Woodbridge TOWN COUNCIL

To Members of the Town Council

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

You are hereby summoned to attend the **meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 18th November at 6pm.**

Greg Diaper
Town Clerk
13th November 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to thirty minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

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

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

Agenda

1. **Apologies for absence.**
   To receive any apologies for absence.

2. **Declarations of Member Interests.**
   To receive any declarations of interest in respect of items on this agenda.

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

4. **Public question time.**
For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Thirty minutes maximum – three minutes per person.

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

6. **To present the Potter Community Cup.**

7. **To receive a presentation from Inspector Matthew Smy, Community Policing Team, Suffolk Constabulary, followed by a question-and-answer session.**

8. **To agree the co-option of an eligible person to the position of Councillor to Woodbridge Town Council.**

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

   a. Planning – 28.10.26
   b. Finance – 30.09.26
   c. Climate and Ecological Emergency – 07.10.26

10. **To consider and approve Town Council payments list for November 2026.**

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

   a. Payments made since the October Town Council Meeting
   b. Direct Debit payments for October 2026
   c. HSBC Corporate Card payments for October 2026
   d. Bank Reconciliation and Supporting Statements to 31st October 2026
   e. Debtors report to 31st October2026 (Confidential)

12. **To note the Council's financial position as at 31st October 2026.**

   a. Income and Expenditure Report to 31.10.2026
   b. Balance sheet as of 31.10.2026

13. **To note the receipt of the second payment of Community Infrastructure Levy (CIL) during the 2026/27 financial year.**

14. 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. Sutton regarding the work of the Woodbridge Youth Council.
c. 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

15. To consider the significant projects of the Council.

a. The Shire Hall
   i. Receive an update and recommendations from the Shire Hall Working Party.

b. 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

c. Greater Whisstock's area matters (Floodgate, Foreshore, POS etc)

d. Kingston Field improvements

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

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

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

19. To consider a recommendation from the Planning Committee in relation to the Council's strategic plans.

20. To consider a request from the Finance Committee in relation to the Staffing budget.

21. To agree to adopt the Suffolk County Council 'Self-help scheme'.

22. **To consider an IT policy for Woodbridge Town Council.**

23. **To consider the 'Quarterly Business Review' provided for the Council by React IT.**

24. **To consider if the Council's wishes to respond to the Deben Estuary Partnership's review of the Deben Estuary Plan.**

25. **To note the need for Councillors to volunteer at the Christas Lights switch on event, and to deliver/ display posters in their wards.**

26. **To review the membership of Committees.**

27. **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.**

28. **To consider a recommendation in relation to the appointment of an Assistant Gardener to Woodbridge Town Council.**

29. **To receive an update from the Chair of the Staffing Committee.**

30. **Closure.**

Item 8

To agree the co-option of an eligible person to the position of Councillor to Woodbridge Town Council.

As noted at the Council's meeting in September, a vacancy exists for the position of Councillor to Woodbridge Town Council in the ward of Seckford following the resignation of Thomas Rogerson.

As an election was not called, under Rule 8(3) of the Local Elections (Parishes and Communities) Rules 1986, the Town Council may co-opt a new Councillor as soon as practicable – in line with this a Notice of Vacancy and application form was published on the Council's website, social media and in prominent places on the Council's estate:

https://woodbridge-suffolk.gov.uk/news/co-option-to-woodbridge-town-council-seckford-ward/



The Council has previously agreed the following procedure for appointing an eligible person to the Council:

Proposed voting procedure

Where there are the same number, or less, eligible candidates than vacancies, the Council shall resolve to co-opt those applicants to the Council.

If there are more applicants than there are vacancies, a vote will take place to co-opt the new councillor.

- Councillors will be supplied with a voting slip onto which they must write the name of the applicant for whom they wish to appoint as a Councillor for Seckford Ward. Councillors may decline to vote if they wish. The Town Clerk will collect the voting slips and undertake the count in sight of the Chair.

- In the case of there being two applicants to the position, the applicant who receives the absolute majority of votes (that being half of those present plus one), they will be appointed as a Seckford Ward Councillor to Woodbridge Town Council.

- If there are more than two applicants, section 8a of the Council's Standing Orders will need be observed if an absolute majority is not achieved in the first round of voting:

  8. VOTING ON APPOINTMENTS
  a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

- Therefore, if an absolute majority is not achieved in the first round, the applicant with the fewest votes will be removed from the voting list. Councillors will be supplied with a fresh voting slip and must write the name of applicant for whom they wish to appoint as a Councillor of Seckford Ward. Councillors may decline to vote if they wish. The applicant with the most votes will be appointed. The Chair will exercise a casting vote in the case of a tie.

- Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so. The electoral authority recommends that the Declaration of Acceptance of Office form is completed in the presence of the Town Clerk immediately after the vote to confirm the appointment as a Councillor to Woodbridge Town Council. The co-option process will take place during the public part of the meeting, rather than in confidence.

Candidates

Interested persons were given a deadline of Friday 16th January to submit a formal application to the Town Clerk – the application form provided to interested parties ensures standardisation in the application process. It has also been confirmed by the electoral authority that an interested person could put themselves forward at the meeting, although this would require the meeting to be paused to allow for eligibility checks for that person to be undertaken.

