

Minutes of the **Town Council** meeting held at the Shire Hall on **Wednesday 17th January 2024** at **7pm**

Councillors:

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

Apologies: G Holdcroft and N Phipps.

Absent without apologies M Kneebone

In Attendance: Town Clerk, Deputy Town Clerk, Ash Jones (Suffolk News) and three members of the public

599. Apologies

Apologies for absence had been received from Councillors Holdcroft and Phipps.

600. To receive declarations of interest

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

601. Public Question Time

Representatives from the Woodbridge Festival spoke to the Council regarding the events hosted in the town by that organisation, but which were supported financially by the Council.

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

The Council agreed and approved the signing of the minutes of the meeting held 19th December 2023 as a true record.

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

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

- a. Income to 31st December 2023 – **£522,126**

- b. Expenditure to 31st December 2023 – **£279,420**
- c. Income and Expenditure against Budget to December 2023
- d. Bank Reconciliation and Supporting Bank Statements to 31st December 2023
– **£680,366.66**
- e. The Accounts and Payments List for January 2024 – **£5,244.26**
- f. The HSBC Net report for January 2024– **£4,794.26**
- g. The HSBC Corporate Card report for December 2023 – **£348.35**
- h. Summary of Direct Debit payments to 31st December 2023 – **£624.23**
- i. Expenditure over £500 Report from 1st October 2023 – 31st December 2023
- j. Debtors Report to 31st December 2023

The Committee noted the invoices for payment had been signed off by Cllrs Beck and Rogerson.

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

The Council noted the receipt of the following minutes:-

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

605. 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.

606. 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.

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

Cllr Adelson questioned CCllr Leach about the proposed improvements to the footpath between Woodbridge Boatyard and the Tea Hut.

Cllr Miller questioned CCllr Leach about the proposed improvements to the parking arrangements at Peterhouse Crescent.

608. To note the Mayors Activity Report

The Council noted the receipt of the Mayors Activity Report.

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

This presentation was received during the public question time.

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

The Council agreed to defer any decision on the precept request and asked that the Finance Committee meet immediately in order to re-consider the expenditure budget further to the discussion at this item.

An extraordinary meeting of the Town Council will be scheduled for Thursday 25th January to consider a recommendation from the Finance Committee.

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

The Council approved the recommendation from the Finance Committee regarding the re-organising of the Council's Ear Marked Reserves in order to provide funding toward to the Shire Hall development EMR (341):

EMR 330 – £3000 to EMR 341

EMR 335 – £2000 to EMR 341

EMR 345 – £2000 to EMR 341

EMR 346 – £650 to EMR 341

EMR 350 – £1000 to EMR 341

EMR 360 – £5000 to EMR 341

EMR 365 – £1000 to EMR 341

EMR 362 – £1000 to EMR 341

EMR 370 – £15,000 to EMR 341

EMR 375 – £5,000 to EMR 341

Total movement to EMR 341 – £35,650.

612. To consider the lease for the Kingston Pavilion Café

The Council mandated the Town Mayor and Deputy Town Mayor to sign the lease for the Kingston Pavilion Café with Access Community Trust.

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

The Council agreed that wedding bookings for the Shire Hall will not be taken after January 1st, 2026.

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

The Council requested that the Finance Committee include a sum a £5,000 in the 2024/25 budget as the Council's contribution toward a grant application for the improvement of bus services in Woodbridge.

615. To consider the role of the Newsletter Working Party

The Council asked the Newsletter Working Party to continue producing quarterly copy for submission to local free papers, and that a 'glossier' version be produced for publication on the Council's website and social media.

616. 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.

617. To receive an update from the Property Working Party

The Council agreed to engage Mullins Dowse to work with Officers to submit a planning application for a residential development at the Theatre Street toilet site.

The Town Clerk was asked to seek legal advice regarding the future use and management of 15 Tide Mill Way.

The Council noted that the Working Party had met with the Tide Mill Trust, Woodbridge Museum Trust, and Woodbridge Community Hall Management Committee.

618. Closure

The meeting was closed at 9.49pm.

Councillor O’Nolan
Chair