



Hadleigh Town Council

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

HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

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

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 1st December 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/99460587770>

or telephone: 0203 481 5240

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.
2: Minutes	To approve the minutes of previous Charity Committee meetings held on: a) Tuesday 3 rd November 2020 b) Wednesday 18 th November 2020 EGM c) Tuesday 24 th November 2020 EGM
3: 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 Chairman. 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 videoconference platform. The use of the “raise hand” icon should be used to notify the chair that you wish to speak.
4: Finance	a) To approve the attached schedule of payments over £500,



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	<p>whilst noting that the Town Council Manager will approve any payments under £500, in accordance with Financial Regulations.</p> <ul style="list-style-type: none">b) To consider the 2021/2022 budgetc) To approve a spend of £3,140 including VAT for part of the Architectural Heritage Fund work made up of the following amounts:<ul style="list-style-type: none">a) £750 plus VAT for Fenn Wright to complete a full property valuation to allow for Land Registry to be completed.b) up to £1,300 plus VAT for solicitor fees; andc) up to £680 for land fees including VAT (it is expected the outcome of the property valuation to be in excess of £1m which is the threshold for the higher land fees of £680. Otherwise the fee would be £400) to register the building and land with HM Land Registry.”d) To approve WPS Insurance Brokers commissioning Ecclesiastical Insurance to provide building and contents insurance for Hadleigh Market Feoffment Charity from 25th December 2020 for one year, with the policy including increased Trustees Liability insurance, increased legal expenses cover and the addition of cyber security at a cost of £17,750.87 with a further £1,275.00 commission to WPS Insurance.e)
5: Visit Hadleigh	To consider and make a decision on the request from Visit Hadleigh to use the Guildhall Complex for a Heritage Centre between May and October 2021



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CONFIDENTIAL SESSION EXCLUSION OF PRESS AND PUBLIC

6: Exclusion of the press and public	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.
7: Staffing Levels during Coronavirus	To discuss HMFC staffing and agree Furlough status moving forward
8: Future Meetings	The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 5th January 2021.
9: Close of meeting	Not later than 10pm

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager
26th November 2020



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Agenda Item 2) Minutes of the Previous Meetings

HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE

Tuesday 3rd November 2020 at 7pm via video conference.

DRAFT Minutes

1: Opening	<p>e) The Mayor opened the meeting and advised people that the meeting would be recorded. Any member of the public who attends the meeting is advised that the Town Council cannot control 3rd party recordings.</p> <p>In attendance Councillors Talbot (Chair), Beggerow, Knock, Minns, Schleip. Also, in attendance the Acting Town Council Manager and 6 members of the Public.</p> <p>f) There were no apologies for absence.</p> <p>g) Councillor Talbot declared an interest in item 9) as an employee of Suffolk County Council.</p> <p>h) There were no considerations of requests for dispensations.</p>
2: Minutes	<p>Proposed by Councillor Talbot, seconded by Councillor Minns, the minutes of the Hadleigh Market Feoffment Charity Committee on 6th and 19th October 2020 were agreed as a true record.</p>
3: Public Forum	<p>A member of the public raised the matter that the new kitchen installation included an induction hob which was pace-maker unfriendly due to the magnetic fields emitted. Also, the kitchen only contained one sink with a draining board and no dishwasher.</p> <p>A member of the public asked why the Guildhall / Town Hall and its land needs to be registered with HM Land Registry if the land was not going to be sold.</p>
4: Finance	<p>a) A query was raised around the payment of non-domestic rates on the schedule of payments over £500, where it was advised that the bill was being looked into, since a discount should have been applied to eligible charities during the</p>



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initial period of Lock-down. Due to the potential of payment charges should the bill remain unsettled, it was agreed to include the bill for payment on the schedule with feedback requested from the Acting Town Council Manager.

Proposed by Councillor Talbot, seconded by Councillor Schleip it was **agreed** to authorize the payments over £500 whilst noting that the Acting Town Council Manager will have approved payments under £500, in accordance with Financial Regulations.

