



23.10.01

Minutes of the Meeting held on Monday 2nd October 2023

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Keith Greenberg, Peter Hedges, Rachel Kellett, Maureen Took and Jackie Wagner, ESC Cllr. Beth Keys-Holloway, the Locum Clerk and 4 members of the public.

1. **Apologies:** received from Cllrs Annette Dunning (illness) and David Fosdike (work commitments) and **APPROVED**.
2. **Declarations of interest: - NONE**
3. **Minutes:** The minutes of the monthly meeting held on September 4th 2023 were **APPROVED** as a true and accurate record.
4. **Matters arising from the minutes: NONE**
5. **Public Forum:** The topic of 'premature' development site clearance was raised – advised that it was not unlawful if no statutory or other legal obligations were in place. Information will be forwarded to the enquirer. Mrs Gugue Sibanda expressed her interest in becoming a Town Councillor, having provided the appropriate documentation. After further discussion, it was **AGREED** to forward the formal decision to co-opt Mrs. Sibanda to the Finance and Governance Committee on October 16th.
6. **District & County Councillor Reports:** Cllr. Keys-Holloway spoke to her report, highlighting ESC's changed stance on the Sizewell Interconnector Policy from Neutral to Opposed / Business Support & Environmental Clean-up initiatives / New consultation on the Planning Process / James Holloway Arts Fund exhibition in The Cut. Beth also advised that the Sizewell Judicial Review can be re-heard re the Desalination Plant and that the planning parameters for Self-Build were being tightened up.
7. **Councillor Reports:** To receive reports on meetings or events attended by the Town Chair and fellow councillors in their capacity as representatives of the Town Council
 - **Cllr. Hedges** reported that the HCSL meeting was postponed to Nov./Dec.
 - **Cllr. Moseley** advised that the first planning application for the Campus had been signed off.
 - **Cllr. Took** indicated that the Business Connections group was joining forces with other like-minded organisations in the Town.
8. **RECEIVED** – the following draft Committee reports and minutes for information
 - a) **Finance & Governance Committee report** – noting the allocation of £5,000 from Earmarked & General Reserves for 1st stage of Community Hub development process.
 - b) **Assets & Services Committee minutes** – Community Hub Working Group enhanced by representatives from Suffolk CC, the Rifle Hall and University College London
 - c) **Leisure & Environment Committee minutes** – the Marketing Coordinator Work Plan set up.
 - d) **Planning & Highways Committee (18th September)** – highlighted a new licensing application
9. **Climate Action Conference:** Cllr. Kellett gave a detailed verbal report on what was deemed a very successful conference with praise coming from many directions. Details, along with a list of thanks extended to a whole range of people, would be published on the Council's website. Cllr. Wagner led praise for Rachel's efforts, along with those of the Rev. Gini Williams, in organising the event, and a formal vote of thanks by the Town Council to both was unanimously approved. The Leisure and Environment Committee would explore and promote outcomes from the Conference. It was requested that the Conference 'Scroll' (converted to a weather-proof banner?) should find "pride-of-place" in the Town.
10. **RESOLVED** – to accept the Council's Four-Year Plan, to be supported with a corresponding four-year budget, with a report to be presented at the November meeting. A prior list of CIL projects is to be located and circulated.
11. **Correspondence:** as attached (if any) - **NONE**
12. **Items for the Website/Noticeboard/Newsletters/Library:** Fireworks Night Scarecrow / Christmas Lights



Halesworth Town Council

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23.10.02

13. **Accounts for Payment: NOTED** – the following payments made since the last meeting.

