

**Minutes of the Annual Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 24 May 2023 at 7pm**

**Present:** Cllrs Hind, Higgins, Armitage (arrived at 7.20pm), Augustine, Chung, Halpin, Iannelli-Popham, Lindberg, Mackenzie, McGoochan, Mager, Sayer, Stamp, Stennett and Waterman.

**Also present:** Greg Luton (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Julie Sturgeon (Allotment and Administrative Officer), Beverley Kipling (Civic Projects Assistant), PCSOs Mark Ellis and Jo Whiting, the Reverend Tiffer Robinson, representatives from the Theatre Royal and the Royal British Legion, the Press and four members of public.

### **1. Introduction**

The outgoing Deputy Mayor, Patrick Chung, welcomed Councillors to the Annual Meeting of the Council following the recent local elections. Cllr Chung gave a special welcome to newly appointed Councillors and thanked previous Councillors who did not stand for re-election or were not re-elected, for their service over the past four years. He also thanked the Town Clerk and the Town Council staff for their continued support to the Council.

Cllr Chung emphasized the need for partnership working and respect for other Councillors and Council staff and was looking forward to the next four years of the Council continuing to promote the town and help it to prosper.

### **2. Election of Chairman/Mayor for 2023-2024**

Nominations were invited for the position of Chairman/Mayor of the Council for 2023-2024.

Cllr Hind was proposed by Cllr Stamp and seconded by Cllr Chung.

No other nominations were received.

Resolution Record No. **BSETC/93/24/May/23:**

**RESOLVED that following a unanimous vote Cllr Diane Hind be elected as Chair and Mayor of the Town Council for the year 2023/2024.**

**The Declaration of Office was signed by Cllr Hind and witnessed by the Town Clerk.**

**Cllr Hind then took the Chair.**

### **3. Election of Vice Chairman/Deputy Mayor for 2023/2024**

Nominations were invited for the position of Vice Chair/Deputy Mayor of the Council for 2023/2024.

Cllr Higgins was proposed by Cllr Sayer and seconded by Cllr Waterman.

No other nominations were received.

Resolution Record No. **BSETC/94/24/May/23:**

**RESOLVED that following a unanimous vote Cllr Donna Higgins be elected as Vice Chair and Deputy Mayor of the Town Council for the year 2023/2024.**

**The Declaration of Office was signed by Cllr Higgins and witnessed by the Town Clerk.**

### **4. To receive apologies for absence**

Apologies for absence had been received from Cllr O'Driscoll.

### **5. 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, Sayer, Stamp, Stennett and Waterman declared a local non-pecuniary interest as District Councillors.

### **6. 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.

**7. To confirm, adopt and sign the minutes of the 22 March 2023 meeting of the Council**

Resolution Record No. **BSETC/95/24/May/23:**

**RESOLVED** that the Minutes of the meeting of 22 March 2023 be agreed and signed, as an accurate record.

**8. Public Forum**

Nigel Wolstenholme representing the Royal British Legion thanked the Town Council for their financial support with the Coronation activities including the Combat2Coffee event. The Coronation event in the Abbey Gardens attracted nearly 4000 visitors and was considered a great success.

Emma Suckling and Owen Calvert-Lyons representing the Theatre Royal, presented further information regarding the forthcoming production of The Wonderful Wizard of Oz. The show will involve professional actors working alongside local young people.

PCSOs Mark Ellis and Jo Whiting updated Councillors on local policing matters. April statistics have shown a drop in crime numbers but there is no apparent reason for this. Detailed statistics for the whole of the region were distributed for information.

**9. Town Clerk's report**

The Town Clerk welcomed new Councillors and returning members and introduced the Town Council staff. He outlined the role of the Town Clerk and reminded Councillors about the induction pack they should have received on taking office which includes information about their duties as a Councillor and the role of the Town Council as a whole. An induction session will be arranged within the next few weeks for all newly elected Councillors. The Town Clerk also informed Councillors about the annual events organised by the Town Council including the forthcoming Jankyn Smyth event on 29 June and the annual Community Awards on the 14 September.

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

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report. The detailed monthly figures and bank reconciliations are discussed and approved by the Planning, Finance and Licensing committee every month. These were then confirmed by Full Council.

**11. To note the arrangements for the Annual Jankyn Smyth celebrations**

The Rev. Tiffier Robinson told Councillors about the historic Jankyn Smyth event taking place on 29 June to which they were invited. The event celebrates Jankyn Smyth, a local wealthy businessman in the 15<sup>th</sup> century, who bestowed an endowment for the benefit of local people and also established a school and alms-houses in Bury St Edmunds. The annual event involves a procession by Councillors to a service in St Mary's Church followed by the historic 'cake and ale ceremony' in the Guildhall. All were welcome.

**12. To note the requirements of the revised Code of Conduct**

The Town Clerk handed out copies of the national Councillors of the Code of Conduct, reminding everyone of their duties, including the need for respect for each other as well as Town Council employees. This included use of language in meetings and the use of social media. All Councillors are bound by this Code.

**13. To approve and adopt the Town Council Standing Orders**

The Standing Orders were discussed and approved by Councillors.

Resolution Record No. **BSETC/96/24/May/23:**

**RESOLVED** that the Standing Orders be **APPROVED** and **ADOPTED**.

It was noted that Standing Orders could be amended if necessary but the Clerk pointed out that since SOs were set to a national template based on best practice, changes would need to be based on advice taken.

**14. To approve and adopt the Town Council Financial Regulations**

The Financial Regulations, also set to a national template, were discussed and approved by Councillors.

