Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

Thursday 18th June 2026 at 7pm held in The Guild Room at Hadleigh Town Hall, Market Place, Hadleigh, IP7 5DN

Draft Minutes

HTC26.078 Present	Councillors Beggerow, Howlett, Monks, Roberts, Saiyed (Chair), Shearly-Sanders and Wiltshire.
HTC26.079 In Attendance	Town Clerk, 3 members of the public, 2 via Zoom.
HTC26.080 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.
HTC26.081 Apologies of Absence	Apologies for absence were received from Councillors Allan, Francis and County Councillor Dowling.
HTC26.082 Declarations of Interest	Councillor Beggerow declared a non-registrable interest in HTC26.101 as he is the Treasurer of Hadleigh United Football Club. Councillor Shearly-Sanders declared a non-registrable interest in HTC26.100 as they have a family member buried in the cemetery.
HTC26.083 Dispensations	There was no consideration of requests for dispensations.
HTC26.084 Minutes 21st May 2026	Proposed by Councillor Beggerow, seconded by Councillor Monks the minutes of the meeting held on Thursday 21st May 2026 were **approved** subject to a amending HTC26.038 Mayors Report to mention the vote of thanks and HTC26.074 Interview Panel – facilities Officer to amend the number of votes. Vote = 5 For, 0 Against, 2 Abstain
HTC26.085 Reports	The reports from Suffolk County Council and Babergh District Council were **noted**. District Councillor Carruthers answered questions on LGR and Reform's Challenge, and JLP Scoping Consultation.
HTC26.086 Public Forum	A member of the public spoke about the Tennis Club and the fee increases. A letter was received about speed limits on Benton Street.
HTC26.087 Standing Order 7	Proposed by Councillor Beggerow, seconded by Councillor Monks it was **agreed** to suspend Standing Order 7 to allow the agenda item 6b and 7e to be discussed. Vote = 7 For, 0 Against, 0 Abstain

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HTC26.088 Finance – Payment Schedule	Proposed by Councillor Monks, 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. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 0 Against, 2 Abstain (Roberts and Wiltshire)
HTC26.089 Finance – Year End Figures	Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders the year-end figures (including reserves) for 2025/26 were **approved**. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 0 Against, 2 Abstain (Roberts and Wiltshire)
HTC26.090 Annual Internal Audit Report 2025/26	Proposed by Councillor Beggerow, seconded by Councillor Monks the Annual Internal Audit Report for 25/26 was **approved**. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 2 Against (Roberts and Wiltshire), 0 Abstain
HTC26.091 Internal Audit Action Plan	Proposed by Councillor Monks, seconded by Councillor Beggerow the action plan for recommendations from the Internal Audit Report was **received**. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 2 Against (Roberts and Wiltshire), 0 Abstain
HTC26.092 AGAR 25/26 Governance Statement	Proposed by Councillor Roberts, seconded by Councillor Wiltshire it was agreed to approve the AGAR governance statement for 25/26 line by line. A recorded vote was requested 3 For (Roberts, Saiyed and Wiltshire), 4 Against (Beggerow, Howlett, Monks, Shearly-Sanders), 0 Abstain. Following the vote the motion was not passed.
HTC26.093 Standing Order 1r(iv)	Councillor Monks raised a point of order. Proposed by Councillor Monks, seconded by Councillor Shearly-Sanders it was agreed to implement Standing Order 1r(iv). A recorded vote was requested 3 For (Beggerow, Monks and Shearly-Sanders), , 4 Against (Howlett, Roberts, Saiyed and Wiltshire), 0 Abstain Following the vote the motion was not passed.
HTC26.094 AGAR 25/26 Governance Statement	Proposed by Councillor Howlett, Seconded by Councillor Beggerow the AGAR governance statement for 25/26 was approved. A recorded vote was requested 5 For (Beggerow, Howlett, Monks,

