



Hadleigh Town Council

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

FULL COUNCIL MEETING

Councillors Beggerow, Gower, Loftus, McLeod (Chair), Monks, Pryor, Roberts, Schleip, Shearly-Sanders, Talbot, Wilson and Wiltshire

Councilors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 16th February 2023 at 7.00pm** in **The Grand Hall at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN**

Members of the public and press can watch the meeting by following this link - <https://us06web.zoom.us/j/83060730705>

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) Approval of absence d) Members' declarations of pecuniary, other registrable and non-registrable interests e) Consideration of requests for dispensations.
2: Minutes	To approve the minutes of the meeting held on Thursday 19 th January 2023.
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 Chairperson. Only members of the public who attend in person are permitted to speak. If you are unable to attend in person but wish to speak, please inform the Town Clerk at least 1 day before the meeting who will read out your question.
5: Finance	To note the schedule of invoices received and to approve any payments over £1,000 that have not previously been agreed. In alignment with the adopted Financial Regulations, all payments under £500 are approved by the RFO, as are items between £500 and £1,000 with clearance of the Chairman of the Council or Chairman of the appropriate committee.
6: Internal Audit 22/23	a) To approve the Financial Risk Assessment 22/23



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	b) To approve the Review of Internal Controls 22/23 c) To approve the Annual Review of Effectiveness of Internal Audit 2022 d) To agree for SALC to be appointed internal auditor for the 2022/23 year at a cost of £640 + VAT
7: Tree Survey	To agree to spend £4,225 + VAT for the bi-annual tree survey to take place in May 2023.
8: Slide	To agree spend of £8937.97 + VAT for a slide to be installed at Corks Lane Play Area.
9: War Memorial	To approve spend of up to £14,551 for improvements to the War Memorial to make the surfacing more accessible to all.
10: Coronation Big Lunch	a) To note that the Coronation Big Lunch will take place on Sunday 7th May 2023 in The Deanery Gardens. b) To approve spend of £2110.50 + VAT for the hire of 28 picnic benches.
11: Climate Change Emergency & Environment Sub-committee Recommendation	To agree with the Climate Change Emergency & Environment Sub-committee recommendation to spend £1090 + VAT from Climate Activities budget to supply and install additional edging around the timber play equipment at Corks Lane Play Area to help reduce loss of rubber mulch.
12: Grant Evaluation Forms	To note the following grant evaluation forms: Visit Hadleigh The Bootleggers of East Anglia Hadleigh Cricket Club
13: Grant Applications	To agree to award the following grants: a) £3000 to Visit Hadleigh for website costs, town guides public liability insurance and expenses. b) £1500 to Hadleigh Community Gardens for improving the community gardens. c) £3000 to Hadleigh Men's Shed for startup costs. d) £500 to Layham Village Hall Management Committee for Ladybirds. There is £8051.63 remaining in the grant pot.
14: Standing Order 14D	a) To review the Code of Conduct complaint regarding Councillor Beggerow. b) To consider if any course of action should be taken against Councillor Beggerow.
15: Christmas Event	a) To note the Christmas Event Report b) To agree to dissolve the Christmas Event 2022 Working Group



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16: Cemetery	To note that the advertising of the Natural Burial area has taken place and 2 natural burial plots have been purchased.
17: LRSG Pavilion Rebuild Project	a) To receive the Thermal Performance Strategy from the appointed architect who is a qualified energy assessor and accredited PassivHaus designer. "In summary due to the sporadic use of the building I would not recommend going down the PassivHaus route. We have, however provided you with the flexibility to meet/exceed the latest building regulations (2022), which is a considerable uplift from the last revision." b) To approve the plans for the pavilion which have been checked and updated against the Rugby Football Union, Football Foundation and The Football Association's latest regulations. The plans were approved previously in June 2022 (minute number HTC22.165) subject to a statement on PassivHaus from the architects (see item above). c) To agree for the Projects & Finance Officer to instruct the architects to apply for full planning permission. Invoice cists will be brought back via the payment schedule for approval.
18: Layham Road Sports Ground	a) To agree spend of £2465 + VAT for the removal of the Cricket pitch at Layham Road Sports Ground. b) To agree spend of £x + VAT for replacement and repair of showers in the temporary shower unit.
19: Microplastics	To note that the University of Essex have confirmed that they cannot undertake the services to measure microplastics in the River Brett (with reference to minute number HTC22.280). They are able to offer to analyse plastics that are sent in to them but do not offer the service of undertaking river surveys. A copy of the brief is attached.
20: CCTV Incidents Report	To note the 2022 CCTV incidents report.
21: Neighbourhood Watch	To agree to the Town Council being the facilitator and "main coordinator" for a Neighbourhood Watch Scheme in Hadleigh.
22: Future Meetings	The next scheduled meeting will be on Thursday 16 th March 2023 at 7pm.
23: Close of meeting	No later than 10pm

