

## Hadleigh Town Council Action Update

Date of Meeting	Action	By Whom	Completed	When Recorded Completed	Outcome	Notes
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### Full Council

May 2019	Legal advice be sought on the issue of Trustee liability	Cllr Allman	Yes	Jun-19	The Mayor confirmed that Trustee Liability Insurance was in place.	
	Cllr's Allan, Twyman, Gregg and Hinton be cheque signatories		Yes		Cllrs added. Difficulty with Cllr Hinton. To be resolved.	
	Cemetery extension figures be released to the public.	Town Council Manager	Yes	March/April 2020	Web page and facebook	
June 2019	Further information about the role of tree warden, the Woollen Towns Association representative and the Ann Beaumont Charity Town Council nominative trustees, needed before agreeing appointments to these roles.	Town Clerk	Yes	Dec-19	Cllr Schleip appointed to the Hadleigh Grant Feoffment Charity; Cllr Allan appointed to the Wool Towns Association	
	Monthly cemetery update reports received from the project manager be circulated to the Council.	Town Clerk	Yes	July 2019	Done	
	Copies of the Cemetery extension payment certificates from the project manager be circulated to the council.	Town Clerk		Jul-19	Mrs Munson advised that all cost figures associated with the cemetery extension works will be reported on a spreadsheet, still to be finalised.	
	PSCO Funding	Cllrs Talbot and Faccini	Yes	Aug-19	Cllr Talbot stated the enquiries have taken on a wider aspect than just looking at PCSO funding and felt that the funding of a youth worker was a more sensible option. He went on to suggest the Town Matters Committee follow up on this.	Needs progressing as a priority as it's aimed at contributing to reducing ASB which appears to be getting worse. Porch project closed but should reopen soon. Good time to get the funding agreement sorted so they are ready to start once reopen. We just need to draft up a proposed contract and get costings and put that to Council for approval to get it signed off and in motion.
	Cemetery Lodge could bring in more income than at present. Market appraisal to be undertaken.	Town Council Administrator				Estate Agents asked to undertake the work on 06/08/20

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Jul 2019 EGM	Meeting related papers to be published on the Town Council website prior to meetings with additional hard copies available at meetings	Town Clerk	Yes	On-going	On-going	
	Market House damp inspection report had been made available as requested.	Town Council Admin Assistant	Yes	Jul-19	Mrs Munson advised that the report was in the 'Charity Box' for viewing	
	Railway Walk car park improvements. It is intended that the car park will remain free to use but that a time limited ticket system will be introduced.	Cllr Knock offered to contact the primary school for their views regarding the proposal.	Yes	18 July 2019	Cllr Knock stated that he had liaised with the Primary School regarding parking problems and advised Councillors that those affected had intimated they would have to park in the roads around the school or would appreciate free parking permits	Isn't this a Babergh issue first and foremost as Councillor Grandon from Babergh was main person on this. This action was just Cllr Knock offering to contact primary school which he did
	At the last meeting of the Council, Cllr Gregg had raised a question relating to the payment for Guildhall energy and how a split should be apportioned to the Council and the Guildhall, rather than the Council paying the bill in its entirety; she asked if the bill had since been split. Cllr Allan advised that she has begun searching through Minute Books looking to determine how the Council has found itself paying for all energy costs. It was proposed that the monthly Occupational Fees, paid by the Council to the Hadleigh Feoffment Market Charity be deferred and to ask the newly formed Charity Committee to put forward a proposal for an alternative ongoing commitment from the Council.		Yes		There are 3 separate meters within the Guildhall Complex. One of them relates to HTC Offices and the other two relate to HMFC. For 2020/21 HMFC Committee has approved budget to pay for all it's own energy usage.	
	The Clerk had circulated a copy of the Internal Audit Report to the Council prior					

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	to the meeting. The Council received the report and agreed that the new Committee would look at the recommendations therein. The Clerk agreed that a copy of the Internal Report could be published on the website.	Town Clerk	Yes	18 July 19	Internal Audit Report on Website	
	A copy of the accounts as at 31 <sup>st</sup> March 2019 had been circulated to the Council prior to the meeting	The clerk is to provide details of the un-presented cheques, as reported in the accounts, and to provide a detailed breakdown of the administration income and expenditure costs, as presented in the income and expenditure accounts			Done	
	The Council confirmed its intention to continue the partnership with The Hadleigh Society.	Town Clerk			Clerk confirmed the council's continued partnership with the Hadleigh Society	Don't think anything is necessary for actioning here. This was mainly around them wanting Town Council support for their work on producing a list of historic buildings that are not currently

