



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

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 23<sup>rd</sup> July 2020 at 7pm** via video conference.

Members of the public and press who wish to “attend” the meeting may follow this link:

<https://zoom.us/j/98985561105> Or Telephone:0203 901 7895

You will be held in a “virtual waiting room” and admitted at the appropriate time to start the meeting.  
The normal rules about conduct and participation in a Council meeting still apply.

The Council, members of the public and press may record/film or broadcast this meeting, when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3<sup>rd</sup> party recording.

## AGENDA

<b>1: Opening</b>	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.
<b>2: Minutes</b>	To approve minutes of previous Council Matters Committee meeting held on Thursday 13 <sup>th</sup> February 2020.
<b>3: Public Forum</b>	15 minute session. Maximum 3 minutes per person. Members of the public should not be involved in the decision-making of the Council in subsequent agenda items unless expressly invited to do so by the Chairman. If members of the public wish to speak they are advised to inform the Town Council Manager in advance to ensure that they are given the opportunity within the videoconference platform. The use of the “raise hand” icon should be used to notify the chair that you wish to speak.
<b>4: Confirm Chair of Committee</b>	To confirm the Chair of Council Matters Committee 2020/21.
<b>5: Financial update</b>	To note the financial position in the light of the Internally Audited Accounts for the year ended 31st March 2020.
<b>6: Investigation into cash in the office</b>	To note the cash transactions 2019/Spring 2020.
<b>7: Layham Road Sports Ground.</b>	a) To note current situation with Sports Pavilion Insurance Claim (TCM) b) To note the publication of the Babergh Local Football Facilities Plan and the recognition that Hadleigh is deemed the highest priority for the development of a 3G Pitch (Cllr Beggerow)



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	c) To note the current planning ideas for a new Sports Pavilion and 3G pitch and to note the Rugby Club's plans in the light of the recent fire. (Cllr Beggerow).
<b>8: Rugby Club</b>	To consider a request from the Rugby Club to erect fencing around the patio. (TCM)
<b>9: Future Meetings</b>	The date of the next meeting will be Thursday 24 <sup>th</sup> September 2020 at 7.00pm.
<b>10: Close of meeting</b>	Not later than 8.00pm

Signed *A. McMillan*

**Andrew McMillan Town Council Manager (TCM)**

17 July 2020



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## COUNCIL MATTERS COMMITTEE

Thursday 13<sup>th</sup> February 2020 at 7pm in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN.

### Draft MINUTES

<b>1: Opening</b>	<p>In attendance: Councillor Allan, Councillor Allman, Councillor Beggerow (chair), Councillor Gregg, Councillor Knock, Councillor Schleip</p> <p>Also in attendance: Town Council Manager and 7 members of the public.</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. A member of the public stated that they would film the meeting. The Chair asked if anybody objected to being filmed. No objections were raised.</p> <p>a) The Chair opened the meeting and welcomed Councillors Frank Minns and Gordon McLeod into the Council (in the gallery).</p> <p>b) Apologies were accepted from Cllr Cammack.</p> <p>c) No declarations of pecuniary and non-pecuniary interest were made.</p> <p>d) No requests for dispensations were received.</p>
<b>2: Minutes</b>	<p>To approve minutes of previous Council Matters Committee meeting held on 9 January 2020. <b>The Minutes were approved.</b></p>
<b>3: Public Forum</b>	<p>There were no questions from the public.</p>
<b>4: Finance</b>	<p>a) The Chair updated the meeting that the independent Review of Payments made post May Election 2019 is still an issue to be addressed. It was noted that SALC had started the work but halted due to lack of information. It was agreed that the matter was pressing. <b>Proposed by Councillor Beggerow, Seconded by Councillor Allman and unanimously agreed, it was resolved that the Town Council Manager should contact SALC to ensure the work is finished before the end of the financial year.</b></p> <p>b) The latest Income and Expenditure Report was considered. It was observed that the Cemetery income was lower than forecast and restated the need to move the project forward. It was also noted that the temporary road to the site was still in place. It was requested that the cost to date of the Cemetery Extension be published. It was agreed that the Council would publish figures not that the pre-election period is over.</p> <p>Guildhall expense 9729 was queried and it was stated that the payment is for utilities. This item would be removed in the next financial year as that payment should be made by the HMFC.</p> <p>The "St Mary's Church" item name should be changed as it appears to be a donation not a payment for maintenance works in the churchyard. It was requested that the Town Council Manager investigates the legality of the contract to undertake maintenance of the churchyard.</p>



