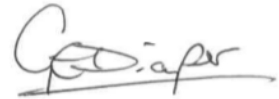


To Members of the Town Council

| | | | |
|-----------------------|----------------------|---------------------|------------------------|
| 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 **attend the Annual Meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 20th May at 6pm.**



Greg Diaper
Town Clerk
15th May 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. To elect the Chair of the Council for the Civic Year 2026/27.**
- 2. To note the previously agreed position of the Council regarding the appointment to the role of Deputy Chair of the Council.**



WOODBRIIDGE 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 | Website: woodbridge-suffolk.gov.uk

- 3. To confirm the Mayor's appointment of two Mayor's Cadet for 2026/27**
- 4. Apologies for absence.**
To receive any apologies for absence.
- 5. Declarations of Member Interests.**
To receive any declarations of interest in respect of items on this agenda.
- 6. 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.
- 7. 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.
- 8. To agree and approve the [minutes](#) of the meeting held 22nd April 2025.**
- 9. To note the receipt of the minutes from this Council's Committees:**
 - a. [Planning](#) – 22.04.26
 - b. [Finance](#) – 29.04.26
 - c. [Planning](#) – 06.05.26
 - d. [Amenities](#) – 06.05.26
- 10. To consider and approve Town Council payments list for May 2026.**
- 11. To note the following Town Council Accounts:**
 - a. Payments made since the April Town Council Meeting
 - b. Direct Debit payments for April 2026
 - c. HSBC Corporate Card payments for April 2026
 - d. Bank Reconciliation and Supporting Statements to 30th April 2026
 - e. Debtors report to 30th April 2026 (Confidential)
- 12. To note the Council's financial position as at 30th April 2026.**
 - a. Income and Expenditure Report to 30.04.2026
 - b. Balance sheet as of 30.04.2026

- 13. To note the receipt of the Precept the position of the Council's bank balances.**
- 14. To note the receipt on 28th April 2026 of the first payment of Community Infrastructure Levy (CIL) monies and consider how to allocate these funds.**
- 15. Openness and accountability of Woodbridge Town Council:**
 - a. To receive a report from the Town Mayor
 - b. To receive an update from the Town Clerk
 - c. To receive an update from Cllr. Adelson regarding the Woodbridge Emergency Plan.
 - d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
 - i. The A12 upgrade
 - ii. East Suffolk Rail Line services
- 16. To consider the significant projects of the Council.**
 - a. The Shire Hall
 - i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.
 - ii. Receive an update from the Shire Hall Working Party.
 - b. In house gardening/ maintenance
 - i. Update regarding bin emptying and public toilet provision (also see item 37).
 - c. Local Government Reform
 - i. To receive an update from the green spaces due diligence working group;
 - ii. To receive an update on the built spaces project
 - iii. To consider the provisional ward boundaries for the Central and East Suffolk Unitary Council
- 17. To note the receipt of a written report from County Councillor Leach. (Not anticipated for this meeting due to recent elections).**
- 18. To note the receipt of a written report from District Councillors Leach and Molyneux.**
- 19. To question the County and District Councillors on matters contained in their written reports.**

- 20. To consider matters arising from the Annual Town Meeting.**
- 21. To receive an update on the Elmhurst Park Kitchen Garden and agree next steps.**
- 22. To note and take action as appropriate following the year end internal audit.**
- 23. To review the effectiveness of the internal audit process.**
- 24. To appoint an independent internal auditor and agree the frequency of audits.**
- 25. To consider and agree the completion of the responses to the Governance Statement in Part 1 of the Annual Governance and Accountability Report (AGAR) for 2025/26.**
- 26. To consider and agree the financial statement in Part 2 of the Annual Governance and Accountability Report (AGAR) for 2025/26.**
- 27. To review and agree the Council's Standing Orders.**
- 28. To review and agree the Council's Financial Regulations.**
- 29. To review the Terms of Reference for the Council's Committees, Sub-Committees and Working Parties.**
- 30. To review the scheme of delegation to Committees.**
- 31. To review the membership of Committees.**
- 32. To review the appointments to the Council's Working Parties.**
- 33. To review existing arrangements with other Local Authorities, not for profit bodies and businesses.**
- 34. To note the arrangements for insurance cover in respect of all insurable risks.**
- 35. To review the Council's and Staff's subscriptions to other bodies.**
- 36. To review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**
- 37. To review of the Council's policy for dealing with the press/media.**
- 38. To review of the Council's employment policies and procedures.**

- 39. To consider a request from Martlesham Parish Council regarding Portal Woods.**
- 40. To consider recommendations from the Amenities Committee regarding:**
 - i. The purchase of a defibrillator.
 - ii. Increased bin emptying during school holidays.
- 41. To note the passing of an Honorary Freewoman of Woodbridge and agree to the process for appointing a person to the position.**
- 42. To consider the process for appointment a contractor to install the Christmas Lights in Woodbridge.**
- 43. To consider a request to hire Elmhurst Park for the hosting of a Diwali festival.**
- 44. To consider the offer of a picture for auction in order to raise charity funds.**
- 45. 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.**
- 46. Matters arising from the Staffing Committee.**
- 47. Closure.**

Item 1

To elect the Chair of the Council for the Civic Year 2026/27.

The Local Government Act (1972) section 15, sub-section 2 states:

'The election of a chairman shall be the first business transacted at the annual meeting of the parish council'.

Section 245 (6) of the Local Government Act (1972) gave Councils the power by resolution to give themselves the title of Town Council and the Chair of a Town Council to become the 'Town Mayor'. Since 1974, the Chair of Woodbridge Town Council has also been recognised as the Mayor of Woodbridge.

Members are asked to elect the Chair of the Council for the Civic Year 2026/27.

The new Chair of the Council will make the Statutory Declaration of Acceptance of Office and address the Council.

In the event that the Mayor elect is not present at the meeting (as has happened in the previous two years), and in the knowledge of item 2 (Deputy Mayors will not be known until the first meetings of the Council's Committees in the forthcoming year), in line with Standing Order 3(p), the Council will need to appoint from those present a Member to chair the meeting.

Item 2

To note the previously agreed position of the Council regarding the appointment to the role of Deputy Chair of the Council.

The Local Government Act (1972) section 15, sub-section 6 states:

'The parish council may appoint one of the elected members of the council to be vice-chairman of the council'.

The Council considered a detailed item at its [meeting](#) in early May 2025 which proposed that the position of Deputy Chair/ Deputy Mayor of the Council be given to those Members elected as the Chairs of certain Committees of the Council – the decision from that meeting is provided below:

7. To consider proposals regarding the role of Mayor and Deputy Mayor of Woodbridge.

The Council agreed that for the forthcoming Civic Year (2025/26), the elected Chairs of the Amenities, Climate and Ecological Emergency, Finance, Highways and Transport and Planning Committees will be appointed as the Deputy Mayor of Woodbridge.

At the Council's Annual Meeting in 2025, the following was recorded:

2. To note the decision of the Council regarding the appointment to the role of Deputy Chair of the Council.

The Council noted the decision taken at the May 7th meeting regarding the appointment to the role of Deputy Chair of the Council.

Members are asked to note the decision of the Council regarding the appointment to the role of Deputy Chair of the Council.

Item 3

To confirm the Mayor's appointment of two Mayor's Cadet for 2026/27

Invitations were sent in early April to the uniformed organisations in and around the town to seeking nominations for the first Mayoral Cadet.

Nominations have been received from the Army Cadets, Air Cadets and 5th Woodbridge Sea Scouts. These applications, along with a copy of one of the letters sent to the organisations, is provided on SharePoint.

The selection process is provided in the Council's policy:

Selection process

Nominations for the Mayor's Cadet will be advertised on the Council's website and via the Council's social media channels. Once all Mayor's Cadet nominations have been received, the Mayor, Deputy Mayor and an Officer of the Council will review them. The Mayor and Deputy Mayor will make the final decision following an informal discussion in person.

The Town Clerk and Deputy Town Clerk undertook the first consideration of applications, which was emailed to the Mayor and Deputy Mayor for consideration.

The Mayor and Deputy Mayors have made their decision on the appointment, and this will be announced and confirmed at this item.

Item 10

To consider and approve Town Council payments list for May 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 May – **Members are asked to consider and approve the Town Council payments list for May 2026.**

Item 11

To note the following Town Council Accounts

- a. Payments made since the April Town Council Meeting
- b. Direct Debit payments for April 2026
- c. HSBC Corporate Card payments for April 2026
- d. Bank Reconciliation and Supporting Statements to 30th April 2026
- e. Debtors report to 30th April 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 12

To note the Council's financial position as at 30th April 2026.

Provided overleaf are the income and expenditure figures and statutory balance sheet to April 30th, which summarise the Council's financial position across its day to day budget headings, bank accounts and reserves.

Members are asked to note the Council's financial position as at 30th April 2026.

Income & Expenditure by Budget 30/04/2026

Month No: 1

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| <u>Income</u> | | | | | | |
| 1100 Hire of Elmhurst Park | 0 | 1,000 | 1,000 | | | 0.0% |
| 1200 Hire of Kingston Field | 0 | 400 | 400 | | | 0.0% |
| 1210 KP-Property Income | 0 | 4,500 | 4,500 | | | 0.0% |
| 1216 Whisstocks Develop. Lrt Income | 0 | 6,426 | 6,426 | | | 0.0% |
| 1217 Museum Income | 0 | 853 | 853 | | | 0.0% |
| 1218 WRT Income | 0 | 2,067 | 2,067 | | | 0.0% |
| 1220 Tennis Court Income | 0 | 2,228 | 2,228 | | | 0.0% |
| 1230 Allotment Rents | 525 | 600 | 75 | | | 87.5% |
| 1235 Property Re-charges | 280 | 0 | (280) | | | 0.0% |
| 1500 Hire of Shire Hall | 25 | 2,000 | 1,975 | | | 1.2% |
| 1505 Hire of Shire Hall Mkt Square | 0 | 1,000 | 1,000 | | | 0.0% |
| 1520 Hire of Whisstocks Waterfront | 50 | 5,000 | 4,950 | | | 1.0% |
| 1525 Whisstocks Quay Property Inc. | 0 | 1,725 | 1,725 | | | 0.0% |
| 1600 Precept | 327,379 | 654,757 | 327,379 | | | 50.0% |
| 1620 Wedding Income | 0 | 21,000 | 21,000 | | | 0.0% |
| 1690 Interest Received | 0 | 17,000 | 17,000 | | | 0.0% |
| 1700 Market Rents Received | 354 | 4,000 | 3,646 | | | 8.8% |
| 1870 CIL Income | 5,708 | 6,000 | 292 | | | 95.1% |
| 1871 Tide Mill Quay Inc | 83 | 1,000 | 917 | | | 8.3% |
| 1900 Building Insurance Re-charges | 0 | 2,434 | 2,434 | | | 0.0% |
| Total Income | 334,403 | 733,990 | 399,587 | | | 45.6% |
| <u>Overhead Expenditure</u> | | | | | | |
| 4005 Maintenance | 862 | 15,794 | 14,932 | | 14,932 | 5.5% |
| 4010 Bin Emptying Contract | 36 | 9,500 | 9,464 | 9,329 | 135 | 98.6% |
| 4020 WTC Vehicles - in year costs | 351 | 5,290 | 4,939 | | 4,939 | 6.6% |
| 4030 Estate planting | 303 | 10,000 | 9,697 | | 9,697 | 3.0% |
| 4040 Gardening contingency | 365 | 4,000 | 3,635 | 2,775 | 860 | 78.5% |
| 4050 Gardening equipment | 327 | 500 | 173 | | 173 | 65.5% |
| 4100 Utilities | (371) | 13,000 | 13,371 | 3,119 | 10,252 | 21.1% |
| 4125 Toilets - cleaning, maint, etc | 1,108 | 11,814 | 10,706 | 9,454 | 1,252 | 89.4% |
| 4127 Cleaning - KP public toilet | 0 | 5,500 | 5,500 | | 5,500 | 0.0% |
| 4128 EP Changing places + clean | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4131 Events/Activities | (300) | 6,000 | 6,300 | | 6,300 | (5.0%) |
| 4135 Projects | 918 | 30,125 | 29,207 | | 29,207 | 3.0% |
| 4410 Allotment Expenses | 0 | 200 | 200 | | 200 | 0.0% |
| 4510 Telephone | 0 | 1,100 | 1,100 | | 1,100 | 0.0% |
| 4515 Cleaning | 14 | 3,000 | 2,986 | | 2,986 | 0.5% |
| 4600 Salaries | 15,783 | 232,312 | 216,529 | | 216,529 | 6.8% |
| 4601 Salaries PAYE Tax/NI | 0 | 83,587 | 83,587 | | 83,587 | 0.0% |

