



# Hadleigh Town Council

## COUNCIL MATTERS COMMITTEE

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

Thursday 24<sup>th</sup> September 2020 at 7pm via video conference.

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.

## MINUTES

<b>1: Opening</b>	<p>In attendance: Councillors Beggerow (chair), Knock, Schleip, and McLeod. Also in attendance: Town Council Manager and 8 members of the public.</p> <p>a) The Chair welcomed people to the meeting and stated that the meeting was being recorded.</p> <p>b) Apologies were accepted from Cllr Gregg and Councillor Bayliss.</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><b>Proposed by Councillor Schleip, Seconded by Councillor Knock and unanimously agreed the Minutes of Council Matters Committee meeting held on 23<sup>rd</sup> July 2020 were approved.</b></p>
<b>3: Public Forum</b>	<p>No members of the public wished to speak.</p>
<b>4: Finance matters</b>	<p>a) The committee <b>noted</b> the outstanding AGAR report from 2018/19 was hampering office processes for 2020/21.</p> <p>b) It was <b>noted</b> that the procedural problems brought about by the outstanding AGAR report means that mid-year financial reports are delayed, but it is hoped that they should be available for the next meeting.</p>
<b>5: Layham Road Sports Ground</b>	<p>a) Councillors <b>noted</b> that the Insurance Claim for the Sports Pavilion has not been resolved, as the Town Council is still waiting for the insurer to deliver the required Schedule of works to enable the TC to obtain quotes for repairs. It was further noted that the Office staff will pursue the insurance company, loss adjuster and broker separately for movement on this matter.</p> <p>b) <b>Proposed by Councillor Beggerow, Seconded by Councillor McLeod it was unanimously agreed to instruct the cleaning and inspection of the Car Park Gullies and outlets to the Soakaways at LRSO, and to obtain quotes for repairs if required.</b></p> <p>c) <b>Proposed by Councillor Beggerow, Seconded by Councillor Schleip it was unanimously agreed 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></p>
<b>6. Fees and Charges</b>	<p>a) <b>Proposed by Councillor Beggerow, Seconded by Councillor Schleip it was unanimously agreed that from 1 October 2020 to raise Cemetery fees by 5% and round up to the nearest £5 increment for existing cemetery services as a temporary measure until further review, 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></p> <p>b) <b>Proposed by Councillor Knock, Seconded by Councillor McLeod it was unanimously agreed to raise fees at Layham Road Sports Ground by 5% from 1 October 2020.</b></p>
<b>7: HTC Policies</b>	<p>Councillors considered the updated policies.</p> <p>a) Financial Reserves Policy. <b>Proposed by Councillor Knock, Seconded by Councillor McLeod it was unanimously agreed to adopt the</b></p>



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	<p><b>policy.</b></p> <p>b) Data Protection and Information Management Policy. It was requested that the first in-text reference to an acronym is followed by the acronym itself written in capital letters and enclosed by parentheses. It was further proposed that the paragraphs about Social Media use are removed as there will be a Social Media policy, and that text is added to state that passwords should be changed regularly and that the Council may access individual staff computers if there is good reason with the permission of two Members of the HR Panel. <b>Proposed by Councillor Knock, Seconded by Councillor Schleip it was unanimously agreed to adopt the policy as amended.</b></p> <p>c) Data Breach Policy. <b>Proposed by Councillor McLeod, Seconded by Councillor Knock it was unanimously agreed to adopt the policy.</b></p>
<b>8: Future Meetings</b>	The date of the next meeting was confirmed to be Thursday 26 <sup>th</sup> November 2020 at 7.00pm.
<b>9: Close of meeting</b>	The meeting closed at 7.47pm

Signed

**Andrew McMillan**  
**Town Council Manager**  
25 September 2020