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	Saiyed and Shearly-Sanders), 2 Against (Roberts and Wiltshire), 0 Abstain
HTC26.095 AGAR 25/26 Accounting Statement	Proposed by Councillor Beggerow, seconded by Councillor Monks the AGAR accounting statement for 25/26 was **approved**. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 2 Against (Roberts and Wiltshire), 0 Abstain
HTC26.096 Amended CIL Return 25/26	Proposed by Councillor Beggerow, seconded by Council Howlett the amended CIL return for 25/26 was **approved**. Vote = 7 For, 0 Against, 0 Abstain
HTC26.097 Bank Signatory – Removal of Signatories	Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders it was **agreed** to remove Gordon McLeod and Brian Loftus as signatories on the Metro bank account. Vote = 7 For, 0 Against, 0 Abstain
HTC26.098 Bank Signatory – Add Signatories	Proposed by Councillor Shearly-Sanders, seconded by Councillor Monks it was **agreed** to add Roger Howlett as a bank signatory. A recorded vote was requested 5 For (Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 0 Against, 2 Abstain (Roberts and Wiltshire)
HTC26.099 Staff Pensions	It was **noted** that the Town Council have complied with their duties as an employer with regards to automatic enrolment and that the Town Clerk has completed and submitted a declaration of compliance to the Pension Regulator.
HTC26.100 Fee Review - Allotments	Proposed by Councillor Howlett, seconded by Councillor Beggerow it was **agreed** to increase the allotment rents by 2.5% (rounded to the nearest 10p) effective from 29th September 2026. Vote = 6 For, 1 Against, 0 Abstain
	Councillor Shearly-Sanders left the room at 8.20pm.
HTC26.101 Fee Review - Cemetery	Proposed by Councillor Beggerow, seconded by Councillor Howlett it was **agreed** to increase all Cemetery fees by 2.5% (rounded to the nearest £5) from 1st August 2026. Vote = 5 For, 1 Against, 0 Abstain
	Councillor Beggerow left the room at 8.24pm.
	Councillor Shearly-Sanders returned to the room at 8.25pm.
HTC26.102 Fee Review – Layham Road	Proposed by Councillor Howlett, seconded by Councillor Shearly-Sanders it was **agreed** to increase all Layham Road fees by 2.5% (rounded to the nearest £1) from 1st September 2026. A recorded vote was requested 4 For (Howlett, Monks, Saiyed and Shearly-Sanders), 2 Against (Roberts and Wiltshire), 0 Abstain

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	Councillor Beggerow returned to the room at 8.35pm
HTC26.103 Grant Evaluation Form	The Grant Evaluation form from Inspire Porch Project was **noted**.
HTC26.104 Visit Hadleigh Report – Annual Report	Proposed by Councillor Saiyed, seconded by Councillor Roberts a vote of thanks was **given** to Visit Hadleigh. Vote = 7 For, 0 Against, 0 Abstain Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders the Visit Hadleigh annual report for 2025 was **received**. Vote = 7 For, 0 Against, 0 Abstain
HTC26.105 Visit Hadleigh Report – 6 Monthly Report	Proposed by Councillor Monks, seconded by Councillor Shearly-Sanders the Visit Hadleigh 6 monthly report (1st November 2025 to 31st March 2026) was **received**. Vote = 7 For, 0 Against, 0 Abstain
HTC26.106 Future Meetings	The next scheduled meeting will be on Thursday 16th July 2026.
HTC26.107 Close of Meeting	The meeting closed at 8.41 pm.

Signed

W.Brame

Wendy Brame
Town Clerk
22nd June 2026

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Agenda item 5: Finance – Payment Schedules

