



# Hadleigh Town Council

## COUNCIL MATTERS COMMITTEE

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

Rolf Beggerow (Chair), Angela Gregg, Andrew Knock, Carol Schleip, James Bayliss

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 24<sup>th</sup> September 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/98986145088>  
or telephone 0203 481 5240

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 23 <sup>rd</sup> July 2020.
<b>3: Public Forum</b>	15-minute session. Maximum 3 minutes per person. 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 teleconference platform. The “raise hand” icon should be used to notify the chair that you wish to speak.
<b>4: Finance matters</b>	a) To note the status on the accounting system for 2020/21. b) To note the completion of the Bank Reconciliation using Excel to the end of August.
<b>5: Layham Road Sports Ground</b>	a) To note the current situation with the Insurance Claim for the Sports Pavilion. b) To approve cleaning and inspection of the Car Park Gulleys and outlets to the Soakaways, and to obtain quotes for repairs if required. c) To approve a recommendation from the Layham Road Sports Ground Working Group to consult with UK Power Networks regarding the long term planning of electricity supplies for Layham Road Site in conjunction with S Cowle Electrical Ltd who have agreed to act as our advisors, and to obtain quotations for the options UKPN offer.
<b>6. Fees and Charges</b>	a) To raise Cemetery fees by 5% and round up to the nearest £5 increment for existing cemetery services, and to agree that pricing for the new cemetery extension (including new style of burials) will be considered later this year following the visit from the Federation of Burials and Cremations Authority. b) To consider raising fees at Layham Road Sports Ground.
<b>7: HTC Policies</b>	To approve the following updated Policies



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	a) Financial Reserves Policy b) Data Protection and Information Management Policy c) Data Breach Policy
<b>8: Future Meetings</b>	The date of the next meeting will be Thursday 26 <sup>th</sup> November 2020 at 7.00pm.
<b>9: Close of meeting</b>	Not later than 10.00pm

Signed *A. McMillan* Andrew McMillan

**Town Council Manager**  
18 September 2020



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

### Draft MINUTES

<b>1: Opening</b>	<p>In attendance: Councillor Allan, Councillor Allman, Councillor Beggerow (chair), Councillor Knock, Councillor Schleip, Councillor Cammack. Also in attendance: Town Council Manager and 5 members of the public.</p> <p>a) The Chair stated welcomed people to the meeting and stated that the meeting was being recorded. b) b) Apologies were accepted from Cllr Gregg. c) No declarations of pecuniary and non-pecuniary interest were made. d) No requests for dispensations were received.</p>
<b>2: Minutes</b>	<p><b>Proposed by Councillor Allman and Seconded by Councillor Cammack, the Minutes of Council Matters Committee meeting held on Thursday 13<sup>th</sup> February 2020 were approved.</b></p>
<b>3: Public Forum</b>	<p>There were no questions from the public.</p>
<b>4: Confirm Chair of Committee</b>	<p>Councillor Beggerow stated that he would like to continue as chair of the committee. No other nominations were received.</p> <p><b>Proposed by Councillor Allman, Seconded by Councillor Cammack and unanimously agreed, Councillor Beggerow was appointed to continue as the Chair of the Council Matters Committee 2020/21.</b></p> <p>Councillor Allman thanked the Chair for his service over the previous year.</p>
<b>5: Financial update</b>	<p>To report of the financial position in the light of the Internally Audited Accounts for the year ended 31st March 2020 was <b>NOTED</b>. Councillor Beggerow explained the overall actual reduction in funds in the year 2019/20 was 404K and with a budgeted further reduction in 20/21 of 204K (largely for the Swimming Pool) the Budgeted Total Funds at 31/3/21 was 766K. The Budgeted General Reserve was still a showing healthy 17.2 months of our Precept.</p>
<b>6: Investigation into cash in the office</b>	<p>Councillor Beggerow stated that the review had been undertaken with Aaron Clark accountants and established that the number of cash transactions overall was low. It was heard that the Financial Regulations and Standing Orders have already been amended as a result of the investigation. The report was <b>NOTED</b>.</p>
<b>7: Layham Road Sports Ground.</b>	<p>a) The Committee <b>NOTED</b> the Town Council Manager's update on the Sports Pavilion insurance claim. He stated that the insurer was preparing a Schedule of Works and awaiting a sub-contractor's asbestos investigation before issuing. The Schedule may then be used to obtain quotes for works. b) The Committee <b>NOTED</b> 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. The Football Club have already been invited to Webinars with the Suffolk FA and the Football Foundation and giving guidance on the next steps to getting a project moving forward. c) The Committee <b>NOTED</b> the possibilities for the Sports Pavilion and 3G pitch. It was heard that the Rugby Club may resume matches in October and are investigating temporary or replacement changing facilities. It was confirmed that that the Rugby Club would not act until the Town Council's position regarding insurance was known.</p>
<b>8: Rugby Club</b>	<p>Councillors considered a request by the Rugby Club to erect fencing around the patio area. <b>Proposed by Councillor Beggerow, Seconded by Councillor Allman, it was unanimously agreed that the Council agrees in principle to the</b></p>



