



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Cllrs Gavin Talbot (Chair), Rolf Beggerow, Andrew Knock,
Frank Minns, Carol Schleip,

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 3rd November 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/95870390602>

or telephone 0131 460 1196

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 3rd party recording.

AGENDA

| | |
|------------------------|--|
| 1: Opening | 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. e) |
| 2: Minutes | To approve minutes of previous Charity Committee meeting held on Tuesday 6 th October 2020 and Monday 19 th October 2020 |
| 3: Public Forum | 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. |
| 4: Finance | a) To approve the attached schedule of payments over £500, whilst noting that the Acting Town Council Manager will approve any payments under £500, in accordance with Financial Regulations. |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

| | |
|---|---|
| | b) To agree financing options for the charity to the end of this financial year. |
| 5. Additional Cheque Signatories | To approve the following Town Councillors as additional Unity Bank signatories for Hadleigh Market Feoffment Charity: a) Councillors Schleip and Minns who are on the Hadleigh Market Feoffment Charity Committee, b) Additionally, to approve Councillors Gregg, Hinton, McLeod who are not on the Committee but as Town Councillors are Trustees of the Hadleigh market Feoffment Charity, and who may be required in instances of illness, holiday or resignations. |
| 6. Charges | To approve a) Booking Clerk to have the discretion to apply an additional 10% discount to the new pricing structure for Hadleigh groups that find the increase initially hard to absorb in membership fees for a period of up to 6 months from re-opening on 1 st November 2020 to 1 st May 2021. b) Booking clerk to have discretion to apply up to a 10% discount on wedding packages, to encourage a hirer to book. |
| 7: AHF Grant Application & Its Initial Public Consultation | To note progress on the AHF application and to approve the initial public consultation survey be published on the website and social media, and hard copy form to be made available to Hadleigh residents. |
| 8: HM Land Registry voluntary first registration | To note part of the AHF viability study is to register The Guildhall/Townhall and its land with HM Land Registry including electronic upload. To approve the spend of £750+VAT for Gotelee solicitors to apply to HM Land registry for voluntary first registration of the freehold title in the name of the Official Custodian, plus the associated land fees based on the value of the property. (estimated at £680). |
| 9: Advertising | To approve advertising to promote the Town Hall Complex: a) One full page advert in one edition of 'A Suffolk Ceremony' which is published twice a year (Suffolk County Council Official Wedding Guide) at £500 plus VAT = £600 b) Two half page adverts in 'Your East Anglian Wedding' which is published 6 times a year at £200 plus VAT per advert at ££400 plus VAT = £480 |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

| | |
|-----------------------------|---|
| 10: Future Meetings | The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 1 st December 2020. |
| 11: Close of meeting | No later than 10pm |

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager
27th October 2020



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

3rd November 2020 – Agenda Item 4a: Finance

| HADLEIGH MARKET FEOFFMENT CHARITY | | | | | | |
|---|------------------------|------------------------------------|--|------------|------------|--------------------|
| | | | | | | |
| Period Ending 28th October 2020 | | | | | | |
| | | | | | | |
| OUTSTANDING SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500 | | | | | | |
| Date | Purchase Order Number | Payee | Description | Net Cost | VAT | Total Amount |
| 30/10/2020 | | Staff Salaries | October 2020 Salaries | £ 1,926.98 | | £ 1,926.98 |
| 30/10/2020 | | Staff Salaries | October 2020 NIC (£0) | £ - | | £ - |
| 30/10/2020 | | Staff Salaries | October 2020 Pension Contribution | £ 479.59 | | £ 479.59 |
| 30/10/2020 | | Staff Salaries | October 2020 HMRC | £ 267.60 | | £ 267.60 |
| 20/10/2020 | | Aaron Clarke | Accounting Services 31st March to 30th September 2020 | £ 637.50 | £ 127.50 | £ 765.00 |
| 21/10/2020 | HMFC 0013 HMFC 0023 | Whybrow Property Solutions Limited | Electrical alterations, and to apply hygienic cladding to walls and prepare windowsill and fireplace for new kitchen fitting in Old Town Hall. | £ 3,266.90 | £ 653.38 | £ 3,920.28 |
| 22/10/2020 | | Babergh District Council | Non domestic rates 2020/2021 | £ 5,612.91 | £ - | £ 5,612.91 |
| 22/10/2020 | | Anglia Fire Protection | Six Monthly Service of Fire Alarm and Emergency Lighting Systems 2 x Replacement series 65 smoke detectors | £ 236.00 | £ 47.20 | £ 283.20 |
| 28/10/2020 | | JT Wilding Limited | Replace 2 x boilers & flues | £ 8,192.00 | £ 1,638.40 | £ 9,830.40 |
| | | | | | | £ 23,085.96 |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