INVOICES REC'D IN THE PERIOD 12th May 2026 to 8th June 2026

Invoice Date	Invoice Number	Payee	Description	Net Cost	VAT	Total Amount	Approved by	Date Invoice Approved	Date Paid	Method
			SCHEDULE OF INVOICES RECEIVED OVER £5,000							
29/05/2026	n/a	Staff	Salary payments - May	£ 7,613.62	£ -	£ 7,613.62	Pre-authorised	19/06/2025	29/05/2026	BACS
01/06/2026	n/a	PWLB Lending Facility	PWLB Loan Instalment - Cemetery	£ 14,743.00	£ -	£ 14,743.00	Pre-authorised	19/06/2025	29/05/2026	DD
			SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000							
20/04/2026	119	Orange Audio	Festival Stage Ignite 20 June 2026	£ 1,500.00	£ -	£ 1,500.00	TC & Chair	20/04/2026		BACS
29/05/2026	inv 1454	Great Oaktree Land Services Ltd	Grounds Maintenance May 2026	£ 2,340.00	£ 468.00	£ 2,808.00	Pre-authorised	29/05/2026		BACS
01/06/2026	n/a	Clear Insurance Management	Town Council Insurance	£ 4,372.88	£ -	£ 4,372.88	Pre-approved	21/05/2026	01/06/2026	BACS
01/06/2026	n/a	SCC	Pension payments - May 2026	£ 1,929.71	£ -	£ 1,929.71	Pre-authorised	19/06/2025	01/06/2026	BACS
01/06/2026	n/a	HMRC	PAYE payments - May 2026	£ 2,140.43	£ -	£ 2,140.43	Pre-authorised	19/06/2025	01/06/2026	BACS
03/06/2026	A18540	Deans' Nursery	Hanging Baskets	£ 1,758.00	£ 351.60	£ 2,109.60	TC & Chair	08/06/2026		BACS
05/06/2026	INV-2361	Wildwater Professional Systems	Microsoft License	£ 2,296.80	£ 459.36	£ 2,756.16	Pre-authorised	19/05/2025		BACS
05/06/2026	n/a	HEAT	Grant	£ 3,000.00	£ -	£ 3,000.00	Pre-approved	21/05/2026		BACS
			SCHEDULE OF INVOICES RECEIVED TO £1,000							
30/04/2026	189	Pear Technology	Support Package for Maplink (Cemetery)	£ 270.00	£ 54.00	£ 324.00	TC	30/04/2026	01/06/2026	BACS
05/05/2026	INV-1001	Market Feoffment Charity	Room Hire April 2026	£ 39.10	£ -	£ 39.10	TC	05/05/2026	01/06/2026	BACS
06/05/2026/	INV-2353	Wildwater Professional Systems	IT Software	£ 392.93	£ 78.59	£ 471.52	TC	06/05/2026	01/06/2026	BACS
12/05/2026	n/a	Asda Store	Mobile phone top up (Town Clerk)	£ 5.00	£ -	£ 5.00	TC	12/05/2026	12/05/2026	DC
12/05/2026	n/a	Asda Store	Mobile phone top up (Assistant Clerk)	£ 5.00	£ -	£ 5.00	TC	12/05/2026	12/05/2026	DC
14/05/2026	n/a	Asda Store	Mobile phone top up (Services Officer)	£ 5.00	£ -	£ 5.00	TC	14/05/2026	14/05/2026	DC
15/05/2026	n/a	Asda Store	Mobile phone top up for Community Ranger	£ 5.00	£ -	£ 5.00	TC	15/05/2026	15/05/2026	DC
15/05/2026	n/a	Smartest Energy	Monthly DD	£ 650.00	£ -	£ 650.00	Pre-authorised	19/06/2025	15/05/2026	DD
17/05/2026	11144332	Focus	Telephone/Internet	£ 197.95	£ 39.59	£ 237.54	Pre-authorised	19/06/2025		DD
18/05/2026	289	Trophy Property Maintenance Services	Layham Road Maintenance	£ 185.00	-	£ 185.00	TC	18/05/2026	01/06/2026	BACS
18/05/2026	10663	ETC Sports Services	Layham Road Repairs to Multi-Use Games Area	£ 175.00	£ 35.00	£ 210.00	TC	18/05/2026	01/06/2026	BACS
19/05/2026	INV-5520	A Cutts Plumbing & Heating Ltd	Gas Boiler Service and Certificate - Cemetery Lodge	£ 129.00	-	£ 129.00	TC	19/05/2026	29/05/2026	BACS
