



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

Thursday 16th July 2026 at 7pm held in The Guild Room at Hadleigh Town Hall, Market Place, Hadleigh, IP7 5DN

Draft Minutes

HTC26.108 Present	Councillors Allan, Beggerow, Howlett, Monks, Roberts, Saiyed (Chair), Shearly-Sanders and Wiltshire.
HTC26.109 In Attendance	Town Clerk, 5 members of the public, 2 via Zoom.
HTC26.110 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.
HTC26.111 Apologies of Absence	Apologies for absence were received from Councillors Francis.
HTC26.112 Declarations of Interest	Councillor Saiyed declared a non-registrable interest in HTC26.119 Grant Application – Porch Project.
HTC26.113 Dispensations	There was no consideration of requests for dispensations.
HTC26.114 Minutes 18th June 2026	Proposed by Councillor Saiyed, seconded by Councillor Monks the minutes of the meeting held on Thursday 18 th June 2026 were approved subject to amending HTC26.093 Standing Order 1r(iv) and HTC26.088 Finance – Payment Schedule. Vote = 7 For, 0 Against, 1 Abstain
HTC26.115 Reports	The reports from Suffolk County Council and Babergh District Council were noted . District Councillor Carruthers gave an update on Better Recycling. County Councillor Dowling spoke about additional yellow lines on some roads in Hadleigh and that he will be sending a request to the Town Council shortly to see whether any funds can be allocated to these schemes.
HTC26.116 Public Forum	No members of the public wished to speak.
HTC26.117 Finance – Approve Payments	Proposed by Councillor Saiyed, 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.



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	Vote = 8 For, 0 Against, 0 Abstain
HTC26.118 Finance – Q1 26/27 Accounts	Proposed by Councillor Saiyed, seconded by Councillor Beggerow the Q1 26/27 accounts were received . Vote- 8 For, 0 Against, 0 Abstain
	Councillor Saiyed left the room at 7.33pm.
HTC26.119 Grant Application – Porch Project	Proposed by Councillor Monks, seconded by Councillor Beggerow Under Section 137 of the Local Government Act it was agreed to award £3,000 to Porch Project for running costs. A recorded vote was requested 5 For (Allan, Beggerow, Howlett, Monks and Shearly-Sanders), 0 Against, 2 Abstain (Roberts and Wiltshire)
	Councillor Saiyed returned to the room at 7.35pm
HTC26.120 Climate Change Emergency and Environment Committee – Terms of Reference	Proposed by Councillor Saiyed, seconded by Councillor Wiltshire it was agreed to amend delegations a) and c) on the Climate Change Emergency and Environment Committee terms of reference. A recorded vote was requested 6 For (Allan, Beggerow, Howlett, Saiyed, Roberts and Wiltshire, 1 Against (Monks) 1 Abstain (Shearly-Sanders)
HTC26.121 Climate Change Emergency and Environment Committee	Proposed by Councillor Howlett, seconded by Councillor Monks an amended motion was proposed 'To agree to set up a Climate Change Emergency and Environment Committee.' A recorded vote was requested 5 For (Allan, Beggerow, Howlett, Monks and Shearly-Sanders), 3 Against (Roberts, Saiyed and Wiltshire), 0 Abstain Proposed by Councillor Howlett, seconded by Councillor Monks the above motion was agreed . Vote = 8 For, 0 Against, 0 Abstain.
HTC26.122 Climate Change Emergency and Environment Committee - Budget & Members	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed to defer agenda item 7b and 7c to the next meeting to arrange a meeting with HEAT to clarify matters and to raise a query relating potential issues relating to code of conduct. A recorded vote was requested 6 For (Allan, Beggerow, Howlett, Monks, Saiyed and Shearly-Sanders), 0 Against, 2 Abstain (Roberts and Wiltshire).
HTC26.123 Local Government Reorganisation Committee – Terms of Reference	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed to amend the following terms of reference: Minimum of 4 Councillors; End date of 30/4/27 Working Group to replace the word Committee Vote = 7 For, 1 Against, 0 Abstain



