

Woodbridge Town Council

Minutes of the **Annual General Meeting of the Town Council** held at the Shire Hall on **Tuesday 16th May 2023** at 7pm

Councillors:

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

Apologies: P Gillard and M Wilks

Absent without apologies M Kneebone

In Attendance: Town Clerk (Mr G E Diaper), Deputy Town Clerk (Mrs B J Lloyd), Finance Assistant (Mrs K J Hall), District Councillors Molyneux and Yule, and two members of the public

In the absence of the outgoing Mayor and Deputy Mayor, Cllr. Miller took the Chair for item 1.

1. To elect the Town Mayor for the Civic Year 2023/24

The Council elected Councillor Eamonn O’Nolan as Town Mayor for the Civic Year 2023/24, who duly signed the Declaration of Acceptance of Office.

2. To elect the Deputy Mayor for the Civic Year 2023/24

The Council elected Councillor Sharon Miller as Deputy Town Mayor for the Civic Year 2023/24.

3. Apologies

Apologies for absence had been received from Councillors Gillard and Wilks.

4. To receive declarations of interest

Councillor Sutton declared a non-pecuniary interest in item 24 as a Trustee of the Tide Mill Trust.

Councillor Holdcroft declared a non-pecuniary interest in item 24 as a Trustee of the Tide Mill Trust and as a Director of Choose Woodbridge.

Councillor Bale declared a non-pecuniary interest in item 24 as a Trustee of the Woodbridge Riverside Trust.

Councillor Adelson declared a non-pecuniary interest in item 24 as a Member of the Woodbridge Growers.

5. 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.

6. Public Question Time

A member of the public addressed the Council regarding the condition of the disabled access from the Hamblin Road car park to the Turban Centre.

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

It was noted that Cllr. Page had apologised for not providing a report this month.

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

Cllr Yule provided a verbal update to the Council on matters following the District Council election.

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

Members questioned the District Councillors on their verbal report.

10. To agree and approve the minutes of the meeting held 18th April 2023

The Council agreed and approved the signing of the minutes of the meeting held 18th April 2023 as a true record.

11. 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 April 2023 – **£225,039.00**
- b. Expenditure to 30th April 2023 – **£30,049.00**
- c. Income and Expenditure against Budget to April 2023
- d. Bank Reconciliation and Supporting Bank Statements to 30th April 2023 – **£752,925.02**
- e. The Accounts and Payments List for May 2023 – **£26,699.98**
- f. The HSBC Net report for May 2023 – **£26,699.98**
- g. The HSBC Corporate Card report for April 2023 – **£120.76**
- h. Summary of Direct Debit payments to 30th April 2023 – **£104.88**
- i. The Community Infrastructure Levy (CIL) payment of **£4,008.96** received on 18th April 2023
- j. The UKSP Grant payment of **£6450.00** received on 18th April 2023
- k. The Precept amount of **£212,544.00** received on 28th April 2023
- l. Debtors Report to 30th April 2023

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

The Council noted the receipt of the following minutes:-

- a. Planning – 25.04.23

13. To consider the use of the General Power of Competence

The Council agree that it meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, and therefore agreed to adopt the power for the Civic Term 2023–2027.

14. To review the scheme of delegation to Committees

The Council agreed to the proposal to downgrade the Highways and Transport and Youth Forum Committee to Working Groups, and further agreed the scheme of the delegation as shown below for the Civic Year 2023/24:

- a) Amenities
- b) Finance
- c) Staffing
- d) Planning
- e) Climate and Ecological Emergency

The Standing Orders Working party were asked to consider the addition of a 'Property and Assets Committee' to Council's scheme of delegation, and to report back at the June meeting of the Council.

15. To review the membership of Committees

The Council agreed the allocation of Committee places based on the pro-rata distribution of seats between political parties, and the table below provides the Committee allocations for the Civic Year 2023-24.

Amenities	Finance	Staffing	Planning	CEEC
Adelson	Bale	Bale	Adelson	Adelson
Kneebone	Gillard	Holdcroft	Bale	Rogerson
Leach	Holdcroft	Leach	Gillard	Walsh
Miller	Miller	Miller	Holdcroft	Wilks
Sanders	Phipps	Rogerson	Kneebone	<i>Vacancy</i>
Sutton	Rogerson	Sutton	Leach	Mayor
Walsh	Sanders	Walsh	Phipps	
Wilks	Sutton	Wilks	Sanders	
<i>Vacancy</i>	Walsh	<i>Vacancy</i>	<i>Vacancy</i>	
Mayor	Mayor	Mayor	Mayor	

16. To review the appointments to the Council's Working Parties

The Council agreed to defer this item to the June meeting of the Council.

17. To review the Terms of Reference for the Council's Committees, Sub-Committees and Working Parties

The Council agreed that the Standing Orders Working Party be asked to consider the Terms of Reference and provide an updated version for consideration at the June meeting of the Council.

