

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 27th November 2024 at 7pm**

Present: Cllrs Hind (Town Mayor), Armitage, Augustine, Chung, Halpin, Higgins, Lindberg, Mackenzie (arrived at 7.45pm), Mager, McGoochan, O'Driscoll, Sayer, Stennett (left the meeting at 9pm), Stamp and Waterman.

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), PCSO Mark Ellis, Jill Badman representing Bury St Edmunds Heritage Trust, Tony Slater and Claire Wallace representing Suffolk Regiment Museum, Sue Warren representing Our Bury St Edmunds BID, the Press and members of public.

1. To receive apologies for absence

Apologies were received from Cllr Iannelli-Popham

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

Cllr Stamp declared a non-pecuniary interest in agenda item 11.3

Cllr Mackenzie declared a non-pecuniary interest in agenda item 16

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 23rd October 2024 and the Extraordinary meeting held on 30th October 2024

Resolution Record No. **BSETC/291/27/Nov/24:**

RESOLVED that the Full Council minutes from the meeting held on 23rd October 2024 and the minutes from Extraordinary meeting held on 30th October 2024 be agreed and signed, as an accurate record.

5. Public Forum

Jill Badman from Bury St Edmunds Heritage Trust gave information about the proposed book detailing the history of the Guildhall, in support of their grant aid application.

Tony Slater from the Suffolk Regiment Museum thanked the Town Council for previous financial support and gave details of the new archive space needed at the Museum.

Sue Warren from Our Bury St Edmunds BID outlined the projects undertaken throughout the year to help and support local businesses and promote tourism in Bury St Edmunds.

6. Mayor's announcements

Cllr Hind advised Members that she had attended several events including the following:

25th October - Friends of Compiègne AGM

26th October - Launch of poppy appeal

2nd November – Multicultural Women's Open event

7th November – Services and laying of wreath at African War Memorial and in cemetery

8th November – Festival of Remembrance

9th November – Services in Rose Garden

10th November – Remembrance Day Parade

11th November – Armistice Day Remembrance Service

16th November – Friends of Kevelaer AGM

17th November – St Edmunds Mass

19th November – Headway Open Day

21st November – Visit to Kingfisher with winner to see printing of Mayor's Christmas Card

21st November – St Edmunds Day dinner

25th November – 50th anniversary of Bury Refuge Women's Aid now known as Restore

7. Town Clerk's report

The Town Clerk advised Members that:

- The planters have been installed in Brentgovel Street. These will be filled by Bury in Bloom on Friday. They will only have soil in until the springtime.
- Mark Ellis has kindly agreed to relocate our SID devices once a month. We met with a former employee from Sudbury this morning, who has shown us how to download the data.
- Work on the new website is progressing nicely. We are on schedule to launch in January.
- I have had various meetings with West Suffolk Council regarding the role of a Town Warden. I am currently drawing up a proposed job specification.
- We held a very successful Armistice Day on a gorgeous cold sunny day.
- I have attended a few functions this month, my favourite being the Pantomime on Friday evening. I highly recommend you go and watch it.

8. To note the PCSO's report

Councillors noted the crime figures submitted by the PCSO.

PCSO Ellis explained that since the start of the WSC cold weather policy the number of homeless people in the town centre has reduced.

Councillors reported that there were still concerns about shoplifting both in the town centre and other areas in Bury St Edmunds.

9. To consider the 2025/2026 Budget and precept projections

Councillors discussed the draft 2025/2026 Town Council budget which had been circulated.

Cllr Hind proposed a revised precept which would result in a 29p per year increase for Council tax Band D properties.

Cllr Hind requested that the proposed revised budget be circulated to Town Councillors for further discussion at the December Full Council meeting on 18th December.

10. To approve grant of £20,000 to the Bury St Edmunds Theatre Royal

Councillors were asked to approve the grant of £20,000 to the Theatre Royal for the current financial year
Resolution Record No. **BSETC/292/27/Nov/24:**

RESOLVED that Bury St Edmunds Theatre Royal be awarded grant funding of £20,000 to support community activities in 2024.

11. Grant Aid applications:

11.1 Bury St Edmunds Heritage Trust – production of book

Resolution Record No. **BSETC/293/27/Nov/24:**

RESOLVED that Bury St Edmunds Heritage Trust be awarded grant funding of £3,296 for the production of a book detailing the history of the Guildhall.