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HTC26.124 Local Government Reorganisation Working Group	Proposed by Councillor Saiyed, seconded by Councillor Beggerow an amended motion was proposed 'To agree to set up a Local Government Reorganisation Working Group and agree the terms of reference. Vote = 7 For, 1 Against, 0 Abstain Proposed by Councillor Saiyed, seconded by Councillor Beggerow the above motion was agreed. Vote = 7 For, 0 Against, 1 Abstain.
HTC26.125 Local Government Reorganisation Working Group - Members	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed to appoint Councillors Saiyed, Monks, Roberts and Beggerow to the Working Group Vote = 8 For, 0 Against, 0 Abstain
HTC26.126 Hadleigh Elderly People's Welfare Committee	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed to defer this item to the next meeting to allow time for Councillor Wiltshire to meet with Andrew Cummins to learn more about this group. Vote = 8 For, 0 Against, 0 Abstain
HTC26.127 Hadleigh Tennis Club - Coaching Proposal	Proposed by Councillor Beggerow, seconded by Councillor Allan the proposal from Hadleigh Tennis Club regarding exclusive use at a reduced rate for tennis coaching was considered. Vote = 8 For, 0 Against, 0 Abstain
HTC26.128 Hadleigh Tennis Club - Coaching Proposal - Actions	Proposed by Councillor Shearly-Sanders, seconded by Councillor Saiyed it was agreed that Hadleigh Tennis Club can have exclusive use of the tennis courts on set days and times at a reduced rate of £2ph (plus £250pa contribution to floodlights) and that the Town Clerk will draw up an agreement for signing. Vote = 8 For, 0 Against, 0 Abstain
	The meeting was suspended at 9.15pm
	The meeting reconvened at 9.18pm
HTC26.129 BDC Joint Local Plan Scoping Consultation	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed not to respond as a Town Council to the Babergh District Council Joint Local Plan Scoping Consultation 2026 but that individual Councillors can complete this and the consultation will be promoted on social media. Vote = 8 For, 0 Against, 0 Abstain
HTC26.130 SCC Minerals and Waste Plan – Engagement Strategy Consultation	Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was agreed not to respond as a Town Council to the Suffolk County Council Minerals and Waste Plan Engagement Strategy consultation but that individual Councillors can complete this and the consultation will be promoted on social media. Vote = 8 For, 0 Against, 0 Abstain



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HTC26.131 Future Meetings	The next scheduled meeting will be on Thursday 20 th August 2026.
HTC26.132 Close of Meeting	The meeting closed at 9.27 pm.

Signed

W. Brame

Wendy Brame
Town Clerk
27th July 2026

DRAFT



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Agenda item 5: Finance – Payment Schedules

