



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

FULL COUNCIL MEETING

Helen Allan (Chair), Steve Allman, James Bayliss, Rolf Beggerow, Carolyn Cammack, Lisa Gordon, Angela Gregg, Richard Hinton, Andrew Knock, Gordon McLeod, Frank Minns, Carol Schleip, Gavin Talbot, Emily Wright

Councilors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 18th June 2020 at 7.00pm** via videoconferencing.

Members of the public and press who wish to “attend” the meeting may follow this link:

<https://zoom.us/j/97749153780>

Or call 0131 460 1196 : Webinar ID: 977 4915 3780

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 requests for dispensations.
2: Minutes	a) To approve minutes of the Meeting held on Thursday 28 May 2020. b) To note the minutes of the meeting of 4 June will be brought to a future meeting.
3: Reports	To note reports from Suffolk County Council & Babergh District Council Ward Councilors
4: Public Forum	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 Chair. 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.
5: Councillor resignation (TCM)	a) To note Paul Twyman’s resignation as a Councillor, and the 25 th June closing date for requests to be sent to Babergh District Council for an election to be called. b) To note the Council’s thanks to Mr Twyman for his service.
6: Finance (TCM)	a) To approve the attached schedule of payments over £500, whilst noting that the Town Council Manager will approve any payments under £500, in accordance with Financial Regulations. b) To appoint three Councillors to become bank signatories.



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

7: Committee Dates (TCM)	To agree the calendar of Council and Committee meetings for the year.
8: Appointments on other bodies (TCM)	To appoint representatives on other bodies: a) Franey, Rand and Pesthouse Charities. b) Hadleigh Grant Feoffment Charity.
9: Grounds maintenance (TCM)	To note the grounds maintenance contract ends this September and that a tendering process will be instigated.
10: Layham Road Pavilion (TCM)	To receive an oral update about the Layham Road Pavilion from the Town Council Manager.
11: Coronavirus response	To agree the Babergh District/Suffolk County Council alternative High Street safety scheme.
12: Standing Orders (Cllr Allan)	To note that TC Meetings will stand by Standing Orders.
13: Community champions (Cllr Allan)	To consider establishing an award in recognition of people who have made a strong contribution to Hadleigh.
14: Mayors charity (Cllr Allan)	To note the Mayor's nominated charity for the year to May 2021.
15: Mayoral events (Cllr Allan)	To note that Mayoral events are on hold during lockdown, but that socially-distanced appointments may resume.
16: Christmas Fair (TCM)	a) To note the record of income and expenditure with regard to delivering the Christmas Fair 2019 and recommendations. b) To consider setting up a working group and budget for the 2020 event.
17: Youth Council (Cllr Allan)	To consider setting up a working group with partner organisations with a view to establishing a Youth Council.
18: Cycling Infrastructure (Cllr Knock)	To consider a review of the provision and future requirements of cycling infrastructure in the Town including cycle racks.
19: Cemetery Extension (Cllr Knock)	To consider establishing the cost of removing the temporary access road to the cemetery extension and then seek reimbursement from the main contractor.
20: Future Meetings	The next scheduled Full Council meeting will be on Thursday 16 th July 2020 at 7.00pm
CONFIDENTIAL SESSION EXCLUSION OF PRESS AND PUBLIC	
21: Exclusion of the press and public (TCM)	To consider the exclusion of the press and public In pursuance of Section 1)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.
22: Complaints (TCM)	a) To consider a complaint against the Council. b) To note Monitoring Officer Complaints.
Close of meeting	

Prepared by

A. McMillan

Andrew McMillan
Town Council Manager
12th June 2020



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

Information in support of agenda items

Item 5 To note Councillor Paul Twyman's resignation as a Councillor. A Casual Vacancy has been formally advertised on the noticeboard and the Council's website. If 10 people wish to request an election then they must do so in writing to Babergh District Council no later than 25th June. If no election is called, the Council may co-opt a member.