- b) The Chair stated that the Hadleigh Market Feoffment Charity will run out of money in the current account before the end of the current financial year due to the effects of Covid-19. Pre-Covid the Charity was budgeted to achieve £33,000 in income from hires and this has been revised to £3,000 due to the building adhering to Covid-19 Government guidelines. The historic losses the Charity was allowed to make of £32,826 between 2014 and 2018 has had an additional impact on the financial running of the charity.

The options available were to draw down around £23,500 from Hadleigh Market Feoffment Charity investment accounts, submit a request to Hadleigh Town Council for £23,500 or to split the funding 50 / 50 between investments and a request to HTC. It was noted the figures calculated were projected before it was known of the second lockdown which may have a further impact on finances.

It was felt that Hadleigh Market Feoffment Charity should use its own finances to resolve financial short falls, and not assume the Town Council would contribute, without the request being taken to Full Council for a debate and vote. However, it was noted that should Hadleigh Market Feoffment Charity run out of money, the Town Council are the sole Trustee and would need to fund the charity.

Proposed by Councillor Talbot, seconded by Councillor Schleip it was **resolved** that Hadleigh Market Feoffment Charity would draw down £11,750 from the investment fund and submit a request to Hadleigh Town Council for £11,750, and in the event of Hadleigh Town Council not supporting the request Hadleigh Market Feoffment Charity would draw down a further £11,750 from the investment



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	fund.
5. Additional Cheque Signatories	<p>a) Proposed by Councillor Talbot, seconded by Councillor Beggerow it was agreed that Councillors Schleip and Minns would become additional bank and cheque signatories for the Hadleigh Market Feoffment Charity.</p> <p>b) Proposed by Councillor Talbot, seconded by Councillor Minns it was agreed to change the recommendation to 'Additionally, to approve Councillors Gregg, Hinton, McLeod who are not on the Committee but as Hadleigh Town Councillors represent the Town Council as the sole Trustee of the Hadleigh Market Feoffment Charity, and who may be required in instances of illness, holiday or resignations'.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Minns it was agreed that Councillors Gregg, Hinton and McLeod would become additional bank and cheque signatories for the Hadleigh Market Feoffment Charity.</p>
6. Charges	<p>a) Councillors were concerned that should not all hirers be offered the same discount initially that they may take their business elsewhere, and that the discount should be applied to all bookings during the first 6 months that the Town Hall Complex is opened after lockdown.</p> <p>Proposed by Councillor Knock, seconded by Councillor Beggerow it was agreed that a 10% discount be applied to all bookings made between 4th November 2020 and the end of the first 6 months of the Town Hall Complex being open after the second lockdown, with the booking not needing to be taken during the specified period of the discount.</p> <p>b) It was felt that the Booking Clerk having discretion to apply up to a 10% discount on wedding packages, was commercially sensitive information and should not be publicised. It should only be applied if a potential hirer has a better offer which the Town Hall could match. A cash figure for the maximum discount could not be provided as it was agreed every wedding is unique</p> <p>Proposed by Councillor Talbot, seconded by Councillor Knock it was agreed that the Booking Clerk or other designated member of staff have discretion to apply up to a 10% discount on wedding packages, to encourage a hirer</p>



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	<p>to book subject to agreement by the Town Council Manager or in their absence another designated member of staff, with only one 10% discount to be applied to any booking.</p>
7: Architectural Heritage Fund Grant Application & Its Initial Public Consultation	<p>Progress on the Architectural Heritage Fund application was noted.</p> <p>It was requested that the initial public consultation survey to be published on the website and social media, and hard copy form to be made available to Hadleigh residents be brought back to the Committee for discussion and approval.</p>
8: HM Land Registry voluntary first registration	<p>To note part of the Architectural Heritage Fund viability study is to register The Guildhall/Townhall and its land with HM Land Registry including electronic upload.</p> <p>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).</p> <p>Proposed by Councillor Talbot, seconded by Councillor Minns it was agreed that the Committee could not approve the estimate, and that the motion need to be amended to reflect that the full cost and relevant quotes needed to be brought back to Committee.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Minns, it was agreed that that the full cost and relevant quotes be brought back to Committee to register The Guildhall/Townhall and its land with HM Land Registry including electronic upload.</p>
9: Advertising	<p>a) Proposed by Councillor Beggerow, seconded by Councillor Minns it was agreed that one full page advert in one edition of 'A Suffolk Ceremony' at £600 including VAT be placed, with the timing to be determined by the Booking Clerk. Councillor Talbot abstained from voting.</p> <p>b) Proposed by Councillor Talbot, seconded by Councillor Beggerow it was agreed that two half page adverts in separate editions of 'Your East Anglian Wedding' at a total cost of £480 including VAT be placed with the timing to be determined by the Booking Clerk.</p>
10: Future Meetings	<p>The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 1st December 2020.</p>