INVOICES REC'D IN THE PERIOD 9th June 2026 to 2nd July 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										
26/06/2026	n/a	Staff	Salary payments - June 2026	£ 7,497.33	£ -	£ 7,497.33	Pre-authorised	19/06/2025	26/06/2026	BACS
29/06/2026	n/a	HMFC	Subsidy 1 of 4 26/27	£ 10,000.00	£ -	£ 10,000.00	Pre-approved	19/01/2026	29/06/2026	BACS
SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000										
19/06/2026	5732	Eastwood	Tree Works at Topesfield Triangle	£ 2,250.00	£ 450.00	£ 2,700.00	Pre-authorised	21/05/2026	29/06/2026	BACS
26/06/2026	√G00-C/IN-00003928	Vertas	Contracted Grounds Maintenance 01/07/2026 - 30/09/2026	£ 4,003.81	£ 800.76	£ 4,804.57	Pre-authorised	19/06/2025		BACS
29/06/2026	n/a	SCC	Pension payments - June 2026	£ 1,895.02	£ -	£ 1,895.02	Pre-authorised	19/06/2025	29/06/2026	BACS
29/06/2026	n/a	HMRC	PAYE payments - June 2026	£ 2,094.80	£ -	£ 2,094.80	Pre-authorised	19/06/2025	29/06/2026	BACS
29/06/2026	n/a	Two Toed Skateboards CIC	Grant	£ 1,471.00		£ 1,471.00	Pre-approved	21/05/2026	29/06/2026	BACS
30/06/2026	inv1491	Great Oaktree Land Services Ltd	Grounds Maintenance June 2026	£ 1,110.00	£ 222.00	£ 1,332.00	Pre-authorised	19/06/2025		BACS
SCHEDULE OF INVOICES RECEIVED TO £1,000										
15/06/2026		Joseph Ward	Window Cleaning at Pavilion	£ 55.00	£ -	£ 55.00	TC	15/06/2026	29/06/2026	BACS
08/06/2026	INV-3963	Phoenix	Security at Ignite Festival 20th June 2026	£ 414.75	£ 82.95	£ 497.70	TC	15/06/2026	29/06/2026	BACS
10/06/2026	10743	ETC Sports Services	Tennis Equipment	£ 575.00	£ 115.00	£ 690.00	TC	08/07/2026	29/06/2026	BACS
11/06/2026	n/a	Asda Store	Mobile phone top up (Town Clerk)	£ 5.00	£ -	£ 5.00	TC	11/06/2026	11/06/2026	DC
12/06/2026	n/a	Asda Store	Mobile phone top up (Assistant Clerk)	£ 5.00	£ -	£ 5.00	TC	12/06/2026	12/06/2026	DC
12/06/2026	n/a	Choose2eco	Cleaning Products	£ 8.33	£ 1.67	£ 10.00	TC	12/06/2026	12/06/2026	DC
14/06/2026	645001624430	Scottish Power	Electricity at Office - 31 March -5 June 2026	£ 626.43	£ 125.29	£ 751.72	TC	22/06/2026		DD
15/06/2026	11175159	Focus	Telephone/Internet	£ 196.69	£ 39.34	£ 236.03	Pre-authorised	22/06/2025		DD
16/06/2026	n/a	Asda Store	Mobile phone top up (Services Officer)	£ 5.00	£ -	£ 5.00	TC	16/06/2026	16/06/2026	DC
16/06/2026	n/a	Asda Store	Mobile phone top up for Community Ranger	£ 5.00	£ -	£ 5.00	TC	16/06/2026	16/06/2026	DC
22/06/2026		Amazon	Laminating Pouches	£ 5.82	£ 1.17	£ 6.99	TC	22/06/2026	22/06/2026	DC
22/06/2026	n/a	Babergh District Council	Planning application fee - Cemetery Lodge	£ 274.00	£ -	£ 274.00	TC	22/06/2026	22/06/2026	DC
23/06/2026	MO12 TV	BT	Broadband Internet 01/06/2026-30/06/2026	£ 32.95	£ 6.59	£ 39.54	TC	23/06/2026		DD
24/06/2026	INV-17161	G Leeks Spig Hire	Skip at Cemetery 01/05/2026-24/06/2026	£ 140.00	£ 28.00	£ 168.00	TC	24/06/2026		BACS
26/06/2026	5290	Suffolk County Council	Advertising charges	£ 75.00		£ 75.00	TC	26/06/2026		BACS
28/06/2026		Metro Bank	Monthly Fee	£ 3.00	£ -	£ 3.00	TC	28/06/2026	28/06/2026	
01/07/2026		Babergh District Council	Rates - Layham Road	£ 314.00	£ -	£ 314.00	Pre-authorised	19/06/2025	01/07/2026	DD
01/07/2026		Babergh District Council	Rates - Cemetery	£ 453.00	£ -	£ 453.00	Pre-authorised	19/06/2025	01/07/2026	DD
02/07/2026	31641	SALC	One Day Routine Play Inspection Course - 30th June 2026	£ 128.50	£ 25.70	£ 154.20	TC	02/07/2026		BACS
02/07/2026	31624	SALC	Councillor Basics Training 8-15th July - AW	£ 70.00	£ 14.00	£ 84.00	TC	02/07/2026		BACS
02/07/2026	31621	SALC	Councillor Basics Training 8-15th July - ZS	£ 70.00	£ 14.00	£ 84.00	TC	02/07/2026		BACS
				£ 33,784.43	£ 1,926.47	£ 35,710.90				