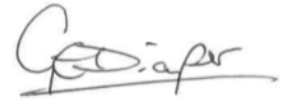


To Members of the Town Council

| | | | |
|---------------|-----------------|----------------|---------------|
| Cllr Adelson | Cllr. Holdcroft | Cllr. Miller | Cllr. Sanders |
| Cllr. Bale | Cllr. Kneebone | Cllr. Pegg | Cllr. Sutton |
| Cllr. Beck | Cllr. Leach | Cllr. Phipps | Cllr. Walsh |
| Cllr. Gillard | Cllr O' Nolan | Cllr. Rogerson | Cllr. Wilks |

You are hereby summoned to **attend the Meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 17th January at 7pm**



Greg Diaper
Town Clerk
12th January 2024

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 30 minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Agenda

598. Apologies

599. Declarations of interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

600. Public question time

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Thirty minutes maximum.

601. To agree and approve the minutes of the meeting held 19th December 2023



WOODBRIIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | Website: woodbridge-suffolk.gov.uk

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

- a. Income to 31st December 2023
- b. Expenditure to 31st December 2023
- c. Income and Expenditure against Budget to December 2023
- d. Bank Reconciliation and Supporting Bank Statements to 31st December 2023
- e. The Accounts and Payments List for January 2024
- f. The HSBC Net report for January 2024
- g. The HSBC Corporate Card report for December 2023
- h. Summary of Direct Debit payments to 31st December 2023
- i. Expenditure over £500 Report from 1st October 2023 – 31st December 2023
- j. Debtors Report to 31st December 2023

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

- a. Planning – 19.12.23
- b. Planning – 10.01.24
- c. Finance – 10.01.24

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

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

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

607. To note the Mayors Activity Report.

608. To receive a presentation from representatives from the Woodbridge Festival.

609. To consider a recommendation from the Finance Committee and agree the precept request for the Financial Year 2024/25.

610. To consider a recommendation from the Finance Committee regarding the re-organising of the Council's Ear Marked Reserves.

611. To consider the lease for the Kingston Pavilion Café.

612. To consider setting a deadline for accepting wedding bookings at the Shire Hall.

613. To consider contributing to a grant application for the improvement of bus services.

614. To consider the role of the Newsletter Working Party.

- 615. 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.**
- 616. To receive an update from the Property Working Party.**
- 617. Closure.**

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

Agenda item 602a - Income to 31.12.23

| Code | Income | Actual Year to Date | Current Annual Bud | Budget Variance | % received |
|-------------|--------------------------------|----------------------------|---------------------------|------------------------|---------------------|
| 1100 | Hire of Elmhurst Park | 1,550 | 1,200 | +350 | 129.20% |
| 1110 | Lease on Kitchen Garden | 0 | 90 | 90 | 0.00% |
| 1200 | Hire of Kingston Field | 158 | 200 | 43 | 78.80% |
| 1210 | KP-Property Income | 7379 | 8000 | 621 | 92.20% |
| 1216 | Whisstocks Develop. Lrt Income | 3889 | 3723 | +166 | 104.50% |
| 1217 | Museum Income | 463 | 407 | +56 | 113.80% |
| 1218 | WRT Income | 1125 | 992 | +133 | 113.40% |
| 1220 | Tennis Court Income | 2163 | 2165 | 2 | 99.90% |
| 1230 | Allotment Rents | 706 | 525 | +181 | 134.40% |
| 1235 | Property Re-charges | 221 | 0 | 221 | No budget allocated |
| 1400 | Theatre Street Wayleave | 267 | 250 | +17 | 106.80% |
| 1500 | Hire of Shire Hall | 1702 | 500 | +1202 | 340.40% |
| 1505 | Hire of Shire Hall Mkt Square | 1130 | 1000 | +130 | 113.00% |
| 1510 | SH (UF) Property Rent | 3898 | 5200 | 1302 | 75.00% |
| 1520 | Hire of Whisstocks Waterfront | 3638 | 1500 | +2138 | 242.50% |
| 1525 | Whisstocks Quay Property Inc. | 0 | 2000 | 2000 | 0.00% |
| 1600 | Precept | 425088 | 425088 | 0 | 100.00% |
| 1605 | Grants Received | 19950 | 0 | +19950 | No budget allocated |
| 1620 | Wedding Income | 16146 | 10000 | +6146 | 161.50% |
| 1690 | Interest Received | 15997 | 2000 | +13997 | 799.90% |
| 1700 | Market Rents Received | 4708 | 5500 | 792 | 85.60% |
| 1720 | Art Club-Property Income | 1388 | 1850 | 463 | 75.00% |
| 1870 | CIL Income | 6840 | 0 | +6840 | No budget allocated |
| 1871 | Tide Mill Quay Inc | 746 | 990 | 244 | 75.30% |
| 1900 | Building Insurance Re-charges | 2977 | 2850 | +127 | 104.40% |
| | Total Income | 522,129 | 476,030 | +46096 | 109.7% |
| n/a | Budgetted income* | 495,118 | 476,030 | +19,088 | 104.0% |

*excluding CIL and Grants

Agenda item 602a - Income to 31.12.23

| Code | Expenditure | Year to date | Budget | Variance | Committed | Available | % Spent |
|------|---------------------------------|--------------|---------|----------|-----------|-----------|---------|
| 4600 | Salaries | 72069 | 107,127 | 35,058 | | 35,058 | 67.30% |
| 4000 | Grounds Maintenance Contract | 57015 | 80,000 | 22,985 | 19,005 | 3,980 | 95.00% |
| 4602 | Salaries Pension Contribs | 25829 | 34,918 | 9,089 | | 9,089 | 74.00% |
| 4601 | Salaries PAYE Tax/NI | 22790 | 20,822 | -1,968 | | -1,968 | 109.40% |
| 4800 | Grants Scheme | 14,335 | 14,500 | 165 | | 165 | 98.90% |
| 4005 | Maintenance | 7556 | 12,773 | 5,217 | 3,423 | 1,794 | 86.00% |
| 4905 | Insurance Costs | 14,835 | 11,500 | -3,335 | | -3,335 | 129.00% |
| 5100 | Amenities Cttee Exp | 3,876 | 11,000 | 7,124 | 0 | 7,124 | 35.20% |
| 4925 | Legal Fees | 5,713 | 10,000 | 4,287 | 3,500 | 787 | 92.10% |
| 5250 | Climate Emergency Cttee Exp | 3047 | 10,000 | 6,953 | 800 | 6,153 | 38.50% |
| 4645 | Computer Maintenance Contract | 7,467 | 9,290 | 1,823 | 2824 | -1,001 | 110.80% |
| 4850 | E-bike hire scheme | 4,500 | 8,000 | 3,500 | | 3,500 | 56.20% |
| 4810 | Tide Mill Grant | 7,500 | 7,500 | 0 | | 0 | 100.00% |
| 4131 | Events/Activities | 7025 | 7,000 | -25 | 100 | -125 | 101.80% |
| 4125 | Toilets - cleaning, maint, etc | 282 | 5,793 | 5,511 | | 5,511 | 4.90% |
| 4845 | Improvements to Tide Mill Way | 0 | 5,000 | 5,000 | | 5,000 | 0.00% |
| 4100 | Utilities | 1687 | 4,509 | 2,822 | | 2,822 | 37.40% |
| 4930 | Art Club fees | 1,952 | 4,500 | 2,548 | 90 | 2,458 | 45.40% |
| 4515 | Cleaning | 1655 | 2,400 | 745 | 480 | 265 | 89.00% |
| 4830 | Foreshore Rent - Tide Mill Quay | 2,375 | 2,375 | 0 | | 0 | 100.00% |
| 4910 | Audit & Accountancy Charges | 0 | 2,120 | 2,120 | | 2,120 | 0.00% |
| 4510 | Telephone | 876 | 2,014 | 1,138 | | 1,138 | 43.50% |
| 4625 | Mayor's Receptions/Civic Tea | 1662 | 2,000 | 338 | | 338 | 83.10% |
| 4815 | Play Area Inspections | 1365 | 2,000 | 635 | 455 | 180 | 91.00% |

