

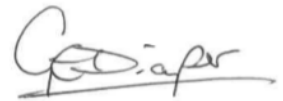
To Members of the Finance Committee

Cllr. Sue Bale
Cllr. Geoff Holdcroft
Cllr. Ruth Leach

Cllr. Sharon Miller
Cllr. Nigel Phipps

Cllr. Robin Sanders
Cllr. Michael Sutton
Cllr. Katharine Turner

You are hereby summoned to **attend the meeting of the Finance Committee** to be held at the **Shire Hall** on **Wednesday 28th October 2026 at 7pm.**



Greg Diaper
Town Clerk
23rd October 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 fifteen 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.**

2. **Declarations of Member Interests.**

To receive any declarations of interest in respect of items on this agenda.

3. **Requests for dispensations.**

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

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. Fifteen minutes maximum – three minutes per person.

5. To agree and approve the [minutes](#) of the meeting held 29th July 2026.

6. To consider and agree the Council's Statement of Rental charges for the period April 1st 2027 – March 31st 2028.

7. To consider the 2nd draft of the Council's budget and precept request for the financial year 2027/28.

8. Closure.

Item 6

To consider and agree the Council's Statement of Rental charges for the period April 1st 2027 – March 31st 2028.

The Terms of Reference for the Finance Committee include the following:

- a review the Clerk's proposals for:
 - iv. the scale of charges for the use of the Council's facilities

The Finance Committee are provided this opportunity to consider the Statement of Rental Charges for the period April 1st 2027 – March 31st 2028, as these run concurrent with the budget being considered.

Agreeing the Council's charging schedule at this time will allow the Committee to accurately forecast the income it expects to receive from the Council's estate in the forthcoming financial year, the agreed figure for which plays an important part in the final budget calculations.

Provided overleaf are the agreed charges for the current year, which have been uplifted at this point last year, no changes are proposed by Officers.

Members are asked to consider and agree the Council's Statement of Rental charges for the period April 1st, 2026 – March 31st, 2027.

Statement of rental charges from April 1st 2026

Weddings	25% discount offered to Woodbridge (Parish) residents.
Weekdays	£700 (Incl. VAT)
Saturdays	£775 (Incl. VAT)
Shire Hall	2 Hour minimum hire, No minimum hire for regular bookings
Charitable and Private	£14.00 per hour (Incl. VAT) (£11.67 without)
Commercial	£20.00 per hour (Incl. VAT) (£16.67 without)
Public Open Spaces	Broomheath, Elmhurst Park, Fen Meadow, Kingston Field, Market Square, Whisstocks Place
Charitable and Private	Up to £100 per day
Commercial	Up to £525.00 per day
Pitch Fees	£6.50 per match
Bootcamp Licenses	£76.00 for 6 months or £126.00 for 12 months
Allotments (from April 1 st 2025)	Full Plot £60 per annum
	Half Plot £30 per annum
	Quarter Plot £15 per annum
Commercial tables and seating (can be charged in advance or arrears).	Market Hill - £15 per day Whisstocks Place - £25 per day
Tide Mill Quay	
Moorings	£13.00 per day (Maximum 5 consecutive nights at any one time)
Market Hill	
Market stalls	£1.35 per foot per day (frontage of stall). Rounded to the nearest pound per month.

Whisstocks Place and the Shire Hall are rated for VAT.

Item 7

To consider the 2nd draft of the Council's budget and precept request for the financial year 2027/28.

Uploaded to SharePoint is draft no.2 of the Council's budget and precept request for the financial year 2027/28.

Income:

The Pavilion income has been updated in line with the rent currently forecast to be received from Longfields should negotiation lead to a signed lease.

Operating costs:

Insurance – Increased in line with the Council's appointment of Zurich to a three year agreement – first year costs (paid this financial year) being £19,901.12.

Town support:

Town Council supported events – With the departure of the Deputy Town Clerk and the Council waiting on a replacement, there will not be time for a new hire to familiarise themselves with the role and organise public events next summer. No budget provided.

More to follow