Income & Expenditure by Budget 30/04/2026

Month No: 1

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|---------|
| 4602 Salaries Pension Contribs | 4,805 | 78,127 | 73,322 | | 73,322 | 6.1% |
| 4603 Salaries Travel/Mileage | 79 | 1,000 | 921 | | 921 | 7.9% |
| 4604 Salaries Subsistence | 0 | 250 | 250 | | 250 | 0.0% |
| 4620 Mayor's Expenses | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4625 Mayor's Receptions/Civic Tea | 125 | 3,000 | 2,875 | | 2,875 | 4.2% |
| 4630 Deputy Mayor's Expenses | 0 | 400 | 400 | | 400 | 0.0% |
| 4635 Hospitality | 3 | 150 | 147 | | 147 | 1.8% |
| 4636 Staff Vacancy advertising | 0 | 515 | 515 | | 515 | 0.0% |
| 4640 Stationery & Printing | 16 | 1,000 | 984 | | 984 | 1.6% |
| 4642 New website | 0 | 250 | 250 | | 250 | 0.0% |
| 4645 Computer Maintenance Contract | 5,013 | 17,000 | 11,987 | | 11,987 | 29.5% |
| 4650 Training (Staff) | 906 | 4,646 | 3,740 | | 3,740 | 19.5% |
| 4655 Training (Cllrs) & Expenses | 228 | 750 | 523 | | 523 | 30.3% |
| 4660 Photocopier | 314 | 1,500 | 1,186 | | 1,186 | 21.0% |
| 4670 Postage | 0 | 155 | 155 | | 155 | 0.0% |
| 4675 Wedding Expenses | 2,530 | 2,750 | 220 | | 220 | 92.0% |
| 4685 Handyman Contract | 229 | 2,000 | 1,771 | | 1,771 | 11.4% |
| 4750 Surgeries and External Meeting | 125 | 500 | 375 | 263 | 113 | 77.5% |
| 4800 Grants Scheme | 0 | 25,000 | 25,000 | | 25,000 | 0.0% |
| 4805 Regatta Insurance | 0 | 600 | 600 | | 600 | 0.0% |
| 4810 Tide Mill Grant | 0 | 17,500 | 17,500 | | 17,500 | 0.0% |
| 4825 Remembrance Day Expenditure | 0 | 1,200 | 1,200 | 168 | 1,032 | 14.0% |
| 4830 Foreshore Rent -Tide Mill Quay | 0 | 2,380 | 2,380 | | 2,380 | 0.0% |
| 4841 Youth Engagement | 221 | 5,000 | 4,779 | | 4,779 | 4.4% |
| 4842 Young Adult Support (18-25) | 418 | 5,000 | 4,582 | | 4,582 | 8.4% |
| 4843 Permissive Toilet Scheme | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4844 Senior Support | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4846 NSIPS | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4847 International/Twinning | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4848 Comms | 215 | 10,000 | 9,785 | | 9,785 | 2.2% |
| 4853 Christmas Light fund | 0 | 9,000 | 9,000 | | 9,000 | 0.0% |
| 4881 Whisstocks (other) Expd. | 0 | 2,900 | 2,900 | 189 | 2,711 | 6.5% |
| 4900 Bank Charges | 0 | 600 | 600 | | 600 | 0.0% |
| 4905 Insurance Costs | 0 | 17,870 | 17,870 | 2,500 | 15,370 | 14.0% |
| 4910 Audit & Accountancy Charges | (1,365) | 2,500 | 3,865 | | 3,865 | (54.6%) |
| 4915 Other Subscriptions (inc SALC) | 1,912 | 2,000 | 88 | | 88 | 95.6% |
| 4920 Internal Auditor Charges | 0 | 1,288 | 1,288 | | 1,288 | 0.0% |
| 4925 Legal Fees | 0 | 13,000 | 13,000 | 2,000 | 11,000 | 15.4% |
| 4930 LGR | 56 | 15,000 | 14,944 | | 14,944 | 0.4% |
| 5100 Amenities Cttee Exp | 260 | 10,000 | 9,740 | (0) | 9,740 | 2.6% |
| 5150 Planning Cttee Exp | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |

Income & Expenditure by Budget 30/04/2026

Month No: 1

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| 5200 Highways Cttee Exp | 2,253 | 5,000 | 2,747 | | 2,747 | 45.1% |
| 5250 Climate Emergency Cttee Exp | 81 | 10,000 | 9,919 | | 9,919 | 0.8% |
| 5310 Pest Control | 0 | 500 | 500 | | 500 | 0.0% |
| Total Overhead | 37,819 | 720,553 | 682,734 | 29,796 | 652,938 | 9.4% |
| Total Income | 334,403 | 733,990 | 399,587 | | | 45.6% |
| Total Expenditure | 37,819 | 720,553 | 682,734 | 29,796 | 652,938 | 9.4% |
| Net Income over Expenditure | 296,584 | 13,437 | (283,147) | | | |
| plus Transfer from EMR | 30,251 | 0 | (30,251) | | | |
| less Transfer to EMR | 19,146 | 0 | (19,146) | | | |
| Movement to/(from) Gen Reserve | 307,689 | 13,437 | (294,252) | | | |

31st March 2026

30th April 2026

| Current Assets | | |
|----------------------------|--|------------------|
| 925 | Debtors | 8,807 |
| 29,657 | VAT Control Account | 9,186 |
| 789 | Prepayments | 0 |
| 10,210 | Current Account | 5,366 |
| 153,190 | Money Manager Account | 459,384 |
| 300,070 | Suffolk Building Society | 300,070 |
| 89 | Petty Cash | 55 |
| 281,121 | Unity Trust Account | 281,121 |
| <hr/> | | <hr/> |
| 776,050 | | 1,063,989 |
| <hr/> | | |
| 776,050 | Total Assets | 1,063,989 |
| Current Liabilities | | |
| 14,886 | Creditors | 45,073 |
| 10,630 | Accruals | 0 |
| 6,225 | PAYE/NI Creditor | 0 |
| 26,429 | Income in Advance | 34,702 |
| <hr/> | | <hr/> |
| 58,169 | | 79,775 |
| <hr/> | | |
| 717,881 | Total Assets Less Current Liabilities | 984,214 |
| Represented By | | |
| 125,596 | General Reserves | 403,034 |
| 592,285 | Earmarked Reserves | 581,180 |
| <hr/> | | <hr/> |
| 717,881 | | 984,214 |
| <hr/> | | |

The above statement represents fairly the financial position of the Authority as at 30/04/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Item 13

To note the receipt of the Precept and the position of the Council's bank balances.

The first half of the precept (£327,378.50), has been received from East Suffolk Council (Remittance advice provided overleaf).

The statutory balance sheet provided in the previous item confirms that these funds have been received into the Council's Money Manager Account, giving a balance at that time of £459,384:

30th April 2026

Current Assets

| | |
|--------------------------|---------|
| Debtors | 8,807 |
| VAT Control Account | 9,186 |
| Prepayments | 0 |
| Current Account | 5,366 |
| Money Manager Account | 459,384 |
| Suffolk Building Society | 300,070 |
| Petty Cash | 55 |
| Unity Trust Account | 281,121 |

1,063,989

At the time of writing (14.05.26), that amount is slightly reduced to £453,327.

Members are asked to note the receipt of the Precept and the position of the Council's bank balances.

Agenda Item 13



REMITTANCE ADVICE

Woodbridge Town Council
[Precept Payments]
Shire Hall
Market Hill
Woodbridge
IP12 4LP

Vendor No.: VWO0008
Payment Date: 29/04/2026

Contact: Accounts Payable
Telephone: 03330 162 000
Email: accountspayable@eastsoffolk.gov.uk

| Our Reference | Your Reference | Document Date | Amount | Disc. | Net Amount £ |
|----------------------|-----------------------|----------------------|---------------|----------------|---------------------|
| 091164 | 2026/27-1 | 01/04/26 | 327,378.50 | 0.00 | 327,378.50 |
| | | | | Total £ | 327,378.50 |

1st Precept Instalment 2026/27

The above payment has been made to your account Woodbridge Town
Sort Code 40-47-42 Account No. ****8725

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the purposes of transacting with the Council for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please visit: www.eastsuffolk.gov.uk/yourcouncil/access-to-information/data-protection-act/

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
VAT Registration 314 4885 95

Your Statement



The Clerk To The Council
 Woodbridge Town Council
 Shire Hall
 Market Hill
 Woodbridge
 Suffolk
 IP12 4LU

| Account Summary | |
|-----------------|------------|
| Opening Balance | 153,189.63 |
| Payments In | 333,086.16 |
| Payments Out | 26,892.08 |
| Closing Balance | 459,383.71 |

Interest Rate - Valid as at end date of the statement period
 1.26% AER

International Bank Account Number

GB37HBUK40474281068725

Branch Identifier Code

HBUKGB4164L

1 April to 30 April 2026

Account Name

Woodbridge Town Council

Sortcode

40-47-42

Account Number Sheet Number

81068725 455

Your Business Money Manager details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--------------------------------|-----------|-------------------|-------------------|
| 31 Mar 26 | BALANCE BROUGHT FORWARD | | | 153,189.63 |
| 09 Apr 26 | DD PAYEMARCH2026 | 6,225.06 | | 146,964.57 |
| 24 Apr 26 | CR EAST SUFFOLK BACS | | 5,707.66 | |
| | DD SALARIESAPRIL2026 | 20,667.02 | | 132,005.21 |
| 29 Apr 26 | CR EAST SUFFOLK BACS | | 327,378.50 | 459,383.71 |
| 30 Apr 26 | BALANCE CARRIED FORWARD | | | 459,383.71 |

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Receipts for Month 1

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------------|-------------------|-------------|-------------|------|--------|-------------------|-------------------------------|
| Balance Brought Fwd : | | 153,189.63 | | | | | 153,189.63 | |
| BACS | Banked: 24/04/2026 | 5,707.66 | | | | | | |
| 20260417 | East Suffolk Council | 5,707.66 | | | 1870 | 170 | 5,707.66 | CIL Income 2026-27 |
| | | | | | 377 | | 5,707.66 | CIL Income 2026-27 |
| | | | | | 6001 | 170 | -5,707.66 | CIL Income 2026-27 |
| CR | Banked: 29/04/2026 | 327,378.50 | | | | | | |
| 091164 | East Suffolk Council | 327,378.50 | | | 1600 | 160 | 2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 340 | | 2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 6001 | 160 | -2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 1600 | 160 | 7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 385 | | 7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 6001 | 160 | -7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 1600 | 160 | 3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 408 | | 3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 6001 | 160 | -3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 1600 | 160 | 313,940.50 | 1st Half Precept 2026-27 |
| Total Receipts for Month | | 333,086.16 | 0.00 | 0.00 | | | 333,086.16 | |
| Cashbook Totals | | 486,275.79 | 0.00 | 0.00 | | | 486,275.79 | |

Item 14

To note the receipt on 28th April 2026 of the first payment of Community Infrastructure Levy (CIL) monies and consider how to allocate these funds.

The first payment of CIL monies in the financial year has been received from East Suffolk Council (Remittance advice provided overleaf).