| Code | Expenditure | Year to date | Budget | Variance | Committeed | Available | % Spent |
|------|--------------------------------|----------------|----------------|----------------|---------------|---------------|---------------|
| 4853 | Christmas Light fund | 1882 | 2,000 | 118 | | 118 | 94.10% |
| 4915 | Other Subscriptions (inc SALC) | 1,995 | 2,000 | 5 | | 5 | 99.80% |
| 4675 | Wedding Expenses | 1465 | 1,700 | 235 | | 235 | 86.20% |
| 4620 | Mayor's Expenses | 1309 | 1,500 | 191 | | 191 | 87.30% |
| 4650 | Training (Staff) | 658 | 1,500 | 842 | 195 | 647 | 56.80% |
| 4685 | Handyman Contract | 593 | 1,500 | 907 | | 907 | 39.50% |
| 4640 | Stationery & Printing | 468 | 1,450 | 982 | 0 | 982 | 32.30% |
| 4660 | Photocopier | 1296 | 1,424 | 128 | | 128 | 91.00% |
| 4881 | Whisstocks (other) Expd. | 620 | 1,250 | 630 | 1934 | -1,304 | 204.20% |
| 4920 | Internal Auditor Charges | 508 | 1,250 | 742 | 599 | 143 | 88.60% |
| 4655 | Training (Cllrs) & Expenses | 488 | 1,000 | 512 | | 512 | 48.80% |
| 4825 | Remembrance Day Expenditure | 1133 | 1,000 | -133 | | -133 | 113.30% |
| 4750 | Surgeries and External Meeting | 0 | 800 | 800 | | 800 | 0.00% |
| 4690 | Wedding Licence/Stat. Notice | 0 | 600 | 600 | | 600 | 0.00% |
| 4805 | Regatta Insurance | 600 | 600 | 0 | | 0 | 100.00% |
| 4855 | Army Parade Expenses | 200 | 600 | 400 | | 400 | 33.30% |
| 4636 | Staff Vacancy advertising | 113 | 500 | 387 | 75 | 312 | 37.50% |
| 5310 | Pest Control | 0 | 500 | 500 | | 500 | 0.00% |
| 4900 | Bank Charges | 177 | 380 | 203 | | 203 | 46.50% |
| 4670 | Postage | 168 | 300 | 132 | | 132 | 56.00% |
| 4835 | Crown Estates Mooring Fees | 0 | 300 | 300 | | 300 | 0.00% |
| 4200 | KF Other Work | 0 | 250 | 250 | | 250 | 0.00% |
| 4110 | Garden Supplies inc wheel bins | 0 | 200 | 200 | | 200 | 0.00% |
| 4410 | Allotment Expenses | 168 | 200 | 32 | | 32 | 84.10% |
| 4635 | Hospitality | 160 | 150 | -10 | | -10 | 106.60% |
| 4630 | Deputy Mayor's Expenses | 9 | 100 | 91 | | 91 | 9.00% |
| | Total Expenditure | 279,421 | 400,195 | 120,774 | 33,480 | 87,294 | 78.20% |

Parish Report – Dec 2023

Councillor Ruth Leach

Endeavour House
8 Russell Road
Ipswich
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07922 572159
ruth.leach@suffolk.gov.uk

Flooding in Suffolk

Recent high rainfall has led to many Suffolk residents' homes being flooded, and flooding more generally on roads. At Council on 7 December, a motion was passed for the council to review the frequency of drain and gully clearance in areas at risk of flooding, and to work closely with districts and boroughs, Anglian Water and the Environment Agency to help prevent future flooding. My group had hoped to introduce further measures on regularity of maintenance, but this was not supported by the Conservative administration. The motion that was passed was preceded by an announcement by the council of £1m in extra funding to investigate flooding incidents in the county.

Details of a government-funded scheme from DEFRA whereby Suffolk residents can apply for up to £5,000 to help protect their property from future flooding can be found at this link, with applications from January 2024: <https://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Sea Link Consultation Response

On Tuesday 12 December, Suffolk County Council Cabinet reviewed their proposed response to the National Grid's proposals to link up Suffolk and Kent with undersea cables and landfall at Aldeburgh and a substation at nearby Friston. Councillors in these areas were particularly concerned about the impact on the natural environment and the Suffolk coastline, with most councillors agreeing that engagement with the community about the proposals had been poor, and the timing of the construction coinciding with Sizewell C to create even more pressure on the county's transport routes and tourism industry. Cabinet decided that they would not lodge a holding objection at this stage, but their response to the National Grid consultation outlined their concerns and the possibility of objecting in future once more details were known.

SCC Carbon Net Zero Ambitions

The council's Scrutiny Committee met on Monday 11 December to review the council's progress towards becoming carbon net zero by 2030. Overall there had been a 10% reduction in emissions in 2022/23, due to reduced energy use for street lighting (a recent upgrade programme) and reduced gas consumption at SCC property and schools.

However, the council is not on target to be carbon neutral by 2030, at least partially due to the third scope of indirect emissions – this includes emissions by suppliers and contractors used by the council which are difficult to measure accurately and control. The supply chain represents 91% of the council's total footprint, and it has updated its contract terms and conditions to include annual reporting on reducing carbon emissions, and also requires suppliers to sign up to its Carbon Charter and Climate Change Commercial Ask.

Getting Children Ready for Education

On Thursday 14 December, the council's Education and Children's Scrutiny Committee met to review the support the council provides to prepare children for school. This includes the county's nurseries and early years providers, health services for 0–5-year-olds and Family Hubs (formerly children's centres). In recent years the council has worked with the National Literacy Hub to try and engage children with reading, after research in 2020 concluded that educational attainment for Suffolk children was much lower than it should be.

The Committee acknowledged the good work that was going on in a challenging area and urged that recruitment of health visitors be prioritised by SCC to fill the current vacancies (21%). There were also plans to improve the council's digital platform - in partnership with parents - so they were able to find information and support more easily.

DEFRA's Property Flood Resilience Grant

As well as the initial £500 grant payment and council tax/business rate discounts, residents whose homes have been flooded may also be eligible for up to £5,000 from the Property Flood Resilience (PFR) Grant, which the government requires Suffolk County Council to administer on their behalf. The application process will begin in early 2024 and after initial eligibility checks by SCC, property owners will be responsible for sourcing an independent surveyor and PFR contractor. Payment of up to £5,000 including VAT will be paid retrospectively to the property owner once the Council receives proof of the completed installation and invoicing for the approved measures.

Further information about the grant eligibility, conditions and the forthcoming application process can be found here: <https://www.suffolk.gov.uk/property-flood-resilience-grant>

Local update:

Highways –

Deben Ed outlet overflow, engaging with Anglian Water, Network Rail and Greater Anglia – GA needs to give permission to AW to work along rail track. There is a collapse that needs to be removed so that the pipe can cope with flow.

Station Rd Car park flooding - engaging with Anglian Water, Network Rail and Greater Anglia and ESC, SC manages car park but Network Rail own it and are responsible for maintenance. App valve drainage is affected by tides. Challenging the lack of action taken, most recent email thread 2021. Testing the standing water for e.coli.

A12 footpath between Woods Lane, Haugh Lane and Hasketon Rd cleared of bushes, debris and overhanging branches.

Thoroughfare – 5 pavement defects for repair, will be walking through with Hmops officer this week to identify more.

Potholes = Thoroughfare near Sun Lane, due for work.

Peterhouse Crescent – called for a multidisciplinary meeting to plan what can be done.

Public footpath – between railway crossing at Jetty Lane and the Riverside passing Woodbridge Boatyard – under discussion with Public Rights of Way and footpaths team.

Dropped Kerbs – accessing from Nelson's Way onto Beresford Drive – approved and being costed. Further requests received for outside Strawberry Café and outside Elmhurst Park to access Deben Rd and the Riverside – under consideration.

Double yellow lines extension Cherry Tree Rd – under consideration but £8000 to £10 budget for TRO is prohibiting at this stage.

Traffic signs – 3 on the A12 have been reported, please let me know of any others.

Bid for bus service improvements submitted.

Active Travel Woodbridge – meeting 19/1, meeting with Business and Woodbridge and Melton Society, WTC 25/1 - relaying any suggestions to team.

Lighting – streetlights being repaired, request for lighting Elmhurst Walk and Castle St.

vandalism – bus shelter sat removed and bench damaged, reported and vandalism query, CCTV?

Budget – Arts funding cuts, watch budget scrutiny discussion here (51/2 hrs long) – Funding from Central Govt impacted by Ukraine war and post covid slow recovery.
<https://www.youtube.com/watch?v=Y45RI38fuZo>

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram - https://www.instagram.com/suffolkqli_group/

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkqli.wordpress.com\)](#)

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

December 2023 Parish Report
East Suffolk Council GLI Group – Councillor Update

Open Letter to the Housing Minister

Cllr Molyneux wrote an open letter to MP Lee Rowley concerning his Written Ministerial Statement that was released 13/12/2023. The statement closed a window of opportunity for local authorities to set their own energy targets above and beyond basic building regs.

