



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## FULL COUNCIL

Thursday 16<sup>th</sup> July 2020 at 7pm via videoconferencing.

## MINUTES

<b>1: Welcome</b>	<p>a) The Mayor welcomed Councillors and the public to this meeting undertaken via videoconferencing. Councillors attending: Allan (Chair), Allman, Beggerow, Cammack, Gordon, Gregg, Knock, Minns, Schleip, Talbot, Hinton. Also in attendance: District Councillors Fraser and Grandon, The Town Council Manager, Town Council Administrator and 7 members of the public.</p> <p>b) Apologies were received from Councillor Bayliss and Councillor Wright.</p> <p>c) Councillor Gordon declared a pecuniary interest in Wildwater Professional Services item 5a, 11 and 15.</p> <p>d) There were no requests for dispensation.</p>
<b>2: Minutes</b>	<p>As the minutes from the meetings on 4<sup>th</sup> and 18<sup>th</sup> June 2020 had not been attached to the agenda, the matter was deferred to the next Full Council Meeting on 20<sup>th</sup> August 2020.</p>
<b>3: Reports</b>	<p>No reports from the District or County Councillors were given.</p>
<b>4: Public Forum</b>	<p>A member of the public asked for clarity around abbreviations in the agenda and minutes, and asked if they could be explained.</p> <p>A member of the public asked that if the Town Council voted against items 5 b) and c) would council tax payers' be given a rebate since the Town Council precept had been raised to contribute towards the swimming pool redevelopment.</p> <p>A member of the public asked why items 19 c) and 19 d) were confidential.</p>
<b>5: Finance</b>	<p>Councillor Gordon left the meeting.</p> <p>a) Councillor Gregg requested clarity on the payment schedule for under £500 advising that she had recently authorised four BACS payments which were not on the schedule. It was advised that these payments may have arrived after the schedule was produced, and would be included on the next Full Council meeting agenda. Payments under £500 can be authorised by the Town Council Manager as per Financial Regulations, and are advised to Full Council at the next meeting. <b>The schedule of payments under £500 was noted.</b></p> <p>Councillors considered the payment to Hugh Pearl for the remaining 5% of the retention fee for the cemetery extension. Councillor Knock stated that as the licence stated that the land must be restored including the temporary road, the works were not complete despite the licensor being happy with the road remaining across his land. It was heard that the fee for the cemetery extension work was a lump sum figure agreed with the previous Council. It was considered that as the licensor was happy with the road, and extra costs had not been incurred, that a court would be unlikely to find in favour of the Town Council if it withheld the final payment. The next step would be to take legal action which would be at a cost to the tax payer. A recorded vote was requested. <b>To approve the schedule of payments over £500: For: Councillors Allan, Allman, Beggerow, Cammack, Hinton, Minns, Schleip and Talbot. Against: Councillor Knock. Abstained: Councillor Gregg. The schedule of payments was approved.</b></p>



