

Minutes of the Council Meeting held on Monday 3rd June 2024

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), David Fosdike, Keith Greenberg, Rachel Kellett, Gareth Pattison, Gugue Sibanda and Maureen Took. one member of the public and the Deputy Town Clerk.

- 1. Welcome.** The Chair welcomed all to the meeting and confirmed that no recording was taking place.
- 2. Apologies** – received from Cllr Dunning (personal) and Cllr Hedges (work). ESC Cllrs also gave their apologies due to meeting commitments elsewhere. Note: Apologies from Cllr Wagner were left on an answer machine and not picked up until after the meeting.

Declarations of interest – None

Delegated Declarations of Interest Dispensation decisions or Dispensation requests - None

- 3. Minutes of the last meeting.** The minutes of the meeting held on **13th May 2024** were **APPROVED** as a true and accurate Record with the addition of Cllr Sibanda attending a SZC meeting.
- 4. Public Forum** - a member of the public raised the issue of inaccuracies on the Halesworth Town website. They will email the Clerk who will pass the information to the Marketing Coordinator.
- 5. District & County Councillor Reports:**
ESC Cllrs - a report was received and circulated prior to the meeting.
SCC – no report received.

6. Town Councillor Reports:

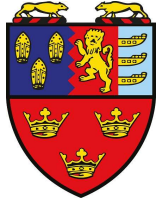
Cllr Cackett thanked those involved with the Annual Parish meeting for their hard work with formal thanks being given to Cllr Cackett herself by the Council and Jen Jenkins (Finance and Admin Officer). Clerk to check that thanks had also been sent to Adnams for the loan of the stage.
Cllr Greenberg reported on a meeting with Transport UK regarding the Station Building survey.
Cllr Kellett reported that a notice on the White Bridge reported that the construction would begin in September. Clerk to verify.
Cllrs Cackett and Moseley reported on a meeting with the James Holloway Youth Arts Fund. Six young people have taken on the brief for decorating the bollards and submitted initial designs which were positive and inspirational.

Cllr Cackett takes the chair at 7pm (Cllr Moseley leaves for another meeting)

- 7. NOTED** – the following draft Committee minutes for information.
 - a) Finance & Governance Committee** (20th May) No meeting.
 - b) Assets & Services Committee** (15th May) No questions from the Council.
 - c) Leisure & Environment Committee** (28th May) – No minutes had been circulated as they have not been written yet. Cllr Kellett would reported that more collaboration between Planning & Highways and Leisure and Environment on TPO applications. She also reported that the trees first refused by SCC Highways had now been agreed.

Cllr Moseley rejoins the meeting at 7.34pm

- d) Planning and Highways Committee** (14th May) Plans for the Old Kings site on Quay St were looked at by the Committee. No decision made as a formal planning application had not yet been applied for. Cllr Fosdike reported that the Committee had written to NHS Property services regarding the speed humps at the former Patrick Stead hospital site. The Thoroughfare/Bridge Street TRO will be discussed at the next meeting. The Council have been asked for eight road names for the Harrisons Lane site. The Clerk is waiting on some information from a local historian.
- 8.**
 - a)** The internal audit report was received by the Council and the recommendations noted. This was referred to the Finance & Governance Committee for review.
 - b)** The annual governance statement was approved by the Council.



Halesworth Town Council

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C) The accounting statements were approved by the Council.

The Council also thanked the Clerk David Lines for his work in a successful internal audit.

9. Clerk’s Report

a) **Applications for co-option – NONE** (one vacancy remains).

b) **Clerk’s Report** – The Clerk’s reported was noted. Cllr Moseley drew the Council’s attention to the next six monthly update being due in November and asked if the potential legal matter could be taken off the Clerk’s report.

Other items – ongoing or completed.

c) **Items for publication** – None

d) **Correspondence** - None

10. RFO Report.

a) **NOTED** - the draft report of Income and Expenditure (year to date) against the budget and bank reconciliation as of the 29th May was received.

b) **AUTHORISED** - accounts for payment (for significant items, see below). Cllrs Greenberg and Cackett to authorise the online payments.

c) Two additional online users (Jen Jenkins and Annabel Skinner) for Unity Trust Bank account were approved.

d) Cllr Cackett signed the CIL report for 2023/24

Halesworth Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

29 May 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90 Advertising & Promotion	29/05/2024		1 Unity Trust Current		Advertising	The Suffolk Coast	S	136.00	27.20	163.20
91 Wayfinding HW Project CIL	29/05/2024		1 Unity Trust Current		wayfinding	Mercury Phillips Signs	S	9,327.20	1,865.44	11,192.64
Total								9,463.20	1,892.64	11,355.84

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

The Chair closed the meeting at 7.53 p.m.

Date of next meeting – 1st July 2024