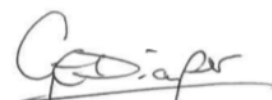


To Members of the Town Council

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 23 September at 6pm.**



Greg Diaper
Town Clerk
18 September 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.



WOODBIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | 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 17th June 2026.

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

- a. [Planning](#) – 29.07.26
- b. [Finance](#) – 29.07.26
- c. [Planning](#) – 26.08.26
- d. Climate and Ecological Emergency – 02.09.26
- e. Amenities – 02.09.26
- f. [Highways and Transport](#) – 16.09.26
- g. Staffing – 16.09.26

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

8. To note the following Town Council Accounts:

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

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

- a. Income and Expenditure Report to 31.08.2026
- b. Balance sheet as of 31.08.2026

10. 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 a request from Cllr. Sadler in relation Town Council Comms.
- 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

e. To receive an update from Cllr Adelson on the Town's Emergency Action Plan

11. 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. What impact does the cancellation of LGR mean for WTC.
 - ii. To receive an update from the green spaces due diligence working group;
 - iii. To receive an update on the built spaces project
- c. Greater Whisstock's area matters (Floodgate, Foreshore, POS etc)
- d. Kingston Field improvements

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

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

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

15. To note the resignation of Cllr. Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.

16. To receive an update from the Town Mayor in regarding his ongoing discussions with the Woodbridge Riverside Trust, Sutton Hoo Ships Company and East Suffolk Council in relation to the Longshed.

17. To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2026 and consider any actions required.

18. To consider the recommendations from the Policy Review Working Parties in regard of the Council's Priority Policies.

19. To consider recommendations from the Council's Committees and Working Parties:

- a. Property Working Party**
- b. Climate and Ecological Emergency Committee**
- c. Highways and Transport Committee (include request for volunteer to lead on reestablishing Neighbourhood Watch in Woodbridge)**

20. To consider requests for grant funding from the following organisations:

- a. Salvation Army, Woodbridge Branch.**
- b. Deben Climate Centre.**

21. To consider a proposal and associated costs from the Council's Estates team in regard of the Elmhurst Park Blossom Garden.

22. To note the attendance by the Lord Lieutenant of Suffolk, Mark Pendlington, at the Remembrance Children's Service, and consider plans for visits in the town thereafter.

23. To consider planning applications DC/25/4863/FUL, DC/26/2249/FUL & DC/26/2550/LBC.

24. To consider the insurance for volunteers working under the control of the Estates team.

25. To consider what support the Town Council can provide for rough sleepers.

26. To consider updates to the Honorary Freeman and Freewoman of Woodbridge awarding protocol.

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 reports and recommendations from the Staffing Committee.

29. To receive an update on the sale of the Theatre Street toilet site.

30. To receive a verbal update from the Town Clerk and Town Mayor following a meeting with the Woodbridge Community Hall Management Committee (meeting at 2pm on 23.09.26).

- 31. To receive an update from the Mayors and Deputy Mayors group regarding matters relating to the town's festivals.**
- 32. Closure.**

Item 7

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

Item 8

To note the following Town Council Accounts

- a. Payments made since the July Town Council Meeting
- b. Direct Debit payments for July & August 2026
- c. HSBC Corporate Card payments for July & August 2026
- d. Bank Reconciliation and Supporting Statements to 31st July & 31st August 2026

Account	30 April	31 May	30 June	31 July	31 August
Current	£5,366.38	£10,293.25	£8,296.60	£9,796.65	£6,480.22
Money	£459,383.71	£383,971.13	£307,529.75	£255,671.18	£220,590.87
SBS	£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
Unity	£281,120.67	£ 281,120.67	£282,487.38	£282,487.38	£282,487.38
Total	£1,045,995.56	£975,624.62	£898,489.89	£848,083.38	£809,645.70

- e. Debtors report to 31st August 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 9

To note the Council's financial position as at 31 August 2026.

