

Minutes of the **meeting of the Town Council** held at the Shire Hall on **Wednesday 18th February 2026 at 7pm**

Councillors:

Present: D Adelson, S Bale, E Beck, E O’Nolan, D Pegg, N Phipps, S Sadler, R Sanders, M Sutton, K Turner, C Walsh and M Wilks.

Apologies: G Holdcroft, R Leach, S Miller and T Rogerson.

In Attendance: Town Clerk (Mr G E Diaper), DCllr. S Molyneux, and one member of the public.

1. Apologies

The Council agreed to approve the absence of Cllrs. G Holdcroft, R Leach, S Miller and T Rogerson.

2. Declarations of Member Interests.

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

3. Requests for dispensations.

There were no requests for a dispensation in relation to items on the agenda.

4. Public Question Time

The member of the public present did not wish to address the Council.

5. To agree and approve the minutes of the meeting held 21st January 2026

The Council approved the minutes of the meeting held 21st January 2026 as a true record.

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

- a. Planning – 21.01.26
- b. Highways and Transport – 28.01.26
- c. Climate and Ecological Emergency – 28.01.26

d. Planning – 04.02.26

7. To consider and approve Town Council payments list for February 2026.

The Council approved the Accounts and Payments List for February 2026 – **£30,826.75**

8. To note the following Town Council Accounts:

The Council noted the following Town Council Accounts:

- e. Payments made since January Town Council Meeting – **£12,617.13**
- f. Direct Debit payments for January 2026 – **£2,145.02**
- g. HSBC Corporate Card payments for January 2026 – **£798.00**
- h. Bank Reconciliation and Supporting Statements to 31st January 2026 – **£847,195.75**
- i. Debtors report to 31st January 2026 (Confidential)

9. To note the Council's financial position as at 31st January 2026.

The Council noted its financial position as at 31st January 2026:

- a. Income and Expenditure Report to 31.01.2026 – Income **£648,286.00** and Expenditure – **£417,344.00**
- b. Balance sheet as of 31.01.2026 – **£825,677.00**

10. Openness and accountability of Woodbridge Town Council:

The Council noted the following reports:

- a. To receive a report from the Town Mayor** – The Town Mayor spoke to his report and advised of positive meetings held with the Woodbridge and Melton Society.
- b. To receive report from the Chair of the Council's Emergency Plan Working Party** – Cllr. Adelson advised on the progress of the Emergency Plan since the January meeting of the Council.
- c. To receive an update from the Town Clerk on Council projects** – The Town Clerk provided an update further to his written report on the proposed sale of the Theatre Street toilet site and the installation of a Changing Place toilet at Hamblin Road. DCllr Molyneux was asked to

enquire about the possibility of District CIL match funding to assist with the completion of the Changing Places project.

The Town Mayor expressed his happiness at the completion of the sale of 15 Tide Mill Way to the Art Haven CIC, and for the re-opening of the renovated toilets in Elmhurst Park. He thanked all those who had worked so hard on completing these projects.

The Town Clerk advised the Council of an accident which had happened that afternoon whereby a vehicle had crashed into the Hutchinson Annexe at the Community Hall – emergency work to ensure the safety of the building was underway. In regard of the Community Hall, the Council agreed that it wishes Officers to utilise the services of a structural engineer to define the requirements of a structural survey of the building. The Council also requested that a Health and Safety assessment of the building be undertaken, with specific reference to the external fabric of the building and the ease of unlawful access to the roof.

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings** – Cllr. Sanders spoke to his report, whereby he explained the complicated structure of the numerous NSIPs in Suffolk and their competing, and at times uncoordinated, demands. The impact on Woodbridge during the construction phase remains a matter of heightened concern.

11. To consider the significant projects of the Council.

- a. The Shire Hall** – The Council noted that significant decisions in regard of the Shire Hall would be taken at items 15, 16 and 17. The Town Mayor reported on the visit by the Property Working Party to view the former Lloyds bank building on the Thoroughfare and his subsequent letter to the owner; the Town Clerk advised that the Council's interest in seeking new administrative premises is registered with local property agents
- b. In house gardening/ maintenance** – The Town Clerk updated the Council on the progress of the improvement works to the Elmhurst Park gardeners shed – the solar panels and EV charging point have been installed and the internal re-fit is almost complete. The work to purchase equipment and vehicles for the gardening team is forecast to be on budget. The Assistant Gardener has begun his employ with the Council and noticeable work is already taking place in Elmhurst Park.

The Estates Team will present their plans to Council on March 2nd at 4pm.

- c. Local Government Reform** – The Town Mayor reported on a positive discussion with interested local residents who are willing to work with and advise the Council in regard of the due diligence requirements of LGR.

