

## HADLEIGH TOWN COUNCIL

### Minutes of the Hadleigh Market Feoffment Charity Committee held on the 9<sup>th</sup> July 2019

Present : Councillors Allan (Chair), Beggerow, Cammack, Gregg,  
Schleip, Talbot and Twyman

In Attendance Sue Munson (Admin, Hadleigh Town Council)  
12 members of the public

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#### 1 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wilson-Downes.  
These apologies were accepted.

#### 2 **TO NOTE MINUTES OF THE HMFC HELD ON 28.3.19 & 11.4.19**

There were duly noted.

#### 3 **TO AGREE TERMS OF REFERENCE FOR APPROVAL AT HTC MEETING TO BE HELD ON 18.7.19**

Councillor Talbot had prepared some work on the Committees. He felt that as the HMFC would now be treated as a Committee of HTC that we needed a remit to make financial decisions, deal with health & safety, insurance, risk assessments, website, media, marketing and promotion etc. This would clarify the relationship between the Charity and the Council with the Charity Committee making decisions with HTC as prime decision maker. Councillor Allan felt that we should have a remit to make financial decisions up to a certain monetary value so we did not have to go back to HTC for every payment. After much discussion, a monetary value of up to £25,000 before HTC approval was proposed. Councillor Schleip felt that working decisions should be made by the Committee but strategic decisions in conjunction with HTC. Councillor Beggerow felt the Committee should have full delegated authority to run the Committee regarding day to day running and with regard to staff payments felt that as the Charity was a separate entity with its own PAYE this remain the same. It was agreed to propose that this Committee be set up to run the Charity with some areas, where necessary, shared with broader Council. Councillors Talbot and Beggerow would write up the terms of reference to be taken to the next HTC meeting. They would run these past the rest of the Committee prior to taking to full Council. It was requested this item be put on the Town Council meeting agenda.

#### 4 **OVERVIEW OF THE CURRENT FINANCIAL SITUATION**

Councillor Allan reported that there was not a huge amount of change from the information provided in the Year End Accounts, but scheduled payments included salaries, pension, scaffolding and decorating costs etc, amounting to approx. £7,000. Councillor Gregg enquired as to who authorised the payments and was advised that this was being done by existing signatories until new ones were chosen. Councillor Beggerow enquired what jobs listed in the Minutes of the HMFC dated 11.4.19 had been carried out. He was advised that other than the outside decorating all other jobs had been deferred. Councillor Allan felt that the current situation, with the Town Council withholding the rent, that the monies put aside to carry out these works would be used up in the day to day running of the Charity. Councillor Beggerow had concerns regarding the format of the Accounts and felt that we should write to the Examiner as to how these should be presented as he felt they did not comply with new rules that had come into effect. Councillor Beggerow offered to help with drawing up a letter in conjunction with the Town Clerk. All were in agreement with this proposal.

New cheque signatories were agreed as follows:  
Councillors Allan, Cammack, Gregg and Schleip

The Bookings Clerk was requested to forward a copy of the audit report.

#### 5 **CURRENT AND FUTURE RUNNING COSTS**

Councillor Allan advised that after looking at the books, an average of £60-70,000 was needed to run the building, with income last year at £55,000. It was felt that the Committee needed to look at ways to raise extra monies as it was felt that it was a fabulous building with lots of potential. Councillor Allan thanked former Councillors and volunteers for doing a remarkable job in keeping the building going. She felt that those involved with tours of the building did a tremendous job and brought in a lot of visitors and funding and we should continue to use their knowledge and experience. Councillor Gregg felt that a proper business plan for the next financial year should be carried out. In the meantime a strategy should be put in place for how we manage events and the use of volunteers. It was agreed that a review of the charges needed to be carried out and to look at the building as a whole to see how it could be utilised. Councillor Schleip proposed that the Ethical Property Company visit the site to provide their professional advice on how to utilise the building and maximise the income. Their fee to carry this out was approx. £900.00.

