Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

Thursday 19th February 2026 at 7pm held in The Guild Room at Hadleigh Town Hall, Market Place, Hadleigh, IP7 5DN

Minutes

HTC25.309 Present	Councillors Allan, Bayliss, Beggerow, Bygate, Francis, Howlett, Monks (Chair), Roberts, Saiyed and Shearly-Sanders.
HTC25.310 In Attendance	Town Clerk, 3 members of the public, 1 via Zoom.
HTC25.311 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 3rd party recording. The Town Council will record the meeting. The Chair welcomed Councillor Francis and Roberts to the Town Council. A Councillor objected to being recorded during the meeting.
HTC25.312 Apologies of Absence	Apologies for absence were received from Councillors Gower, Loftus, Minns, Taylor and County Councillor Fraser.
HTC25.313 Approval of Absence	Proposed by Councillor Howlett, seconded by Councillor Beggerow the absence of Councillors Allan, Bygate, Howlett and Loftus was **approved**. Vote = 5 For, 2 Against, 3 Abstain
HTC25.314 Declarations of Interest	Councillor Saiyed and Shearly-Sanders declared a non-registrable interest in HTC25.327 and HTC25.328 as they are both members of HEAT. Councillor Allan declared a non-registrable interest in HTC25.327 and HTC25.328 as she is a supporter of HEAT.
HTC25.315 Dispensations	There was no consideration of requests for dispensations.
HTC25.316 Minutes 15th January 2026	Proposed by Councillor Beggerow, seconded by Councillor Bayliss the minutes of the meeting held on Thursday 15th January 2026 were **approved** subject to removal of the word Committee from HTC25.289 Vote = 7 For, 0 Against, 3 Abstain
HTC25.317 Reports from Suffolk County and Babergh District Councillors	The reports from Suffolk County Council and Babergh District Council were **noted**. Councillor Dowling spoke about the LIDL planning application and the County Council elections in May 2026.

Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

HTC25.318 Public Forum	A member of the public spoke about the pavilion and lack of toilets for hirers of the tennis courts.
HTC25.319 Finance	Proposed by Councillor Howlett, seconded by Councillor Beggerow the schedule of invoices was **noted** and payments over £5,000 that have not previously been agreed were **approved**. 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 clearance of the Chairman of the Council or Chairman of the appropriate committee. Vote = 10 For, 0 Against, 0 Abstain
HTC25.320 Internal Audit – Annual Review	Proposed by Councillor Beggerow, seconded by Councillor Bayliss the Annual Review of Effectiveness of Internal Audit 2025 was **agreed**. Vote = 9 For, 0 Against, 1 Abstain
HTC25.321 Internal Audit – Appointment	Proposed by Councillor Beggerow, seconded by Councillor Howlett the appointment of SALC as Internal Auditor for 25/26 at a cost of £713.00 + VAT plus mileage costs as per the letter of engagement was **agreed**. Vote = 6 For, 0 Against, 4 Abstain
HTC25.322 Staffing Matters – Revised Staffing Structure	Proposed by Councillor Howlett, seconded by Councillor Beggerow the revised staffing structure was **agreed**. Vote = 9 For, 0 Against, 1 Abstain
HTC25.323 Staffing Matters – Interview Panel	Proposed by Councillor Shearly-Sanders, seconded by Councillor Bygate it was **agreed** that Councillor Beggerow and Allan would be part of the interview panel for the Receptionist and the Facilities Officer along with the Town Clerk. Vote = 10 For, 0 Against, 0 Abstain
HTC25.324 Staffing Matters – Assistant Clerk	Proposed by Councillor Howlett, seconded by Councillor Allan it was **agreed** due to new responsibilities that the Assistant Clerk will receive a one spinal column point increase. Vote = 9 For, 0 Against, 1 Abstain.
HTC25.325 Staffing Matters – Community Ranger	Proposed by Councillor Beggerow, seconded by Councillor Allan it was **agreed** due to new responsibilities that the Community Ranger will receive a one spinal column point increase. Vote = 9 For, 0 Against, 1 Abstain.
HTC25.326 Staffing Matters – Receptionist to Administrator	Proposed by Councillor Howlett, seconded by Councillor Beggerow it was **agreed** due to new responsibilities that the Receptionist to Administrator will receive a two spinal column point increase. Vote = 9 For, 0 Against, 1 Abstain
	Councillor Saiyed and Shearly-Sanders left the room at 8.03 pm

Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

HTC25.327 Grant Evaluation – HEAT **HTC25.328 Grant Evaluation – HEAT**	The Grant Evaluation form from HEAT NetZero was **noted**. The Grant Evaluation form from HEAT River Brett Group was **noted**.
	Councillor Saiyed and Shearly-Sanders returned to the room at 8.04pm.
HTC25.329 Absence Approval Policy	Proposed by Councillor Beggerow, seconded by Councillor Saiyed the revised Absence Approval Policy was **agreed**. A recorded vote was requested. Vote = 9 For (Councillors Allan, Bayliss, Beggerow, Bygate, Francis, Howlett, Roberts, Saiyed and Shearly-Sanders, 0 Against, 1 Abstain (Councillor Monks)
HTC25.330 Annual Town Meeting	Proposed by Councillor Beggerow, seconded by Councillor Bayliss it was **agreed** that the Annual Town Meeting would be held on Monday 27th April 2026. Vote = 10 For, 0 Against, 0 Abstain
HTC25.331 Future Meetings	The next scheduled meeting will be on Thursday 19th March 2026.
HTC25.332 Close of Meeting	The meeting closed at 8.28 pm.

Signed

W.Brame

Wendy Brame
Town Clerk
26th February 2026

Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

Agenda item 5: Finance – Payment Schedules

INVOICES REC'D IN THE PERIOD 10 JANUARY 2026 to 8th FEBRUARY 2026

Invoice Date	Invoice Number	Payee	Description	Net Cost	VAT	Total Amount	Approved by	Date Invoice Approved	Date Paid	Method	Our Doc No:
			SCHEDULE OF INVOICES RECEIVED OVER £5,000								
19/01/2026		PWLB Lending Facility	Loan instalment for pavilion	£ 5,904.00	£ -	£ 5,904.00	Pre-authorised	19/06/2025	19/01/2026	DD	
30/01/2026	n/a	Staff	Salary payments - January	£ 8,026.38	£ -	£ 8,026.38	Pre-authorised	19/06/2025	30/01/2026	BACS	See PAYE file
			SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000								
22/01/2026	2168	Franklyn Nevard Associates	Survey & Design Work - Cemetery Lodge	£ 1,380.00	£ -	£ 1,380.00	Pre-approved	20/11/2025	02/02/2026	BACS	
02/02/2026	n/a	HMRC	PAYE payments - January	£ 2,308.31	£ -	£ 2,308.31	Pre-authorised	19/06/2025	02/02/2026	BACS	See PAYE file
02/02/2026	n/a	SCC	Pension payments - January	£ 2,567.97	£ -	£ 2,567.97	Pre-authorised	19/06/2025	02/02/2026	BACS	See PAYE file
04/02/2026	4225	East Anglian Road Markings	Refresh car park line marking at Layham Road	£ 1,139.50	£ 227.90	£ 1,367.40	TC & Chair	04/02/2026		BACS	
06/02/2026	n/a	Hadleigh Men's Shed	Grant Award	£ 3,000.00		£ 3,000.00	Pre-approved	20/11/2025		BACS	
			SCHEDULE OF INVOICES RECEIVED TO £1,000								
31/12/2025	n/a	Services Officer	Mileage - December	£ 46.35	£ -	£ 46.35	TC	31/12/2025	16/01/2026	BACS	
31/12/2025	n/a	Hygienic Cleaning	Cleaning -Offices & Pavilion - December	£ 341.92	£ -	£ 341.92	TC	31/12/2025	16/01/2026	BACS	
07/01/2026	401382294	Total Energies	Electricty at Layham Road 1/12/25 - 31/12/25	£ 418.99	£ 83.80	£ 502.79	Pre-approved	19/06/2025	23/01/2026	DD	
07/01/2026	16040383	Wave	Water Usage Cemetery & Cemetery Lodge	£ 256.16	£ -	£ 256.16	Pre-approved	19/06/2025	22/01/2026	DD	
08/01/2026	16045366	Wave	Water Usage War Memorial 8/10/25 - 7/1/26	£ 19.44	£ -	£ 19.44	Pre-approved	19/06/2025	23/01/2026	DD	
13/01/2026	n/a	Asda Store	Mobile phone top up (Town Clerk)	£ 5.00	£ -	£ 5.00	TC	13/01/2026	13/01/2026	DC	