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						protected but should be (forget what the name is of it).
18 July 2019	Cllr Knock asked how much it was costing the District Council to keep Hawkes Lane and Angel Court empty	Cllr Grandon stated she would enquire and send the Council an update.	Yes	04/08/20	The costs incurred for Corks Lane are in the order of £90,000 for this financial year (19/20). The majority of this expenditure relates to security costs but also electricity and gas, statutory testing and repairs from break-ins; security guard on site 24/7, which unfortunately is necessary due to break-in attempts.	
	Proposed that Councillors considered the appointment of a new, part-time locum Clerk and two agency business support workers to assist existing staff.	Cllr Allman	Yes	Approved at EGM 15 <sup>th</sup> July 2019 Agenda Item 7. Staffing Matters No minutes produced	Locum Clerk Appointed	
	Mayor stated the Council was trying to improve communications and proposed the purchase of a new website domain name and email addresses to unifying the Council's identity. He stated the Council could apply for the 'hadleigh.gov.uk' domain and email address for £80 plus VAT, renewable in two years				Councillors agreed to purchase a new website domain of hadleigh.gov.uk or hadleigh.suffolk.gov.uk if available.	
	Production of a quarterly Hadleigh Town Council newsletter.	Town Clerk			Councillors unanimously agreed to commence the publication of a quarterly newsletter	
	The Clerk be requested to prepare a five-year forward forecast of Town Council reserves, with the forecast reflecting loan repayments and to follow this year's budget.	Town Clerk				

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	Councillors agreed for the Clerk to prepare the five-year financial forecast					
August 2019	Cllr Knock asked how much money the Charity had with Cllr Allan stating there was £35K. Cllr Allman asked if a break-down could be provided to the Council.	Cllr Allan			Detailed Charity Budget approved by HMFC Committee on 17th December 2019. This contains the last 3 years actual income and expenditure Council approved Charity Budget on 16 <sup>th</sup> January 2020	
	Appointment of Cllrs Beggerow, Cammack and Gregg as signatories to the Layham Road Sports Ground Management Committee Account,		Yes	Dec 2019	To confirm the appointment of Cllrs Beggerow, Cammack and Gregg as signatories to the Layham Road Sports Ground Management Committee Account	
	The Chair advised Councillors that the Monitoring Officer was prepared to deliver training on the Code of Conduct and requested the Clerk arrange a suitable date for this to take place.	Clerk			Training undertaken	
	Councillors to set up an HR panel with Cllrs Allan, Faccini, Schleip, Cammock and Allman agreeing to make up the panel.	Cllrs Allan, Faccini, Schleip, Cammock and Allman	Yes		Cllrs Allan, Beggerow, Cammack, Schleip	
Sep 19	Standing Orders to be reviewed	Cllr Talbot	Yes	17 <sup>th</sup> October 2019	Updated based on NALC Model approved	
	Financial Regulations to be reviewed	Cllr Beggerow	Yes	17th October 2019	Updated based on NALC Model approved	
Oct 19	Fitting of new boiler into Cemetery Lodge	Town Clerk	Yes	Dec 2019	Boiler Fitted	
	Commission an independent survey through the Institute of Cemetery and Crematorium Management (or other suitably qualified organisation to: a) Identify the number of plots available in the existing cemetery	Town Council Manager				

