

**Minutes of the Meeting of Bury St Edmunds Town Council,  
held at the Guildhall, Bury St Edmunds,  
on Wednesday 28 February 2024 at 7pm**

**Present:** Cllrs Hind (Town Mayor), Armitage, Augustine, Chung, Halpin, Higgins, Iannelli-Popham, Lindberg, McGoochan, O'Driscoll, Sayer, Stamp and Waterman

**Also present:** Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Julie Sturgeon (Allotment and Administrative Officer), Beverley Kipling (Civic Projects Assistant), Cllr Roger Dicker (West Suffolk Council), PCSO's Mark Ellis and Jo Whiting, representatives from Mid Anglian Rail Passenger Association, Newbury Community Centre, Cotton Lane Allotment Association, the Press and members of public.

**1. To receive apologies for absence**

Apologies were received from Cllrs Mackenzie, Mager and Stennett.

**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, O'Driscoll, 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 of the 24 January 2024 meeting of the Council**  
Resolution Record No. **BSETC/174/28/Feb/24:**

**RESOLVED** that the Minutes of the meeting of 24 January 2024 be agreed and signed, as an accurate record.

**5. Public Forum**

A member of the Mid Anglian Rail Passenger Association explained role of the Association and requested that the Town Council consider becoming a Corporate member.

A representative from the Newbury Community Centre thanked the Police for their support in combatting anti-social behaviour at the Centre and said that the situation had greatly improved in recent weeks.

**6. Town Clerk's report**

The Clerk informed Members that constructive meetings had taken place with SCC Highways officers and some of the work requested by the Town Council had been completed.

The Clerk has had meetings with representatives from many leading organisations in the Town in order to ensure that relationships with the Town Council are maintained.

The Clerk also advised that she will be working on a Business Plan for the Town Council outlining core values and its plans for the future.

**7. Cllr Roger Dicker, Chairman West Suffolk Council**

Cllr Dicker advised that as part of his role as Chairman he has been visiting many town and parish councils in the region to gain an insight into the challenges facing councillors. He was welcomed by the Mayor as an observer at the meeting and listened to the debates.

### **8. To approve expenditure of up to £15,000 for the provision of a youth worker in Bury St Edmunds**

Cllr Higgins explained that the Youth Worker would be employed by Haverhill Town Council but have responsibility for Bury St Edmunds. A qualified youth worker together with a trainee would be part of an initiative being developed by West Suffolk Council. Initially they will work two hours per week in Bury. This will be a pilot project with the possibility of Bury Town Council progressing the scheme in the future.

Resolution Record No. **BSETC/175/28/Feb/24:**

**RESOLVED** that under the General Power of Competence, Localism Act 2011, ss 1-8, youth workers will be employed by Haverhill Town Council to work in Bury St Edmunds for two hours per week.

Youth workers will be managed by Haverhill Town Council who will invoice Bury Town Council on a monthly basis.

£15,000 to be transferred from the Ear Marked Reserves to a budget line for Youth Facilities Provision

Terms of Reference to be agreed with Haverhill Town Council

### **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 note the PCSO's verbal report**

PCSO's Mark Ellis and Jo Whiting attended the meeting. PCSO Ellis advised that apart from a spate of car thefts and theft from a jeweller in the Town Centre (suspect has now been apprehended) there was very little to report.

Councillors are reminded to report any issues to the Town Clerk who will forward them to the PCSO's for investigation.

### **11. To consider grant applications:**

**11.1** The application from the Constitutional Club had been withdrawn.

#### **11.2 Art Branches**

Councillors considered a grant application from Art Branches to fund eight workshops in Bury St Edmunds aimed at supporting vulnerable or homeless adults through creative art work.

Resolution Record No. **BSETC/176/28/Feb/24:**

**RESOLVED** that under the Power of the Local Government Act 1972, s.145, Art Branches be awarded a grant of £2000 to provide workshops for vulnerable adults in Bury St Edmunds

### **12. To consider quotations for the installation of allotment fencing**

Councillors considered quotations received from six contractors for the installation of fencing to prevent deer from accessing the allotments in Cotton Lane.