18. To consider how the Council strategically plans during the four-year Civic Term

The Council agreed that Officers should organise an 'away day' in order that Members can openly discuss the production of a strategic plan.

19. To review and agree the Council's Standing Orders

The Council agreed that the Standing Orders Working Party be asked to consider the Standing Orders and provide an updated version for consideration at the June meeting of the Council.

20. To review and agree the Council's Financial Regulations

The Council agreed that the Standing Orders Working Party be asked to consider the Financial Regulations and provide an updated version for consideration at the June meeting of the Council.

21. To consider the adoption of the New Model Code of Conduct

The Council agreed to adopt the New Model Code of Conduct.

22. To consider the allocation of Councillors to check the monthly supplier payments.

The Council agreed that the Finance Committee be asked to consider the allocation of Councillors to check the monthly supplier payments.

23. To review the Council's inventory of land and other assets

The Council noted the asset register as agreed at the Town Council meeting on March 21st, 2023, and agreed to retain the asset register figure (£897,467.02) as agreed at that meeting.

24. To review existing arrangements with other Local Authorities, not for profit bodies and businesses

The Council noted its existing arrangements with other Local Authorities, not for profit bodies and businesses.

25. To confirm the arrangements for insurance cover in respect of all insurable risks

The Council noted that it was halfway through the final year of its insurance policy with Zurich Municipal in respect of all insurable risks.

26. To review the Council's and Staff's subscriptions to other bodies

The Council reviewed the Council's and staff's subscriptions to other bodies and approved that they continue for a further year.

The Town Clerk was asked to prepare an agenda item concerning the Council's membership of the River Deben Association.

27. To review the use of variable direct debits and standing orders

The Council agreed to the use of variable direct debit and standing order payments in line with section 6.8 and 6.9 of the Council's Financial Regulations.

28. To determine the time and place of Council meetings up to and including the date of the next annual Council meeting

The Council agreed the schedule of meetings of the Civic Year 2023/24.

The Council also agreed that the next Annual General Meeting of Woodbridge Town Council be held at the Shire Hall on Wednesday 22nd May 2024 at 7pm.

29. To note and take action as appropriate following the year end internal audit

The Council noted the receipt of the report of the Independent Internal Auditor for the period to 31st March 2023.

The Town Clerk advised that the recommendations and comments provided therein have already been or will be completed in time for the Council's next internal audit.

30. To review the effectiveness of the internal audit process

The Council reviewed the effectiveness of the Internal Audit Process and agreed that there were no changes required to the process.

31. To appoint an independent internal auditor and agree the frequency of audits

The Council reviewed the appointment of the Independent Internal Auditor and agreed to re-appoint the Suffolk Association of Local Councils as its Independent Internal Auditor for 2023/2024.

The Council requested that SALC rotate their employee undertaking Internal Audit.

32. To consider and agree the completion of the responses to the Governance Statement in Part 1 of the Annual Governance and Accountability Report (AGAR) for 2022/23

The Council considered its responses to the Governance Statements in Part 1 of the Annual Governance and Accountability Report (AGAR) for 2022/2023 and agreed to answer 'Yes' for question 1-9.

The statement was then signed by the Town Mayor and Town Clerk.

33. To consider and agree the financial statement in Part 2 of the Annual Governance and Accountability Report (AGAR) for 2022/23

The Council considered and agreed the Financial Statement in Part 2 of the Annual Governance and Accountancy Report for (AGAR) 2022/2023.

The statement was then signed by the Town Mayor and Town Clerk.

34. To consider the process for co-opting eligible persons to the position of Councillor to Woodbridge Town Council

The Council agreed that the vacancies currently existing in the Wards of Kyson and Seckford be advertised immediately, with a view to considering the applications received and voting on appointments at the Council's 'Grants meeting' on Wednesday 14th June 2023.

35. To consider how the Council manages its Policy portfolio

The Council agreed that the Standing Orders Working Party be asked to consider the six 'priority' policies and provide updated versions for consideration at the July meeting of the Council.

The Council further agreed that the Standing Orders Working Party be asked to consider how the Council manages its policy portfolio.

36. To review the Council's management of risks

The Council agreed that the Standing Orders Working Party be asked to consider the Management of Risk document and provide an updated version for consideration at the June meeting of the Council.

Members not part of the Standing Orders Working Party are asked to send their comments directly to the Town Clerk.

37. To consider the Draft Changing Places Agreement with East Suffolk Council

The Council agreed to defer the signing of the Draft Changing Places Agreement with East Suffolk Council (ESC) until the Council's concerns regarding a number of criteria within the document are discussed with the awarding body (ESC).

38. To consider a quotation for the re-painting of 'Emergency Access only' road marking at Whisstocks Place/ Tide Mill Way

The Council agreed to proceed with the re-painting of the Emergency Access markings at Whisstocks Place, at a cost of £485 ex VAT payable from budget line 4005/200.

39. Closure

The meeting was closed at 9.08pm.

Councillor O'Nolan
Chair