Prepared by

W. Brame

Wendy Brame
Town Clerk

9th February 2023



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Agenda item 5: Finance – Payment Schedules

FOR THE PERIOD 13th January - 8th February 2023

SCHEDULE OF INVOICES RECEIVED OVER £1,000

Invoice Date	Invoice Number	Payee	Description	Net Cost	VAT	Total Amount	Spend approval by	Date of Approval	Date Paid	Method
27/01/2023	n/a	Staff	January salaries	£ 7,971.56	£ -	£ 7,971.56	Pre-authorised	19/05/2022	30/12/2022	BACS
27/01/2023	n/a	HMRC	January PAYE	£ 2,711.59	£ -	£ 2,711.59	Pre-authorised	19/05/2022	30/12/2022	BACS
27/01/2023	n/a	SCC	January pension contributions	£ 3,059.85	£ -	£ 3,059.85	Pre-authorised	19/05/2022	30/12/2022	BACS
23/01/2023	INV23001	Porch Project	Youth Strategy objectives - working with others to facilitate youth activities and work readiness - payment for room hire for 1 day a week for 6 months for Job Centre Plus trial of 120 16-24 year olds in Hadleigh to receive work coach sessions	£ 2,600.00	£ -	£ 2,600.00				
26/01/2023	INV217	Great Oaktree Land Services Ltd	Grounds maintenance works in January	£ 1,906.72	£ 381.34	£ 2,288.06	Pre-authorised	19/05/2022	16/02/2023	BACS
26/01/2023	0635	2020 Consultancy	Consultancy fee for Transport Study for Neighbourhood Plan, which was fully grant funded	£ 10,000.00	£ 2,000.00	£ 12,000.00	Pre-approved	13/09/2022	16/02/2023	BACS
30/01/2023	CA2171	Caroe Architecture	Invoice at agreed fee for RIBA stage 2 Guildhall Regeneration project to be reclaimed from AHF grant	£ 10,115.38	£ 2,023.08	£ 12,138.46	Pre-approved	05/07/2022	16/02/2023	BACS
03/02/2023	INV0812	Ingham Pinnock Associates	Consultancy fees to be reclaimed from AHF grant	£ 3,125.00	£ 625.00	£ 3,750.00	Pre-approved	05/07/2022	16/02/2023	BACS
SCHEDULE OF INVOICES RECEIVED BETWEEN £500 AND £1,000										
12/01/2023	0023/0021	SSE	Electricity charges (Note: £436.36 recharged to HMFC)	£ 782.85	£ 137.60	£ 920.45	Pre-authorised	19/05/2022	29/01/2023	DD
23/01/2023	24/08/3555	REJB	Supply & fit 2 x replacement pod toddler cradle swing at Corks Lane	£ 563.60	£ 112.72	£ 676.32	TC & Mayor	27/01/2023	16/02/2023	BACS
31/01/2023	255627	Portable Space	Temporary facility hire at LRSG - Jan '23	£ 730.73	£ 146.14	£ 876.87	RFO & Mayor	01/02/2023	16/02/2023	BACS
01/02/2023	99606	Avis	Village and Hadleigh advertising for The People's Project	£ 588.00	£ 117.60	£ 705.60	RFO & Mayor	30/01/2023	16/02/2023	BACS



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SCHEDULE OF INVOICES RECEIVED UP TO £500