Six applications have been received, and these submissions have been uploaded to SharePoint – the electoral authority advised against publishing the submissions as a public document. The six candidates are (in first name alphabetical order)

1 – Alma Sinclair

2 – Barrie Hayter

3 – Ben Osborne

4 – Carl Ramsay-Bennett

5 – Jonathan Mason-Gordon

6 – Thomas Dighton

Eligibility

The Town Clerk has checked the most recent version of the electoral role received from East Suffolk Council (published December 1st, 2025) and can confirm that Alma Sinclair, Barrie Hayter and Ben Osborne are listed as registered electors. Jonathan Mason-Gordon has moved to Woodbridge since that publication, but the electoral authority confirm he is a registered elector. Carl Ramsay-Bennett lives in Grundisburgh and Thomas Dighton lives in Martlesham, both within three miles of the parish of Woodbridge. Both also provide that the parish of Woodbridge has been their principal place of work during the past twelve month.

All applicants are deemed eligible for co-option to the Council.

The electoral authority has confirmed that candidates do not need to be proposed by a current Councillor.

Presentation to the Council

Candidates will be provided the opportunity, at this item, to speak to the Council for three minutes, and take questions from Councillors thereafter. Candidates will be asked to leave the room when the others are presenting to the Council.

Members are asked to agree the co-option of an eligible person to the position of Councillor to Woodbridge Town Council.

Item 10

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

Item 11

To note the following Town Council Accounts

a. Payments made since the October Town Council Meeting
b. Direct Debit payments for October 2026
c. HSBC Corporate Card payments for October 2026
d. Bank Reconciliation and Supporting Statements to 31st October 2026
e. Debtors report to 31st October2026 (Confidential)

Account	30th April	31st May	30th June	31st July	31st August	30th September
Current	£5,366.38	£10,293.25	£8,296.60	£9,796.65	£6,480.22	£13,613.50
Money	£459,383.71	£383,971.13	£307,529.75	£255,671.18	£220,590.87	£491,979.72
SBS	£300,070.23	£300,070.23	£300,070.23	£300,070.23	£300,070.23	£300,070.23
Petty	£54.57	£169.34	£105.93	£57.94	£17.00	£112.67
Unity	£281,120.67	£ 281,120.67	£282,487.38	£282,487.38	£282,487.38	£283,875.82
Total	**£1,045,995.56**	**£975,624.62**	**£898,489.89**	**£848,083.38**	**£809,645.70**	**£1,089,651.94**

Account	31st October	30th November	31st December	31st January	28th February	31st March
Current	£14,348.97					
Money	£431,241.61					
SBS	£300,070.23					
Petty	£91.60					
Unity	£309,125.42					
Total	**£1,054,877.83**					

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 31st October 2026

Provided overleaf are the income and expenditure figures and statutory balance sheet to the 31st September which summarise the Council's financial position across it's day to day budget headings, bank accounts and reserves.

	30th April	31st May	30th June	31st July	31st August	30th September
Income (% received)	£334,403 (45.6%)	£335,157 (45.7%)	£344,157 (46.9%)	£350,715 (47.8%)	£366,216 (49.9%)	£712,181 (97%)
Expenditure (% spent)	£37,819 (9.4%)	£79,154 (15.1%)	£129,379 (21.7%)	£184,188 (28.4%)	£227,021 (34.4%)	£276,186 (41.7%)
General Reserve	£403,034	£362,453	£321,229	£272,977	£245,646	£542,446
Earmarked Reserve	£581,180	£580,758	£536,126	£536,126	£534,913	£532,163
Total	**£984,214**	**£943,211**	**£857,354**	**£809,103**	**£780,559**	**£1,074,609**

	31st October	30th November	31st December	31st January	28th February	31st March
Income (% received)	£743, 456 (101.3%)					
Expenditure (% spent)	£358,993 (52.2%)					
General Reserve	£464,419					
Earmarked Reserve	£553,206					
Total	**£1,017,625**					

Members are asked to note the Council's financial position as at 31st October 2026

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
	Income						
1100	Hire of Elmhurst Park	325	1,000	675			32.5%
1200	Hire of Kingston Field	125	400	275			31.2%
1210	KP-Property Income	4,500	4,500	0			100.0%
1216	Whisstocks Develop. Lrt Income	3,213	6,426	3,213			50.0%
1217	Museum Income	426	853	427			50.0%
1218	WRT Income	1,034	2,067	1,033			50.0%
1220	Tennis Court Income	2,163	2,228	65			97.1%
1230	Allotment Rents	525	600	75			87.5%
1235	Property Re-charges	280	0	(280)			0.0%
1400	Theatre Street Wayleave	292	0	(292)			0.0%
1500	Hire of Shire Hall	889	2,000	1,111			44.4%
1505	Hire of Shire Hall Mkt Square	450	1,000	550			45.0%
1520	Hire of Whisstocks Waterfront	5,700	5,000	(700)			114.0%
1525	Whisstocks Quay Property Inc.	0	1,725	1,725			0.0%
1600	Precept	654,757	654,757	0			100.0%
1605	Grants Received	24,250	0	(24,250)			0.0%
1620	Wedding Income	24,682	21,000	(3,682)			117.5%
1690	Interest Received	4,522	17,000	12,478			26.6%
1700	Market Rents Received	2,478	4,000	1,522			62.0%
1865	ESC Comm Enabling Fund Income	1,000	0	(1,000)			0.0%
1870	CIL Income	6,953	6,000	(953)			115.9%
1871	Tide Mill Quay Inc	580	1,000	420			58.0%
1900	Building Insurance Re-charges	4,313	2,434	(1,879)			177.2%
	Total Income	**743,456**	**733,990**	**(9,466)**			101.3%
	Overhead Expenditure						
4005	Maintenance	6,427	15,794	9,367	1,825	7,543	52.2%
4010	Bin Emptying Contract	5,478	9,500	4,022	3,887	135	98.6%
4020	WTC Vehicles - in year costs	886	5,290	4,404		4,404	16.7%
4030	Estate planting	7,347	10,000	2,653		2,653	73.5%
4040	Gardening contingency	2,498	4,000	1,502	1,156	345	91.4%
4050	Gardening equipment	587	500	(87)		(87)	117.4%
4100	Utilities	5,269	13,000	7,731		7,731	40.5%
4125	Toilets - cleaning, maint, etc	7,366	11,814	4,448	4,297	151	98.7%
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	5,742	6,000	258		258	95.7%
4135	Projects	4,085	30,125	26,040	850	25,190	16.4%
4410	Allotment Expenses	253	200	(53)		(53)	126.6%
4510	Telephone	535	1,100	565		565	48.7%

