

Press and public are invited to attend this meeting. If you wish to attend the meeting email 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.

Bury St Edmunds Town Council

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21 May 2025

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 28 May 2025** at 7:00 pm.

Jodie Budd
Town Clerk

Agenda

1. Introduction (Town Clerk)
2. Election of new Mayor for 2025-2026.
3. Election of new Deputy for 2025-2026.
4. To receive the Mayor's 'Declaration of Acceptance of Office of Mayor' or, if not then received, to decide when it shall be received.
5. To receive the Deputy Mayor's 'Declaration of Acceptance of Office of Deputy Mayor' or, if not *then* received, to decide when it shall be received.
6. To receive apologies for absence and reasons, to be recorded
7. Declarations of Interest and Additions to Registers
Members are reminded of their responsibility 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. [Note: 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 which the dispensation is required.] [District declaration]
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.
9. To confirm, adopt and sign the Minutes from Full Council, Wednesday 23 April 2025, [attached]

10. Public Forum – meeting adjourns: questions from members of the public of maximum 3 minutes' duration per person within 20 minutes maximum, including any Members of West Suffolk Council or Suffolk County Council who wish to speak.
11. Mayor's announcements [to be given verbally]
12. To note the Town Clerk's report [to be given verbally]
13. To note arrangements for the Annual Jankyn Smyth celebrations.
14. To approve and adopt the following policies:
 - 14.1 Code of Conduct {No change} [attached].
 - 14.2 Scheme of Delegation {No change} [attached].
 - 14.3 Standing Orders {Slight amendment} [attached].
 - 14.4 Biodiversity {New} [attached].
 - 14.5 Dignity at work {New} [attached].
15. 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:
 - 15.1. To appoint a Chairman and Vice Chairman
 - 15.2. To confirm terms of reference [attached]
16. To appoint Members to the Staffing and Employment Committee [6 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 three (different to item 16) Members to the Town Council Staffing Appeals Panel.
18. To appoint a member to the post of Councillor Financial Review Examiner. [NB: this post is separate from the statutory Internal Auditor and the statutory External Auditor].
19. To appoint representatives [2 members] to the Bury in Bloom Committee.
20. To appoint a representative to the Suffolk Association of Local Councils (SALC).
21. To note the Council's nominated representatives to the Guildhall Feoffment (appointed May 2022 for a 4-year term)
22. To receive the reports and adopt the recommendations of the Planning, Finance and Licensing Committee meeting of:
 - 22.1 23 April [attached].
 - 22.2 14 May [attached].
23. To consider grant applications from:
 - 23.1 Bury St Edmunds Literature Festival [attached].
 - 23.2 Southgate Community Centre [attached].
 - 23.3 Moreton Hall (HGV management) [attached].
24. To approve payment of the £20,000 grant to the Theatre Royal.
25. To approve payment of an invoice from Abbeycroft Leisure for £7180.45 (ex VAT) for Outreach Youth work. 01.04.25 – 30.09.25

26. To receive and approve the Annual Internal Audit report [to follow].
27. To approve and sign the Annual Governance Statement 2024/25 [to follow].
28. To consider, approve and sign the Accounting Statements for 2024/25 [to follow].
29. To note the dates for the period for the Exercise of Public Rights [to follow].
30. To approve and sign the payments list for April 2025 [to follow].
31. To approve and sign the Barclays bank balances for April 2025 [attached]
32. To discuss and approve future investment options [attached].
33. To note the Responsible Financial Officer's Report [attached].
34. **Date of next meeting:** 25 June 2025