

## To Members of the Town Council

|                       |                      |                     |                        |
|-----------------------|----------------------|---------------------|------------------------|
| Cllr. David Adelson   | Cllr. Ruth Leach     | Cllr. Nigel Phipps  | Cllr. Michael Sutton   |
| Cllr. Sue Bale        | Cllr. Eamonn O’Nolan | Cllr. Tom Rogerson  | Cllr. Katharine Turner |
| Cllr. Ellie Beck      | Cllr. Sharon Miller  | Cllr. Simon Sadler  | Cllr. Catherine Walsh  |
| Cllr. Geoff Holdcroft | Cllr. Doreen Pegg    | Cllr. Robin Sanders | Cllr. Martin Wilks     |

You are hereby summoned to the **meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 18<sup>th</sup> March 2026 at 7pm.**



Greg Diaper  
Town Clerk  
13<sup>th</sup> March 2026

## 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 thirty 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.

### **Woodbridge Town Council vision statement**

**The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.**

**We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.**

## **Agenda**

- 1. Apologies for absence.**  
To receive any apologies for absence.
- 2. Declarations of Member Interests.**  
To receive any declarations of interest in respect of items on this agenda.



**3. Requests for dispensations.**

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest. Members are reminded that they are responsible for ensuring their [Register of Interest](#) is up to date.

**4. 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 – three minutes per person.

**5. To receive a short presentation followed by a question-and-answer session from Dillon Oliver, React IT Account Manager.**

**6. To agree and approve the [minutes](#) of the meeting held 18<sup>th</sup> February 2026.**

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

- a. [Planning](#) – 18.02.26
- b. [Finance](#) – 25.02.26
- c. [Climate and Ecological Emergency](#) – 25.02.26
- d. [Planning](#) – 04.03.26
- e. [Amenities](#) – 04.03.26
- f. [Highways and Transport](#) – 11.03.26
- g. [Finance](#) – 11.03.26

**8. To consider and approve Town Council payments list for March 2026.**

**9. To note the following Town Council Accounts:**

- a. Payments made since February Town Council Meeting
- b. Direct Debit payments for February 2026
- c. HSBC Corporate Card payments for February 2026
- d. Bank Reconciliation and Supporting Statements to 28<sup>th</sup> February 2026
- e. Debtors report to 28<sup>th</sup> February 2026 (Confidential)

**10. To note the Council's financial position as at 28<sup>th</sup> February 2026.**

- a. Income and Expenditure Report to 28.02.2026
- b. Balance sheet as of 28.02.2026

**11. Openness and accountability of Woodbridge Town Council:**

- a. To receive a report from the Town Mayor
- b. To receive report from the Chair of the Council's Amenities Committee
- c. To receive an update from the Town Clerk

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings

**12. To consider the significant projects of the Council.**

- a. The Shire Hall – the progress with Chapel’s; the NLHF bid and the state of the contracts for third party suppliers; the work with the Woodbridge and Melton Society
- b. In house gardening/ maintenance – update on the plan; table summarising the budget and spend for capital items
- c. Local Government Reform – green space due diligence; built spaces plan

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

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

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

**16. Exchange of views on community resilience/ community cohesion. Is it necessary to try to re-establish a good neighbour scheme in Woodbridge as was established during the Covid lockdown.**

**17. To consider requests from County Councillor Leach for Council support for the following projects:**

- a. Deben Rotary Santa Sleigh
- b. Sutton Hoo hopper bus

**18. To consider the financial forecast for the year end position and agree EMR movements where appropriate.**

**19. To consider the asset register report for 2025/26.**

**20. To confirm the time, date (Wednesday 13 May) and location of the Annual Town Meeting and have an exchange of views on the possible agenda items.**

**21. To consider and agree the 2025/26 CIL report.**

**22. To consider the meeting schedule for 2026/27.**

**23. To consider a recommendation from the Amenities Committee regarding the land for sale at Brock Lane.**

- 24. To consider recommendations from the Finance Committee in regard of:**
  - a. Investment Policy
  - b. Risk register
- 25. To consider and approve the Council's priority policies for:**
  - a. Health and Safety
- 26. 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.**
- 27. To note the letter authorised by the Highways and Transport Committee further to resident concerns raised in regard of the Active Travel Woodbridge project.**
- 28. 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.**
- 29. To note the completion of Officer appraisals and consider any recommendations from the Staffing Committee.**
- 30. To consider recommendations from the Property Working Party in regard of:**
  - a. Relocation options for the administrative function of the Council
  - b. Theatre Street toilet site sale
- 31. To note upcoming meetings for the Town Mayor – any views on issues to be discussed:**
  - a. Jenny Riddell-Carpenter MP 25 March – headline point is the Deben Campus project
  - b. Seckford Foundation – date to be agreed. Main issues are their annual report which includes community activity plus their agreement on annual meeting with town/council
  - c. Inspector Nicola Turner who is replacing Inspector Colin Clack. She is invited to come to our April meeting but yet to confirm. Any specific issues councillors would like to discuss with her?
- 32. To receive an update on the Elmhurst Park kitchen garden – receipt of a further legal challenge.**
- 33. Closure.**

## **Item 8**

### **To consider and approve Town Council payments list for March 2026.**

In order to accord with section 6.10 of the Council's Financial Regulations (below in italics), the Council must agree to authorise the monthly list of payments to the Council's contractors and suppliers (which may also include expenses payments to Members, grants, refunds etc).

*The RFO shall present a schedule of payments requiring authorisation at council level, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the agenda of that meeting.*

Provided via the Council's [website](#) is the list for March – **Members are asked to consider and approve the Town Council payments list for March 2026.**

## **Item 9**

### **To note the following Town Council Accounts**

- a. Payments made since February Town Council Meeting
- b. Direct Debit payments for February 2026
- c. HSBC Corporate Card payments for February 2026
- d. Bank Reconciliation and Supporting Statements to 28<sup>th</sup> February 2026
- e. Debtors report to 28<sup>th</sup> February 2026 (Confidential)

Provided via the Council's [website](#) are the above listed documents, **which Members are asked to note.** Members are advised that these documents are provided in the public domain to ensure full public accountability of the Council's accounts (excluded the debtors report), and to assist the Council's internal and external auditors during their review of the Council's finances.

## **Item 10**

### **To note the Council's financial position as at 28<sup>th</sup> February 2026.**

Provided overleaf are the income and expenditure figures and statutory balance sheet to February 28<sup>th</sup>, which summarise the Council's financial position across it's day to day budget headings, bank accounts and reserves.

**Members are asked to note the Council's financial position as at 28<sup>th</sup> February 2026.**

## Income &amp; Expenditure by Budget 28/02/2026

Month No: 11

## Account Code Report

|                                     | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| <b><u>Income</u></b>                |                        |                       |                    |                          |                    |              |
| 1100 Hire of Elmhurst Park          | 975                    | 1,000                 | 25                 |                          |                    | 97.5%        |
| 1110 Lease on Kitchen Garden        | 0                      | 95                    | 95                 |                          |                    | 0.0%         |
| 1200 Hire of Kingston Field         | 590                    | 300                   | (290)              |                          |                    | 196.7%       |
| 1210 KP-Property Income             | 4,500                  | 0                     | (4,500)            |                          |                    | 0.0%         |
| 1216 Whisstocks Develop. Lrt Income | 4,470                  | 5,727                 | 1,257              |                          |                    | 78.1%        |
| 1217 Museum Income                  | 601                    | 776                   | 175                |                          |                    | 77.5%        |
| 1218 WRT Income                     | 1,457                  | 1,880                 | 423                |                          |                    | 77.5%        |
| 1220 Tennis Court Income            | 2,163                  | 2,163                 | 0                  |                          |                    | 100.0%       |
| 1230 Allotment Rents                | 636                    | 535                   | (101)              |                          |                    | 118.8%       |
| 1235 Property Re-charges            | (2,811)                | 0                     | 2,811              |                          |                    | 0.0%         |
| 1400 Theatre Street Wayleave        | 283                    | 0                     | (283)              |                          |                    | 0.0%         |
| 1500 Hire of Shire Hall             | 4,184                  | 1,250                 | (2,934)            |                          |                    | 334.7%       |
| 1505 Hire of Shire Hall Mkt Square  | 805                    | 1,000                 | 195                |                          |                    | 80.5%        |
| 1510 SH (UF) Property Rent          | 1,299                  | 1,300                 | 1                  |                          |                    | 99.9%        |
| 1520 Hire of Whisstocks Waterfront  | 5,950                  | 3,000                 | (2,950)            |                          |                    | 198.3%       |
| 1525 Whisstocks Quay Property Inc.  | 3,450                  | 0                     | (3,450)            |                          |                    | 0.0%         |
| 1600 Precept                        | 555,624                | 555,642               | 18                 |                          |                    | 100.0%       |
| 1605 Grants Received                | 955                    | 0                     | (955)              |                          |                    | 0.0%         |
| 1620 Wedding Income                 | 30,484                 | 30,000                | (484)              |                          |                    | 101.6%       |
| 1630 Other Income                   | 1,001                  | 0                     | (1,001)            |                          |                    | 0.0%         |
| 1635 Hop to it Income               | 1,303                  | 0                     | (1,303)            |                          |                    | 0.0%         |
| 1690 Interest Received              | 17,092                 | 15,250                | (1,842)            |                          |                    | 112.1%       |
| 1700 Market Rents Received          | 3,541                  | 6,000                 | 2,459              |                          |                    | 59.0%        |
| 1860 SCC Locality Funding Income    | 2,000                  | 0                     | (2,000)            |                          |                    | 0.0%         |
| 1870 CIL Income                     | 6,878                  | 6,000                 | (878)              |                          |                    | 114.6%       |
| 1871 Tide Mill Quay Inc             | 873                    | 1,000                 | 127                |                          |                    | 87.3%        |
| 1900 Building Insurance Re-charges  | 2,435                  | 2,200                 | (235)              |                          |                    | 110.7%       |
| 1905 Capital Receipts               | 77,594                 | 150,000               | 72,406             |                          |                    | 51.7%        |
| <b>Total Income</b>                 | <b>728,333</b>         | <b>785,118</b>        | <b>56,785</b>      |                          |                    | <b>92.8%</b> |
| <b><u>Overhead Expenditure</u></b>  |                        |                       |                    |                          |                    |              |
| 4000 Grounds Maintenance Contract   | 54,689                 | 80,000                | 25,311             | 8,160                    | 17,151             | 78.6%        |
| 4005 Maintenance                    | 14,598                 | 14,101                | (497)              | 16                       | (513)              | 103.6%       |
| 4100 Utilities                      | 7,085                  | 9,700                 | 2,615              |                          | 2,615              | 73.0%        |
| 4125 Toilets - cleaning, maint, etc | 1,181                  | 2,000                 | 819                |                          | 819                | 59.0%        |
| 4131 Events/Activities              | 30,640                 | 28,250                | (2,390)            |                          | (2,390)            | 108.5%       |
| 4135 Projects                       | 39,973                 | 57,625                | 17,652             | 2,530                    | 15,122             | 73.8%        |
| 4410 Allotment Expenses             | 302                    | 200                   | (102)              |                          | (102)              | 151.0%       |
| 4510 Telephone                      | 679                    | 1,100                 | 421                |                          | 421                | 61.7%        |
| 4515 Cleaning                       | 2,772                  | 2,700                 | (72)               |                          | (72)               | 102.7%       |

