



Waveney Local Office
London Road, Halesworth
Monday 4th September 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 91

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

Alison Cackett (Vice Chair), Annette Dunning (HTC and SCC), David Fosdike (after item 8d), Keith Greenberg, Peter Hedges, Rachel Kellet, Joyce Moseley (Chair), Maureen Took, Jackie Wagner.

In Attendance: Nick Rees (Town Clerk), David Lines (SLCC Locum Clerk), three members of the public. District Cllr Beth Keys-Holloway.

Minutes

The Chair acknowledged that this was the last meeting for the Clerk, Nick Rees, who was taking early retirement on the 14th September. The Chair, on behalf of the Council, thanked the Clerk for his ten years' service and welcomed David Lines, attending the meeting as the interim locum Clerk for the Council.

1. **Apologies:** Cllr David Fosdike in advance for his late arrival.
2. **Declarations of interest:** Cllr Cackett for item 8a for any discussions relating to HDCF grants.
3. **Minutes:** The minutes of the Monthly meeting held on the 3rd of July 2023 was accepted as a true record.
4. **Matters arising from the minutes:** None.
5. **Chair's Report:** To receive a report for July & August. The Chair had circulated her report to the Council via email. The Chair reported that seven companies had submitted tenders for the wayfinding system. The Chair also gave brief updates on the current employment position which would be further discussed under item 16.
6. **Public Session:** [15 minutes on agenda items] Janet Huckle reported on the Tourism Group, reminded councillors of the next meeting at the Stables and the Halesworth to Southwold Railway event on the 10th September. Doug Gray raised questions about how the proposed community hub would correlate with bus services and whether the Halesworth Bus Hub formerly suggested to be in the Angel Link North car park should be considered again. Cllr Greenberg agreed that bus services would be considered carefully along side all the other data that the Community Hub Working Group would be considering in order to determine the size and purposes of the new building, how much space it would take up on the site, etc. Cllr Cackett was in discussions with ESTA on behalf of HTC regarding bus services in general and would report any developments in due course. Cllr Hedges agreed that the Bus Hub idea should be considered again, and he would add this to the next Planning & Highways Committee.

7. **Councillors Reports:** To receive reports on meetings or events attended by Councillors:
Cllr Heges reported on the last HCSL meeting and confirmed that leases for the sports clubs had now been finalised.
8. **Committee/WG reports and minutes for information:**
 - a) **Finance & Governance Committee report:** The Council received and noted the report of the meeting held on the 17th of July.
 - b) **Assets & Services Committee minutes** The Council received and noted the report of the meeting held on the 19th of July.
 - c) **Community Hub WG:** Cllr Greenberg reported that the group would be meeting soon to evaluate all the data and would be working with other overlapping groups such as the Rifle Hall.
 - d) **Leisure & Environment Committee minutes:** The Council received and noted the following report of the meeting held on the 12th of July and the Marketing and branding report containing the proposals below of spending the £8,470 East Suffolk Towns Initiative (ESTI) grant monies that had been applied for and obtained by HTC: -
 - **Proposal:** It was **RESOLVED** that £4,950 of the ESTI grant is used to build a new town website
 - **Proposal:** It was **RESOLVED** that £2,950 of the ESTI grant is used to develop a new brand and brand guidelines for the town
 - e) **Planning & Highways Committee (26th July & 25th August)**
 - **Proposal** to purchase equipment and materials to enable cleaning and amendments to Highway's Road signs for a working group led by County Cllr Annette Dunning. The Clerk explained that the bulk of the purchases could be reclaimed from Suffolk County Council, Highways department once the equipment had been obtained. It was then **RESOLVED** that the Council agreed to purchase up front, the equivalent of two sets of cleaning equipment, as recommended by Highways up to a value of £1,000 in total.
 - f) **Thoroughfare WG:** The Chair reported that the Thoroughfare permit/passes and the flyers explaining the TRO rules, approved by SCC, were being finalised and the clerks would arrange for printing these soon. A call would be going out again to ask for artists interested in the designing and re-painting of the Thoroughfare bollards.
9. **District & County Reports:** District Cllr Beth Keys-Holloway reported on the latest news and grant opportunities from ESC. Also, Cllr Keys-Holloway had been in close contact with residents and ESC officers regarding the development off Roman Way and issues relating to noise, vibration and the seemingly needless destruction of hedgerows. District Cllr Geoff Wakeling was currently working on ways to improve the recycling area where the fly-tipping and overspill of the clothes bank in the Thoroughfare car park, had been an issue in recent times.
10. **Halesworth 800 Event:** Review of the event held on the 2nd of September. The clerk had attached a budget report on the event which had benefited from an ESC grant of £9,820. The remaining balances would be paid by HTC, but it was estimated this would be well within the overall budget. The event had been a great success and the clerks, and the Council had received many congratulations on how well it had been organised and on how successful, well attended and enjoyable the day had been for all. The Clerk had a long list of thanks to pass on including our MP Thérèse Coffey, HACT bus, Dave Wollweber, Jess Brown, the Scouts, the volunteers, etc.
11. **Climate Convention 29th September, St Mary's Church:** Proposal for Council funding. Cllr Rachel Kellett explained how she had managed to assemble an impressive list of participants including MP Thérèse Coffey, Secretary of State for the Environment, Professor Peter Hobson, Professor Catherine Rowett and many others. Ticket sales would hopefully help to fund the event along with £1,000 from the Leisure & Environment Committee's budget and an application for £1,100 from Suffolk Climate Action. The total

costs were likely to be £2,275 but this, Cllr Kellett admitted, was extremely tight. It was then **RESOLVED** that the Council agreed to increase the total budget to £2,500 and regardless of whether the grant application was successful, the Council agreed to pay any shortfalls for this important event.