13/01/2026	n/a	Asda Store	Mobile phone top up for Community Ranger	£ 5.00	£ -	£ 5.00	TC	13/01/2026	13/01/2026	DC	
13/01/2026	12049	S Cowle Electrical	Instal Christmas Lights	£ 671.62	£ 134.32	£ 805.94	TC	13/01/2026	02/02/2026	BACS	
15/01/2026	16079249	Wave	Water Usage Wlayham Road 15/10/25 - 14/01/26	£ 138.01	£ -	£ 138.01	Pre-approved	19/06/2025	30/01/2026	DD	
15/01/2026	n/a	L Turner-Smith	Incorrect Payment	£ 178.50	£ -	£ 178.50	TC	15/01/2026	30/01/2026	BACS	
15/01/2026	11019830	Focus Group	Phone and internet monthly charge	£ 182.63	£ 36.53	£ 219.16	Pre-authorised	19/06/2025	16/01/2026	DD	
15/01/2026		Smartest Energy	Electricity - Town Council Office	£ 650.00	£ -	£ 650.00	Pre-authorised	19/06/2025	15/01/2026	DD	
15/01/2026	n/a	Asda Store	Mobile phone top up (Assistant Clerk)	£ 5.00	£ -	£ 5.00	TC	15/01/2026	15/01/2026	DC	
15/01/2026	n/a	Asda Store	Mobile phone top up (Services Officer)	£ 5.00	£ -	£ 5.00	TC	15/01/2026	15/01/2026	DC	
16/01/2026	n/a	Diamond Lites	Donation for Christmas Event performance	£ 50.00	£ -	£ 50.00	TC	16/01/2026	16/01/2026	BACS	
16/01/2026	n/a	Hadleigh Orchestra	Donation for Christmas Event performance	£ 50.00	£ -	£ 50.00	TC	16/01/2026	16/01/2026	BACS	
19/01/2026	X0556381	Huws Gray	Crowd Control Barrier Hire	£ 42.00	£ 8.40	£ 50.40	TC	19/01/2026	02/02/2026	BACS	
20/01/2026	n/a	Amazon	Bag for tools/equipment - Community Ranger	£ 9.42	£ 1.88	£ 11.30	TC	20/01/2026	20/01/2026	DC	
21/01/2026		Hadleigh PCC	Hire of Church	£ 126.00	£ -	£ 126.00	TC	21/01/2026	02/02/2026	BACS	
21/01/2026	n/a	Ipswich Theatres	Civic Event	£ 10.00	£ -	£ 10.00	TC	21/01/2026	21/01/2026	DC	
22/01/2026	13032	East of England Co-op	Staff Refreshments 31/8/25 - 4/1/26	£ 21.41	£ -	£ 21.41	TC	22/01/2026	02/02/2026	BACS	
23/01/2026		BT	Internet at LRSG	£ 29.95	£ 5.99	£ 35.94	TC	23/01/2026	28/01/2026	DC	
26/01/2026	1073	Federation of Burial & Cremation Authorities	Yearly Membership	£ 236.00	£ 47.20	£ 283.20	TC	26/01/2026		BACS	
28/01/2026		Metro Bank	Monthly Fee	£ 3.00	£ -	£ 3.00	TC	28/01/2026	28/01/2026	BACS	
29/01/2026	239	12 Magpies Accountancy Ltd	Accountancy services provided in January	£ 80.00	£ -	£ 80.00	TC	29/01/2026		BACS	
30/01/2026		Trade Uk (Screwfix)	Padlocks (1 x allotment, 2 x courts)	£ 62.52	£ 12.50	£ 75.02	TC	30/01/2026		DC	
30/01/2026	1315	Great Oaktree Land Services	Grounds Maintenance - January	£ 60.00	£ 12.00	£ 72.00	Pre-approved	19/06/2025		BACS	
30/01/2026	n/a	Services Officer	Mileage - January	£ 46.35	£ -	£ 46.35	TC	30/01/2026		BACS	
31/01/2026	H012608438	Herts Fullstop	Staionery	£ 15.04	£ 3.01	£ 18.05	TC	31/01/2026		BACS	
31/01/2026	n/a	Hygienic Cleaning	Cleaning of offices and pavilion - January	£ 299.18	£ -	£ 299.18	TC	31/01/2026		BACS	
01/02/2026	27576689	Xero	February Accounting software fee	£ 44.50	£ 8.90	£ 53.40	Pre-authorised	19/06/2025	04/02/2026	DD	
01/02/2026		Trophy Property Maintenance	Replace grit bin lid	£ 50.00	£ -	£ 50.00	TC	01/02/2026		BACS	
06/02/2026	ki-6b1c4c07-001	Total Energies	Electricty at Layham Road 1/1/26 - 31/01/26	£ 248.91	£ 12.45	£ 261.36	Pre-approved	19/06/2025		DD	
				£ 28,734.06	£ 594.88	£ 29,328.94					