



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

CHARITY COMMITTEE

Tuesday 10th March 2020 at 7pm in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN.

Draft MINUTES

1: Opening	<p>Councillors attending: Councillors Allan (Chair), Beggerow, Cammack, Knock, Minns, Schleip, Talbot</p> <p>Also in attendance: 4 members of the public and the Town Council Manager.</p> <p>a) Welcome and opening remarks from the Chair</p> <p>The Chair stated that in accordance with the changes in legislation, the public and Councillors were allowed to film, record, photograph and use social media to report on the proceedings of the meeting. Nobody stated that they would record the meeting.</p> <p>b) There were no apologies for absence. c) No members' declarations of pecuniary and non-pecuniary interest were made d) No consideration of requests for dispensations.</p>
2: Minutes	<p>To approve minutes of previous Charity Committee meetings held on 14 January 2020.</p> <p>Moved by Councillor Beggerow and Seconded by Councillor Minns, and it was agreed that the minutes were approved.</p>
3: Public Forum	<p>15 minute session. Maximum 3 minutes per person.</p> <ul style="list-style-type: none">• A member of the public stated that the Charity Commission requires trustees not to take advantage of the charity.• A member of the public asked whether the proposed valuation and survey had been undertaken.• A member of the public requested that the website calendar of events was updated.
4: Finance	<p>1) The chair stated that this was an erroneous item and had been approved at the last meeting. Accordingly it was removed from the agenda.</p> <p>2) Councillors considered the schedule of payments and Proposed by Councillor Schleip, Seconded by Councillor Allan and voted unanimously, the schedule of payments was approved.</p>
5: Guildhall	<p>The committee considered public and stakeholder engagement to take</p>



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<p>Future</p>	<p>forward plans for the Guildhall. It was noted that public engagement was very important. The working group established at the last meeting would lead engagement in an open meeting. Some people would also be specifically invited to attend. The meeting would share information and pose a small number of questions. A wider survey would also be undertaken to capture more feedback. It was noted that such feedback is essential in funding bids.</p> <p>The format of the engagement was discussed and it was confirmed that the working group and the consultation would not make decisions or offer solutions, only seek opinions and options to further explore. It was confirmed that HTC had a financial commitment to the charity. The working group would report to the committee for decision-making.</p> <p>Councillors Beggerow, Talbot, Schleip, Cammack and Allan volunteered to lead the working group. An item would be put in to the Hadleigh Community news asking for the public's involvement. The working group would schedule the date of public engagement to be on a Saturday in April. The commitment to public engagement and transparency of decision-making was confirmed.</p> <p>Proposed by Councillor Talbot, Seconded by Councillor Allan and unanimously agreed, it was resolved that the working group would put together materials and information for an open day in early April and seek volunteers to help, and to publicise the event.</p>
<p>6: Advertising:</p>	<p>The committee heard that the Guildhall has previously been promoted in 3 publications. The costs of advertising this was is around £75 per 6 months per publication. Enquiries arising from these have not been strong, but it was noted that due to staff shortages a small number of emails had not been addressed.</p> <p>Councillors requested that the booking forms be amended to include "where did you hear about the Guildhall?" in order to monitor and inform future advertising.</p> <p>A local-focus was recommended for advertising rather than national. Alternatives such as flyering wedding shops, hairdressers and other wedding services was suggested. It was noted that attending wedding fairs was not possible as there is no display to take. It was noted that feedback was positive but there may be issues to address with management of events on the day.</p> <p>Proposed by Councillor Allan, Seconded by Councillor Schleip and unanimously agreed, it was resolved to continue marketing the Guildhall in wedding publications for one year.</p>
<p>7: Craft Fair</p>	<p>The committee heard that the Craft Fair had made around £2500 after</p>



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	<p>costs in 2019. Around 80 stands are hired at £25 each, plus some income from refreshments. It was</p> <p>Proposed by Councillor Allan, Seconded by Councillor Schleip and voted unanimously, it was resolved to set aside a budget of £600 to organise the 2020 craft fair.</p>
9: Future Meetings	The next meeting of the Hadleigh Market Feoffment Charity Committee will be on the 7 th April 2020.
10: Close of meeting	The meeting closed at 7.51pm

Signed

A. McMillan

Andrew McMillan Town Council Manager 2 March 2020