



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

COUNCIL MATTERS COMMITTEE

Helen Allan, Steve Allman, Rolf Beggerow (Chair), Carolyn Cammack,
Angela Gregg, Andrew Knock, Carol Schleip

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 13th February 2020 at 7pm** in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN.

The Council, members of the public and press may record/film/photograph or broadcast this meeting, when the press and public are not lawfully excluded. Any member of the public who attends this meeting and objects to being filmed should advise the Town Council Manager who will request they are not included within the filming.

AGENDA

1: Opening	a) Welcome and opening remarks from the Chair b) Apologies for absence c) Members' declarations of pecuniary and non-pecuniary interest d) Consideration of requests for dispensations.
2: Minutes	To approve minutes of previous Council Matters Committee meeting held on 9th January 2020
3: Public Forum	15 minute session. Maximum 3 minutes per person.
4: Finance	To consider a) an independent Review of Payments made post May Election. Update. b) the latest Income and Expenditure Report. c) the verification of Bank Reconciliations. d) Precept Submission for 2020/21 – Update e) Appointing SALC to undertake the internal audit.
5: Tennis Court Tokens	To note an update about Tennis Court Tokens.
6: Town Council Manager's update	To consider a report from the Town Council Manager for a high level programme of works to address current office matters.
7: Staffing	To consider the arrangements for the appointment of the office cleaner.
8: Hadleigh North by-election	To note the result of the Hadleigh North by-election and to welcome the new Councillors.
9: Future Meetings	The Council has resolved to undertake bi-monthly committee meetings so the next scheduled meeting will be on 2 nd April 2020.
10: Close of meeting	Not later than 8.00PM (due to Planning Advisory Committee that follows)

Signed *A. McMillan* Andrew McMillan Town Council Manager 7 February 2020



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Item 6: report of the Town Council Manager:

At Full Council on 16 January 2020, the Town Council Manager committed to supporting the Town Council through a review of current practices. In the course of his duties he has suggested that the Town Council focuses its resources in the following ways to enable it to proceed most effectively:

Firstly to address the complications that have arisen from a shortage of staff: the legacy of that problem as well as to maintain day-to-day processes. Secondly to look to the future and develop a programme of projects that demonstrate the administration's plan for the Council. Specifically this will include:

- 1- Welcoming and supporting new Councillors Mcleod and Minns, and developing the Town Council's internal resilience.
- 2- Ensuring Councillor Training is completed, and continue Town Council Manager training programme
- 3- Developing a staff structure, and quickly appointing the TC Administrator.
- 4- Reconciling some long-standing issues including publishing progress reports that give an up-to-date overview of matters; such as the costs and progress of the Cemetery Extension, a review of the 2019 Christmas event etc.
- 5- Focus on the end of year audit.
- 6- Update the website and re-invigorate the communications/ public relations/ information exchange
- 7- In the new financial year, focus on the future with a Strategy that:
 - a. establishes and promotes the values and culture of Hadleigh Town Council as an organisation
 - b. develops the Vision for Hadleigh (within the BDC-led project)
 - c. establishes a programme of internal policy and procedure review
 - d. produces a programme of key projects with information about the timescale for delivery, costs, lead Councillor etc

This means that for the forthcoming few months, the Town Council will be making great progress internally, but that there may be a low profile as far as the public is concerned. However, by having strong internal structures, solid strategy, and leadership, the next 3 years will deliver the aspirations of elected Councillors and the people of Hadleigh.

Andrew McMillan
Town Council Manager