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

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

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

Income & Expenditure by Budget 31/08/2026

Month No: 5

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	325	1,000	675			32.5%
1200 Hire of Kingston Field	125	400	275			31.2%
1210 KP-Property Income	3,000	4,500	1,500			66.7%
1216 Whisstocks Develop. Lrt Income	1,607	6,426	4,820			25.0%
1217 Museum Income	213	853	640			25.0%
1218 WRT Income	517	2,067	1,550			25.0%
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	545	2,000	1,455			27.3%
1505 Hire of Shire Hall Mkt Square	150	1,000	850			15.0%
1520 Hire of Whisstocks Waterfront	350	5,000	4,650			7.0%
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	21,061	21,000	(61)			100.3%
1690 Interest Received	2,248	17,000	14,752			13.2%
1700 Market Rents Received	1,770	4,000	2,230			44.2%
1870 CIL Income	5,708	6,000	292			95.1%
1871 Tide Mill Quay Inc	414	1,000	586			41.4%
1900 Building Insurance Re-charges	0	2,434	2,434			0.0%
Total Income	366,216	733,990	367,774			49.9%
<u>Overhead Expenditure</u>						
4005 Maintenance	5,234	15,794	10,560	1,147	9,414	40.4%
4010 Bin Emptying Contract	3,923	9,500	5,577	5,442	135	98.6%
4020 WTC Vehicles - in year costs	473	5,290	4,817		4,817	8.9%
4030 Estate planting	3,730	10,000	6,270		6,270	37.3%
4040 Gardening contingency	880	4,000	3,120	1,619	1,502	62.5%
4050 Gardening equipment	587	500	(87)		(87)	117.4%
4100 Utilities	3,096	13,000	9,904		9,904	23.8%
4125 Toilets - cleaning, maint, etc	4,783	11,814	7,031	6,016	1,015	91.4%
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	4,075	30,125	26,050		26,050	13.5%
4410 Allotment Expenses	253	200	(53)		(53)	126.6%
4510 Telephone	285	1,100	815		815	25.9%
4515 Cleaning	1,100	3,000	1,901	1,624	277	90.8%
4600 Salaries	79,860	232,312	152,452		152,452	34.4%
4601 Salaries PAYE Tax/NI	24,453	83,587	59,134		59,134	29.3%

Income & Expenditure by Budget 31/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4602 Salaries Pension Contribs	24,152	78,127	53,975		53,975	30.9%
4603 Salaries Travel/Mileage	490	1,000	510		510	49.0%
4604 Salaries Subsistence	300	250	(50)		(50)	120.0%
4620 Mayor's Expenses	209	2,000	1,791		1,791	10.5%
4625 Mayor's Receptions/Civic Tea	1,428	3,000	1,572		1,572	47.6%
4630 Deputy Mayor's Expenses	0	400	400		400	0.0%
4635 Hospitality	35	150	115		115	23.6%
4636 Staff Vacancy advertising	324	515	191		191	62.9%
4640 Stationery & Printing	570	1,000	430	713	(283)	128.3%
4642 New website	263	250	(13)		(13)	105.0%
4645 Computer Maintenance Contract	13,268	17,000	3,732		3,732	78.0%
4650 Training (Staff)	2,316	4,646	2,331	645	1,686	63.7%
4655 Training (Cllrs) & Expenses	228	750	523		523	30.3%
4660 Photocopier	981	1,500	519		519	65.4%
4670 Postage	0	155	155		155	0.0%
4675 Wedding Expenses	5,028	2,750	(2,278)	396	(2,674)	197.2%
4685 Maintenance Officer Supplies	407	2,000	1,593		1,593	20.4%
4750 Surgeries and External Meeting	438	500	63		63	87.5%
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 Remembrance Day Expenditure	0	1,200	1,200	798	402	66.5%
4830 Foreshore Rent -Tide Mill Quay	3,065	2,380	(685)		(685)	128.8%
4841 Youth Engagement	2,516	5,000	2,484		2,484	50.3%
4842 Young Adult Support (18-25)	418	5,000	4,582		4,582	8.4%
4843 Permissive Toilet Scheme	1,500	1,500	0		0	100.0%
4844 Senior Support	2,260	5,000	2,740		2,740	45.2%
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	3,454	10,000	6,547		6,547	34.5%
4853 Christmas Light fund	0	9,000	9,000		9,000	0.0%
4881 Whisstocks (other) Expd.	441	2,900	2,459	468	1,991	31.3%
4900 Bank Charges	190	600	410		410	31.6%
4905 Insurance Costs	2,500	17,870	15,370		15,370	14.0%
4910 Audit & Accountancy Charges	(1,365)	2,500	3,865		3,865	(54.6%)
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%
4925 Legal Fees	3,014	13,000	9,986	2,000	7,986	38.6%
4930 LGR	1,275	15,000	13,725		13,725	8.5%
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 31/08/2026