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		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4515	Cleaning	1,640	3,000	1,360	1,176	184	93.9%
4600	Salaries	115,942	232,312	116,370		116,370	49.9%
4601	Salaries PAYE Tax/NI	38,443	83,587	45,144		45,144	46.0%
4602	Salaries Pension Contribs	34,943	78,127	43,184		43,184	44.7%
4603	Salaries Travel/Mileage	866	1,000	134		134	86.6%
4604	Salaries Subsistence	300	250	(50)		(50)	120.0%
4605	Consultancy fees	4,800	0	(4,800)		(4,800)	0.0%
4620	Mayor's Expenses	1,016	2,000	984	17	967	51.7%
4625	Mayor's Receptions/Civic Tea	1,592	3,000	1,408	220	1,188	60.4%
4630	Deputy Mayor's Expenses	0	400	400		400	0.0%
4635	Hospitality	48	150	102		102	32.0%
4636	Staff Vacancy advertising	1,014	515	(499)		(499)	196.9%
4640	Stationery & Printing	1,640	1,000	(640)		(640)	164.0%
4642	New website	263	250	(13)		(13)	105.0%
4645	Computer Maintenance Contract	16,335	17,000	665		665	96.1%
4650	Training (Staff)	2,513	4,646	2,133	300	1,833	60.5%
4655	Training (Cllrs) & Expenses	228	750	523		523	30.3%
4660	Photocopier	1,132	1,500	368		368	75.5%
4670	Postage	0	155	155		155	0.0%
4675	Wedding Expenses	5,424	2,750	(2,674)		(2,674)	197.2%
4685	Maintenance Officer Supplies	813	2,000	1,187		1,187	40.6%
4750	Surgeries and External Meeting	474	500	26		26	94.7%
4800	Grants Scheme	10,310	25,000	14,690		14,690	41.2%
4805	Regatta Insurance	537	600	63		63	89.5%
4810	Tide Mill Grant	7,500	17,500	10,000		10,000	42.9%
4825	Rememberance Day Expenditure	554	1,200	646		646	46.1%
4830	Foreshore Rent -Tide Mill Quay	3,065	2,380	(685)		(685)	128.8%
4841	Youth Engagement	3,992	5,000	1,008		1,008	79.8%
4842	Young Adult Support (18-25)	1,606	5,000	3,395		3,395	32.1%
4843	Permissive Toilet Scheme	1,500	1,500	0		0	100.0%
4844	Senior Support	3,448	5,000	1,553		1,553	69.0%
4846	NSIPS	0	2,500	2,500		2,500	0.0%
4847	International/Twinning	740	5,000	4,260		4,260	14.8%
4848	Comms	3,654	10,000	6,347		6,347	36.5%
4853	Christmas Light fund	275	9,000	8,725	1,268	7,457	17.1%
4881	Whisstocks (other) Expd.	1,340	2,900	1,561	126	1,435	50.5%
4900	Bank Charges	381	600	219		219	63.6%
4905	Insurance Costs	22,441	17,870	(4,571)		(4,571)	125.6%
4910	Audit & Accountancy Charges	0	2,500	2,500		2,500	0.0%
4915	Other Subscriptions (inc SALC)	2,032	2,000	(32)		(32)	101.6%
4920	Internal Auditor Charges	0	1,288	1,288		1,288	0.0%

Continued over page

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4925	Legal Fees	7,055	13,000	5,945	2,000	3,945	69.7%
4930	LGR	3,497	15,000	11,503		11,503	23.3%
5100	Amenities Cttee Exp	3,947	10,000	6,053	(0)	6,054	39.5%
5150	Planning Cttee Exp	0	1,000	1,000		1,000	0.0%
5200	Highways Cttee Exp	2,253	5,000	2,747		2,747	45.1%
5250	Climate Emergency Cttee Exp	2,971	10,000	7,029		7,029	29.7%
5310	Pest Control	0	500	500		500	0.0%
	Total Overhead	**358,993**	**720,553**	**361,560**	**17,121**	**344,439**	52.2%
	Total Income	**743,456**	**733,990**	**(9,466)**			**101.3%**
	Total Expenditure	**358,993**	**720,553**	**361,560**	**17,121**	**344,439**	**52.2%**
	Net Income over Expenditure	**384,463**	**13,437**	**(371,026)**			
	plus Transfer from EMR	84,719	0	(84,719)			
	less Transfer to EMR	45,641	0	(45,641)			
	Movement to/(from) Gen Reserve	**423,542**	**13,437**	**(410,105)**			