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11: Close of meeting	No later than 10pm

Signed

Cheryl Tye

Cheryl Tye

Acting Town Council Manager

4th November 2020



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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



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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



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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



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HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE Extraordinary General Meeting

Wednesday 18th November at 7.30pm via video conference

DRAFT Minutes

1: Opening	<p>i) The Chair advised the meeting that the Council, members of the public and press may record/film or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attend are advised that the Town Council cannot control 3rd party recording. In attendance Cllrs Talbot (Chair), Beggerow, Knock, Minns and Schleip. Also, in attendance the Acting Town Council Manager and 3 members of the public.</p> <p>j) There were no apologies for absence.</p> <p>k) There were no member declarations of pecuniary and non-pecuniary interest.</p> <p>l) There were no consideration of dispensations.</p>
2: Decision on grant funded works	<p>a) Proposed by Councillor Beggerow, seconded by Councillor Schleip it was agreed to approve the schedule of payments over £500.</p>
3: Charities Official Investment Fund	<p>To agree and approve new authorized signatories for the Official Charities Investment Fund.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Beggerow, it was agreed that Councillor Minns become an authorized signatory for the Official Charities Investment Fund. Councillor Minns abstained from voting.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Beggerow, it was agreed that Councillor Schleip become an authorized signatory for the Official Charities Investment Fund. Councillor Schleip abstained from voting.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Beggerow, it was agreed that Councillor Knock become an authorized signatory for the Official Charities Investment Fund. Councillor Knock abstained from voting.</p> <p>Proposed by Councillor Talbot, seconded by Councillor Minns, it was agreed that Councillor Beggerow become an authorized signatory for the Official Charities Investment Fund. Councillor</p>



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	<p>Beggerow abstained from voting.</p> <p>Proposed by Councillor Schleip, seconded by Councillor Beggerow, it was agreed that Councillor Talbot become an authorized signatory for the Official Charities Investment Fund. Councillor Talbot abstained from voting.</p>
4: AHF Grant Application & its Initial Public Consultation	<p>Proposed by Councillor Talbot, seconded by Councillor Minns it was agreed to approve the initial public consultation survey to be published on the website and social media, and hard copy form to be made available to Hadleigh residents.</p> <p>A member of the public asked if the survey would be published in the Hadleigh Community News, and it was advised that this was the intention but would be subject to space in the publication.</p>
CONFIDENTIAL SESSION EXCLUSION OF PRESS AND PUBLIC	
5: Exclusion of the press and public	<p>Proposed by Councillor Talbot, seconded by Councillor Schleip it was agreed to move into private session and invite members of the public to leave. There was one abstention from voting.</p>
6: Confidential Session	
7: Future Meetings	<p>The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 1st December 2020.</p>
8: Close of meeting	<p>There being no further business the meeting closed at 8.23pm</p>

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager
19th November 2020



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HADLEIGH MARKET FEOFFMENT CHARITY

Period Ending 11th November 2020

OUTSTANDING SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500

Date	Purchase Order Number	Payee	Description	Net Cost	VAT	Total Amount
29/10/2020	HMFC 0019	CJ Electrical	Supply & replace Rointe oil radiator in Guildroom	£ 525.00	£ 105.00	£ 630.00
10/11/2020	HMFC 0014	KCCJ	Town Hall Complex Kitchen Installation	£ 9,786.00	£ 1,957.20	£ 11,743.20
						£ -
						£ -
						£ -
						£ 12,373.20



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HADLEIGH MARKET FEOFFMENT CHARITY COMMITTEE Extraordinary General Meeting

Tuesday 24th November at 8.30pm via video conference

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.