Month No: 11

**Account Code Report**

|                                     | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|---------|
| 4600 Salaries                       | 116,268                | 119,032               | 2,764              |                          | 2,764              | 97.7%   |
| 4601 Salaries PAYE Tax/NI           | 36,524                 | 39,354                | 2,830              |                          | 2,830              | 92.8%   |
| 4602 Salaries Pension Contribs      | 38,863                 | 39,031                | 168                |                          | 168                | 99.6%   |
| 4603 Salaries Travel/Mileage        | 1,449                  | 600                   | (849)              |                          | (849)              | 241.6%  |
| 4604 Salaries Subsistence           | 261                    | 400                   | 139                |                          | 139                | 65.2%   |
| 4620 Mayor's Expenses               | 1,261                  | 1,500                 | 239                |                          | 239                | 84.0%   |
| 4625 Mayor's Receptions/Civic Tea   | 2,179                  | 3,000                 | 821                |                          | 821                | 72.6%   |
| 4630 Deputy Mayor's Expenses        | 54                     | 100                   | 46                 |                          | 46                 | 54.2%   |
| 4635 Hospitality                    | 210                    | 150                   | (60)               |                          | (60)               | 139.7%  |
| 4636 Staff Vacancy advertising      | 750                    | 500                   | (250)              |                          | (250)              | 150.0%  |
| 4640 Stationery & Printing          | 683                    | 1,000                 | 317                | 19                       | 297                | 70.3%   |
| 4642 New website                    | 670                    | 250                   | (420)              |                          | (420)              | 268.0%  |
| 4645 Computer Maintenance Contract  | 14,196                 | 12,500                | (1,696)            |                          | (1,696)            | 113.6%  |
| 4650 Training (Staff)               | 335                    | 1,250                 | 915                | 640                      | 275                | 78.0%   |
| 4655 Training (Cllrs) & Expenses    | 0                      | 750                   | 750                |                          | 750                | 0.0%    |
| 4660 Photocopier                    | 1,765                  | 1,500                 | (265)              |                          | (265)              | 117.7%  |
| 4670 Postage                        | 126                    | 150                   | 24                 |                          | 24                 | 84.2%   |
| 4675 Wedding Expenses               | 500                    | 750                   | 250                | 240                      | 10                 | 98.7%   |
| 4685 Handyman Contract              | 1,588                  | 1,500                 | (88)               |                          | (88)               | 105.9%  |
| 4750 Surgeries and External Meeting | 369                    | 500                   | 131                |                          | 131                | 73.7%   |
| 4800 Grants Scheme                  | 13,265                 | 17,750                | 4,485              |                          | 4,485              | 74.7%   |
| 4805 Regatta Insurance              | 537                    | 600                   | 63                 |                          | 63                 | 89.5%   |
| 4810 Tide Mill Grant                | 7,500                  | 7,500                 | 0                  |                          | 0                  | 100.0%  |
| 4825 Remembrance Day Expenditure    | 1,087                  | 1,200                 | 113                |                          | 113                | 90.6%   |
| 4830 Foreshore Rent -Tide Mill Quay | 2,378                  | 2,375                 | (3)                |                          | (3)                | 100.1%  |
| 4835 Crown Estates Mooring Fees     | 0                      | 300                   | 300                |                          | 300                | 0.0%    |
| 4841 Youth Engagement               | 3,886                  | 5,000                 | 1,114              |                          | 1,114              | 77.7%   |
| 4842 Young Adult Support (18-25)    | 3,900                  | 5,000                 | 1,100              |                          | 1,100              | 78.0%   |
| 4844 Senior Support                 | 5,043                  | 5,000                 | (43)               |                          | (43)               | 100.9%  |
| 4846 NSIPS                          | 500                    | 2,500                 | 2,000              |                          | 2,000              | 20.0%   |
| 4847 International/Twinning         | 1,171                  | 1,000                 | (171)              |                          | (171)              | 117.1%  |
| 4853 Christmas Light fund           | 6,859                  | 9,000                 | 2,142              |                          | 2,142              | 76.2%   |
| 4881 Whisstocks (other) Expd.       | 2,946                  | 2,900                 | (46)               |                          | (46)               | 101.6%  |
| 4900 Bank Charges                   | 831                    | 400                   | (431)              |                          | (431)              | 207.8%  |
| 4905 Insurance Costs                | 12,693                 | 12,500                | (193)              |                          | (193)              | 101.5%  |
| 4910 Audit & Accountancy Charges    | 0                      | 2,500                 | 2,500              |                          | 2,500              | 0.0%    |
| 4915 Other Subscriptions (inc SALC) | 1,992                  | 2,000                 | 8                  |                          | 8                  | 99.6%   |
| 4920 Internal Auditor Charges       | 692                    | 1,250                 | 558                | 713                      | (155)              | 112.4%  |
| 4925 Legal Fees                     | 7,413                  | 13,000                | 5,587              | 2,000                    | 3,587              | 72.4%   |
| 4930 Art Club fees                  | 14,096                 | 11,000                | (3,096)            |                          | (3,096)            | 128.1%  |
| 5100 Amenities Cttee Exp            | 1,082                  | 10,000                | 8,918              | 710                      | 8,208              | 17.9%   |

## Income &amp; Expenditure by Budget 28/02/2026

Month No: 11

## Account Code Report

|                                       | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| 5150 Planning Cttee Exp               | 649                    | 1,000                 | 351                |                          | 351                | 64.9%        |
| 5200 Highways Cttee Exp               | 28                     | 5,000                 | 4,972              | 2,253                    | 2,719              | 45.6%        |
| 5250 Climate Emergency Cttee Exp      | 8,756                  | 10,000                | 1,244              | 694                      | 551                | 94.5%        |
| 5310 Pest Control                     | 180                    | 500                   | 320                |                          | 320                | 36.0%        |
| <b>Total Overhead</b>                 | <b>467,453</b>         | <b>548,768</b>        | <b>81,315</b>      | <b>17,974</b>            | <b>63,341</b>      | <b>88.5%</b> |
| <b>Total Income</b>                   | <b>728,333</b>         | <b>785,118</b>        | <b>56,785</b>      |                          |                    | <b>92.8%</b> |
| <b>Total Expenditure</b>              | <b>467,453</b>         | <b>548,768</b>        | <b>81,315</b>      | <b>17,974</b>            | <b>63,341</b>      | <b>88.5%</b> |
| <b>Net Income over Expenditure</b>    | <b>260,880</b>         | <b>236,350</b>        | <b>(24,530)</b>    |                          |                    |              |
| plus Transfer from EMR                | 92,058                 | 0                     | (92,058)           |                          |                    |              |
| less Transfer to EMR                  | 165,188                | 0                     | (165,188)          |                          |                    |              |
| <b>Movement to/(from) Gen Reserve</b> | <b>187,750</b>         | <b>236,350</b>        | <b>48,600</b>      |                          |                    |              |

Woodbridge Town Council Current Year

Balance Sheet as at 28/02/2026

31st March 2025

28th February 2026

| <b>Current Assets</b>      |                                              |                |
|----------------------------|----------------------------------------------|----------------|
| 10,499                     | Debtors                                      | 4,255          |
| 14,568                     | VAT Control Account                          | 16,672         |
| 3,107                      | Prepayments                                  | 0              |
| 6,921                      | Current Account                              | 10,488         |
| 237,542                    | Money Manager Account                        | 271,692        |
| 290,835                    | Suffolk Building Society                     | 300,070        |
| 51                         | Petty Cash                                   | 119            |
| 200,775                    | Unity Trust Account                          | 279,856        |
| <hr/>                      |                                              | <hr/>          |
| <b>764,299</b>             |                                              | <b>883,153</b> |
| <hr/>                      |                                              | <hr/>          |
| <b>764,299</b>             | <b>Total Assets</b>                          | <b>883,153</b> |
| <b>Current Liabilities</b> |                                              |                |
| 8,678                      | Creditors                                    | 29,459         |
| 57,598                     | Accruals                                     | 0              |
| 2,970                      | PAYE/NI Creditor                             | 0              |
| 33,060                     | Income in Advance                            | 22,880         |
| <hr/>                      |                                              | <hr/>          |
| <b>102,306</b>             |                                              | <b>52,339</b>  |
| <hr/>                      |                                              | <hr/>          |
| <b>661,992</b>             | <b>Total Assets Less Current Liabilities</b> | <b>830,814</b> |
| <b>Represented By</b>      |                                              |                |
| 132,037                    | General Reserves                             | 226,189        |
| 529,955                    | Earmarked Reserves                           | 604,625        |
| <hr/>                      |                                              | <hr/>          |
| <b>661,992</b>             |                                              | <b>830,814</b> |
| <hr/>                      |                                              | <hr/>          |

The above statement represents fairly the financial position of the Authority as at 28/02/2026 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## **Item 11**

### **Openness and accountability of Woodbridge Town Council:**

- a. To receive a report from the Town Mayor

#### **Mayor's engagements since the last Town Council on 18 February 2026:**

- 17 February Chris Bally, Chief Executive of East Suffolk Council on **local government re-organisation**.
- 19 February Town Council's Conference on **devolution and re-organisation** and **AI**. Keynote addresses from MP Jenny Riddell-Carpenter, Jonathan Owen, Chief Executive of the National Association of Local Councils and Chris Bally, Chief Executive of East Suffolk Council. Two breakout sessions. I was on the panel with Jo Jonas, Clerk of Kesgrave and Chris Bally on Preparing for Local Government Reorganisation. The second panel was on Using Artificial Intelligence in Local Government.
- 27 February Webinar on **Emergency Preparedness and Building Community Resilience** with Councillor Adelson hosted by the Emergency Planning Officer for East Suffolk and the Suffolk Joint Emergency Committee. One take away for me is that Woodbridge, as a community, has further work to do on preparedness and resilience. Woodbridge Town Council is on track to sign-off on the Woodbridge Community Emergency Plan at this year's annual meeting in May.
- 27 February Meeting with James Edwards and Paul Downing on matters arising from the **Shire Hall Project**.
- 2 March Onsite meeting with the Post Office on Cumberland Street to discuss phase two of **Active Travel Woodbridge (ATW)** as part of finalizing the third consultation on ATW.
- 2 March Chaired the **Twinning** meeting to develop the programme for 2026 and to review steps to establish the Woodbridge Twinning CIC.
- 2 March Presentation to Councillors by the Council's **Estate Management** team of the initial plans drawn up by the new Gardeners' team focusing primarily on Elmhurst Park.
- 4 March Meeting with John Lemming, Chair and Phil Seurre, Treasurer of the **Community Hall**. Provided with an update on the Council's work on Local Government Re-organisation, reviewed contractual issues and exchanged views on moving forward with a structural survey and an external Health and Safety Survey. Discussed the damage caused by a car to the Hutchinson Room and the insurance related matters.
- 5 March Meeting with Des Waters, a number of Councillors and the Deputy Clerk to launch the **due diligence work** to be done on the green spaces in Woodbridge currently owned by East Suffolk Council and Suffolk County Council.
- 9 March Meeting with Alistair Mitchell and Emily Harwood from Fenn Wright on matters arising from the **Shire Hall Project**.
- 11 March Attended Highways Committee meeting. Public attendees raised issues relating to **Active Travel Woodbridge**.
- 12 March Meeting with Julian and Susie Kingston-Smith on **twinning**, matters arising from the **Shire Hall Project** and on **local government re-organisation**.
- 14 March Open day at the **Art Haven**.