Agenda Item 12 (b)

Woodbridge Town Council Current Year

Balance Sheet as at 31/10/2026

31st March 2026				31st October 2026	
		Current Assets			
925		Debtors	9,572		
29,657		VAT Control Account	4,239		
789		Prepayments	0		
10,210		Current Account	14,349		
153,190		Money Manager Account	431,242		
300,070		Suffolk Building Society	300,070		
89		Petty Cash	92		
281,121		Unity Trust Account	309,125		
776,050				**1,068,689**	
	776,050	**Total Assets**			**1,068,689**
		Current Liabilities			
14,886		Creditors	23,566		
10,630		Accruals	0		
6,225		PAYE/NI Creditor	0		
26,429		Income in Advance	27,498		
58,169				**51,064**	
	717,881	**Total Assets Less Current Liabilities**			**1,017,625**
		Represented By			
	125,596	General Reserves			464,419
	592,285	Earmarked Reserves			553,206
	717,881				**1,017,625**

The above statement represents fairly the financial position of the Authority as at 31/10/2026 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 second payment of Community Infrastructure Levy (CIL) during the 2026/27 financial year.

Provided overleaf is the remittance advice received from East Suffolk Council further to the recent payment of the second Community Infrastructure Levy (CIL) contribution for the financial year 2026/27. This provides for an in-year CIL amount of £6,952.99 against a budget of £6,000.

This income has been allocated to EMR 377 – EMR CIL 2026-27 – the current balance of which is £5,507.99 (£1,445.00 having been spent on defibrillators). £47,600 is also earmarked for the Changing Places toilet, provided a CIL balance of £53,107.99.

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Earmarked Reserves

	Account	Opening Balance	Income	Expenditure	Closing Balance
315	Future Years Maintenance Res.	27,415.97	0.00	3,125.00	24,290.97
325	EMR Amenity Projects	8,000.00	0.00	2,950.00	5,050.00
335	EMR Elections	5,000.40	0.00	0.00	5,000.40
340	EMR SH Building Mainenance	78,794.15	2,938.00	71,947.40	9,784.75
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	2,101.50	213,540.50
350	EMR Community Hall	4,165.00	0.00	2,750.00	1,415.00
355	EMR Changing Places CIL	72,600.00	0.00	25,000.00	47,600.00
356	EMR Changing Places WTC	0.00	25,000.00	0.00	25,000.00
377	EMR CIL 2026-27	0.00	6,952.99	1,445.00	5,507.99

The Finance Committee, when asked to consider funding for Kingston Barrier, agreed that EMR 377 could be utilised:

10. To consider the funding for the Kingston Field barrier.

The Committee agreed that if the Council is successful in receiving grant funding for the project via the East Suffolk Council Thriving Places scheme, that the Town Council contribution to the project can be met from the Council's Community Infrastructure Levy (CIL) reserves.

If the Council are not successful in receiving grant funding, then the entire cost of the project, forecast to be £15,000, can be met from EMR's 315, 377 and 411, with the Town Clerk, Town Mayor and Chair of the Staffing Committee mandated (by Council) to agree the final amounts from each.

Members are asked to note the receipt of the second payment of Community Infrastructure Levy (CIL) during the 2026/27 financial year.

REMITTANCE ADVICE

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

Vendor No.: VWOO008A
Payment Date: 20/10/2026

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

Our Reference	Your Reference	Document Date	Amount	Disc.	Net Amount £
095897	CIL20261014	14/10/26	1,245.33	0.00	1,245.33
			Total £		**1,245.33**

CIL Payment October 2026

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

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Item 14

Openness and accountability of Woodbridge Town Council:

a. To receive a report from the Town Mayor

Mayor's engagements since 22 October 2026:

22 October — Meeting with Nick King, Suffolk Neighbourhood Watch Association to follow up our support for a re-launch of Neighbourhood Watch in Woodbridge. A Woodbridge wide scheme has now been launched with an online co-ordinator who has responded to our call for volunteers. Please join the scheme at this link **www.ourwatch.org.uk**. At the same time as joining the Woodbridge wide scheme, there are currently 6 more local schemes that you can join at the same time.

23 October — Rotary Club Charter lunch to celebrate the Club's 80th birthday. It was an honour to represent WTC and to hear more about the history of the Club. An interesting historical rule is that the Club could only have one member from a particular industry. This was no doubt to ensure good representation of the whole business community in Woodbridge. But it also probably set up some interesting competitive battles to become a member. Perhaps it even helped with fund raising…. surely not!

2 November — First meeting with Rhian Johns, Strategic Change Management Specialist. The local Government landscape is changing. Public service provision and asset management are just two of the areas which will potentially devolve to Town Councils. Woodbridge Town Council has appointed a temporary Strategic Change Management Specialist to assist us in confronting these challenges. This was the opening meeting for Councillors and Rhian to have a first exchange of views.

2 November — Introductory meeting with Daisy Bell, incoming chair of 432 (Woodbridge) Squadron Civilian Committee, Royal Air Force Air Cadets

3 November — Shire Hall working group meeting chaired by Simon Sadler. Decision taken on the way forward with the internal feasibility study.

