



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Cllrs Helen Allan, Rolf Beggerow, Carolyn Cammack, Andrew Knock, Frank Minns, Carol Schleip, Gavin Talbot (Chair)

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 4<sup>th</sup> August 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/97195490605>

Or Phone 0208 080 6591

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/photograph or broadcast this meeting, when the press and public are not lawfully excluded. Any member of the public who attends this meeting and objects to being filmed should advise the Town Council Manager who will request they are not included within the filming.

### 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 dispensations.
<b>2: Minutes</b>	To approve minutes of previous Charity Committee meeting held on 7 <sup>th</sup> July 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: Finance</b>	a) To approve the schedule of payments over £500 whilst noting the payments under £500. b) To agree appointment of Aaron Clarke Accountancy to undertake the HMFC accounts year end at a cost of £450+VAT. c) To note impact on revenue from Coronavirus lockdown.
<b>5: Guildhall maintenance works</b>	To note the following maintenance works have been undertaken a) electrical equipment PAT testing was undertaken on 22 July 2020, with only 5 items, mainly extension leads, failing the inspection. b) the Guildhall’s two boilers were serviced on 10 July 2020. Although they were certified safe, it is apparent that one boiler is failing, and needs replacing. c) the overdue Extractor Service in the Dining Room commercial kitchen will take place on Thursday 6 <sup>th</sup> August, and will include a commercial Deep clean of the kitchen. d) the Caretaker has continued to paint/decorate more rooms in the



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	Guildhall complex. e) The replacement of WCs in the Ladies bathrooms will be affected. f) Quotes have been sought for painting of the two main staircases.
<b>6: Guildhall repair works</b>	a) To consider obtaining quotes for repairs (or replacement of) a damaged radiator in the Guildroom. b) To agree to the treatment of damp in the Guildhall at a cost of £1,900+VAT, following a spot check undertaken by P&J Builders which confirmed the recommended treatment (from April 2019).
<b>7: Decision on grant funded works</b>	a) To consider quotes and select the contractor to undertake the floor covering installation for the hallways in the Town Hall complex. b) To consider quotes and select the contractor to undertake the installation of new boilers for the Town Hall Complex.
<b>8: Reopening of guildhall</b>	To Consider the timeline of maintenance works and the reopening of the Guildhall to the public.
<b>9: Future Meetings</b>	The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 1 <sup>st</sup> September 2020.
<b>10: Close of meeting</b>	Not later than 10pm

Signed

**Andrew McMillan Town Council Manager**

30 July 2020



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## 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>	<p><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></p>
<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. <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>



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	<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. <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>	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.
<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. <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>
<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

**ITEM 4a: Finance**

Period Ending 31st July 2020

**SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500**

Date	Payee	Description	Net Cost	VAT	Total Amount
16/07/2020	Wave Utilities (Anglia Water)	Water bill from 8/4/20 to 7/7/20	£ 42.12		£ 42.12
27/07/2020	S Cowle Electrical Limited	Town Hall Complex PAT testing	£ 510.51	£ 102.10	£ 612.61
					£ -
31/07/20	Staff Salaries	July 2020 Salaries	£1,876.40	£-	£ 1,876.40
31/07/20	Staff Salaries	National Insurance Contribution	£0.00		£ -
31/07/20	Staff Salaries	Pension Contribution	£466.75		£ 466.75
					<b>£ 2,997.88</b>

Period Ending 31st July 2020

**SCHEDULE OF ACCOUNTS FOR PAYMENT- UNDER £500**

Date	Payee	Description	Net Cost	VAT	Total Amount
02/07/2020	MW Partridge & Co Ltd	Paint for redecorating the Guildhall Complexs during lock down	£ 307.96	£ 61.59	£ 369.55
13/07/2020	Stannah Lift Services Limited	Service Passenger Lift in Town Hall Complex	£ 79.70	£ 15.94	£ 95.64
22/07/2020	Barnes Rosher	Safety boots for caretaker	£ 35.99	£ -	£ 35.99
22/07/2020	Barnes Rosher	Covid supplies including antibacterial spray, disposable face masks, swing bins	£ 122.11	£ 9.71	£ 131.82
29/07/2020	Barnes Rosher	Black ink cartridges, safety aprons	£ 107.59	£ 11.46	£ 119.05
29/07/2020	Barnes Rosher	PPE jacket for caretaker	£ 26.99	£ 5.39	£ 32.38
29/07/2020	Forking Nuts about Gardening Limited	Mow, prune, sweep, deadhead, weed on 8th and 20th July 2020	£ 119.00	£ -	£ 119.00
					<b>£ 903.43</b>

**Item 4c Impact of corona virus on booking revenue**

Further to Item 6 from the meeting of 7 July. Committee is reminded that a grant of £10k was received.

Month	Club	Commercial	Masons	One-Off	Party	Wedding	Grand Total
Mar	£201.4		£250	£50		£232	£733.4
Apr	£741.4	£40.4	£536.5	£544.5			£1,862.8
May	£362.8	£44.4	£500		£275	£116	£1,298.2
Jun	£900.6	£44.4		£240	£283	£2048	£3,516
Jul	£310.4	£44.4		£128		£2,342.5	£2,825.3
							<b>£10,235.7</b>

