

Minutes of the of the **Town Council** meeting held at the Shire Hall on **Wednesday 20th Septemer 2023** at 7pm

Councillors:

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

Apologies: P Gillard, G Holdcroft, M Kneebone, D Pegg and M Wilks.

In Attendance: Town Clerk, District Councillor Molyneux, Honorary Freewoman Healey, Ash Jones (Suffolk News) and four members of the public.

303. Apologies

Apologies for absence had been received from Councillors P Gillard, G Holdcroft, M Kneebone, D Pegg and M Wilks.

304. To receive declarations of interest

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

305. Public Question Time

A member of the public asked about the missing ‘Welcome to Woodbridge’ sign on Melton Hill, and also asked about the Council’s relationship with it’s twin town, Mussidan.

306. To agree and approve the minutes of the meeting held 19th July 2023

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

307. 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 August 2023 – **£264,127.00**
- b. Expenditure to 31st August 2023 – **£154,551.00**
- c. Income and Expenditure against Budget to August 2023

- d. Bank Reconciliation and Supporting Bank Statements to 31st July – **£666,971.64**
& 31st August 2023 – **£635,570.68**
- e. The Accounts and Payments List for August & September 2023 – **£95,527.93**
- f. The HSBC Net report for September 2023 – **£73,135.96**
- g. The HSBC Corporate Card report for July – £299.21 & August 2023 – **£399.02**
- h. Summary of Direct Debit payments to 31st August 2023 – **£415.14**
- i. Debtors Report to 31st August 2023

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

The Council noted the receipt of the following minutes:-

- a. Finance – 26.07.23
- b. Planning – 02.08.23
- c. Planning – 23.08.23
- c. Climate and Ecological Emergency – 23.08.23
- e. Planning – 06.09.23
- f. Amenities – 06.09.23

309. 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.

310. To note the receipt of the Shire Hall consultation report and to approve its publication. To agree how to proceed.

The Council noted the receipt of the Shire Hall consultation report and approved the publication of the associated press release including the corrections made by Cllr Sanders.

The Council agreed that the Property Working Party be asked to consider the findings of the report, and that the project will also be discussed at the Councils Strategic Planning event.

311. To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023.

The Council noted the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023.

The Town Clerk and Finance Officer were thanked for their work in achieving a clean audit for the financial year 2022/23.

312. 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	Beck	Bale	Beck
Leach	Holdcroft	Holdcroft	Beck	Pegg
Miller	Miller	Leach	Gillard	Rogerson
Pegg	Phipps	Miller	Holdcroft	Walsh
Sanders	Rogerson	Rogerson	Kneebone	Wilks
Sutton	Sanders	Sutton	Leach	
Walsh	Sutton	Walsh	Phipps	
Wilks	Walsh	Wilks	Sanders	
Mayor	Mayor	Mayor	Mayor	Mayor

313. To receive an update from the Deputy Town Clerk regarding the Council's Christmas event.

The Council noted the update from the Deputy Town Clerk regarding the Council's Christmas event, and enquired as to whether an ice rink could be a possibility.

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

The Council agreed that the Town Mayor and Deputy Mayor should sign on behalf of Woodbridge Town Council, the Draft Changing Places Agreement with East Suffolk Council.

315. To consider the decision of the Amenities Committee regarding the design requirements for the Elmhurst Park Changing Place toilets.

The Council agreed to overrule the decision of the Amenities Committee and agree that the external cladding material chosen for the Changing Places toilets be cedar lap weatherboard, Ocean Blue (C73).

316. To consider a request from the Sutton Hoo Ships Company for permission to install a section of the longship at the Tide Mill Quay

The Council agreed that the Sutton Hoo Ships Company may use Tide Mill Quay in order to test the rowing mechanics of the longship.

317. To consider applying to LINK for a review of Woodbridge community access to banking facilities.

The Council agreed to apply to LINK for a review of Woodbridge community access to banking facilities.

318. To receive a report from Cllr Sutton regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.

The Council noted a report from Cllr Sutton regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.

319. To consider the review of the Council's 'Priority Policies' by the Standing Orders Working Parties.

The Council agreed to mandate the Town Clerk and the Members who had made comments on the final draft versions of the priority policies, to agree to the final versions for publication.

320. To consider a request from Transition Woodbridge for the Council to apply for grant funding as part of the 'Greening of the Thoroughfare' proposal.

The Council agreed to apply for grant funding as part of the 'Greening of the Thoroughfare' proposal.

321. To consider a request from Woodbridge Museum to approve installation of Solar Panels on the roof of Community Heritage Building.

The Council agreed that in line with section 6.2 (6.2.1 – 6.2.4) of the lease between Woodbridge Town Council and the Trustees of the Woodbridge Museum Trust for the Community Heritage Building, that consent is provided for the installation of solar panels on the roof of the building.

322. To receive an update from the Property Working Party.

The Council received a verbal update from the Property Working Party.

323. 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.

324. To consider a recommendation from the Staffing Committee regarding the appointment of a Maintenance Officer to Woodbridge Town Council.

The Council unanimously voted in favour of appointing the recommended applicant to the role of Maintenance Officer to Woodbridge Town Council, subject to the receipt of satisfactory references.

325. To consider the quotation received from the District Valuer regarding the Theatre Street site.

The Council mandated the Town Clerk to spend up to a maximum of £2500 from the Council's 'Legal Fees' (4925) budget line, to facilitate the valuation of the Theatre Street site.

326. To consider a recommendation from the Finance Committee regarding the Kingston Pavilion café.

The Council approved the recommendation from the Finance Committee regarding the Kingston Pavilion Café.

The Council made an in-principle decision to allocate £8000 for improvement work to the Kingston Pavilion, subject to a future decision of the Council.

327. Closure

The meeting was closed at 9.28 pm.

Councillor O'Nolan
Chair