3 November — Twinning meeting to discuss plans for a stall for the Christmas lights on, the updated postcard with information on the twinning and the draft twinning oath. We also received a report on the first trip this year to Doullens from Ben Osborne.

6 November — Children's remembrance parade and service at the War Memorial. The Lord-Lieutenant of Suffolk, Mark Pendlington, and our MP, Jenny Riddell-Carpenter participated along with other Councillors. I hosted a working lunch for the Lord-Lieutenant for 15 people in the Shire Hall. I then accompanied him on a visit of the town which included meetings with four organisations.

6 November — Well attended town meeting on Anti-Social Driving in Woodbridge hosted by our MP, Jenny Riddell-Carpenter. I was on the panel along with East Suffolk Councillors, Jan Candy and Ruth Leach and our newly appointed community police inspector, Matthew Smy. Good level cross-party engagement, positive news on enforcement action and discussion about youth opportunity. Also raised by several residents – anti-social driving is not just restricted to the young. It happens during the various rush hours and needs to be tackled. Importance of reporting incidents was stressed to allow both the police and East Suffolk Council to gather intelligence.

7 November — Remembrance Service at the New Cemetery with support from the RAF Cadets. Discussion with the Royal British Legion about creating a small new memorial near the WWII graves to all the soldiers buried in the old cemetery and the six residents killed in the Zepplin bombing raid in 1916. Plans will be drawn up for further consideration.

8 November — Parade, two-minute silence and the laying of wreaths. Deputy Lord-Lieutenant, Bee Kemball laid a wreath on behalf of the King. This was followed by an open-air service on Market Hill. The event was very well attended and my thanks to the Royal British Legion and the staff at Woodbridge Town Council for all their work and for 23 Parachute Engineer Regiment who were on parade. A thank you

to all the youth groups that supported the event and to all the Woodbridge organisations that laid wreaths.

8 November Fish Friendly Fireworks at Whisstocks. An excellent way to finish off the day with this Council supported event to have fireworks without the bangs.

9 November Meeting organised by Councillor Ruth Leach with Suffolk County Council team -Wayne Sanders, Community Liaison Manager for Highways and Charles Harrison, Highways Liaison Officer – on the SCC Community Self-Help Scheme. A proposal will go to this Council meeting to seek approval for Woodbridge to sign-up to the scheme.

10 November Update meeting with Kath Cockshaw, Heritage consultant, following her initial help on the built spaces project.

10 November Guest at the 7th Suffolk BME Business Awards 2026 held at the Hold in Ipswich and organised by the BSC Multicultural Services and the University of Suffolk. There were seven awards. I would note that the Business of the Year (Catering) was the Ocean Fish Platter in Ipswich.

11 November Remembrance Day Parade.

11 November Twinning Meeting to finalise plans for the twinning stall in the Thorofare for the Christmas lights on, the updated postcard with information on the twinning and the draft twinning oath. We also received a report on a second trip to Doullens from Alice Stallard.

12 November Update meeting with Iain Cochran, architect to launch the first phase of the feasibility study on the built spaces project.

12 November Meeting with Julia Frecker and Rob Pearson from Nexus Planning with Woodbridge Town Council to provide input into the East Suffolk Retail, Commercial, Leisure and Town Centre Study commissioned by East Suffolk Council.

13 November Represented the Town at the funeral of Jack Seagers, Woodbridge resident and business man and England's oldest man. He died on 20 October at 109 years old.

13 November Meeting with the Woodbridge Riverside Trust to receive an update on the Longshed and exchange views on a launch event for the town. I reiterated my desire to see a broad and open consultation with the Town on the post 2028 future of the Longshed.

b. To receive an update from the Town Clerk

Decision/action points from previous meetings of the Council:

Item	**Decision**	**Action**
7	The Town Clerk was asked to present to the Property and Green Spaces Due Diligence Working Parties a report of Mr Plant's presentation. The Town Clerk was also asked to contact Mr Plant to advise of the trees adjacent to the railway line at the Model Boat Pond which the Council consider require attention.	Report will be presented when the Working Party is able to meet. Email sent to Mr Plant on 27.10.28 (email also enquired about future assistance with due diligence – no answer received).

14b	The Town Clerk was reminded that he must print sixteen copies of the Emergency Plan for collection by Councillors.	Copies now available for collection.
15c	The Town Clerk and Estates Manager were asked to seek professional advice in relation to the condition of the River Wall/ Whisstocks Quay	Five companies contacted – one response – meeting on Monday 16th with Haydn Evans.
15d	The Town Clerk advised that Longfields were willing to sign a new lease as offered to them in May which a yearly rent set at £3,000 – the Council were agreeable to this proposal and asked the Town Clerk to prepare legal documents accordingly.	New solicitors to be asked to consider the draft lease – both parties agreeable that detailed discussion can wait until the designs for the internal remodel are agreed.
19	The Town Clerk was asked to create a news item on the Council's website advising the public of how to use Streetlink.	https://woodbridge-suffolk.gov.uk/news/support-for-rough-sleepers-streetlink-reporting-tool/
24a	The Council approved the recommendation that the Shire Hall main toilet requires refurbishment, and that the Town Clerk and Admin. Officer be mandated to appoint their preferred supplier.	Town Clerk and Admin. Officer have agreed on a preferred supplier – updated quotation has been requested to include painting and decorating and accessibility requirements.
24b	The Town Clerk was asked to investigate and take legal advice where required, as to the creation of a new charity to manage all of the Council's green and open spaces.	Fairweather Law instructed to rescind the Council's application to HM Land Registry for the registration of the freehold of Elmhurst Park and Kingston Field. Contact has been made with two new law firms identified by Cllrs. Phipps and Sanders as to them helping us set up a new charity. Advice received from Beccles Town Council are to how they manage a similar charity, the Fenland Trust.
24c	Cllrs. Adelson and Phipps alongside the Town Clerk and Estates Manager were mandated to agree the particulars and documentation required to ensure the satisfactory enrolment and utilisation of the	Volunteering throughout Elmhurst Park now underway.

