

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **FINANCE AND STAFFING COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY, 19 FEBRUARY 2019 at 7.00p.m.**

Councillors:

Present: S Attwell, Lady C Blois, M Dale, P Gillard, V Harrup, D Mortimer and M Sylvester

Apologies: P Mulcahy, C Perkins and K Yule

In Attendance: Town Clerk, S Rawlings, and no members of the public.

The Chairman cautioned Councillors that the meeting was being recorded by Woodbridge Town Council. He also asked if anyone else was recording, Councillor Gillard said he was.

458. **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECAME APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011**

There were none

459. **COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING**

There were none.

460. **PUBLIC QUESTION TIME**

There were none.

461. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 18 DECEMBER 2018**

It was resolved that the Minutes of the meeting held on Tuesday, 22 January 2019 be confirmed as a true and accurate record.

462. **MATTERS ARISING**

Cllr Gillard asked the Town Clerk to explain the question regarding insurance in relation to the objection to the external audit. Although this did not appear in the minutes, she explained that restating the AGAR may affect the Council's insurance either in the year for which the AGAR had been signed or the current year.

The Chairman cautioned Cllr Gillard that the question was in relation to his wife's objection and that he had not declared an interest for the meeting. Cllr Gillard was asked if he wanted at that point to declare an interest. Cllr Gillard declared a non-pecuniary personal interest as he was married to the objector.

463. **WHISSTOCKS GENERAL MATTERS**

The Town Clerk reported that the floodgate had had to be closed during the reporting period.

She went on to say that she and the Chair of the Planning Committee had been asked by the Developer for a meeting to discuss various matters, including his planning application. She asked for a mandate from the Committee to undertake this meeting.

It was agreed to recommend to Town Council that the Town Clerk and Chair of Planning be given a mandate to undertake an exploratory meeting with the Whisstocks Developer.

The Town Clerk presented to the Committee a request to hire Whisstocks Place to have a community event that would include children making chalk drawings on the POS. **It was agreed** to refuse this application until a management plan could be introduced for the site once all the area is under the management of the Town Council.

464. **QUARTERLY INCOME AND EXPENDITURE REPORT**

The Town Clerk talked the Committee through the report. The report was **noted** and was to be presented to Town Council at its meeting on 12 March 2019.

465. **QUARTERLY INTERNAL AUDIT REPORT FOR QUARTER 3**

The Chairman talked the Committee through the report and highlighted the recommendations made. The report was **noted** and was to be presented to Town Council at its meeting on 12 March 2019.

466. **UPDATE ON THE LEASE OF LAND ADJACENT TO ELMHURST COTTAGE**

The Town Clerk reported that the solicitors had been instructed to progress this and that they were dealing with the solicitors of the resident in Elmhurst Cottage.

The Town Clerk was asked who was paying the legal costs. She replied by saying that it would be the resident.

The position was duly **noted**.

467. **UPDATE ON THE POSITION REGARDING THE LEASE FOR THE PAVILION CAFÉ**

The Town Clerk reported that the solicitors had prepared a letter to go to the lease holder to foreclose. The lease holder, at the time, owed £2,261.58; councillors were asked what they would accept from him in payment of his bill to achieve his vacation. It was suggested that a nominal £1 be sought. It was suggested that instead of the 14 days to confirm acceptance, this should be 5 working days.

There was discussion concerning the lease holder's sub-lease with the Tennis Club. The Town Clerk said she had met with the Tennis Club Chairman and awaited a copy of the sub lease. HE had confirmed that they were no longer paying the lease holder.

Committee **noted** the current positions and **noted** the suggestion of asking a nominal £1 to achieve foreclosure and to refer this to Town Council in March when the full position with respect to the Tennis Club would be clear.

468. **TO RECEIVE A REQUEST TO UNDERTAKE SURVEY WORK TO THE SHIRE HALL**

The Town Clerk explained that following a recent fall of sandstone from the steps at the front of the Shire Hall, an updated condition report for the building was needed.

She had already received one quotation and a second was expected. The Town Mayor, Cllr Mortimer, said he would undertake an aerial survey of the roof of the building at no cost to the Council. This offer was gratefully **accepted**.

The Town Clerk was asked to advise the Council's insurers of the situation. A councillor suggested applying for a Historic Buildings Grant. It was also felt that a tender document should be included with the survey.

The Town Clerk said that temporary work was to be carried out to make the entrance safe so that weddings could continue.

469. **REVIEW QUOTATIONS FOR WORK TO BE CARRIED OUT BY THE TOWN COUNCIL**

The Town Clerk explained that, since this had been to the previous Town Council meeting, further quotes had been sought but none had been forthcoming.

It was suggested that the decisions concerning the Elmhurst Park works and the Kingston Field fencing works be referred to the Amenities Committee.

Councillor Sylvester
Chairman