27 September 2023 (2023-2024)

Halesworth Town Council PAYMENTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
153 Halesworth 800 Event	06/09/2023		1 Unity Trust Current		Halesworth 800	Suffolk Medical Services	Z	425.00		425.00
154 Halesworth 800 Event	06/09/2023		1 Unity Trust Current		Halesworth 800	Adam Philpott	Z	50.00		50.00
155 Halesworth 800 Event	06/09/2023		1 Unity Trust Current		Halesworth 800	musical services	Z	50.00		50.00
156 Advertising & Promotion	11/09/2023		1 Unity Trust Current		Advertising	Micropress	S	220.00	44.00	264.00
157 Halesworth 800 Event	11/09/2023		1 Unity Trust Current		Halesworth 800	Kinda Education	Z	200.00		200.00
158 Halesworth 800 Event	29/08/2023		1 Unity Trust Current		Halesworth 800	Pearce & Kemp Ltd	S	152.00	30.40	182.40
162 Advertising & Promotion	14/08/2023		1 Unity Trust Current		Halesworth 800	Local Iq	Z	102.00		102.00
163 Halesworth 800 Event	02/09/2023		1 Unity Trust Current		Halesworth 800	Black Knight	S	6,216.67	1,243.33	7,460.00
164 Halesworth 800 Event	11/09/2023		1 Unity Trust Current		Halesworth 800	Hoppa bus	X	200.00		200.00
165 Halesworth 800 Event	01/09/2023		1 Unity Trust Current		Halesworth 800	Timebubble Toys Ltd	X	290.00		290.00
166 Halesworth 800 Event	07/09/2023		1 Unity Trust Current		Halesworth 800	Kei Creative	Z	79.00		79.00
167 New Events	12/09/2023		6 Soldo Prepaid Accou		Catering	Adnams	S	143.63	28.73	172.36
168 London Rd (Cleaning)	13/09/2023		1 Unity Trust Current		Green Waste Collection	East Suffolk Council (Lowestr	S	103.92	20.78	124.70
169 Halesworth 800 Event	05/09/2023		1 Unity Trust Current		Halesworth 800	East Angles Brass Band	X	600.00		600.00
170 Halesworth 800 Event	11/09/2023		1 Unity Trust Current		Halesworth 800	Shelley Spring	X	200.00		200.00
171 Signage	11/09/2023		1 Unity Trust Current		Map alterations	Bowring	S	247.39	49.48	296.87
172 Other Reserves	13/09/2023		1 Unity Trust Current		Catering	The Angel Hotel	X	99.75		99.75
173 Advertising & Promotion	18/09/2023		1 Unity Trust Current		Advertising	EPS Transfers	S	356.00	71.20	427.20
174 Payroll Services	18/09/2023		1 Unity Trust Current		Payroll Services	HMRC	X	2,515.55		2,515.55
175 Bank Charges	05/09/2023		2 Barclays Current		Bank Charges	Barclays Bank	Z	8.50		8.50
176 Website Costs	20/09/2023		1 Unity Trust Current		Website Hosting	Mustard Creative	S	30.00	6.00	36.00
177 Telephone & Broadband	22/09/2023		6 Soldo Prepaid Accou		Subscription	Giffgaff	X	10.00		10.00
178 Professionals Fees	22/09/2023		1 Unity Trust Current		Consultant	Osbourne studios	S	700.00	140.00	840.00
179 Office Equipment	22/09/2023		1 Unity Trust Current		Stationery	Sharpprint	S	90.30	18.06	108.36
180 Office Equipment	25/09/2023		6 Soldo Prepaid Accou		Stationery	Amazon Services Europe	X	16.99		16.99
181 Website Costs	25/09/2023		6 Soldo Prepaid Accou		Zoom Subscription	Zoom	S	12.99	2.60	15.59
182 Halesworth 800 Event	25/09/2023		1 Unity Trust Current		Maintenance	East Suffolk Council	S	450.00	90.00	540.00
Total								13,569.69	1,744.58	15,314.27

14. To **CONFIRM** the date of the next meeting as Monday, November 6th 2023.
15. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information in the remainder of this agenda could be discussed and decided.
16. **Wayfinder Tender** – after considering the detailed tender process and noting the RFO's independent report, the recommended contractor was **RATIFIED** (with one abstention) as Mercury Phillips at a cost of £43,214. It was **AGREED** to provide a contingency fund of up to £6,800 to enable the contractor to strengthen the products. It was **NOTED** that further costs of up to £27,000 for the artwork - subject to a further tender - are to be incurred, with the overall costs well within the £90,000 Budget.
17. **Staff Matters: RESOLVED**
- To recruit David Lines on a one-year contract for 22.5 hours a week at SCP 33 on the national pay scales. Subject to the amicable curtailment of the SLCC Locum contract, but with the extra five hours agreed (total of 20 per week) as an interim stopgap prior to the permanent appointment.
 - To promote the Assistant Clerk to Deputy Clerk for 25 hours a week at SCP 22, to commence on October 16th.
 - To increase the hours of the Administrative Officer to 25 hours a week, to commence on October 16th. No change on the pay scale of SCP 18 and the probationary period to remain in place until early November when the job title will be redesignated to Administrative and Finance Officer.
 - A full training and mentoring plan to be put in place to achieve the requisite professional qualifications for the Deputy Clerk and Administrative Officer over the next year.

Following a resolution to extend the meeting by 15 minutes, the Chair closed the meeting at 8.42 pm