	volunteers wishing to work on the Town Council estate.	
25. 4	The Town Clerk was asked to modify the Haverhill Town Council IT policy to reflect the needs of Woodridge Town Council, with a view to that policy being adopted by the Council.	See item 22
26	The Council agreed to enter into a three-year agreement with Zurich Municipal to be the Council's insurer. The invoice would be payable from expenditure code 4905.	Insurance cover renewed.
28	The Council agreed that the Town Clerk should communicate to the Suffolk County Council Definite Map Officer it's unanimous support for the recommendation to record a public footpath along the route known as Doric Place.	Submission made to SCC – no final decision received.
29	The Town Clerk was asked to include the consideration of the Quarterly Business Review as part of the agenda for the November meeting of the Council.	See item 23

c. **To receive an update from Cllr. Sutton regarding the work of the Woodbridge Youth Council.**

Report on Woodbridge Youth Council Sept – Nov

- The Council continues to meet on Tuesdays at 4,00pm in the Shire Hall
- Membership is open to both Farlingaye and Woodbridge Schools but the great majority come from Farlingaye
- Membership is fluid and is not by election which is far too cumbersome for the turn over that exists due to many factors.
- This year is proving quite challenging to retain members consistently as Farlingaye has an extensive program of after school revision and catch up which is well attended by Y11 and 13, who form the bulk of the members this year.
- Recruitment is annual and by direct visit to year group assemblies MS to FHS and RL to Woodbridge School
- There are some interesting spin offs this year:
    - One of the exiting members from last year has attended at request, a meeting with Bury St Edmunds Council to give some input into their plan to create a youth council
    - Miyuki Wigan is our current Chair and also the Deputy Chair of ESC Youth Council which formed a year ago.

    - A former member now at LSE has started a group across several universities and to which young people in Y12/13 thinking of university for economics or business can contribute from school.
- The Council has an annual budget of £5000 from the Town Council It has around £700 left for the four months to Easter
- Its general business includes:
    - Presentations or meetings with local group leaders – Woodbridge and Melton; Job Centre; Woodbridge Football club; Senior Editor from Reuters News Agency, with upcoming presentations from Signals Arts and Technology and Fair Trade
    - Considering Youth Council support for young people and groups supporting them
    - Considering their own projects
    - Considering and making input to Town Council relevant business
- This year since September the Youth Council has supported
    - Woodbridge Football Club with a major donation towards new first team tracksuits. Sponsored by: Woodbridge Youth Council will appear on the back plus town crest. 20 + similar towns in Suffolk Norfolk Essex and Cambridge will see that Woodbridge has a Youth Council!!
    - Has commissioned wooden Christmas Trees for local schools to paint and decorate and display in local shops as part of a trail, to encourage more people into Woodbridge over Christmas period. See attached draft press release.
- Previous activities:

Sports and Recreation

- Skateboarding
    - Three years of skateboarding weekends – tuition and events, prizes stalls fun times
    - Lessons offered to schools and paid for by WYC
    - Grant for female coach to gain national qualifications
- Woodbridge Town FC
    - Squidgy roller
    - Support for festival of football
    - Grant to enable high level training for physio at the club
- Paid £500 to Sea Scouts and same to Air Cadets for refurbishing the sand pit.

Community

- Ran young people surveys about behaviour
- Took part in election hustings
- Represented the youth of the town at
    - Longshed meeting about future projects
    - River Deben pollution monitoring group with our MP
- Give input to Town Council business as it affects young people
- Town Crier!
- Input into grant application work for refurbishment of Shire Hall
- Met with leaders of local organisations
    - Woodbridge and Melton Society
    - Director of Job Centre
    - Local Police Officers
    - Reuters Reporter
- Elves for Santa Sleigh!
- Represented young people of Woodbridge at the Doullens visit
- Input into parks and play facility ideas for Town Council
- Funded revamp of war memorial garden

- Paid for an inscribed brick at Bletchley Park to commemorate a local resident
- Inspiration! Bury St Edmunds are using advice from former WTYC member

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

To follow

Item 15

To consider the significant projects of the Council.

a. The Shire Hall

i. Receive an update and recommendations from the Shire Hall Working Party.

Shire Hall Working Group

After a recommendation from Ipswich & Colchester Museums, we've appointed heritage specialists Purcell Architects of Colchester to take on the next stage of our Feasibility Study. As part of an 8 week timeline, they'll be holding a workshop with the Town Council and Councillors (pencilled for Wed 18th November), dig a bit deeper into the fabric & heritage of the building, consult Historic England, and assess feedback from the local groups we've been meeting.
By February they should have worked up options/cost plans for consideration, which may also include an option to use the Theatre Street Toilets site.