In the first instance the money has been allocated to a newly created EMR CIL 2026/27 (377), as is the Council's usual process:

| 14/05/2026 | | Woodbridge Town Council Current Year | | | Page 1 |
|------------------------------------|-------------------|--------------------------------------|------------------|-------------------|--------|
| 10:46 | | Earmarked Reserves | | | |
| Account | Opening Balance | Income | Expenditure | Closing Balance | |
| 315 Future Years Maintenance Res. | 27,415.97 | 0.00 | 0.00 | 27,415.97 | |
| 325 EMR Amenity Projects | 8,000.00 | 0.00 | 0.00 | 8,000.00 | |
| 335 EMR Elections | 5,000.40 | 0.00 | 0.00 | 5,000.40 | |
| 340 EMR SH Building Maintenance | 78,794.15 | 2,938.00 | 30,250.69 | 51,481.46 | |
| 341 EMR Shire Hall Development | 37,102.71 | 0.00 | 0.00 | 37,102.71 | |
| 342 EMR Shire Hall Project | 215,642.00 | 0.00 | 0.00 | 215,642.00 | |
| 350 EMR Community Hall | 4,165.00 | 0.00 | 0.00 | 4,165.00 | |
| 355 EMR Changing Places | 72,600.00 | 0.00 | 0.00 | 72,600.00 | |
| 377 EMR CIL 2026-27 | 0.00 | 5,707.66 | 0.00 | 5,707.66 | |
| 385 EMR Tide Mill | 7,500.00 | 7,500.00 | 0.00 | 15,000.00 | |
| 407 EMR Play area equipment | 82,891.69 | 0.00 | 0.00 | 82,891.69 | |
| 408 EMR Greater Whisstocks | 9,805.00 | 3,000.00 | 0.00 | 12,805.00 | |
| 410 EMR ESC Grant funding | 367.83 | 0.00 | 0.00 | 367.83 | |
| 411 EMR Estate Resilience | 23,000.00 | 0.00 | 0.00 | 23,000.00 | |
| 412 EMR Local Govt. Reorganisation | 20,000.00 | 0.00 | 0.00 | 20,000.00 | |
| | 592,284.75 | 19,145.66 | 30,250.69 | 581,179.72 | |

Whilst agenda item 40 (i) proposes that some of this money is utilised for the purchase of defibrillators, Members are provided this opportunity to consider if the funds could be allocated elsewhere in the Council's reserves, noting the requirements of CIL spending as detailed on the East Suffolk Council CIL advice page:

<https://www.eastsuffolk.gov.uk/planning-and-building-control/developer-contributions/cil/cil-parish-support>

An updated CIL spreadsheet is also provided overleaf.

Members are asked to note the receipt on 28th April 2026 of the first payment of Community Infrastructure Levy (CIL) monies and consider how to allocate these funds.

Agenda Item 14



REMITTANCE ADVICE

Woodbridge Town Council
[CIL Payments]
The Shire Hall
Market Hill
Woodbridge
IP12 4LP

Vendor No.: VWO0008A
Payment Date: 24/04/2026

Contact: Accounts Payable
Telephone: 03330 162 000
Email: accountspayable@eastsoffolk.gov.uk

| Our Reference | Your Reference | Document Date | Amount | Disc. | Net Amount £ |
|----------------------|-----------------------|----------------------|---------------|----------------|---------------------|
| 090926 | CIL20260417 | 17/04/26 | 5,707.66 | 0.00 | 5,707.66 |
| | | | | Total £ | 5,707.66 |

CIL Payment April 2026

The above payment has been made to your account WTC
Sort Code 40-47-42 Account No. ****8725

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the purposes of transacting with the Council for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please visit: www.eastsuffolk.gov.uk/yourcouncil/access-to-information/data-protection-act/

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
VAT Registration 314 4885 95

Your Statement



The Clerk To The Council
 Woodbridge Town Council
 Shire Hall
 Market Hill
 Woodbridge
 Suffolk
 IP12 4LU

| Account Summary | |
|-----------------|------------|
| Opening Balance | 153,189.63 |
| Payments In | 333,086.16 |
| Payments Out | 26,892.08 |
| Closing Balance | 459,383.71 |

Interest Rate - Valid as at end date of the statement period
 1.26% AER

International Bank Account Number

GB37HBUK40474281068725

Branch Identifier Code

HBUKGB4164L

1 April to 30 April 2026

Account Name

Woodbridge Town Council

Sortcode

40-47-42

Account Number Sheet Number

81068725 455

Your Business Money Manager details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--------------------------------|-----------|------------|-------------------|
| 31 Mar 26 | BALANCE BROUGHT FORWARD | | | 153,189.63 |
| 09 Apr 26 | DD PAYEMARCH2026 | 6,225.06 | | 146,964.57 |
| 24 Apr 26 | CR EAST SUFFOLK BACS | | 5,707.66 | |
| | DD SALARIESAPRIL2026 | 20,667.02 | | 132,005.21 |
| 29 Apr 26 | CR EAST SUFFOLK BACS | | 327,378.50 | 459,383.71 |
| 30 Apr 26 | BALANCE CARRIED FORWARD | | | 459,383.71 |

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Receipts for Month 1

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------------|-------------------|-------------|-------------|------|--------|-------------------|-------------------------------|
| Balance Brought Fwd : | | 153,189.63 | | | | | 153,189.63 | |
| BACS | Banked: 24/04/2026 | 5,707.66 | | | | | | |
| 20260417 | East Suffolk Council | 5,707.66 | | | 1870 | 170 | 5,707.66 | CIL Income 2026-27 |
| | | | | | 377 | | 5,707.66 | CIL Income 2026-27 |
| | | | | | 6001 | 170 | -5,707.66 | CIL Income 2026-27 |
| CR | Banked: 29/04/2026 | 327,378.50 | | | | | | |
| 091164 | East Suffolk Council | 327,378.50 | | | 1600 | 160 | 2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 340 | | 2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 6001 | 160 | -2,938.00 | 1st Precept 26-27 EMR SH BM |
| | | | | | 1600 | 160 | 7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 385 | | 7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 6001 | 160 | -7,500.00 | 1st Half Precept 26-27 EMR TM |
| | | | | | 1600 | 160 | 3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 408 | | 3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 6001 | 160 | -3,000.00 | 1st Half Precept 26-27 GW |
| | | | | | 1600 | 160 | 313,940.50 | 1st Half Precept 2026-27 |
| Total Receipts for Month | | 333,086.16 | 0.00 | 0.00 | | | 333,086.16 | |
| Cashbook Totals | | <u>486,275.79</u> | <u>0.00</u> | <u>0.00</u> | | | <u>486,275.79</u> | |

| 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 | Receipts during 2026/27 |
|---------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 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 | |
| 27/04/2026 | | | | | | | | | | | | £ 5,707.66 |
| Total Receipts this year | | £ 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 | £ 5,707.66 |

| 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 | £ - |
| 2026/27 | £ 5,707.66 | £ - | £ 5,707.66 |
| Total | £ 225,854.54 | £ 220,146.88 | £ 5,707.66 |

| 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 | Expenditure from 2026/27 receipts |
|------------------------------|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 16/03/2018 | | £ 1,581.95 | | | | | | | | | | |
| 20/12/2018 | Dermatite 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 | | | |
| TBA | 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 | | £832.69 | £4,281.73 | |
| 19/09/2025 | EP toilets | | | | | | | | | | £780.00 | |
| 15/12/2025 | EP toilets | | | | | | | | | | £1,816.60 | |
| Total Spend this year | | £ 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 | £ - |
| Net | | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ 5,707.66 |

Available
CIL Balance
£ 5,707.66

£ 47,600.00 Not reported to ESC

TOTAL CIL
£ 53,307.66

| | |
|-------------|-----------------------------------|
| £ 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 |

TOTAL CIL SPENT £ 172,546.88

Item 15

Openness and accountability of Woodbridge Town Council:

- a. To receive a report from the Town Mayor

Mayor's engagements since 23 April 2026:

- | | |
|----------|---|
| 23 April | Tide Mill Pond Meeting with Ian Jacob, Chair, and Jai Rathatha to review outline of work required on the Tide Mill Pond. |
| 23 April | Elmhurst Park Kitchen Garden – Meeting with Sue and Kevin Stephenson and Roger Bridgeman to discuss the future of the Garden. |
| 28 April | Invited to the inaugural committee meeting for 2026 of the Tourist Information Centre in Felixstowe which is run by a team of volunteers. |
| 28 April | Simon Sadler and I had a call with the Callum Douglas of National Heritage Lottery Fund to receive feedback on our lottery bid. |
| 29 April | Meeting with East Suffolk regarding the planning application for solar panels in the Deben Car Park. |
| 30 April | Meeting with Jetty Lane to discuss Local Government Reform. |
| 30 April | Update call with Pat Clark, Chair of Woodbridge Riverside Trust . |
| 1 May | Meeting with Bill Newman on Local Government Reform |
| 5 May | Meeting with Ben Osborne and Alice Stallard on the Woodbridge Twinning CIC documentation. |
| 6 May | Meeting with Pulkit Katyal and Ruth Leach on the proposed Festival of Light event. |
| 7 May | Session with years 1 & 2 at Melton Primary School on the role of Town Mayors. |
| 8 May | 10-12 in the Thoroughfare with Sue Bale and Kathryn Turner to promote the annual meeting and hear about issues from residents and visitors. |
| 8 May | Meeting with Father Nigel and Kathryn Turner to discuss Suffolk Day, 21 June |
| 11 May | Meeting with the Woodbridge Historic Riverside Trust (Pat Clark, Ian Jacob, Martin Sylvester and Tristan Breadman) to discuss Local Government Reorganisation. |
| 12 May | Update meeting with Joeske van Walsum, Chair of the Woodbridge and Melton Society focused on the Shire Hall. |
| 12 May | Chaired the Annual Town Meeting at the Football Club. |
| 13 May | Induction evening with the RAF cadets |
| 14 May | Meeting with Jenny Riddell-Carpenter's office and Staff Sergeant Manoj Gurung, 70 Gurkha Parachute Squadron , 23 Parachute Engineer Regiment to plan the Gurkha Community Day. |
| 15 May | Phone call with Oliver Paul, High Sheriff of Suffolk and Chair of the Suffolk Day Committee. |
| 17 May | Prize giving for the 10k round the town race. |

- b. To receive an update from the Town Clerk

| Project | Position |
|---|---|
| Shire Hall – Supplementary submission and window replacement works. | See item 16a |
| Community Hall | <p>Work was scheduled to being on Monday 18th April to remove the parts of the damaged annexe – this work is scheduled to take three days.</p> <p>A draft Schedule of Works (SOW) has been provided by Brawdia (SharePoint). Once this is approved by the loss adjuster, the tendering process will start.</p> <p>Organisations still be sought to undertake a Health and Safety Survey.</p> |
| Sale of properties | The deadline agreed by Council has been provided to the buyer – the solicitors of both parties continue to deal with the matter. |
| Whisstocks flood barrier | <p>The Environment Agency have confirmed that they have now purchased a replica winch to that used by the Council to operate the floodgate – in the event that our winch fails, this now provides a backup solution which the EA can utilise quickly.</p> <p>There are still concerns about the failure of the floodgate when being closed, and hence the Town Clerk and Estates Manager met with Sam Jennings to discuss the potential of access over his land adjacent to the floodgate (MVP Engineering Ltd) in order for a line to be attached to the floodgate and closed via a tractor/ machine. It was felt that due to the distances involved and requirement for the secondary floodgate to be opened, this was not an achievable mitigation. The Estates Manager is contacting structural engineers for the design of a mechanism to be installed which would allow the floodgate to be dragged shut in an emergency.</p> |
| Woodbridge foreshore | As provided in the Mayors report an initial meeting has been held with the Tide Mill Trust about their paper which was referenced in the April agenda. Ongoing. |

| | |
|------------------------|---|
| | Tragic accident at Whisstocks Quay on Saturday 16 th May – at the time of writing information has been passed to our insurers. |
| Changing Places toilet | <p>Significant movement in the last month – East Suffolk Council have appointed a new Officer to the case for the provision of a license to WTC for the land onto which to site the Changing Places pod – after significant, positive email back and forth a proposal has been sent to ESC Property Management and Legal for consideration. Fingers crossed.</p> <p>One potential issue which has arisen from the conversation is the matter of planning – we had been advised previously that the pod could be installed under Permitted Development rights – we are now being asked to submit a pre-app to confirm this formally. The Town Clerk will submit soonest.</p> <p>Alongside, ESC have commissioned a feasibility study for the installation of CP Pod using money from Sizewell C – we are told that our proposal has stood up well against the other East Suffolk market towns, and whilst it is expected that those closer to Sizewell may be looked on more favourably, we are not out of the running for a paid for installation (or indeed some match funding).</p> |

Decision/action points from previous meetings of the Council:

| Item | Decision | Action |
|-------------|--|--|
| 20 | Cllrs. Phipps and O’Nolan, and the Town Clerk, were asked to seek the advice of the Suffolk Association of Local Councils (SALC) | Ongoing – request to SALC yet to be submitted. |
| 26 | Lloyds site visit | Provisionally booked for Friday 22 nd May – agent to confirm. |
| 26 | Lease for Kingston Pavilion | Communication made with existing tenant – holding reply received. |

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
- i. The A12 upgrade
 - ii. East Suffolk Rail Line services

NSIP and A12 MRN report for Woodbridge Town Council May 2026

Sealink (Applicant National Grid Electrical Transmission (NGET))

The Examination for Sealink is now closed. The Examiners have three months to prepare their report to the Secretary of State.