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	<p>b) Identify the potential plot numbers in the extension site</p> <p>c) Understand how to maximise the capacity of the cemetery and it's potential to generate income to cover its costs (e.g. what is the best mix between burial, cremation and green burial to meet current trends and maximise income, how best to reuse plots etc.)</p>					
	Pricing review of cemetery fees subject to the independent survey results	Town Council Manager				
	Replenishment of the grit bins prior to winter	Town Clerk				
Oct 19 EGM	Ice Rink specifically health and safety and risk assessments		Yes		Provided by hirer	
Nov 19	Councillors discussed the payments schedules and agreed the payment to Bullards still required investigation as a member of the public (former councillor) had advised the contract had been issued on a fixed fee basis originally, and that this appeared to be an additional payment.	Cllr Beggerow	Yes	9 <sup>th</sup> December 2019	Cllr. Beggerow completed a detailed analysis of Bullards Fees and reported to Councillors and Town Clerk by email on 9 <sup>th</sup> December 2019. No further action was identified as necessary	
	Request for cost breakdown for Angel Court	Councillor Grandon	Yes	04/08/20	The costs incurred for Corks Lane are in the order of £90,000 for this financial year (19/20). The majority of this expenditure relates to security costs but also electricity and gas, statutory testing and repairs from break-ins; security guard on site 24/7, which unfortunately is necessary due to break-in attempts.	
	Recommended a payroll system be purchased. Accountants advised the				Payroll system purchased link to HMRC.	

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	cost would be £144 plus VAT to run the council and charity payroll.	Aaron Clarke Accountants	Yes			
	Review of areas that HTC are paying for the benefit of the HMFC, and HTC will consider a grant to the HMFC for an agreed period, to enable the HMFC to review its use of building etc. Council to continue to pay for the hire of rooms in the building for meeting as per the current arrangement. Councillors agreed the proposals for the budget strategy.	Cllr Beggerow	Yes	16 <sup>th</sup> December 2019	Budget for Grant to HMFC approved Grant paid to HMFC June 2020	
	Winding up Layham Road Sports Ground Management Committee. Hadleigh Town Council to directly manage all income and expenditure etc. relating to the Layham Road Sports Ground.	Cllr Beggerow	Yes	March 2020	Layham Road Sports Ground Management Committee wound up in March 2020.	
	The HR Panel are to support staff in welfare, grievances, policies and procedures. Councillors Beggerow and Twyman are to join the panel. Cllr. Allman is to leave the panel. Sample terms of reference are to be provided.					
Dec 19	To consider replacement of all current signatories for the Ipswich Building Society deposit account and to confirm the appointment of three new signatories for this account.	Cllr Beggerow	Yes	22 <sup>nd</sup> June 2020	New signatories Cllrs Allan, Gregg and Cammack approved and IBS Mandate forms completed by 2 <sup>nd</sup> June 2020	
Jan 2020	Future salary payments to be shown as separate components and not a single figure on the monthly payment schedules	Town Council Manager		May 2020	Later decision by Council in May 2020 to only present Staff Overtime for monthly approval. Contracted Salary payments are pre-authorised	
	A breakdown of costs for putting up the Christmas trees was requested. No volunteers were forthcoming so the Town Council Manager was requested to	Town Council Manager	Yes	June 2020	Detailed breakdown of Income and Expenditure provided	

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	review the programme and report back on the costs					
	To approve the draft budget for 2020/2021	Cllr Beggerow	Yes	January 2020	Resolved to approve the budget for 2020/2021	
	Cllr Beggerow presented a proposed Parish Precept increase of 5% that had been debated and recommended for approval at Council Matters committee.	Town Council Manager	Yes	March 2020	Parish Precept Increased	
	It was resolved to inform Babergh District Council that the Town Council did not wish to issue Poll Cards for this Hadleigh North local election	Town Council Manager	Yes	January 2020	Polling cards not issued for Hadleigh North Local Election	
	Corporate Support Plan to modernise and develop the Office processes to support the Town Council.	Town Council Manager				
	Review of Standing Orders to ensure the smooth and efficient running of the Council	Town Council Manager				
	New Town Council Strategy to organise the delivery of key projects.	Town Council Manager				
	SALC support for the Town Council with development of a short-term action plan, work towards the LCAS framework, and to secure temporary office assistance until staff are recruited				It was resolved to accept the SALC support and seek to employ temporary office staff.	
	Wattisham Airbase 25 years of Hangars celebration	Town Council Manager			Town Council Manager liaison with organisers of the military parades (including Wattisham Airbase and Babergh District Council) to deliver the events	
	Rural Market Towns Group				Hadleigh Town Council join the Rural Market Towns Group for a year	
	May 2020 Hadleigh Show participation with a Town Council Stall.	Town Council Manager	Yes	February 2020	2020 event cancelled due to the Coronavirus outbreak.	

