

Woodbridge Town Council

Minutes of the **Town Council** meeting held at the Shire Hall on **Tuesday 24th January 2023** at 7pm

Councillors:

Present: D Adelson, S Bale, P Gillard, E O’Nolan, S Miller, S Rawlings, R Sanders, M Sutton and M Wilks

Apologies: Lady C Blois, G Holdcroft, J Jewers, C Page, M Sylvester, and C Walsh

In Attendance: Town Clerk and nine members of the public

642. Apologies

Apologies for absence had been received from Councillors Blois, Holdcroft, Jewers, Page, Sylvester and Walsh.

643. To receive declarations of interest

Councillor Sutton declared a non-pecuniary interest in item 654 as a Director of the Woodbridge Riverside Trust and confirmed he would not vote on the matter.

Councillor Bale declared a non-pecuniary interest in item 654 as a Trustee of the Woodbridge Riverside Trust and confirmed she would not vote on the matter.

Councillor Gillard declared a non-pecuniary interest in item 652 as family members attend Kyson School.

644. To consider requests for dispensations

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda to remain, speak and/or vote on that item in which they had declared an interest.

645. Public Question Time

The members of the public present did not wish to speak at this time.

646. To note the receipt of a written report from County Councillor Page

The Council noted the receipt of a written report from County Councillor Page.

647. To note the receipt of a written report from District Councillors Mapey and Yule

The Council noted the receipt of a written report from District Councillors Mapey and Yule.

648. For members to question the District and County Councillors on matters contained in their written reports

The Chair requested that any questions on the reports be directed to the District Councillors by email and to The County Councillor via the Chair's own councillor email to pass on (because she is not currently answering her County email address).

649. To agree and approve the minutes of the meeting held 20th December 2022

The Council agreed and approved the signing of the minutes of the meeting held 20th December 2022 as a true record.

650. To consider, question and agree the following Financial Reports;

The Council noted the receipt of and approved the following financial reports:-

- a. Income to 31st December 2022 - **£493,778.00**
- b. Expenditure to 31st December 2022 - **£320,471.00**
- c. Income and Expenditure against Budget to December 2022
- d. Bank Reconciliation and Supporting Bank Statements to 31st December 2022 – **£669,325.98**
- e. The Accounts and Payments List for January 2023 - **£38,026.18**
- f. The HSBC Net report for January 2023 - **£36,526.18**
- g. The HSBC Corporate Card report for December 2022 - **£27.51**
- h. Summary of Direct Debit payments to 31st December 2022 - **£709.81**
- i. Expenditure over £500 Report from 1st October 2022 – 31st December 2022
- j. Debtors Report to 31st December 2022

651. To note the receipt of the minutes from this Council's Committees

The Council noted the receipt of the following minutes:-

- a. Climate and Ecological Emergency – 03.01.23
- b. Planning – 03.01.23
- c. Amenities – 10.01.23
- d. Finance – 10.01.23
- d. Planning – 17.01.23

652. To consider an application from Kyson School for a grant from the Council's Community Infrastructure Levy reserves

The Council received a presentation from representatives of Kyson School regarding the request from this organisation for funding from Council's Community Infrastructure Levy (CIL) Earmarked Reserves for match funding toward the building of an outdoor classroom.

The Town Clerk advised that the CIL Delivery Manager at East Suffolk Council had confirmed that the utilisation of Neighbourhood CIL towards this type of project is permissible under the CIL Regulations.

The Town Clerk also advised that the funding request represented 7% of the Council's entire Earmarked Reserves.

The Council agreed to provide funding up to a maximum of £30,000 from its CIL Earmarked Reserves upon the receipt of the following from Kyson School:

- Evidence of match funding to the amount of £30,000.
- The provision of a fully costed project plan and design specification including accessible toilet facilities.
- A plan for encouraging future community use of the proposed space.

For internal purposes, should the full amount of £30,000 be provided, £22,483.15 will be utilised from the 2020/21 CIL EMR (379) and £7,516.85 be utilised from the 2022/23 CIL EMR (381).

653. To consider the recommendation from the Finance Committee and agree the precept request for the Financial Year 2023/24

The Mayor spoke to draft 5 of the budget, thanking Officers and the Finance Committee for their work preparing and calculating the figures.

It was agreed to approve draft 5 of the budget as recommended by the Finance Committee, based on the following income and expenditure figures (a full public version of the budget is attached at Appendix A).

