

## **HADLEIGH TOWN COUNCIL MARKET FEOFFMENT CHARITY COMMITTEE**

### **MINUTES OF THE MARKET FEOFFMENT CHARITY COMMITTEE MEETING HELD IN THE GUILDROOM ON TUESDAY 8<sup>TH</sup> OCTOBER 2019**

**PRESENT:** Cllr H Allan, Cllr R Beggerow, Cllr C Cammack, Cllr A Gregg, Cllr G Talbot, Cllr C Schleip

Diana Stroh: Locum Clerk

11 members of the public

#### **1.10 OPENING**

Cllr Allan apologised for the change of room and lack of microphones.

It was noted that one member of the public was filming the meeting.

#### **2.10 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST**

None received

#### **3.10 DISPENSATIONS**

None received

#### **4.10 APOLOGIES**

Councillors accepted an apology from Cllr E Wilson-Downes in respect of work commitments.

#### **5.10 PUBLIC FORUM**

A member of the public queried whether the Town Council had considered educational training in the building as a way of making money.

Cllr Allan stated it wasn't the role of the Charity to provide education services but thanked the member of the public for their suggestion.

A member of the public asked if, as the sole trustee, were the names of individual Councillors required.

Cllr Allan stated 'Hadleigh Town Council' was sufficient in the circumstances.

#### **6.10 MINUTES**

Cllr Gregg noted the agenda should read 12<sup>th</sup> September not the 10<sup>th</sup> as stated.

It was noted at a point in the minutes that read July 2018 and that this should read July 2019.

Councillors **agreed** to approve and sign the minutes for the meeting on the 12<sup>th</sup> September, subject to the agreed amendments.

### **7.10 ACTION POINTS**

- a. Councillors advised that the letter had been sent to the auditors but nothing yet received in return.
- b. Councillors advised of visit by Diane Jimpson (SALC) for independent audit review.
- c. Councillors advised the paperwork hadn't been sent.
- d. Councillors advised that staff shortages meant bookings administration not maintained at present.
- e. Councillors advised that Cllrs Allan, Cammack and Schleip were writing up new tours risk-assessment.
- f. Cllr Talbot advised Councillors that locality funding had been re-allocated and this item could be removed.
- g. Councillors requested the Clerk progress this item and update at next meeting
- h. Councillors advised that this item linked with previous item.
- i. Councillors advised of an access issue that had prevented further progress.
- j. Councillors were advised of forthcoming events, including a Christmas Craft Fair and the Partridges exhibition.

### **8.10 FINANCES**

- a. There was no record of monthly payments available due to administrative issues.

Cllr Allan stated at this point that a safety issue had arisen with the oven and that an urgent repair was required, at a cost of £495.70, to be safe for use with forthcoming bookings.

Councillors **agreed** to have the oven repaired as a matter of urgency and emergency.

- b. Councillors **agreed** to defer a review of the booking fees.
- c. Cllr Allan advised Councillors this item was being withdrawn due to lack of financial clarity.

### **9.10 WORKS TO BUILDING**

- a. Cllr Allan advised Councillors of a 'Wool Towns' grant for £17,544.91 for the refurbishment of the kitchen and stairways, with an allocated timescale to the end of 2020.

Councillors **agreed** to defer the formation of a working group to oversee the management of the project until Ethical Property visit completed.

- b. Councillors **agreed** to defer the commissioning of a survey to establish required maintenance of the building until the completion of the Ethical Property visit.

- c. Councillors **agreed** to defer the review of the boilers until the completion of the Ethical Property visit.

#### **10.10 TOURS, EVENTS AND BOOKINGS**

Cllr Allan advised Councillors that a tour in September raised £230 and that a forthcoming tour had been applied for by 120 people with only 40 places available so could generate further bookings.

#### **11.10 HTMF CHARITY CONSTITUTION**

Councillors **agreed** to defer this item until the completion of the Ethical Property visit.

#### **12.10 HADLEIGH GUILD HALL VOLUNTEERS**

Councillors debated the current constitution and options for funding based on how the building was to be used in future, including the role of volunteers.

Councillors **agreed** to defer this item.

#### **13.10 TIME, DATE AND PLACE OF NEXT MEETING**

Tuesday 12<sup>th</sup> November in the Dining Room

Cllr Gregg stated there were two items not on the agenda, these being the caretaker's premises and staffing matters.

#### **14.10 ITEMS FOR NEXT HTCMFC COMMITTEE AGENDA**

Cllr Allan advised Councillors that it was inappropriate for the Clerk to deal with emails from potentially 15 Councillors and that items for the forthcoming agenda were to be submitted at least ten days before the next meeting, through the relevant Chair.

8.58pm, Meeting closed