Since the last report further submissions to the Examiners occurred at Deadline 7 both by Interested Parties (IPs) and by the Applicant and the Applicant submitted a significant late change to its application a week before Deadline 7.

The late proposed change is to seek to allow the Applicant, if it is successful in its application, to submit post consent requests for approval and discharge of conditions to an, as yet to be formed, specialist unit of central government's Department of Energy Security and Net Zero (DESNZ) rather than to our local councils, Environment Agency etc. This option has arisen by a recently published review of process for NSIPs particularly for nuclear power sites and was recommended as a means of prioritising these projects during construction.

This would mean local evaluation of such applications for revised works and discharge of conditions would only be advisory and the central government body that approved the overall scheme application would make final decisions. Not surprisingly many submissions at Deadline 7 were opposed to this removal of local control and review.

Deadline 7 documents also highlighted that the Applicant is seeking to remove many of the statutory powers that Network Rail has on managing/operating the railway network. This seems to line up with the Applicant's approach that has been to put into its Direct Consent Order (DCO) a prioritisation approach that favours its scheme over all other NSIPs.

Network Rail statement is

The draft DCO submitted with the Application includes provisions which would, if granted, authorise NGET to carry out works on, under and in close proximity to operational railway land in the control of Network Rail, to permanently acquire new rights over NR's freehold interests in such land and take temporary possession over such land, as well as extinguish, suspend and/or interfere with NR's rights over and apparatus on third party land.

....serious detriment to NR's statutory undertaking will be caused as a result of NGET being able to exercise compulsory acquisition powers to acquire rights over an operational railway line, and access rights over an operational private level crossing. Absent the inclusion of sub-paragraphs (1), (3) and (4) and where NR has no ability to require its prior consent to such acquisition, it would give rise to a significant, unacceptable risk that NGET could compulsorily acquire rights over railway land without prior NR's consent.

At Deadline 7, as with other deadlines, there is what is called a PADSS (Principal Areas of Disagreement Summary Statement) issued by the statutory local authority consultees. These list the areas of disagreement and indicate the potential for them to be resolved. On previous NSIPs examinations by this late stage there are only a few significant areas of remaining disagreement and very few where there is an indication that resolution is not going to be possible. For Sealink there are numerous major areas of disagreement many of which the local councils consider will not be resolved.

The Needs case for Sealink remains a highly contentious matter and was also highlighted at Deadline 7.

Lionlink (Applicant expected to be National Grid Ventures)

No further development since last month but both Suffolk County Council (SCC) and East Suffolk Council (ESC) have started their Local Impact Report (LIR) preparation for the Examination on this project expected towards the end of 2026. So far, I understand ESC have only consulted some of the immediate parish and town councils. ESCEP met on Monday to determine how other ESC town and parishes may jointly seek input to those LIR reports.

We need to consider what input we seek to those reports

Sizewell C

The next Sizewell C Transport Forum (STF) is on 3 June and questions have to be submitted before the end of next week. Currently issues are arising through the A12 closures at Yoxford and at Darsham railway crossing.

A12 MRN

A meeting has been held with SCC with regard to the impact of the A12 MRN and specifically with regard to the proposals for the A12/B1069 roundabout (commonly known as Dobbies roundabout). We raised concerns at the safety of the proposed new pedestrian and wheeling crossings on Grundisburgh road and the A12 south of the roundabout. We recommended that should be consideration to a reduced speed limit (30 mph) southbound from the Shell garage and a 30 mph limit through the roundabout in general.

The timeline for this project has slipped and works are likely to commence in Q2/3 of 2027.

Item 16

To consider the significant projects of the Council.

- a. The Shire Hall
- i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.

The invoice received from Chapel Properties provides that the 'Gross application' of the project is now stated to be £57,281.84, which comprises of the original £45,326.21 and the additional £11,955.63 as advised at the April meeting of the Council. To this point, £30,250.69 has been invoiced by Chapel (52%).

The estimated additional costs of the extra work were £13,000; in communication with the Chapel Project managers, it is now expected that the final additional figure will be closer to £25,000 (assuming the Council agree to the additional work as provided further below). The summarised position of the additional work is detailed in the below table:

| Additional work | Cost |
|--|----------------|
| 1 - Repair, rebuild and re glaze Window 5 (no allowance on original works | £1,280 |
| 2 - Works outside of schedule to window 4 this includes extra glass, hours, bedding of ceils and nearly full reputty | £1,005.60 |
| 3 - Works outside of schedule to window 3 this includes extra glass, hours, bedding of ceils and nearly full reputty. | £1,236.50 |
| 4 - Works outside of schedule to window 2 this includes extra glass, hours, bedding of ceils and nearly full reputty | £986.50 |
| 5 - Additional timber order placed to cover the extra works on all windows, rebuild shield and support works for the shield. | £1,893.50 |
| 6 - Repointing of upstairs window and downpipe spout foot. | £546.50 |
| 7 - Removing of broken lime render and flaking paint to Portico windows and installing new lime render system. | £1,128.60 |
| 8 - Supply and decorate 3 coat lime painting system to portico windows. | £392.50 |
| 9 - Repair and decorate 3 coats of paint to 4x feature roses on sides of shire hall. | £998.35 |
| 10 - Prepare, internal sealing with liquid rubber and decorate 2 coats of black paint to all guttering. | £2,035.78 |
| 11 - Supply and decorate 2 coats of black MSP to 4x no street lights and install ID number. | £1,200 |
| 12 - Supply and install stone and pointing repairs to rear gable section. | £1,000 |
| 13 - Supply and install lime mortar mix to base of windows for cills to be installed (currently there is a void) | £451.80 |
| 14 - Supply and install timber and lead work to front first floor Door surround head in preparation for shield. | |
| 15 - Supply and install new handmade crest and shield repairs to bring it inline with clients specification of finish. | £3,500 |
| 19 - Rear Crest Decoration and sealing of stone. | |
| 16 - Works outside of schedule to window 1 this includes extra glass, hours, bedding of ceils and nearly full reputty. | £1,000 |
| 17 - Roof Repairs and cleaning sections of the roof. | £952.40 |
| 18 - Scaffolding adaptions to high level for safe access to the roof - | £3,091.44 |
| TOTAL | £22,699 |

Of this, items 1-10 and 13, have been claimed on the most recent invoice.

A significant additional expense for consideration by the Council at this time is repairs to the main roof, where missing and slipped/loose slates have been identified. The cost to put right these defects are as follows:

- Additional scaffolding to allow for safe working at height - £3091.44
- Labour costs (roofer) and materials - £952.40

Members are asked to consider if they wish to proceed with this work.

The general position at the time of writing is that the work to the north side of the building is complete – the windows have been repaired and repainted internally and externally (this was the 'good' side of the building).

The large window at the front (Bull End) of the building is being almost completely rebuilt. When the crest and windowsill were removed, the frame was completely rotten. The repaired and repainted crest will be re-mounted once the window repairs are complete.

On the south side – the windows on the first floor are finished – the work that remains are the windows on the ground floor (which have been painted where possible in advance of the carpentry work).

This is the far-left window (when looking from the road) on the first floor which was in terrible condition:



The parking bay suspension and road working permits have been extended until June 16th to facilitate the completion of the project.

- ii. Receive an update from the Shire Hall Working Party.

Cllr. Sadler has provided the minutes from the early May meeting of the Shire Hall Working Party for consideration – these are provided on SharePoint.

- b. In house gardening/ maintenance
 - i. Update regarding bin emptying and public toilet provision (also see item 40).

The Amenities Committee have recommended increase bin emptying provision during the summer months (see item 40) and longer opening hours for the toilets.

- c. Local Government Reform
 - i. To receive an update from the green spaces due diligence working group;
 - ii. To receive an update on the built spaces project
 - iii. To consider the provisional ward boundaries for the Central and East Suffolk Unitary Council

The Working Party has not yet been able to meet. The Town Clerk attended a meeting for larger Town Council's to discuss LGR – the notes of that meeting are provided on SharePoint;

Dear LGR Working Party,

As those of you who attended the Fire Marshall training last Wednesday know, I had to dip out of the session in order to attend an online meeting organised via SALC for the larger Suffolk towns to discuss progress with LGR – the notes from that meeting are attached (provided by the Clerk of the Aldeburgh Town Council). SALC are also seeking to get responses from the other larger Council's who didn't attend, and once this is received I shall circulate.

My main takeaway from the meeting, which comes across in Kim's notes, is that there is a large discrepancy across the County as to the approach to the LGR. Ourselves, Kesgrave and Southwold (and we expect Felixstowe and Saxmundham but they didn't attend) are proactive and seeking to meet 'the challenge' head on – this to me remains the correct approach. Others such as Aldeburgh and Brandon are struggling to engage Members in discussion, whilst Haverhill and Beccles seem quite unsupportive of the overall idea of LGR/ Devolution and hence not engaging at the current time (although the Clerk of Haverhill expressed his opinion that they should be).

Once we are through the cycle of Annual Town Meeting and Annual Meeting of the Council, this group should seek to meet again soonest to consider our next movements. As advised before, I have downloaded and saved to SharePoint the titles for the four priority areas and will study these closer in due course.

Best

Greg

15.41 on Thursday 14th May provided a bombshell in the form of an email 'Sent on behalf of the Suffolk LGR Implementation Board' which provided the first details of a new website jointly created by Suffolk's county, district and borough councils - providing simple and clear information and updates about Local Government Reorganisation in Suffolk:

Dear Chair and Clerk,

As the Implementation Board charged with delivering Local Government Reorganisation in Suffolk, we want to share with you the first details of a new website - jointly created by Suffolk's county, district and borough councils - providing simple and clear information and updates about Local Government Reorganisation in Suffolk.

It is part of our commitment to ensuring residents and communities are aware of LGR, why it is happening, and what it means for them as we transition to three new unitary councils.

The *Future Suffolk* website www.suffolklgrhub.gov.uk, developed in-house by our communications teams, will evolve as plans progress. But it already includes:

- explainers about LGR
- a timeline of the LGR process and key milestones
- maps showing the new council boundaries
- details about the 2027 shadow authority elections.

The site, which goes live tomorrow (Friday 15 May), also includes an interactive map showing provisional ward names and boundaries, as well as details of the number of councillors. These boundaries have been shaped in accordance with the [Boundary Commission for England's](#) guidance and by working with cross-party groups of councillors over the past few months, with the support of our democratic service and elections teams. You can preview the site here: <https://preview-suffolklgr-scc.cloud.contensis.com/>

The website brings everything together in one place and ensures these complex changes are communicated in a clear, consistent and transparent way. It also provides a single point of contact for residents, and the opportunity to submit questions and comments. Please note *Future Suffolk* is a temporary website and identity being used to communicate these changes – it is not a brand for the new councils.

We will continue to keep you fully informed in the weeks and months ahead, and there will be regular opportunities to ask questions.

If you have any questions about any of the above, please feel free to contact any of us.