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	<p>It was requested that a market appraisal of the rent on the Cemetery Lodge be undertaken.</p> <p>Cllr Knock left the meeting at 7.32</p> <p>c) It was <b>noted</b> that the verification of Bank Reconciliations is up to date.</p> <p>d) It was <b>noted</b> that the Precept Submission for 2020/21 had been submitted to BDC and receipt had been acknowledged.</p> <p>Cllr Knock returned to the meeting at 7.38.</p> <p>e) Councillors discussed appointing SALC to undertake the internal audit. It was queried whether SALC could be independent as they had undertaken work for HTC in the last year. It was stated that SALC had not been involved with the accounts or in office procedures and had only advised HTC, and provided 4 days of Locum Clerk cover, and could be considered independent. It was discussed whether another Association such as Essex or Norfolk could be contacted to undertake the audit. <b>Proposed by Councillor Beggerow, Seconded by Councillor Allan and voted 4 For:2 Against: 0 Abstentions, it was resolved to appoint SALC to undertake the year end audit.</b></p> <p>It was queried whether cash in the office had been accounted for, and it was confirmed that it is accounted for, that Aaron Clark is book keeping. Cash in the office is mostly HMFC and is documented, receipted and accounted for.</p>
<b>5: Tennis Court Tokens</b>	It was <b>noted</b> that the Tennis Court Tokens do cover the cost of electricity at Layham Rd Tennis Courts.
<b>6: Town Council Manager's update</b>	The Town Council Manager read a report setting out that the Town Council should focus on some key office matters before committing to project work, which was <b>noted</b> . It was queried whether the new Administrator role would cover finance and it was confirmed that it would.
<b>7: Staffing</b>	Councillors discussed the arrangements for appointing an office cleaner. <b>Proposed by Councillor Schleip, Seconded by Councillor Beggerow and Unanimously agreed, it was resolved that the Town Council Manager should appoint a cleaner and report to the recruitment panel, subject to there being no Standing Orders that prevented this. If there were such Orders then the appointment would be referred to the Recruitment panel.</b>
<b>8: Hadleigh by-election</b>	Councillors joined the Chairman in welcoming the newly-elected Councillors.
<b>11: Future Meetings</b>	The next scheduled meeting of the Council Matters Committee will be on the 2 <sup>nd</sup> of April.
<b>12 Close of meeting</b>	The meeting closed at 8:00pm

Signed

**Andrew McMillan Town Council Manager** 17 February 2020



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## Information in support of agenda items

### Item 5: Financial update

#### Hadleigh Town Council Budget 2020/21 - RESERVES - Updated 11 July 2020 with 2019/Actual

Funds	Actual 31/3/2019	Actual 31/3/2020	Budget 31/3/2021
General Reserve	426,874	511,966	484,357
Capital Funds	143,100	143,100	143,100
Swimming Pool Fund	201,037	201,037	0 Paid to Babergh DC when Pool in use
Archives Fund	3,832	3,832	3,832
Renewals Fund	7,718	8,718	9,718 Add 1K per annum
Election Expenses Fund	10,092	3,703	5,703 Add 2K for next 4 years
Conservation Bureau Fund	1,955	1,955	1,955 HTC holding on behalf of CB re contribution to purchasing untidy land beside St Mary Church ??
Cemetery Fund	499,825	0	5,000 New Fund towards long term future costs
Church Clock Fund	7,816	8,816	9,816 Add 1K per annum
Layham Road Fund	60,000	75,000	90,000 Add 15K per annum towards New Pavilion/Sports Facilities. Includes 14K from LRS GMC in 19/20
CIL Fund	13,390	13,390	13,390 5K Used in 20/21 for Skate Park Extension plus 5K in from 20/21 unallocated CIL money
<b>TOTAL</b>	<b>1,375,639</b>	<b>971,517</b>	<b>766,871</b>
<b>Movement in Funds</b>		<b>-404,122</b>	<b>-204,646</b>
<b>Number of Months Precept in General Reserves</b>	16.2	19.1	17.2 Recommended boundaries - Too High > 24 months - Too Low < 9 months.
<b>Total Earmarked Reserves</b>		459,551	282,514

#### Hadleigh Town Council Budget 2020/21 - Summary by Cost Centre - Updated 11 July 2020 with 2019/Actual

Income/Expense	(All)					
Row Labels	Actual 2017/18	Actual 2018/19	Actual 2019/20 6 months	Actual 2019/20	Budget 2020/21	2020/21 Comments
101 Administration	-200,099	-242,452	-131,216	-186,012	-145,920	
101 Administration Precept	312,990	315,499	321,876	321,876	337,970	1.90%
101 Cemetery Loan Repayments	-17	-28,147	-16,705	-33,278	-32,694	
101 Cemetery Loan	0	499,825	0	0	0	
102 Grants & Contributions	-7,950	-13,574	-100	-5,700	-89,385	Includes Grant to HMFC
103 Mayoral Expenses	-4,553	-4,358	-721	-721	-550	
201 Allotments	675	525	-1,210	-2,063	-300	
205 Cemetery	10,910	6,099	3,233	1,328	5,680	
207 St Mary's Church	-17,142	-1,060	-435	-985	-1,300	
208 Cemetery Lodge	8,149	8,430	4,881	2,461	8,810	
209 Archives	-916	-1,201	-195	525	-60	
210 War Memorial	-440	-4,101	-22	-59	-50	
215 Sports & Open Spaces	-32,317	-11,634	-7,646	-7,260	-6,360	
220 The Guildhall	-13,695	-14,606	-9105	-16,529	0	
225 Community Amenities	-3,396	-3,616	-699	-3,849	-3,700	
230 Tourism	-1,480	-1,593	-291	-291	-750	
301 Cemetery Extension Cost	-1,844	-21,036	-47,1565	-47,3565	-15,000	Landscaping
301 Special Projects	-202	0	0	0	-26,1037	Swimming Pool, Skate Park Ext
<b>Grand Total</b>	<b>48,673</b>	<b>483,000</b>	<b>-309,920</b>	<b>-404,122</b>	<b>-204,646</b>	
Notes:						
Interest element on Cemetery Loan Repayments		-8,138		-13,252	-12,694	

### Item 8: Rugby Club

The club would like to fence the patio area adjacent to the clubhouse. With the cameras installed it believes a fence would provide further deterrent to those wanting to use the area for unsanctioned late night gatherings. It would also create a more defined and pleasant social space for members. The fencing would be 4 foot braced close board fencing with sturdy support posts. and would include a gate to the rear by the tennis courts and to the side opposite the fire exit. HRFC would pay for all materials and installation. If agreed, it is recommended that the Rugby Club must provide proof of obtaining permits that may be required such as planning permission.