

Hadleigh Market Feoffment Charity

Registered Charity 223745
(Trustee: Hadleigh Town Council)

The Guildhall
Hadleigh
Ipswich
IP7 5DN
(01473) 822544

COMMITTEE MEETING

Councillors Bayliss, Beggerow, Elliott, Gower, Howlett, Monks, Shearly-Sanders (Chair) and Wright

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Tuesday 3rd September 2024 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/87852473595>

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 6 th August 2024.
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 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.
4: Finance (Payment Schedules)	To note the schedule of invoices received and to approve any payments over £5,000 that have not previously been agreed. In alignment with the adopted Financial Regulations, all payments under £1,000 are approved by the RFO, as are items between £1,000 and £5,000 with agreement of the Chair of the committee.
5: Accounts Quarter 1 24/25	To receive the profit and loss report for Q1 24/25.

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6: Booking Clerk Report	To receive the Booking Clerk report for the period 1 st April 2024 to 30 th June 2024.
7: Standing Order 7	To agree to suspend Standing Order 7 to allow the next agenda item to be discussed.
8: Garden Maintenance Contract	To agree Contractor A as the Garden Maintenance Contractor from 1 st September 2024 for a period of 3 years at a cost of £2700 per year.
9: Future Meetings	The next scheduled meeting will be on Tuesday 1 st October 2024.
10: Close of Meeting	Not later than 10pm.

Signed

W. Brame

Wendy Brame
Town Clerk

28th September 2024

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Agenda item 4: Finance – Payment Schedules

INVOICES RECEIVED DURING THE PERIOD 31st July to

Date	Invoice Number	Payee	Description	Amount (VAT not)	Payment Authorised by	Date	Date Paid	Method
SCHEDULE OF INVOICES RECEIVED OVER £5,000								
SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000								
30/08/2024	n/a	Staff	August Salaries	£ 3,122.95	Pre-authorised	07/06/2022	30/08/2024	BACS
SCHEDULE OF INVOICES RECEIVED UNDER £1,000								
31/07/2024	OUT-118753	Sackers	Bin collections in July	£ 102.59	TC	05/08/2024	16/08/2024	BACS
02/08/2024	13865902	Wave	Water bill May - July	£ 287.98	Pre-authorised	07/06/2022	22/08/2024	DD
02/08/2024	348155186/24	Total Energies	Gas invoice for April - July	£ 346.77	Pre-authorised	07/06/2022	30/08/2024	DD
02/08/2024	INV-20187321	Xero (UK) Ltd	Software subscription fee	£ 41.10	Pre-authorised	07/06/2022	02/08/2024	DD
13/08/2024	1382024	Kenneth Fisk	Window cleaning	£ 150.00	TC	13/08/2024	16/08/2024	BACS
14/08/2024	67507	Stuart Morris Textiles Ltd	Tea towels for fundraising activities	£ 99.00	TC	27/08/2024	30/08/2024	BACS
21/08/2024	70776374	PHS Group	Waste duty of care	£ 104.45	TC	27/08/2024	30/08/2024	BACS
22/08/2024	68835	First Class Greetings	Cards	£ 5.75	TC	22/08/2024	22/08/2024	DC
25/08/2024	INV-GB-131436251	Amazon	Garden tables	£ 519.80	TC	25/08/2024	25/08/2024	DC
25/08/2024	B5-663532751	Vodafone	Caretaker mobile phone bill	£ 27.92	Pre-authorised	07/06/2022	03/09/2024	DD
27/08/2024	INV-144	12 Magpies Accountancy	August services	£ 182.50	TC	27/08/2024	30/08/2024	BACS
30/08/2024	n/a	SCC	Pension payments for July	£ 299.96	Pre-authorised	28/04/2024	30/08/2024	BACS
30/08/2024	n/a	HMRC	PAYE July	£ 424.11	Pre-authorised	28/04/2024	30/08/2024	BACS
				£ 5,714.88				