Thank you,

Mark Ash – Joint Chief Executive, Suffolk County Council and Suffolk LGR Senior Responsible Officer

Chris Bally – Chief Executive, East Suffolk Council

Arthur Charvonia - Chief Executive, Babergh & Mid Suffolk District Councils

Andrew Cook – Joint Chief Executive, Suffolk County Council

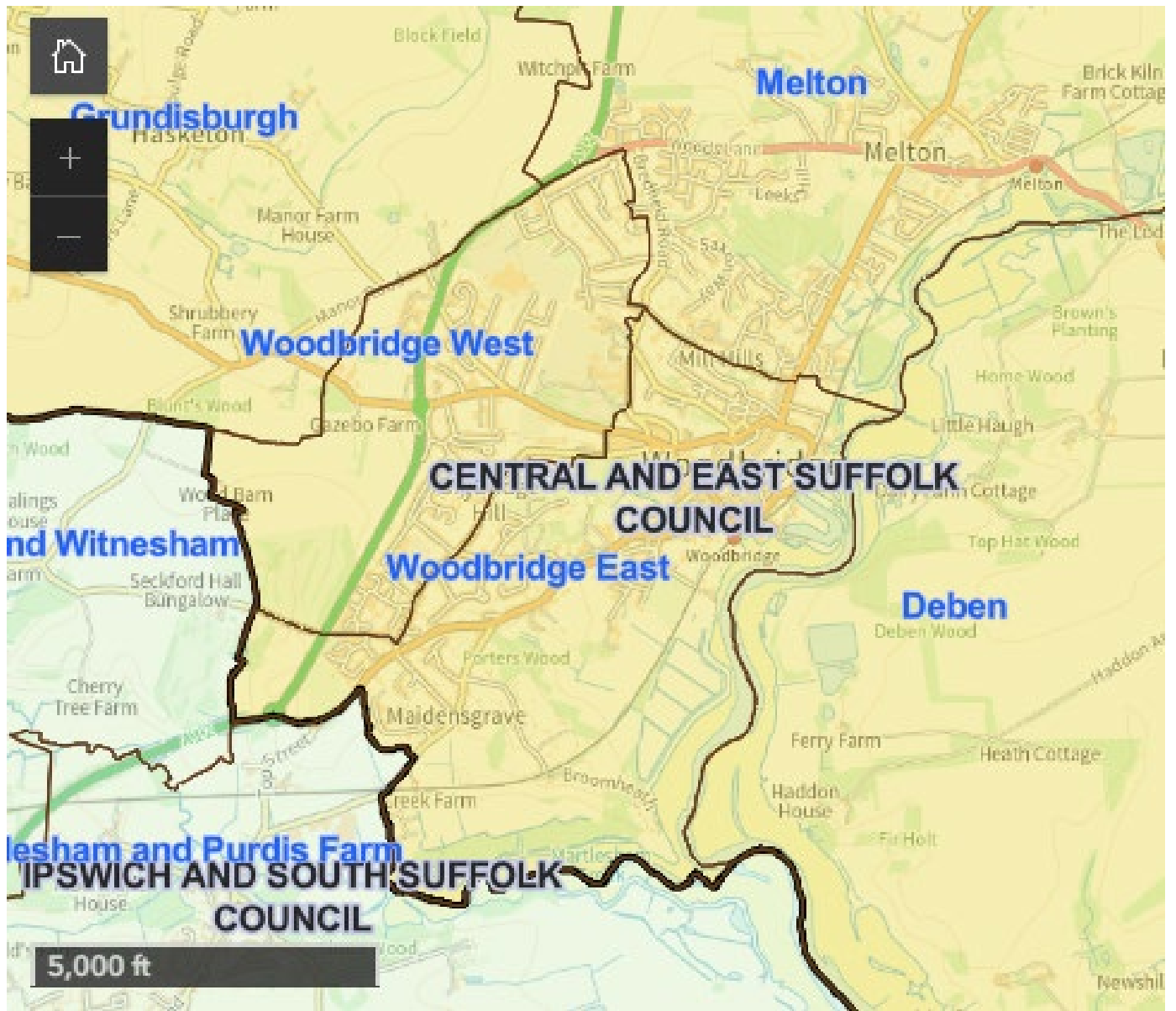
Gareth Everton – Executive Director of Adult Social Care, Suffolk County Council

Ian Gallin – Chief Executive, West Suffolk Council

Helen Pluck – Chief Executive, Ipswich Borough Council

Sarah Jane Smedmor - Executive Director of Children and Young People's Services, Suffolk County Council

This item has been requested in order that the **Council can consider the provisional ward boundaries for the Central and East Suffolk Unitary Council, including the proposed division of Woodbridge into East and West:**



Item 20

To consider matters arising from the Annual Town Meeting.

The Annual Town Meeting was held at the Woodbridge Town Football Club on Tuesday 12th May – the draft minutes from that meeting are available on the Council's [website](#).



This item provides the Council the opportunity to consider any matters arising from the meeting – areas of significant discussion included:

- Road safety, primarily focussed on the dangerous conditions faced by school children on their journeys to and from school. The wide ranging support in the room for a 20mph zone for Woodbridge and the Active Travel Woodbridge proposals.
- The requirement for a Woodbridge Neighbourhood Plan.
- Concerns about the monopoly of the Co-op and a potential new development on the A12

Members are asked to consider matters arising from the Annual Town Meeting.

Item 21

To receive an update on the Elmhurst Park Kitchen Garden and agree next steps.

As reported to the April meeting of the Council, the Town Mayor and Town Clerk were due to meet with representatives from the Woodbridge Growers on April 23rd. The Mayor's email to the Growers following that meeting, and the subsequent email communication, is uploaded to SharePoint.

Further to the cessation by the Woodbridge Growers of legal action against the Council, a follow up meeting is scheduled for Friday 22nd May to discuss how the parties may move forward together on the use of the kitchen garden.

The Town Mayor seeks the support and approval of the Council to continue discussions with the Woodbridge Growers as to how a future relationship may look – the Council will ultimately have the final say on any such agreement.

Members are to receive an update on the Elmhurst Park Kitchen Garden and agree next steps.

Item 22

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

The year end internal audit was undertaken by Julie Lawes from SALC (also Clerk at Capel St Mary Parish Council), on Friday` 25th April 2025. As well as providing the signed AGAR, the internal audit report provides comments and recommendations from the internal auditor on the performance of the Council, and this document is provided on SharePoint, and publicly on the Council's [website](#).

Also provided on SharePoint is the full suite of documents prepared by the Town Clerk and Finance Officer to facilitate the audit, and the answers to questions posed by Julie on the day.

The following actions are required further to the comments made in the report:

Comment

| Section 1 – Financial Regulation and Standing Orders | | |
|---|-----|---|
| The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes. | | |
| Evidence | | <i>Internal auditor commentary</i> |
| Have Standing Orders been adopted, up to date and reviewed annually? | YES | The Town Council Standing Orders as published on the council website were adopted at a meeting of council held 21 st May 2025 and detail they are based on the model published by the National Association of Local Councils (NALC), updated in 2022. Comment: Council should look to update to the NALC Model 2025 which includes revisions to Section 14 and 18. |

WTC action – Item 27, the review of the Council's Standing Orders, will allow for this recommendation.

Comment

| | | |
|---|-----|---|
| Has the Council adopted the General Power of Competence (GPC) and is there evidence this is being applied correctly? ³ | YES | It is confirmed council adopted the General Power of Competence on the 16 th May 2023. Comment: Whilst there is no statutory obligation, it is considered best practice that the council formally confirm its eligibility to exercise the General Power of Competence on an annual basis, at the Annual Meeting of the Council. This will ensure continued compliance with the relevant statutory criteria, particularly in relation to the proportion of elected members and the clerk's qualifications, both of which may change over time. Regular confirmation demonstrates good governance and provides a clear audit trail that the Council remains entitled to rely on the power. |
|---|-----|---|

WTC action – A local council in England can declare the General Power of Competence (GPC) when two-thirds of its Councillors are elected (not co-opted) and the Town Clerk holds the Certificate in Local Council Administration (CiLCA). This allows the council to act in the interest of the community, doing "anything an individual can do," provided it is not prohibited by other legislation.

The current status for Woodbridge Town Council is that the Council formally resolved that it met the eligibility criteria at the first meeting of this Civic Term – 16.05.23 (item 13)

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

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

Under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, this eligibility remains in place until the next relevant annual meeting, which for this organisation will be May 2027 following ordinary elections.

At the current time, twelve of the current sixteen Councillors were elected in 2023 (Two thirds of sixteen is 10.6666). The Town Clerk remains in post and retains his CiLCA qualification.

To satisfy the request of the internal auditor, **Members are asked to note the Council's continued eligibility to exercise the General Power of Competency for the forthcoming year.**

Comment

| | | |
|--|-----|--|
| Does unspent CIL income form part of earmarked reserves? | YES | The annual report for 2025/2026 details a retained balance of £47,600.00. In accordance with Regulations this has been allocated in an earmarked reserve detailed as 355 Changing Places which is a live project with East Suffolk Council. A further £25k has been added from the council earmarked fund to give a retained figure of £72,600k. Comment: Council must ensure the CIL funds remain separate to that of general expenditure and that council keeps details of the CIL balance and its expenditure / income excluding the added £25k from Woodbridge Town Council funds. |
|--|-----|--|

WTC action – As provided at item 14, the Council does hold an EMR for Changing Places to the amount of £72,600, of which £47,600 is CIL money and £25,000 Council funds. To satisfy the request of the internal auditor, **Members are asked to agree to the creation of separate Earmarked Reserves for those two amounts.**

Comment

| | | |
|---|-----|---|
| Have pension re-declaration duties been carried out | YES | At a meeting of full council, it was noted that redeclaration duties had been completed on 18 th July 2023. Comment: Council is aware that it is required to complete a re-declaration of compliance with workplace pension duties every three years in accordance with the Pensions Act 2008, as regulated by The Pensions Regulator with the next one due July 2026. |
|---|-----|---|

WTC action – The Town Clerk has an action in his calendar to complete the pension re-declaration in July.

Comment

| | | |
|--|-----|--|
| Is there an adopted council publication scheme and is it reviewed regularly? | YES | The Freedom of Information Act 2000 requires every public authority to have a publication scheme. Woodbridge Town Council Publication Scheme is available to view on the council website and details the type of information the council holds and how it will make it available to the public. RECOMMENDATION: The document is dated 2023 and has no review date published. The Publication Scheme is not listed on councils policies to be reviewed. It is recommended that as this is a live document it be reviewed annually to ensure it is up to date and contains relevant information. |
|--|-----|--|

WTC action – The Council’s Model Publication scheme is provided on our [website](#) – the Finance Committee will be asked to consider the contents of the document at their meeting in late May.

Recommendation

| | | |
|---|----|---|
| Has website accessibility been tested, at least annually? | NO | Council documents the Accessibility Statement as created 7 th August 2023 with no further review date published. RECOMMENDATION: The Council should ensure compliance with Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, including maintenance of an up-to-date accessibility statement and adherence to WCAG 2.1 AA standards, with consideration given to WCAG 2.2 best practice where appropriate. Public sector guidance expects a formal review at least once a year. |
|---|----|---|

WTC action – Officers will give this matter further consideration; expect consideration at the June meeting of the Council.

Comment

| | | |
|---|----|---|
| Does the council have an IT policy that is tailored to the council? ¹⁵ | NO | At a meeting of the council held 18 th March 2026 it deferred the adoption of an IT Policy to allow consideration of a policy more fitting for the Town Council. Comment: To ensure a positive response to assertion 10, Council must demonstrate it understands and is complying with data protection law. Smaller authorities (excluding parish meetings) <u>must</u> have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment. |
|---|----|---|

Additional comments:

WTC action – Ongoing – as provided later in the agenda the Council will answer ‘No’ to Assertion 10 as it has yet been able to adapt an IT policy suitable for the organisation.

Comment

| | | |
|---|------------|---|
| Has appropriate action been taken regarding the recommendations raised? | Partly Met | Following the recommendations made, council has adopted an Investment Policy, as detailed at its Finance Committee meeting held 25 th February 2026, and full council meeting held 18 th March 2026. Outstanding Recommendation: Council should note that, in accordance with legislation, loose leaf minutes should be numbered consecutively and signed by the Chair of the meeting on each page. Comment: Loose-leaf minutes should be consecutively numbered to ensure completeness and maintain an effective audit trail. The Council should ensure that its minutes are appropriately controlled and sequentially numbered. The internal auditor is unable to confirm if this has been actioned due to the April 2026 minutes not being published and the May meeting not yet taking place. |
|---|------------|---|

WTC action – The Town Clerks’ communication with the internal auditor on this matter is provided below:

From: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>
Sent: 28 April 2026 09:36
To: Julie Lawes <julie.lawes@hotmail.co.uk>
Subject: RE: Internal Audit

Hi Julie,

Thanks for your time yesterday – I'm just reading through the report now.

The comment ref loose leaf minutes – in laymans terms, is the suggestion that the page numbers should run consecutively through the Civic Year, or just meeting by meeting?