Resolution Record No. **BSETC/97/24/May/23:**

**RESOLVED** that the Financial Regulations be **APPROVED** and **ADOPTED**

**15. To appoint Members to the Planning, Finance and Licensing committee**

Resolution Record No. **BSETC/98/24/May/23:**

**RESOLVED** that the following Councillors be elected to the Planning, Finance and Licensing committee:

Cllr. Peter Armitage

Cllr. Luke Halpin

Cllr. Donna Higgins (ex officio with full voting rights)

Cllr. Diane Hind (ex officio with full voting rights)

Cllr. Nicola Iannelli-Popham

Cllr. Paul McGoochan

Cllr. Marilyn Sayer

**15.1 To appoint a Chair and Vice Chair**

Resolution Record No. **BSETC/99/24/May/23:**

**RESOLVED** that the Chair and Vice Chair be elected as follows:

Cllr. Iannelli-Popham – **CHAIR**

Cllr. Marilyn Sayer – **VICE CHAIR**

**15.2 To confirm terms of reference for the Planning, Finance and Licensing Committee**

Resolution Record No. **BSETC/100/24/May/23:**

**RESOLVED** that the terms of reference for the Planning, Finance and Licensing committee are **APPROVED** and **ADOPTED**

**16. To appoint members to the Staffing and Employment committee**

Resolution Record No. **BSETC/101/24/May/23:**

**RESOLVED** that the following Councillors be elected to the Staffing and Employment committee:

Cllr. Patrick Chung

Cllr. Donna Higgins (ex officio with full voting rights)

Cllr. Diane Hind (ex officio with full voting rights)

Cllr. Rowena Lindberg

Cllr. Annabelle Mackenzie

Cllr. Sarah Stamp

**16.1 To appoint a Chair and Vice Chair**

Resolution Record No. **BSETC/102/24/May/23:**

**RESOLVED** that the Chair and Vice Chair be elected as follows:

Cllr. Sarah Stamp – **CHAIR**

Cllr. Annabelle Mackenzie – **VICE CHAIR**

**16.2 To confirm terms of reference for the Staffing and Employment Committee**

Resolution Record No. **BSETC/103/24/May/23:**

**RESOLVED** that the terms of reference for the Staffing and Employment committee be **APPROVED** and **ADOPTED**

**17. To appoint three members to the Town Council Staffing Appeals Panel**

Resolution Record No. **BSETC/104/24/May/23:**

**RESOLVED** that the following Councillors be elected to the Staffing Appeals panel:

Cllr. Peter Armitage

Cllr. Nicola Iannelli-Popham

Cllr. Paul McGoochan

**18. To appoint a Member to the post of Councillor Financial Review Examiner**

Resolution Record No. **BSETC/104/24/May/23:**

**RESOLVED** that the following Councillor be appointed as Councillor Financial Review Examiner  
Cllr. Peter Armitage

**19. To appoint Members as Town Council cheque signatories:**

Resolution Record No. **BSETC/105/24/May/23:**

**RESOLVED** that the following Councillors be appointed as Town Council cheque signatories:  
Cllr. Patrick Chung  
Cllr. Donna Higgins  
Cllr. Diane Hind  
Cllr. Iannelli-Popham  
Cllr. Paul McGoochan

**20. To confirm and adopt the Scheme of Delegation**

Resolution Record No. **BSETC/106/24/May/23:**

**RESOLVED** that the Scheme of Delegation be **APPROVED** and **ADOPTED**

**21. To appoint representatives to the Bury in Bloom committee**

Resolution Record No. **BSETC/107/24/May/23:**

**RESOLVED** that the following Councillors be appointed as representatives to the Bury in Bloom committee:

Cllr. Marilyn Sayer  
Cllr. Frank Stennett

**22. To appoint a representative to the Suffolk Association of Local Councils**

Resolution Record No. **BSETC/108/24/May/23:**

**RESOLVED** that the following Councillor be appointed as representative to the Suffolk Association of Local Councils:

Cllr. Nicola Iannelli-Popham

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

The Town Council's representatives to the Guildhall Feoffment were appointed for a four-year term from 2022 and are confirmed are as follows:

Cllr. Patrick Chung  
Mr Tom Murray

**24. To consider a grant funding application from the Theatre Royal**

Councillors discussed a grant funding application received from the Theatre Royal to support their forthcoming production of The Wonderful Wizard of Oz. The community production will involve local children both in acting and backstage roles.

Resolution Record No. **BSETC/109/24/May/23:**

**RESOLVED** that under the Power of the Local Government Act 1972, s145 (1) (b), the Theatre Royal be awarded grant funding of £10,000.00 for the stage production of The Wonderful Wizard of Oz in summer 2023.

**25. To receive the report and adopt the recommendations of the following Planning, Licensing and Finance committee meetings:**

22 March 2023

12 April 2023

26 April 2023

10 May 2023

Resolution Record No. **BSETC/110/24/May/23:**

**RESOLVED** that the minutes of the Planning, Licensing and Finance meetings of 22 March, 12 April, 26 April and 10 May 2023 be **ADOPTED** and signed.

**26. To approve the payments list for March and April 2023**

Resolution Record No. **BSETC/111/24/May/23:**

**RESOLVED** that the payments list for March and April 2023 be **APPROVED**

**27. To consider and adopt the Council meetings schedule**

Resolution Record No. **BSETC/112/24/May/23:**

**RESOLVED** that the Council meetings schedule be **APPROVED** and **ADOPTED**

**28. Date of next meeting**

Date of next meeting: **Wednesday 28 June 2023.**

The meeting ended at 8.20pm.

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