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	The Town Council Manager to review the 2019 Christmas Event and present recommendations for future event planning.	Town Council Manager	Yes	June 2020	Report of Income and Expenditure and recommendations presented to Full Council and noted.	
	Town Council Manager asked to seek confirmation from Cllr Grandon on the costs of Corks Lane and Angel Court as her email figures differ from an FOI request.		Yes	04/08/20	The costs incurred for Corks Lane are in the order of £90,000 for this financial year (19/20). The majority of this expenditure relates to security costs but also electricity and gas, statutory testing and repairs from break-ins; security guard on site 24/7, which unfortunately is necessary due to break-in attempts.	
Feb 20	Acquire new IT equipment and end the printer contract.	Town council manager	Apr-20		Two new laptops and 4 larger monitors purchased through Wildwater and delivered. Printer contract terminated in writing March 2020, printer contracts terminated with effect from 4 <sup>th</sup> September 2020	
	Councillors considered the grounds maintenance contract and requested a breakdown of works.				TOWN COUNCIL MANAGER to review the contract and approve it subject to it covering Layham Road Sports Ground matters satisfactorily.	
	Install a number pad type door lock on the door between the HTC office kitchen and the Guild room.					
	Investigate fireproof office storage	Town Council Manager				Investigation undertaken. Currently on hold until office damp has been resolved due to the need to move furniture out of the way of the works. To be revisited in October 2020

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Mar 20	It was noted that a payment of around c£36k for an annual contribution to the management of the Hadleigh Pool and Leisure Centre was a recurring payment, but that the contract/agreement had not been seen. It was felt that such a large payment could not be made without review of the agreement.	Town Council Manager			See Action from July 2020	Being investigated by Cllr Grandon
	Financial Regulations around handling cash were deficient. New Regulations were put forward for consideration	Town Council Manager	Yes	Mar-2020	Revised Financial Regulations approved	
	It was confirmed that Financial Regulations had been broken recently, but that the absence of suitable Regulations around cash handling was a contributing factor. RFO to investigate the circumstances that led to this. The RFO's investigation should be thorough, commensurate with the serious nature of the regulation breach. The RFO's report should include a full accounting of the cash that was found (including how it was obtained, by whom, for what purpose(s), and how the cash came to light), and make recommendations to the Council.					
	Consent to the Rugby Club's request for advertising boards around the pitch, subject to the Rugby club looking into the legalities, planning permission and taking responsibility for management of the boards		Yes	March 2020	Rugby Club advised of Council decision by Cllr Beggerow by email	
	Develop a project proposal for an artificial grass pitch and replacement Pavilion at Layham Rod Sports Ground			March 2020	Feasibility Project approved March 2020	

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	Town Council Manager to undertake the analysis of previous years' income at LRSG					
	Permit the holding of a music festival by the Hadleigh Food Bank at the LRSG				Cancelled due to Covid 19	
	Review of Internal Control Procedures and Financial Risk Review.					
	Council offers to take on a coordination role to support organisations working with young people in the town and develop a youth strategy for the town. Council offers to use Councillor Gordon's youth engagement initiative as the starting point to engage with young people to find out what they want to inform this work. That the Council signs up to the #iwill challenge and champions youth voice, action and leadership.	Cllrs Gordon, McLeod and Minns				Arranging a follow up meeting with Rev Jo Delfgou currently
	Delegated authority is granted to The Town Council Manager to undertake necessary decisions for the running of the Council or fulfilment of its powers or duties, whether statutory or assumed, subject to the Town Council Manager obtaining advice and email confirmation of actions from no fewer than two elected Councillors, one of whom shall be either The Mayor or Deputy Mayor; and any other Councillor.	Town Council Manager	Yes	May 28 <sup>th</sup> 2020 when Full Council resumed responsibility	<ul style="list-style-type: none"> <li>i. Notified Councillors of any such decisions in a digest on a weekly basis;</li> <li>ii. Ratified any such decisions at a Council meeting at the earliest opportunity, without prejudice to Officers, and with due respect to Members who shall act on best endeavours.</li> </ul> <p>In the event of the Town Council Manager being unavailable, and in the absence of confirmed delegation, The Mayor and Deputy Mayor and one other Councillor shall be empowered to appoint a temporary Officer to the same powers and duties.</p>	