Since the internal audit we have been signing every page and the pages are numbered 1-whatever for each meeting; I can scan in and send copies if required.

Best

Greg

From: Julie Lawes <julie.lawes@hotmail.co.uk>
Sent: 28 April 2026 10:13
To: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>
Subject: Re: Internal Audit

Hi Greg

General idea is that the full council minutes either have consecutive agenda numbers or page numbers so each meeting follows through for the entire year.

So for my council our agenda numbers start at 01.01.26 in January (so number one / month / year) and then on february will be XX.02.26 then March XX.03.26 and so on until December which will end around 300 ish so 300.12.26. But we dont do the page numbers.

For us it helps as I can tell the month and the year of the agenda item easily and then the first numbers show they follow through from meeting to meeting.

Other councils choose page numbers which run from January to December.

Its just really to ensure there are no gaps in the records that cant be traced so its whatever works for you really.

Make sense?

Julie

From: Town Clerk
Sent: 28 April 2026 10:28
To: 'Julie Lawes' <julie.lawes@hotmail.co.uk>
Subject: RE: Internal Audit

Hi Julie,

Thanks for the explanation – I will work toward page numbers for Council and put something in place once we enter the new Civic Year, as to me, that seems more appropriate than calendar year.

We did a few years ago have consecutive agenda items across all Committees - we ended up with something like 1200 items by the end of the year.....!

Thanks again for your time yesterday.

Best

Greg

Members are asked to note and take action as appropriate following the year end internal audit (which was signed off with the following comment:)

Woodbridge Town Council continues to work to an exceptional standard.

Item 23

To review the effectiveness of the internal audit process.

The Council is required to review the internal audit process and consider whether the process is adequate and extensive enough for this Council.

The Joint Practitioners Guide states:

JPAG 4.16: Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.

The Internal Audit roles and responsibilities are outlined on pages one and two of the Internal Auditor's report:

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit. The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- the integrity and reliability of information, accounts, and data

Methodology

When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2025/26 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned

Members are asked to review the effectiveness of the internal audit process and agree to retain the existing process if satisfied.

Item 24

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

The Council is required to appoint a competent, independent, internal auditor to undertake a minimum of two internal audits per year.

The most recent advice (taken from the 2024 Practitioners Guide) is:-

Selecting and appointing an internal audit provider

4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.

4.7. There are various ways for an authority to source an internal audit service, for example:

- Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework;
- Purchasing an internal audit service from a principal local authority;
- Engaging a competent internal auditor with sufficient organisational independence to undertake the role;
- Appointing a local individual or a member of a panel of individuals administered with appropriate safeguards and segregation of duties by a local association affiliated to NALC, SLCC or ADA.

4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets;
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of relevant principles and practice of financial and other risk management;
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite);
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities;
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority;
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities.

Independence

4.9. Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

4.10. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.

4.11. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Competence

4.12. Evidence as to competence might include letters of recommendation from other similar authorities.

Engagement

4.13. Every authority should ensure that they have a letter of engagement which would normally include:

- roles and responsibilities
- audit planning and timing of visits
- reporting requirements
- rights of access to information, members and officers
- period of engagement
- remuneration
- any other matters required for the management of the engagement by the authority

4.14. Most internal auditors will have professional indemnity insurance cover which provides both the authority and the person or firm engaged, with protection and assurance.

Planning and oversight

4.15. It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements.

4.16. Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.

4.17. As with any review, it should be evidence based. Wherever possible this should be gathered throughout the year. Sources may include:

- previous review and action plan;
- annual report by internal audit;
- other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations;
- any reports by the external auditor;
- the results of any other external reviews of internal control.

4.18. As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.

4.19. Internal auditors should be aware of the National Audit Office guidance to external auditors regarding the additional work expected in respect of authorities with income or expenditure in excess of £2,000,000

To satisfy these principles the Council has traditionally engaged the services of the Suffolk Association of Local Councils (SALC), whose auditors are both experienced, independent, and qualified Clerks. There has been no reason to doubt the thoroughness of the Independent Internal Auditor service provided by SALC, and the usual course of action would be to appoint SALC for another year.

Members will recall that in previous years, attempts to utilise non Council affiliated auditors and auditors from other County authorities were unsuccessful, and SALC have continued to provide audits to the satisfaction of the Council.

The Town Clerk is also aware that a number of experienced Town Clerks have also begun working for SALC as auditors, so in time, it is hoped that a new pair of eyes can consider the Council's processes and procedures.

Members are recommended to:

- **re-appoint the Suffolk Association of Local Councils as its Independent Internal Auditor.**
- **agree that the Council continue to be audited internally twice per year.**

Item 25

To consider and agree the completion of the responses to the Governance Statement in Part 1 of the Annual Governance and Accountability Report (AGAR) for 2025/26.

This is the first of a two-part process to be completed before the Town Council submits its accounts for External Audit. The Council is required to confirm, for each of these statements, that it has taken appropriate measures to comply with legislation and guidance, and to prevent fraud/theft. The Full AGAR is provided on SharePoint.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | "Yes" means that this authority: |
|--|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | | | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

Members must agree their answer to each of the questions in part 1 of the Annual Governance and Accountability Report (AGAR) for 2025/26.

Item 26

To consider and agree the financial statement in Part 2 of the Annual Governance and Accountability Report (AGAR) for 2025/26.

The Council is required to agree the summarised financial data being presented to the External Auditor, which is shown below.

Section 2 – Accounting Statements 2025/26 for

| Woodbridge Town Council | | | |
|--|--------------------|--------------------|---|
| | Year ending | | Notes and guidance |
| | 31 March 2025 £ | 31 March 2026 £ | |
| 1. Balances brought forward | 557,589 | 661,992 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 494,522 | 555,624 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 106,866 | 184,347 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 183,611 | 223,787 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 313,374 | 460,296 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 661,992 | 717,881 | Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 736,124 | 744,679 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 909,585 | 980,319 | 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. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| For Local Councils Only | Yes | No | |
| 11 Do the figures in the accounting statements above exclude any trust transactions? | ✓ | | For guidance refer to the Practitioners' Guide sections 2.31 to 2.33. |

Members are recommended to approve this financial return which has been agreed with the Internal Auditor.

Item 27

To review and agree the Council's Standing Orders.

Standing Orders are one of the three principal governing policy documents of the Council providing procedure guidance for Councillors and Officers. They must be observed in conjunction with the Financial Regulations and Code of Conduct.

Standing Orders are the written rules of a local council and are essential to regulate the proceedings of a meeting. A Council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a Council are not the same as the policies of a Council, but standing orders may refer to them.

Like most Council's, WTC uses the NALC model code and adapts it (where permissible), for its own purposes. As provided at item 22, the internal auditor has identified that the Council has not adopted the most recent version of Standing Orders (May 2025), which includes revisions to sections 14 and 18, summarised below:

| Section 1 – Financial Regulation and Standing Orders | | |
|---|-----|---|
| The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes. | | |
| Evidence | | <i>Internal auditor commentary</i> |
| Have Standing Orders been adopted, up to date and reviewed annually? | YES | The Town Council Standing Orders as published on the council website were adopted at a meeting of council held 21 st May 2025 and detail they are based on the model published by the National Association of Local Councils (NALC), updated in 2022. Comment: Council should look to update to the NALC Model 2025 which includes revisions to Section 14 and 18. |

Key Changes:

Section 14

- Updated to better reflect Code of Conduct requirements, including removing 14.a-c.

Section 18

- Procurement Thresholds & Legislation: The revisions ensure that the standing orders comply with updated procurement legislation.
- Financial Regulation Alignment: Changes were made to ensure consistency with the updated NALC Model Financial Regulations.
- 18.a.v: Updated regarding the procedures for inviting tenders, typically to align with the higher threshold for tender invitations (£60,000) or higher).
- 18.c, 18.d: These clauses govern the tender process, including requirements for written tender submissions and public transparency.

Uploaded to SharePoint is an updated version of Standing Orders with tracked changes accounting for the above.

Members are asked to review Standing Orders and recommend the policy for adoption upon the acceptance of any changes proposed and agreed.

Item 28

To review and agree the Council's Financial Regulations.

Financial Regulations are provided for under the Local Government Act 1972 as an important vehicle for providing a framework for Council's financial management. They are required in law, in respect of certain contractual matters. In addition, they are required as part of the Proper Practices which local authorities must comply with under the Accounts and Audit Regulations 2015.

The NALC website confirms that the most recent update to the model Financial Regulations was 5 March 2025. The Council adopted this latest update at its meeting in May 2025 and agreed some minor amendments following a recommendation from the Finance Committee last October.

There were no comments from the Internal Auditor regarding the Council's agreed policy, a version of which is uploaded to SharePoint.

Members are asked to review Financial Regulations and recommend the policy for adoption upon the acceptance of any changes propose and agreed.

Item 29

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

The Council's Terms of Reference details the scope and delegated authority for decision making provided by the Council to itself, its Committees, and its Working Parties – each decision-making body must work within these powers when making delegated decisions on behalf of the Council.

The potential changes required to this document for the forthcoming year are the removal of 'Newsletter Working Group', and the preparing of terms of reference for the Shire Hall and Green Spaces due diligence Working Parties – two groups on the Council expected to undertake significant work in the coming year.

No TOR's have been proposed at this time – Councillors are inviting to add suggestions to the document uploaded on SharePoint; the Council may ask these groups to prepare their own TOR's for approval at a later meeting.

Members are asked to review the Terms of Reference and recommend the policy for adoption upon the acceptance of any changes proposed and agreed.

Item 30

To review the scheme of delegation to Committees.

The Council agreed one year ago that the scheme of delegation to Standing Committees for the 2025/26 Civic Year be as follows:

- Amenities
- Finance
- Staffing
- Planning
- Climate and Ecological Emergency
- Highways and Transport

For that year, the Amenities, Climate and Ecological Emergency, Highways and Transport and Planning Committees had budgets and can make decisions which are within their budget limits and Terms of Reference without Full Council agreement.

Decisions on spending over budgetary limits, or changes to Council policy must be ratified by Full Council.

The other Committees may only recommend matters to Full Council for adoption as Council policy or for a decision, and work within their 'Terms of Reference'.

The Council's Staffing Committee has two Sub-Committees – Disciplinary/Grievance and Appeals.

Members are asked to review the scheme of delegation to Committees and are recommended to agree that the existing scheme be retained for the 2026/27 Civic Year.

Item 31

To review the membership of Committees.

Woodbridge Town Council is non-political, however, when prospective Councillors stand for election, they do so with allegiance to a particular political party or as an Independent. After election, Councillors should work for the best outcome for the people of Woodbridge in a non-political way.

With the exception of elections and co-option, the only time there should be reference to political groups is in the allocation of Councillors to standing committees. This is purely to give political balance to the Council.

The Council's Terms of Reference states:

3.6. The allocation of members to Committees shall be made by political groups (as registered with the Town Clerk), who will submit their nominations in writing, observing political balance, to the Town Clerk for confirmation at the AGM of the Town Council

Woodbridge Town Council is represented by sixteen Councillors. Ten Members (Labour, Liberal Democrat and Green Party Councillors) have formed an alliance group on the Council. Similarly, five Independent Councillors have done the same. Cllr. Holdcroft represents the Conservative Party.

From this point onwards the items assumes that the proposed updates to the Council's Terms of Reference are agreed.

The pro-rata distribution of Committee places between political parties is based on the membership of the Amenities, Finance, Staffing and Planning Committees being nine, CEE six and Highways and Transport five. Therefore, the total number of seats available on the six standing committees is:

| | |
|--------------------------|----------|
| - Amenities | 9 seats |
| - Finance | 9 seats |
| - Staffing | 9 seats |
| - Planning | 9 seats |
| - CEE | 6 seats |
| - Highways and Transport | 5 seats |
| - Total | 47 seats |

The Alliance group members represent 62.5% of the Council, Independent group 31.25% and Cllr. Holdcroft 6.25%. This translates (by multiplying the percentage of group representation on the Council by the number of seats available) to the following allocation to the forty-seven seats available on the Council's Standing Committees.

Alliance group – 62.5% – 30 seats
Independent group – 31.25% – 15 seats

Cllr. Holdcroft – 6.25% – 2 seats (Note – Cllr. Holdcroft has waived his right to three seats, wishing to only be allocated to the Finance and Staffing Committees).

