

Present: Councillors;

Tony Allen, Peter Dutton (Chair), Anne Fleming, Keith Greenberg, Keith Forster, Sandra Leverett, Karen Prime, David Thomas, Maureen Took, Paul Widdowson, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), 3 members of the public.

Minutes

Part 1 Annual Meeting of the Council

1. **Election of Chair and to receive the Chair's Declaration of Acceptance of Office.** Cllr Fleming congratulated and thanked the Chair for his hard work during the previous year and proposed that he remains as Chair. It was then RESOLVED that Cllr Peter Dutton was elected as Chair and the Clerk received the signed Declaration of Acceptance of Office.
2. **Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office.** Cllr Leverett congratulated the Vice Chair for his contribution and also for supporting the Chair during the previous year and proposed that he remains as Vice Chair. It was then RESOLVED that Cllr Dave Wollweber was elected as Vice Chair and the Clerk received the signed Declaration of Acceptance of Office.
3. **Apologies:** Cllr Rosemary Lewis due to a family bereavement and the Council asked the Clerk to send a letter of condolence, County and District Cllr Tony Goldson.
4. **Register of Interests:** It was noted that Cllrs; Dutton, Forster and Thomas had experienced difficulties in updating their register. The Clerk would contact WDC to get assistance for these Cllrs. The remaining members had updated their interests.
5. **Declarations of interest:** Non-pecuniary interests; Cllr Leverett for 20b and 26, Cllr Thomas for 20b, Cllr Widdowson for 18.
6. **Minutes:** The minutes of the Annual meeting of the Council held on 8th May 2017 was accepted as a true record.
7. **Review of current Working groups:** To consider dissolving the following working groups; GAPP it was RESOLVED to keep the group active until it had had its final meeting. It was RESOLVED that the following working groups would be dissolved: Local Plan, Grant Policy & Financial Regulations, London Rd Working Group Business Plan.
8. **Election of Committee Members: It was RESOLVED that the following amendments to the following Committees** Finance; Cllr Allen and Cllr Prime joined, Cllr Forster left Planning; Cllr Prime and Cllr Forster joined, Cllr Wollweber left, Communications; Cllr Prime and Cllr Took joined and Cllr Leverett left, Town Development Committee; No change.
9. **Election of Working Group Members;** London Rd Building Working Group; Cllr Allen joined No change to Personnel, Station Building, Communication, Urban Improvement, Neighbourhood Plan Steering Group; (Cllr Allen remained on the group and now represented the second Town Councillor, previously noted as a member of the public)..

10. **Review of Outside Bodies membership and to consider the Representation on Outside Bodies Protocol.** The Council members debated the recommendations in the report by Cllr Lewis and Cllr Wollweber at some length. The most significant recommendation that came out of the report was that the Council should considering restricting the number of Council appointed trustees to a maximum of two. It was noted that this was not possible to implement in the case of the Unappropriated Estates and United Charities as this would cause problems with those charities being able to operate. Cllr Wollweber advised that the Council should not cause unnecessary expense for the charities in rewriting their constitutions. The solution was to advertise for interested members of the public and the Council would then appoint suitable replacements for three of the five trustees.

Cllr Allen presented a case that no Councillors should be trustees as he believed this caused conflicts of interest and suggested an amendment to the recommendations that 'trustees' be replaced with 'observers'. It was noted that the recommendations stated that Council appointed trustees should abstain from voting on any matter relating to funding or finance. The amendment was not carried.

During the debate there were a further three amendments; 1. Any Councillor is able to make a statement on behalf of the group or charity they wished to represent, regardless of whether they were a trustee of that organisation. 2. The legal position of members of the public that were appointed as trustees by the Council were subject to the same rules as though they were Councillors. 3. That on the matter of advertising for members of the public to take council appointed trustee positions otherwise vacated by Councillors, necessary to fulfil the requirements of the charities' constitution, no Council members may put forward individuals (whether they be related or not) for those positions.

It was then RESOLVED that the recommendations contained in the report, with the three amendments as listed above, were approved. Cllr Thomas abstained.

11. **To determine Council representation on Outside Bodies:** It was RESOLVED that the following amendments were approved: -
Halesworth Community Sport and Leisure: Cllr A Fleming, Cllr P Dutton. **Halesworth Day Centre – Committee of Management:** Cllr M Took. **Halesworth Unappropriated Estates Trustees:** Cllr D Wollweber, Cllr A Fleming, Cllr P Widdowson, Cllr R Lewis would decide by mutual agreement which two Cllrs would remain as trustees. **Halesworth & District Museum:** Cllr K Greenberg, J Wright#. **E.S.T.A/Transport Liaison Officer:** Cllr A Fleming, Cllr R Lewis. **Suffolk Assoc. Local Councils [SALC]:** Cllr A Fleming. **Halesworth Tourism Group:** J Huckle#. **Halesworth Business Connections:** Cllr T Allen. **Rifle Hall Observer:** Cllr P Widdowson. **Halesworth & Blyth Valley Partnership.** Cllr A Fleming. **Station User Group:** Cllr D Wollweber. **Halesworth Health:** M Ballantine#. **Halesworth & District Twinning Society:** Cllr A Fleming, Cllr R Lewis. **Halesworth Cycle Group:** Cllr D Wollweber. **Library Observer:** Cllr R Lewis, I Thomas#. **Halesworth Event Management:** Cllr S Leverett, Cllr K Forster, Cllr A Fleming. **Halesworth in Bloom:** Cllr K Prime. **HACT:** (TBA). **Halesworth Volunteer Centre:** Cllr D Wollweber. **Halesworth Dementia Carers Fund:** (TBA). Positions indicated by 'TBA' (to be advised) would be updated when a suitable representative became available/and or the further contact was made with the organisation.