Item 6a)

HADLEIGH MARKET FEOFFMENT CHARITY

Period Ending 12th June 2020

Date	Payee	Description	Net Cost	VAT	Total Amount
SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500					
29/05/2020	Mor-Tech Computing Services Ltd	1 year Domain renewal	£ 46.00	£ 9.20	£ 55.20
04/06/2020	Katie's Garden	13 hanging baskets (£364) and delivery (£20) for The Guildhall	£ 384.00	£ 76.80	£ 460.80
04/06/2020	Forking Nuts about Gardening Ltd	Gardening and maintenance on 11th and 28th May 2020	£ 146.50		£ 146.50
09/06/2020	Energy Evaluations and Solutions Limited	Fee in respect of Display Energy Certificates and related Recommendations Reports per site survey 15th October 2019	£ 500.00		£ 500.00
					£ 1,162.50
SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500					
12/06/2020	HMFC Staff	June 2020 Salaries	£ 1,901.80		£ 1,901.80
12/06/2020	HMFC Staff	Employer NIC	£ -	£ -	£ -
12/06/2020	HMFC Staff	Employer Pension Contribution	£ 375.90		£ 375.90
					£ 2,277.70

HADLEIGH TOWN COUNCIL

Period Ending 12th June 2020

Date	Payee	Description	Net Cost	VAT	Total Amount
SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500					
26/05/2020	Wildwater IT Services	Windows 10 Pro License for Admin Asst PC Avast Anti-virus Business Edition - annual license Office 365 Business - per user annual license for office staff (includes Outlook, Word, Excel, PowerPoint and Access) Office 365 Business Essentials - per user annual license for	£ 1,756.20	£ 351.24	£ 2,107.44



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

		Councillors (includes web/mobile versions of Office apps) Installation and configuration of the above software, including transferring of all emails from current on-premises server to Office 365 HP Color LaserJet Pro MFP M479dw Printer Includes 3-year extended warranty			
26/05/2020	Iverde Limited	May 2020 cleansing, inspections and grass cutting	£ 697.50	£ 139.50	£ 837.00
27/05/2020	Iverde Limited	Quarterly grounds charge from 30/4/2020	£ 1,636.14	£ 327.23	£ 1,963.37
10/06/2020	Aaron Clarke Accountants	Book keeping on 20th, 21st, 27th, 29th May 2020 at Town Council offices, and 11.75 hours off-site support during May in preparation for internal audit	£ 1,245.00	£ 249.00	£ 1,494.00
12/06/2020	Staff Salaries	June 2020 Salaries	£ 5,992.40	£ -	£ 5,992.40
12/06/2020	Staff Salaries	Employer NIC	£ 1,804.78	£ -	£ 1,804.78
12/06/2020	Staff Salaries	Employer Pension Contribution	£ 1,460.38		£ 1,460.38
					£ 15,659.37

SCHEDULE OF ACCOUNTS FOR PAYMENT- UNDER £500

27/05/20	G. Leeks Skip Hire	3 yard skip at Hadleigh Cemetery between 24/4/20 and 18/5/20	£ 101.00	£ 20.20	£ 121.20
04/06/20	Lister Countryside Services	Mole treatment at Corks Lane Playground, Hadleigh	£ 85.00	£ -	£ 85.00
05/06/20	Wildwater Professional Systems	Zoom Webinar 100 Annual - 25% discount for annual payment instead of monthly	£ 213.70	£ 42.74	£ 256.44
08/06/20	Total Gas and Power	Layham Road electricity charges for May 2020	£ 91.45	£ 4.58	£ 96.03
09/06/20	Town Council Manager	Work mobile phone top-up	£ 20.00	£ -	£ 20.00
09/06/20	Oakdene Tree Services	Corks Lane Recreation ground site visit 22/04/20 - 1. Inspection and provision of advice on leaning tree. 2. Remained on site until exclusion zone implemented.	£ 130.00	£ -	£ 130.00
10/06/20	Services Officer	Car mileage May 2020 80 miles at £0.45p per mile.	£ 36.00	£ -	£ 36.00
10/06/20	Services Officer	Work mobile phone top-up	£ 15.00		£ 15.00
					£ 759.67



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

Item 6b)

To appoint three Councillors to become bank signatories. As Councillor Twyman has resigned as a Councillor, HTC has only three signatories instead of the normal four. However, it is proposed to increase operational resilience by appointing up to six signatories to ensure that payments may be authorised in a timely manner in the event that one or more Councillors are incapacitated.

