



Hadleigh Town Council

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

FULL COUNCIL MEETING

Councillors Bayliss, Beggerow, Elliott, Gower, Howlett, Loftus, McLeod, Miller, Minns, Monks (Chair), Shearly-Sanders, Taylor, Wilson and Wright

Councilors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 17th October 2024 at 7.00pm in The Guildroom 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/89818255155>

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	a) To approve the minutes of the meeting held on Thursday 19 th September 2024. b) To approve the minutes of the extraordinary meeting held on Tuesday 1 st October 2024
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	a) 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



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	£1,000 and £5,000 with clearance of the Chairman of the Council or Chairman of the appropriate committee. b) To receive the quarterly report for the period 1st July 2024 to 30th September 2024. c) To note that the IFV has signed the quarterly bank reconciliations evidencing verification and that there are no exceptions.
6: External Audit Report 22/23	a) To receive the External Audit report for 22/23. b) To agree that going forward if a Councillor is found to have breached the Code of Conduct that the Town Council will mark Assertion 3 as 'No'. c) To note that point 1 and 3 from the 'other matters not affecting our opinion which we draw to the attention of the authority' have been reviewed at a previous meeting and point 2 is ongoing.
7: Grant Applications	Under Section 137 of the Local Government Act to agree to award the following grant application (There is currently £8881.33 in the pot): a) £1300 to Sudbury Citizens Advice to run their Hadleigh Outreach Service 2 x monthly.
8: Standing Order 14D - Code of Conduct	a) To review the Code of Conduct decision regarding Councillor Taylor. b) To consider if any course of action should be taken against Councillor Taylor. c) To review the Code of Conduct decision regarding Councillor Loftus. d) To consider if any course of action should be taken against Councillor Loftus
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.
	CONFIDENTIAL SESSION: EXCLUSION OF THE PRESS AND PUBLIC
10: Minutes (Confidential Session)	a) To approve the minutes of the confidential session held on 19th September 2024. b) To approve the minutes of the confidential session held on 1st October 2024.
11: Visit Hadleigh	To discuss Visit Hadleigh.
12: Updates	a) To receive the update regarding Cemetery Lodge and agree any actions.



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	b) To receive the update regarding Corks Lane Play Area and agree any actions. c) To receive the update regarding Timperley Play Area and agree any actions.
13: Layham Road Sports Ground	To discuss the drainage at Layham Road Sports Ground and agree any actions.
14: Future Meetings	The next scheduled meeting will be on Thursday 21 st November 2024.
15: Close of meeting	No later than 10pm

Prepared by

W. Brame

Wendy Brame
Town Clerk

10th October 2024



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Agenda item 5a: Finance – Payment Schedules

FOR THE PERIOD 31 AUGUST to 10 OCTOBER 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											
27/09/2024	n/a	Staff	Salary payments	£ 7,251.25	£ -	£ 7,251.25	Pre-authorised	23/05/2023	27/09/2024	BACS	
SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000											
24/09/2024	n/a	Hadleigh United Football Club	Grant	£ 1,500.00	£ -	£ 1,500.00	Pre-approved	19/09/2024	14/09/2024	BACS	
26/09/2024	000014657	Vertas	Quarterly grounds maintenance contract for LRSG	£ 3,264.42	£ 652.88	£ 3,917.30	Pre-authorised	23/05/2023	14/09/2024	BACS	
27/09/2024	inv771	Great Oaktree Land Services	Grounds maintenance for Sept	£ 3,376.72	£ 675.34	£ 4,052.06					
27/09/2024	n/a	HMRC	PAYE payments	£ 1,612.13	£ -	£ 1,612.13	Pre-authorised	23/05/2023	27/09/2024	BACS	
27/09/2024	n/a	SCC	Pension payments	£ 1,975.78	£ -	£ 1,975.78	Pre-authorised	23/05/2023	27/09/2024	BACS	
27/09/2024	11133	S Cowle	Electrical corrections to work done by tenant at Cemeetery Lodge	£ 3,038.75	£ 607.75	£ 3,646.50					
01/10/2024	n/a	BDC	Rates instalment for offices	£ 3,743.00	£ -	£ 3,743.00	Pre-authorised	23/05/2023	03/10/2024	DC	