## **Item 11**

### **Openness and accountability of Woodbridge Town Council:**


- c. To receive an update from the Town Clerk

| <b>Project</b>                                                      | <b>Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shire Hall – Supplementary submission and window replacement works. | See item 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Community Hall                                                      | <p><b>Accident</b> – The damaged part of the building has been made safe through internal and external propping – the Council has an invoice from Chapel Properties for this emergency work (including professional fees), in excess of £5,000. The Council’s insurers have appointed adjusters (McLarens) to assess the claim – the Town Clerk and Estates Manager met with McLarens, who have since confirmed that cover is in place for the impact damage to the property. McLarens have now recommended their preferred appointment of an external surveying firm to assist in managing the reinstatement project – Brawdia, and at the time of writing the Town Clerk is scheduling a meeting with this organisation (hopefully before this meeting). Ballpark figures of between £30,000 – £50,000 have been provided for the full reinstated of the Hutchinson room. McLarens have also instructed DACBeachcroft to assist with the recovery aspect of the claim.</p> <p><b>Survey</b> – Informal advice received from the structural engineer who attended the meeting with McLarens (and who designed the temporary propping plan – Mr Andrew Kemp), is that a building of this nature made of steel and brick is likely to be structurally sound. The internal cracking visible from within the main hall is to the lining of the building, not the structure. The matter was discussed with the Community Hall Management Committee at a recent meeting, and with the Deben Campus proposals in mind it was felt that this structural survey work is no longer required. A health and safety survey of the property is still on the Estates Managers to do list.</p> <p><b>Lease</b> – The ‘Long term management agreement’ for the property has around three years left of the current term. In discussion with the Community Hall Management Committee they have provided Heads of Terms for a</p> |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <p>potential new agreement, which will be considered by the Property Working Party and provided to Council when ready for wider consideration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sale of properties       | <p>15 Tide Mill Way – Sale complete.</p> <p>Theatre Street – See item 30b</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Whisstocks flood barrier | <p>The repairs have been completed. The gate was reopened for a short time but closed further Environment Agency guidance (tidal surge). The gate will remain closed until the passing of the equinoctial spring tides in late March.</p> <p>The waterproof membrane is currently stored in the gardeners shed – the Estates Manager is aware of the requirement to house this item at the site.</p> <p>Floodcontrol International – the company who built the gate and who undertake repairs, have been asked to consider designing a fixing which would allow the gate to be mechanically closed (for example using a <a href="#">telehandler</a>) to provide an alternative means of closure should the winch fail. They have confirmed that there is something similar used on gates on the River Humber, so we await their response.</p> |
| Woodbridge foreshore     | <p>Paper still awaited from the Tide Mill Trust regarding the Tide Mill pond – Finance Committee are forecasting that the works will cost the Council £10,000.</p> <p>The Woodbridge Quay Company have signed the Foreshore Management Agreement and paid £3,450 in this financial year. The sums of money the Council consider still owed will be recouped in forthcoming years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Changing Places toilet   | <p>The TCA application has been submitted to East Suffolk Council and can be viewed on the <a href="#">planning portal</a>. Rise CP have responded to questions posed by the owners of the Barretts site.</p> <p>East Suffolk Council have been chased ref the lease but no response – the Town Clerk will include DCllrs Leach and Molyneux in further communication as a means to try and generate a response.</p> <p>More recently, communication has been received from an organisation <i>'supporting East Suffolk Council and the Sizewell C Tourism Fund Project Team to undertake a feasibility study into the provision a Changing Places facility</i></p>                                                                                                                                                                           |

|  |                                                                                                                                                                                                                                                                    |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><i>within a specific area from the planned Sizewell C facility</i>’.</p> <p>The Town Clerks communication with this organisation to date are provided on SharePoint – a verbal report will be provided of any meeting of the parties prior to this meeting.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Decision/action points from previous meetings of the Council:

| <b>Item</b> | <b>Decision</b>                                                                                                                                                                                          | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15          | 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) | <p>Application submitted.</p>  <p>Hello,</p> <p>Your application for funding has been received.</p> <p>Your project reference number is: HA-25-01732. We use this number to identify your project if you contact us, so please keep it safe.</p> <p>What happens next?</p> <p>We will check your application and the information you have provided, to make sure we have the information we need to assess your application. This will include checking you have provided your accounts and governing or constitution documents.</p> <p>We may contact you to request more information or documents if we need them.</p> <p>Once we have all the information and documents we need, we will assess your application and let you know our decision within 8 weeks.</p> <p>Best wishes,</p> <p>The National Lottery Heritage Fund</p> |
| 16          | 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.                                                      | See item 12 – work scheduled to begin on Monday 23 <sup>rd</sup> March.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17          | The Council agreed to award the contract to undertake the internal modification of the back office at the Shire Hall to Total Renovations.                                                               | Total Renovations advised of the award – Estates Manager working to schedule the project with the contractor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18          | 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     | Purchase yet to be made but the item will be procured before the end of the financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|    |                                                                                                                                                                                                                        |                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|    | requirements for use on the Town Council estate.                                                                                                                                                                       |                                                                                                      |
| 18 | The Council agreed to adopt the proposed Biodiversity Policy as a priority policy of the Council.                                                                                                                      | Policy available on the Town Council website                                                         |
| 19 | The Council agreed to approve the Internal Control statement for the financial year 2025/26.                                                                                                                           | Policy available on the Town Council website                                                         |
| 19 | 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:                                                  | See item 25                                                                                          |
| 20 | The Town Clerk was asked to prepare an updated version of the IT policy for consideration at the March meeting of the Council.                                                                                         | See item 26                                                                                          |
| 22 | The Council approved the recommendation from the Grants Working Party to provide grant funding to local charities and organisations.                                                                                   | Organisations received funding in early March.                                                       |
| 23 | 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. | Staffing Committee will have met prior to this meeting and hopefully signed off the job particulars. |

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/NSIP meetings  
NSIP report for Woodbridge Town Council March 2026

### **Sealink (Applicant National Grid Electrical Transmission (NGET))**

The Examination Authority (ExA) has scheduled a further Open Floor Hearing (OFH) on the week beginning 23 March and 2½ days of further Issue Specific Hearings (ISH) after the OFH with the ISH having a near identical agenda to the ones on 28-30 January where the Examiners curtailing discussion on topics due to time constraints.

The hearings will again be at ExCEL with satellite meeting rooms in Kent and Suffolk (Ufford Park Hotel) and individuals connected from offices and homes, all via TEAMS.

Since the last report ExA had decided to not arrange any further site inspections despite calls to do so by many parties.

Two further deadline for submission of evidence have passed (Deadlines 4 and 5) with two more to go on 13 and 19 April. Over 200 new or revised documents were submitted at each deadline, primarily by the Applicant. However, many of those Applicant documents contain limited additional information or refer to issuing further details at later deadlines making Examination and commentary difficult due to the fixed 6-month term of an Examination. There remain substantive areas of disagreement between the Applicant and Statutory Consultees such as the County and District Councils the Environment Agency, Port of London Authority etc, these being recorded in Principal Areas of Disagreement documents (PADSS) issued at deadline 5. Normally by this stage of an Examination there are few remaining such areas.

On a more positive note, SCC's suggestion at Deadline 4 of an alternative route for access to the site, via the B1122 and Leiston has received broad support by local parishes and towns. This would remove the controversial route via Benhall (B1121) and the Fromus valley crossing. Further there was, as instigated by ESCEP, a call for a hearing on the fundamental need for the project. Currently this has not been responded by the EXA but will be raised at the new OFH. NGET has responded to the extensive Suffolk Energy Action Solutions (SEAS) documents on this issue stating their far cheaper alternative is not viable but they accept the need for 2GW capacity for a failure of two of the current Sizewell to Bramford cables is now only 350MW.

I chaired the ESCEP quarterly update meeting for town and parish councils on 26<sup>th</sup> February at Yoxford Parish Rooms. Some 30 +delegates from Sutton in the south to Lowestoft in the north attended and we have had very positive feedback.

### **Lionlink**

The consultation closed on 10 March 2026. A report on the consultation is expected in June.

### **Sizewell C**

The new Friday Street and Yoxford roundabouts should both be operational within the next week.

The Sizewell C Southern Transport Forum (STF) on 4 March indicated that the 600 movements/day limit for HGVs and buses will now be exceeded this summer but this is wholly due to new buses as the Park&Ride sites at Yoxford and Wickham Market will become partially operational earlier than planned. The two villages bypass however is behind schedule due to poor weather and will not open until 2027.

Sizewell C is going to fund some repair work to minor roads affected by diversion traffic as a result of their offsite works.

Network Rail responded to my query at the last STF about the footbridge at Woodbridge and it deems is structurally sound and not in need of improvement work.

### **ESCEP**

I chaired the ESCEP quarterly update meeting for town and parish councils on 26<sup>th</sup> February at Yoxford Parish Rooms. Some 30 +delegates from Sutton in the south to Lowestoft in the north attended and we have had very positive feedback.

## **Item 12**

### **To consider the significant projects of the Council.**

- a. The Shire Hall – the progress with Chapel's; the NLHF bid and the state of the contracts for third party suppliers; the work with the Woodbridge and Melton Society

Chapel Properties are scheduled to begin work, starting with the installation of scaffolding wrapped fully around the Shire Hall, on Monday 23<sup>rd</sup> March – the project time is ten weeks. Chapel, via their scaffolding contractor have secured permission to work on the highway. Officers have submitted to East Suffolk Council a request to suspend the parking bays on either side of the Shire Hall to ensure enough space for vehicles to pass safely alongside the scaffolding, which will be partly on the highway. Positive communication has been received from ESC parking services – by the time of this meeting the Town Clerk will have replied to an email asking for more details of the exact number of bays to be closed, which will then hopefully confirm the license fee payable to ESC – this is forecast to be in the region of £2,000.

- b. In house gardening/ maintenance – update on the plan; table summarising the budget and spend for capital items

Members received a presentation from Liam, Jess and Frankie in early March with their plans for Elmhurst Park and some consideration of the wider estate – a copy of that presentation is provided on SharePoint. The Amenities Committee undertook a formal review of the plan, and their minutes state, *'The Committee wholeheartedly supports the plan for Elmhurst Park and looks forward to seeing progress and receiving further updates'*. This remains a working document and Councillors should expect and update version in due course.

Work to upgrade the Elmhurst Park gardeners shed, now affectionately referred to as the 'Gardeners Arms', is complete. Photos are provided on SharePoint with one of the office/ kitchen/ rest room provided below. This work has turned an unloved shed into workshop, storage space, kitchen and rest/ break area of high quality – a Wi-Fi connection has been secured so desk based activities can also be undertaken from the location.



At the time of writing the majority of capital spend has been completed – all that remains to be secured is a trailer (purchase agreed with a local supplier), water bowser, and a towbar to be fitted to the large van – these will be completed in the current financial year.

The agreement at the October meeting in regard of the funding of these purchases was, *'to utilise fully any underspend on expenditure code 4000, and (the entire funds of) EMR 360'*

**Expenditure code 4000 – In year budget – £ 88,939.**

By year end, the Council will have paid £52,470.79 to Nuture for their work as part of the contract between the organisations – since being informed of the Council’s decision to take back control of it’s estate, Nuture have reduced efforts and for the majority of the winter have just emptied the bins and undertaken some minor works – the monthly payment to them has reduced to around £2,500.