The statement ties local authorities to SAP (Standard Assessment Procedure) which is a compliance tool for energy usage rather than a design tool. The UK currently has no designated design tool and so new builds suffer from what's known as the performance gap where buildings aren't performing in the way they've been designed.

We in the new administration had started on a path to demand use of PHPP as a design tool to calculate energy usage, as has been seen in counties like Cornwall, Central Lincs and Bath and NE Somerset.

This move by the housing minister only serves to benefit developers who are already benefiting from delayed Net Zero policy delivery and a whittled back Future Homes Standard. Gove's speech that came a few days after the statement only further confirmed that onus was being given to developer's ability to deliver over any other consideration around the environmental impact of the design of a building's efficiency.

The statement can be found here:

https://www.instagram.com/reel/C1E47UVolnW/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

Helping families access affordable school uniform

Community groups, organisations and town and parish councils are invited to apply for funding to help provide school uniform to East Suffolk families in need.

Following a successful round of funding earlier this year, the East Suffolk Uniform Bank grant scheme is now open for a second round of applications. The scheme provides funding for community groups to open a new uniform bank or expand an existing uniform bank.

Once operational, donations of new or pre-loved good-quality uniform, sportswear and school equipment can be made to the banks, which will then be made available to families who may be struggling to afford uniform.

Uniform banks which have been funded through the previous round of this grant scheme are now operational at Bloodmoor Community Centre in Carlton Colville, Project40Seven at Creative Leiston and St Luke's Church in Beccles.

GLI Cllr Sarah Whitelock, East Suffolk's cabinet member for Communities, Leisure and Tourism said: "On average, school uniform costs families over £300 per year, and this can be higher if a school requires the use of a particular supplier, or the uniform contains branded items. Providing uniform, sports kit and other school equipment can be a struggle for many

families, particularly those in rural areas. Uniform banks can help ease this pressure by providing good quality uniform to those in need and also helps to reduce clothing waste.”

Grants are available for up to £3,000 and applications are welcome from community and voluntary groups, organisations and town and parish councils.

Applications close on 28 January 2024.

Full details about how to apply: www.eastsuffolk.gov.uk/uniform-bank-grant-scheme

For further details, please contact: gemma.fraser@eastsuffolk.gov.uk

A Warm Welcome for everyone

A network of venues offering residents a warm, safe space to socialise over the winter has reopened for the second year.

East Suffolk Council’s Warm Welcomes (formerly Warm Rooms) scheme has now relaunched, with more than 20 village halls, churches and community hubs providing a warm space and an opportunity to connect with other members of the local community.

Last year, Warm Rooms operated over the winter months to provide warm, friendly spaces across East Suffolk. This winter, the rooms have been rebranded as Warm Welcomes following feedback received by those using the service, and the host venues.

Part-funded by the UK Government’s UK Shared Prosperity Fund, Warm Welcomes provide a safe and welcoming space where members of the community, including people who may be struggling with the cost of heating their homes, can come to meet with others and access information about additional support available in the community.

GLI Cllr Sarah Whitelock, East Suffolk’s cabinet member for Communities, Leisure and Tourism said: “Warm Welcomes provide people of all ages with a safe space to visit to meet others from their community, take part in activities and find out more about other types of support available in their local area.”

Earlier this year, community groups interested in joining the Warm Welcomes programme were encouraged to apply for grant funding. Venues must be open for at least 8 hours per week and the funding can be used as a contribution towards energy costs, refreshments, food, activities and the purchase or hire of resources such as craft materials.

Find your nearest ‘Warm Welcome’ here: www.eastsuffolk.gov.uk/warm-welcomes

East Suffolk Through the Lens photo competition launch

A search is underway for fabulous photos celebrating East Suffolk – ‘Through the Lens’. East Suffolk Council is excited to announce the return of a competition giving photographers of all ages and experience the chance to showcase their favourite sights and scenes from across the district.

The competition, relaunched under the new name East Suffolk Through the Lens, will see one winning photo grace the cover of East Suffolk Magazine when delivered to every household in the district next spring. High street retail vouchers will also be up for grabs for the overall winner, under-16 winner and three runners-up.

Entrants are encouraged to submit photographs that capture the essence of East Suffolk – from its people and wildlife to its historic buildings and beautiful landscapes.

GLI Cllr Caroline Topping, Leader of East Suffolk Council, said:

“The district is full of inspiration for photographers; the people and places, natural beauty and stunning views. I’m looking forward to seeing how people capture it through the lens. It could be a moment that perfectly represents daily life, or an enduring image that encapsulates what we love about where we live.”

More information about the competition can be found at the East Suffolk Through the Lens webpage. Entries should be submitted via an East Suffolk Through the Lens online entry form before midnight on Sunday 28 January.

Winners will be announced during the week commencing 26 February, with the overall winner receiving a £100 high street voucher and seeing their photo printed on the front cover of the spring edition of East Suffolk Magazine.

One under-16 winning entrant will also be chosen to receive a high street voucher worth £75, while three runners-up will each get a high street voucher worth £25.

www.eastsuffolk.gov.uk/features/photo-comp/

Ease the Squeeze on cost of living

Are you, or someone you know, worried about the increasing cost of living?

We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit:

www.eastsuffolk.gov.uk

Item 609

To consider a recommendation from the Finance Committee and agree the precept request for the Financial Year 2024/25.

The terms of reference for the Finance Committee state that the Committee shall review the Clerk's proposals for the annual budget forecast including the financial precept. The Committee has since October considered four drafts of the budget spreadsheet, and at its January meeting agreed its recommendation to Full Council.

Draft 1 – 25.10.23

Draft 2 – 29.11.23

Draft 3 – 19.12.23

Draft 4 – 10.01.24

This item will provide an explanation to Full Council of the agreed request in order that Members who do not sit on the Finance Committee can understand the Council's proposed budget for the 2024/25 Financial Year.

Budget spreadsheet

Uploaded separately to SharePoint is the excel file – Woodbridge Town Council budget 2024-25 – this is the full, final budget spreadsheet. Supplied overleaf are the full budget, maintenance budget and Council Tax leaflet as public versions.

Officers began work in the summer of 2022 to create a new budget spreadsheet which made it both easier to understand for the first-time viewer, and the task of inputting the budget into the Council's financial software a far less onerous task. For this purpose, a database style budget spreadsheet was created which provides income and expenditure via nominal code, and then details of other expenditure linked from the tabs in the document. All calculations lead to cell I163, the precept request.

Any Members with questions regarding the budget spreadsheet are asked to contact the Town Clerk prior to the meeting.

Income

An income of £60,990 has been forecast for 2024/25, an increase of £10,048 on the current year. Members and Officers have studied the Council's limited income streams and made every effort to accurately forecast the income the Council is expected to receive, which is summarised below:

| | | |
|---|---------|----------|
| Hire of open spaces and buildings (inc. Market) | £14,250 | (23.36%) |
| Leases/ Rents | £16,495 | (27.05%) |
| Wedding income | £17,000 | (27.87%) |

| | | |
|--|---------|----------|
| Bank account interest | £2,000 | (3.28%) |
| Tenant re-charges (Insurance and Whisstocks) | £11,245 | (18.44%) |

The increase in wedding income from £10,000 to £17,000 is a significant driver of the £10,000 increase in forecast income (£13,373.96 of bookings have already been secured). The forecast also expects an increase of £2000 for the hire of Whisstocks Place (based on last summer's successful hire by the Woodyard Pizza Restaurant), and the inclusion of the full amount of service charge recovery from the Councils tenants and associated parties at Whisstocks.

There is no forecast/ budgeted income for Other Income (1630), SCC Locality Funding Income (1860) or CIL (1870), as these amounts fluctuate from year to year and therefore are too unpredictable to forecast. Similarly, the Council has been advised by its auditors and SALC not to include any potential income following the sale of assets.