21/05/2026	6.95006E+11	Scottish Power	Electricity at Town Hall 31 Mar - 4 May 2026	£ 590.73	£ 118.15	£ 708.88	TC	21/05/2026	04/06/2026	DD
22/05/2026	INV-2362	Wildwater Professional Systems	Anti Virus License	£ 136.50	£ 27.30	£ 163.80	Pre-authorised	19/06/2025		BACS
23/05/2026	M011 P8	BT	Broadband 01/05/2026 to 31/05/2026	£ 32.95	£ 6.59	£ 39.54	TC	23/05/2026	29/05/2026	DC
29/05/2026		Amazon	Spray Bottles for cleaning products	£ 13.31	£ 2.67	£ 15.98	TC	29/05/2026	29/05/2026	DC
28/05/2026		Metro Bank	Monthly Fee	£ 3.00	£ -	£ 3.00	TC	28/05/2026	28/05/2026	
28/05/2026		Screwfix	Karabiners for hanging baskets	£ 4.95	£ 0.99	£ 5.94	TC	28/05/2026	28/05/2026	DC
30/05/2026	INV-4313	Eyelid Productions	Website Management	£ 60.00	£ -	£ 60.00	TC	30/05/2026		BACS
30/05/2026	INV-261	12 Magpies	Accountancy Services 2 April - 30 May	£ 180.00	£ -	£ 180.00	TC	30/05/2026		BACS
01/06/2026		RAL Display & Marketing	Clips for noticeboards	£ 27.00	£ 5.40	£ 32.40	TC	01/06/2026	01/06/2026	DC
01/06/2026		Babergh District Council	Rates - Layham Road	£ 314.00	£ -	£ 314.00	Pre-authorised	19/06/2025	01/06/2026	DD
01/06/2026		Babergh District Council	Rates - Cemetery	£ 453.00	£ -	£ 453.00	Pre-authorised	19/06/2025	01/06/2026	DD
01/06/2026	SI-6591	Keith Avis Printers	Advert in Community News	£ 89.00	£ 17.80	£ 106.80	TC	01/06/2026		BACS
01/06/2026	INV-29588788	Xero	Accounting software fee 1 June-30 June	£ 43.00	£ 8.60	£ 51.60	Pre-authorised	19/06/2025	04/06/2026	DD
01/06/2026	INV-0057	The Artful Dabber	Face Painting for Ignite 20/06/2026	£ 290.00	£ -	£ 290.00	TC	01/06/2026		BACS
01/06/2026		Clear Insurance Management	Cemetery Lodge Insurance	£ 798.15	£ -	£ 798.15	Pre-approved	21/05/2026		BACS
01/06/2026		Clear Insurance Management	Cyber Insurance	£ 420.25	£ -	£ 420.25	Pre-approved	21/05/2026		BACS
01/06/2026	INV0-2365	Wildwater Professional Systems	Website support	£ 1,050.00	£ 210.00	£ 1,260.00	Pre-authorised	19/06/2025		BACS
02/06/2026	INV-1030	Market Feoffment Charity	Room Hire 21 May	£ 68.43	£ -	£ 68.43	Pre-authorised	19/06/2025		BACS
03/06/2026	INV-2366	Wildwater Professional Systems	Bi monthly visit for IT support	£ 960.00	£ 192.00	£ 1,152.00	Pre-authorised	19/06/2025		BACS
04/06/2026		Choose2Eco Ltd	Cleaning Products	£ 20.00	£ 4.00	£ 24.00	TC	04/06/2026	04/06/2026	BACS
04/06/2026	31538	SALC	Allotment training - BP/JC 23 June 2026	£ 72.00	£ 14.40	£ 86.40	TC	04/06/2026		BACS
04/06/2026	31522	SALC	Allotment training - BP 23 June 2026	£ 36.00	£ 7.20	£ 43.20	TC	04/06/2026		BACS
05/06/2026	6.47002E+11	Scottish Power	Electicity Townhall - 5 May-5 June 2026	£ 324.73	£ 16.24	£ 340.97	TC	05/06/2026		DD
07/06/2026	31550	SALC	Internal Audit Service 2026	£ 750.40	£ 150.08	£ 900.48	Pre-approved	07/06/2026		BACS
08/06/2026	KI-6BIC4C07-005	Total Energies	Electricity at Layham Road 1/05/26 - 31/05/2026	£ 280.17	£ 14.01	£ 294.18	Pre-authorised	19/06/2025		DD
				£ 50,770.99	£ 2,281.57	£ 53,052.56				