



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## CHARITY COMMITTEE

Tuesday 7<sup>th</sup> July 2020 at 7pm via videoconferencing.

### Draft MINUTES

<b>1. Opening</b>	<p>a) The Chair, Councillor Helen Allan welcomed Councillors and the public. Councillors attending: Rolf Beggerow, Carolyn Cammack, Carol Schleip, Gavin Talbot (new Chair), Andrew Knock, Frank Minns. Also in attendance: The Town Council Manager and 7 members of the public.</p> <p>b) No apologies for absence were received.</p> <p>c) Councillor Talbot declared his professional employment with the grant funding body.</p> <p>d) No requests for dispensations were made.</p>
<b>2: Minutes</b>	<b>Moved by Councillor Schleip and Seconded by Councillor Minns, and unanimously agreed, the minutes of previous Charity Committee meeting held on Tuesday 10<sup>th</sup> March 2020 were approved.</b>
<b>3: Public Forum</b>	<p>A member of the public asked whether details of item 7 have been shared with the caretaker. It was confirmed that they had been.</p> <p>A member of the public asked whether a letter of 23 May had been received as the person had not received an acknowledgement. It was agreed to share the letter with Councilors post-meeting.</p> <p>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).</p>
<b>4: Chair of Charity Committee</b>	<p>The Chair nominated Councillor Gavin Talbot to be the Chair of the Charity Committee, and he agreed to the role. No other nominations were made. <b>Proposed by Councillor Allan and Seconded by Councillor Cammack, it was agreed that Councillor Talbot become the Chair of the Hadleigh Market Feoffment Charity Committee for 2020/21.</b> Councillor Talbot abstained.</p>
<b>5: Finance</b>	<p>a) The Town Council Manager stated that the pre-approved staff salaries should be on the schedule of payments to note. <b>Moved by Councillor Allan and Seconded by Councillor Schleip, the schedule of payments was approved.</b></p> <p>b) The Committee <b>noted</b> that HMFC has received a grant from the Retail, Hospitality and Leisure Grant Fund</p>
<b>6: Room bookings</b>	<p>The Committee <b>noted</b> the impact of Covid-19 regarding room bookings. A financial update was requested for the next meeting.</p>
<b>7: Energy</b>	<p>a) To agree the use of JT Wilding for the annual inspection and maintenance of the Guildhall boilers for the next 3 years.</p> <p>It was queried whether the figures presented were a fixed price or subject to annual inflation which was not confirmed. It was stated that if the boilers were to be replaced then a maintenance schedule could be negotiated with the installer..It was stated that if there was no safety certificate in place at the Guildhall then the rooms should not be hired out.</p>



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	<p><b>Proposed by Councillor Talbot, Seconded by Councillor Allan, it was unanimously agreed to ask Wildings to undertake this year's service and safety certificate but not to enter into a 3-year schedule. The TCM would arrange the inspection immediately.</b></p> <p>b) To consider undertaking a project to replace the Guildhall boilers, including seeking funding options (Councillor Talbot)</p> <p>It was confirmed that the Charity Committee had begun this work already but had been delayed as a previous proposal had required planning consent which had not been pursued. It was heard that the costs were around £12,000, and that the contractor should be made aware regarding any asbestos survey that may be required.</p> <p><b>Proposed by Councillor Allan, Seconded by Councillor Beggerow, it was unanimously agreed to obtain quotes for boiler replacement in line with the recommendations of the energy certificate and then to investigate funding options.</b></p> <p>c) To Consider the Energy Certificate Results - Report attached (Councillor Talbot)</p> <p>The energy certificate report was received and it was observed that the energy performance of the building was higher than had been anticipated. It was observed that the heating is only on when the building is used, and it is not used frequently which may explain the low energy use figure. The recommendations for long-term improvements were noted. It was queried whether the meters in the building are matched to their use, as the building is very old and wiring could have been changed, so it was suggested that the electrician undertaking the Kitchen upgrade works be asked to investigate. The energy performance certificate and report was <b>noted</b>.</p>
<b>8: Funding Bid (TCM)</b>	<p>The committee <b>noted</b> the update on the Architectural Heritage Fund bid. It was heard that the bid is for professional assistance in a feasibility study, and that further grant funds may be available to implement a feasible scheme thereafter. It was confirmed that professional support for community participation would be part of the proposed bid.</p>
<b>9: Kitchen Project Grant (TCM)</b>	<p>a) The Town Council Manager's report on the progress of the kitchen grant was <b>noted</b>.</p> <p>b) To agree the principal contractors.</p> <p><b>Proposed by Councillor Beggerow and Seconded by Councillor Allan, it was unanimously agreed to appoint KCCJ to supply the kitchen equipment.</b> The use of local contractors was suggested and it was considered that the opportunity to bid should be extended to the same. <b>Proposed by Cllr Talbot and Seconded by Councillor Minns, it was unanimously agreed to defer the decision to appoint the flooring contractor and to seek further quotes including from AJ Carpets and Roy Death.</b></p> <p>c) <b>Proposed by Cllr Talbot and Seconded by Councillor Allan, it was unanimously agreed to 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.</b></p>



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<b>10: Booking Clerk post</b>	<b>Proposed by Councillor Allan and Seconded by Councillor Schleip, it was agreed to extend the current temporary Booking Clerk contract to the end of the year.</b> For: Allan Beggerow, Cammack, Schleip, Talbot, Minns Abstain: Knock
<b>11: Future Meetings</b>	The next meeting of the Hadleigh Market Feoffment Charity Committee was confirmed as Tuesday 4 <sup>th</sup> August 2020.
<b>12: Close of meeting</b>	The meeting closed at 20:41.

Signed

**Andrew McMillan Town Council Manager** 2 March 2020

DRAFT