Expenditure

A breakdown of the Council's expenditure is as follows:

| | |
|---------------------------------------|-----------------|
| Basic requirements | £455,102 |
| Annual Repetitive Maintenance Funding | £12,823 |
| Future Years Maintenance Reserve | £34,087 |
| New projects | £15,500 |
| Total (a) | £517,512 |
| Income (b) | £60,990 |
| Contribution from reserves (c) | £12,000 |

a-b-c = £444,522

To compare against last year, we can use a different calculation, adding the Council's Net requirement and New Projects requirement to calculate a total expenditure, from which the contribution from the Council's reserves is subtracted to calculate the precept:

| Year | Net requirement | New Projects | Total Expenditure | Contribution from Reserves | Precept |
|---------|-----------------|--------------|-------------------|----------------------------|----------|
| 2022/23 | £348,806 | £200,131 | £548,937 | -£163,395 | £385,542 |
| 2023/24 | £401,588 | £23,500 | £425,088 | £0 | £425,088 |
| 2024/25 | £441,022 | £15,500 | £456,522 | -£12,000 | £444,522 |

New projects and contributions to and from reserves are explained later in this agenda.

Staffing – The salaries and on costs (National Insurance, Tax and Pension Contributions) for the Council’s Officers are the largest single contributor to the budget, £184,394. The budget spreadsheet has a standalone tab for the Staffing budget, which then links to the expenditure lines.

At the time of writing Woodbridge Town Council employs six Officers – Town Clerk, Deputy Town Clerk, Finance Assistant, Administrative Assistant, Maintenance Officer, and Wedding Officer (zero hours). From April 1st, it is hoped that the Estates Officer will be in post, and the Staffing budget calculations account for this new member of staff. Similarly, the budget calculations account for the Deputy Town Clerk’s reduction in hours from April 1st. The salary award for the current year has now been agreed, and these amounts have been used to forecast the staffing budget for 2024/25.

As we will not know the actual salary figures for April 1st 2024 (the current practice is for an agreement to be made part way through the financial year), the forecasting of the staffing budget uses the known salary on April 1st with contingency included to cover any rise agreed during the year. All staff are due a contractual increase in Spinal Column Point (SCP) from April 1st, therefore the figures shown in the staffing budget reflect the salary increase.

The spreadsheet has been updated this year to include hourly rate, monthly pay and actual salary based on contracted hours, and anticipated overtime (which is very low). Column P provides the gross salary plus a 4% predicted uprate – Officers received between a 4 and 7% increase this financial year, so the budget must allow for a similar amount for 2024/25.

The spreadsheet also calculates the employer and employee pension, tax and national insurance contributions based on the latest figures (there were significant changes made during the 2023 Autumn Statement) which are fed into the budget as separate lines.

Annual repetitive and future years maintenance – The ‘Maintenance 2024.25’ tab provides a breakdown of the annual repetitive (routine) and future years maintenance requirements of the Council, split into the relevant budget codes:

| | | |
|---------------------|-----|------------------|
| Routine Maintenance | 100 | General |
| Routine Maintenance | 110 | Elmhurst Park |
| Routine Maintenance | 120 | Kingston Field |
| Routine Maintenance | 130 | Fen Meadow |
| Routine Maintenance | 140 | Other |
| Routine Maintenance | 150 | Shire Hall |
| Routine Maintenance | 160 | Organisation |
| Routine Maintenance | 200 | Whisstocks Place |

This database identifies the maintenance work required across the Council's estate, providing funding either in the financial year or allocating funds to the future years maintenance reserve, based on the cost of the last works and where necessary, a calculation based on the expected lifetime of an item or recommended frequency of the work.

This forecast provides for less money in the routine maintenance budget, but more funds allocated to the maintenance reserve, which is based on Officers having a clear understanding of the Councils in year and future years maintenance requirements. This is the second year that this spreadsheet has been used, and additions identified in the current year and included in the forecast are:

- Quaker Burial Ground (Gate and wall repair and replacement)
- Dredging – Tide Mill race re-doing in five years – est cost £10,000 for grab dredging. Should the Council set money aside to assist the Tide Mill Trust in the future?
- Shire Hall – PAT testing of electrical equipment – £400 this year.
- Whisstocks – Repainting of yellow hatching – £450 this year – took four years to degrade.
- Moneysoft (Payroll software) and RBS (Financial software) move to the Cloud – quotes being sought from companies (All other Council IT is now in the Cloud).
- Insurance – Building re-valuations – Required every three years prior to insurance renewal – cost this year £3,500.
- Resurfacing of play equipment in Elmhurst Park – play boat is especially poor – expected cost £10k+
- Defibrillators – The Council maintains four defibs, each of which requires a new pad (after each use), and new pads and batteries on a three year cycle. Potential annual cost £750.

Grants – Traditionally, the Council runs a grant scheme each summer in order to support local charities and organisations who work for the good of the town. The Council has also provided financial support to the Tide Mill Trust and Woodbridge Regatta Association, with a separate line in the budget provided for each. The Finance Committee have asked that these budget lines be amalgamated into a single budget pot, which is represented by a sum of £26,000.

Committee Expenditure/ New Projects

Section 3.1 of the Council's Financial Regulations states that Committees should:

formulate and submit proposals for the following financial year to the Finance Committee not later than the end of October each year including any proposals for revising the forecast. A suggested template for forecasting will be provided to the relevant committees.

The Amenities and Climate and Ecological Emergency Committees were provided with numerous opportunities before the end of October to consider and agree their requests for project funding as part of the budget forecast. The Amenities Committee, aware of the current pressure of resources did not submit any projects, whilst the Finance Committee did not approve those provided by the and Climate and Ecological Emergency Committee.

The budget does provide funding for the following 'new' projects in 2024/25:

Permissive toilet scheme – It is expected that for any planning application regarding the removal of the Theatre Street toilets to be a success, the Council must be seen to be providing additional facilities in the Market Hill area. Whilst it is hoped that long term, public toilets can be provided as part of the Shire Hall project, discussions are ongoing with the Kings Head and Bull Hotel for those establishments to offer the use of their facilities to members of the public, in return of a payment from the Council. Similarly, the Woodbridge Riverside Trust are interested in a similar scheme for visitors to Whisstocks Place. £4,500.

Youth Engagement – The Council received an encouraging presentation from its Youth Engagement Working Party at the December meeting, and therefore the Finance Committee has provided funding for this group to continue it's engagement with the young people in the town. £5,000.

Kingston Pavilion lease – As part of the lease negotiations with Access Community Trust for the Kingston Pavilion Café, the Council agreed to provide a grant, equal to the rent, during the first year of a new four year agreement. £6,000.

Loan Repayment – The Finance Committee considers that it may be necessary for the Council to take out a loan in the region of £100,000 in order to complete the replacement works to the Art Club roof. Borrowing from the Public Works Loan Board, the half yearly payment (assuming we wouldn't pay back a whole year in 2024/25), is £3,916.68. £4000.

Public Event – Following the success of the Jubilation in 2022 and Lights Nights in 2023, the Finance Committee has provided funding for a yet to be agreed public event in 2024 – the Council has not since the pandemic organised a 'Woodbridge on Show' event (which focuses on the charities and organisations), so this is a possible option. £4000.

Contributions to and from Reserves

During the 2021/22 and 2022/23 financial years, the Council spent significantly from its reserves to offset the impact of higher than usual expenditure on the budget (£150,000 in 2021/22 and £163,395 in 2022/23). This allowed the Council to undertake capital projects in the town including the much-needed update of the Council's play equipment in Elmhurst Park and Kingston Field. The current year's budget does not take the from the Council's reserves, however the 2024/25 budget proposes the utilisation of £12,000 from EMR 370 (Staffing Reserve). Through this process, any spends on the following projects, Permissive toilet scheme (£4500), Youth Development, (£3500, £1500 remaining in the expenditure

budget), and PWLB repayment (£4000), will be met from this reserve. Without this contribution from the Council's reserves, the percentage increase on the precept would be 7.7%.

The budget also provides for the following contributions to the Council's Ear Marked Reserves:

| EMR No. | EMR Name | Contribution |
|----------------|----------------------------|---------------------|
| 375 | In Year Contingency | £5,000 |
| 330 | KF Play Area Equipment | £9,450 |
| 340 | SH Building Maintenance | £5,067 |
| 341 | SH Development | £25,000 |
| 345 | EP Play Area equipment | £2,500 |
| 365 | Fen Meadow Play area equip | £2,500 |
| 390 | Flood Defences | £2,000 |
| 395 | POS Defences | £1,000 |
| 315 | Future Years Maintenance | £34,087 |
| | Total | £86,603 |

Council Tax Base and precept deadline.

East Suffolk Council has confirmed that the tax base for Woodbridge Town Council will be 3378.86 Band D equivalent properties – this represents a decrease in the tax base of 11.09 from the current year.

This means that if our precept requirement was to be the same as for the current year 2023/24 (i.e. £425,088), this would result in a charge of £125.81 for a Band D property and this charge will show as 0.33% change on the 2024/25 Council Tax bills against the Parish element.