11.2 Suffolk Regiment Museum – new archive space

Resolution Record No. **BSETC/294/27/Nov/24:**

RESOLVED that the Suffolk Regiment Museum be awarded £12,860 for new archive space at the Regiment Museum.

11.3 Our Bury St Edmunds BID – continuing financial support for 2025/2026 and 2026/2027

Resolution Record No. **BSETC/295/27/Nov/24:**

RESOLVED that Our Bury St Edmunds BID be awarded £30,000 per year for 2025/2026 and 2026/2027 to support the marketing and promotion of Bury St Edmunds as a visitor destination.

12. To consider and adopt Town Council policies

Resolution Record No. **BSETC/296/27/Nov/24:**

RESOLVED that the following Town Council policies be **ADOPTED:**

- 12.1** Co-option procedure
- 12.2** Financial Control procedures:
 - Accounts payable – amended
 - Asset and control management – amended
 - Budgetary control and reporting
 - Income – amended
 - IT access – amended
 - Payroll – amended
 - Petty cash – amended
 - VAT
 - Year-end procedures
- 12.4** Anti-harassment and Bullying policy
- 12.5** Town Mayor's expenses
- 12.6** Dealing with Dispensations under S33 Localism Act 2011
- 12.7** Grievance policy

12.3 Service standards to be approved at the Full Council meeting in December 2024

13. To approve recommended 2024 Local Government national pay award for staff

Resolution Record No. **BSETC/297/27/Nov/24:**

RESOLVED that the recommended 2024 National Pay Award for staff, backdated to 1st April 2024, be **ADOPTED**.

14. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meeting of 23rd October and 13th November 24

Resolution Record No. **BSETC/298/27/Nov/24:**

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 23rd October and 13th November 24 be **ADOPTED**.

15. To discuss and comment on the consultation enabling remote attendance and proxy voting at Council meetings

Councillors welcomed the proposals in principal but had reservations regarding potential IT issues.

Resolution Record No. **BSETC/299/27/Nov/24:**

RESOLVED that the Town Clerk responds to the consultation on behalf of Town Councillors and states that the proposals are welcomed but there are concerns about potential IT issues. Councillors agree to the broad principals, but further consultation is required before any changes are made.

16. To consider extending the period of CCTV at Cotton Lane allotment site

Councillors were advised that CCTV has been installed at the Cotton Lane allotment site which has helped the police with their investigations regarding anti-social behaviour. The CCTV is due to cease at the end of December but there has been an increase in thefts and break-ins due to the darker evenings. The cost of extending the CCTV until March 2025 will be £2000.

Resolution Record No. **BSETC/300/27/Nov/24:**

RESOLVED that the CCTV at Cotton Lane allotments be extended until March 2025 at a cost of £2000

17. To discuss the office closure during the Christmas period

Resolution Record No. **BSETC/301/27/Nov/24:**

RESOLVED that the Town Council offices will close at 1pm on Tuesday 24th December and re-open on Thursday 2nd January 2025 at 9am

18. To consider changing the date of the January 2025 Full Council and P,L&F meetings

The Town Clerk advised that the Precept form needs to be submitted to West Suffolk Council by 22nd January 2025. Full Council and P,L&F meetings are normally held on the 2nd and 4th Wednesday of the month.

Resolution Record No. **BSETC/302/27/Nov/24:**

RESOLVED that the date of the January P,L&F meetings be changed to Wednesday 8th and 22nd January 2025 and Full Council Wednesday 22nd January 2025.

19. Responsible Financial Officer's report

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report. No issues for concern were identified.

20. To note the CCLA payment report

Councillors noted the CCLA interest report and were satisfied with the amount of interest being received monthly.

21. To approve and sign Barclays bank balances as of 31st October 2024

Resolution Record No. **BSETC/303/27/Nov/24:**

RESOLVED that Barclays bank balances as of 31st October 2024 be **APPROVED** and **SIGNED**

22. To approve and sign payments list for October 2024

Resolution Record No. **BSETC/304/27/Nov/24:**

RESOLVED that the payments list for **October 2024** be **APPROVED** and **SIGNED**

23. Date of next meeting: Wednesday 18th December 2024

The meeting ended at 9.20pm

Signed: _____ Dated _____