



Halesworth Town Council

Town Clerk: David Lines

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24.02.01

Minutes of the Council Meeting held on Monday 5th February 2024

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Keith Greenberg, Peter Hedges (after Item 6), Rachel Kellett, Gareth Pattison, ESC Cllrs Beth Keys-Holloway and Geoff Wakeling, the Town Clerk and two members of the public.

1. **Welcome.** The Chair welcomed all to the meeting and confirmed that no recording was taking place.
2. **Apologies** - received from **Cllrs Dunning and Wagner** (personal), **Fosdike** (business), **Took** (family matters) and **Sibanda** (illness) and **APPROVED**. Cllr. **Dunning** also sent apologies for absence in her role as an SCC Councillor.
3. **Minutes of the last meeting.** The minutes of the meeting held on **January 8th 2024** were **APPROVED** as a true and accurate record.
4. **Public Forum**
A resident commented on the presence of an ESC parking official taking photographs in the town centre and was advised that a possible answer would be raised later in the meeting
A representative from HACT posed questions on access to HTC reports (and was informed accordingly), then spoke about transport matters within the Town and queried the Town Councils' stance on a transport hub. He was advised that HTC had long been supportive of a transport hub/improved communications within Halesworth. The squeeze on local government finances represents a significant stumbling block. Representation to the transport authorities would be made at the appropriate time. The Planning and Highways Committee to be asked to retain this matter on their long-term work plan.
5. **District & County Councillor Reports:**
ESC Cllrs. Keys-Holloway and Wakeling spoke to their report, with follow-up on previously raised local matters (Angel North car park / cemetery maintenance / Saxon's Way underpass) and on District Council initiatives. A 'Citizens' Project' to improve the condition of the River Blyth was being set up. A misunderstanding about the ESC Asset Transfer to HTC was clarified.
SCC Cllr. Dunning had provided a report ahead of the meeting which was **NOTED** without any questions raised.
6. **Town Councillor Reports:**
Cllr Cackett complimented the ESC Planning Forum that she had attended on providing a range of information (such as new planning laws, self-build, and proposals for a 'Residents' Vote' for certain planning proposals), encouraging colleagues to go.
Cllr. Moseley had three items of note; 1. Her positive meeting with Ann Parker (ESC Parking Services), including review of signage in the Thoroughfare (perhaps prompting the presence of the Parking Officer mentioned in the Public Forum above). 2. An introductory meeting with Caroline Topping, ESC Executive Leader and others (in line with the Partnership aspect of the Four-Year Strategic Plan) and 3) the departure of Phillipa Salvoni (due to competing pressures of work) from the Town Marketing project. The Council once more recorded its appreciation for the outstanding work to date, noting that Phillipa will remain in office pending final delivery of the new website.
7. **NOTED** – the following draft Committee minutes for information
 - a) Finance & Governance Committee (15th January 2023)
No other minutes were available from the Council's website but would be published shortly. It was noted that there had been significant demands on all staff over the previous weeks in terms of the important but disruptive modernisation of the offices, IT and communications. Councillors recorded their appreciation.
Cllr Greenburg (A&S Chair) mentioned essential repairs to the War Memorial and elaborated on his Community Hub Working Group report, in particular the timeline for the invitation for Expressions of Interest.
Cllr. Moseley (L&E Chair) mentioned the £1,000 matched funding offered to Halesworth ASH for the 2024 schedule of Climate Crisis events.
8. **Clerk's Report**
 - a) **Applications for co-option** – **NONE** (one vacancy remains).
 - b) **Clerk's Report** – The SCC Library Service Consultation was completed. the councillor membership list and the two protocols were referred to Finance and Governance for finalisation. Other matters remain pending.
 - c) **Items for publication** - **NONE**.
 - d) **Correspondence** – It was **AGREED** that **Cllrs. Cackett and Pattison** would represent HTC at the Sizewell C North Forum and **Cllrs Kellett, Dunning and Cackett** at the ESC Community Partnership (either individually or collectively). It was advised that substitutions were permitted, if not encouraged for both these forums (not being subject HTC S/O's).



