



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

FULL COUNCIL MEETING

Thursday 18th July 2024 at 7pm held in The Guild Room at Hadleigh Town Hall,
Market Place, Hadleigh, IP7 5DN

DRAFT Minutes

HTC24.121 Present	Councillors Bayliss, Beggerow, Elliott, Gower, Howlett, Loftus, McLeod, Miller Wilson and Wright.
HTC24.122 In Attendance	Town Clerk and 1 member of the public (and 1 person via Zoom)
HTC24.123 Welcome	The Chair welcomed everyone 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.
HTC24.124 Apologies	Apologies for absence were received from Councillors Minns, Monks, Shearly-Sanders and Taylor.
HTC24.125 Approval of absence	Proposed by Councillor Gower, seconded by Councillor Beggerow the absence of Councillors Minns, Monks, Shearly-Sanders and Taylor were approved . Vote = 10 For, 0 Against, 0 Abstain
HTC24.126 Declarations of Interest	There were no declarations of pecuniary, other registrable and non-registrable interests.
HTC24.127 Dispensations	There was no consideration of dispensations.
HTC24.128 Minutes of 20 th June 2024	Proposed by Councillor Loftus, seconded by Councillor Gower the minutes of Thursday 20 th June 2024 were approved . Vote = 10 For, 0 Against, 0 Abstain
HTC24.129 Reports	The reports from Suffolk County Council Ward Councillor and Babergh District Council Ward Councillors were noted . Councillor Fraser spoke about the following in his report: Duke Street repairs, changes to the bus timetables and roadwork signage. Councillor Carruthers also spoke about recommendation for Hadleigh to have a banking hub.
HTC24.130 Public Forum	No members of the public wished to speak.
HTC24.131 Finance - Payments	Proposed by Councillor Beggerow, seconded by Councillor Gower, the schedule of invoices was noted and payments over £5,000 that have not previously been agreed were approved . In alignment with



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

	the adopted Financial Regulations, all payments under £1,000 are approved by the RFO, as are items between £1,000 and £5,000 with clearance of the Chairman of the Council or Chairman of the appropriate committee. Vote = 10 For, 0 Against, 0 Abstain
HTC24.132 Quarterly Accounts 24/25	Proposed by Councillor McLeod, seconded by Councillor Beggerow, the income and expenditure for the period 1st April 2024 to 30th June 2024 was received. Vote = 10 For, 0 Against, 0 Abstain ACTION: Town Clerk to provide a progress report regarding Layham Road Sports Ground project.
HTC24.133 Finance & Budget Sub-committee Formation	Proposed by Councillor Wilson, seconded by Councillor Howlett the formation of the Finance & Budget sub-committee was agreed. Vote = 10 For, 0 Against, 0 Abstain
HTC24.134 Finance & Budget Sub-committee Election	Proposed by Councillor Loftus, seconded by Councillor Wilson the election of three Councillors was as follows: Councillor Beggerow, Gower and Howlett. Vote = 10 For, 0 Against, 0 Abstain
HTC24.135 Parking Charges	Proposed by Councillor Loftus, seconded by Councillor Gower the Babergh Cabinet meeting of 2nd August 2024 was discussed and it was agreed that a response will be agreed via email once the agenda pack has been published. Vote = 10 For, 0 Against, 0 Abstain
HTC24.136 Information Requests	It was noted that between 1st April 2024 to 30th June 2024 there have been four Freedom of Information requests and four general information requests.
HTC24.137 Management of Memorials Policy	Proposed by Councillor Loftus, seconded by Councillor McLeod, this item was deferred to the next meeting due to changes mentioned in Councillor Howlett's email. Vote = 10 For, 0 Against, 0 Abstain
HTC23.138 Future Meetings	The next scheduled meeting will be on 15th August 2024.
HTC23.139 Close of Meeting	The meeting closed at 7.48pm.