Draft Minutes

1: Opening	<p>m) The Chair welcomed everyone to the meeting and advised that the Council, members of the public and press may record/film or broadcast the 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.</p> <p>n) Apologies for absence were received from Councillor Minns</p> <p>o) There were no declarations of pecuniary and non-pecuniary interest.</p> <p>p) There were no dispensations.</p>
2: Budget 2021/ 2022	<p>a) The budget for Hadleigh Market Feoffment Charity for 2021/ 2020 was noted and discussed.</p> <p>Due to the non-publication of the budget papers on the Town Council website, a member of the public asked for the meeting to be adjourned.</p> <p>The Acting Town Council Manager apologized for the omission, having uploaded the budget papers to the Town Council website the previous week, obviously these had not been pulled through on the external website itself. An offer was made to re-add them to the website which would take 5-minutes, but this was declined.</p> <p>Due to the timing issues of the budget, Councillor Talbot advised that the meeting would go ahead as planned, with members of the public being able to ask questions throughout the meeting and he asked Councillor Beggerow to explain the budget assumptions and present the numbers on a line by line basis</p> <p>Councillor Beggerow explained the overall budgeting strategy was to continue, as agreed by Council last year, to show all expenses of HMFC being paid by HMFC and to Budget a breakeven situation with Expenses matching Income.</p>



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The meeting was advised that the impact of coronavirus and lockdown during the 2020/2021 financial year had reduced the income compared to budget by around £30,000 for the Hadleigh Market Feoffment Charity due to the reduction in Town Hall complex bookings. It was projected that recovery would be slow due to the aftermath of the pandemic. During the line by line analysis of the budget, it was noted:-

The Budgeted Grant to be requested from HTC in 21/22 was £59,120

The insurance premium would be higher than currently budgeted for due to a lack of appetite in the insurance world to take on the work, especially with an outstanding claim pending.

Councillor Schleip asked if there were any grants available and was advised that where possible external grants were being sourced, flexible furlough put in place, and that more grants may be available for further remedial maintenance works.

The acting Town Council Mangers advised that she had today received notification that HMFC would be receiving a £1344 Business Grant in respect of the November Lockdown

A member of the public asked if the £35000 drawn down from the Investment fund in 2019/20 had been used for the refurbishment project

Councillor Beggerow confirmed this was the case and these funds together with additional grants obtained following the efforts of Councillor Talbot were used to complete the refurbishment project

A member of public asked about the rent payable by the Town Council to the Hadleigh Market Feoffment Charity, which the Council had ceased paying in 2019.

Councillor Beggerow advised that Hadleigh Town Council made a decision quite soon after the elections in May 2019 and supported by the budgeting strategy agreed for 2020/21 that Hadleigh Town Council would cease paying Hadleigh Market Feoffment Charity a 'rent' for the rooms they occupy. He confirmed that all financial support from the Town Council is now provided by way of grants approved by Hadleigh Town Council

The Hadleigh Council Taxpayers will now be able to appreciate the level of financial support needed by the Hadleigh Market Feoffment Charity by way of a grant decision that should be



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	<p>requested by Hadleigh Market Feoffment Charity Committee and voted on by Hadleigh Town Council.</p> <p>Another aspect of the financial relationship that is budgeted for is where Hadleigh Town Council staff provide support services for Hadleigh Market Feoffment Charity which needs to be charged back to the Charity.</p> <p>Councillor Schleip felt that the accounts provided were the most transparent presented to the Hadleigh Market Feoffment Charity, and Councillor Beggerow should be thanked for his attention to detail.</p> <p>b) Proposed by Councillor Talbot, seconded by Councillor Schleip the Hadleigh Market Feoffment Charity Budget for 2021/2022 was agreed.</p>
3: Future Meetings	The next meeting of the Hadleigh Market Feoffment Charity Committee will be on Tuesday 1 st December 2020.
4: Close of meeting	There being no further business the meeting closed at 9.10pm.