We had done some initial work with Nick Jacob Architects, including the preparation of detailed line drawings, but it was felt by the group that this was lacking the momentum we needed, hence a decision to look at other options.

In other matters - repairs of the eastern steps have been completed by Chapel Properties, with repairs to the upper eastern doors & arch scheduled for later in the month.

All councillors are welcome at the next working party meeting, which will be w/c 7th December.

b. Local Government Reform

iii. To receive an update from the green spaces due diligence working group;

Officers have now download the land registry information (title/ title plan) and utility mapping for all East Suffolk Council owned green spaces in Woodbridge. Analysis of this information to be undertaken in due course.

No response received from East Suffolk Council further to a request for maintenance costs for the Council's four priority sites.

iv. To receive an update on the built spaces project

To follow

c. Greater Whisstock's area matters (Floodgate, Foreshore, POS etc)

The Town Clerk, Estates Manager and Town Mayor have a meeting on Monday 16th November with Haydn Evans, an engineering consultancy with technical experts in the field of Marine engineering, to look at the flood defence issues in the Tide Mill basin area, with an initial view of being able to advise the Finance Committee of potential forthcoming costs. Update – the meeting was attended by the Estates Manager, Town Mayor and Cllr. Sanders – Haydn Evans will prepare a report for consideration by the Council in relation to the concerns raised.

The Whisstocks Floodgate is also scheduled to have its yearly service on the same day. Update – The ground fixings at the 'Museum end' of the floodgate have failed inspection – these are the anchor points into which the winch is bolted to enable the operation of the floodgate. The gate must therefore remain closed until the required groundwork can be undertaken to install new fixings.

d. Kingston Field improvements

The Amenities Committee have appointed Iain Cochrane Architects to produce design ideas for the internal re-modelling of the Pavilion, and in time, the provision of an extension to house public and private (tennis club) toilets. The first part of this work was the requirement for a measured survey – this was undertaken on Tuesday 10th November, and the plans have now been passed to Iain so he can begin his design work.

The Finance Committee had asked for ballpark figures to be sought for the cost of the extension which is going – Iain Cochrane advises that build and fit out such an extension, £3,000 per square meter should be considered.

e. Community Hall

The results from the Health and Safety survey of the property are still to be fully analysed before being submitted to the Management Committee for consideration. The Town Mayor to meet with the Management Committee to discuss further lease arrangements.

f. Changing Places toilet

Members were advised at the October meeting of the Council that ESC had confirmed that the modular toilets could be installed via permitted development rights. The Town Clerk has confirmed to the ESC Legal and Property team the Council's position on the Heads of Terms:

‘our position is that whilst we would much prefer a longer lease for the site (20 years plus), if 6 years get us over the line quicker and there can be agreement between the parties that asset transfer will be considered during those 6 years, we would be agreeable as a means to get the toilet installed.
No communication from ESC since late October.

Item 19

To consider a recommendation from the Planning Committee in relation to the Council's strategic plans.

The Planning Committee, at the request of the Finance Committee as part of their review of the Council's Risk Register, have been considering whether the Council should embark on the production of a neighbourhood plan.

A working party of that Committee met with Mr Dickon Povey, the East Suffolk Council Officer with a responsibility for Neighbourhood Planning, the outcome of which was considered at the October meeting of the Committee. The following is recommended to Council for consideration:

11. To receive a verbal update from the Neighbourhood plan Working Party further to their meeting with Dickon Povey and subsequent internal meetings.

The Committee received an update from the Neighbourhood Plan Working Party following their meeting with Dickon Povey, the East Suffolk Council Officer with a responsibility for Neighbourhood Planning, and a subsequent meeting of that Working Party.

The Planning Committee agreed to recommend to Full Council:

- That Woodbridge Town Council does not seek to produce a neighbourhood plan for Woodbridge, and that no funds should be provided in the 2027/28 to pay for such an undertaking.

- That Woodbridge Town Council, further to a level of public engagement yet to be quantified, should agree a strategic position in relation of development proposals within the town.

Members are asked to consider a recommendation from the Planning Committee in relation to the Council's strategic plans.

Item 20

To consider a request from the Finance Committee in relation to the Staffing budget.

The Finance Committee, as part of their consideration of the Staffing budget, considered the inclusion of a 'Waste Management operative' at their October meeting – this idea followed a summer where significant litter was noticeable around the Town Council estate, and the potential for that person to all operate around the town as a street sweeper if the correct training, insurances and permissions could be agreed with higher authorities.

The Finance Committee's comment on the proposal is provided below:

Staffing budget

The Committee agreed to retain the full-time costs of a Deputy Town Clerk and second Assistant Gardener (both positions to be advertised in the New Year) as requested by the Staffing Committee. The Committee also noted the addition of six months payment (20,000) to the Strategic Change Management Consultant outside of the Staffing budget (code 4605).

The Committee were concerned about the inclusion of funds to employ a Waste Management/ Street cleaning operative and agreed to request that Town Council consider the merits of such an employment at their November meeting.

To guide the thinking of the Finance Committee, **Members are asked to consider a request from the Finance Committee in relation to the Staffing budget, namely the inclusion of funds to employ a Waste Management/ Street cleaning operative.**

Item 22

To consider an IT policy for Woodbridge Town Council.

Council considered in October the interim internal audit, which was undertaken by Colin Poole, Clerk of Haverhill Town Council. Mr Poole commented on the Council's lack of an agreed IT policy which had contributed to a 'No' response to section 10 of the Council's AGAR.