| HADLEIGH MARKET FEOFFMENT CHARITY | | | | | |
|--|------------------------------------|---|----------|---------|-------------------|
| Period Ending 28th October 2020 | | | | | |
| SCHEDULE OF ACCOUNTS FOR PAYMENT- UNDER £500 | | | | | |
| Date | Payee | Description | Net Cost | VAT | Total Amount |
| 24/09/2020 | S. Cowle Electrical Limited | Main ring electrical problem in TCM's officer - call out, investigate and resolve | £ 216.00 | £ 43.20 | £ 259.20 |
| 24/09/2020 | S. Cowle Electrical Limited | Attend to water leak in light fitting | £ 118.31 | £ 23.66 | £ 141.97 |
| 28/09/2020 | Barnes Rosher | 1 pack of 50 single use face masks | £ 19.49 | £ - | £ 19.49 |
| 28/09/2020 | Donnelly Watson | Repair work to the flooring in the Old Town Hall kitchen | £ 333.33 | £ 66.67 | £ 400.00 |
| 29/09/2020 | CJ Plumbing and Heating | Remove and replace 3 radiators in the Town Hall during redecoration | £ 95.00 | £ 19.00 | £ 114.00 |
| 01/10/2020 | Barnes Rosher | 1 box of disposable face masks | £ 19.49 | £ - | £ 19.49 |
| 12/10/2020 | Liz Tory, Maddog Cottage Creations | 2020 Craft Fair Refund | £ 25.00 | | £ 25.00 |
| 12/10/2020 | Barnes Rosher | Pair of safety trousers for Caretaker | £ 22.99 | £ 4.59 | £ 27.58 |
| 12/10/2020 | Hertfordshire Supplies | Centrefeed roll, toilet paper and latex household gloves | £ 50.81 | | £ 50.81 |
| 12/10/2020 | Sackers | Trade waste removal from the Guildhall during September 2020 | £ 88.02 | £ 17.59 | £ 105.61 |
| 13/10/2020 | Stannah Lift Services Limited | Quarterly lift servicing 01/10/20 to 31/12/20 | £ 79.90 | £ 15.94 | £ 95.84 |
| 13/10/2020 | Babergh District Council | Premises Alcohol Licence (Band B) | £ 180.00 | £ - | £ 180.00 |
| 19/10/2020 | CJ Plumbing and Heating | Fix kitchen pipework ready for new kitchen installation | £ 345.00 | £ 69.00 | £ 414.00 |
| 19/10/2020 | Wave Utilities | Water bill for Town Hall Complex between 8/7/20 and 7/10/20 | £ 209.12 | £ - | £ 209.12 |
| 20/10/2020 | S. Cowle Electrical Limited | To disconnect and isolate vanity lighting above female WC sinks | £ 120.18 | £ 24.03 | £ 144.21 |
| 27/10/2020 | Adexa Direct | New pans for Town Hall Kitchen | £ 220.00 | £ 44.00 | £ 264.00 |
| 28/10/2020 | Barnes Rosher | Infra red forehead thermometer | £ 54.99 | £ 10.99 | £ 65.98 |
| | | | | | £ 2,536.30 |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HMFC Agenda Item 4b: To consider financing options for the charity to the end of this financial year.