That contract amount minus the in-year budget has allowed Officers to utilise the remaining £36,468.21 to fund the following (summarised) purchases - £399 remains to be utilised if required:

| Budget            | Spend       |
|-------------------|-------------|
| Nuture            | £ 52,470.79 |
| Electrical works  | £ 8,100.00  |
| Shed improvements | £ 12,230.00 |
| Vehicles          | £ 3,612.16  |
| Tools             | £ 10,923.05 |
| Office            | £ 541.25    |

|        |             |
|--------|-------------|
| Plants | £ 662.50    |
| Total  | £ 88,539.75 |

EMR 360 – Budget – £35,274

The budget of EMR 360 has almost been fully utilised:

| Budget              | Spend       |
|---------------------|-------------|
| Van 1               | £ 6,194.00  |
| Shed roof           | £ 7,200.00  |
| Van 2               | £ 10,000.00 |
| Electrics           | £ 4,575.00  |
| Mower               | £ 4,995.00  |
| Mower extras        | £ 908.05    |
| Vehicle 2 Insurance | £ 991.03    |
| Tools               | £ 232.40    |
| Total               | £ 35,095.48 |

As provided, at the current time the set up costs for the in-house grounds' maintenance are forecast to be on budget – the Council minute did provide that unspent monies from the Amenities and Climate and Ecological Emergency Committee budgets could be utilised – this is not current anticipated.

The Town Clerk has requested the final invoice from Nuture – if this is not forthcoming by Wednesday (deadline for payments to be made in the current financial year), we will simply pay them the stated fee for the month and move on – we cannot have a situation like last year when they were unable to provide invoices to allow timely payment and correct year end accounting.

c. Local Government Reform – green space due diligence; built spaces plan

Members of the Devolution/ LGR working party met with Mr Des Waters in early March to consider his due diligence project brief (uploaded to SharePoint). The Property Working Party will be considered this further at their meeting on Monday 16<sup>th</sup> March and any feedback from that meeting will be discussed at this time.

March 2026 is when Secretary of State is expected to make a decision on new the structure of local government in Suffolk (one or three unitaries).

February 2026

# Parish Report

**Cllr Ruth Leach**

**07922 572159 – [ruth.leach@suffolk.gov.uk](mailto:ruth.leach@suffolk.gov.uk)**

## **Local elections in May 2026 reinstated**

At the end of January, the government announced that a number of local elections around the country would be postponed, where councils had written to them saying it would be helpful for delivery of Local Government Reorganization (LGR). This included Suffolk County Council's elections, which were due to be held on Thursday 7 May 2026. However, following legal challenge, the government has reversed its plans and has now announced that county council elections – as well as those due to be held by Ipswich Borough Council – will take place as originally planned. New councillors elected in May will hold office until the new unitary authority/ies are vested in 2028, with councillors for the new unitary authority/ies elected in 2027 and 'shadowing' the existing councillors for a year.

The government is due to make an announcement by the end of March on how many unitary councils will be set up in Suffolk.

## **Energy, Water, Transport, Commercial and Adaptive Infrastructure Policy**

At Cabinet on Tuesday 24 February, revisions to the council's Energy and Climate Adaptive Infrastructure Policy were approved, including a change in the name of the policy to the Energy, Water, Transport, Commercial and Adaptive Infrastructure Policy. This policy details how the council will respond to large developments such as Nationally Significant Infrastructure Projects (NSIPs), solar farms and data centres that may be attached to them, and changes to road systems in the county that may be needed following the projects. Suffolk County Council is a consultee on NSIP proposals, but it is not the decision-maker, and the policy sets out how the council will respond to such consultations, such as protecting best and most versatile agricultural land for food production, wellbeing of local communities where projects are disruptive and especially where there is cumulative impact of multiple projects, such as the coastal area around Sizewell C. The policy notes that solar farms may soon have data centres attached, so the council needs to have an agreed approach for developments that are large scale and energy-intensive. The policy also sets out that Suffolk County Council expects developers proposing projects to fund Planning Performance Agreements – this means that responding to all the proposals for these developments does not come out of the council's budget.

## **Vehicle Removal Trial for Resurfacing Works**

Suffolk Highways have announced that they will trial removing vehicles that have not been removed for planned resurfacing works. The council plans to make sure that residents are made aware at least two weeks in advance of any works, with cards placed under windscreens and put through residents' doors. Two days before the works are due to begin, cones will be put out along with signage to say when the works are due to begin. If there are still cars parked on the road on the day works are due to start, officers will knock on doors to try and find the owner to move it, but as a last resort, vehicles will be moved, ideally nearby where they are still in sight, but if this is not possible, they may be moved to a facility in Bury St Edmunds with a £70 fine issued. As with other Penalty Charge Notices, the amount payable is halved if the fine is paid promptly. Although it has long had the power to remove vehicles for planned works, until now Suffolk County Council has not exercised it – compared to Essex County Council, for example, who have been doing this for about a decade. This approach will be adopted by the council for a period between March to June 2026 initially, with a report prepared on the trial and making recommendations for the future.

## **Changes at the Top**

On 13 February, it was announced that Nicola Beach, the Chief Executive of Suffolk County Council, would be leaving her role. Nicola has been Chief Executive since 2018 when she replaced Deborah Cadman, and will be stepping down at the end of March 2026. The council proposes to appoint two existing directors – Andrew Cook and Mark Ash – into new joint chief executive roles for the remaining two years of the council's existence. As these directors' existing posts would not be recruited into, the number of senior staff at the council will reduce by one, saving up to £92k a year. This decision must be ratified by councillors at the next meeting of full council on 19 March 2026.

## **Suffolk Sustainability Initiatives Nominated for Awards**

Suffolk County Council has been nominated for a national award for its work on energy and sustainability. Only 24 local authorities in the UK have been shortlisted for the first APSE Energy Awards, which are held in partnership with the Department for Energy Security and Net Zero. The awards celebrate innovation and the role local authorities play in responding to the challenges of energy transition, climate change and long-term sustainability. The 'Accessing & Managing Finance' category recognises Suffolk County Council's Warm Homes Suffolk Loan Scheme (administered by Lendology CIC), and the Suffolk Public Sector Leaders group's Home Energy Efficiency Assessment Scheme (administered by Reed In Partnership). The loan scheme offers an interest-free loan to make energy efficient improvements, such as insulation, solar panels or heat pumps. Through countywide Sustainable Suffolk initiatives, the county is also up for a second award, in the 'Working in Collaboration' category which involves a range of projects such as a study into supporting taxi drivers to move to electric vehicles, and launching the Suffolk Sustainable Schools Network.

You can find out more about these initiatives here: <https://sustainablesuffolk.org.uk/>

## **Libraries Decision Scrutinised**

At Scrutiny Committee on 11 March, last year's decision by the council to move the library service back in house was reviewed. The council's contract with Suffolk Libraries ended on 31 May 2025 and following that date, the county's 45 libraries and three mobile libraries came back into council control. Libraries' Friends Groups remain in place, with the funds they have raised for individual libraries staying separate from Suffolk County Council's funding. The meeting heard how Suffolk County Council and Suffolk Libraries had worked together to make the transition seamless for library users, although the transfer into council employment had placed a burden on library employees to undertake staff training, including on council platforms for IT, HR and procurement. In addition, the council had undertaken a restructure which had saved £340k in the 'central team'. No redundancies of front line library employees

were made. During the meeting the council also laid out their plans to engage with library volunteers, governance systems for the new service and how the service would be celebrating the 2026 Year of Reading. The meeting also noted that borrowing of paper books was reducing, but that digital services such as eBooks and audiobooks were continuing to grow.

## **Support for Care Leavers**

On 5 March, the council's Education and Children's Services Scrutiny Committee met to discuss services and support provides for young people in Suffolk leaving care. The council has to offer support to young people leaving care up to the age of 25, and at the most recent Ofsted inspection in June 2024 this was highlighted as one of the main areas where the council needed to improve. Since the inspection, the council has worked to improve planning with young people who are coming up to leaving care, making sure more young people knew what support was on offer, and making sure that support was accessible for them as they prepared for independence. In addition, the council received a visit from the Ministry of Housing, Communities and Local Government in April 2025 which focused on youth homelessness and found that the council needed to immediately review its pathways for care leavers who presented as homeless. In response to these findings, the council increased the number of advisors working with 17 year olds to prepare for leaving care, and making sure they are aware with the help they can get such as reduction in council tax, and the 'Family Business' model the council uses to provide apprenticeships and jobs for young people who have been in care. The council has also nearly halved the number of care leavers in unsuitable accommodation, although they are still planning more work in this area, particularly for care leavers in custody.

If you want to know more about what help the council provides for young people leaving care, you can find it here: <https://www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/services-for-young-people-leaving-care>

## **Council's Culture Fund Recipients Announced**

Suffolk County Council have announced the recipients of their most recent £500k Culture Fund. This year's successful projects include festivals, youth arts programmes, heritage initiatives, wellbeing-focused activities and community-led creative work, with grants ranging from £2,000 to £20,000. Among the projects funded are:

- Frame the Future at DanceEast an eight-week creative intervention to support young people at risk of exclusion in Ipswich
- The Mid-Suffolk Light Railway Museum was given funding to refurbish its accessible railway carriage, maintaining inclusive access for wheelchair users, families and visitors with additional needs
- The Bloom Community Engagement Programme at Theatre Royal Bury St Edmunds, offering participatory theatre and workshops across West Suffolk, including youth theatre, SEND provision, over-55s sessions and an annual Bloom Festival to strengthen community connections

The full list of organisation receiving funding can be found here: <https://www.suffolk.gov.uk/cultureprojectfund>

## **Beyond Labels Exhibition Opens**

The council's exhibition celebrating disability in Suffolk has now opened at The Hold in Ipswich. Suffolk Archives were awarded just under £140k from the National Lottery Heritage Fund to deliver the project, which includes collecting stories from individuals, organisations, schools, and charities in the county about the life and roles of disabled people, and raise awareness of the challenges they face. The

exhibition will run until May 2026, and more information and tickets can be accessed here: <https://www.suffolkarchives.co.uk/beyond-labels/>

## **Parents Urged to Vaccinate Against Measles**

The council is urging parents and carers in Suffolk to ensure their children are fully vaccinated against measles, mumps, rubella, and chickenpox, following a resurgence of measles cases nationally over the past two years. The country has seen a return of measles outbreaks linked to falling vaccination uptake, and as a result, the UK recently lost its World Health Organization measles elimination status. Vaccination rates remain below the 95% coverage needed to prevent outbreaks, with almost one in five children starting primary school not fully protected against serious diseases. Measles is one of the most infectious diseases in the world and can lead to complications including pneumonia, meningitis, and brain inflammation.

Health leaders including the Public Health team at Suffolk County Council have advised that parents and carers will usually be contacted by their GP practice when their child is due a routine vaccination, but if a child has missed a vaccine and is over 18 months old, these can be scheduled at any time by contacting their GP practice to book an appointment. If a parent or carer is unsure what vaccinations their child has already received, they can check their Red Book, the NHS app or by speaking to their GP practice.

## **February 2026 Parish Report East Suffolk Council GLI Group – Councillor Update**

### *Helping households to save money, eat well and reduce food waste*

Households across Suffolk can now get free access to an award-winning meal planner to help them eat healthily, save money and reduce food waste.

Feel Good Suffolk provides free support to residents who want help managing their weight, getting more active and to stop smoking. Now it has now teamed up with FiveDinners.com

The online platform founded by TV chef and author Theo Michaels is already working with NHS Trusts and a number of other councils supporting over 30,000 members.

Now through the partnership with Feel Good Suffolk, it is offering households across the county free premium access for this year to the platform which would otherwise cost them £86 a year.

Residents simply have to visit the website, select the district council area that they live in and then put in their postcode - they won't be asked for any bank details which means they won't be charged for using the service.

