

Hadleigh Market Feoffment Charity

Registered Charity 223745
(Trustee: Hadleigh Town Council)

The Guildhall
Hadleigh
Ipswich
IP7 5DN
(01473) 822544

COMMITTEE MEETING

Councillors Beggerow, Gower, Roberts, Schleip, Shearly–Sanders, Talbot & Wilson

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 7th February at 7pm in The Guild Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN (entrance in St Mary's Churchyard)**

Members of the public and press can watch the meeting by following this link -
<https://us06web.zoom.us/j/92981560294>

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.
The Town Council will record the meeting.

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 dispensations
2: Minutes	To approve minutes of previous meeting held on Tuesday 6 th December 2022.
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. 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.
4: 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 committee.
5: Accounts	To receive the accounts up to 31 st December 2022.
6: Booking Clerk Update	To note the update from the Booking Clerk for the period 1 st October 2022 to 31 st December 2022.

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7: Guildhall Regeneration Project	To note the Guildhall Regeneration Project update: Since December, the CMP first draft document was circulated to the Steering Group and all Councillors. Feedback received from the steering group was immensely useful to the CMP team who are working on the next draft still and will be undertaking a statutory stakeholder consultation in March. As requested in the last meeting a Zoom call was set up for the sub-committee members. Thank you to Councillors Beggerow and Schleip for the interesting questions they put to the CMP team and they hope you found it beneficial. Any public consultations are delayed due to extra time being allocated to the CMP document and as this will inform the design team further, there is currently nothing to be shared until at least the middle of March now. This does not affect the overall timeline of the project. Ingham Pinnock have conducted further market research on the proposed changed of uses of the building and are working on now on beginning the business case in preparation for when design team can feed in.
8: Carbon Footprint	To note the Carbon footprint dashboard.
	CONFIDENTIAL SESSION: EXCLUSION OF THE PRESS AND PUBLIC
9: 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.
10: Staffing Matter	To discuss and agree a staffing matter.
11: Minutes (Confidential Session)	To approve the minutes of the confidential session on 7 th June 2022.
12: Access Arrangements	To discuss and agree access arrangements.
13: Future Meetings	The next meeting will be on Tuesday 7 th March 2023.
14: Close of meeting	Not later than 10pm

Signed

W. Brame

Wendy Brame
Town Clerk

1st February 2023

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Agenda item 4: Finance – Payment Schedules