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					<ul style="list-style-type: none"> <li>iii. Working group meetings cancelled until further notice.</li> <li>iv. Grant requests shared on an as-received basis by email amongst the Town Matters Committee members, Councillors shared observations and voted by return within 7 days. The outcome notified to the applicant by the Town Council Manager.</li> <li>v. Planning consultations shared on a weekly basis by email amongst the Planning Advisory Committee members, and Councillors shared observations and voted by return within 7 days. The outcome was submitted to the Local Planning Authority by the Town Council Manager.</li> <li>vi. Delegated authority granted to the Town Council Manager to approve single payments of all values up to £5000 until further notice.</li> <li>vii. Delegated authority granted to the Mayor in conjunction with the Deputy Mayor, chair of Council Matters Committee and Chair of Charity Committee, Chair of Planning Advisory Committee and the Town Council Manager to manage end of year Audit,</li> </ul>	

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					AGAR, final accounts, and end of year processes. viii. The Guildhall, Layham Road Sports Pavilion and the Town Hall Office closed to the public until further notice (noting that email and telephone contact remains operational). ix. Staff permitted to temporarily work from home at their discretion, subject to the essential business of the Town Council being undertaken. x. Authorised the purchase of a mobile telephone to enable calls to the office to be redirected (budget of £20)	
Apr 20	No meeting due to Covid-19					
May 20	add £10,000 to the grant fund to be applied for in the usual way, but ring fenced for charities and voluntary groups.					
	to seek a full closure of the High Street between the Kings head and the TSB bank, with appropriate provision to be made for servicing, cycles, disabled and residents.	Town Council Manager	Partially	4/8/20	Partial closure, one way traffic, road narrowed to allow for pedestrians to step off the pavement	
	Guildhall Future - approve the preparation and submission of a bid for a grant from the Architectural Heritage Fund					
	Pre-authorise utility payments, non-domestic rates bills, staff salary payments and contributions up to June 2022					
	Re-adopt the Suffolk Councillor Code of Conduct.					

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4 <sup>th</sup> June	Arrange and host a Hadleigh Voluntary Services Conference to share good practice	Town Council Manager				
	Investigate a proposal and develop a business case for a pop-up shop on the High Street	Town Council Manager				
	Hadleigh Town Council to identify urgent needs of young people due to Covid-19					
	Set up a Zoom meeting for businesses in Hadleigh to discuss their needs and requirements	Town Council Manager				
	Facilitate liaison with Visit Hadleigh to look at what support the tourism and leisure economy businesses require	Cllr Minns				
	Asset Register to be updated					
	Investigation into Payments - Town Council Manager to write a formal letter to SALC for an update on the progress of the investigation and an estimate of when the final report will be available					
	Advise Babergh District Council to work up plans for Hadleigh CCTV	Town Council Manager				
18 <sup>th</sup> Jun	"That Hadleigh Town Council voted to request a road closure, but allowing deliveries, residents, disabled and emergency vehicle access. Suffolk County Council have claimed that for various reasons this is not currently possible. Therefore this Council, mindful of the need for safety for High Street users, is with strong reservations, accepting the trial of a one way system (North to South) from the Kings Head Public House, to the junction with Market Place at the TSB, to allow emergency vehicles unrestricted access/faster	Town Council Manager		30 <sup>th</sup> July barriers on High Street Installed	Full Council EGM on Monday 3rd August to discuss way forward.	

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	<p>response times. Hadleigh Town Council will monitor and report on efficiency of this system and will continue to request/work towards timed closure or other potential options if this is still considered the better option on grounds of users safety to comply with changing government guidelines in respect of Covid-19. Hadleigh Town Council also wish to request the permission to close the Market Place to traffic on every Friday Morning between 6am and 2pm throughout the requirement for social distancing as indicated by government, for the benefit of increased market stall holders and shoppers."</p>					
	<p>A new Mayor's Community award where individuals or organisations can be nominated monthly for an award for making a significant contribution to the local community will be created. At the end of each year there will be a vote for the overall Community Champion.</p>	Cllr Allan				
	<p>Events Working Group be set up to move the 2020 Christmas lighting Up event forward, possibly as part of the re-opening of Hadleigh after lockdown.</p>	Councillors				
	<p>As part of the cemetery extension works, HTC paid for an access road to be installed and then removed. The landowner has requested that the road remain. The Town Council Manager would establish the recoverable cost and seek a refund.</p>	Town Council Manager		July 2020	Refund is not due as the contract was awarded on a lump sum basis by the previous Council, so individual figures cannot be obtained.	
	<p>Councillor Allan proposed that having heard the complaint that the Council should take no further action. The</p>	Town Council Manager				

