



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## Extraordinary FULL COUNCIL

Thursday 23<sup>rd</sup> July 2020 at 8pm via videoconferencing.

### MINUTES

<b>1. Opening</b>	a) The Mayor welcomed Councillors and the public. Councillors attending: Cammack, Beggerow, Gordon, Allan, Knock, Hinton, Talbot, Schleip, Minns, Allman. Also in attendance: The Town Council Manager and 6 members of the public. b) Apologies for absence were accepted from Councillor Gregg and Councillor McLeod. Councillor Bayliss was noted as absent from the meeting c) No declaration of pecuniary or non-pecuniary interest were received. d) No requests for dispensations were made.
<b>2: Minutes</b>	<b>Proposed by Councillor Allan, Seconded by Councillor Minns and Unanimously agreed, the minutes of the Full Council meeting of 4 June 2020 were approved.</b>  Councillors considered the Minutes from the Full Council Meeting of 18 June 2020. Cllr Knock queried Item 12 that states Councillors should quote the Standing Order number if they believed one had been breached. The Town Council Manager confirmed that that was a requirement of SO 1P. Cllr Gordon stated that in Item 2 she had not abstained from the vote, so the wording was removed. Cllr Talbot stated that the wording of item 16 implied that the income from Christmas trees was included in the Christmas event budget – Cllr Beggerow confirmed it was not part of that budget. The wording was amended to make it clear it was a separate item. <b>Proposed by Councillor Allan, Seconded by Councillor Minns and Unanimously agreed, the minutes of the Full Council meeting of 18 June 2020 amended as above were approved.</b>
<b>3: Public Forum</b>	A member of the public stated that the signage for the Market Place closure was obstructing the highway and storage of cones/barriers stacked in the street was unsightly. The Town Council Manager confirmed that the closure was in place until 27 August, and also that the High Street one-way system was intended to be implemented from Monday 27 July to September 6 <sup>th</sup> 2020. Further publicity and consultation would be undertaken.  A member stated that the new Council elected in May 2019 was seeking positive change and to work together in an open, transparent and inclusive manner but found itself in a situation where, amongst other matters, there appeared to a lack of appropriate information and documentation. That a significant improvement was evident in the Agendas and Minutes and clearly highlights the move to more openness and transparency, thanks to the staff and Councillors.
<b>4: Finance</b>	The Town Council Manager noted that the contracted staff salaries should be on the schedule of payments. <b>Proposed by Councillor Schleip, Seconded by Councillor Beggerow and Unanimously agreed, the schedule of payments was approved.</b>
<b>5: Corporate Support Plan (TCM)</b>	a) Councillors considered the recommendations in the Town Council Manager's report. It was confirmed that in part 4 a suitably qualified Clerk would be an asset to the organisation, but that a transformational specialist would be more beneficial to update office processes. The situation regarding availability of qualified clerks across Suffolk was noted, and the staff structure in comparison to other Parishes was lean. The additional staff would assist in resilience. <b>Proposed by Councillor Allan,</b>



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**Seconded by Councillor Cammack, it was unanimously agreed to approve the TCM's recommendations as below:**

1. That the Council understands that recovery will be a long process between 12 and 18 months, as new staff cannot simply pick up where work was left off. There is much to discover, understand, rebuild and modernise.
2. To focus on essential day-to-day business and reduce the number of projects the TC undertakes. The Town Council is only one body and is not responsible for many services. To focus on a positive future.
3. To prioritise rebuilding of the office staff – in number of staff, but also in team dynamic, and improve interaction/role share through training and team building measures.
4. 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.
5. 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.
6. To invest in Councillor training/workshops to build relationships.

b) Councillors heard the recommendation to undertake a public engagement programme to develop the Town Council's strategy in order to establish its role, function and direction and engage with the public to reestablish itself. It was confirmed that such action would be time well spent to assist the Town Council going forward. The options for consultation may be limited due to lockdown but that should not slow progress. **Proposed by Councillor Allan, Seconded by Councillor Minns, it was unanimously agreed to accept the TCM's recommendations as below:**

- 1) To prepare and deliver a public engagement event to
  - reaffirm the TC role and remit in the public conscience,
  - convey the Councillors'
    - individual values/motivations and understand what they stood for in election
    - key project ambitions
  - understand what the public wants from the TC, then refine key projects list to focus resources.
- 2) Develop and publish the Town Council Strategy that encapsulates the above.
- 3) Re-establish regular communications
  - a. Develop the comms plan.
  - b. Expedite establishment of monthly "surgeries" to engage with the public to build stronger relationships.
  - c. Bring web page in-house to support more information exchange.

## 6: Future Meetings

The next scheduled meeting of Full Council was confirmed to be Thursday 20<sup>th</sup> August 2020 at 7.00pm by videoconference.

## 7: Exclusion of the press and public

Councillors considered 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



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	<p>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. A separate vote was requested for parts a) and b). A recorded vote was requested.</p> <p><b>Item 8a): FOR going it to private session: Cammack, Beggerow, Gordon, Allan, Hinton, Talbot, Schleip, Minns, Allman. AGAINST Knock.</b></p> <p><b>Item 8b): FOR going it to private session: Cammack, Beggerow, Gordon, Allan, Hinton, Talbot, Schleip, Minns, Allman, Knock. AGAINST – none.</b></p> <p>The press and public left the meeting.</p>
<b>8: Organisational review</b>	<p>a) Councillors <b>NOTED</b> the Town Council Manager's report into operational efficiency and his progress to date, and the frustrations around acquisition of additional staff and the effects of the Corona Virus lockdown on workload and priorities. It was agreed that the HR Panel would assist the appointment of additional member of staff as agreed in Item 5a).</p> <p>b) <b>Proposed by Councillor Allan, Seconded by Councillor Hinton and Unanimously agreed, the Town Council Manager's appointment was made permanent. It was confirmed that the HR Panel would confirm the appointment in writing.</b></p>
<b>10: Close of meeting</b>	<p>The meeting closed at 9.16pm.</p>

Prepared by

*A. McMillan*

**Andrew McMillan**  
**Town Council Manager**  
23 July 2020