Month No: 5

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	1,996	10,000	8,004		8,004	20.0%
5310 Pest Control	0	500	500		500	0.0%
Total Overhead	227,021	720,553	493,532	20,867	472,666	34.4%
Total Income	366,216	733,990	367,774			49.9%
Total Expenditure	227,021	720,553	493,532	20,867	472,666	34.4%
Net Income over Expenditure	139,196	13,437	(125,759)			
plus Transfer from EMR	76,517	0	(76,517)			
less Transfer to EMR	19,146	0	(19,146)			
Movement to/(from) Gen Reserve	196,567	13,437	(183,130)			

Agenda Item 9 (b)

Woodbridge Town Council Current Year

Balance Sheet as at 31/08/2026

31st March 2026

31st August 2026

Current Assets			
925	Debtors	2,332	
29,657	VAT Control Account	3,312	
789	Prepayments	0	
10,210	Current Account	6,480	
153,190	Money Manager Account	220,591	
300,070	Suffolk Building Society	300,070	
89	Petty Cash	17	
281,121	Unity Trust Account	282,487	
776,050			815,289
776,050	Total Assets		815,289
Current Liabilities			
14,886	Creditors	11,446	
10,630	Accruals	0	
6,225	PAYE/NI Creditor	0	
26,429	Income in Advance	23,284	
58,169			34,730
717,881	Total Assets Less Current Liabilities		780,559
Represented By			
125,596	General Reserves		245,646
592,285	Earmarked Reserves		534,913
717,881			780,559

The above statement represents fairly the financial position of the Authority as at 31/08/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Item 15

To note the resignation of Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.

Thomas Rogerson resigned his position as a Councillor on Monday 14 September. The electoral authority was duly noted, and the Notice of Casual Vacancy is now provided on our website, social media and noticeboards. Electors of the parish have until 8 October to call for an election:

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

WOODBIDGE TOWN COUNCIL SECKFORD WARD

NOTICE IS HEREBY GIVEN

that due to the resignation of Councillor Thomas Rogerson, a vacancy has arisen in the Office of Councillor for the Town Council.

1. A by-election to fill the vacancy will be held if ten electors for the parish give notice in writing claiming such an election to the Returning Officer not later than

8 October 2026

2. The Addresses of the Returning Officer are:

Riverside
4 Canning Road
Lowestoft
NR33 0EQ

Council Offices
East Suffolk House
Station Road
Melton
Woodbridge
IP12 1RT

3. If no such notice is given the Town Council will fill the vacancy by co-option.

Dated: 18 September 2026

Signed: 
Clerk

Mr Greg Diaper
Clerk to Woodbridge Town Council
Shire Hall
Woodbridge
Suffolk
IP12 4LP

Printed and Published by the Returning Officer, East Suffolk Council

If an election is called, it will be held within 60 working days of the notice. If not, up until 10 November, the Council would be duty bound to seek to co-opt. After 10 November, the Council may co-opt or choose to keep its number at 15 until the end of the Civic Term.

If an election is not called, ESC will inform the Town Clerk on 9 October – co-option notices could then be published, with a view to co-opting at the November meeting of the Council, which will be after 10 November.

In summary, if an election is not called, the Council has a choice whether or not it will seek to co-opt – advance warning for Offices to allow for a co-option process to be organised is therefore sought at this item. **Members are asked to note the resignation of Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.**