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager
25th November 2020



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1st December 2020 Agenda Item 4a – Finance

HADLEIGH MARKET FEOFFMENT CHARITY						
Period Ending 26th November 2020						
OUTSTANDING SCHEDULE OF ACCOUNTS FOR PAYMENT- OVER £500						
Date	Purchase Order Number	Payee	Description	Net Cost	VAT	Total Amount
30/11/2020		Staff Salaries	November 2020 Salaries	£ 1,927.18		£ 1,927.18
30/11/2020		Staff Salaries	November 2020 NIC (£0)	£ -		£ -
30/11/2020		Staff Salaries	November 2020 Pension Contribution	£ 93.35		£ 93.35
30/11/2020		Staff Salaries	November 2020 HMRC	£ 267.40		£ 267.40
29/10/2020	HMFC 0019	CJ Electrical	Supply & replace Rointe oil radiator in Guildroom	£ 525.00	£ 105.00	£ 630.00
10/11/2020	HMFC 0014	KCCJ	Town Hall Complex Kitchen Installation	£ 9,786.00	£ 1,957.20	£ 11,743.20
25/11/2020		Aaron Clarke Accounting	Bookkeeping services for October and November 2020	£ 527.50	£ 105.50	£ 633.00
						£ -
						£ -
						£ 15,294.13



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1st December 2020
Agenda Item 4a – Finance

HADLEIGH MARKET FEOFFMENT CHARITY						
Period Ending 26th November 2020						
SCHEDULE OF ACCOUNTS FOR PAYMENT- UNDER £500						
Date	Payee	Description	Cost Code	Net Cost	VAT	Total Amount
29/10/2020	S. Cowle Electrical Limited	Check and replace faulty PIR Floodlights on Guildhall Building		£ 235.40	£ 47.08	£ 282.48
30/10/2020	PNJ Builders Ltd	Refit Defibrillator box, hand rail rope and anti-fly swat after redecoration		£ 60.00	£ 12.00	£ 72.00
02/11/2020	Alicja Barnes	Tesco CD player for small events to meet Covid guidelines on playing music		£ 25.00	£ 5.00	£ 30.00
04/11/2020	Sackers Limited	Guildgiild waste collection for October 2020		£ 59.08	£ 11.80	£ 70.88
05/11/2020	Forking Nuts about Gardening Ltd	Mow, sweep and weed Town Hall gardens		£ 42.34	£ 8.47	£ 50.81
05/11/2020	Herts County Council	Toilet rolls, hand towels and rubber gloves ready for reopening of Guild Hall (after 1st Lock down)			£ -	£ -
					£ -	£ -
						£ 506.17



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1st December 2020 - Agenda Item 4b – Budget