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9. RFO Report.

- a. **NOTED** - the monthly report of income and expenditure (year to date) against the budget and a bank reconciliation.
b. **AUTHORISED** - accounts for payment (for significant items, see below). Items 373/4/5 were received after publication of the initial report but were approved as urgent (personnel/ local businesses).

31 January 2024 (2023-2024)

Halesworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
325 Market	02/01/2024		1 Unity Trust Current		Weekly Clean after Market	East Suffolk Services	S	174.99	35.00	209.99
331 General Expenses	02/01/2024		6 Soldo Prepaid Accou		Defibrillator Pads	Defib Store	S	121.00	24.20	145.20
333 Marketing & Events (short te	03/01/2024		1 Unity Trust Current		Salary	Phillipa Salvoni	Z	581.34		581.34
335 London Rd Imp. Reserves	08/01/2024		1 Unity Trust Current		Plumbing	G Hambling (plumbing & hea	S	2,065.12	413.03	2,478.15
338 London Rd Imp. Reserves	08/01/2024		1 Unity Trust Current		London Rd Building Improvem	Katherine Thistlethwayte	Z	1,500.00		1,500.00
341 Halesworth 800 Event	10/01/2024		1 Unity Trust Current		Banner	EPS Transfers	S	212.00	42.40	254.40
343 Pension Costs	10/01/2024		1 Unity Trust Current		Pension Contribution	Suffolk County Council	X	504.44		504.44
344 CCTV	10/01/2024		1 Unity Trust Current		CCTV (New)	BSA Security & Fire	S	567.52	113.50	681.02
354 General Expenses	23/01/2024		1 Unity Trust Current		Top up	Soldo	Z	400.00		400.00
357 Subscriptions	23/01/2024		1 Unity Trust Current		Scribe Annual Subscription	Scribe	S	676.80	135.36	812.16
360 Allotments expenditure	24/01/2024		2 Barclays Current		Water Bill Swan Allotments	Wave	Z	172.94		172.94
361 Allotments expenditure	24/01/2024		2 Barclays Current		Water Bill Saxon Allotments	Wave	Z	126.68		126.68
362 London Rd Imp. Reserves	24/01/2024		2 Barclays Current		Telephone and Broadband	Red Dune Ltd	S	588.70	117.74	706.44
364 Marketing & Events (short te	24/01/2024		1 Unity Trust Current		Marketing Coordinator fees	Mrs K Bocking	Z	250.00		250.00
Total								7,941.53	881.23	8,822.76

Staff salaries (confidential) and items less than £100 +VAT ('de minimis') have been removed from this list.

7 February 2024 (2023-2024)

Halesworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
373 Marketing & Events (short te	02/02/2024		1 Unity Trust Current		Marketing Coordinator fees	Phillipa Salvoni	Z	1,348.00		1,348.00
374 London Rd Imp. Reserves	02/02/2024		1 Unity Trust Current		London Rd Building Improvem	Katherine Thistlethwayte	Z	2,295.00		2,295.00
375 London Rd Imp. Reserves	02/02/2024		1 Unity Trust Current		London Rd Building Improvem	Colin Flaxman	Z	640.00		640.00
Total								4,283.00		4,283.00

10. **RESOLVED**, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential in the remainder of the agenda may be discussed and decided.

11. Following a written and verbal report from the Clerk and further discussion, it was **NOTED** and **RESOLVED**:-

- that no further action is required on the matter at this time because the Council had responded promptly, responsibly and proportionately,
- that the Council appeared to be in a sound position should any arbitration take place,
- that further consequences should be considered only if and when they arise and
- that updates shall be provided to the Council and the Finance and Governance Committee in turn until the matter is concluded.

The Chair closed the meeting at 8.10 p.m.

Date of next meeting – Monday 4th March 2024