Signed

W. Brame

Wendy Brame
Town Clerk
22nd July 2024



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

Agenda item 12: Finance – Payment Schedules

FOR THE PERIOD 11th JUNE to 8th JULY 2024

Invoice Date	Invoice Number	Payee	Description	Net Cost	VAT	Total Amount	Approved by	Date of Approval	Date Paid	Method
SCHEDULE OF INVOICES RECEIVED OVER £5,000										
28/06/2024	n/a	Staff	Salary payments	£ 7,251.25	£ -	£ 7,251.25	Pre-authorised	23/05/2023	28/06/2024	BACS
SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000										
30/04/2024	LCO02856	Clear Insurance Management Ltd	Commercial Combined Insurance for 2024/5	£ 3,333.11	£ -	£ 3,333.11	Pre-approved	19/04/2024	28/06/2024	BACS
12/06/2024	50274	CBR Business Solutions	HR Contract 2024/5 <i>Note: 1/3 to be recharged to HMFC</i>	£ 1,434.00	£ 286.80	£ 1,720.80	Pre-approved	07/06/2024	28/06/2024	BACS
14/06/2024	18506	Deans' Nursey	High Street hanging Baskets 2024	£ 2,001.00	£ 400.20	£ 2,401.20	TC & Mayor	17/06/2024	28/06/2024	BACS
17/06/2024	Grant	Catch 22 Charity Limited	Grant	£ 1,470.00	£ -	£ 1,470.00	Pre-approved	16/05/2024	28/06/2024	BACS
17/06/2024	Grant	Visit Hadleigh	Grant	£ 3,000.00	£ -	£ 3,000.00	Pre-approved	16/05/2024	28/06/2024	BACS
25/06/2024	VG00-CIN-000011173	Vertas	Qtrly grounds maintenance charge for Layham Road	£ 3,264.42	£ 652.88	£ 3,917.30	Pre-authorised	23/05/2023		
27/06/2024	INV-662	Great Oaktree Land Services	June grounds maintenance	£ 2,731.72	£ 546.34	£ 3,278.06	Pre-authorised	23/05/2023		
28/06/2024	n/a	HMRC	PAYE payments	£ 1,612.13	£ -	£ 1,612.13	Pre-authorised	23/05/2023	28/06/2024	BACS
28/06/2024	n/a	SCC	Pension payments	£ 1,975.78	£ -	£ 1,975.78	Pre-authorised	23/05/2023	28/06/2024	BACS
01/07/2024	GRANT	Hadleigh Tennis Club	Grant	£ 1,000.00	£ -	£ 1,000.00	Full Council	20/06/2024		
SCHEDULE OF INVOICES RECEIVED UP TO £1,000										
01/06/2024	n/a	BDC	Rates instalment for LRSG	£ 299.00	£ -	£ 299.00	Pre-authorised	23/05/2023	01/06/2024	DD
01/06/2024	n/a	BDC	Rates instalment for cemetery	£ 464.00	£ -	£ 464.00	Pre-authorised	23/05/2023	01/06/2024	DD
05/06/2024	3643983	Smartest Energy	Offices electricity 1 - 31 May	£ 579.65	£ 115.93	£ 695.58	Pre-authorised	23/05/2023	16/06/2024	DD
11/06/2024	n/a	Asda Mobile	Monthly mobile phone topup - Services Officer	£ 5.00	£ -	£ 5.00	TC	11/06/2024	11/06/2024	DC
11/06/2024	10482473	Focus Group	Telephones and internet	£ 160.16	£ 32.03	£ 192.19	Pre-authorised	23/05/2023	11/07/2024	DD
11/06/2024	LA6055279-1	Cartridge People	Ink for main printer	£ 29.08	£ 5.82	£ 34.90	TC	11/06/2024	11/06/2024	DC
12/06/2024	GB43WW77EUI	Amazon	Polish	£ 5.84	£ 1.16	£ 7.00	TC	12/06/2024	12/06/2024	DC