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SCHEDULE OF INVOICES RECEIVED UP TO £1,000

31/08/2024	n/a	Services Officer	Expenses and mileage August 2024	£ 82.44	£ -	£ 82.44	TC	18/09/2024	27/09/2024	BACS
31/08/2024	n/a	Assistant Clerk	August mileage	£ 18.45	£ -	£ 18.45	TC	18/09/2024	27/09/2024	BACS
31/08/2024	INV-0608	HMFC	August council meetings room hire	£ 99.00	£ -	£ 99.00	TC	19/09/2024	27/09/2024	BACS
03/09/2024	08/24	Military Wives Choirs	Non-refundable deposit for choir at Xmas market fayre	£ 50.00	£ -	£ 50.00	TC	03/09/2024	27/09/2024	BACS
09/09/2024	101	Alston Construction	Works carried out at cemetery lodge	£ 470.00	£ 94.00	£ 564.00	TC	18/09/2024	27/09/2024	BACS
11/09/2024	n/a	Asda Mobile	Monthly mobile phone topup - Services Officer	£ 5.00	£ -	£ 5.00	TC	11/09/2024	11/09/2024	DC
12/09/2024	INV-0609	HMFC	Room hire for Ignite festival	£ 168.00	£ -	£ 168.00	TC	19/09/2024	27/09/2024	BACS
12/09/2024	INV-0610	HMFC	Room hire for Xmas Fayre	£ 444.00	£ -	£ 444.00	TC	19/09/2024	27/09/2024	BACS
16/09/2024	1538458225	Trade Uk	Padlock	£ 14.16	£ 2.83	£ 16.99	TC	19/09/2024	27/09/2024	BACS
16/09/2024	2000022852	SumUp	Purchase of card machine	£ 59.00	£ 11.80	£ 70.80	TC	16/09/2024	16/09/2024	DC
16/09/2024	10565197	Focus Group	Telephone and internet August 2024	£ 172.53	£ 34.51	£ 207.04	Pre-authorised	23/05/2023	16/10/2024	DD
16/08/2024	n/a	Smartest Energy	Offices electricity August direct debit	£ 773.33	£ 154.67	£ 928.00	Pre-authorised	23/05/2023	16/09/2024	DD
17/09/2024	SINV-131918	East of England Co-Op	Staff subs and cleaning goods	£ 13.22	£ -	£ 13.22	TC	19/09/2024	27/09/2024	BACS
23/09/2024	INV-149	12 Magpies Accountancy	September services	£ 287.50	£ -	£ 287.50	TC	23/09/2024	27/09/2024	BACS
23/09/2024	INV-0617	HMFC	Grant - Meet Up Mondays	£ 270.00	£ -	£ 270.00	TC	03/09/2024	14/09/2024	BACS
24/09/2024	INV-15704	G Leeks Skip hire	Skip hire at Cemetery	£ 120.00	£ 24.00	£ 144.00	TC	03/10/2024	14/09/2024	BACS
24/09/2024	n/a	Asda Mobile	Monthly mobile phone topup - Assistant Clerk	£ 5.00	£ -	£ 5.00	TC	24/09/2024	24/09/2024	DC
25/09/2024	n/a	Asda Mobile	Monthly mobile phone topup - Town Clerk	£ 5.00	£ -	£ 5.00	TC	25/09/2024	25/09/2024	DC
25/09/2024	UE22091	Unbeleevable Balloons & Events	Christmas fayre entertainment instalment 1	£ 150.00	£ -	£ 150.00	TC	02/10/2024	02/10/2024	DC
20/09/2024	n/a	Threadneedle Fabric	Ribbon	£ 14.85	£ -	£ 14.85	TC	20/09/2024	20/09/2024	PC
26/09/2024	n/a	QD	Storage boxes for footpath wardens	£ 7.48	£ 1.50	£ 8.98	TC	26/09/2024	26/09/2024	PC
27/09/2024	n/a	Harrows Jewellery	Inscribing	£ 16.67	£ 3.33	£ 20.00	TC	27/09/2024	27/09/2024	PC