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	<b>club erecting a fence, subject to confirmation that it is sited on the Rugby Club's land or a license agreement is entered into if it is on HTC land, and that any planning permission is obtained by the Club.</b>
<b>9: Future Meetings</b>	The date of the next meeting was confirmed as Thursday 24 <sup>th</sup> September 2020 at 7.00pm.
<b>12 Close of meeting</b>	The meeting closed at 7:23pm

Signed

**Andrew McMillan**  
**Town Council Manager**  
23 July 2020



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### Information in support of Agenda Items

#### **Item 4: Finance matters**

- a) The External Audit of the accounts for 2018/19 has not yet been completed. The outstanding matters concern issues of process and procedure rather than any issues around the figures. The TCM has contacted the Auditor and asked whether the accounts may be closed down to enable this year's accounts to be put onto the system, but the Auditor has not confirmed this is possible and we await further correspondence. This remains a significant hindrance to the Town Council's operational processes for this year. Separately, the External Audit of the accounts for 2019/20 were submitted and we await further correspondence.
- b) Because of the 2018/19 AGAR situation, the accounting system for the current year is being undertaken on an excel spreadsheet. This is complicating processes for this year, and means that we are evaluating different software packages to enable the TC to avoid this situation in the future.

#### **Item 5: Layham Road Sports Ground**

- c) The insurer has not yet provided the schedule of works to enable HTC to obtain quotes for repairs to the fire damaged Sports Pavilion. The Administrator has repeatedly requested this information to enable us to proceed.
- d) The Car Park Gulleys and outlets to the Soakways are blocked and need to be cleaned out. It is not known when the waterways were last inspected and given the frequent flooding it is advisable to have them inspected to ensure they are functional. If they are not, functional, then quoted may be sought for repairs.
- e) The electricity supply at LRSG Pavilion is thought to be shared with the Scout Hut, Rugby Club House and possibly the Football Club. The LRSG Working Group recommends that in conjunction with S Cowle Electrical Ltd who we are working with following the fire, that UK Power Networks is consulted to understand the current arrangements. Options for better arrangements may be explored with UKPN and quotes may be obtained for works to improve the arrangements.

#### **Item 6. Fees and Charges**

The Council periodically reviews its fees and charges.

##### **a) Cemetery fees and charges**

Prices have historically increased 5% every 2 years, with a review now due. It is recommended to raise the prices by 5% and round up to the nearest £5 increment for existing cemetery services (as in the table below), and that pricing for the new cemetery extension (including new style of burials) to be considered later this year following the visit from the Federation of Burials and Cremations Authority.

<b>BURIAL FEES</b>		<b>5% increase</b>	<b>5% Rounded</b>	<b>10% increase</b>	<b>10% Rounded</b>
<u>Burials</u>	<b>Current fee</b>				
Exclusive Rights					
Parishioner	£289.00	£303.45	£305.00	£317.90	£320.00
Non-parishioner	£578.00	£606.90	£610.00	£635.80	£640.00
Interments					
Under 18's	No fee				
Parishioner	£173.00	£181.65	£185.00	£190.30	£195.00
Non-parishioner	£346.00	£363.30	£365.00	£380.60	£385.00