Item 7 Committee Dates Schedule from July 2020 to June 2021

All meetings to be held in The Dining Room at The Guildhall, Hadleigh or by Teleconference
All meetings start at 7.00pm unless otherwise stated

Date	Full Council 3 rd Thursday Cllr Allan	Town Matters Committee 4 th Thursday alternate months Cllr Talbot	Council Matters Committee 4 th Thursday alternate months Cllr Beggerow	Planning Advisory Committee Approximately fortnightly on Tuesdays Cllr Schleip	HMF Charity Committee 1 st Thursday Cllr Allan
June	18 th	25 th	-	-	-
July	16 th	-	23 rd	7 th 21 st	2 nd
August	20 th	27 th	-	4 th 25 th	6 th
September	17 th	-	24 th	8 th 22 nd	3 rd
October	15 th	22 nd	-	6 th 20 th	1 st
November	19 th	-	26 th	3 rd 17 th	5 th
December	17 th	10 th	-	1 st 15 th	3 rd
January 2021	21 st	-	28 th	5 th 19 th	7 th
February	18 th	25 th	-	2 nd 16 th	4 th
March	18 th	-	25 th	2 nd 16 th	4 th
April	15 th	22 nd	-	6 th 20 th	1 st
May	20 th	-	27 th	4 th 18 th	6 th
June	17 th	24 th	-	1 st 22 nd	3 rd

Annual Town Meeting_May 2021 – Date TBC



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

Item 8 To appoint representatives on other bodies:

- a) Franey, Rand and Pesthouse Charities. Peter Matthews' term of office expired 20 October 2019. A new Trustee should be nominated (or re-appoint Mr. Matthews) for a 4-year term. HTC's appointee does not need to be a Councillor.
- b) Hadleigh Grant Feoffment Charity. Jan Byrne's term has come to an end and a new Trustee may be nominated (Mrs Byrne would be pleased to continue in the role).

Item 11 Following the resolution by Full Council on 28/5/20 to seek a closure of the High Street to assist pedestrian safety following the relaxation of lockdown and the reopening of the High Street, discussion with Babergh District Council and Suffolk County Council has taken place and the proposal for a closure has been rejected as undeliverable in the timescale and parameters of the emergency works programme. An alternative one-way proposal has been offered – map attached. Upon agreement of this scheme the County Council has stated that the works could be in place on the highway by the 26th of June.

Item 13 Community Champion award: The Mayor has proposed a monthly award that recognises the contribution someone has made to the community. The public or Councillors can nominate someone, and the winner will be decided by the Mayor and TC Staff. A Certificate will be awarded to the winner. At the end of the year the winners may be invited to an event (e.g. afternoon tea in the Guildhall Garden) to select the Hadleigh Community Champion of the Year and win a £50 voucher for local shop – to be borne from the Mayor's allowance.

Item 15 The calendar of commitments and appearances to resume later in year in line with Government Guidelines. If people wish to invite the Mayor to events whilst guaranteeing social distancing, these invitations may be accepted and visits may take place.

Item 16a Christmas Fair

At the Full Council meeting on Thursday 16th January 2020 the Town Council Manager was requested to review the 2019 Christmas Event and present recommendations for future event planning. At the same meeting a breakdown of costs was requested for the Christmas Trees work. The Town Council Manager was requested to review the programme and report back on the costs.

The lighting up event came in under budget at £2,402.86, and the Christmas trees made £694.55. From feedback on the day and from monitoring social media, it is clear that the Christmas Lighting Up event was a success for the town and the community, and that the Christmas trees were a welcome festive addition to the High Street.

The first record of the plans for the 2019 Christmas Tree Lighting Event were from the 12th September 2019 Town Matters Committee. Councillors were advised that there was growing support from various groups for a December 2019 event. It was unanimously agreed by Councillors, that a plan regarding the Christmas event be produced based on a potential budget of £2,000 and presented at the next Full Council meeting following the development of a working group. At the 19th September 2019 Full Council meeting Councillors confirmed the event in principle, set-up a working group, and the agreement of a budget. During the ensuing discussion Councillors agreed to defer making a decision. It was agreed this item be added to the extra ordinary meeting on 30th October 2019. It is unfortunate that the Town Council did not fully discuss the Hadleigh Christmas Event in September which appears to have been a key time for committing to some activity. However, work began outside of the meetings on some matters such as seeking sponsorship for the event, booking activities etc as there was a need to get things moving because a fair takes a lot of organising. At the 30th October 2019 Meeting the budget for the event was confirmed at £3,000 and although likely to cost more, it was anticipated that external income would offset costs. It was not clear who had paid for the Temporary Events Notice licence and Public Realm License licences and it was suggested that there were issues regarding a lack of adherence to internal Town Council procedures such as payments being made by individuals rather than the Town Council, items being paid for which were not on the event plan nor in the budget for the event. At this time the Christmas event was viewed as a working group, and did not strictly fall under Town Council procedures. At this point it was agreed the working party would remain in its current format, but all the financial matters were handed to the Town Council, and monies that had been received were transferred. Note: a complaint was made to the Monitoring Officer around the handling of the finances of this event, which is still awaiting conclusion. The schedule of income and expenditure below shows that all monies through sponsorships, donations, stalls and sales income has been accounted for. The Council has already noted the failings of the TENS and the subsequent invitation to work with



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

the Licensing Authority / Safety Advisory Group to better understand the Licensing laws and how to ensure compliance in future events.

