

Minutes of the of the **Town Council** meeting held at the Shire Hall on **Tuesday 19th December 2023** at **7pm**

Councillors:

Present: D Adelson, S Bale, P Gillard, R Leach, E O’Nolan, S Miller, N Phipps, T Rogerson, R Sanders, M Sutton and C Walsh.

Apologies: E Beck, G Holdcroft, M Kneebone, D Pegg and M Wilks.

In Attendance: Town Clerk and one member of the public.

545. Apologies

The Council agreed to approve the absence of Cllrs. E Beck, G Holdcroft, M Kneebone, D Pegg and M Wilks.

546. To receive declarations of interest

No members made any declarations of interests in relation to items on the agenda.

547. Public Question Time

No Members of the public present wished to address the Council.

548. To agree and approve the minutes of the meeting held 6th December 2023

The Council agreed and approved the signing of the minutes of the meeting held 20th September 2023 as a true record.

549. To consider, question and agree the following Financial Reports

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

- a. Income to 30th November 2023 – **£514,609.00**
- b. Expenditure to 30th November 2023 – **£251,775.00**
- c. Income and Expenditure against Budget to November 2023
- d. Bank Reconciliation and Supporting Bank Statements to 30th November 2023 – **£720,345.47**
- e. The Accounts and Payments List for December 2023 – **£27,720.52**
- f. The HSBC Net report for December 2023 – **£23,533.02**

- g. The HSBC Corporate Card report for November 2023 – **£269.03**
- h. Summary of Direct Debit payments to 30th November 2023 – **£96.93**
- i. Debtors Report to 30th November 2023

The Committee noted the invoices for payment had been signed off by Cllrs O’Nolan and Phipps.

550. To note the receipt of the minutes from this Council’s Committees

The Council noted the receipt of the following minutes:-

- a. Planning – 22.11.23
- b. Finance – 29.11.23
- c. Planning – 06.12.23
- d. Staffing – 12.12.23
- e. Climate – 13.12.23
- f. Finance – 13.12.23

551. To note the receipt of a written report from County Councillor Leach.

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

552. To note the receipt of a written report from District Councillors Molyneux and Yule

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

553. To question the County and District Councillors on matters contained in their written reports

County Cllr. Leach responded to questions from Cllrs. Phipps, Gillard, Rogerson and Sutton on matters contained within her report.

554. To note the Mayors Activity Report.

The Council noted the Mayors Activity Report.

555. To note the ongoing projects of the Council.

The Council noted its ongoing projects.

556. To consider a recommendation from the Property Working Party regarding the Theatre Street toilet site.

The Council considered the recommendation from the Property Working Party and agreed:

- Woodbridge Town Council appoint an architect to work with Officers and the Property Working Party to submit a planning application to East Suffolk Council seeking full planning permission for a residential development on the Theatre Street toilet site.
- The Property Working Party and Officers are mandated to seek quotations and appoint an architect, to a maximum value of £11,000, payable from EMR 375 (In Year Contingency)

557. To consider the quotations received for the roof replacement works at 15 Tide Mill Way.

The Council noted the quotations received for the roof replacement works at 15 Tide Mill Way.

558. To consider the schedule of meetings up to the Annual General Meeting of the Council.

The Council agreed its schedule of meetings up to the Annual General Meeting of the Council on May 22nd, 2024.

559. To receive a report from the Youth Engagement Working Party.

The Council thanked the Youth Engagement Working Party for their report, and for their excellent work engaging with schools and young people in Woodbridge.

560. To nominate a Member to attend the Sizewell C Southern Forum.

The Council nominated Cllr. Sanders to attend the Sizewell C Southern Transport Forum on February 12th, 2024.

561. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

The Council agreed to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

562. To consider a recommendation from the Staffing Committee regarding an updated job description for the Deputy Town Clerk.

The Council agreed to an updated job description for the Deputy Town Clerk, as recommended by the Staffing Committee.

563. To consider a recommendation from the Staffing Committee regarding the requirement for the employment of an Estates Officer.

The Council considered a recommendation from the Staffing Committee regarding the requirement for the employment of an Estates Officer, and agreed:

- That there is a requirement for the Council to employ an Estates Officer and that the position should be advertised in January 2024 with an April 1st start date.
- The position will offer twenty hours per week, payable at a full-time equivalent salary of £29,269 (SCP 18).
- The job description and application pack as recommended by the Staffing Committee.

564. To consider a recommendation from the Staffing Committee regarding a request from the Town Clerk.

The Council agreed that the Town Clerk be granted two consecutive weeks of paternity leave following the birth, payable at the statutory weekly rate of Paternity Pay (SPP), as recommended by the Staffing Committee.

565. Closure

The meeting was closed at 8.08pm.

Councillor O’Nolan
Chair