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	<p>Councillor Gordon returned to the meeting.</p> <p>b) Councillor Knock advised the meeting that whilst he was not against the payment being made, he did not feel that the £200,000 for the swimming pool renovation had been properly authorised for release. Standing Orders were not being followed as the original resolution can't be found. Councillor Beggerow advised that paperwork supporting the funds being given to the swimming pool renovation had been found by the Town Council Manager in minutes and reports, although there was no indication as to when the funds should be released. It was felt that a resolution had been passed in 2005/2006 when the swimming pool fund was set up by an increase in the parish precept. It was felt that this was another historic issue the current Town Council were being asked to address, and ultimately do the current Town Council feel in a position to make a decision based on the information available, especially as the public are in favour of the project. <b>Proposed by Councillor Allan, Seconded by Councillor Hinton, it was proposed to agree the release of the £200,000 to Babergh District Council from earmarked funds towards the construction of Hadleigh Pool.</b> A recorded vote was then requested. For: Councillors Allan, Allman, Beggerow, Cammack, Gordon, Hinton, McLeod, Minns, Schleip and Talbot. Against: Councillor Gregg. Abstain: Councillor Knock. <b>The payment was approved.</b></p> <p>c) Councillor Gregg asked if there were any clauses in the management contract to check company's financial stability and was advised of a clause that if the pool is shut or sold then the funds may be refunded to Hadleigh Town Council. The Leisure Centre Manager advised that South Suffolk Leisure and Abbeycroft Leisure and merged in October 2018, with Abbeycroft being a Trust and a Community Interest Company (CIC). Funds are due to be released on completion of the new pool. It was heard that the annual management fee payment can be reviewed after 10 years, (in 2021). Babergh District Council should be providing an annual report on how the funding is being spent, and the fee should be reducing over the years with any underspend being reimbursed to Hadleigh Town Council, none of which is understood to be taking place. A member of the public stated that although poorly-minuted, he was at the meetings where the £200,000 refurbishment monies were agreed to be released. He felt that the annual management fee was closer to £36,984, though this may have included VAT. <b>Proposed by Councillor Allan, Seconded by Councillor Schleip, and agreed by Councillors Allan, Allman, Beggerow, Cammack, Gordon, Gregg, Hinton, McLeod, Minns, Schleip and Talbot, the payment of the annual management fee for Hadleigh Pool and Leisure Centre of £30,000 year to 2031 to Babergh District Council was DEFERRED until a signed copy of the original agreement could be found, and copies of the reviews provided. Councillors Gordon and Knock abstained.</b></p> <p><b>Babergh District Councillor Grandon was asked to provide this information to Hadleigh Town Council.</b></p>
<p><b>6: Audit</b></p>	<p>a) Councillor Gregg queried that as the Internal Audit Report mentioned that Financial Regulations had been breached at the Christmas event whether this had been investigated. Cash had been used to pay for the refreshments for the Christmas Tree 'crew' as the invoice stated 'cash only'. There was also reference to former Councillors authorising payments at the start of the new Town Council administration year. Councillor Allman advised that that the cash handing issues had been discussed at the meeting on 6<sup>th</sup> March 2020, with further issues to be looked at by the Council Matters Committee. Overall, it was felt that the Internal Audit was a positive report given the situation that the Town Council had been in. Councillors agreed a vote of thanks to the office staff for their work in achieving the positive</p>



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	<p>Audit outcome. <b>Proposed by Councillor Allan, Seconded by Councillor Minns, and unanimously agreed, the Internal Audit Report was received.</b></p> <p>b) <b>Proposed by Councillor Schleip, Seconded by Councillor Beggerow, it was unanimously agreed to the signing of the AGAR statement.</b></p> <p>c) Councillor Beggerow stated that he had examined the figures against records and was satisfied that they are accurate and align. <b>Proposed by Councillor Allan, Seconded by Councillor Beggerow, it was unanimously agreed to the signing of the accounting statement.</b></p> <p>d) <b>Proposed by Councillor Allan, Seconded by Councillor Cammack, the submission of the AGAR to the external auditor was unanimously agreed.</b></p> <p>e) <b>Proposed by Councillor Allan, Seconded by Councillor Allman, it was unanimously agreed to publish the 'Notice of electors right to inspect accounts' on the website.</b></p>
	<p><i>Between 20.43 and 20.49 Councillor Allan lost internet connection and <b>proposed by Councillor Allman, Seconded by Councillor Beggerow it was agreed that Councillor Hinton take over as chair of the meeting until Councillor Allan could return.</b></i></p>
<b>7: Committee Terms of reference and Delegations</b>	<p>Councillor Beggerow congratulated the office staff on the work undertaken to develop the Delegations and Terms of Reference which built on the work undertaken in 2019. It was questioned under the National Association of Local Councils guidance LTN1 and Para 102 of the 1972 Local Government Act, whether as working groups are informal and consist of both Councillors and members of the public, why they are not bound by Standing Orders. It was heard that working groups are not so formal as established in The Good Councillor Guide. A question was raised as to whether the Neighbourhood Plan should be the remit of Town Matters Committee or Planning Advisory Committee, and it was agreed that it be moved into Planning Advisory Committee. Councillor Gregg felt that there were too many committees, and some should be amalgamated. <b>Proposed by Councillor Allan, seconded by Councillor Hinton, it was agreed to approve the Hadleigh Town Council schedule of Delegations and Committee Terms of Reference subject to the remit of the Neighbourhood Plan to be moved to Planning Advisory Committee.</b> For: Councillors Allan, Allman, Beggerow, Cammack, Gordon, Hinton, McLeod, Minns, Schleip and Talbot. Abstain: Councillors Gregg and Knock.</p>
<b>8: Hadleigh Town Council Policies</b>	<p><b>Proposed by Councillor Allan, seconded by Councillor Beggerow and unanimously agreed, Councillors would oversee the development of two or three policy documents and subsequently present them back at a future Council meeting for adoption over the course of the year.</b></p>
<b>9. NALC Code of Conduct Consultation</b>	<p>Councillor Gordon asked if all Councillor comments could be collated by the Town Council Manager and emailed round to Councillors, however as an individual link is provided Councillors can makes individual comments, as can members of the public.</p> <p><b>Proposed by Councillor Allan, Seconded by Councillor Schleip it was agreed that Councillors' comments to be sent to the Town Council Manager by 31<sup>st</sup> July 2020, with an Extraordinary Meeting called if necessary to agree a response.</b> For: Councillors Allan, Beggerow, Cammack, Gordon, Gregg, Hinton, Knock, McLeod, Minns, Schleip and Talbot in favour. Abstain: Councillor Allman.</p>
<b>10. Cemetery Temporary Road Update</b>	<p><b>Proposed by Councillor Knock, seconded by Councillor Gregg, and unanimously agreed, the Town Council Manager would examine the Town Council's insurance cover to ascertain if there was any redress through that approach.</b></p>
<b>11: IT Support</b>	<p>Councillor Gordon left the meeting.</p>



