

COMMITTEE MEETING

Draft Minutes

Tuesday 6th December 2022 at 7pm
in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh, IP7 5DN

HMFC22.244 Present	Councillors Beggerow, Gower, Shearly-Sanders, Wilson, Roberts, and Talbot
HMFC22.245 In Attendance	Town Clerk
HMFC22.246 Welcome	The Chair opened 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 the meeting is advised that the Town Council cannot control 3 rd party recording. The Town Council will record the meeting.
HMFC22.247 Apologies	Apologies for absence were received from Councillor Schleip.
HMFC22.248 Approval of absence	Proposed by Councillor Gower, seconded by Councillor Wilson the absence of Councillor Schleip was approved . Vote = 6 For, 0 Against, 0 Abstain
HMFC22.249 Declarations of Interest	There were no members declarations of pecuniary, other registrable and non-registrable interests.
HMFC22.250 Dispensations	There was no consideration of dispensations.
HMFC22.251 Minutes of meeting 1st November 2022	Proposed by Councillor Gower, seconded by Councillor Beggerow the minutes of the previous meeting held on Tuesday 1 st November 2022 were approved . Vote = 4 For, 0 Against, 2 Abstain
HMFC22.252 Public Forum	There were no members of the public in attendance.
HMFC22.253 Finance	Proposed by Councillor Beggerow, seconded by Councillor Gower the schedule of invoices was noted and it was agreed 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.

Hadleigh Market Feoffment Charity

Registered Charity 223745
(Trustee: Hadleigh Town Council)

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	Vote = 6 For, 0 Against, 0 Abstain
HMFC22.254 Budget 2023/24	Proposed by Councillor Beggerow, seconded by Councillor Wilson the 2023/24 budget was approved . Vote = 6 For, 0 Against, 0 Abstain
HMFC22.255 Staff Rates of Pay	Proposed by Councillor Wilson, seconded by Councillor Beggerow it was agreed that following the announcement from National Joint Council for Local Government Services (NJC) regarding new rates of pay applicable from 1 April 2022 that all staff will receive a £1925pa spinal column point increase (as per their contracts). Vote = 6 For, 0 Against, 0 Abstain
HMFC22.256 Staff Annual Leave	Proposed by Councillor Beggerow, seconded by Councillor Gower it was agreed that following the announcement from National Joint Council for Local Government Services (NJC) regarding the pay increase for 22/23 that from 1 April 2023 all members of staff will receive one additional day of annual leave entitlement. Vote = 6 For, 0 Against, 0 Abstain
HMFC22.257 Roof Repair	Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders a motion was proposed 'To agree spend up to £13,782 (including VAT) to re-roof the Caretakers Cottage. After a vote the motion was agreed. Vote = 6 For, 0 Against, 0 Abstain Proposed by Councillor Beggerow, seconded by Councillor Wilson the above motion was agreed . Vote = 6 For, 0 Against, 0 Abstain
HMFC22.258 Pricing Structure Review	Proposed by Councillor Wilson, seconded by Councillor Roberts the new pricing structure to start from 1st January 2023 on any new bookings was agreed . Vote = 6 For, 0 Against, 0 Abstain
HMFC22.259 Terms and Conditions Review	Proposed by Councillor Wilson, seconded by Councillor Gower the revised terms and conditions were agreed with immediate effect subject to amendment to point 16. Vote = 6 For, 0 Against, 0 Abstain
HMFC22.260 Regeneration Project Update	The Guildhall Redevelopment Project update has been noted - Monthly project team meetings are in the diary to keep everything on track and within the timescales. This is very important as there are several different individual items of work being carried out concurrently and these need to align to ensure the project is complete within the timescale as some elements depend on the information from others such as the importance of Caroe's CMP

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	team who are continuing their research and document development for the conservation plan to help the architectural team. A timeline for this item of work is attached. Dr Adam Menuge, renowned Course Director of Building History at Cambridge University and author, made a return visit on 1st December to look further at specific items of note within the fabric of the Market House part of the building. Ingham Pinnock continue to talk with relevant potential stakeholders and were on site again today (6th December). There is a set of FAQs drafted on both websites for the public to be pointed towards if Councillors receive any questions about this phase of the project. There are currently no significant risks to the project. Action – HMFC Committee to be given opportunity to review CMP and attend a scheduled meeting
HMFC22.261 Future Meetings	The next meeting will be on Tuesday 7 th February 2023.
HMFC22.262 Close of meeting	The meeting closed at 7.45 pm

Signed

W. Brame

Wendy Brame
Town Clerk
8th December 2022

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FOR THE PERIOD 27th October to 30th November

Date	Invoice Number	Payee	Description	Amount (VAT not)	Authorised by	Date of Authorisation	Date Paid	Method
SCHEDULE OF INVOICES RECEIVED OVER £1,000								
25/11/2022	n/a	Staff	November Salaries	£ 3,428.87	Pre-authorised	07/06/2022	25/11/2022	BACS
SCHEDULE OF INVOICES RECEIVED BETWEEN £500 AND £1,000								
25/11/2022	n/a	NFU Mutual	Insurance instalment	£ 671.54	Pre-authorised	07/06/2022	25/11/2022	DD
SCHEDULE OF INVOICES RECEIVED UNDER £500								
31/10/2022	05573	Forkin Nuts About Gardening	October gardening services	£ 156.25	RFO	31/10/2022	25/11/2022	BACS
31/10/2022	OUT-92652 & OUT-93318	Sackers	Waste collections in October '22	£ 88.97	RFO	31/10/2022	25/11/2022	BACS
31/10/2022	INV-0115	HTC	Staff cross-charges for October 2022	£ 138.85	RFO	03/11/2022	25/11/2022	BACS
01/11/2022	INV-13253476	Xero (UK) Ltd	Invoice for October software	£ 33.12	RFO	31/10/2022	25/11/2022	DD
14/11/2022	282491709/22	Total Energies	Gas charges July - October 2022	£ 250.14	Pre-authorised	07/06/2022	30/11/2022	DD
14/11/2022	INV-0132	HTC	Electricity recharges	£ 80.30	RFO	14/11/2022	25/11/2022	BACS
25/11/2022	n/a	HMRC	November PAYE payments	£ 595.25	Pre-Authorised	07/06/2022	25/11/2022	BACS
25/11/2022	n/a	SCC	November pension contributions	£ 577.77	Pre-Authorised	07/06/2022	25/11/2022	BACS
30/11/2022	INV-0141	HTC	Staff hours cross-charged	£ 167.28	RFO	30/11/2022		
				£ 6,188.34				