The Council must agree the number of seats allocated to each political group on the Council. The relevant party leaders and individuals will then advise the Town Clerk of the allocation to Committees in the days following the meeting for publication with the minutes:

| Amenities | CEE | Finance | Planning | Staffing | Highways |
|-----------|-----|---------|----------|----------|----------|
| 1 | 10 | 16 | 25 | 34 | 43 |
| 2 | 11 | 17 | 26 | 35 | 44 |
| 3 | 12 | 18 | 27 | 36 | 45 |
| 4 | 13 | 19 | 28 | 37 | 46 |
| 5 | 14 | 20 | 29 | 38 | 47 |
| 6 | 15 | 21 | 30 | 39 | X |
| 7 | X | 22 | 31 | 40 | X |
| 8 | X | 23 | 32 | 41 | X |
| 9 | X | 24 | 33 | 42 | X |

For information, the political balance observed in 2025/26 was as follows (this will be different for 2026/27).

| | Amenities | Finance | Planning | Staffing | Climate | Highways |
|---|-------------|--------------|-------------|--------------|-------------|-------------|
| 1 | Alliance | Alliance | Alliance | Alliance | Alliance | Alliance |
| 2 | Alliance | Alliance | Alliance | Alliance | Alliance | Alliance |
| 3 | Alliance | Alliance | Alliance | Alliance | Alliance | Alliance |
| 4 | Alliance | Alliance | Alliance | Alliance | Alliance | Independent |
| 5 | Alliance | Alliance | Alliance | Alliance | Independent | Independent |
| 6 | Independent | Independent | Independent | Independent | Independent | X |
| 7 | Independent | Independent | Independent | Independent | X | X |
| 8 | Independent | Independent | Independent | Independent | X | X |
| 9 | Independent | Conservative | Independent | Conservative | X | X |

Members are asked to agree the number of seats allocated to each political group or Independent group on the Council.

Item 32

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

The Council agreed the following appointments to its Working Parties for the Civic Year 2025/26:

Property – Cllrs Bale, Leach, Miller, O'Nolan, Rogerson, Sanders, Sutton and Walsh.

Standing Orders

- Group 1 – Beck, Rogerson, Miller, Sanders, Sutton and Wilks
- Group 2 – Holdcroft, VACANCY, O'Nolan, Phipps and Walsh
- Group 3 – Adelson, Bale, Gillard, Leach and Pegg

Youth Group – Beck, Leach, Pegg, Phipps and Sutton.

Newsletter – Beck, Gillard, Holdcroft, Leach and Walsh.

Emergency Plan – Adelson, Beck, Holdcroft, O'Nolan, Leach, Phipps and Sanders.

Shire Hall NHLF bid – Sanders and Sutton.

Grants – All Councillors

During the year there have been some changes – as alluded to at item 29, the work of the Newsletter WP has been overtaken by the Mayor's Monthly – the Council may need to consider if the Newsletter WP is still required.

Following the failure of the Shire Hall NHLF bid, that group has been replaced by the **Shire Hall Working Party** (Sadler, Miller, Phipps (ex-officio), Sanders, Turner). The Council has also appointed a **Green Spaces due diligence Working Party** (Miller, O'Nolan, Leach, Sutton, Sanders, Adelson, Sadler and Bale).

Members are asked to review and agree the appointments to these working parties.

Item 33

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

The Council has the following (overleaf) arrangements with other not for profit bodies and businesses.

Updates this year include the new lease with Longfields for the Kingston Pavilion Café and the Woodbridge Quay Company for the management of the houseboats at Whisstocks.

The leases with the Seckford Foundation (for the upper floor of the Shire Hall) and Woodbridge Growers (for the Elmhurst Park kitchen garden), have been removed.

Members are asked to the existing arrangements with other Local Authorities, not for profit bodies and businesses.

| Property inc. address | Name of tenant/ partner organisation etc | Nature of relationship | Lease Start | Lease End | Rent | Charge Period | Annual Increase | Legal notes |
|---|--|---|----------------|------------------------|----------------------|------------------|--------------------|---|
| Tide Mill, Tide Mill Way, Woodbridge IP12 1BY | Woodbridge Tide Mill Charitable Trust | Lease of the Tide Mill to the Trust | 01.03.1977 | Open Ended | | | | Woodbridge Town Council is the custodian trustee of the Woodbridge Tide Mill Trust limited. Woodbridge Town Council grant a sum of money to the trust each year. Declaration of Trust signed on 29th February 2008. |
| The Longshed, Whisstock's Place, Tide Mill Way, Woodbridge, IP12 1FP | Woodbridge Riverside Trust | Lease of the Community Boatshed Building | 05.04.18 | 35 years 05.04.53 | £1 | Annually | None | Tenant to pay a proportion of the Estate Charge (Service Charges) within ten days of first demand. Associated Party (Sutton Hoo Ships Company) right to occupy part of the ground floor for ten years from lease start. |
| Community Hall, Station Road, Woodbridge, IP12 4AU | Woodbridge Community Hall Management Committee | Long term management agreement of Woodbridge Community Hall | 13.05.14 | 15 years (2029) | £1,500 | Annually | See Notes | Two page agreement between the parties makes future planning difficult due to the inadequacies of the document. |
| Kingston Pavilion, Kingston Field, The Avenue, Woodbridge, IP12 4 BA | Longfields Café | Lease of Kingston Pavilion Cafe | 01.08.2025 | 01.02.2027 | £6,000 | Annually | See Notes | Eighteen month lease with Longfields - extension under consideration (agreed by Council) |
| Woodbridge Museum, Whisstock's Place, Tide Mill Way, Woodbridge, IP12 1FP | Trustees of Woodbridge Museum Trust | Lease of the Community Heritage Building | 29.05.18 | 99 years 29.05.2117 | £1 | Annually | None | Tenant to pay a proportion of the Estate Charge (Service Charges) within ten days of first demand. |
| Tennis Courts, Kingston Field, The Avenue, Woodbridge, IP12 4BA | Trustees of Woodbridge Tennis Club | Lease of Tennis Courts | 14.03.17 | 12.03.2042 | £2,050 | Annually | See Notes | Rent review on 14.03.2022 and then every 5 year anniversary against CPI Rate |
| Kingston Pavilion, Kingston Field, The Avenue, Woodbridge, IP12 4 BA | Woodbridge Tennis Club | Lease of part of Kingston Pavilion | 28.02.17 | 25 years (2032) | £2,050 | Annually | None | |
| Quaker Burial Ground, Turn Lane, IP12 4AR | Woodbridge Quaker Group Managing Trustees | Lease by Town Council of Quaker Burial Ground | 19.05.04 | 19.05.34 | £0 | Annually | | The document does not provide the Town Council any means of exiting the agreement - only the Quakers can terminate. |
| Land at rear 21 Market Hill (Adjacent Theatre Street toilets), IP12 4NE | The Galley Restaurant | Theatre Street wayleave | 28.06.04 | Open Ended | £266.94 (in 2023) | Annually | In line with CPI | Original agreement signed with SCDC, transferred to WTC upon purchase of Theatre Street toilets - Wayleave allows the Galley to cross the boundary between the two properties, on foot only. |
| Foreshore and bed to low tide at Tide Mill/ Whisstocks | The Crown Estate | Lease of the foreshore and bed of the River Deben | 21.07.21 | 99 years 20.07.2121 | £2,375 | Annually | | |
| Foreshore and bed of the River Deben | Woodbridge Quay Company Limited | Management of houseboats | 01.04.25 | 31.03.28 | £3,450 | Annually | | |
| Kingston Field | Kingston Field Charity | | | | | | | Woodbridge Town Council is custodian trustee of Kingston Field |
| Elmhurst Park | Elmhurst Park Charity | | | | | | | Woodbridge Town Council is custodian trustee of Elmhurst Park |

Item 34

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

The Council agreed to enter into a three-year agreement with Zurich Municipal to be the Council's insurer in October 2023:

385. To consider the quotations received for the renewal of the Council's Insurance cover

The Council agreed to enter into a three-year agreement with Zurich Municipal to be the Council's insurer.

Now in its third and final year (expires October 31st), the latest iteration of the cover also includes the recently purchased gardening tools/ equipment, but not yet the improvements to the fabric of Elmhurst Park gardeners shed and toilets - the re-valuation of these properties was received on the afternoon for Friday 15th and will be passed to our insurers soonest. The two vehicles now owned by the Council have their own separate insurance policies with Zurich. The Council's insurance documents are uploaded to SharePoint.

As part of the aforementioned work to re-value the Elmhurst Park gardeners shed and toilet, the buildings across the Council's estate have been re-valued in order that Officers can seek quotations from insurance companies for the provision of our insurance cover from November 1st 2026; Council should expect to consider an item in September or October.

Members are asked to note the arrangements for insurance cover in respect of all insurable risks.

Item 35

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

The Council as a body currently subscribes to the following organisations, as detailed on the overleaf document.

Members are asked to review the Council's and Staff's subscriptions to other bodies.



| Supplier | Description | Month Due | Normal Code | Occurance |
|--|---|-----------|-------------|-----------------|
| Suffolk Association of Local Councils <i>includes payment to NALC</i> | Advice/Training inc. membership of National Association of Local Councils | April | 4915 | Annually |
| Finance Director (Accounts Software) | Maintenance/Support Annual Fee/Cloud User Fee | April | 4645 | Annually |
| Finance Director (Accounts Software) | Accounts Backups Annual Fee | April | 4645 | Annually |
| Choose Woodbridge | Full Membership | April | 4915 | Annually |
| Openstrike | Domain Name Renewal Next Renewal 2026 | May | 4645 | Every two years |
| Moneysoft | 3 x Payroll annual Licenses | May | 4645 | Annually |
| British Youth Council | BYC Membership | June | 4915 | Annually |
| Adobe Software | Software Licences x 5 | August | 4645 | Annually |
| Canva | Website Software Annual Subscription | August | 4645 | Annually |
| Ring LLC | Annual Subscription Plan for Telephone Kiosk | October | 4915 | Annually |
| ICO (Data Protection Registration) | Data Protection Registration Renewal | October | 4645 | Annually |
| LGA (Local Government Association Workforce Subscription) | Advice and general support policies & procedures/financial/Salaries | March | 4915 | Annually |
| SuffolkKeySAFE Scheme | SH-SAFE Key Scheme Annual Membership | March | 4915 | Annually |
| HP Instant Ink | Remote Printer Subscription | Monthly | 4660 | Monthly |
| Smarty | Market Hill Kiosk Simcard Monthly Charge | Monthly | 4135/170 | Monthly |

Item 36

To review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

The Council's Freedom of Information and Data Protection policies were last approved by Council in June 2025 – this update followed changes to the law in regard of the Council's commitment to the lawful and correct treatment of personal information.

22. To consider and agree the Council's Priority Policies:

With an addition to the Complaints Procedure to note that in the event of a complaint being made about a Councillor or group of Councillors that those individuals are not part of the Appeals Committee, the Council agreed to adopt the following policies:

- a. Complaints Procedure
- b. Freedom of Information Act
- c. Data Protection Policy

Those documents are uploaded to SharePoint for consideration at this meeting as required by the Council's Standing Orders – no changes to the document are proposed by Officers.

Members are asked to review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

Item 37

To review of the Council's policy for dealing with the press/media.

The Council's Press and Media Policy was last approved in July 2025:

25. To consider and agree the Council's Priority Policies:

- Privacy Notice**
- Electronic Retention Data Protection Policy**
- Press and Media Policy**

Members approved the policies with Cllr. Adelsons amendments.

That document is uploaded to SharePoint for consideration at this meeting as required by the Council's Standing Orders – no changes to the document are proposed by Officers.

Members are asked to review of the Council's policy for dealing with the press/media.

Item 39

To consider a request from Martlesham Parish Council regarding Portal Woods.



Portal Woods is located 3.5 miles from the Shire Hall and would take 7 mins by car, 20 minutes to cycle or 1h9 mins to walk the 3.1 mile route. The wood lies west of the Suffolk Police HQ and alongside the A1214.

Following a meeting with Martlesham Parish Council (MPC) and the Town Clerk, together with subsequent email correspondence and the receipt of a formal report from Martlesham Parish Council (uploaded to SharePoint), the Council is asked to consider a proposal from MPC regarding support for this initiative.