## 6. a. Guildhall Refurbishment Quotations

Carpets and Flooring	Town Hall Staircase	VAT	Total	Dining Hall Staircase	VAT	Total	Overall Total	Notes	
Deben Carpets and Flooring	£3,198.00	£639.60	£3,837.60	£5,480.00	£1,096.00	£6,576.00	£10,413.60	2020 quote Altro Walkway Safety Flooring	4 week lead in
Donnelly Watson	£3,930.00	£786.00	£4,716.00	£2,993.00	£ 598.60	£3,591.60	£8,307.60	2020 quote for altro non-slip flooring	4 - 6 week lead in
Harts Carpet and Flooring			£ -	£7,468.00	£1,493.60	£8,961.60	£ 8,961.60	2020 quote for vinyl flooring, quoted as one job	4 week lead in
AJ Carpets			£ -	£6,822.50	£1,364.50	£8,187.00	£ 8,187.00	2020 quote for Altro / Polysafe flooring, quoted as one job	4 week lead in
AJ Carpets			£ -	£5,350.00	£1,070.00	£6,420.00	£ 6,420.00	2020 quote for carpet flooring, quoted as one job	4 week lead in
Roy Death			£ -		£ -	£ -	£ -	Not able to quote due to injuring back and not being able to work for at least 2 months	

## 6. c. Boiler Quotations

	Quote	VAT	Total Cost	Quote Validity	Notes
JT Wilding Maintenance Limited	£ 7,597.00	£ 1,519.40	£ 9,116.40	Valid for 45 days from 03/07/20	chemical clean included in price Not including £595 + vat for new heating pump
EPPH	£ 6,287.31	£ 1,257.46	£ 7,544.77	Valid for 60 days from 24/07/20	system flush not included in price. Cost including VAT £1,769.83
Roundhouse	£ 9,878.63	£ 1,975.73	£11,854.36	Valid for 60 days from 29/07/20	system flush included in price
British Gas	£ 12,919.99	£ 2,584.00	£15,503.99	28 days from 30/7/20	system flush included in price

## 8: Reopening of the Guildhall

The Committee has resolved to implement a raft of maintenance and repair works, and as contractors are now returning to work, the Office is seeking the works to be completed at one time in order to minimise disruption to potential hirers.

There is still uncertainty about covid19 lockdown/social distancing rules. The recent very small (7 persons) ceremony-only wedding in the Council Chamber on Sat 18<sup>th</sup> July, absorbed a considerable amount of resources both in time and equipment, therefore not proving a cost-effective hire. This combination of Covid19 risk assessment measures to protect both users and employees, in line with the ever-changing landscape of Government legislation (given the diversity of our hirers and activities), coupled with major renovation/replacement works has brought about a prudent suggestion that the re-opening of the complex is deferred until at least 1<sup>st</sup> November 2020. This may be reviewed 1<sup>st</sup> October, to assess the current situation, in view of Coronavirus spikes and progression of works.

Bookings that would be affected:

7 <sup>th</sup> September	Ceremony-only Wedding	Council Chamber (if able to proceed)
2 <sup>nd</sup> October	Comedy night	Grand Hall (if able to proceed)
3 <sup>rd</sup> October	Craft Fayre	Grand Hall (if able to proceed)
17 <sup>th</sup> October	Jazz club	Grand Hall (if able to proceed)
24 <sup>th</sup> October	Ceremony-only Wedding	Council Chamber

In addition there may be a request for any of our smaller regular users to return if Covid19 restrictions allow. Such as Zumba and Thai Chi classes, Co op Funeral group, Masons etc. Requests may also be received for garden-only bookings.

There is a craft fair booked on 1 November which may be restricted if distancing is not fully relaxed.

In order to provide a consistent service, it is recommended that the Guildhall is closed until 1 November. Refunds would need to be issued. Total revenue lost would be around £3,000.

Gross Bookings Value		Column Labels							
Month	Club Local	Commercial	Craft Fair	Masons	One-Off	Party	Wedding	Grand Total	
Aug	£ 574.00	£ 44.40						£ 618.40	
Sep	£ 560.40	£ 44.40					£ 1,247.00	£ 1,851.80	
Oct	£ 1,259.10	£ 44.40	£ 257.00	£ 250.00			£ 631.00	£ 2,441.50	
Nov	£ 476.50	£ 40.40	£ 2,500.00	£ 500.00	£ 200.00		£ 1,480.50	£ 5,197.40	
Dec	£ 604.10	£ 40.40	£ 257.00	£ 250.00				£ 1,151.50	

Milestone	w/c 3rd Aug	w/c 6th Aug	w/c 13th Aug	w/c 20th Aug	w/c 27th Aug	w/c 31st Aug	w/c 7th Sep	w/c 14th Sep	w/c 21st Sep	w/c 28th Sep	w/c 5th Oct	w/c 12th Oct	w/c 19th Oct	w/c 26th Oct
Charity meeting - re-open date decision & HMFC fair*?	Decision HMFC Committee 4 <sup>th</sup>	Contact clients booked in for Sept/Oct Establish hirer's intentions post-covid												
Charity Committee floor covering & colour decision (3 choices)	Decision HMFC Committee 4 <sup>th</sup>													
Devolved budget request for ongoing paint / maintenance (outside of Paul's remit)	Decision HMFC Committee 4 <sup>th</sup>													
Commercial kitchen refurb (grant - committee approved 07/07/20)	5 <sup>th</sup> site visit				est. start									
Boiler replacement	Decision HMFC Committee 4 <sup>th</sup>				est. start			work complete target						
Commercial Re-dec (2 stairwells)	Quotes sought: for completion before carpets							work complete target						
Other paint works								work complete target						
Carpets replacement									work complete target					
Ladies toilets refurb (January meeting resolved £1k spend)		Quotes sought	Est start					work complete target						
Oil filled radiator - Guild Room replacement required	Decision HMFC Committee 4 <sup>th</sup>	Quotes	Est start					work complete target						
Damp	Decision HMFC Committee 4 <sup>th</sup>								work complete target					
Official Re-opening date														1 <sup>st</sup> Nov

As well as the physical works a revised Fee structure & wedding packages, and the booking system development will be worked up for approval at HMFC Committee on 6 October.