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	Council agreed to reply to the complainant that it would take no further action.					
July 2020	To agree the release of the £200,000 to Babergh District Council from earmarked funds towards the construction of Hadleigh Pool.	Finance				
	The payment of the annual management fee for Hadleigh Pool and Leisure Centre of £30,000 year to 2031 to Babergh District Council was DEFERRED until a signed copy of the original agreement could be found, and copies of the reviews provided					
	Approve the Hadleigh Town Council schedule of Delegations and Committee Terms of Reference subject to the remit of the Neighbourhood Plan to be moved to Planning Advisory Committee	Councillors	01/08/2020	01/08/2020		
	Councillors would oversee the development of two or three policy documents and subsequently present them back at a future Council meeting for adoption over the course of the year	Councillors				
	Councillors' comments to be sent to the Town Council Manager by 31 <sup>st</sup> July 2020, with an Extraordinary Meeting called if necessary to agree a response					
	Agreed to confirm a 3-year service agreement with Wildwater Professional Systems	Town Council Administrator	21/07/2020	03/08/2020	Emailed to advise Wildwater Professional Systems of their success.	
	Cycling Working group remit is for the group is to develop a costed plan to improve cycling facilities in Hadleigh and to promote its recreational and environmental benefits					

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	Council to procure a webcam to be made available to Councillors who do not have the necessary equipment to attend on-line meetings.					
	SALC should be asked to complete the investigation into unauthorised payments as originally requested					
23 July EGM	Obtain an additional member of staff to assist office modernisation (above the agreed/budgeted staff structure). A 3-year post at scale 24 to prioritise acquisition of office information to understand previous operational processes and organise filing, Establish calendar of office events and timelines to ensure procedural matters are achieved, and to develop proper practices and procedures to enable the TC to function effectively.	TCM				
	Obtain 3 <sup>rd</sup> party support to deliver projects, including delegating existing and future commitments (including funding) to community groups and other organisations where appropriate.					
	To invest in Councillor training/workshops to build relationships.					
	Develop and publish the Town Council Strategy.					
	Re-establish regular communications					
	Develop the comms plan					
	Expedite establishment of monthly "surgeries" to engage with the public to build stronger relationships					
	Bring web page in-house to support more information exchange.					

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<b>Council Matters Committee</b>						
Aug 2019	Independent review of payments made by non-members to be undertaken	Clerk with SALC				
	Terms of Reference	Cllr Beggerow		August 2019	Councillors unanimously agreed to accept the Terms of Reference for the Committee	
	Income and Expenditure report to be presented to Council Matters committee every meeting	Cllr Beggerow		On-Going	Reports presented at each meeting where available	
	'Sponsor' Councillor to look at internal control systems	Cllr Beggerow				
	'Sponsor' Councillor to look at Insurance Issues	Cllr Allan				
	Charity's lease with the Town Council to be determined					
	Council Matters committee to be members of the LRSGM Committee	Council Matters Committee	Yes	August 2019	Council Matters committee members unanimously voted to be LRSGM Committee	
	Signatories for the LRSGMC Accounts	Cllrs Beggerow, Cammack and Gregg				
Sept 2019	Collate and Distribute relevant NALC Model Policies	Town Clerk				
	Additional Councillors required for LRSGMC	Cllrs Allman and Schleip	Yes	September 2019	Added to the Management Committee for LRSG.	
Oct 2019	Formation of a working group for the Christmas Event	Cllr Gregg	Yes	October 2019	Budget of £3,000 for the holding of the Christmas Event	
	Proposal to hold Christmas Event	Cllr Faccini	Yes	October 2019	Agreement by Councillors to hold a Christmas event	
	Wind-up of the LRSG Management Committee	Cllr Beggerow	Yes	March 2020	LRSG under the umbrella of Hadleigh Town Council	
	Appointment of Clerk as interim RFO	Cllr Beggerow	Yes	October 2019	Clerk appointed as interim RFO	