30/09/2024	CN-0604	Mr Sephton	Allotment deposit refund	£ 30.00	£ -	£ 30.00	TC	03/10/2024		
30/09/2024	287832	Portable Space	Hire of temporary facilities in Sept	£ 608.58	£ 121.72	£ 730.30	Pre-authorised	23/05/2023	14/09/2024	BACS
30/09/2024	Z0331329	Hirebase	Heras fencing at LRSG	£ 118.91	£ 23.78	£ 142.69	TC	03/10/2024	14/09/2024	BACS
30/09/2024	n/a	Services Officer	Mileage September	£ 45.00	£ -	£ 45.00	TC	03/10/2024	14/09/2024	BACS
30/09/2024	074	Hygenic Cleaning	Cleaning services in September	£ 360.36	£ -	£ 360.36	TC	09/10/2024	14/09/2024	BACS
30/09/2024	INV-0626	HMFC	Room hire for meetings in September	£ 45.00	£ -	£ 45.00	TC	10/10/2024	14/09/2024	BACS
01/10/2024	101167	Keith Avis Printers Ltd	Advertising for mayor's theatre show, ignite inside event and mayor's quiz	£ 329.00	£ 65.80	£ 394.80	TC	03/10/2024	14/09/2024	BACS
01/10/2024	INV-20921662	Xero (UK) Ltd	Monthly subscription	£ 37.10	£ 7.42	£ 44.52	Pre-authorised	23/05/2023	02/10/2024	DD
01/10/2024	n/a	BDC	Council tax instalment for Cemetery Lodge	£ 249.61	£ -	£ 249.61	Pre-authorised	23/05/2023	03/10/2024	DC
01/10/2024	n/a	BDC	Rates instalment for LRSG	£ 299.00	£ -	£ 299.00	Pre-authorised	23/05/2023	01/10/2024	DD
01/10/2024	n/a	BDC	Rates instalment for cemetery	£ 464.00	£ -	£ 464.00	Pre-authorised	23/05/2023	01/10/2024	DD
01/10/2024	110156205	Amazon	USB sticks for archives	£ 6.66	£ 1.33	£ 7.99	TC	01/10/2024	01/10/2024	DC
02/10/2024	250502094	Octopus Energy	Cemetery Lodge electricity and gas bill for September	£ 38.49	£ 1.92	£ 40.41	TC	02/10/2024	14/09/2024	BACS
03/10/2024	29325	SALC	Code of Conduct Training for A Taylor	£ 32.00	£ 6.40	£ 38.40	TC	10/10/2024	14/09/2024	BACS
04/10/2024	01206811391	QD	Mayor's quiz prizes	£ 14.50	£ 2.90	£ 17.40	TC	04/10/2024	04/10/2024	DC
04/10/2024	1117	Morrisons	Mayor's Quiz items	£ 30.15	£ 6.03	£ 36.18	TC	04/10/2024	04/10/2024	DC
04/10/2024	n/a	St Mary's Church	Repair café table at church	£ 10.00	£ -	£ 10.00	TC	04/10/2024	04/10/2024	PC
07/10/2024	14145614	Wave	Cemetery and Cemetery lodge water bill July - Oct	£ 118.53	£ -	£ 118.53	Pre-authorised	23/05/2023	22/10/2024	DD
07/10/2024	882-48210	BDC	BDC Chair event	£ 25.00	£ -	£ 25.00	TC	07/10/2024	07/10/2024	DC
08/10/2024	14150133	Wave	Water bill- War Memorial standing charges Jul to Oct	£ 18.51	£ -	£ 18.51	Pre-authorised	23/05/2023	23/10/2024	DD
08/10/2024	Z0336771	Huws Gray	Final week of hire of heras fencing at LRSG	£ 25.00	£ 5.00	£ 30.00	TC	10/10/2024	14/09/2024	BACS
08/10/2024	9290966	Suffolk County Council	Advertising of 2 x job roles	£ 150.00	£ -	£ 150.00	TC	10/10/2024	14/09/2024	BACS

£ 32,063.08 £ 2,504.91 £ 34,567.99