The Cash Flow Forecast below indicates that the Charity will require additional funds in their bank account by the end of December 2020.

| HMFC Cash Flow Forecast | ACTUAL Jul-20 | ACTUAL Aug-20 | ACTUAL Sep-20 | FORECAST Oct-20 | FORECAST Nov-20 | FORECAST Dec-20 | FORECAST Jan-21 | FORECAST Feb-21 | FORECAST Mar-21 |
|--------------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Opening Balance | 56.7 | 51.0 | 47.5 | 42.7 | 36.5 | 11.4 | 2.8 | -3.2 | -8.2 |
| Income | | | | | | | | | |
| Hire and Lettings | | 1.4 | 1.4 | 0.1 | 0.4 | 0.4 | 0.5 | 0.5 | 0.6 |
| Leader Grant | | | | | | 17.5 | | | |
| Other | 0.1 | 0.4 | | | | | | | |
| TOTAL INCOME | 0.1 | 1.8 | 1.4 | 0.1 | 0.4 | 17.9 | 0.5 | 0.5 | 0.6 |
| Expenditure | | | | | | | | | |
| Caretaker | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 |
| Bookings Clerk | 0.7 | 0.7 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 |
| Statutory Deductions | 0.7 | 0.7 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 |
| Insurance | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 |
| Electric | 0.9 | | | 0.8 | | | 1.0 | | |
| Other | 1.1 | 1.5 | 2.2 | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| Repairs Program Approved | | | | | 20.0 | 21.0 | | | |
| TOTAL EXPENDITURE | 5.8 | 5.3 | 6.2 | 6.3 | 25.5 | 26.5 | 6.5 | 5.5 | 5.5 |
| Closing Balance | 51.0 | 47.5 | 42.7 | 36.5 | 11.4 | 2.8 | -3.2 | -8.2 | -13.1 |

The deficit is caused by the impact of COVID-19 shutdown on the budgeted income and the commitments approved to carry our major refurbishments during the shutdown.

The funds needed to specifically cover the refurbishment programme less the grants received is 23.5K. The funding options available are:-

Drawdown 23.5K from COIF Investment Fund. Approx. (60K available)

Submit an additional Grant request of 23.5K from Hadleigh Town Council.

~~Drawdown £11750 from COIF Investments and submit £11750 Grant request to Hadleigh Town Council~~



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Tuesday 6th October 2020 at 7pm via videoconferencing.

Draft MINUTES

| | |
|------------------------|--|
| 1. Opening | <p>a) The Chair welcomed Councillors and the public. Councillors attending Gavin Talbot (Chair), Carol Schleip, Rolf Beggerow, Andrew Knock, Frank Minns. Also in attendance: Town Council Projects Officer and 12 members of the public.</p> <p>b) No apologies for absence were received.</p> <p>c) No declarations of interest were made.</p> <p>d) No requests for dispensations were made.</p> |
| 2: Minutes | <p>Proposed by Councillor Schleip and Seconded by Councillor Beggerow, the minutes of previous Charity Committee meeting held on Tuesday 1st September 2020 were approved.</p> <p>Councillor Knock joined the meeting at this point (19:07) following technical difficulties in joining.</p> |
| 3: Public Forum | <p>A member of the public enquired about the guttering around the Guildhall and any measures being taken to fix joints and leaks.</p> <p>A member of the public enquired as to the position regarding a lease between the Charity and the Council and the concerns raised regarding this by the Charity Commission.</p> <p>Two members of the public commented that the Guildroom pricing was proposed to be session rates only and that does not support the local community uses. It was heard that the hourly rate of £20 per hour for residents of Hadleigh and its groups is not proposed to change hence the omission from the proposed changes.</p> <p>A member of the public queried the corkage charge proposed.</p> <p>It was suggested by a member of the public and agreed that the Chair of the meeting would reply to the specific queries in an email after consideration and further investigation into the questions raised.</p> <p>19:13 Councillor Knock lost connection to the meeting. Councillor Schleip also experienced technical difficulties henceforth.</p> |
| 4: Finance | <p>Proposed by Councillor Beggerow, Seconded by Councillor Minns and agreed by Councillors Beggerow, Minns and Talbot, it was resolved to approve the schedule of payments. Councillor Knock had dropped off the meeting and Councillor Schleip had frozen on</p> |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