Once registered, they will receive a meal plan every week, tailored to their needs and preferences. This can be personalised for low calories, child friendly, low cost, vegetarian, gluten-free, quick and easy, menopause friendly and more. Alongside the meal plan, members receive a shopping list for the week ahead, which automatically adjusts to the number of people they are cooking for.

The idea is that through meal planning, the service can help people manage a healthy weight with nutritious meals and portion control. That in turn can also help reduce household food waste and save households money.

GLI Cllr Jan Candy, East Suffolk's cabinet member with responsibility for Community Health, said: "It's fantastic to be offering the FiveDinners meal planning service free to residents across Suffolk. The benefits of helping people to manage their weight, improve their wellbeing whilst saving time and money as well as reducing their food waste, make it easier for us all to live healthier lives. I hope people will take advantage of this opportunity to cook smarter, save money and to eat well."

To take part, please visit: [fivedinners.com/my-community-food-hub/mycommunity/](https://fivedinners.com/my-community-food-hub/mycommunity/)

For further information about receiving support for weight management, getting more active, or stopping smoking, please visit: [feelgoodsuffolk.co.uk](https://feelgoodsuffolk.co.uk)

### *East Suffolk Youth Councillors Visit Parliament*

On March 6, a delegation from East Suffolk Youth Council will visit parliament for a tour and to engage in a debate about social media and critical thinking – conducting politics at the heart of politics! This follows on from their recent meeting with MPs regarding flooding, during which they stated their desire for the Lowestoft Tidal Barrier to receive government funding.

East Suffolk Youth Council was established with cross-party, unanimous support from East Suffolk Council in March 2024, and has welcomed members from special, state, private, and homeschooling backgrounds. The council is the first of its kind, with the GLI administration having written the powers of ESYC into the constitution, so that any motion passed by the young people must be discussed at Full Council. They have so far passed motions across a range of topics, including community infrastructure levy (CIL), community cohesion and flooding.

GLI Cllr and Chair of East Suffolk Council Dr Anthony Speca said: "Our Youth Councillors were invited to Parliament not just as ordinary school pupils, but elected representatives of their communities, just like the MPs who meet in the same building. The future of democracy visiting the cradle of democracy – how fitting! Our Youth Councillors play a big role in East Suffolk, and they've already moved the needle on issues such as youth safety and local planning. I'm tremendously proud of what they've achieved, and they should be proud, too."

### *Communities encouraged to choose sustainable transport with new grant scheme*

East Suffolk Council is inviting organisations to apply for funding towards cycle parking in their local community.

The Community Cycle Parking Fund is offering grants of up to £1,000 for the purchase and installation of new or upgraded cycle parking facilities.

Both town and parish councils, as well as community groups that work alongside them, can apply for the funding.

GLI Cllr Sarah Whitelock, cabinet member for Communities, Culture, Leisure and Tourism, said: "When travelling locally, having a safe and secure place to store a bike at the destination can be a key factor in deciding what mode of travel to use. We want our communities to journey by bicycle, confident in the knowledge that they can park, lock and leave a bike in a safe space.

"This grant fund supports the wider work of our Cycling and Walking Strategy, which aims to reduce the environmental impact of traffic pollution and congestion from cars through meaningful and community-focused initiatives."

Applications are now open for the grant fund. There is no deadline and applications will be considered on a rolling, first come first served basis until all funding has been allocated.

Guidance on applying to the grant can be viewed at: [tinyurl.com/yhmbpa5](https://tinyurl.com/yhmbpa5)

If you are considering making an application and have any questions or are unsure if this grant scheme is appropriate for your project, please contact: [climate.sustainability@eastsuffolk.gov.uk](mailto:climate.sustainability@eastsuffolk.gov.uk).

### *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/](https://www.eastsuffolk.gov.uk/community/squeeze/)**

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

**[www.eastsuffolk.gov.uk](https://www.eastsuffolk.gov.uk)**

**View the Well Minds East Suffolk booklet:** [tinyurl.com/9xhka624](https://tinyurl.com/9xhka624)

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## **Social Media and Helpful Links**

## Follow us on:

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

**Instagram** – [https://www.instagram.com/suffolkgli\\_group/](https://www.instagram.com/suffolkgli_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 \(suffolkgli.wordpress.com\)](#)

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/what-to-do-in-a-flood>

<https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/>

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

## Local Woodbridge Matters:

### Bus service improvements –

- Bus stop improvement grant application: following a tour of Woodbridge bus routes with SCC Transport Development Manager for Growth Highways and Infrastructure I was able to get the obsolete bus stop on Old Barrack Rd(OBR) removed, signage put in place for temporary bus stops further along OBR and bus timetables moved. I have identified the top 5 most used bus stops in Woodbridge based on passenger numbers, and will be applying to the Suffolk-On-Board Bus service improvement plan for solar powered digital display boards (RTPI), raised kerbs to aid boarding/alighting of the bus to address accessibility needs, and possible bus shelters. Our top 5 most used stops based on 6 months cumulative data are the Turban Centre (20110 daily trips), Hilly Fields (2308), Deben Pool (2036), Cherry Tree (1398), and Old Barrack Rd (Deben Seal)(1280).
- Sutton Hoo Hopper Bus – this proposal is awaiting agreement from Woodbridge Town Council, it will then be submitted to SCC for funding agreement on the 19/3/26 and will hopefully be implemented after May 7<sup>th</sup>. This is the proposed timetable, route and bus stops:

Trains arrive from Ipswich 31 min past the hr  
Trains Depart For Ipswich 17 min Past the hr

|                            |      |       |       |       |       |       |       |       |       |
|----------------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|
| Woodbridge Railway Station | 9:40 | 10:40 | 12:15 | 13:15 | 15:15 | 16:15 |       |       |       |
| Woodbridge Turban Centre   | 9:43 | 10:43 | 12:18 | 13:18 | 15:18 | 16:18 |       |       |       |
| Melton Railway Station     | 9:50 | 10:15 | 10:50 | 11:15 | 12:25 | 13:25 | Break | 15:25 | 16:25 |

|                            |       |       |       |       |       |       |       |       |
|----------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Sutton Hoo                 | 10:00 | 10:20 | 11:00 | 11:20 | 12:35 | 13:35 | 15:35 | 16:35 |
| Sutton Hoo                 | 11:45 | 12:45 |       | 14:45 | 15:45 | 16:45 |       |       |
| Melton Railway Station     | 11:55 | 12:55 |       | 14:55 | 15:55 | 16:55 |       |       |
| Woodbridge Turban Centre   | 12:02 |       | 13:02 | 14:57 | 16:02 | 17:02 |       |       |
| Woodbridge Railway Station | 12:05 | 13:05 |       | 15:05 | 16:05 | 17:05 |       |       |

- The public engagement process is ongoing for the planned CATS link to Martlesham Heath in place of the route that was removed (route 65) but further work has had to be delayed because of the election.

**Potholes** – please continue to report potholes and other defects using the Highways reporting tool. <https://highwaysreporting.suffolk.gov.uk/en-gb>. Currently we have identified approx. 100 defects including street markings, damaged bollards etc, our roads are to be inspected again and these defects will be evaluated and listed according to priorities. See more here about to how they are prioritised on the Highway Maintenance Operational Plan (HMOP) <https://www.suffolk.gov.uk/asset-library/v2.2-hmop-2021-final-live-october-2023-updated-2.242.pdf>

**Lighting** – The socket has been received and the Collets Walk lighting unit is due to go in on Mon 13<sup>th</sup> April.

**Road markings** – the new waiting restrictions have largely been applied to the highway surface – it is weather dependent and there are still a few more sites to complete. There have been many letters of appreciation for these.

**Repairs to the Railway Footbridge** –the completion of the refurbishment of the Greater Anglia portion of the footbridge has been delayed but it is expected to be completed next week. I have measured the rise and going and report that there is a discrepancy - the rise varies from 142 mm to 172 mm and the going between 213 and 300 mm on the station car park side and the rise varies between 148mm and 198, and the going varies between 304mm and 227mm on the river side. I have also received a report of another fall down the steps – NR have been notified and are inspecting the bridge again. There is still no undertaking to carry out the refurbishment that is being done in the other side.

**Active Travel Woodbridge** – Traffic count monitors are in position on Cumberland Street so that we can confirm the number of vehicles leaving and entering the site.

**Pay machine at Oak Lane car park has been installed**, I am following up on how to extend time if using the train station parking for longer than 24 hrs, presently there isn't a longer option available.

**ESC - Small community projects** £1.5 million investment grant applications will open in April. I will share details on how to do that once I receive them.

## **Press release for the Deben Leisure Centre major sustainability upgrade -**

**To reduce carbon emissions and improve sustainability, major works at Deben Leisure Centre in Woodbridge are scheduled to begin next month.**

East Suffolk Council is undertaking a major decarbonisation project at Deben, Leiston and Waterlane Leisure Centres, supporting the Council's commitment to achieving net zero emissions.

The upgrades, funded through the Government's Public Sector Decarbonisation Scheme and by the Council, will modernise aging plant equipment, cut carbon emissions and create more efficient, futureproof leisure facilities.

Work at Deben Leisure Centre will include the installation of an electric air source heat pump system and a new solar-panelled carport generating clean, renewable power. The improvements will ensure more reliable heating, hot water and long-term operational savings.

To enable this work to be safely carried out, the swimming pool and health suite will temporarily close between 6 April and 13 July. All other areas of the centre will remain fully open.

*Cllr Sarah Whitelock, East Suffolk's cabinet member for Communities, Culture, Leisure and Tourism said: "These improvements are being carried out as part of our commitment to reduce emissions and lower energy use at our leisure centres and will transform this much-loved community leisure centre into a modern, high-quality, sustainable facility for the community today and for future generations. I am proud that at a time when some councils are having to shut leisure facilities because they are too expensive to operate, we are investing in ours to ensure that residents can take care of their own mental and physical health."*

*"We apologise for any inconvenience caused by the temporary closure of the swimming pool and would encourage people to explore our other nearby leisure facilities whilst these works are underway."*

Places Leisure, which operates the centre on the council's behalf, have notified members of the upcoming pool closure. Those with swim only memberships will have their membership frozen, unless members choose to swim instead at Leiston or Felixstowe Leisure Centres. All other membership types are unaffected. Anyone with queries regarding their membership is asked to contact the centre via [www.placesleisure.org/contact-us](http://www.placesleisure.org/contact-us)

A small section of the car park will close for approximately five weeks to enable the installation of the solar carport. The rear car park will stay open throughout the works.

Please note that I will be entering the election moratorium on the 27<sup>th</sup> March when I will be standing as Lib Dem Candidate for the SCC ward of Woodbridge. There are boundary changes and this will also include approx. half of Melton.

Ruth Leach  
18/3/26

## **Item 17**

### **To consider requests from County Councillor Leach for Council support for the following projects:**

- d. Deben Rotary Santa Sleigh

Councillor Leach has provided the following request seeking Council support for the continuation of the Christmas Santa sleigh visits to Woodbridge:

### **Report on Deben Rotary Santa Sleigh**

March 2026

#### **Background**

- Contacted by a member of the public as to why the Santa sleigh no longer did its rounds in Woodbridge
- Received requests from the public to do a round following the previous routes in Kyson and Farlingaye wards

From Deben Rotarian, Martin Kenyon

- Deben Rotary own and operate the sleigh, Ian Baker manages operations
- An ESC licence is needed for the collection which usually goes towards the Salvation Army foodbank in Woodbridge
- Unable to continue due to dwindling membership at Deben Rotary
- Have lost their parking storage space and maintenance person

Scheduled usage 2025

- Thoroughfare on Thursday evening at the switch-on of the Christmas lights.
- Thoroughfare on Saturday December 13th from 10am to 4pm, and around the roads in Martlesham on the evenings of December 9th, 11th, 17th and 19th.
- East Anglian Children's Hospice 15<sup>th</sup> December

Working with Deben Rotary and the WTC Youth Council I was able to set up a round in Woodbridge on two nights, one of which had to be cancelled because of inclement weather. Cllr Sutton played Santa, Cllr Pegg and myself accompanies the sleigh and the Youth Council provided 3 volunteer elves. In their words 'contributing to the Christmas spirit in the community has been the best night of our lives!'. The risk assessment and insurance cover fell under Deben Rotary as their member was driving and managing the route.