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Weekend fee	No additional fee				
<u>Cremations</u>					
Exclusive Rights					
Parishioner	£208.00	£218.40	£220.00	£228.80	£230.00
Non-parishioner	£416.00	£436.80	£440.00	£457.60	£460.00
Interments					
Under 18's	No fee				
Parishioner	£110.00	£115.50	£120.00	£121.00	£125.00
Non-parishioner	£220.00	£231.00	£235.00	£242.00	£245.00
Weekend fee	No additional fee				
<b>Weekend emergency call out fee</b>	£60.00	£63.00	£65.00	£66.00	£70.00
<b>MEMORIALS</b>					
<u>Burials</u>	<b>Current fee</b>	<b>5% increase</b>	<b>Rounded</b>	<b>10% increase</b>	<b>Rounded</b>
A headstone not exceeding 1070mm (42 inches) high x 760mm (30 inches) wide and 100mm (4 inches) max/75mm (3 inches) min thickness	£214.00	£224.70	£225.00	£235.40	£240.00
A wedge/book not exceeding 600mm (24 inches) wide x 380mm (15 inches) deep	£150.00	£157.50	£160.00	£165.00	£165.00
A flat stone not exceeding 600mm (24 inches) wide x 380mm (15 inches) deep	£150.00	£157.50	£160.00	£165.00	£165.00
A stone vase not exceeding 300mm (12 inches) in height	£121.00	£127.05	£130.00	£133.10	£135.00
For each additional inscription	£11.50	£12.08	£15.00	£12.65	£15.00
<u>Cremations</u>					
A headstone not exceeding 600mm (24 inches) in height 450mm (18 inches) wide and 100mm (4 inches) max/75mm (3 inches) min thickness	£185.00	£194.25	£195.00	£203.50	£205.00
A wedge/book not exceeding 450mm (18 inches) wide x 380mm (15 inches) depth	£121.00	£127.05	£130.00	£133.10	£135.00



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A flat stone not exceeding 450mm (18 inches) wide x 380mm (15 inches) deep	£121.00	£127.05	£130.00	£133.10	£135.00
A stone vase not exceeding 300mm (12 inches) in height	£121.00	£127.05	£130.00	£133.10	£135.00
For each additional inscription	£11.50	£12.08	£15.00	£12.65	£15.00

### b) LRSG

Fees have historically risen 5% every 2 years, and a review is now due. However, it is recommended to freeze prices pending the outcome of insurance claim and future plans for the site following the arson attack earlier in the year.

		<b>Possible Price Increases from 01/01/2021</b>			
		<b>2.5% increase</b>	<b>5% increase</b>	<b>7.5% increase</b>	<b>10% increase</b>
<b>Tennis Courts (Charges per hour)</b>	<b>Current fees 1/10/2018</b>				
All players tennis club members	£ 3.65	£ 3.74	£ 3.83	£ 3.92	£ 4.02
Non tennis club members	£ 7.30	£ 7.48	£ 7.67	£ 7.85	£ 8.03
Mix of members/non members	£ 7.30	£ 7.48	£ 7.67	£ 7.85	£ 8.03
<b>Other Sports Areas (per session)</b>					
Multi Sports Area	£ 20.75	£ 21.27	£ 21.79	£ 22.31	£ 22.83
<b>Match Play (per session where a session = either morning, afternoon or evening)</b>					
Rugby Pitch	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Soccer Pitch	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Cricket Wicket	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Pavilion (per changing room)	£ 18.15	£ 18.60	£ 19.06	£ 19.51	£ 19.97
Cost of pitch inclusive of one changing room	£ 48.50	£ 49.71	£ 50.93	£ 52.14	£ 53.35
Cost of pitch inclusive of two changing rooms	£ 63.40	£ 64.99	£ 66.57	£ 68.16	£ 69.74
<b>Training Sessions</b>					
Training sessions inclusive of changing room	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
<b>Other Costs</b>					
Floodlight Tokens (30 minutes)	£ 1.35	£ 1.38	£ 1.42	£ 1.45	£ 1.49
Use of Car Park (other than for Parking) per day	£ 60.65	£ 62.17	£ 63.68	£ 65.20	£ 66.72



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<b>Block Booking Benefits</b>					
10 or more bookings	10% discount				
20 or more bookings	20% discount				
<b>Youth Charges</b>					
13 – 18 year olds pay 50% of above costs for Tennis Courts/Pitches/ multi sport area					
Under 13s play free					