Councillor Beggerow enquired as to the agreement between the Charity and the resident bar. It was reported that originally it was agreed they give 7.5% of their takings but of their own undertaking they had increased this to 10%. Councillor Beggerow felt we should get factual data regarding bookings, bar takings etc on a monthly basis. Councillor Allan advised that for the remainder of the year there were 18 bookings made which included use of the bar. Discussion took place on how to expand bookings and whether this needed a dedicated body to organise events. Councillor Gregg advised that she and Councillor Wilson-Downes were keen to organise activities and felt that we did not need to employ people to do this. Councillor Beggerow felt that with the inclusion of the volunteers, who also have a passion for the building, this could be done without outside assistance.

It was agreed to invite the Ethical Property Company to visit, concentrate on getting events organised, and draw up a proper business plan for the future once the advice of the EPC had been received.

## **6 CONSIDER AND REVIEW HALL, HIRE FEES & EVENTS**

Councillor Allan proposed this item be brought to the next meeting when everyone had a chance to look at the current pricing. It was felt that as there were other facilities in the town, we maybe look at how we fit in and create a niche for ourselves.

Councillor Gregg had concerns regarding the insurance cover for events taking place where no booking form was completed, in particular the tours. It was reported that currently tours are entered into the diary and volunteers are covered by our insurance. It was felt that a simple form could be compiled to cover the duty of care we had towards those in the building showing a statement of who was in the building, for what reason etc. It was requested we investigate whether a risk assessment had been carried out regarding tours. Councillor Gregg enquired as to how monies collected are accounted for. This is not documented at the moment but monies are receipted in the office and whilst there are areas that could be improved we did not wish to cause offence to people volunteering and who are putting money back into the building. Councillor Gregg advised that she felt the volunteers did a sterling job but just wanted to ensure that "all the l's were dotted and t's crossed". Councillor Gregg mentioned these concerns as there was an on-going insurance claim. Councillor Allan confirmed that this claim was nothing at all to do with the tours. One of the volunteers present advised that she felt insulted at the insinuation that they take a penny out of the takings as they never have and quite often they use their own money towards food and mileage. Councillor Allan advised that two tours had recently taken place but others were on hold at the moment, but not cancelled. Councillor Beggerow felt that the tours were clearly of benefit and that the monies did go into the office as supported by the accounts and

felt that we should give full support to the volunteers. It was proposed that Councillors Allan, Gregg and Schleip

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be involved in setting up a process and perhaps involve willing members of the public in a small working group. The formation of the Hadleigh Guildhall Volunteers would enable them to support the Charity to raise money for the building, they would be covered by our insurance but have their own separate bank account, enabling them to raise money by grants. Mrs Angland advised that they may be willing to help but will have to set up their own constitution, which could be considered by the Committee/HTC when drafted. Councillor Beggerow was happy to move forward with this and felt Councillors could also work with this group.

## **7 THE FRIENDS OF THE GUILDHALL**

This item was covered by the previous discussion.

## **8 EMERGENCY KEYHOLDER**

Three keyholders were required. Currently the caretaker and the bookings clerk held a key and a third nomination was required. Councillor Allan advised that she would be prepared to do this if no one else wished to be nominated. Councillor Beggerow proposed Councillor Allan as keyholder, this was seconded by Councillor Twyman and all were in agreement.

## **9 LEADER PROGRAMME GRANT APPLICATION**

Councillor Talbot advised that an application had been submitted regarding the new kitchen, carpets and boilers. This had passed the first stage and a full application was now required. There was a short window to apply and it was felt that because the boilers required planning permission and listed building consent this would not be in place in time. The request could go ahead for the carpets and new kitchen for a cost of £11,600, with match funding of £2,900 required. The grant amount would also need to be covered as this was paid in arrears (6 weeks). As it had previously been Minuted that the Charity agreed to withdraw £35,000 towards these projects this would help with the submission. Councillor Beggerow requested we find out which account the £35,000 had come from. Councillor Talbot proposed that approval be given for submission of the Leader application for £11,600 approx towards floor covering and kitchen refurbishment and to provide match funding of £2,900, temporarily, as paid in arrears, to come out of the £35,000. Councillor Beggerow seconded this proposal and all were in agreement. This would be taken to full Council for final approval.