If the Town Council wished to keep its tax charge the same as 2023/24 (i.e. £125.40) which would show as a 0% change on the 2024/25 council tax bill, a precept of £423,709.04 would need to be requested.

WTC must notify ESC of its precept requirement by no later than 26th January 2024 as the District Council is required to set Council Taxes on 21st February 2024.

Council Tax leaflet

For precept requests that exceeds £140,000, information will need to be provided of the 2023/23 and 2024/25 budget showing gross expenditure, gross income, and net expenditure for the Council's main service areas. This information will need to be submitted with the precept request will be published in the 2024/25 Council Tax leaflet.

Precept request

Provided overleaf is the public version of the budget (showing income, expenditure, and contributions to and from reserves, and the Council Tax leaflet). Uploaded to SharePoint is the full budget spreadsheet.

The recommendation from the Finance Committee is as follows:

The Finance Committee agreed to recommend to Full Council that the precept to be demanded from East Suffolk Council for the Financial Year 2024/25 should be £444,522, which represents an increase of 4.9%, makes a band D equivalent of £131.56, an increase of £6.16 a year or 12p a week.

- ***Precept - £444,522***
- ***Band D Equivalentents - 3378.86***
- ***Band D Council Tax - £131.56***
- ***Net Band D Increase - £6.16***
- ***Percentage Terms - 4.9%***
- ***Cost per week - £2.53***
- ***Increase per week £0.12***

Members are asked to consider the recommendation from the Finance Committee and agree the precept request for the Financial Year 2024/25.

| RBS Code | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|---------------------|---|-------------|-----------------|----------|----------------|---------|
| INCOME | | | | | | |
| 1100 | Hire of Elmhurst Park | 110 | Elmhurst Park | £1,000.0 | £1,200 | £1,500 |
| 1110 | Lease of Kitchen Garden | 110 | Elmhurst Park | £75.0 | £90 | £95 |
| 1200 | Hire of Kingston Field | 120 | Kingston Field | £100.0 | £200 | £250 |
| 1210 | Pavilion Property income | 120 | Kingston Field | £7,500.0 | £8,000 | £6,000 |
| 1216 | Unit 3 Service Charges - Deben Wharf | 160 | Organisation | £5,866.0 | £3,723 | £5,627 |
| 1217 | Unit 2 Services Charges - Heritage Building (WMT) | 160 | Organisation | £575.0 | £407 | £1,854 |
| 1218 | Unit 1 Service Charges - Longshed (WRT) | 160 | Organisation | £1,625.0 | £992 | £764 |
| 1220 | Tennis Court income | 120 | Kingston Field | £2,050.0 | £2,165 | £2,165 |
| 1230 | Allotment rents | 120 | Kingston Field | £500.0 | £525 | £700 |
| 1400 | Theatre Street Wayleave | 140 | Other | £227.0 | £250 | £275 |
| 1500 | Hire of Shire Hall (Inside) | 150 | Shire Hall | £500.0 | £500 | £1,000 |
| 1505 | Hire of Shire Hall (Market Square) | 150 | Shire Hall | £500.0 | £1,000 | £1,000 |
| 1510 | Shire Hall (1st floor) rental income | 150 | Shire Hall | £5,160.0 | £5,200 | £5,460 |
| 1525 | Whisstocks Quay income | 160 | Organisation | £0.0 | £2,000 | £1,800 |
| 1520 | Hire of Whisstocks Place | 160 | Organisation | £2,150.0 | £1,500 | £3,500 |
| 1620 | Wedding income | 160 | Organisation | £8,500.0 | £10,000 | £17,000 |
| 1690 | Interest received | 160 | Organisation | £3,000.0 | £2,000 | £2,000 |
| 1700 | Market Rents received | 170 | Comm. Wellbeing | £5,000.0 | £5,500 | £6,000 |
| 1720 | Art Club rent | 170 | Comm. Wellbeing | £1,500.0 | £1,850 | £0 |
| 1871 | Tide Mill Quay income | 170 | Comm. Wellbeing | £1,500.0 | £990 | £1,000 |
| 1900 | Building Insurance Re-charges | 160 | Organisation | £0.0 | £2,850 | £3,000 |
| Total Income | | | | | £60,990 | |

| RBS Code | | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|-------------|--|---|-------------|------------------|-----------|---------|---------|
| EXPENDITURE | | | | | | | |
| 4000 | | Grounds Maintenance | 100 | General | £64,575.0 | £80,000 | £80,000 |
| 4005 | | Routine Maintenance | 100 | General | £8,317.7 | £3,151 | £2,301 |
| 4005 | | Routine Maintenance | 110 | Elmhurst Park | £836.9 | £1,514 | £1,514 |
| 4005 | | Routine Maintenance | 120 | Kingston Field | £2,639.6 | £2,500 | £2,250 |
| 4005 | | Routine Maintenance | 130 | Fen Meadow | £0.0 | £500 | £500 |
| 4005 | | Routine Maintenance | 140 | Other | £1,216.7 | £0 | £300 |
| 4005 | | Routine Maintenance | 150 | Shire Hall | £4,179.0 | £1,658 | £2,058 |
| 4005 | | Routine Maintenance | 160 | Organisation | £3,458.9 | £0 | £0 |
| 4005 | | Routine Maintenance | 200 | Whisstocks Place | £3,900.0 | £3,450 | £3,900 |
| 4100 | | Utilities - Elmhurst Park Gardeners Shed | 110 | Elmhurst Park | £675.0 | £743 | £817 |
| 4100 | | Utilities - War Memorial | 140 | Other | £115.0 | £200 | £200 |
| 4100 | | Utilities - Shire Hall | 150 | Shire Hall | £2,846.4 | £3,416 | £5,500 |
| 4100 | | Utilities - Whisstocks Place | 200 | Whisstocks Place | £300.0 | £150 | £200 |
| 4125 | | Utilities and cleaning - Elmhurst Park toilets | 110 | Elmhurst Park | £5,266.4 | £5,793 | £3,000 |
| 4131 | | Events/ Activities - Seasonal event (Summer or winter) | 200 | Kingston Field | £20,000.0 | £0 | £4,000 |
| 4131 | | Events/ Activities - Suffolk Wildlife Trust summer events | 160 | Organisation | £2,575.0 | £3,000 | £3,000 |
| 4410 | | Allotment expenses | 140 | Other | £135.0 | £200 | £200 |
| 4503 | | Shire Hall loss of income | 150 | Shire Hall | £5,000.0 | £0 | £0 |
| 4504 | | Shire Hall removal during maintenance | 150 | Shire Hall | £5,000.0 | £0 | £0 |
| 4510 | | Telephone | 150 | Shire Hall | £1,831.2 | £2,014 | £1,100 |
| 4515 | | Cleaning | 150 | Shire Hall | £2,399.3 | £2,400 | £2,640 |

| RBS Code | | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|--------------------|--|--------------------------------|-------------|-----------------|-----------|----------|----------|
| EXPENDITURE | | | | | | | |
| 4600 | | Salaries | 160 | Organisation | £91,650.0 | £107,127 | £112,764 |
| 4601 | | Salaries PAYE Tax/NI | 160 | Organisation | £31,911.0 | £20,822 | £33,070 |
| 4602 | | Salaries Pension Contribs | 160 | Organisation | £28,590.0 | £34,918 | £38,560 |
| 4620 | | Mayors expenses | 160 | Organisation | £1,500.0 | £1,500 | £1,500 |
| 4625 | | Mayors reception/ Civic event | 160 | Organisation | £2,000.0 | £2,000 | £3,000 |
| 4630 | | Deputy Mayors expenses | 160 | Organisation | £100.0 | £100 | £100 |
| 4635 | | Hospitality | 160 | Organisation | £150.0 | £150 | £150 |
| 4636 | | Staff Vacancy advertising | 160 | Organisation | £500.0 | £500 | £500 |
| 4640 | | Stationary | 160 | Organisation | £1,440.0 | £1,450 | £1,450 |
| 4642 | | Website | 160 | Organisation | £6,000.0 | £0 | £500 |
| 4645 | | Computer Maintenance Contract | 160 | Organisation | £8,445.0 | £9,290 | £11,500 |
| 4650 | | Staff training | 160 | Organisation | £1,500.0 | £1,500 | £1,500 |
| 4655 | | Councillor training | 160 | Organisation | £1,500.0 | £1,000 | £1,000 |
| 4660 | | Photocopier | 160 | Organisation | £1,675.8 | £1,424 | £1,500 |
| 4670 | | Postage | 160 | Organisation | £300.0 | £300 | £200 |
| 4675 | | Wedding expenses | 160 | Organisation | £1,690.0 | £1,700 | £1,700 |
| 4685 | | Maintenance Officer supplies | 160 | Organisation | £1,500.0 | £1,500 | £1,500 |
| 4690 | | Wedding license | 160 | Organisation | £900.0 | £600 | £0 |
| 4750 | | Surgeries and External Meeting | 160 | Organisation | £1,800.0 | £800 | £500 |
| 4800 | | Grants | 170 | Comm. Wellbeing | £12,000.0 | £14,500 | £26,000 |
| 4815 | | Play area inspections | 170 | Comm. Wellbeing | £1,911.0 | £2,000 | £0 |

