

24.05.01

Minutes of the Annual General Meeting held on Monday 13th May 2024

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Annette Dunning, Keith Greenberg, Peter Hedges, Rachel Kellett and Gugue Sibanda, ESC Cllr Geoff Wakeling, three members of the public and the Town Clerk.

1. The outgoing Chair welcomed all to the meeting. No recording of the meeting took place.
2. **RESOLVED** - to elect **Cllr Moseley** as Chair of the Council for the coming Civic Year. Her Declaration of Acceptance of Office was signed, and then counter-signed by the Clerk.
RESOLVED - to elect **Cllr. Cackett** as Vice-Chair for the coming Civic Year. Her Declaration of Acceptance of Office was signed, and then counter-signed by the Clerk.
3. Members were reminded of the importance in updating their **Registers of Interest**.
Apologies for absence were received from Cllrs Fosdike (work), Pattison (personal) and Took (work), and were **ACCEPTED**.
Declarations of interest, delegated Declarations of Interest Dispensation decisions and dispensation requests - **NONE**
4. **RESOLVED** - to **APPROVE** the minutes of the meeting of the Council held on **8th April 2024** as a true and accurate record.
5. **RESOLVED** – to **APPOINT** the Chairs and Members of the Council’s Committees per the attached list, noting that **Cllr. Fosdike** was elected Chair of Planning and Highways and **CONFIRMED** that all members act as substitutes for all Committees (unless they indicate otherwise).
6. **APPROVED** - the Council’s representatives on outside bodies per the attached list with the addition of **Cllr Dunning** as the nominated representative on the Sizewell C Northern Transport Forum (subject to acceptance by SNTF)
7. **NOTED** - the **Financial Reports for FY 2023/2024**. It was commented that, through careful financial management, the Council was now in a strong position to complete/deliver on several of its major projects this year, such as the Wayfinding project, the ESC Asset Transfer, upgrade of sports and play facilities, enhancement of the Wednesday Market and the Town Marketing Plan, whilst progressing on longer-term projects like the Community Hub.
8. **NOTED** and **DEFERRED** - the **Annual Governance and Accountability Return** for 2023/2024 pending the release of the Internal Audit report (the audit was scheduled for May 15th).
9. **Public Forum** – comments were raised on **dog-fouling** in the Thoroughfare, **obstructive parking by contractors** on the McCarthy & Stone building site (**ESC Cllr Wakeling** to advise ESC Planning department to ensure compliance with the site traffic management plan), and actions arising from the **2023 APM Minutes** (the Clerk advised, if not already done so, that the items will be referred to the appropriate Council committee)
10. **District & County Councillor Reports: as circulated**
ESC Cllr Wakeling expressed his thanks to HTC for its support in his first year of office and was thanked for his efforts in ensuring the repair of the car park surfaces (even in part at the moment). He advised a decision was expected for the TPOs on the Patrick Stead site and responded to enquiries on other tree matters.
SCC Cllr Dunning had provided a monthly and Annual report, leading a short discussion on solar farms within the County.
11. **Town Councillor Reports:**
Cllr. Dunning reported that good information was coming from the Sizewell C Northern Transport Forum, with topics such as the provision of a new railway line to facilitate the night-time movement of construction materials, the more practical use of the Darsham railway carpark, signage changes and the fact that no trackers were fitted to smaller vehicles to enforce designated routes.
Cllr Cackett had attended the Suffolk Bus EP forum, reporting the introduction of a Saturday service to Beccles.
Cllr. Moseley reported on the well-received promotion of the Council in the I-Chameleon pop-up shop and, subsequently, in the Library and the positive feedback to the leaflet distributed to all households in the Town. This was carried forward to the ESC Marketing Workshop where HTC’s experiences were shared. It was suggested that Sizewell C funding should be pooled and shared, rather than ‘competed’ for. Cllr. Moseley also reported that the Wayfinding Artwork was signed off.
Cllr. Dunning commented on the very successful INK Festival. The Council was pleased to join her in thanking the organisers for their considerable efforts.