The contractors' names were listed but Councillors were not advised as to who had submitted each quotation.

Resolution Record No. **BSETC/177/28/Feb/24:**

**RESOLVED** that under the Power of the Small Holding and Allotments Act 1908, ss 23, 25, the contract for installing deer fencing is awarded to ATC Landscapes at a cost of £27,402.38 + vat.

That a deposit of up to 50% can be paid in advance of works being completed.

### **13. To receive and note the Councillor Internal Financial Review**

Cllr Armitage informed Councillors that he had undertaken the Internal Financial Review with assistance from the RFO on 11<sup>th</sup> January 2024.

All procedures and accounts were found to be in order with no areas of concern.

### **14. To note the change in contract for the Town Council mobile phone**

The RFO advised that a new contract for the Town Council had been secured with the existing supplier at a reduced monthly rate of £18.00 per month which is a decrease of £8.49 per month.

It was suggested that a tracking device be installed on the mobile phone in order to safeguard staff.

**15. To approve payment of outstanding invoices relating to the Christmas events in 2022**

Councillors were advised that at the Full Council meeting in October 2022 Councillors discussed a grant application from Our Bury St Edmunds BID and agreed to pay up to £15,000 towards specific entertainment for the Christmas fair in December 2022 on receipt of invoices for those items. The Town Council was subsequently requested by West Suffolk Council to pay for other entertainment activities which took place during the Christmas 2022 period.

Resolution Record No. **BSETC/178/28/Feb/24:**

**RESOLVED** that under the Power of the Local Government Act 1972, s.145 (1) (a) Bury Town Council pays a total of £6,081.20 towards entertainment activities which took place during the Christmas 2022 events.

**16. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 24<sup>th</sup> January and 7<sup>th</sup> February 24**

**16.1** Resolution Record No. **BSETC/179/28/Feb/24:**

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

**16.2** Resolution Record No. **BSETC/180/28/Feb/24:**

**RESOLVED** that the minutes of the P,L&F meeting on 7<sup>th</sup> February 24 be **ADOPTED**

**17. To approve and sign the payments list for January 2024**

Resolution Record No. **BSETC/181/28/Feb/24:**

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

**18. To approve and sign Barclays bank balances as at 31 January 2024**

Resolution Record No. **BSETC/182/28/Feb/24:**

**RESOLVED** that Barclays bank balances as at 31 January 2024 be **APPROVED** and **SIGNED**

**19. To adopt the following policies:****19.1 Grant Aid**

Resolution Record No. **BSETC/183/28/Feb/24:**

**RESOLVED** that the revised Grant Aid Policy be **ADOPTED** with the following alteration:

2.1 (d) normally be seeking funding for a project or event

**19.2 Civic Duties Protocol**

Resolution Record No. **BSETC/184/28/Feb/24:**

**RESOLVED** that the revised Civic Duties Protocol policy be **ADOPTED**

**20. To consider appointing member to the following groups:****20.1 School governor for Westgate CP Primary School**

Resolution Record No. **BSETC/185/28/Feb/24:**

**RESOLVED** that Cllr Paul McGoochan be elected as school governor for Westgate CP Primary School

**20.2 Membership of Mid Anglia Rail Passenger Association**

Resolution Record No. **BSETC/186/28/Feb/24:**

**RESOLVED** that Bury St Edmunds Town Council becomes a corporate member of the Mid Anglia Rail Passenger Association at an annual cost of £25.00

**21. 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: Financial Investment options.*

Resolution Record No. **BSETC/187/28/Feb/24:**

That the public and press be excluded from the meeting for Agenda Item 22 to be discussed.

The public and press left the meeting.

**22. To discuss and approve options for financial investments**

The Confidential report is shown at Resolution Record No: **BSETC/188/28/Feb/24**

**23. Date of next meeting: Wednesday 27th March 2024**

The meeting ended at 8.25pm

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