14/01/2023	CJEI111514	CJ Electrical	Attend to 4 x faulty sockets	£	128.20	£	25.64	£	153.84	TC	14/12/2023	27/01/2023	BACS
15/01/2023	11510918	Wave	Water use at Layham Road Sports Ground 15/10/22 - 14/01/2023	£	67.60	£	-	£	67.60	Pre-authorised	19/05/2022	30/01/2023	DD
16/01/2023	1118	Morrisons	Refreshments for volunteers and youth networking session and staff subs	£	30.97	£	1.34	£	32.31	RFO	16/01/2023	16/01/2023	DC
16/01/2023	20230112	Asda Store LTD	Mobile phone topup	£	5.00	£	-	£	5.00	RFO	16/01/2023	16/01/2023	DC
16/01/2023	FBCA-0010	The Federation of Burial and Cremation Authorities	Annual subscription fee	£	170.00	£	26.00	£	196.00	RFO	18/01/2023	27/01/2023	BACS
18/01/2023	SI22719878	Binder	Emptying of septic tank at Layham Road Sports Ground	£	203.00	£	-	£	203.00	RFO	18/01/2023	27/01/2023	BACS
19/01/2023	26677	SALC	Councillor Training (R Beggerow) module 4	£	26.00	£	5.20	£	31.20	RFO	20/01/2023	27/01/2023	BACS
20/01/2023	INV-GB-1181154185-2023-2976	Amazon	Laptop stand for Assistant Clerk	£	15.50	£	3.10	£	18.60	TC	19/01/2023	20/01/2023	DC
22/01/2023	448784-057	Plusnet	Line rental and fibre broadband	£	32.80	£	6.56	£	39.36	Pre-authorised	19/05/2022	30/01/2023	DD
26/01/2023	20230124	Asda Store LTD	Mobile phone topup	£	5.00	£	-	£	5.00	RFO	26/01/2023	26/01/2023	DC
20/01/2023	10278	Marks Tey Radio	Microphone hire for meeting on 19th Jan	£	60.00	£	12.00	£	72.00	RFO	20/01/2023	16/02/2023	BACS
23/01/2023	604714	REJB	Supplied and fit 1 x replacement wobble plank at Corks Lane	£	230.00	£	46.00	£	276.00	RFO	27/01/2023	16/02/2023	BACS
23/01/2023	60715	REJB	Repair to safety surface	£	373.00	£	74.60	£	447.60	RFO	27/01/2023	16/02/2023	BACS
24/01/2023	874JG	CPW Locksmiths & Security Engineers	Call out to cemetery book safe and leave in working order	£	100.00	£	20.00	£	120.00	TC	24/01/2023	16/02/2023	BACS
24/01/2023	1339439506	Screwfix	Home insulation help measures equipment	£	80.70	£	16.14	£	96.84	TC	24/01/2023	16/02/2023	BACS
25/01/2023	1340149141	Screwfix	Home insulation help measures equipment	£	25.10	£	5.02	£	30.12	TC	24/01/2023	16/02/2023	BACS
25/01/2023	SINV113954	Co-Op	Staff subsistence	£	14.81	£	-	£	14.81	RFO	25/01/2023	16/02/2023	BACS
26/01/2023	CJPHI20456	CJ Plumbing	Attend to shower block at LRSG	£	95.50	£	19.10	£	114.60	RFO	26/01/2023	16/02/2023	BACS
31/01/2023	H012311144	Herts Full Stop	Stationery and stamps	£	69.40	£	12.20	£	81.60	RFO	25/01/2023	16/02/2023	BACS
31/01/2023	H012311143	Herts Full Stop	Stationery and office chair for Assistant Clerk	£	128.58	£	25.72	£	154.30	RFO	25/01/2023	16/02/2023	BACS
31/01/2023	Mileage	Services Officer	January mileage reimbursement	£	54.00	£	-	£	54.00	RFO	31/01/2023	16/02/2023	BACS
31/01/2023	OUT-96661	Sackers	Waste collections at LRSG - Jan 23	£	68.48	£	13.70	£	82.18	RFO	31/01/2023	16/02/2023	BACS
31/01/2023	INV-0339	HMFC	Meeting room hire in jan	£	221.00	£	-	£	221.00	RFO	06/02/2023	16/02/2023	BACS
01/02/2023	99605	Avis	Cemetery advertising	£	151.20	£	30.24	£	181.44	RFO	30/01/2023	16/02/2023	BACS
01/02/2023	99507	Avis	Repair café advertising	£	89.00	£	17.80	£	106.80	RFO	01/02/2023	16/02/2023	BACS
01/02/2023	99602	Avis	Mayor's Quiz advertising	£	89.00	£	17.80	£	106.80	RFO	01/02/2023	16/02/2023	BACS
01/02/2023	INV-14137678	Xero	Monthly accounting and payroll software	£	16.50	£	3.29	£	19.79	RFO	02/02/2023	02/02/2023	DD
01/02/2023	666740	Tesco	Cleaning supplies and milk	£	6.52	£	0.98	£	7.50	RFO	01/02/2023	01/02/2023	DC
01/02/2023	6926	REJB	Supply & fit 1 x replacement support timber at Corks Lane play area	£	295.00	£	59.00	£	354.00	RFO	08/02/2023	16/02/2023	BACS
03/02/2023	326060	Tesco	Refreshments for student talk about Youth Council	£	26.92	£	-	£	26.92	RFO	03/02/2023	03/02/2023	DC
03/02/2023	1000001875887	Gov.UK Pay	Land and property information	£	6.00	£	-	£	6.00	RFO	03/02/2023	03/02/2023	DC
07/02/2023	INV-GB-160492611-2023-37378	Amazon	Replacmeent Henry Hoover vacuum hose	£	9.54	£	1.91	£	11.45	RFO	07/02/2023	07/02/2023	DC
08/02/2023	822-20319	Babergh & Mid Suffolk District Council	Mid-Suffolk chairman's charity dinner tickets for Mayor and Consort	£	100.00	£	-	£	100.00	RFO	08/02/2023	08/02/2023	DC
				£	47,149.60	£	5,986.82	£	53,136.42				