Further correspondence;

*Insurance - Ian Baker tells me that towing the sleigh will be covered by the driver's insurance as long as his cover includes towing generally. You should never tow the sleigh at speed when Santa is on board. There is a seat belt for when he is in position.*

*Income - With regard to how much money the sleigh can raise it is obviously dependent on how many times you take it out. If you were to do five or six runs then £1000 should be achievable. Deben Rotary would want to have use of the sleigh on two occasions-the switching on of the Christmas lights and one Saturday in December for a collection in the Thoroughfare.*

*I can confirm that the Woodbridge Rotary Club do not want to take over the sleigh.*

Woodbridge routes:

## **ROUND 2**

ORCHARD CLOSE, BURY HILL,  
BERESFORD DRIVE,  
(PART) BARTON ROAD, EDWIN AVENUE,  
WARWICK AVE.

## **ROUND 1.**

NEWHAM AVENUE, PETERHOUSE CRESCENT,  
QUEENS AVENUE, NAUNTON ROAD,  
GRUNDISBURH ROAD (PART), HASKETON  
ROAD, CATHERINE ROAD, RANSON ROAD, (IF  
TIME) TENNYSON CLOSE,

Other considerations:

**Rotary in the Thames Valley Area, UK (D1090)**

rdosnotSpeaa80 092pi41a0c7am8fe01b431lm860te02r2e7tS 3145i32 ·

[#Santa](#)-Sleigh-(Christmas)-guidance

[#Updated](#) on: 10th September 2024

It should be made clear from the start that neither Bartlett Insurance's nor the Rotary Support Centre staff are legally or professionally trained to give specific guidance on legal matters and the Road Traffic Act. All clubs must obey the law and take responsibility for their activities.

Every year, there are questions raised around the area of insurance cover, safeguarding, the legalities of Santa (or any other Christmas character) being on a sleigh on the road and who is responsible for any claims that might arise. The key area of the Rotary insurance that causes confusion is the CONTINGENT insurance cover and how this applies – read on to find out more information.

The most commonly asked questions are:

Is it legal for Santa to be onboard the sleigh/Christmas float/trailer whilst it is being towed on the road?

Towing Santa in an open top vehicle on the road is considered an offence under the Road Traffic Act. However, it is up to individual Constabularies how they would interpret the individual situation and whether they would prosecute in such circumstances.

It is the responsibility of the organisers of a Santa Sleigh (the Rotary club or district) and particularly the driver of the towing vehicle to check:

That the local police traffic team gives approval for the Santa Sleigh to take place on the public highway.

The driver is legally permitted to tow the sleigh/Christmas float/trailer (insurance and licence).

With their motor insurance provider that their insurance provides third party liability for the towing risk.

The trailer is roadworthy and has been checked by an MOT standard mechanic. After being in storage for a year, wheels can be out of shape and rust may affect the

There is a working seatbelt on the trailer which must be used by whoever is on board the trailer when it is moving.

It is the driver who is responsible for any claims made against their motor vehicle insurance.

In some jurisdictions, an infringement of a minor traffic offence may be let off with a warning, but in another jurisdiction the same offence may be prosecuted. Each regional police constabulary traffic team is responsible for enforcing traffic regulations as they deem necessary, and it is for this reason why Rotary GB&I cannot give advice as to whether it is OK for a club to hold a Santa Sleigh/trailer/Christmas float event on the road.

A risk assessment must be completed as with all other events and activities, and include the risks associated with the Road Traffic Act and Motor Insurance, and don't forget to include safeguarding practices for your event.

Clubs must ensure that the owner/registered keeper of a vehicle towing a trailer or Christmas Float / Sleigh has motor insurance that provides third party liability for the towing risk, in accordance with the Road Traffic Act, and that the driver is legally permitted to tow the trailer or Christmas Float / Sleigh.

The liability policy has been extended to include contingent liability insurance to cover Rotary's Legal Liability against claims for bodily injury sustained by members or volunteers whilst playing Santa Claus arising from riding on the back of a festive trailer drawn by a mechanically propelled vehicle, subject to only one person seated upon the trailer whilst it is being towed.

A Risk Assessment must be completed as with any other event. The public liability section of the Rotary insurance cover will apply in relation to injury sustained by members of the public once the trailer is detached from the towing vehicle and stationary, for example outside a supermarket with Santa/elves in attendance. The trailer/sleigh must be properly secured against movement and stabilised.

A risk assessment must be completed as with all other events and activities, and include the risks associated with insurance.

Is the sleigh covered by the Rotary Insurance whilst in storage?

Is the club covered for playing music on the Sleigh/Christmas float? (Music Licence – Phonographic Performance Limited (PPL) Performing Rights Society (PRS) Licence)

With regards to Santa sleighs whereby Rotary has put in place a special PPL PRS licence which covers music for Santa sleigh activities only. Rotary clubs should be aware that Rotary GB&I does not hold a blanket PPL PRS licence cover to play music at any other Rotary events, clubs would have to organise this for themselves.

The following conditions apply to the Santa Sleigh cover:

Santa sleigh events only.

Only applies to all Rotary clubs chartered as of 1st July 2024.

Santa sleigh event must be taking place in November and/or December 2024.

This is an ongoing licence; it covers multiple venues for all Rotary clubs who were active on 1st July 2024 and covers any event with a Santa sleigh. Confirmation of the PPL PRS cover for Rotary Santa sleighs can be found [HERE](#).

Safeguarding

Safeguarding is just as important as health and safety. Santa and their helpers are not responsible for caring or supervising the children, as children are usually with their parents or guardians. In this case, because neither Santa nor their helpers are carrying out regulated activity with children, they are not legally eligible to have the enhanced DBS check.

Santa must always be accompanied by approved volunteers. Nobody (Santa, volunteers etc) should be left with children or adults at risk on their own.

Children or adults at risk should be accompanied by their parent/guardian/responsible adult

A discussion is requested whether WTC would be interested in taking this on.

Matters to consider are where it could be parked out of season, insurance, risk, who will drive it and who would look after the bookings. It is a long list but Deben Rotary have managed it well, for years, and I would like to see whether we can come up with any ideas on how to keep it available in Woodbridge if at all possible.

Cllr Ruth Leach

9<sup>th</sup> March 2026

e. Sutton Hoo hopper bus

Cllr. Leach briefed the Highways and Transport Committee at their March meeting about the proposals to launch a service linking Sutton Hoo with Woodbridge and Melton via a hopper bus service scheduled to link in with arrivals at Woodbridge train station. The difficulties of accessing Sutton Hoo both on foot or even via bike have highlighted the requirement for such a service, and hence Cllr. Leach is seeking Council support as part of her campaign to launch this service. Members of the Highways and Transport Committee were in favour of the proposal:

**11. To receive an update from County Councillor Leach on the following Highways and Transport related matters.**

The Committee received a verbal update from Cllr. Leach on the following Highways and Transport related matters:

Sutton Hoo hopper bus proposal  
Route 65 bus replacement service  
New waiting restrictions – installation underway

**Members are asked to consider requests from County Councillor Leach for Council support for the following projects:**

- f. Deben Rotary Santa Sleigh
- g. Sutton Hoo hopper bus

## **Item 18**

**To consider the financial forecast for the year end position and agree EMR movements where appropriate.**

The Finance Committee considered at their March meeting a three part item which looked the position of the Council's General Reserve, recommendations from the Council's prominent spending Committees, and the outrun forecast and year end movements.

The item can be considered via the [agenda](#) from that meeting (too large to paste into this agenda) and the outrun forecast via SharePoint, and the minutes provide the following recommendations:

**6. To consider the end of year financial forecast and recommend movements from within the Council's reserves, including:**

**A – To consider and recommend an acceptable position of the Council's General Reserve on April 1<sup>st</sup>, 2026**

The Committee, taking into consideration the Council's Reserves Policy, agreed to recommend to Full Council that the Council should aim for a General Reserve figure on April 1<sup>st</sup>, 2026 of £100,000.

**B – To consider recommendations from the Amenities and Climate and Ecological Emergency Committee**

The Committee agreed to approve the recommendations from the Amenities and Climate and Ecological Emergency Committee, and recommend to Council the following year end movements from the General Reserve (310):

- £8,000 to EMR 325 (Amenity Projects)
- £3,000 to EMR 411 (Estate Resilience)

**C – To consider the projected outrun and year end movements.**

The Committee noted the year end forecast, which including the transfers agreed above provided a general reserve figure of £117,629.

The Committee asked that the Town Clerk present the actual year end figures at the April meeting of the Committee where any decisions about internal movements can then be agreed.

The Committee also considered the position of the Councils Earmarked Reserves and agreed to recommend to Council that the funds from the sale of 15 Tide Mill

Way (£75,642.00), be transferred from EMR 353 (Capital Receipts) to EMR 343 (Shire Hall project).

**Members are asked to consider the recommendations from the Finance Committee in regard of the target balance of the General Reserve and year end movements within the Councils reserves.**

## **Item 19**

### **To consider the asset register report for 2025/26.**

The Officers of the Council have started preparations for year end – internal and external audits have been booked and the item prior on this agenda considers potential year end movements. This item is traditionally one of the first considered by the Council as part of the year end process.

Box 9 of the year end accounting statement of the Annual Governance and Accountability Return (AGAR) requires the Council to state its Total Fixed Assets, defined as;

*'The value of all the property the authority owns – it is made up of all its fixed assets and long-term investments as at March 31st'*

Members last considered the asset register in late March 2025, and the minutes state;

### **11. To consider the asset register report for 2024/25**

The Council noted the asset register report for 2024/25 and agreed an asset register value of £909,585.07 be submitted as part of the annual return.

Below is an extract from the 2024/25 AGAR showing that figure:

|                                                             |         |         |                                                                                                                                           |
|-------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Total fixed assets plus long term investments and assets | 906,480 | 909,585 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
|-------------------------------------------------------------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------------------|

Since that time the Council have acquired the following fixed assets:

| <b>Description</b>                           | <b>Asset Register Valuation</b> |
|----------------------------------------------|---------------------------------|
| Estate vehicle 1 – RX19 LGJ                  | £6,194.00                       |
| Estate vehicle 2 –                           | £10,000                         |
| Mower                                        | £4,995.00                       |
| Trailer                                      | £1,799.00                       |
| Gardening tools – inc. HSE equipment.        | £10,539                         |
| Office IT (Laptops and hardware)             | £1,690.16                       |
| Enclosure fencing                            | £1,550.00                       |
| Enclosure fencing                            | £3,350.00                       |
| Steel doors and sanitaryware                 | £15,193.84                      |
| Estate security – car park entrance barriers | £5,477.13                       |
| Accessible picnic bench                      | £915.75                         |
| Metal container/ shed                        | £1,695.00                       |

|                                 |                   |
|---------------------------------|-------------------|
| Estate security – hardwood gate | £900.00           |
| Boardwalk                       | £6,436.50         |
| <b>TOTAL</b>                    | <b>£70,735.38</b> |

And the following removal:

- 15 Tide Mill Way - (£1)

Uploaded to SharePoint is the updated fixed asset report, and **members are recommended to note and agree this report which forms part of the end-of-year financial reporting.**

## **Item 20**

**To confirm the time, date (Wednesday 13 May) and location of the Annual Town Meeting and have an exchange of views on the possible agenda items.**

The Local Government Act 1972 provides that a Town Meeting shall assemble annually between 1 March and 1 June in every year. It is a meeting of Local Government Electors of the Parish for the purpose of discussing the town's affairs. The Town Mayor presides at the meeting and the Council's Standing Orders apply.