In communication, Mr Poole advised that Haverhill Town Council, through the efforts of two Councillors with a background in IT, had agreed a policy which might be of interested to the Council – this was noted in the minutes from the meeting:

4 – IT policy – The Town Clerk was asked to modify the Haverhill Town Council IT policy to reflect the needs of Woodridge Town Council, with a view to that policy being adopted by the Council.

Uploaded to SharePoint is a word version of the HTC policy, reviewed by the Town Clerk with some modifications made to reflect the business of WTC. The policy sets out clearly the requirements for Officers and Councillors in relation to IT usage and is provided for comment and consideration by Members in advance of the meeting – tracked changes are enabled.

Assertion 10 requires an organisation to *'Adopt and implement a formal IT Policy covering the secure and legal use of technology, hardware, and digital communication tools by both staff and members.'*

Members are asked to consider and agree an IT policy for Woodbridge Town Council.

Item 23

To consider the 'Quarterly Business Review' provided for the Council by React IT.

As part of the Council's agreement with React IT for them to monitor and protect the Council against cyber-attacks, uploaded to SharePoint is a quarterly review provided for consideration, summarised as:

This review covers the security monitoring carried out on your environment, your dark web and security awareness position, the service desk activity recorded alongside them, and the two pieces of infrastructure reaching end of life in the coming year.

Council asked for this item to be re-added to the agenda following consideration at the October meeting.

Since that time action has been taken in relation to both 'high risk' observations highlighted in October – the outdated server and Multi-factor authentication. On Tuesday 17th November, React are spending the morning at the Shire Hall setting up those Officers currently not using MFA, whilst at the same time working to remove the last connections between our IT equipment and the server. The Council's payroll software will now be hosted by React.

Members are asked to consider the 'Quarterly Business Review' provided for the Council by React IT.

Item 24

To consider if the Council's wishes to respond to the Deben Estuary Partnership's review of the Deben Estuary Plan.

The Deben Estuary Partnership (DEP) has a live consultation on the review of the Deben Estuary Plan, which can be viewed and commented on via this link:

https://drive.google.com/file/d/149-0F0Y4jM8WT9ZwkeSxo2ZgUMmjipg3/view

The Deben Estuary Plan represents an awareness that the effectiveness of any management strategy relies upon a willingness to embrace the principle of an integrated system. For the Deben estuary, this involves recognition of the need to reconcile the continued wellbeing of the river, valley, estuary, and coast, the interests of the communities for whom it has a core value, and the ecological integrity of this unique estuarine environment.

Members are asked to consider if they wish to respond to the consultation.

The Council has also been contacted directly by the DEP in relation to an actions document where the Council is listed for 'possible involvement' – that full document and email is available on SharePoint, and a screenshot of the action for the Council provided below:

Ref	Chapter/Recommendation/Action	Who	When	Status	Notes/Outcome
	7. Landscape & Heritage				
7/1	**Promote recognition that the landscape of the Deben Estuary has changed over the centuries and continues to change to reflect society and what people need, want and value:**	**DEP;** ESC; NT; SWT			Particular reference to landscape policy for uses other than agriculture such as recreation habitat and eco-tourism
7/2	**Promote recognition of importance of heritage in shaping how the estuary has changed, and continues to change and why people (residents and visitors) come to the area:**	**DEP;** ESC; WTC; WRT; Woodbridge Historic Riverside Group			Fundamental shift towards leisure and recreation

There are also actions for 'Parish Councils' and 'Slipway Owners', which could apply to the Council.

Members are asked to consider if they wish to engage with the DEP in relation to the action document.

Item 25

To note the need for Councillors to volunteer at the Christas Lights switch on event, and to deliver/ display posters in their wards.

The Council's Christmas 'Lights' On' event will take place this year on Thursday 26th November (Market Hill and Thoroughfare) and Friday 27th (Whisstock's Place):



As in previous years, Councillor support as volunteers/ marshals on the evening would be greatly appreciated. Councillors can also request copies of the poster if they are able to display in their wards.

Item 26

To review the membership of Committees.

The Council agreed at its annual meeting in May the allocation of Committee places based on the pro-rata distribution of seats between political parties/ groups:

Amenities	CEE	Finance	Highways	Planning	Staffing
Adelson	Adelson	Bale	Leach	Adelson	Bale
Bale	Beck	Holdcroft	Holdcroft	Bale	Beck
Beck	O'Nolan	Leach	~~Rogerson~~	Leach	Holdcroft
Miller	Pegg	Miller	Sadler	O'Nolan	O'Nolan
Pegg	Phipps	Phipps	Sutton	Phipps	Sadler
Sanders	Wilks	~~Rogerson~~	Turner	~~Rogerson~~	Phipps
Sadler	X	Sanders	X	Sadler	~~Rogerson~~
Walsh	X	Sutton	X	Sanders	Walsh
Wilks	X	Turner	X	Turner	Wilks

Including the now departed Cllr. Rogerson, this allowed for thirty seats for alliance group members, fifteen for independent group members, and three for Cllr. Holdcroft (Conservative).

With the departure of Cllr. Rogerson and hopefully at this point of the meeting the co-option of a new Councillor, **the Council is provided this opportunity to appoint Members to Committees for the remainder of the year**. The Town Mayor, Cllr. Nigel Phipps, has expressed in interest in being appointed to the Highways and Transport Committee.