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Nov 2019	Appointment of UK Power Networks to supply electricity to LRSG	Cllr Beggerow	Yes	November 2019	UK Power Networks supplying electricity at Layham Road Sports ground saving £90 per month.	
	Rugby Club electricity usage	Cllr Beggerow	Yes	November 2019	Agreed that all previously issued unpaid Rugby Club electricity invoices should be cancelled and new ones issued based on sub meter readings at £0.13 per kWh rate.	
	Do the tennis club light tokens cover the cost of the electricity used for the floodlights?	Admin Assistant	Yes	March 20	Yes	
	Appointment of Hadleigh Town Council Councillor as a Trustee to the Hadleigh Grand Feoffment Charity	Council Matters Committee	Yes	Nov 2019	Cllr Schleip appointed as Trustee	
Jan 2020	Parish Precept to be set at 5%	Council Matters Committee	Yes	January 20	Precept figure fed into forwarded to Full Council meeting for approval	
July 2020	Councillors considered a request by the Rugby Club to erect fencing around the patio area. It was unanimously agreed that the Council agrees in principle to the 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.					
Sep 2019	<b>Hadleigh Town Matters Committee</b> Proposed Plan with budget to be produced for the Christmas Event and presented to next Full Council	Cllr Gregg	Yes		Proposed to ask Full Council for a budget of £2,000 towards Christmas Event. <i>Actual figure of £3,000 approved by Full Council</i>	

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	Grants and Donations Policies to be reviewed	Cllr Talbot	Yes	October 2019	Agreement to follow the new Grants and Donations Policy Documents	
	Community Engagement Consultation	Town Matters Committee				
	Development of a youth engagement working group	Town Matters Committee			Councillors Gordon, McLeod, Minns and Talbot	
Nov 2019	Review of flooding and drainage on the river	Town Clerk				
	Layham Road Football Pitch verti draining	Cllr Talbot	Yes		Layham Road Sports ground football pitch verti-drained.	
	Siting of a bench at Hadleigh War Memorial	Town Matters Committee			Agree to the siting of a bench by the Hadleigh War Memorial subject to approval from the Royal British Legion	
Feb 2020	Cemetery Extension Town Clerk to explore landscaping options and costs and prepare a suitable bid for CIL funding.	Town Clerk				
July 2020 EGM	Grant funding bids for Hadleigh Historian: Special edition publication, £250 to cover print costs and Visit Hadleigh: £300 towards pop-up shop costs approved.	Town Council Administrator	Yes	Recipient notified on 23 July 2020 by telephone call and letter.		

	<b>Hadleigh Market Feoffment Charity Committee</b>					
July 2019	-HMFC Committee to make decision up to £25,000 before HTC approval required.	Cllr Allan	Yes	On-going		
	Format of the Accounts	Cllr Beggerow			Approach the Examiner as to how the accounts should be presented due to new rules	

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	Cheque signatories	HMFC	Yes	Aug 19	Cllrs Allan, Cammack, Gregg and Schleip	
	Copy of audit report	Booking Clerk				
	Review of Guildhall Complex Charges through Ethical Property Company					
	Resident bar agreement		Yes	Sept 19	Agreement of 7.5% on all bar takings	
	Business Plan Development after Ethical Property Company Visit					
	Guildhall Tour Risk Assessment	Cllrs Allan, Cammack and Schleip	Yes	Oct 19		
	Development of Hadleigh Guildhall Volunteers					
	Submission of the Leader application for £11,600 approx towards floor covering and kitchen refurbishment, and to provide £2,900 match funding	Cllr Allan	Yes	Aug 19	Bid Submitted	
	Use of £1,500 from SCC's M. Fraser locality budget towards a new cooker	Cllr Talbot	Yes	Oct 19	Funds reallocated, thus no longer available	
	New Facebook Administrator	Cllr Gregg	Yes	Aug 19		Cllr Gregg gave up and this role has now been transferred to HTC Staff to undertake.
	New Insurance liaison contact	Cllr Allan				
	Booking of a stand at Hadleigh on Show	Committee	Yes	July 20	No charge for facility usage subject to Charity receiving a double stall free of charge	
	Additional Emergency Key Holder	Cllr Beggerow	Yes	Aug 19	Cllr Allan appointed as 3 <sup>rd</sup> emergency key holder	
	Repoint 2 sqm of brickwork by the water pump	Volunteer	Yes	August 2019	Volunteer repointed 2 sqm of brickwork at the foot of the wall to the south of the water pump using lime mortar.	
Aug 2019	Annual movement of funds into the extra-ordinary repair fund for the last 15 years	Cllr Beggerow	Yes		Transfer £1,500 to cover the last 15 years at £100 per year.	