The Annual Town Meeting has been provisionally scheduled for Wednesday 13th May at 7pm. Provided overleaf is the draft agenda; the final form of this document must be released seven clear days prior to the meeting.

Notes:

- The Woodbridge Town Football Club have not been approached about the availability of their facility.
- The meeting will take place after the Suffolk County Council elections scheduled for Thursday May 7<sup>th</sup>, however the agenda will need to be released beforehand (if May 13<sup>th</sup> is agreed)

**Members are asked to confirm the time, date (Wednesday 13 May) and location of the Annual Town Meeting and have an exchange of views on the possible agenda items.**

# To all electors in the Parish of Woodbridge

Notice is hereby given that the

## Annual Town Meeting

Will be held at the

**Woodbridge Town Football**

**Club, Fynn Road, IP12 4LS**

on

**Wednesday 13<sup>th</sup> May 2026 at 7.00pm**

The Local Government Act 1972 provides that a Town Meeting shall assemble annually between 1 March and 1 June in every year. It is a meeting of Local Government Electors of the Parish for the purpose of discussing the town's affairs.



**WOODBIDGE 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](mailto:townclerk@woodbridge-suffolk.gov.uk) | Website: [woodbridge-suffolk.gov.uk](http://woodbridge-suffolk.gov.uk)

The Town Mayor presides at the meeting and the Council's Standing Orders apply. The under-mentioned business will be conducted – local government electors for the parish of Woodbridge are qualified to attend and participate in this meeting (LGA 1972 s 13(1)).



Councillor Nigel Phipps

Mayor of Woodbridge

XX<sup>th</sup> May 2026

### **Agenda**

**1. Welcome.**

Introductions from the Mayor of Woodbridge, Cllr. Nigel Phipps

**2. Apologies for absence.**

**3. Consideration and approval of Minutes of the Annual Town Meeting held on Thursday 8<sup>th</sup> May 2025.**

**4. To receive a report from the Town Mayor on the Civic Year 2025/26.**  
(Limited to ten minutes)

**5. To receive a report from the Member of Parliament for Suffolk Coastal, Jenny Riddell-Carpenter MP.** (Limited to ten minutes)

**6. To receive a report from the County Councillor for Woodbridge, Cllr. Ruth Leach.** (Limited to ten minutes)

**7. To receive a report from the East Suffolk District Councillors for Woodbridge, Cllr. Ruth Leach and Cllr. Stephen Molyneux.** (Limited to ten minutes)

**8. Public question time.**

To receive questions from the public and reports from local organisations.  
(No time limit).

**9. Closure.**

## **Item 21**

### **To consider and agree the 2025/26 CIL report.**

The Community Infrastructure Regulations (2010), Section 62, set out the reporting requirements for a local authority who receive Community Infrastructure Levy (CIL) payments. Woodbridge Town Council must publish an annual statement on its website, and East Suffolk Council prepare a template for this report.

### **CIL receipts, decisions and spending during 2025/26**

The Council's CIL position is as follows:

- The CIL return for 2024/25 financial year stated a year-end balance of £72,732.69 at March 31st 2025.
- During the 2025/26 financial year we received two CIL payments, £5,061.73 in April and £1,816.60 in October, providing an available balance of £79,611.02.
- The following spends of CIL have been confirmed during the 2025/26 financial year:

| <b>Project</b>                                                                    | <b>Date of Spend</b> | <b>Amount spent £</b> |
|-----------------------------------------------------------------------------------|----------------------|-----------------------|
| Contribution toward safety perimeter fencing at the Woodbridge Town Football Club | 18.06.25             | £7,000                |
| Renovation of the Elmhurst Park public toilets                                    | 15.12.25             | £25,011.02            |
| <b>Total spent</b>                                                                |                      | <b>£32,011.02</b>     |

- £79,611.02 (available balance) minus £32,011.02 (in year spend) equals £47,600.00 (closing balance). Overleaf is the prepared return and CIL database, which tracks spending to 2017. **Members are asked to agree the 2025/26 CIL report**, which will be signed by the Town Clerk and Deputy Town Clerk, submitted to East Suffolk Council and published on our website.

Members should recognise the figure of £47,600 – that is the CIL earmarked as part of the Council's Changing Places project EMR.

At this time the Council is holding no other CIL funds however has budgeted to receive £6,000 in the 2026/27 financial year.

Since 2017, the Council has invested £172,546.88 of CIL in Woodbridge.

## CIL REPORT

Town or Parish Council: Woodbridge Town Council

1 April 2025 to 31 March 2026

|          |                                                                                                                     |                   |
|----------|---------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>A</b> | <b>Total CIL income carried over from previous years</b>                                                            | <b>£72,732.69</b> |
| <b>B</b> | <b>Total CIL income received (receipts)</b>                                                                         | <b>£6,878.33</b>  |
| <b>C</b> | <b>Total CIL spent (expenditure)</b>                                                                                | <b>£32,011.02</b> |
|          | <b>Total CIL requested to be repaid in the year</b>                                                                 | <b>£0</b>         |
|          | <b>Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid</b> | <b>£0</b>         |
| <b>D</b> | <b>Total CIL repaid in the year following a Repayment Notice</b>                                                    | <b>£0</b>         |
| <b>E</b> | <b>Total CIL retained at year end (A+B-C-D)</b>                                                                     | <b>£47,600.00</b> |

### CIL Expenditure

| <b>Items to which CIL has been applied:</b>                                       | <b>Date of Spend</b> | <b>Amount spent £</b> |
|-----------------------------------------------------------------------------------|----------------------|-----------------------|
| Contribution toward safety perimeter fencing at the Woodbridge Town Football Club | 18.06.25             | £7,000                |
| Renovation of the Elmhurst Park public toilets                                    | 15.12.25             | £25,011.02            |
| <b>Total spent</b>                                                                |                      | <b>£32,011.02</b>     |

Signed: \_\_\_\_\_ Position:

Verified: \_\_\_\_\_ Position

| Date                            |                                 | Receipts during 2016/17           | Receipts during 2017/18           | Receipts during 2018/19           | Receipts during 2019/20           | Receipts during 2020/21           | Receipts during 2021/22           | Receipts during 2022/23           | Receipts during 2023/24           | Receipts during 2024/25           | Receipts during 2025/26           |
|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 22/04/2016                      |                                 | £ 1,122.00                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 25/10/2016                      |                                 | £ 3,513.49                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 25/10/2017                      |                                 |                                   | £ 3,975.41                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 25/04/2018                      |                                 |                                   |                                   | £ 11,783.07                       |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 26/10/2018                      |                                 |                                   |                                   | £ 6,255.11                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 03/05/2019                      |                                 |                                   |                                   |                                   | £ 4,383.71                        |                                   |                                   |                                   |                                   |                                   |                                   |
| 29/10/2019                      |                                 |                                   |                                   |                                   | £ 38,895.89                       |                                   |                                   |                                   |                                   |                                   |                                   |
| 03/05/2020                      |                                 |                                   |                                   |                                   |                                   | £ 3,940.90                        |                                   |                                   |                                   |                                   |                                   |
| 14/10/2020                      |                                 |                                   |                                   |                                   |                                   | £ 31,691.61                       |                                   |                                   |                                   |                                   |                                   |
| 20/04/2021                      |                                 |                                   |                                   |                                   |                                   |                                   | £ 36,105.23                       |                                   |                                   |                                   |                                   |
| 26/10/2021                      |                                 |                                   |                                   |                                   |                                   |                                   | £ 4,503.90                        |                                   |                                   |                                   |                                   |
| 20/04/2022                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   | £ 34,384.39                       |                                   |                                   |                                   |
| 01/10/2022                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   | £ 13,616.74                       |                                   |                                   |                                   |
| 01/04/2023                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 4,008.96                        |                                   |                                   |
| 01/10/2023                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 2,831.18                        |                                   |                                   |
| 15/04/2024                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 8,385.91                        |                                   |
| 21/10/2024                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 3,871.05                        |                                   |
| 25/04/2025                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 5,061.73                        |
| 21/10/2025                      |                                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 1,816.60                        |
| <b>Total Receipts this year</b> |                                 | £ 4,635.49                        | £ 3,975.41                        | £ 18,038.18                       | £ 43,279.60                       | £ 35,632.51                       | £ 40,609.13                       | £ 48,001.13                       | £ 6,840.14                        | £ 12,256.96                       | £ 6,878.33                        |
| Date                            |                                 | Expenditure from 2016/17 receipts | Expenditure from 2017/18 receipts | Expenditure from 2018/19 receipts | Expenditure from 2019/20 receipts | Expenditure from 2020/21 receipts | Expenditure from 2021/22 receipts | Expenditure from 2022/23 receipts | Expenditure from 2023/24 receipts | Expenditure from 2024/25 receipts | Expenditure from 2025/26 receipts |
| 16/03/2018                      |                                 | £ 1,581.95                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 20/12/2018                      | Dermalite Machine               | £ 997.50                          |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 14/03/2019                      | Elmhurst Park Toilets           | £ 1,625.00                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 28/03/2019                      | Elmhurst Park Shelter /Pergola  | £ 431.04                          | £ 3,796.46                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 28/03/2019                      | Quaker Burial Ground Gate       |                                   | £ 178.95                          | £ 1,766.05                        |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
| 09/05/2019                      | Elmhurst Park Toilets           |                                   |                                   |                                   | £ 485.00                          |                                   |                                   |                                   |                                   |                                   |                                   |
| 29/04/2021                      | Kingston Field Basketball Court |                                   |                                   |                                   |                                   |                                   | £ 5,585.00                        |                                   |                                   |                                   |                                   |
| 30/09/2021                      | Kingston Field culvert          |                                   |                                   |                                   |                                   |                                   | £ 8,440.22                        |                                   |                                   |                                   |                                   |
| 31/03/2022                      | Kingston Field play equipment   |                                   |                                   | £ 16,272.13                       | £ 16,143.96                       |                                   | £ 26,583.91                       |                                   |                                   |                                   |                                   |
| TBA                             | Changing Places toilet          |                                   |                                   |                                   | £ 26,650.64                       | £ 13,149.36                       |                                   | £ 7,800.00                        |                                   |                                   |                                   |
| 09/10/2023                      | Kyson School                    |                                   |                                   |                                   |                                   | £ 21,000.00                       |                                   | £ -                               |                                   |                                   |                                   |
| 06/11/2023                      | Kingston Pavilion               |                                   |                                   |                                   |                                   | £ 1,483.15                        |                                   | £ 6,078.54                        |                                   |                                   |                                   |
| 13/09/2024                      | Kingston Pavilion               |                                   |                                   |                                   |                                   |                                   |                                   | £ 1,340.83                        |                                   |                                   |                                   |
| 30/03/2025                      | Station Road bus stop           |                                   |                                   |                                   |                                   |                                   |                                   | £ 1,781.76                        | £ 718.24                          |                                   |                                   |
| 25/06/2025                      | EP toilets                      |                                   |                                   |                                   |                                   |                                   |                                   | £ 105.82                          |                                   |                                   |                                   |
| 12/02/2025                      | EP toilets                      |                                   |                                   |                                   |                                   |                                   |                                   | £ 13,500.00                       |                                   |                                   |                                   |
| 30/03/2025                      | Estate security                 |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 4,000.00                        |                                   |                                   |
| 03/03/2025                      | Playarea surfacing              |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £ 6,000.00                        |                                   |
| 26/03/2025                      | Town wide signage               |                                   |                                   |                                   |                                   |                                   |                                   | £ 746.17                          |                                   |                                   |                                   |
| 18/06/2025                      | Football Club fence             |                                   |                                   |                                   |                                   |                                   |                                   | £ 1,375.73                        | £ 5,624.27                        |                                   |                                   |
| 30/06/2025                      | EP toilets                      |                                   |                                   |                                   |                                   |                                   |                                   | £ 17,394.18                       |                                   | £632.69                           | £4,281.73                         |
| 19/09/2025                      | EP toilets                      |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £780.00                           |
| 15/12/2025                      | EP toilets                      |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   | £1,816.60                         |
| <b>Total Spend this year</b>    |                                 | £ 4,635.49                        | £ 3,975.41                        | £ 18,038.18                       | £ 43,279.60                       | £ 35,632.51                       | £ 40,609.13                       | £ 48,001.13                       | £ 6,840.14                        | £ 12,256.96                       | £ 6,878.33                        |
| <b>Net</b>                      |                                 | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               | £ -                               |

