

Press and public are invited to attend this meeting. If you wish to attend the meeting email [towncouncilmail@burystedmunds-tc.gov.uk](mailto:towncouncilmail@burystedmunds-tc.gov.uk). Persons attending this meeting, whether to participate or observe, are advised that they may be filmed, recorded or otherwise reported about. Persons attending this meeting are requested to avoid filming, recording or otherwise reporting about vulnerable adults and children without the consent of the relevant responsible adult.

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## **Bury St Edmunds Town Council**

79 Whiting Street, Bury St Edmunds, Suffolk IP33 1NX

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20 May 2026

**To all Members of the Town Council** - You are summoned to attend the Annual Meeting of **Bury St Edmunds Town Council**, to be held at the Guildhall, **(enter via the entrance at 79 Whiting Street)**, Bury St Edmunds, IP33 1NX on **Wednesday 27 May 2026** at 7:00 pm.

Jodie Budd  
Town Clerk

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### **Agenda**

1. Introduction (Town Clerk).
2. Election of the Mayor for 2026-2027.
3. To receive the Mayor's Declaration of acceptance of Office.
4. Election of the Deputy Mayor for 2026-2027.
5. To receive the Deputy Mayor's Declaration of acceptance of Office.
6. To receive apologies for absence and reasons, to be recorded.
7. Declarations of Interest and Additions to Registers, including any gifts or hospitality – *Members are reminded of their responsibilities to declare any disclosable pecuniary or local non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.*
8. To consider written applications by a Member for a dispensation, relieving the Member from the restrictions in section 31(4) of the Localism Act 2011 in cases described in the dispensation and to specify the period for which any dispensation has effect. *Applications for a dispensation must be submitted in writing to the Clerk as soon as possible before the meeting and in any event not later than 4pm the day before the meeting for the dispensation is required.*
9. To confirm, adopt and sign the minutes of the full council meeting held on Wednesday 22 April 2026.
10. Public Forum – meeting adjourns to allow questions from members of the public, maximum three minutes duration per person within 20 minutes maximum. This includes any members of West Suffolk or Suffolk County Councils who wish to speak.
11. Mayor's announcements. [Details attached].
12. To note the Town Clerk's report [to be given verbally].
13. To note the PCSO's report [to be given verbally]

14. To note arrangements for the annual Jankyn Smyth celebrations.
15. To approve and adopt the following policies:
  - 15.1 Code of Conduct {no change} [attached]
  - 15.2 Scheme of Delegation {no change} [attached]
  - 15.3 IT Policy {new} [attached]
  - 15.4 Biodiversity {no change} [attached]
  - 15.5 Dignity at work {no change} [attached]
16. To appoint members to the Planning, Finance and Licensing Committee [8 members] to include BSETC Chairman and Vice Chairman, ex-officio, with full voting rights.
  - 16.1 To appoint a Chairman and Vice Chairman.
  - 16.2 To confirm terms of reference [attached]
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.
  - 17.1 To appoint a Chairman and Vice Chairman.
  - 17.2 To confirm terms of reference [attached]
18. To appoint three (different to item17) members to the town Council Staffing Appeals Panel.
19. To appoint a representative (one member) to the Bury in Bloom Committee.
20. To appoint a representative to the Suffolk Association of Local Councils (SALC).
21. To receive the reports and adopt the recommendations of the Planning, Finance and Licensing Committee meeting held on:
  - 21.1 22 April 2026 [attached].
  - 21.2 13 May 2026 [attached].
22. To Consider grant aid applications from:
  - 22.1 Bury St Edmunds Sea Cadets
23. To approve payment of the £35,000 grant to Bury in Bloom.
24. To approve payment of the £25,000 grant to the Theatre Royal.
25. To approve payment of £52,330 to Suffolk Police for the two PCSO's. [Six-month period].
26. To receive and approve the Annual Internal Audit report [attached].
27. To approve and sign the Annual Governance Statement 2025/26 [attached].
28. To approve and sign the Accounting Statements for 2025/26 [attached].
29. To note the dates for the period for the Exercise of Public Rights [attached].

**PRIVATE AND CONFIDENTIAL**

30. To discuss and approve the new Under Lease for 79 Whiting Street. [The Town Clerk will explain].
31. **Date of next meeting:** 24 June 2026