12/06/2024	INV-15433	G Leeks Skip Hire	Skip hire at cemetery	£ 120.00	£ 24.00	£ 144.00	TC	17/06/2024	28/06/2024	BACS
17/06/2024	Grant	Hadleigh Community Gardens	Grant	£ 490.00	£ -	£ 490.00	Pre-approved	16/05/2024	28/06/2024	BACS
17/06/2024	1507195281	Trade Uk	Padlock (LRSG)	£ 14.16	£ 2.83	£ 16.99	TC	17/06/2024	28/06/2024	BACS
18/06/2024	n/a	Ipswich Theatres	Ticket for Mayor for Ipswich event	£ 30.00	£ -	£ 30.00	TC	18/06/2024	18/06/2024	DC
18/06/2024	SINV 129333	East of England Co-Op	Staff, craft and volunteer subsistence	£ 18.75	£ -	£ 18.75	TC	26/06/2024	28/06/2024	BACS
19/06/2024	1508105375	Trade UK	Padlock (LRSG)	£ 24.24	£ 4.85	£ 29.09	TC	26/06/2024	28/06/2024	BACS
20/06/2024	INV-0566	HMFC	Room hire for Craft Club in July	£ 90.00	£ -	£ 90.00	TC	26/06/2024		
24/06/2024	n/a	Mr Lawrence	Reimbursement of articles for Archives	£ 43.23	£ -	£ 43.23	TC	26/06/2024	28/06/2024	BACS
24/06/2024	INV-132	12 Magpies Accountancy	Services provided in June 2024	£ 348.75	£ -	£ 348.75	TC	26/06/2024	28/06/2024	BACS
26/06/2024	n/a	Asda Mobile	Monthly mobile phone topup - Assistant Clerk	£ 5.00	£ -	£ 5.00	TC	26/06/2024	26/06/2024	DC
27/06/2024	n/a	Asda Mobile	Monthly mobile phone topup - Town Clerk	£ 5.00	£ -	£ 5.00	TC	27/06/2024	27/06/2024	DC
30/06/2024	282685	Portable Space	Temporary facility hire at LRSG - June	£ 608.56	£ 121.72	£ 730.28	Pre-authorised	23/05/2023		
30/06/2024	H062410285	Herts Full Stop	Gloves for tidy town	£ 16.20	£ 3.24	£ 19.44	TC	01/07/2024		
30/06/2024	20285106	Hirebase	Heras fencing at LRSG	£ 118.91	£ 23.78	£ 142.69	TC	09/07/2024		
30/06/2024	INV-0572	HMFC	Room hire for meetings in June	£ 72.00	£ -	£ 72.00	TC	09/07/2024		
30/06/2024	062	Hygienic Cleaning Services	Offices and LRSG cleaning - June	£ 320.32	£ -	£ 320.32	TC	05/07/2024		
30/06/2024	n/a	Town Clerk	Mileage April to June 2024	£ 117.45	£ -	£ 117.45	TC	05/07/2024		
30/06/2024	n/a	Assistant Clerk	Mileage May and June 2024	£ 11.25	£ -	£ 11.25	TC	09/07/2024		
30/06/2024	n/a	Services Officer	Mileage June 2024	£ 45.45	£ -	£ 45.45	TC	03/07/2024		
01/07/2024	n/a	BDC	Rates instalment for LRSG	£ 299.00	£ -	£ 299.00	Pre-authorised	23/05/2023	01/07/2024	DD
01/07/2024	n/a	BDC	Rates instalment for cemetery	£ 464.00	£ -	£ 464.00	Pre-authorised	23/05/2023	01/07/2024	DD
01/07/2024	INV-19813183	Xero	Monthly software fee	£ 34.25	£ 6.85	£ 41.10	Pre-authorised	23/05/2023	01/07/2024	DD
07/07/2024	13769951	Wave	Cemetery and cemetery lodge water	£ 82.50	£ -	£ 82.50	Pre-authorised	23/05/2023	22/07/2024	DD
08/07/2024	13772671	Wave	War memorial standpipe standing charge	£ 18.30	£ -	£ 18.30	Pre-authorised	23/05/2023	23/07/2024	DD
				£ 34,013.46	£ 2,228.43	£ 36,241.89				