| | sight and sound. |
|--|--|
| 5: Guildhall hire fees review | <p>Councillor Knock re-entered the meeting at 19:16 and apologised for the late entry and difficulties experienced.</p> <p>Councillors considered the proposed draft terms and fees.</p> <p>Councillor Beggerow explained that the per hour £20 charge for residents using the Guildroom should continue and that there is an element of autonomy for the Bookings Clerk to be flexible and work with the charges for the best of the rooms and that they will encourage the use of the third party bar facilities on all bookings wanting alcohol. The pricing structure and the bookings system in use currently is the biggest issue and the proposed changes will facilitate a better service and increased treatment for the building. Councillor Talbot agreed and added that the point is of simplicity and flexibility and that to try something does not set it in stone as the option to review and change again exists.</p> <p>Councillor Knock asked about comparisons to other venues and Councillor Talbot replied that the previous work on comparisons and additional comparisons can be seen in the supporting documents to the agenda of the last meeting and this one.</p> <p>Proposed by Councillor Minns and Seconded by Councillor Beggerow, it was voted for the proposed fees and packages to be implemented. Voting was three for, one abstention.</p> |
| 6: Repairs and maintenance works | <p>The updated schedule of works and costs was NOTED.</p> <p>Councillor Beggerow raised a point to show appreciation for the detail and costs provided for the ongoing work as a project noting the final cost to the Charity after grant funding will be c£25k. A request to the office is for an updated high-level cashflow forecast for the Charity's funds.</p> |
| 7: Guildroom oil radiator replacement | <p>19:27 Councillor Schleip re-established connection to the meeting.</p> <p>Councillors considered the quotes obtained. Proposed by Councillor Talbot, Seconded by Councillor Minns and unanimously agreed, it was resolved to appoint CJ Plumbing to replace the radiator at a cost of £525 + vat.</p> |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

| | |
|---|---|
| 8: Toilets Refurbishment | <p>Councillor Schleip noted that after visiting the building several times lately, it would be beneficial to do the entire works as per the proposal to make some small but noticeable improvements to refresh the lavatories. Proposed by Councillor Schleip and Seconded by Councillor Beggerow it was unanimously approved to spend an extra £500.18 + vat on the toilets and sink refurbishments across the Guildhall.</p> |
| 9: Booking Clerk | <p>Councillor Knock queried that this item should be held in a private session as it is a staffing matter, and the precedent was set at previous Council meetings.</p> <p>Councillor Minns stated that this is a Charity meeting as trustees so doesn't fall under the same rules regarding the Council staffing matters sub-committee especially as this item is not referring to individuals but to a role in a general sense.</p> <p>Councillors discussed the need for the role and reasons for a one-year extension to this particular role.</p> <p>The meeting chair allowed Councillor Knock to speak again. Councillor Knock requested the item be taken into a confidential session.</p> |
| 8: Future Meetings | <p>The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 3rd November 2020.</p> |
| 9: Exclusion of press and public | <p>Councillors considered the exclusion of the press and public In pursuance of Section 2 of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be excluded for the next items of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>Proposed by Councillor Knock, Seconded by Councillor Beggerow and unanimously agreed, the public and any press were asked to leave the meeting.</p> <p>The press and public left the meeting.</p> |
| 10: Booking Clerk Role | <p>Proposed by Councillor Talbot and Seconded by Councillor Minns, there were four votes for the position to be confirmed until 31st December 2021 and one abstention.</p> |
| 9: Close of meeting | <p>The meeting closed at 19:40.</p> |

Signed
Alicja Barnes
Town Council Projects Officer
8th October 2020



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

Item 6: AHF grant application update

To note that, following extensive advice and conversation with an AHF funding advisor, the application for a grant to begin a viability study of the long-term feasible uses of The Guildhall was submitted on Tuesday 20th October. A decision should be known by the end of December.

Consultation standards and methods for the initial public consultation survey:

Standards:

- Allow a minimum of 4 weeks for people to respond
- Everybody working or residing Hadleigh is invited to complete the questionnaire
- Ensure consultation is clear, concise, inclusive, and widely available
- Be honest and transparent with the responses and all data (whilst adhering to GDPR) and ensure all correspondence and responses are read and considered

Methods:

- Online surveys
- Social Media opinion polls
- Hard copies of questionnaires/documents available at the Co-Op and Town Council Offices
- Email to our current users