| Year         | Receipts     | Expenditure  | Net     |
|--------------|--------------|--------------|---------|
| 2016/17      | £ 4,635.49   | £ 4,635.49   | £ -     |
| 2017/18      | £ 3,975.41   | £ 3,975.41   | £ -     |
| 2018/19      | £ 18,038.18  | £ 18,038.18  | £ -     |
| 2019/20      | £ 43,279.60  | £ 43,279.60  | £ -     |
| 2020/21      | £ 35,632.51  | £ 35,632.51  | £ -     |
| 2021/22      | £ 40,609.13  | £ 40,609.13  | £ 0.00  |
| 2022/23      | £ 48,001.13  | £ 48,001.13  | -£ 0.00 |
| 2023/24      | £ 6,840.14   | £ 6,840.14   | £ -     |
| 2024/25      | £ 12,256.96  | £ 12,256.96  | -£ 0.00 |
| 2025/26      | £ 6,878.33   | £ 6,878.33   | £ -     |
| <b>Total</b> | £ 220,146.88 | £ 220,146.88 | £ -     |

**Available**  
**CIL Balance**  
£ -

**£ 47,600.00** Not reported to ESC

**TOTAL CIL**  
£ **47,600.00**

|                        |                                   |
|------------------------|-----------------------------------|
| £ 1,581.95             | Reported to ESC for 2017-18       |
| £ 8,795.00             | Reported to ESC for 2018-19       |
| £ 485.00               | Reported to ESC for 2019-20       |
| £ 73,025.22            | Reported to ESC for 2021-22       |
| £ 28,561.69            | Reported to ESC for 2023-24       |
| £ 28,087.00            | Reported to ESC for 2024-25       |
| £ 32,011.02            | To be reported to ESC for 2025-26 |
| <b>TOTAL CIL SPENT</b> | <b>£ 172,546.88</b>               |

## **Item 22**

### **To consider the meeting schedule for 2026/27.**

The schedule of meetings for the Civic Year 2026/27, the final year of this Council term, has yet to be drafted. Further to requests from Members for dates for the forthcoming year, this item provides an opportunity to consider whether the Council retains its standard schedule of meetings or considers adjusting its schedule if required.

The standard schedule:

| Meeting      | Four Wednesdays in the month      | Five Wednesday in the month       |
|--------------|-----------------------------------|-----------------------------------|
| Full Council | Week 3                            | Week 4                            |
| Amenities    | Week 1                            | Week 1                            |
| CEE          | Week 4                            | Week 5                            |
| Finance      | Week 4                            | Week 5                            |
| Highways     | Quarterly – week 2/ when required | Quarterly – week 2/ when required |
| Planning     | Weeks 1 and 3                     | Weeks 1 and 4                     |
| Staffing     | When required                     | When required                     |

Some considerations:

- Should the Planning Committee meet every two weeks, rather than always before Town Council?
- Considering the length of Full Council meetings (usually finished past 9pm), could this meeting start at 6pm with no meetings beforehand?
- Full Council is scheduled to avoid East Suffolk Council cabinet meetings – is this still a requirement? There was only one clash during this year.

Further to discussion and agreement at this item, a schedule will be prepared for consideration and approval at the April meeting of the Council.

**Members are asked to consider the meeting schedule for 2026/27.**

## **Item 23**

### **To consider a recommendation from the Amenities Committee regarding the land for sale at Brock Lane.**

The Amenities and Climate and Ecological Committee have minutes which encourage Officers to seek land for the provision of allotments – the Council still has a waiting list of nineteen people despite recent increases in plot numbers and an improved allotment agreement.

Whilst direct contact has been made with a number of landowners within the parish boundary, no offers of land have been forthcoming. Two weeks ago, a parcel of land for sale in the Parish of Martlesham was advertised on Rightmove via Clarke and Simpson:

[https://www.rightmove.co.uk/properties/172345388#/?channel=COM\\_BUY](https://www.rightmove.co.uk/properties/172345388#/?channel=COM_BUY)

The Amenities Committee were provided the opportunity to consider this site at their meeting in early March, and the minutes from that meeting state:

#### **12. To note the opportunity of land available in Martlesham.**

Cllr. Miller declared a non-pecuniary interest as she lives near the site.

Members would like to review the legal pack and arrange a viewing of the site to establish if this would be a suitable location based on quality, associated costs, site needs and access.

The legal pack is provided on SharePoint.

The Town Clerk, Deputy Town Clerk and Cllrs. Adelson, Sadler and Sanders (a quorate Allotment Working Party of the Amenities Committee) visited the site on Thursday 12<sup>th</sup> March.

The Working Party settled on a recommendation to Council, and the full communication from the Deputy Town Clerk is provided on SharePoint. In short, the Amenities Committee Allotment Working Party recommend that the Council do not seek to bid on the land for sale at Brock Lane, Martlesham.

**Members are asked to consider a recommendation from the Amenities Committee regarding the land for sale at Brock Lane.**

## **Item 24**

### **To consider recommendations from the Finance Committee in regard of:**

#### a. Investment Policy

The Council's interim internal audit included a recommendation that the Council should review its Investment Policy and Strategy yearly:

|                                                     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Do bank balances agree with bank statements?</i> | Yes | Bank balances as of 30 <sup>th</sup> September 2025 agree with the period-end bank statements and stood at £1,061,673.13 across the accounts held in the town council's name. At each meeting, the Town Council receives management reports monitoring the cashbook, budget, balance sheet, income and expenditure.<br><b>Recommendation: council is reminded that, in accordance with proper practices, it is required to review its Investment Policy &amp; Strategy annually. Any such policy should reflect the statutory guidance on Local Government Investments (3rd Edition) issued under Section 15(1)(a) of the Local Government Act 2003. It is understood that Council's adopted policy dated September 2021 is due to be reviewed this Civic Term.</b> |
|-----------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The Council's existing policy, uploaded to SharePoint, has not been reviewed since 2021.

The Finance Committee considered this requirement at their February meeting, and the minutes from the meeting state:

#### **7. To consider a recommendation from the Internal Auditor requiring an investment policy for the Council.**

The Committee agreed to recommend to Full Council that an investment policy, based on that currently utilised by Saxmundham Town Council but adapted to the requirements of Woodbridge Town Council, be adopted by the Council.

The document published by Saxmundham Town Council has been downloaded and adapted to the requirements of the Council – an online check of similar sized organisations provides that these policies are all of similar nature, having probably emanated from a template produced by NALC or SALC.

**Members are asked to consider a recommendation from the Finance Committee to adopt the Investment Strategy (proposed) as an agreed policy of the Council.**

#### b. Risk register

The Finance Committee undertook their quarterly review of the red risks to the Council at their meeting in February and recommended the following actions to Council (recommendations highlighted in yellow)

**6. To review the Council's Risk Management Schemes.**

The Committee agreed the following updates to the 'Red Risks' to the Council:

Community Hall – Addition of the health and safety concerns regarding access.

Theatre Street toilet – The Committee agreed to recommend to Council that the risk be downgraded as the Council moves toward the sale of the property.

Management of the foreshore – The Town Clerk was asked to undertake a final chase the partner organisation regarding the signing of the agreement and payment of the invoice for this service. If the organisation does not respond, the Town Clerk is to issue an invoice for all outstanding dues and seek committee views on legal action thereafter.

NSIPS – Add A12 MRNI

Biodiversity – The Committee agreed that in light of the work undertaken by the Council to increase the biodiversity of its estate that the risk be slightly downgraded to 4 x 4, with the risk remaining as red. The CEE Committee were encouraged to audit the work undertaken as a means of benchmarking in light of expected further improvements.

New risks – The Committee agreed to recommend to Council that two new risks be added to the schedule – Local Government Reorganisation and the Sutton Hoo Ships Company boat launch.

The consideration of the Council's Amber and Green risks will be undertaken at a future meeting of the Committee.

Uploaded to SharePoint is an updated version of the Risk Management Scheme which takes into account the recommendations made by the Finance Committee – **Members are asked to consider the recommendation from the Finance in regard of updates to the Councils Risk Management Scheme (Red risks).**

## **Item 27**

**To note the letter authorised by the Highways and Transport Committee further to resident concerns raised in regard of the Active Travel Woodbridge project.**

The Highways and Transport Committee were addressed by a member of the public at their March meeting highlighting the concerns of residents about the impact of the Active Travel Woodbridge proposals – the pertinent items are provided below:

### **4. Public Question Time.**

A resident of Queens Head Lane addressed the Council in regard of concerns about the impact of the Active Travel Woodbridge proposals on traffic in the Market Hill/ Seckford Street/ Theatre Street area.

### **6. To discuss concerns being raised by residents regarding the proposed changes to the Market Hill as part of the Active Travel Woodbridge project.**

The Committee agreed that the Chair and Town Mayor prepare a letter to the Active Travel Woodbridge project team raising the following agreed concerns of the Committee:

1 – Highlighting the concerns raised by residents about the impact of the Active Travel Woodbridge proposals on the Market Hill/ Seckford Street/ Theatre Street/ Queens Head Lane area, specifically as a result of the single lane intervention at Bullard's Lane and the one way in front of the Strawberry Cafe, coupled with the closure of the opening below the Shire Hall in front of the Bull Hotel.

2 – Ask for evidence from the project team on the cumulative impacts of phases 1 and 2 of the project on Woodbridge as a whole, especially how changes in phase 1 (Bullard's Lane) could displace traffic to the area of phase 2.

3 – Request the rationale behind the closure of the right turn in front of the Bull Hotel for vehicles travelling down Theatre Street and whether there is any consideration in reversing that decision.

4 – Re-explore the feasibility of making Chapel Street one way (from New Street to Bredfield Road).

The letter would be tabled at the Town Council meeting.

In line with the above, the letter sent to ATW project team is provided on SharePoint. **Members are asked to note the letter authorised by the Highways and Transport Committee further to resident concerns raised in regard of the Active Travel Woodbridge project.**