25:****RESOLVED** that the dates for the period of Exercise of Public Rights (4<sup>th</sup> June – 15<sup>th</sup> July 2025) be **NOTED**.**30. To approve and sign payments list for April 2025**Resolution Record No. **BSETC/377/28/May/25:****RESOLVED** that the payments list for April 2025 be **APPROVED** and **SIGNED**.**31. To approve and sign Barclays bank balances as of 30<sup>th</sup> April 2025**Resolution Record No. **BSETC/378/28/May/25:****RESOLVED** that Barclays bank balances as of 30<sup>th</sup> April 2025 be **APPROVED** and **SIGNED****32. To discuss and approve future investment options**

The Responsible Finance Officer had prepared a report outlining investment options.

Resolution Record No. **BSETC/379/28/May/25:****RESOLVED** as follows:

1. that the Barclays Premium account currently with a nil balance be closed.
2. that the RFO invests further funds with the CCLA Public Sector Fund ensuring that funds to cover at least six months of Town Council operation are kept in the Barclays current account and on condition that funds can be withdrawn without penalty, immediately from the CCLA as and when necessary.

**33. Responsible Financial Officer's report**

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

Councillors were reminded of their Locality funding budgets and encouraged to support smaller charities and community groups in their wards.

**34. Date of next meeting Wednesday 25<sup>th</sup> June 2025**

The meeting ended at 8.50pm

Signed: \_\_\_\_\_ Dated \_\_\_\_\_