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

6th October 2020 - Item 4: Payment Schedules

| Date | Payee | Description | Net Cost | VAT | Total Amount |
|------------|------------------------|---|-----------|---------|-------------------------|
| 27/08/2020 | G Leeks Skip Hire | Skip hire between 11th and 14th August 2020 for disposal of Town Hall kitchen units prior to fitting of new kitchen | £85.00 | £17.00 | £102.00 |
| 08/09/2020 | Sackers | Waste skip hire for Guildhall for July 2020 | £59.08 | £11.80 | £70.88 |
| 08/09/2020 | Partridges | Decorating materials for Town Hall | £120.29 | £24.07 | £144.36 |
| 08/09/2020 | Sackers | Trade waste disposal - August 2020 | £59.08 | £11.80 | £70.88 |
| 08/09/2020 | PHS Group | Annual Duty of Care certificate 1/10/20 to 30/9/21 | £59.25 | £11.85 | £71.10 |
| 11/09/2020 | Kenneth Fisk | Hadleigh Town Hall window cleaning - 11/09/2020 | £150.00 | £0.00 | £150.00 |
| 15/09/2020 | Heritage Network Trust | Part year membership to Heritage Trust Network to 31/3/2021 | £58.33 | £0.00 | £58.33 |
| 18/09/2020 | SSE Electricity | Guildhall electricity 2/6/20 to 1/9/20 | £220.55 | £11.02 | £231.57 |
| 18/09/2020 | SSE Electricity | Town Hal electricity 23/4/20 to 13/07/20 | £693.40 | £138.68 | £832.08 |
| | | | | | <u>£1,731.20</u> |
| 31/07/2020 | Staff Salaries | August 2020 Salaries | £1,876.40 | | £1,876.40 |
| 31/07/2020 | Staff Salaries | NIC (£0) | £0.00 | £0.00 | £0.00 |
| 31/07/2020 | Staff Salaries | Pension Contribution | £466.75 | | £466.75 |
| 31/07/2020 | Staff Salaries | HMRC | £259.40 | | £259.40 |
| | | | | | <u>£2,602.55</u> |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE Extraordinary General Meeting

Monday 19th October 2020 at 7.00pm via video conference

DRAFT Minutes

| | |
|--|---|
| 1: Opening | <p>f) The Chair welcomed Councillors and members of the public to the meeting, advising that the meeting had been called to expedite payments for some of the tradesmen who had undertaken works on the refurbishment of the Town Hall Complex. Councillors attending: Talbot (Chair), Beggerow, Minns and Schleip. Also in attendance: The Acting Town Council Manager, and 5 members of the public.</p> <p>g) Apologies for absence were received from Councillor Knock h) No declarations of interest were made. i) No requests for dispensations were made.</p> |
| 2: Decision on grant funded works | <p>Councillor Beggerow sought clarification that the works for which payment was being requested had been completed to a satisfactory standard, which both the Acting Town Council Manager and Councillor Talbot advised had been.</p> <p>Proposed by Councillor Beggerow, seconded by Councillor Schleip it was unanimously agreed to approve the payments on the schedule.</p> |
| 3: Future Meetings | <p>The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 3rd November 2020 at 7.00pm via video conference.</p> |
| 4: Close of meeting | <p>There being no further business the meeting closed at 7.03pm</p> |

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager

19th October 2020



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

19th October 2020 - Item 2: Decision on grant funded works

HADLEIGH MARKET FEOFFMENT CHARITY

Period Ending 14th October 2020

OUTSTANDING SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500

| Date | Purchase Order Number | Payee | Description | Net Cost | VAT | Total Amount |
|------------|-----------------------|-----------------|---|------------|------------|--------------|
| 25/09/2020 | | Staff Salaries | September 2020 Salaries | £ 2,180.31 | | £ 2,180.31 |
| 25/09/2020 | | Staff Salaries | September 2020 NIC (£0) | £ - | | £ - |
| 25/09/2020 | | Staff Salaries | September 2020 Pension Contribution | £ 543.78 | | £ 543.78 |
| 25/09/2020 | | Staff Salaries | September 2020 HMRC | £ 308.20 | | £ 308.20 |
| 28/09/2020 | HMFC 0015 | John McLeod | Decoration to internal staircase and supply of scaffolding | £ 4,092.00 | £ - | £ 4,092.00 |
| 28/09/2020 | HMFC 0017 | Donnelly Watson | Replace carpets with altro safety flooring in main stairwell and spiral stairwell | £ 6,923.00 | £ 1,384.60 | £ 8,307.60 |



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884