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	Spreadsheet showing Town Hall Complex Bookings	Cllr Beggerow				
	Energy Performance certificate for the Guild Hall Building	Town Clerk to obtain suitable estimates				Certificate in place
	Financial Statement to be produced for each HMFC Committee Meeting					
	New heaters needed for the complex before winter, possibly 'greener' alternatives				On hold until visit by Ethical Property undertaken.	
	Review of longer-term funding opportunities through a fundraising strategy	Committee				
	Review Mrs Brown role prior to her departure	Cllrs Allan, Beggerow and Gregg.	Yes	Sept 19	Meetings taken place	
Sept 19	Consider commissioning a professional survey of the Guildhall and Town Hall complex that will identify all maintenance work required		No	Oct 19 Jan 20	Oct 19 - On hold until Ethical Property visit completed Jan 20 – subcommittee to be set up to establish the condition of the building and develop a long-term repairs and maintenance plan	
	Format of the Charity Accounts by Emmerson's	Cllr Beggerow				
	Review of bad debts	Cllr Beggerow				
	Removal of old Town Clerks name on bank statements					
	Monthly payment schedule to be produced for agreement by the HMFC Committee	Town Council Clerk	On-going		Report produced on a monthly basis for review	
	Change name of bar licensee following Mrs Brown imminent departure					
Oct 19	Oven repair	Committee	Yes	Oct 19	Oven repaired as a cost of £495.70	
	Wool Towns grant available for kitchen and stairway refurbishment	Committee	No	Oct 19	On hold until Ethical Property Foundation review taken place	
Nov 19	No Minutes					

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Dec 19	Adopt Hall Master Booking system	Committee	Yes		Hall Master booking system purchased	
	Adopt Xero Bookkeeping system to process the accounts	Committee	Yes		Xero book keeping system purchased.	
Jan 2020	Ethical Property Foundation		Yes	Jan 20	Visit taken place, report pending.	
	Refurbishment of the lady's toilet	Committee				
	Appointment of Aaron Clarke Accountants to bring the Charity Accounts up to date	Committee	Yes	Jan 20		
July 2020	A member of the public stated that an agreement between BDC and HTC regarding grant funding for the Guildhall (c1989) required a lease for the Guildhall to be in place. It was observed that 30 years had elapsed and the Town Council Manager would enquire with BDC about any paperwork around the grant fund (including any lease that was supplied	Town Council Manager				
	Agreed to obtain quotes for boiler replacement in line with the recommendations of the energy certificate and then to investigate funding options.	Town Council Administrator				
	To appoint KCCJ to supply the kitchen equipment.	Town Council Administrator	Yes		Notified by email on 8 <sup>th</sup> July 2020. Site visit arranged for 5 <sup>th</sup> August 2020.	
	Grant delegated authority to Town Council Manager to obtain quotes and select the preferred contractor for electrical and plumbing works and any remedial works needed to the walls.					
	Extend the current temporary Booking Clerk contract to the end of 2020	Town Council Manager	Yes	8 <sup>th</sup> July 2020	Contracted extended.	
August 2020	Agreed to appoint Aaron Clark Accountancy to undertake the HMFC Accounts year end.					
	Obtain quotes for repairs (or replacement of) a damaged radiator in the Guildroom	Booking Clerk				

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	Agreed to the treatment of damp in the Guildhall	Booking Clerk				
	Agreed to procure the services of Donnely Watson to undertake the floor covering installation for the hallways in the Town Hall complex	Project Officer				
	The Guildhall would be closed until 1 November 2020.	Booking Clerk				

	<b>Planning Advisory Committee</b>					
Aug 19	Arrange a meeting with the District Planning Department	Cllr Schleip				
Jan 20	No actions					
Feb 20	Hadleigh Surface water Drainage	Cllr Talbot			Share information with Town Council Manager on Hadleigh Surface Water drainage	
June 20	No actions					
July 20	No actions					
August 20 EGM	No actions					