Halesworth Town Council

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24.05.02

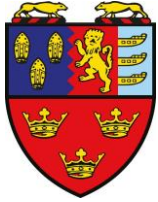
12. **RECEIVED** - draft Committee minutes for information
- Finance & Governance Committee** (15th April) – **Cllr Hedges**, in light of the cancellation of the May meeting, proposed an extension of the temporary remote payment authorisation process, which was **AGREED** to continue until the next Council meeting.
 - Assets & Services Committee** (17th April) - **Cllr.Greenberg** had circulated a report on the Community Hub Tender and would speak further when the Council moved *in camera* at the end of the meeting
 - Leisure & Environment Committee** (30th April). **Cllr. Moseley** reported a successful appeal to an earlier SCC Highways decision, now enabling the planting of trees on Saxon Way (subject to installation conditions)
 - Planning and Highways Committee** (24th April). The excessively high speed bumps in the access road to the surgery are to be considered for possible remedial action.
13. **Clerk’s Report**
- Applications for co-option - **NONE**.
 - RECEIVED** - the **Clerk’s Report** with updates on in-house training and the organisation of the Annual Parish Meeting.
 - Items for publication - **NONE**.
 - Correspondence not previously circulated - **NONE**.
 - DECLINED** - a request for a survey to be conducted under the Town Council’s aegis by three former councillors. The Council had no objection to a survey but was pursuing its own proposals to help resolve the issue.
 - ADOPTED** - a pre-planning application Protocol, based on the paper produced the NALC Head of Legal. **Cllr Dunning** abstained from voting.
 - CONFIRMED** - the extant insurance policy with Aviva (Clear Councils), cover until 31st March 2025
14. **RFO Reports**
- RECEIVED and NOTED**- the bank reconciliation and the list of payments made since the last meeting.
 - APPROVED** – the list of payments as provided below. Cllrs. Hedges and Greenberg to authorise the on-line payments
15. **Agenda items for the next meeting** – The AGAR / Internal Audit report/ Review of Key policies
16. **RESOLVED** -In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to exclude the Public, including the Press, from the meeting so that the following item containing exempt and confidential information) in the remainder of the agenda could be discussed and decided –**the Community Hub & Pre-School Resource Consultancy Tender process**.
17. **RATIFIED** - The tender price submitted by Co-operative & Mutual Solutions Ltd for the Community Hub & Pre-School Resource Consultancy Services was £28,704, inclusive of VAT. This cost will be shared between Suffolk County Halesworth Town Councils on an agreed formula.

Date of next meeting – Monday 3rd June 2024

Halesworth Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 May 2024 (2024-2025)

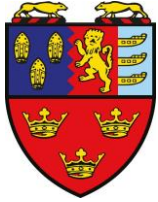
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	New Events	10/05/2024		1 Unity Trust Current		Annual Parish meeting	Jazmine Honey Banks	X	500.00		500.00
51	Climate Convention	10/05/2024		1 Unity Trust Current		climate change	Rachel Kellett	Z	150.80		150.80
52	Allotments Maintenance	10/05/2024		1 Unity Trust Current		Allotment Clearance	Kyle Baggott Garden Maint	Z	1,340.00		1,340.00
53	Telephone & Broadband	10/05/2024		1 Unity Trust Current		Website Hosting	Red Dune Ltd	S	55.95	11.19	67.14
54	Telephone & Broadband	10/05/2024		1 Unity Trust Current		Website Hosting	Red Dune Ltd	S	120.00	24.00	144.00
55	Telephone & Broadband	10/05/2024		1 Unity Trust Current		Website upgrade	Red Dune Ltd	S	60.00	12.00	72.00
56	Advertising & Promotion	10/05/2024		1 Unity Trust Current		Advertising	Micropress	S	154.00	30.80	184.80
57	Wayfinding HW Project CIL	10/05/2024		1 Unity Trust Current		wayfinding	Yellobelly	S	1,125.00	225.00	1,350.00
58	Market Regeneration	10/05/2024		1 Unity Trust Current		Market regeneration	Suffolk Market Events	S	2,000.00	400.00	2,400.00
59	Advertising & Promotion	10/05/2024		1 Unity Trust Current		Advertising	EPS Transfers	S	60.00	12.00	72.00
Total									5,565.75	714.99	6,280.74