Hadleigh Market Feoffment Charity Budget 2020/21

	12 Months Actual 2017	12 Months Actual 2018	15 months Actual to March 2020	Actual 6 months to Sep 2020	Forecast 12 months to 31st March 2021	Budget 12 months to 31st March 2021	Budget 12 months to 31st March 2022	Comments
Income								
<i>Trading Activities</i>								
Lease of Rooms = HTC Rent payments	15,530	16,350	8,376	0	0	0	0	HTC Rent Free from May 2019. Loss of Cash Flow covered by increased HTC Grant
Resident Bar Operator	1,490	2,520	4,050	0	200	3,000	1,500	Covid 19 Clear by 1st April 2021 ??? Slow recovery ??? Too optimistic ??
Booking Fees = Hire of Rooms	28,318	29,403	28,908	972	2,500	33,000	20,000	Covid 19 Clear by 1st April 2021 ??? Slow recovery ??? Too optimistic ??
<i>Investment Income</i>								
Dividends	1,312	1,340	1,702	709	1,000	900	600	Reducing re drawdown of 35K in May 2019 and further drawdown in Dec 2020
Investment Income	15	34				20		
Investment Drawdown			35,000		11,725			£11725 Drawdown approved Nov 2020
Grants HTC	0	0	0	40,000	61,110	49,385	59,120	Budget for 2020/21 £49385 approved 16/1/2020. Further Grant to be requested from HTC and taken in quarterly installments following quarterly review
Grants Other			976		19,000	0		Grant for Kitchen and Carpets. £1500 from District Cllr Mick Fraser
Donation	50	675	157			0		
Bottle Bank	58	85	0			90		
Tours & Teas	117	408	1,535			500	500	Resume in 2021/22
Other Fundraising	150	644	716			1,500	1,000	Resume in 2021/22
Craft Fair	2,345	2,805	1,878			2,800	2,500	Resume in 2021/22
Insurance Refund	761	0	0			0		
Photographic Exhibition	613	0	0					
Quiz Night	0	0	500				500	Resume in 2021/22
BDC COVID Business Grants				10,000	11,334			Futher Business Grants via BDC announced £1334 for Lockdown 2
HMRC Furlough of Staff					2,500			Assume Bookings Clerk on Full Nov 20 and Dec 20 Flexible Jan 21 to March 21
Miscellaneous	165	112	48	561	536			
Out of Date Cheque Adjustment	0	0	0					
Total Income	50,923	54,376	83,846	52,242	109,905	91,195	85,720	



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Expenditure									
<i>Direct Charitable Expenditure</i>									
Advertising	688	669	329		1,000	1000	1000		
Bank Charges	96	111	14	36	40	100	50		
Bookings Clerk (inc SCC Pension)			9,140	3,072	7,034		10,500		Part Time or Fulltime Furlough Scheme Dec 2020 to March 2019 ?
Caretaker (inc SCC Pension)	20,850	21,820	29,367	11,652	23,305	23,000	24,000		
Cleaning				1,260	1,260	200	500		Pro Duct Clean £1646 in 20/21
Consulting				500	500		3,000		Energy Assessment in 20/21. Guildhall Future Plans. Heritage Grant for Consultancy 15K less costs estimated at 18K
Contract Services						1,900			?????
Craft Fair	461	532				550			Deduct costs from Income
Damage Deposit Refunds	71	20				0			
Electric				3,265		3300	3500		
Fundraising Costs	714	0				0			
Garden Chairs	721	0				0			
Garden Contract	2,061	1,984	2,163	567	1,500	2,000	1,900		
Gas					500	4,000	1,500		
Health & Safety						400	400		
Hire of Equipment	0	0	1,630			1500	1500		Scaffolding and Hire of Tables
Inspection Reports/Fees	2,136	0				500	1000		Pat Testing done assume shown elsewhere in actuals . Allowance for others
Insurance	17,441	19,234	18,825	7,317	14,650	14,000	15,000		
Legal Expenses			2,400		1,000				Includes Land Registry entries for Guildhall in 20/21
Licensing Act	180	191	1,980		180	200	2,000		£1800 in 19/20 re Ceremonies License
Lift Maintenance and charges						1,000	1,500		Assume actual included elsewhere
Light Power Heating			682		6,500				Needs seperating to separate codes Electric, Gas Water
Miscellaneous	198	1,720	1,676	1,223	2,500	3190	2000		
Non Domestic Rates	455	468	479	221	221	470	500		
Postage, Freight and Courier	172	209	280		200	200	200		
Printing and Stationery			33		50		100		
Redecoration	0	0				5000			
Repairs and Maintenance	2,887	464	5,192	3,030	46,650	10535	3000		As Per Alicja All Approved Refurb and decorating Costs
Services(inc Mobile PH)	1,293	823				1,000	120		
Subscriptions			399	58	100		100		
Telephone & Internet			280	129	250		250		
Trade Waste Disposal						350	500		
Water and Sewage				187	400	900	500		
Window Cleaning					600	600	600		