Martlesham Parish Council has asked the Council to consider whether it wishes to support the proposed acquisition by:

1. Assisting with raising awareness of the proposed acquisition through Town Council communication channels, including the website, newsletters, and social media.

2. Considering a financial contribution towards the acquisition of Portal Woodlands.
3. Including a short awareness-raising message within the pre-film cinema feature in Woodbridge.

The following email was subsequently received, setting out the proposed costs associated with the land purchase and outlining the level of financial contribution being sought from WTC.

Hello Greg,

The woodland was marketed for sale by auction with a guide price of £50,000; however, this does not necessarily reflect its true market value. Our Clerk has instructed an independent valuation, which is due to take place on Friday. Once the valuation report is available, we will have a clearer understanding of the overall acquisition cost and the scale of funding that may be required.

At this stage, we are not seeking a specific sum from Woodbridge Town Council. Any contribution would be entirely at your Council's discretion and at a level you feel comfortable supporting.

Kind regards,

Sara

Members are asked to consider the request from Martlesham Parish Council to support the acquisition of Portal Woods, Martlesham.

Item 40

To consider recommendations from the Amenities Committee regarding:

- i. The purchase of a defibrillator.
- ii. Increased bin emptying during school holidays.

The purchase of a defibrillator.

At the meeting of the Amenities Committee held on 6th May 2026, the committee noted the discontinuation of two defibrillators on the estate and considered their replacement.

The decision from that meeting is provided below:

6. To note the discontinuation of two Woodbridge Town Council owned defibrillators and consider their replacement.

The Committee agreed the purchase one Primedic defibrillators funded from the Amenities Committee Budget for £735 + vat (5100) and agreed to make a recommendation to Town Council to purchase the other defibrillator funded from another budget.

Members of the Council are asked to consider the trade in and purchase of the second defibrillator at a cost of £735 +vat. (quotes have been added to SharePoint)

The £1000 budget (4005/ 140 - Other sites Routine Maintenance) has been largely spent already due to the replacement of expired Batteries and Pads for the remaining 2 defibs on the estate at a cost of: £678.00. Leaving £322 for additional spares which may be required throughout the year.

The Council has £5707.66 in the CIL Ear marked reserves for 2026-27, the defibrillators would be considered a permitted spend of CIL money, If the council decided to utilise it for this purpose.

See Item 14 for full earmarked reserves report.

Members are asked to consider the recommendation of the Amenities committee for the purchase of the defibrillator.

Increased bin emptying during school holidays

At the meeting of the Amenities Committee held on 6th May 2026, the committee considered the request from Town Council to consider the current bin emptying schedule, signage and the consideration of the trial removal of bins at a specific location, including the requirement for public engagement and communication, the decision of that item is provided below:

9. To discuss the request from Town Council to consider the current bin emptying schedule, signage and the consideration of the trial removal of bins at a specific location, including the requirement for public engagement and communication.

Members agreed that 4 additional bin lifts per week during school holiday periods, providing a 7 day a week service, at the following bin locations should alleviate the overflowing problem.

- 4 bins at Kingston Playing Field located at the play area and around the pavilion.
- 4 bins at Elmhurst Park located at entrances and near the shelter and play area.
- 2 bins on Market Hill
- 2 bins at Whisstocks place

Members agreed to make this recommendation to Town Council with a maximum spend of £1000 to be funded from another budget.

In addition to this, members agreed to change the existing 3 day a week service to Tuesday, Friday and Sunday.

Cllr Sadler and Cllr Wilks were asked to agree the wording for a sign to be placed on all bins.

Members considered a trial removal of bins in a specific location on the estate but agreed to monitor the additional bin lifts during School Holidays solution first before considering this further as it would be difficult to measure impact of both solutions at the same time.

Costs of increased service:

The cost per bin lift is £1.50.

12 bins x 4 additional days = 48 lifts per week

48 lifts x £1.50 per lift = £74 per week

£74 per week x 13 school holiday weeks = Additional £962.00 (annual cost)

Members are asked to consider the recommendation of the Amenities committee to increase of the emptying frequency of 12 identified bins during school holiday periods, providing a 7 day a week service for 13 additional weeks of the year.

Item 41

To note the passing of an Honorary Freewoman of Woodbridge and agree to the process for appointing a person to the position.

The Town Clerk has been advised that Betty Richardson, Honorary Freewoman of Woodbridge, passed away on May 6th. Mrs Richardson was appointed to the honour in 2004 for her long service as a District Nurse and Midwife serving the Town, for her work as an elder at St Mary's Church and for giving support to others with pastoral care.

The Council may appoint up to twelve Honorary Freeman and Freewoman at any one time, and the passing of Mrs Richardson creates a vacancy.

The Council has previously used the following criteria to appoint a person to the honour:

Nomination form for the appointment of Honorary Freeman or Freewoman of Woodbridge

From time to time, members of the community demonstrate outstanding commitment and contribution to the wellbeing of the Town and it is recognised that their efforts should be acknowledged. Woodbridge Town Council (WTC) will do this by awarding to an individual the title of 'Honorary Freeman or Honorary Freewoman of Woodbridge'.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman or Honorary Freewoman of the Town:-

A - To be considered, a person must have been a resident of the Parish of Woodbridge or a neighbouring parish (Great Bealings, Hasketon, Martlesham, Melton or Sutton) for a minimum of 10 years and must have given continuous voluntary service over 5 years. He/she must have given special service ('special' defined as having given service of themselves to the Town in their own particular way).

B- A current serving member of a Local Authority cannot be nominated. The following criteria must be met to nominate a past member of WTC. The nominee must have served a minimum of 8 years (two terms) on WTC. During the 8-year period the nominee must have served as either Mayor, Deputy Mayor, or as Chair or Vice Chair of a Council Committee.

C- Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

D- The contribution to the wellbeing of the community must involve one or more of the following factors:-

- i. A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
- ii. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.

- iii. Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

Nomination Procedure

A- Nominations must be made in the strictest confidence without the nominee's knowledge. Any resident or elector of the parish of Woodbridge or its neighbouring parishes may make a nomination.

B- Nominations must be made in writing (email or post) to the Town Clerk. The submission should be evidence-based by outlining the voluntary service provided by the individual to the community and any other examples of 'community spirit' to justify the honour. On receipt of a nomination, it will be circulated to all Councillors for confidential consideration as part of the meeting papers.

C- Councillors will consider nominations confidentially at a full Town Council meeting. The two-round system (also known as the second ballot, runoff voting or ballotage) is a voting system used to elect a single winner where the voter casts a single vote for their chosen candidate. However, if no candidate receives the required number of votes (an absolute majority), then those candidates having less than a certain proportion of the votes, or all but the two candidates receiving the most votes, are eliminated, and a second round of voting occurs. The Town Mayor is provided with a casting vote to break any deadlock.

D – WTC are not entitled to approve any nominations if it does not consider suitable the applications received.

Entitlements

Any person declared an Honorary Freeman or Honorary Freewoman of the Town may designate himself/herself 'Honorary Freeman or Freewoman of Woodbridge'.

The award shall be made at a Town Council meeting and a scroll and medal will be presented to the recipient.

The recipient will have their name added to the role of honour held at the Shire Hall and will be entitled to receive formal invitations to all Town Council events.

Limitation on Holders of Award

At any one time, a maximum of twelve persons may hold the title 'Honorary Freeman (or Freewoman) of Woodbridge'.

Woodbridge Town Council reserve the right to remove persons awarded the title Honorary Freeman or Freewoman if past transgressions are revealed, or new transgressions are discovered.

Once a vacancy has been filled and the titled awarded, the Council will not hold a waiting list for those nominees who were not selected. A new round of nominations and voting will be required to fill the next available vacancy.

A nomination form will also ask for the following information to be submitted about the applicant:

- Number of years lived in the community
- Brief outline of life, and dates of service (if applicable)
- Summary of achievements or qualities that make the nominee outstanding

Members are asked to note the passing of an Honorary Freewoman of Woodbridge and agree to the process for appointing a person to the position.

Item 42

To consider the process for appointment a contractor to install the Christmas Lights in Woodbridge.

Members will recall the decision taken at the July 2025 meeting of the Council to appoint Mathesons to install the Christmas lights in the town:

13. To consider a recommendation regarding the appointment of a contractor to the Woodbridge Christmas Lights installation contract.

The Council thanked John Risby for his paper and his recommendations. Members approved Matheson as the contractor to install the Christmas Lights in Woodbridge.

Mr Risby, the Chair of Choose Woodbridge, has enquired about the Council's requirements for the appointment to this year's contract, which as a commercial contract would be covered by the Council's Financial Regulations (Procurement):

Hi Greg,

Thinking about the planning for the Town's Christmas Lights, I would like to know whether the council requires us to re-tender for the installation and removal of the lights this year.

As you know, last year's enquiry gave us 3 possible candidates and we finally recommended Matheson Electrical. The operation was changed to a spread of 4 days instead of trying to cover in 1-2 very long days. This seemed to work quite well.

If we are to re-tender we would like to commence as early as possible as the process can be quite time consuming therefore your requirement would be appreciated.

Please let me know if you need any further information or meeting.

Regards John

For and on behalf of Choose Woodbridge

- **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** Tenders shall be invited in accordance with Appendix 1.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- For contracts below £30,000 including VAT the Clerk or RFO shall seek at least three estimates. Should three estimates not be forthcoming, the Council has discretion to waive this requirement.
- For smaller purchases, (below £5,000) the clerk shall seek to achieve value for money.

The total amount paid to Mathesons in 2025/26 was £4,062.34:

| | | | | | |
|----|------------|--------|-----------------|-------------------------------|----------|
| 9 | 11/12/2025 | MATH01 | Purchase Ledger | Installation Xmas Lights Prt1 | 2,671.17 |
| 10 | 09/01/2026 | MATH01 | Purchase Ledger | Removal of Christmas Lights | 1,391.17 |

The options available to the Council are:

- Request that Choose Woodbridge, with the support of Officers, re-tender for the works and provide a recommendation to Council (as per last year)
- Agree to re-appoint Mathesons in the view that as a local company and at a cost lower than £5,000, provide the value for money are required by the Financial Regulations.

Members are asked to consider the process for appointment a contractor to install the Christmas Lights in Woodbridge.

Item 43

To consider a request to hire Elmhurst Park for the hosting of a Diwali festival.

The Town Mayor has received the following enquiry about the use of Elmhurst Park to host a Diwali festival:

Good Morning Mr Mayor,

Thanks for taking my call earlier.

Event Diwali (festival of lights) X Guy Fawkes 8th November , event to take place at Elmhurst park.

** Firework display from Dynamic fireworks, who will control and display fireworks (15 mins of fireworks , there is no such thing as silent however it will be a low noise compare to big bang).*

There will be food stalls, music from Ben & Dave (sundowners) & an alcohol stall.

£2 of the ticket price to go to St Elizabeth hospice.

Event to last no longer than 2 hours max 3. Depending on how many people turns up.

The Council are provided this item to consider the hire request, specifically the use of fireworks, which has led to some concerns being raised with the Mayor.

There is nothing in the Council’s byelaws specifically referencing a ban on fireworks – there is the following section referencing Fire:

No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.

The Council’s application form for the hire of Elmhurstn Park ask if people intend to use fireworks – in the Town Clerk’s near ten years working for the organisation, this would be the first event to request such permission.

8. DO YOU INTEND TO INCLUDE OR PROVIDE ANY OF THE FOLLOWING?

Please ✓ all sections that apply and provide further information where necessary.

Please note, failure to complete this section may result in your application being rejected.

| | | |
|--|------------------------------|---------|
| Tents or Marquees Size, type and number | YES <input type="checkbox"/> | Details |
| Fireworks/Pyrotechnics If yes, please provide details on a separate sheet | YES <input type="checkbox"/> | Details |

Members are asked to consider a request to hire Elmhurst Park for the hosting of a Diwali festival.

Item 44

To consider the offer of a picture for auction in order to raise charity funds.

The Town Mayor has been offered a picture by artists Michael and Linda Coulter to auction to raise money for a specific project. The three pictures on offer are provided below.

Members are asked to consider if they wish to accept the offer of a picture to auction, and to consider the project for which any funds raised could support.





1514

'War Memorial corner'

Michael Coulter 2020



1504

'Seckford street'

Michael Coulter 2020