Woodbridge Town Council	Expenditure	Income	Net Expenditure
	2023-24	2023-24	2023-24
	£	£	£
Staffing	162,867	-	162,867
Administration	86,439	23,190	63,249
Elmhurst Park	2,456	1,290	1,166
Kingston Field	2,750	10,890	-8,140
Other Amenity Areas	83,851	-	83,851
Shire Hall	9,488	6,700	2,788
Grants	14,500	-	14,500
Partnerships	3,000	-	3,000
Parks and Playgrounds Upgrade	-	-	-
Other Major Projects	23,500	-	23,500
Public Conveniences	5,993	250	5,743

Whisstocks	5,350	8,622	-3,272
Contributions from/to Reserves	75,837	-	75,837
Total	476,030	50,942	425,088

The Council agreed to serve on East Suffolk Council a precept demand of **£425,088.00** for 2023/24 financial year, which represents an increase of 4.9%, makes a band D equivalent of £125.40, an increase of £5.90 a year or 11p a week.

Precept £425,088.00

Band D Equivalents 3389.95

Band D Council Tax £125.40

Net Band D Increase £5.90

Percentage Terms 4.9%

Cost per week £2.41

Increase per week £0.11

654. To consider the legal documents regarding the offer of a one-year extension to the Woodbridge Art Club Limited relating to 15 Tide Mill Way, and mandate the Town Mayor and Deputy Mayor to sign on behalf of Woodbridge Town Council

The Council agreed to mandate the Town Mayor and Deputy Mayor to sign the renewal lease relating to 15 Tide Mill Way on behalf on Woodbridge Town Council.

655. To consider a request from the Woodbridge Riverside Trust regarding the installation of a pedestrian access route for the Longshed

In accordance with section 6.2 (6.2.1 – 6.2.4) of the Council’s lease with the Woodbridge Riverside Trust for the building known as the Community Boatshed, it was agreed that consent be granted to the tenant to install a pedestrian access route for the building (known locally as the Longshed).

656. To note the payments made to local organisations from the Council’s Discretionary Hardship Fund

The Council noted the payments made to local organisations from the Council’s Discretionary Hardship Fund.

657. To consider recommendations from the Accommodation Working Party regarding the Shire Hall public consultation

The Council considered the advice received from SALC and its internal auditor regarding the pre-election period, and agreed:

- To postpone the launch of the Shire Hall public consultation until Friday 2nd June.
- That the length of public consultation will be four weeks, ending on Friday 30th June.
- That the questions to be asked as part of the consultation are as detailed in the below table.

1	Postcode	Inside/ outside of parish.
2	Capacity in which you are answering this survey	Organisation – if so name. Woodbridge Resident. Visitor. Other – Please state.
3	In order of preference, please choose your preferred outcome for the Shire Hall:	Sale of the building. Part renovation (structural work for the whole building and ground floor renovation). Full renovation (structural work for the whole building, adding accessibility lift, renovation of the ground and first floor).
4	Comment Box	Possible limit of characters.

658. To consider an invitation from East Suffolk Council to bid for grant funding as part of the UK Shared Prosperity Fund

The Council requested that a schedule of grant applications covering the four tranches of the two funds be presented at the February meeting for approval.

Cllrs Leach and Miller were asked to work with the Deputy Town Clerk to agree the request for round 1 of the Art, Event and Culture scheme.

659. To consider a quotation received from the Councils Quantity Surveyor regarding the Grounds Maintenance Contract

The Council agreed to appoint Playle and Partners to undertake the following work regarding the Council's Ground Maintenance Contract tender process:

- 1) Five, 1-hour Tender Discussion online Teams Meetings with up to 5 potential Tenderers to talk them through the documents and process (to be undertaken over one to two days). £600.00 EX VAT
- 2) At least 3 subsequent online Teams Review Meetings to review tender queries (and WTC responses), tender returns and to finalise the documentation (1 hour each). £250.00 EX VAT

3) Compliance Review of Tender Returns. £250.00 EX VAT

7) Preparing the JCT Measured Term Contract, collating all associated documents and printing and binding x2 nr hardcopies (to be couriered via Recorded Delivery) for execution. £500.00 EX VAT

8) A 2-hour JCT Training Session to be provided to WTC employees. £200.00 EX VAT

Items 1, 2, 3 would be met from budget line 4000, and items 7 and 8 from budget line 4650.

660. To consider the rescheduling of the Annual Town Meeting due to the pre-election period

The Council agreed to re-schedule the Annual Town Meeting to Tuesday March 7th.

661. To consider a request from Campsea Ashe Parish Council

The Council agreed to request that Campsea Ashe Parish Council direct their concerns directly to the Ombudsman for Local Government and not to the Chief Executive of East Suffolk Council.

The Council agreed that their name could be added to such a communication to the Ombudsman but did not wish to be a signatory to any letter to East Suffolk Council.

662. To consider the draft license for the dredging of the Tide Mill race

This item was deferred.

663. Closure

The meeting was closed at 8.49pm.

Councillor Gillard
Chair