

**Minutes of the Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 26 June 2024 at 7pm**

**Present:** Cllrs Hind (Town Mayor), Chung, Higgins, Iannelli-Popham, Mackenzie, Mager, McGoochan, Sayer, Stamp and Waterman

**Also present:** Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), PCSO Mark Ellis, representatives from the Guildhall and Bury St Edmunds Literature Festival, the Press and members of public.

**1. To receive apologies for absence**

Apologies were received from Cllrs Armitage, Augustine, Halpin, Lindberg and O'Driscoll. Cllr Stennett was absent but no apologies had been received.

**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. Chung, Higgins, Hind, Mackenzie, Mager, Sayer, Stamp and Waterman declared a local non-pecuniary interest as District Councillors.

**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 and P&C meeting held on 29th May**

Resolution Record No. **BSETC/240/26/Jun/24:**

**RESOLVED** that the minutes including P&C minutes from the meeting held on 29th May 2024 be agreed and signed, as an accurate record.

**5. Mayor's announcements**

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

- St Peters dementia café
- D Day commemorations and Beacon Lighting
- Dedication of D Day bench
- Falklands Remembrance wreath laying in Rose Garden, Abbey Gardens
- Deputy Mayor attended Felixstowe Civic Service
- Annual reception Sunset Ceremony RAF Honington
- Suffolk Day celebrations hosted by Haverhill Town Council
- Armed Forces Day on Angel Hill

**6. Public Forum**

A representative from the Guildhall gave details about the grant funding application to be discussed at agenda item 19.

**7. Town Clerk's report**

**8. To note the PCSO's verbal report**

PCSO Mark Ellis attended the meeting. He said that surveillance was continuing at the allotment sites to monitor any anti-social behaviour. New planters are about to be installed in Brentgovel Street in order to combat unauthorised vehicles and there will be increased surveillance in the area. Crime levels are generally low and community surveys are being carried out in certain areas of the town.

**9. 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.

**10. To receive and approve the Annual Internal Audit report**

The Internal Audit report was discussed. It was noted that the Town Council website would benefit from a revamp but no other areas of concern were identified.

Resolution Record No. **BSETC/241/26/June/24:**

**That the Internal Audit report for year 2023/2024 be APPROVED**

**11. To approve and sign the Annual Governance Statement 2023/2024**

Councillors approved the Annual Governance Statement 2023/2024 which had been circulated for information.

Resolution Record No. **BSETC/242/26/June/24:**

**That the Annual Governance Statement for 2023/2024 be APPROVED and SIGNED**

**The Annual Governance Statement was signed by the Chair and the Clerk**

**12. To consider, approve and sign the Accounting Statements for 2023/2024**

Councillors approved the Accounting Statements for 2023/2024 which had been circulated for information.

Resolution Record No. **BSETC/243/26/June/24:**

**That the Accounting Statements for 2023/2024 be APPROVED and SIGNED**

**The Accounting Statements for 2023/2024 were signed by the Chair**

**13. To note the dates for the period for the Exercise of Public Rights**

Councillors noted the dates for the period for the Exercise of Public Rights as follows:

Monday 1 July 2024 – Friday 9 August 2024

**14. To discuss and amend draft version of Business Plan**

Members discussed the draft Business Plan which had been produced by the Town Clerk

Resolution Record No. **BSETC/244/26/June/24:**

**That the Town Council Business Plan be ADOPTED and PUBLISHED**

**15. To consider allowing members of the Planning, Licensing & Finance committee to nominate a 'substitute' councillor to attend the meeting in their absence**

There have been a couple of occasions when the P,L&F has had to be cancelled due to the meeting not being quorate. One way of avoiding this is for committee members to be able to call on a substitute to attend in their absence.

Resolution Record No. **BSETC/245/26/June/24:**

**That any member unable to attend a P,L&F meeting is requested to arrange a substitute councillor to attend in their place.**

**The Town Clerk to circulate details to all Town Councillors**

**16. To appoint three members to serve on the Staffing Appeals Panel**

Resolution Record No. **BSETC/246/26/June/24:**

**That the following Councillors be appointed to serve on the Staffing Appeals Panel:**

**Cllr Iannelli-Popham**

**Cllr Sayer**

**Cllr Waterman**

**17. To appoint two members to act as judges for the Community Awards**

Resolution Record No. **BSETC/247/26/June/24:**

**That the following Councillors be appointed as judges for the 2024 Community Awards**

**Cllr Mager**

**Cllr Lindberg (appointed in Cllr Lindberg's absence – to be confirmed)**

**Cllr Chung – substitute in the event that either Cllr Mager or Lindberg are unable to attend on the judging days**

**18. To consider Grant applications as follows:**

**18.1 The Guildhall for the purchase of a lawn mower and replacement notice boards**

Resolution Record No. **BSETC/248/26/June/24:**

**That the Guildhall be awarded £670.00 for the purchase of a lawnmower and replacement notice boards**

**18.2 The Bury St Edmunds Literature Festival**

Resolution Record No. **BSETC/249/26/June/24:**

**That the Bury St Edmunds Literature Festival be awarded £3000.00 towards the 3 day literature festival in 2024**

**19. To consider purchasing new speed indicator devices**

The Town Clerk presented options for speed indicator devices with and without solar panels.

Resolution Record No. **BSETC/250/26/June/24:**

**That the Town Council purchases a speed indicator device showing a smiley/angry face with a solar panel together with 18 new brackets at a total cost of £5524.00 + vat**

**20. To adopt the Internet Banking Policy**

Councillors discussed the revised Internet Banking policy

Resolution Record No. **BSETC/251/26/June/24:**

**That the revised Internet Banking policy be ADOPTED**

**21. To agree change of date for Full Council and Planning, Licensing & Finance meetings**

Due to unforeseen circumstances Councillors were requested to consider changing the dates of two future meetings.

**21.1 25 September to 18 September**

Resolution Record No. **BSETC/252/26/June/24:**

**That the meetings planned for 25 September remain the same**

**21.2 11 December to 18 December**

Resolution Record No. **BSETC/253/26/June/24:**

**That the Full Council and Planning meetings scheduled for 11<sup>th</sup> December be moved to 18<sup>th</sup> December**

**22. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meeting of 29<sup>th</sup> May and 12<sup>th</sup> June 24**

**22.1** Resolution Record No. **BSETC/254/26/Jun/24:**

**RESOLVED** that the minutes of the P,L&F meeting on 29<sup>th</sup> May 24 be **ADOPTED**

**22.2** Resolution Record No. **BSETC/255/26/Jun/24:**

**RESOLVED** that the minutes of the P,L&F meeting on 12<sup>th</sup> June 24 be **ADOPTED**

**23. To approve and sign the payments list for May 2024**

Resolution Record No. **BSETC/256/26/Jun/24:**

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

**24. To approve and sign Barclays bank balances as at 31<sup>st</sup> May 2024**

Resolution Record No. **BSETC/257/26/Jun/24:**

**RESOLVED** that Barclays bank balances as at 31<sup>st</sup> May 2024 be **APPROVED** and **SIGNED**

**25. 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: Ongoing issues at Cotton Lane allotment site*

Resolution Record No. **BSETC/258/26/Jun/24:**

That the public and press be excluded from the meeting for Agenda Item 26 to be discussed.

The public and press left the meeting.

**26. To discuss ongoing issues at Cotton Lane allotment site**

The Confidential report is shown at Resolution Record No: **BSETC/259/26/Jun/24**

**27. Date of next meeting: Wednesday 24th July 2024**

The meeting ended at 8.40pm

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