| RBS Code | | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|--------------------|--|--|-------------|------------------|-----------|---------|---------|
| EXPENDITURE | | | | | | | |
| 4825 | | Remebrance Day | 170 | Comm. Wellbeing | £630.0 | £1,000 | £1,000 |
| 4826 | | Public Works Loan Board - Repayment | 170 | Comm. Wellbeing | £7,769.5 | £0 | £0 |
| 4828 | | Public Works Loan Board - Repayment | 170 | Comm. Wellbeing | £6,135.0 | £0 | £4,000 |
| 4830 | | Foreshore Rent | 170 | Comm. Wellbeing | £2,375.0 | £2,375 | £2,375 |
| 4835 | | Tide Mill pond rent | 170 | Comm. Wellbeing | £300.0 | £300 | £300 |
| 4855 | | Army Parade Expenses | 170 | Comm. Wellbeing | £525.0 | £600 | £0 |
| 4881 | | Whisstocks floodgate - opening and closing | 200 | Whisstocks Place | £3,465.0 | £1,250 | £2,900 |
| 4900 | | Bank charges | 180 | Fees and charges | £361.2 | £380 | £380 |
| 4905 | | Insurance | 180 | Fees and charges | £11,000.0 | £11,500 | £12,000 |
| 4910 | | Audit & Accountancy Charges | 180 | Fees and charges | £1,800.0 | £2,120 | £2,230 |
| 4915 | | Other subscriptions (inc. SALC) | 180 | Fees and charges | £2,000.0 | £2,000 | £2,000 |
| 4920 | | Internal auditor | 180 | Fees and charges | £992.0 | £1,250 | £1,250 |
| 4925 | | Legal fees | 180 | Fees and charges | £5,000.0 | £10,000 | £13,000 |
| 5100 | | Amenities Committee budget | 190 | Committee Expd. | £11,000.0 | £11,000 | £10,000 |
| 5250 | | CEE Committee budget | 190 | Committee Expd. | £10,000.0 | £10,000 | £10,000 |
| 5310 | | Pest control | 200 | Whisstocks Place | £500.0 | £500 | £500 |
| 4930 | | 15 Tide Mill Way professional fees | 180 | Fees and charges | | £4,500 | £2,000 |
| 4131 | | Public event in Woodbridge | 200 | Whisstocks Place | | £4,000 | £0 |
| 4845 | | Improvements to Tide Mill Way | 170 | Comm. Wellbeing | | £5,000 | £0 |
| 4850 | | App based bike hire scheme | 170 | Comm. Wellbeing | | £8,000 | £0 |
| 4853 | | Purchase of Christmas Lights | 170 | Comm. Wellbeing | | £2,000 | £1,000 |

| RBS Code | | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|--------------------|--|-------------------------------|-------------|-----------------|------------|----------|----------|
| EXPENDITURE | | | | | | | |
| 4843 | | Permissive toilet scheme | 170 | Comm. Wellbeing | | | £4,500 |
| 4803 | | Pavilion Café lease payment | 170 | Comm. Wellbeing | | | £6,000 |
| 4841 | | Youth Engagement | 170 | Comm. Wellbeing | | | £5,000 |
| | | Day to day expenditure | | | £495,587.9 | £376,694 | £415,408 |
| | | New Projects | | | £200,130.5 | £23,500 | £15,500 |

DRAFT

| RBS Code | | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|---|-----|--------------------------------------|-------------|--------------|-------------|----------|----------|
| EXPENDITURE | | | | | | | |
| 6001 | 375 | EMR In Year Contingency | 160 | Organisation | £8,000.0 | £10,000 | £5,000 |
| 6001 | 360 | EMR - Community Project | 160 | Organisation | £20,000.0 | £10,000 | £0 |
| 6001 | 330 | EMR KF Play Area Equipment | 160 | Organisation | £12,200.0 | £9,450 | £9,450 |
| 6001 | 335 | EMR Elections | 160 | Organisation | £2,000.0 | £2,000 | £0 |
| 6001 | 340 | EMR SH Building Maintenance | 160 | Organisation | £0.0 | £5,067 | £5,067 |
| 6001 | 341 | EMR SH Development | 160 | Organisation | £0.0 | £0.0 | £25,000 |
| 6001 | 345 | EMR EP Play Area Equipment | 160 | Organisation | £0.0 | £2,500 | £2,500 |
| 6001 | 353 | EMR Capital Receipt Reserve | 160 | Organisation | £0.0 | £0.0 | £0 |
| 6001 | 365 | EMR Fen Meadow Play Area Equip | 160 | Organisation | £0.0 | £2,500 | £2,500 |
| 6001 | 390 | EMR Flood Defences | 160 | Organisation | £2,000.0 | £2,000 | £2,000 |
| 6001 | 395 | EMR POS (Whisstocks Place) | 160 | Organisation | £1,000.0 | £1,000 | £1,000 |
| 6001 | 320 | 20mph scheme fees | 160 | Organisation | £0.0 | £2,000 | £0 |
| 6001 | 315 | EMR Future Years Maintenance Reserve | 160 | Organisation | £25,477.0 | £29,320 | £34,087 |
| Contributions to Ear Marked Reserves | | | | | £70,677.0 | £75,837 | £86,603 |
| 6001 | 370 | EMR Staffing Reserve | 160 | Organisation | £0 | £0 | -£12,000 |
| Contributions from Ear Marked Reserves | | | | | -£163,394.5 | £0 | -£12,000 |
| Total income (inc Precept) | | | | | £432,870.4 | £476,030 | £505,511 |
| Total income (ex Precept) | | | | | £47,328.0 | £50,942 | £60,990 |

| RBS Code | Budget item | Cost Centre | Location | 2022/23 | 2023/24 | 2024/25 |
|--------------------|-------------|-------------|----------|---------|---------|---------|
| EXPENDITURE | | | | | | |

| | | | | | | |
|--|--|--|--|------------|----------|----------|
| | Total expenditure (ex New Projects) | | | £596,264.9 | £452,531 | £502,011 |
|--|--|--|--|------------|----------|----------|

| | | | | | | |
|--|--|--|--|----------|----------|----------|
| | Budgetted Expenditure (Day to Day + New Projects) | | | £457,818 | £400,194 | £430,908 |
|--|--|--|--|----------|----------|----------|

| | Net Requirement | | | 2022/23 | 2023/24 | 2024/25 |
|--|---------------------------------------|-------------|--|----------------|----------------|----------------|
| | Total income (ex Precept) | Income | | £47,328 | £50,942 | £60,990 |
| | Annual Repetitive Maintenance Funding | Expenditure | | £24,549 | £12,773 | £12,823 |
| | Future Years Maintenance Reserve | Expenditure | | £25,477 | £29,320 | £34,087 |
| | Basic requirements | Expenditure | | £346,109 | £410,438 | £455,102 |
| | Net Requirement | | | £348,806 | £401,589 | £441,022 |
| | Net requirement plus new projects | | | £548,937 | £425,089 | £456,522 |

| | | | | | | | |
|--|----------------------------|--|--|-------------------|-----------------|-----------------|-----------------|
| | PRECEPT REQUIREMENT | | | £343,100.6 | £385,542 | £425,088 | £444,522 |
|--|----------------------------|--|--|-------------------|-----------------|-----------------|-----------------|

| | Highlights | | | 2020/21 | 2022/23 | 2023/24 | 2024/25 |
|--|---------------------|--|---|----------------|----------------|----------------|----------------|
| | Band D Equivalents | | | 3100.12 | 3226.36 | 3389.95 | 3378.86 |
| | Band D Council Tax | | £ | 110.67 | £ 119.50 | £ 125.40 | £ 131.56 |
| | Net Band D Increase | | £ | 8.50 | £ 8.82 | £ 5.90 | £ 6.16 |
| | Percentage Terms | | | 8.3% | 8.0% | 4.9% | 4.9% |
| | Cost per week | | £ | 2.13 | £ 2.30 | £ 2.41 | £ 2.53 |
| | Increase per week | | | | £ 0.17 | £ 0.11 | £ 0.12 |