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Full Council	
<i>Cllr A Cackett (Vice Chair), Cllr A Dunning, Cllr D Fosdike, Cllr K Greenberg, Cllr P Hedges, Cllr R Kellett, Cllr J Moseley (Chair), Cllr G Pattison, Cllr G Sibanda, Cllr M Took, Cllr J Wagner.</i>	
Committees & Working Groups <i>(Chair & Vice Chair of the Council - ex-officio if not already members).</i>	
Assets & Services Committee	<i>Cllr K Greenberg (Chair), Cllr D Fosdike Cllr M Took, Cllr J Moseley, Cllr. Hedges.</i>
Community Hub Working Group	<i>Cllr K Greenberg (Chair), Cllr J Moseley, Cllr D Fosdike, S Weeks (Rifle Hall), K Smith (SCC), J McCallum (ESC), C Ballinger</i>
Leisure & Environment Committee	<i>Cllr J Moseley (Chair), Cllr A Dunning, Cllr K Greenberg, Cllr R Kellett (VC), Cllr G Pattison , L Simmonds # Rev G Williams #, B Waters</i>
Marketing Stakeholder Group	<i>P Wilcock (Tourism Group and Museum), K Chennells (Thoroughfare business); D Riseley (hospitality); N. Rowbottom; Representative of Millennium Green; Rev G Williams (church and community events) J McCallum (ESC economic development) C Evans (INK festival and marketing), Cllr. J. Moseley.</i>
Finance & Governance Committee (acts as Personnel Committee)	<i>Cllr P Hedges (Chair), Cllr. A. Cackett, Cllr A Dunning, Cllr K Greenberg, Cllr J Moseley, Cllr M Took (VC).</i>
Personnel Sub-Committee	<i>Chair & VC of Council and Chair of Finance or VC of Finance (in order to ensure three Cllrs)</i>
Planning & Highways Committee	<i>Cllr D Fosdike (Chair), Cllr M Took, Cllr P Hedges, Cllr A Cackett, Cllr G Sibanda</i>
Wayfinding Signage Working Group	<i>Cllr J Moseley, J McCallum (ESC), P Wilcock (Museum), J Janes (Tourism Group), Cllr P Hedges</i>
Thoroughfare Working Group	<i>I Fyfe # (Chair), Cllr J Moseley, SCC Cllr A Dunning, K Chennells #, A Britton #, Cllr A Cackett</i>



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<u>COUNCIL REPRESENTATIVES ON OUTSIDE BODIES</u>		
<u>Outside Body</u>		<u>Trustees/Representatives</u>
Halesworth Community Sport and Leisure	Trustees	Cllr A Cackett (tbc), Cllr A Dunning, Cllr P Hedges, Mr S Thackray #.
Halesworth Unappropriated Estates Trustees	Trustees	Cllr J Moseley, Cllr A Dunning, K Austin # P Widdowson # R Lewis # (TBC)
Halesworth & District Museum	Trustees	Cllr K Greenberg
Campus		Cllr J Moseley
E.S.T.A/Transport Liaison Officer	<i>Representative(s)</i>	Cllr Alison Cackett
Halesworth & District Twinning Society	<i>Representative(s)</i>	Cllr A Dunning
Halesworth Business Connections	<i>Representative(s)</i>	Cllr A Dunning, Cllr G Sibanda (Cllr A Cackett?)
Halesworth Dementia Carers Fund	<i>Representative(s)</i>	Cllr A Cackett
Halesworth Event Management	<i>Representative(s)</i>	Cllr A Cackett
Halesworth in Bloom	<i>Representative(s)</i>	Cllr R Kellett
Halesworth Volunteer Centre	<i>Representative(s)</i>	Cllr Moseley
Library Observer	<i>Observer</i>	Cllr R Kellett
Rifle Hall Observer	<i>Observer</i>	P Widdowson #
Station User Group	<i>Liaison</i>	Deputy Town Clerk, Cllr K Greenberg, B Howard
Suffolk Assoc. Local Councils [SALC]	<i>Representative(s)</i>	Cllr A Cackett
Tourism	<i>Representative(s)</i>	J Huckle # Cllr J Moseley
Youth Action Halesworth - Rural	<i>Representative(s)</i>	Cllr A Dunning, Cllr J Moseley
Community Partnership	<i>Representative(s)</i>	Cllr A Cackett, Cllr A Dunning, Cllr R Kellett (Sub)
Halesworth Ash	<i>Representative(s)</i>	Cllr. R Kellett
Sizewell C Transport Forum	<i>Representative</i>	

[# Member of the public)]

Latest revision May 1st 2024 – to verify