



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DT

Tel: 01473 823884

## HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Tuesday 6<sup>th</sup> October 2020 at 7pm via videoconferencing.

### MINUTES

<b>1. Opening</b>	<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>
<b>2: Minutes</b>	<p><b>Proposed by Councillor Schleip and Seconded by Councillor Beggerow, the minutes of previous Charity Committee meeting held on Tuesday 1<sup>st</sup> September 2020 were approved.</b></p> <p>Councillor Knock joined the meeting at this point (19:07) following technical difficulties in joining.</p>
<b>3: Public Forum</b>	<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>
<b>4: Finance</b>	<p><b>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 sight and sound.</b></p>
<b>5: Guildhall hire fees review</b>	<p>Councillor Knock re-entered the meeting at 19:16 and apologised for the late entry and difficulties experienced.</p>



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	<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><b>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.</b></p>
<p><b>6: Repairs and maintenance works</b></p>	<p>The updated schedule of works and costs was <b>NOTED</b>.</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>
<p><b>7: Guildroom oil radiator replacement</b></p>	<p>19:27 Councillor Schleip re-established connection to the meeting.</p> <p>Councillors considered the quotes obtained. <b>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.</b></p>
<p><b>8: Toilets Refurbishment</b></p>	<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. <b>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.</b></p>
<p><b>9: Booking Clerk</b></p>	<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</p>



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	<p>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>
<b>8: Future Meetings</b>	<p>The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 3<sup>rd</sup> November 2020.</p>
<b>9: Exclusion of press and public</b>	<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><b>Proposed by Councillor Knock, Seconded by Councillor Beggerow and unanimously agreed, the public and any press were asked to leave the meeting.</b></p> <p>The press and public left the meeting.</p>
<b>10: Booking Clerk Role</b>	<p>Proposed by Councillor Talbot and Seconded by Councillor Minns, there were four votes for the position to be confirmed until 31<sup>st</sup> December 2021 and one abstention.</p>
<b>9: Close of meeting</b>	<p>The meeting closed at 19:40.</p>

Signed  
**Alicja Barnes**  
**Town Council Projects Officer**  
8<sup>th</sup> October 2020