FOR THE PERIOD 30th November 2022 to 31st January 2023

Date	Invoice Number	Payee	Description	Amount (VAT not)	Authorised by	Date of Authorisation	Date Paid	Method
SCHEDULE OF INVOICES RECEIVED OVER £1,000								
30/12/2022	n/a	Staff	December Salaries	£ 2,753.68	Pre-authorised	07/06/2022	30/12/2022	BACS
06/01/2023	INV-0152	HTC	Contribution to match funding for redevelopment project	£ 10,000.00				
27/01/2023	n/a	Staff	January salaries	£ 2,407.81	Pre-authorised	07/06/2022	27/01/2023	BACS
SCHEDULE OF INVOICES RECEIVED BETWEEN £500 AND £1,000								
25/12/2022	n/a	NFU Mutual	Insurance instalment	£ 693.17	Pre-authorised	07/06/2022	25/12/2022	DD
19/12/2022	INV-0150	HTC	Electricity recharges for 3 x meters in November	£ 837.38	RFO & Chair	19/12/2022	30/12/2022	BACS
SCHEDULE OF INVOICES RECEIVED UNDER £500								
30/09/2022	05543	Forkin' Nuts About Gardening	September garden maintenance	£ 147.50	RFO	01/12/2022	12/12/2022	BACS
30/11/2022	OUT-93990	Sackers	Trade waste collections on 2/9/16/23 November 2022	£ 82.07	RFO	30/11/2022	12/12/2022	BACS
30/11/2022	OUT-95260	Sackers	Trade waste collections on 30 November 2022	£ 20.52	RFO	01/12/2022	12/12/2022	BACS
30/11/2022	CJPH18218	CJ Plumbing & Heating	Fixing faulty toilet in caretakers cottage	£ 105.60	RFO	30/11/2022	12/12/2022	BACS
30/11/2022	05603	Forkin' Nuts About Gardening	November garden maintenance	£ 245.00	RFO	01/12/2022	12/12/2022	BACS
30/11/2022	1324295643	Screwfix	8 tread swingback fibreglass 2.2m ladder	£ 124.99	RFO	30/11/2022	12/12/2022	BACS
01/12/2022	INV-13547763	Xero (UK) Ltd	Monthly accounting software fee	£ 34.80	RFO	01/12/2022	02/12/2022	DD
02/12/2022	INV-0144	HTC	Refreshment ingredients for xmas fayre	£ 48.22	RFO	02/12/2022	12/12/2022	BACS
07/12/2022	66549	Avis	Christmas cards	£ 62.00	RFO	07/12/2022	12/12/2022	BACS
15/12/2022	1329212398	Screwfix	Light bulbs	£ 14.94	RFO	14/12/2022	30/12/2022	BACS
25/12/2022	B5-577296317	Vodafone	Caretaker mobile phone	£ 23.47	Pre-Authorised	07/06/2022	04/01/2023	DD
30/12/2022	n/a	HMRC	December PAYE payments	£ 407.10	Pre-Authorised	07/06/2022	30/12/2022	BACS
30/12/2022	n/a	SCC	December pension contributions	£ 411.03	Pre-Authorised	07/06/2022	30/12/2022	BACS
01/01/2023	INV-13845138	Xero (UK) Ltd	Monthly accounting software fee	£ 33.12	RFO	03/01/2023	01/01/2023	DD
31/12/2022	OUT-95847	Sackers	Trade waste collections on 07/12, 14/12, 21/12	£ 61.55	RFO	04/01/2023	27/01/2023	BACS
31/12/2022	05633	Forkin Nuts About Gardening	December garden maintenance	£ 55.00	RFO	03/01/2023	27/01/2023	BACS
31/12/2022	8914	Azexis Ltd	Annual website licence fee	£ 103.68	RFO	03/01/2023	27/01/2023	BACS
31/12/2022	H122206437	Herts Fullstop	Ink cartridges and stamps	£ 76.98	RFO	13/12/2022	27/01/2023	BACS
31/12/2022	INV-0153	HTC	Staff hours cross-charged for December 2022	£ 210.64	RFO	09/01/2023	27/01/2023	BACS
03/01/2023	1085501504	Stannah	Quarterly service charge for passenger lift	£ 98.99	RFO	09/01/2023	27/01/2023	BACS
08/01/2023	11483712	Wave	Water use 08/10/22 - 07/01/2023	£ 371.53	Pre-Authorised	07/06/2022	23/01/2023	DD
09/01/2023	CJPH19654	CJ Plumbing & Heating	Attend and fix 2 x toilets	£ 111.00	RFO	09/01/2023	27/01/2023	BACS
13/01/2023	13123	Kenneth Fisk	Window cleaning	£ 150.00	RFO	13/01/2023	27/01/2023	BACS
18/01/2023	INV-0155	HTC	Recharge of electricity with relation to December 2022	£ 436.36	RFO	18/01/2023	27/01/2023	BACS
25/12/2022	B5-582643676	Vodafone	Caretaker mobile phone	£ 23.47	Pre-Authorised	07/06/2022	04/02/2023	DD
25/01/2023	27/23	I.D. Plumbing	Call out for hot water cylinder ball valve replacement in Caretakers Cottage	£ 70.00	TC	25/01/2023		
27/01/2023	n/a	HMRC	January PAYE payments	£ 359.80	Pre-Authorised	07/06/2022	27/01/2023	BACS
27/01/2023	n/a	SCC	January pension contributions	£ 292.45	Pre-Authorised	07/06/2022	27/01/2023	BACS
31/01/2023	10142	S Cowle Electrical Ltd	Suly and install replacement LED floodlights on Guildhall	£ 300.60	TC	23/01/2023		
31/01/2023	OUT-96666	Sackers	Waste removal in January 2023	£ 82.07	RFO	31/01/2023		
31/01/2023	05663	Forkin Nuts About Gardening	Gardening services undertaken in January 2023	£ 120.00	RFO	31/01/2023		
				£ 21,376.52				