It was reported that £1,500 had been earmarked from Suffolk County Councillor Mick Fraser's locality budget towards a new cooker. It was requested we establish whether this can be used towards an alternative,

such as the new boilers. Regarding the replacement boilers, Councillor Talbot felt that if these were not going to be part of the grant application, time could be spent looking into “greener” alternatives. He was advised that this would need to be done sooner rather than later due to the condition of the existing boilers. Councillor Talbot would look into alternatives and Councillor Allan would enquire as to what planning or listed building conditions these would require.

## 10 ANY OTHER BUSINESS

The current facebook page administrator could no longer run this and therefore someone else was required to take on this role. Councillor Gregg agreed to take this on and will contact the current administrator. Councillor Beggerow felt that involvement of the Hadleigh Guildhall Volunteers would also be useful and that perhaps there should be a second administrator from among this group.

An offer had been received from a member of the public to repoint a 2sqm section of brickwork at the foot of the wall south to the water pump. He would carry out the work without any charge for materials and labour and use proper lime mortar. It was agreed to accept this offer subject to checking our insurance would cover this and to carry out a brief risk assessment of the area.

Whilst on the subject of insurance, Councillor Gregg advised that a new contact was required to liaise with the insurance company. As Councillor Allan was the Chair it was felt sensible that she be the contact and all were in agreement with this.

A request had been received from the Hadleigh on Show organisers to bring along Bowser the dog to open the show on the 5<sup>th</sup> October. There were no objections to this request.

Councillor Gregg advised that the Hadleigh on Show had approx. 50 stalls booked at £5 a stall and Councillor Allan proposed that the Charity book a double stall at £10 to put the Guildhall complex on show and display photographs etc. It was also felt that this would be a good opportunity to canvass the public for their ideas on the use of the facilities. Discussion took place on the grant request from the organisers regarding hire of the building. This was due to go before full Council on the 18<sup>th</sup> July. Those present felt that the organisers should get the building for free rather than request a grant from HTC. Councillor Gregg proposed that we offer the facility at no charge in return for getting a double pitch for the Charity at no charge. Councillor Beggerow seconded this and all were in favour. It was

pointed out that by doing this the Charity would lose £1,500 in income. This would be taken to full Town Council for agreement.

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A grant request had been prepared previously by the Charity to go before Hadleigh Town Council for CIL monies. Now that the structure of the Committee had changed it was decided that this request be withdrawn.

The recent High Tea event had raised £398.55 towards funds. Grateful thanks were passed on to Mrs Judith Brown for her hard work in organising this event.

**11 TO AGREE TIME, DATE & VENUE OF THE NEXT MEETING**

In order to continue to get momentum, it was agreed to meet once a month for the time being, the next meeting being set for 7pm on Tuesday 13<sup>th</sup> August 2019 in the Dining Room.

**12 CONFIRMATION OF AGREED ACTION POINTS**

Item 3	Provide terms of reference	GT/RB
Item 4	Liaise with Clerk to prepare letter	RB
	Provide copy of audit report	JB
	Set up new cheque signatories	JB
Item 5	Invite Ethical Property Company	HA
	Monthly data on bookings, takings etc	JB
Item 6	Check risk assessment re: tours	
	Set up process and working group for events	HA/AG/CS
Item 8	Update emergency keyholder information	JB
Item 9	Find out account information	JB
	Proceed with grant submission	GT
	Possibility of repurposing locality funds	SM
	Enquiries into "greener" heating	GT
	Necessary planning/LBC requirements	HA
Item 10	Facebook page	AG
	Check insurance, prepare risk assessment and contact Mr Cunningham	HA/SM
	Update Insurance Company re: contact	SM
	Confirm to Hadleigh on Show re: dog	SM

There being no further business, the meeting finished at 9.03pm.

Councillor H Allan  
Chair, HTC HMFC Committee