12. **Correspondence:** The Clerk reported that there had been many complaints about the contractors on the Roman Way development, but this was currently being investigated by ESC officers.
13. **Items for the Website/Noticeboard/Newsletters/Library:** To concentrate on raising awareness for the Climate Convention. Reporting on the Halesworth 800; the clerks would investigate a two-page spread in the HCN celebrating the event.
14. **Accounts for Payment:** The following September accounts for payment were approved for payment which also included the two August accounts for payment as follows: -

91	CiLCA	SLCC - Already approved	X	450.00	0.00	450.00
99	Advertising	Micropress	S	325.00	65.00	390.00
100	Audit	PKF Littlejohn LLP	S	630.00	126.00	756.00
102	election costs	East Suffolk Council	X	100.98	0.00	100.98
103	photocopier supplies	Sharprint	S	258.70	51.74	310.44
105	Advertising	Leiston Press	S	110.00	22.00	132.00
108	Market Electricity	Valda Energy	L	95.24	4.76	100.00
109	Hired entertainment	Laura Churchill (Moonbow Faces)	X	250.00	0.00	250.00
113	Advert for Town Clerk	NALC	S	300.00	60.00	360.00
104	Water Bill Saxon Allotments	Wave	Z	308.99	0.00	308.99
101	Zoom Subscription	Zoom	S	12.99	2.60	15.59
106	Printing	Instantprint - online	X	47.30	0.00	47.30
107	Computer Equipment	Amazon Services Europe	S	13.98	2.80	16.78
110&111	Salaries	Staff	X	3,190.91		3,190.91
112	Pension Contribution	SCC Pension Fund	X	1,118.58		1,118.58
115	Advertising	Micropress	S	30.00	6.00	36.00
116	Consultant	Emma Harrison	Z	4,950.00	0.00	4,950.00
117	Advertising	Halesworth Toy Shop	Z	126.00	0.00	126.00
118	Hired entertainment	Sunshine Artists	Z	250.00	0.00	250.00
119	Hired entertainment	Dandini Puppet Company	Z	285.00	0.00	285.00
120	Consultant	Rachel Leggett Ass.	Z	6,347.95	0.00	6,347.95
121	Heating - Chamber Room/Hall	K Dossett limited	S	2,077.48	415.50	2,492.98
122	Hired entertainment	Circle 67	Z	300.00	0.00	300.00
123	Summer Activities - Youth	Suffolk Catering	X	570.00	0.00	570.00
127	Advertising	Local iq	S	85.00	17.00	102.00
130	Event Management	Growing together	Z	350.00	0.00	350.00
131	Bench and Planter repairs	Suffolk County Council	X	150.00	0.00	150.00
132	Advertising	Suffolk County Council	Z	75.00	0.00	75.00
133	contractor	Pearce & Kemp Ltd	S	45.00	9.00	54.00
134	Market Clean	Waveney Norse Ltd	S	174.99	35.00	209.99
135	Soldo PrePaid Card	Soldo PrePaid Card	x	350.00		350.00

126	Telephone and Broadband	British Telecom	Z	544.15	0.00	544.15
124	Land Search	HM Land Registry	X	3.00	0.00	3.00
135	Green Waste Collection	East Suffolk Council	S	65.39	13.08	78.47
136	contractor	Spencer Wix	S	850.00	170.00	1,020.00
137	Advertising	Micropress	S	400.00	80.00	480.00
139	Asset Transfer	Birketts LLP	S	2,837.59	567.52	3,405.11
140	Maintenance	East Suffolk Council	S	500.96	100.19	601.15
142	Marketing Coordinator fees	Phillipa Salvoni	X	641.34	0.00	641.34
143	Banner	EPS Transfers	S	1,484.00	296.80	1,780.80
144	Stationery	Viking	S	53.22	10.64	63.86
144	Stationery	Viking	Z	59.98	0.00	59.98
145	Hedgehog Highway	Cate Evans	X	157.50	0.00	157.50
150	800 Materials	Jess Brown Ltd	X	1,377.87	0.00	1,377.87
150	800 Management	Jess Brown Ltd	X	3,205.00	0.00	3,205.00
151	Salary	Staff	X	763.55	0.00	763.55
152	Halesworth 800	Black Knight	S	4,500.00	900.00	5,400.00
146/147	Salaries		X	3,190.91	0.00	2,402.37
148	Pension Contribution	SCC Pension Fund	X	1,118.58	0.00	1,118.58
149	Bank Charges	Barclays Bank	X	8.50	0.00	8.50
138	Zoom Subscription	Zoom	S	12.99	2.60	15.59
141	Advertising	Eventbrite	Z	19.00	0.00	19.00

Members of the public and David Lines – Locum Clerk left the meeting.

15. **Code of Conduct:** This item was held *in camera*. Cllr Hedges reminded councillors of the Code of Conduct and to take care not to use words or phrases in email correspondence that would be in breach of the code. Cllr Hedges intention was to raise awareness of the Code but not to specify any particular examples on this occasion.
16. **Staff Matters:** Staff recruitment update as attached report and managing the workload. This item was held ‘*in camera*’.

The Council received and noted the Clerk’s report.

It was agreed to extend the meeting by 15 minutes.

It was **RESOLVED** to accept both SLCC offers for David Lines to be engaged as a Locum Clerk on a contract basis, i.e. Not directly employed. For a period of 5 hours per week for 2 weeks and thereafter from the 18th September; 15 hours per week, with 5 additional ad-hoc hours per week, as required, for an initial period of 3 months, at the rate of £40 per hour. The Clerk would in the meantime try to negotiate a reduced figure for the longer contract period. The Personnel Sub Committee and the Council would consider options of how to fill the permanent position in the interim period.