Woodbridge Town Council – budget information for East Suffolk Council

| Expenditure 2023-24 £ | Income 2023-24 £ | Net Expenditure 2023-24 £ | Woodbridge Town Council | Expenditure 2024-25 £ | Income 2024-25 £ | Net Expenditure 2024-25 £ |
|--------------------------------------|---------------------------------|--|------------------------------------|--------------------------------------|---------------------------------|--|
| 162,867 | - | 162,867 | Staffing | 184,394 | - | 184,394 |
| 86,439 | 23,190 | 63,249 | Administration | 92,535 | 36,245 | 56,290 |
| 2,456 | 1,290 | 1,166 | Elmhurst Park | 2,330 | 1,595 | 736 |
| 2,750 | 10,890 | - | Kingston Field | 2,250 | 9,115 | - |
| 83,851 | - | 83,851 | Other Amenity Areas | 83,101 | - | 83,101 |
| 9,488 | 6,700 | 2,788 | Shire Hall | 11,298 | 7,460 | 3,838 |
| 14,500 | - | 14,500 | Grants | 26,000 | - | 26,000 |
| 3,000 | - | 3,000 | Partnerships | 9,000 | - | 9,000 |
| 0 | - | - | Parks and Playgrounds Upgrade | - | - | - |
| 23,500 | - | 23,500 | Other Major Projects | 9,500 | - | 9,500 |
| 5,993 | 250 | 5,743 | Public Conveniences | 3,000 | 275 | 2,725 |
| 5,350 | 8,622 | - | Whisstocks | 7,500 | 6,300 | 1,200 |
| 75,837 | - | 75,837 | Contributions from/to Reserves | 86,603 | 12,000 | 74,603 |
| 476,030 | 50,942 | 425,088 | Total | 517,511 | 72,990 | 444,522 |

Item 610

To consider a recommendation from the Finance Committee regarding the re-organising of the Council's Ear Marked Reserves.

The Council met to discuss the Shire Hall project on Monday 18th December, a meeting which made it clear to those present that consideration need be given to the implications of this significant project on the Councils finances. One request from this meeting was for the Finance Committee to consider the current position of the Council's Ear Marked Reserves and to propose the reallocation of some funds to seed-fund the newly created EMR 341 – Shire Hall development.

In line with the Council's Financial Regulations, any changes to the reserves must be approved by Full Council.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

At the time of preparing the agenda for the Finance Committee meeting, the Council's Ear Marked Reserves are represented as follows:

| Code | Account | Current balance 03.01.24 |
|-------------|--------------------------------|---|
| 315 | Future Years Maintenance Res. | £37,769.29 |
| 320 | EMR 20mph scheme fees | £8,135.00 |
| 325 | EMR Amenity Projects | £0.00 |
| 330 | EMR KF Play Area Equipment | £31,182.70 |
| 331 | EMR KF Maintenance | £5,549.01 |
| 335 | EMR Elections | £9,538.40 |
| 340 | EMR SH Building Maintenance | £90,050.49 |
| 341 | EMR Shire Hall development | £0.00 |
| 345 | EMR EP Play Area Equipment | £22,500.00 |
| 346 | EMR EP Bedding | £650.00 |
| 350 | EMR Community Hall | £11,683.00 |
| 353 | EMR Property Development | £0.00 |
| 355 | EMR Changing Places | £37,560.00 |
| 360 | EMR – Community Project | £41,774.00 |
| 362 | EMR Discretionary Hardshp Fund | £1,000.00 |
| 365 | EMR Fen Meadow Play Area Equip | £20,000.00 |
| 370 | EMR Staffing Reserve | £40,000.00 |
| 375 | EMR In Year Contingency | £26,010.24 |

| | | |
|-----|----------------------|--------------------|
| 376 | EMR Kyson School CIL | £1,438.31 |
| 377 | EMR CIL 2018-19 | £0.00 |
| 378 | EMR CIL 2019-20 | £0.00 |
| 379 | EMR CIL 2020-21 | £0.00 |
| 380 | EMR CIL 2021-22 | £0.00 |
| 381 | EMR CIL 2022-23 | £32,684.28 |
| 382 | EMR CIL 2023-24 | £6,840.14 |
| 385 | EMR Tide Mill | £0.00 |
| 390 | EMR Flood Defences | £5,000.00 |
| 395 | EMR POS Defences | £2,500.00 |
| 402 | EMR Wayfinding | £13,500.00 |
| | Total EMR | £445,364.86 |

***Council have also agreed to utilise £11,000 from EMR 375 to facilitate the submission of a planning permission for the Theatre Street site.

After considering the position of the Council's reserves and future impact of significant capital projects, the Finance Committee made the following recommendation:

580. To consider the position Council's Ear Marked Reserves

The Finance Committee recommends to Full Council the following in-year movements of the Council's Ear Marked Reserves in order to allocate £35,650 to EMR 341 – Shire Hall development.

| Code | Account | Current balance 03.01.24 | Contribution to EMR 341 | Balance if agreed by Town Council |
|-------------|-------------------------------|---------------------------------|--------------------------------|--|
| 315 | Future Years Maintenance Res. | £37,769.29 | £0 | £37,769.29 |
| 320 | EMR 20mph scheme fees | £8,135.00 | £0 | £8,135.00 |
| 325 | EMR Amenity Projects | £0.00 | £0 | £0.00 |
| 330 | EMR KF Play Area Equipment | £31,182.70 | £3,000 | £28,182.70 |
| 331 | EMR KF Maintenance | £5,549.01 | £0 | £5,549.01 |
| 335 | EMR Elections | £9,538.40 | £2,000 | £7,538.40 |
| 340 | EMR SH Building Maintenance | £90,050.49 | £0 | £90,050.49 |
| 341 | EMR Shire Hall development | £0.00 | £0 | £35,650.00 |

| | | | | |
|-----|--------------------------------|--------------------|----------------|--------------------|
| 345 | EMR EP Play Area Equipment | £22,500.00 | £2,000 | £20,500.00 |
| 346 | EMR EP Bedding | £650.00 | £650 | £0.00 |
| 350 | EMR Community Hall | £11,683.00 | £1,000 | £10,683.00 |
| 353 | EMR Capital Receipt Reserve | £0.00 | £0 | £0.00 |
| 355 | EMR Changing Places | £37,560.00 | £0 | £37,560.00 |
| 360 | EMR – Community Project | £41,774.00 | £5,000 | £36,774.00 |
| 362 | EMR Discretionary Hardshp Fund | £1,000.00 | £1,000 | £0.00 |
| 365 | EMR Fen Meadow Play Area Equip | £20,000.00 | £1,000 | £19,000.00 |
| 370 | EMR Staffing Reserve | £40,000.00 | £15,000 | £25,000.00 |
| 375 | EMR In Year Contingency | £26,010.24 | £5,000 | £21,010.24 |
| 376 | EMR Kyson School CIL | £1,438.31 | £0 | £1,438.31 |
| 377 | EMR CIL 2018-19 | £0.00 | £0 | £0.00 |
| 378 | EMR CIL 2019-20 | £0.00 | £0 | £0.00 |
| 379 | EMR CIL 2020-21 | £0.00 | £0 | £0.00 |
| 380 | EMR CIL 2021-22 | £0.00 | £0 | £0.00 |
| 381 | EMR CIL 2022-23 | £32,684.28 | £0 | £32,684.28 |
| 382 | EMR CIL 2023-24 | £6,840.14 | £0 | £6,840.14 |
| 385 | EMR Tide Mill | £0.00 | £0 | £0.00 |
| 390 | EMR Flood Defences | £5,000.00 | £0 | £5,000.00 |
| 395 | EMR POS Defences | £2,500.00 | £0 | £2,500.00 |
| 402 | EMR Wayfinding | £13,500.00 | £0 | £13,500.00 |
| | Total EMR | £445,364.86 | £35,650 | £445,364.86 |

Members are asked to consider a recommendation from the Finance Committee regarding the re-organising of the Council's Ear Marked Reserves.

Item 611

To consider the lease for the Kingston Pavilion Café.

At the September meeting of the Council, a recommendation from the Finance Committee to offer the Council's existing tenants, Access Community Trust, a new lease for the Kingston Pavilion Café, was approved.