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<i>Other Expenditure</i>								
Fees - Administration	12,013	12,423	0	0	7,500	14000	9500	HTC Charge for Bookeeping Services (or Aaron Clarke ?) plus other Office support
Audit & Accountancy	276	300	1,435		2,000	300	1000	Final Accounts preparation only in 21/22
<i>Other Payments</i>								
Contribution to Repairs Fund	1,000	1,000				1000		Fund Allocation not cash out
Total Charity Expenditure	63,712	61,967	76,304	32,517	117,940	91,195	85,720	
CHARITY SURPLUS/-DEFICIT	-12,789	-7,591	7,542	19,725	-8,035	0	0	
<i>Expenditure in Town Council Accounts in Cost Centre Guildhall (financial years 17/18 & 18/19 & 19/20)</i>								
Rates			2,402					?
Water & Sewage	648	900	711					
Gas	3,519	4,000	3,813					
Electricity	2,888	3,500	2,699					
Contract Services	1,325	1,610	1,455					
Cleaning	155	200	95					
Window Cleaning	288	600	600					
Health & Safety	195	431						
Repairs - Equipment		100	372					
Repairs - Buildings	676	513	573					
Repairs - Other	1,247	1,000	213					
Inspection Reports/Fees	425	500						
Lift Maintenance		1,000	234					
Lift Contract	293	500	77					
Equipment		5						
Building Consumables	421	300	93					
Grounds Maintenance Contract	366	650	1,681					
Trade Waste Disposal	775	450	1,064					
Miscellaneous Expenses	474	900	482					
Total Town Council Expenditure	13,695	17,159	14,162	0	0	0	0	Income /Expense Budget to break even with HTC Grant support
Total Charity + Council Expenditure	77,407	79,126	90,466	32,517	117,940	91,195	85,720	
Income minus Expenditure	-26,484	-24,750	-6,620	19,725	-8,035	0	0	£49385 grant was approved by HTC on 16/1/2020



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Charity Funds								
Cash at Bank Closing Balances	17652	11320	22,033	44,679	13,998	13,998	13,998	Assuming HTC Grant requests for 2020 and 21/22 are approved
				41,758 ??				
COIF Investment Fund	91809	91023	60,000	60,000	48,275	48,275	48,275	Assuming HTC Grant requests for 2020 and 21/22 are approved
Surplus/-Deficit in Year	-12789	-7591	7542	19725	-8035	0	0	
Total Funds at end of year	109461	102343	82033	104679	62273	62273	62273	



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Agenda Item 5 – Visit Hadleigh

2019/20	May - Oct Guildroom Hire			Notes
	Bookings	Sessions	Est. Rev	
Wedding reception	8	21	£ 2,100	→ Guildroom includes all bookings
Other gatherings	8	13	£ 1,300	→ estimated nominal charge of £100 per session used (various discounts / multiple rooms booked, not itemised invoicing)
Local club group	58	64	£ 1,280	→ sessions were 5 hrs so a session @ £20ph is £100
Corporate meeting	8	11	£ 440	→ hourly rate of £20 applied
Subtotal	82	109	£ 5,120	→ estimated average of 2hr bookings at £20 ph
with garden	21	31	£ 1,256	→ average garden fee £40.50 per session (w/d £43, w/e £38)
Total	103	140	£ 6,376	

2019/20	May - Oct Old Town Hall			Notes
	Bookings	Sessions	Est. Rev	
Wedding reception	7	13	£ 1,830	am or pm sessions booked only
Other gatherings	2	3	£ 422	average cost excluding the kitchen was £140.75 per session (w/d £73.50, w/e £208) used to estimate potential revenue
Local club group	4	5	£ 704	unable to ascertain if kitchen was cost at extra without looking at each individual booking form
Specific group use	13	13	£ 956	→ 2 x PM sessions only @ £73.50 per session as these bookings are known to be only during the week
Total	26	34	£ 3,911	

Total turnover	£ 79,368
Proprtional representation	£ 31,747
Guildroom	20%
Old Town Hall	12%
Total two rooms turnover	£ 10,287
%age of total revenue potentially lost	32%

The Guildhall cannot book the Guildroom and the Old Town Hall for use at the same time due to noise constraints