12. 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.

13. To note the receipt of a written report from District Councillors Leach and Molyneux.

The Council noted the receipt of a written report from District Councillor Molyneux.

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

District Councillor Molyneux answered a question from Cllr. Sutton about the objectives of the Melton and Woodbridge Community Partnership.

15. To consider a recommendation from the Shire Hall Working Party in regard of the submission to the National Lottery Heritage Fund.

Subject to the receipt of a satisfactory response from Tricolor confirming their acceptance of the below listed requirements, the Council agreed to approve the recommendation from the Shire Hall Working Party that the sub-250k grant application documentation be approved for submission to the National Lottery Heritage Fund (NLHF)

Tricolor are asked to confirm their acceptance that:

- The final outcome of the project to be funded by the sub-250k grant is the production by Tricolor of complete round 1 bid documents for the Town Council to consider in February 2027.
- The drafting of the round 1 bid documents is the sole responsibility of Tricolor, and relevant information will need to be sourced by Tricolor unless it is reasonable to assume that the Council already holds the information.
- The fees provided in the schedule are fixed, and WTC will have no further payments to make to Tricolor for the production of the round 1 bid.

- Should the sub-250k process fail to deliver outcomes acceptable to NLHF, that any financial clawback requested by the NLHF be payable by Tricolor, and not the Town Council.

A recorded vote was requested:

For – Cllrs. Beck, Adelson, Wilks, Sadler, Turner, Bale, Sanders, Sutton and Pegg.

Against – Cllrs. O’Nolan and Walsh.

Abstain – Cllr. Phipps

16. To consider the quotations received for the repair work to the Shire Hall windows.

The Council agreed to award the contract to undertake the repair work to the ground and first floor windows of the Shire Hall to Chapel Properties.

The Council furthermore agreed that the contract amount, £44,007.26, be met from the Council’s Shire Hall Maintenance EMR (EMR 340).

17. To consider a quotation received for the internal modification of the Shire Hall.

The Council agreed to award the contract to undertake the internal modification of the back office at the Shire Hall to Total Renovations.

The Council furthermore agreed that the contract amount, £4750.00, be met from the Council’s Shire Hall Maintenance EMR (EMR 340). The Town Clerk and Town Mayor were mandated to agree any additional costs required to renovate the space into a working area (decoration, office equipment, etc).

18. To consider recommendations from the Climate and Ecological Emergency Committee.

A – Estate Resilience/ Biodiversity Action Plan expenditure:

The Council agreed that the Town Clerk and Estates Team may utilise up to a maximum of £1,000 from the Estates Resilience budget (4135/140) to purchase a mobile water bowser and associated fitment requirements for use on the Town Council estate.

B – Biodiversity Policy for Woodbridge Town Council

The Council agreed to adopt the proposed Biodiversity Policy as a priority policy of the Council.

19. To consider and approve the Council's priority policies for:

A – Internal Control

The Council agreed to approve the Internal Control statement for the financial year 2025/26.

B – Health and Safety

The Town Clerk was asked to prepare an updated version of the Health and Safety policy for consideration at the March meeting of the Council, specifically including:

- The inclusion of First Aid and Fire Marshall training for Councillors.
- Reference to the Estates Officer being responsible for maintenance of tools used by the Estates Team.
- Re-word sections so that 'aim to ensure' is used instead of 'absolutely ensure'.

20. To consider an IT policy for the Council in order to adhere to new digital compliance requirements as introduced as part 2025 edition of the Practitioners' Guide.

The Town Clerk was asked to prepare an updated version of the IT policy for consideration at the March meeting of the Council.

21. 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 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.

22. To agree the recommendation from the Grants Working Party regarding the third round of funding as part of the 2025/26 Grant Scheme.

The Council approved the recommendation from the Grants Working Party to provide grant funding to local charities and organisations.

The grants detailed below would be funded from the Council's Grants budget (4800)

21 Young Hearts	- £1500
Noise of Art	- £1785
Tide Mill Trust	- £1200
Woodbridge Festival	- £0
TOTAL	- £4485

23. To consider the job specifications and advertising particulars for the Admin. and Financial Support Officer position.

The Council approved in principle the job specifications and advertising particulars for the Admin. and Financial Support Officer position, mandating the Staffing Committee to approve the documents for publication.

24. To receive a verbal update from the Mayor on matters concerning:

- A - the Longshed
- B - a Code of Conduct complaint

The Town Mayor provided a verbal update on the above-mentioned matters as well as reporting on his recent meeting with Chris Bally, CEO East Suffolk Council, ref. the Deben Campus proposals.

25. Closure

The meeting was closed at 9.09pm.

Councillor Phipps, Chair