Since that time Officers have worked with the Council's solicitors to draw up a lease containing the lease particulars agreed:

- Extension of the existing lease until March 31st 2024, which no additional payment required.
- Offer a four-year lease in line with the existing document, from April 1st 2024 – March 31st 2028.
- The rent in year one will be £6,000, increasing yearly with CPI.
- WTC will provide a grant of £6,000 to ACT in year 1.

The Council's solicitors have provided the document uploaded to SharePoint, however made the following comment regarding the grant/ lease payment.

I would suggest that to keep the two distinct, we provide for the lease for rent to be paid, and then the Council documents in a separate arrangement, the agreement regarding a grant being provided to the tenant. This is likely to be more transparent in terms of audit purposes.

£6000 is provided in the Council's budget, and ACT will be required to submit an application form in order to secure the payment.

Also provided is a document showing the changes made to the existing lease – the comment from Birketts upon return of the draft was:

I attach a clean copy of the document together with a pdf comparison against the final agreed version of the previous lease. This is hopefully helpful in identifying the changes which I have made. I have made a couple of corrections which are cosmetic, but the key two changes to the document as you will see is the insertion of a rent review provision in Schedule 1, confirming that the rent is subject to annual review in accordance with CPI and also the removal of the option to renew.

ACT have viewed the proposed agreement and are happy to enter into this lease. The one minor alteration they have requested is that we invoice them quarterly for the rent payment, rather than once per year.

Members are asked to consider the lease for Kingston Pavilion Café and:

- **Consider the inclusion of a provision for the quarterly payment of the rent.**
- **To mandate the Mayor and Deputy Mayor to sign the document on behalf of the Council.**

By way of an update, the automatic doors have now been installed, and by the time of this meeting the roller shutter should have been fitted. Glass/ windows for the main doors have also been ordered, and pre-planning advice submitted to the Planning Authority regarding the improvement of the cooking facilities and ventilation in the kitchen. The football club has been moved into their new shed and the side toilet will soon be decorated and available to the café. ACT have decorated internally.

Item 612

To consider setting a deadline for accepting wedding bookings at the Shire Hall.

As discussed at item 610, the Council met on December 18th to consider the Shire Hall project. The Council's primary source of income is the hire of the Shire Hall for wedding ceremonies, and as the Council begins to seriously consider the Shire Hall project, Officers are now taking wedding bookings late into 2025 – confirmed bookings:

August 2nd
August 9th
December 27th

It is expected that during the financial year 2024/25 (to March 31st 2025), there will be no work undertaken on the building – however, from that point onwards there was concern at the December 18th meeting that the project may have progressed to the point of work being ordered and scheduled. Officers therefore need a deadline as to when they should stop taking wedding bookings.

Members are asked to consider setting a deadline for accepting wedding bookings at the Shire Hall.

Item 613

To consider contributing to a grant application for the improvement of bus services.

Officers received the following communication from Cllr Leach regarding a request to the Council to provide a contribution toward an application for the improvement of bus services in the Woodbridge.

Dear Greg,

This is a rather detailed item - to put it simply, SCC has received this money to be used to improve bus services over 2 yrs.

The Highways working party was approached by Melton Parish Council and invited to co bid so that Parishes could act together to improve the rural transport network which is in a dire state. As we could benefit from improvements in Woodbridge to bus shelters and live display of time tables we (Highways Working Party) met with MPC and put together a bid, see attached. A public consultation carried out by myself, Cllr Carol Gradwell (chair of MPC) and Cllr Sanders was submitted as evidence of need. Woodbridge is a market town hub and we would like to draw people in - we want less cars on the road and in the absence of established and safe cycle routes the bus service is the remaining option.

We are asked to match the £5000 commitment in principle that MPC is offering. I am committing £5000 from my Highways locality budget as is Cllr Alexander Nicoll.

Eamonn suggested taking this request directly to Council for consideration.

Here is content of my initial email to the Highways Working Party:

Background:

- ***SCC has £1.8million to spend each year in 2023/24 and 2024/25 on enhancements to the current passenger transport network.***
- *This will be used as follows:*
 - *some to bus companies to support existing services*
 - *some to design work on bus priority schemes for when capital funding is available*
 - *the **REMAINDER** to support new or improved services at a local level where **demand can be proven**. Please note this funding is for **2 years** and thereafter the project will have to be self sustainable.*
- *Parish Councils, Bus Companies and other groups asked to submit ideas and suggestions of possible improvements*
- *Parishes are encouraged to work together in their bids as 'those with the greatest co-ordinated local support are the services most likely to remain viable once the funding is spent.'*

More detail on how to place a bid here: <https://www.suffolkonboard.com/news/bus-service-improvement-plan-where-should-the-money-be-spent/>

Currently;

*Bus service is valued by passengers but not as many using it as before Covid pandemic
Woodbridge parish is well served to access Ipswich town and Ipswich hospital
Rural services not so good
Reliability and delays contribute to decreased passenger satisfaction
Access to transport to Suffolk One 6th form is expensive*

No late night service back from Ipswich

This is what is currently in progress:

Suffolk Bus Service Improvement Plan Addendum, November

2022 <https://www.suffolkonboard.com/content/download/gqWmLTZQPbx/Suffolk+Bus+Service+Improvement+Plan+-+2022+Update+%28Final%29.pdf>

So our suggestions to be added to the agenda on Wed include:

- 1. Minibus Loop service linking Sutton Hoo, Melton train station, Woodbridge train station, Market Hill, Martlesham Park and ride (Active Travel Woodbridge plans permitting).*
- 2. Route 66A to come out beyond Martlesham Tesco's as far as Woodbridge, Melton and possibly even Rendlesham.*
- 3. Late night return from Ipswich to Woodbridge train station, currently latest is approx 6pm.*
- 4. Extend existing services to Rendlesham to create an East Suffolk Hub.*
- 5. Supporting rural network improvements to bring travellers to Woodbridge and Melton where they can access rail routes and the route to Ipswich.*

Any changes please let me know by return. I will be adding it to the agenda tomorrow morning. The meeting is at 9am at MPC offices in Melton.

Cllr's John Bann and Nigel Brown will be attending from MPC, SCC Cllr Nicholl and myself and hopefully Greg, Patrick, Nigel, David and Robin. We may also have input from ESC Katch service and adjacent parishes.

Please could council consider the commitment in principle of the amount of £5000 towards this bid.

Many Thanks

Cllr Ruth Leach

Uploaded to SharePoint is the grant application document.

Members are asked to consider contributing to a grant application for the improvement of bus services.

Item 614

To consider the role of the Newsletter Working Party.

Officers received the following communication from the Newsletter Working Party:

Dear Greg,

After discussion with Patrick and Geoff the Nwp would like to bring the following item to Council for consideration.

We understood our remit to be the creation of an A4 quarterly newsletter for digital distribution, display on the TC and ward noticeboards, some printed copies in the office and the possibility of distribution in the freebies in the future should the budget become available.

According to the minutes we were incorrect and it should have been a column for submission to the freebies. Thank you to Eamonn for flagging this up when we submitted our final draft to him to sign off.

We would like to thank Belinda for her help in proofing and layout of the paper edition and the councillors who contributed.

In the light of the misperception, we seek the views of the council as to whether we should continue with the format of what we have created for digital distribution, display on the TC and ward noticeboards and some hard copies in the office or whether we should abandon what we have created.

We further seek, in the light of Belinda's job description 'to submit content' that the council decide whether this content be something that the Chair of the Council could instead use to create a copy only submission to the freebies and as to how often that should be done, meaning that this working party may be superfluous.

Finally we would like to ask the Chair which topics he would suggest that we cover for January/Q1 should the newsletter continue in the A4 paper format.

Hope that makes sense, we just want to know whether the council want a newsletter, or a column only for the freebies. If it's a column it may be expedient for the Chair of Council to do it using Belinda's content in which case the Nwp could become redundant. If it continues as a hard copy item we also need the Chair to clarify content as it was noted that the current content did not focus on the achievements of the council and so was not promotional.

Belinda, could we attach a copy of the final draft so that councillors can see what the A4 newsletter will look like?

Many thanks

Ruth

197. To consider a request from Cllr. Walsh regarding the Town Council newsletter

The Council agreed not to re-instate a newsletter at the current time, and instead appointed Cllrs Gillard, Holdcroft and Leach to the 'Newsletter' Working Party, whose function is to produce a quarterly submission to the local free papers regarding the work of Woodbridge Town Council.

Members are asked to consider the role of the Newsletter Working Party.