Volunteers

The volunteers give up their own time and without them the event is at risk of non-delivery. This is particularly true of those who erect the trees. However, the management of volunteers must be more controlled, including safety briefings, equipment checks, signing-on and off. The Council's insurance covers a number of volunteers, but only where processes are followed.

Volunteers have been offered refreshments both at the time of erection and the time of the take-down of the trees. This has been in the form of food and drink provided at a 3rd party, but there could be implications regarding payment-in-kind if this is not addressed properly. There must also be control over the budget for refreshment as costs were not capped.

Recommendations

It should be decided whether the event is managed by the Town Council or a 3rd party is appointed to manage the event.

- If the Town Council manages it, then a working group must be established, and meetings must have notes made and circulated to all involved. Clear recommendations should be brought to a relevant Council meeting for a decision before action. Costs/payments should be pre-authorised.
- If a 3rd party manages the event, then the Town Council should prepare a contract and seek best value from the operator to deliver specific outcomes and set a budget.

Early liaison with the Licensing Authority/Safety Advisory Group should be sought - before any arrangements are made.

An action plan should be developed with named people to take responsibility for specific actions along with timelines (e.g. applying for road closures or specific insurance) and budgeted.

If the Town Council manages the event, then all monies need to be paid into the Town Council account with specific budget codes set up for the income and expenditure for proper accounting. Without proper invoices, payments must not be authorised. All income must be properly receipted.

Volunteers must be registered and properly managed, including a briefing, and required to sign forms stating that they are fit, capable and have received the appropriate training/briefing.

Lighting up event:

INCOME

Ice Rink Tickets x 147	£735.00		
Stall Hire	£619.00		
Sponsor/Donation	£1,100.00		
		Co-op Donation	£100.00
		Hadleigh Tyres	£100.00
		Wincer Kievenaar	£100.00
		Buildbase	£300.00
		McCarthy & Stone	£500.00
Commercial income	£810.70		
Cash counted by Cllr Cammack		Santa's Grotto	£88.00
Cash counted by Cllrs Knock and Beggerow		Tombola	£478.00
		Jolly Meat Co	£100.50
		Popcorn	£39.00
		The Ram	£91.20
		Jet Lounge	£14.00



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

TOTAL		£3,264.70	
Expenditure			
		Amount	Amount less recoverable VAT
St John Ambulance	Event cover	-£108.00	-£108.00
Dolphin Productions	Stage	-£720.00	-£600.00
HMFC	Guildhall Hire of Rooms	-£730.50	-£730.50
Keith Avis	A5 Flyers	-£79.00	-£79.00
Suffolk Mind	Donation OBO TMO Services in lieu of fee	-£250.00	-£250.00
A Gregg	Xmas Presents Re-imburement	-£447.99	-£447.99
Ice Queen	Fee	-£2,514.00	-£2,095.00
Hillside Tabling	Fee	-£185.00	-£185.00
Frozen Characters	Cash Fee	-£400.00	-£400.00
Events Insurance	Insurance	-£100.00	-£100.00
S Cowle Ltd	Electrical Work	-£408.78	-£340.65
DC Tree Services	Tree Erection	-£100.00	-£100.00
A Gregg Reimbursements	for volunteers wrapping lunch including wrapping materials	-£166.42	-£166.42
Santa's Grotto	Santa's Grotto	-£65.00	-£65.00
TOTAL		-£6,274.69	-£5,667.56
HTC Budget		£3,000.00	
Net Cost of Event		£2,402.86	
Trees			
Income	60 trees	£1,732.00	
	2 brackets	£50.00	
		<u>£1,782.00</u>	£1,782.00
Expenses	Trees	£660.00	
	Food George	£143.20	
	Food Head	£235.90	
	Misc expenses Wire, cables, screws etc	£48.35	
		<u>£1,087.45</u>	<u>£1,087.45</u>
	Profit		£694.55



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