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	<p><b>Proposed by Councillor Beggerow, Seconded by Councillor Cammack, it was agreed to confirm a 3-year service agreement with Wildwater Professional Systems.</b> For: Councillors Allan, Allman, Beggerow, Cammack, Gregg, Hinton, McLeod, Minns, Schliep and Talbot. Abstain: Councillors Knock.</p>
<b>12: Hadleigh Community News Article</b>	<p><b>Proposed by Councillor Allan, seconded by Councillor Allman, it was agreed that the Town Council Manager would respond to District Councillor Sian Dawson establishing the correct circumstances and expressing the Town Council's disappointment.</b></p>
	<p>District Councillor Grandon apologised for arriving late to the meeting having experienced technical difficulties, and gave her report from Item 3. She noted CIFCO (the Babergh District Council investment company) would be having a public meeting to discuss recent investments. She thanked everyone working through the pandemic.</p>
<b>13: Promotion of Tourism</b>	<p>The Council <b>NOTED</b> Councillor Minns report that the East Anglian Daily Times, available across Norfolk and Suffolk would be featuring a 12-page article about Hadleigh with the potential for it to be published in 'sister' publications. The Town Council had contributed £500+VAT to the special which would feature HTC branding throughout. Councillor Gordon returned to the meeting.</p>
<b>14: Cycling Working Group</b>	<p>Due to other commitments Councillor Gregg declined the offer to Chair the Working Group. As per standing orders a member of the public can chair a working group, and Cllr Talbot stated that Mr. Mike Motteram may wish to chair the group, however the chair can be elected at the first meeting. <b>Proposed by Councillor Minns, seconded by Councillor Gordon and unanimously agreed, the remit for the group is to develop a costed plan to improve cycling facilities in Hadleigh and to promote its recreational and environmental benefits.</b></p>
<b>15: IT Hardware</b>	<p>Councillor Gordon left the meeting. <b>Proposed by Councillor Gregg, seconded by Councillor McLeod and unanimously agreed the Council would procure a webcam to be made available to Councillors who do not have the necessary equipment to attend on-line meetings.</b> Councillor Gordon returned to the meeting.</p>
<b>16: Unauthorised Payments</b>	<p>The response from the Suffolk Association of Local Councils (SALC) regarding the investigation into unauthorised payments at the start of the new Council year was felt to be inadequate. It was considered that SALC should be provided with a specific brief and a one-month timeline to fully investigate the matter. In the event that SALC does not come back within that time frame to the satisfaction of the Council will allow an alternative investigator is to be appointed. <b>Proposed by Councillor Gregg, seconded by Councillor Allman, it was agreed that SALC should be asked to complete the investigation into unauthorised payments as originally requested.</b> For: Councillors Allan, Allman, Cammack, Gordon, Gregg, Hinton, Knock, Minns, Schliep and Talbot. Abstain: Councillors Beggerow and McLeod.</p>
<b>17: Future Meeting</b>	<p>Due to timing, the remainder of the agenda could not be discussed. An Extraordinary Meeting to deal with the remaining items from the Agenda for 16<sup>th</sup> July 2020 would be arranged for 23<sup>rd</sup> July.</p> <p>The date of the next scheduled meeting was confirmed as Thursday 20<sup>th</sup> August 2020 at 7.00pm by video link.</p>
<b>Close of meeting</b>	<p>The meeting closed at 10.00pm.</p>

Prepared by

*A. McMillan*

Andrew McMillan Town Council Manager 21<sup>st</sup> July 2020