Part 2 Monthly Meeting of the Council

12. **Minutes:** The minutes of the Monthly meeting held on the 9th April, 2018 was accepted as a true record with the amendment that Cllr Widdowson was absent and gave apologies and that Cllr Forster was present.
13. **Chair's Report: To receive a report for April 2018.** The Chair reported that along with other Councillors he attended WDC's Local Plan exhibition in the Rifle Hall. The Chair also

attended a meeting to finalise arrangements with part of the group visiting Bouchain. On the 25th of April, the Chair was the guest speaker at Halesworth Business Connections AGM. The Chair would like the Council to consider furthering relations with HBC and to consider becoming a member.

14. **Police Report:** The council received and noted the Annual police report which gave crimes statistics for the year.
15. **Public Session:** [15 minutes on agenda items] A resident requested that the Council considers amplification as he had difficulty in hearing. The Clerk advised that the Day Centre had invested in a loop system which users of hearing aids could access. The same resident expressed an opinion that the restrictions of two Council nominated trustees was ineffective as Councillors could also be appointed by the charities directly and there could then be more than two on the Council. Cllr Wollweber said that this was a difference in perception but accepted it was the case. Cllr Thomas reminded the members and the resident, that the Town Council had no jurisdiction over how charities appoint their own trustees, they were able to appoint whoever they wished, irrespective of whether they happen to be Councillors or not.
16. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors.
17. **Annual Parish Meeting Report:** The minutes of the Annual Parish meeting held on the 12th April, 2018 was accepted as a true record.
18. **District & County Reports:** There were no reports.
19. **Town Development Committee:**
 - a) The Council received and noted the report on the meeting held on the 16th of April. 2018
 - b) Update on the Yellowfish and Flood Management projects: Cllr Thomas reported that there would be an SCC report provided shortly.
20. **Financial Matters:**
 - a) To receive a report on the meeting held on the 23rd of April, 2018
Cllr Took stated that she would not have seconded the proposal to award the grant for £3,000 towards a new tractor for HCSL (Halesworth Community Sport and Leisure) had she been aware of information about the previous loans to the Halesworth Playing Field Association and to Campus Ltd [explained and noted in the Finance Committee report of the 23rd April no 24.7f]. The Chair asked repeatedly for an explanation as to what specifically was the problem but it was not clarified to the extent that the Council could consider it any further but Cllr Took's comments would be noted. Cllr Allen asked who would actually own the tractor and the Chair confirmed that it would be owned and maintained by HCSL.
Cllr Thomas requested that Cllr Allen declares an interest in matters relating to his partners connection with Campus Ltd in future and in matters relating to HCSL by association.
The report of the meeting held on the 23rd of April, 2018 was then approved by the Council.
 - b) To consider the recommendation of the Finance Committee to approve the grant application from Halesworth Events Management for the Festive lights. A question was raised as to why the Council were considering this application in isolation. The Clerk reported that the application had been received too late to include on the Finance Committee agenda but he had raised it under correspondence. This did not allow the Committee the necessary authority to approve the grant but it could be discussed and a recommendation made for the full council to consider. The Clerk also confirmed that in

normal circumstances the Finance Committee had delegated powers to approve grants up to £5,000 and did not need approval from the Council. It was RESOLVED that the Council approved the grant of £3,000 to Halesworth Event Management for the Festive Lights. Cllr Leverett and Cllr Thomas abstained.

- c) To receive a summary of the accounts prior to the internal audit on the 10th May, 2018. The Council received and noted the reports showing the draft end of year figures prepared for the audit and the agreed transfers from last year's budget and general reserves to earmarked reserves.

It was agreed to extend the meeting by 15 minutes.

21. **Planning Committee:** It was RESOLVED that the Council approved the minutes of the 'Extraordinary' meeting held on the 11th April, 2018. Cllr Greenberg reported that it was frustrating that once again the District Council had approved an application that the Town Council had recommended to be refused and all the fundamental questions with the development remained unanswered. Cllr Greenberg also reported on the pre-application meeting with Campus Ltd on the 25th April, 2018. It was a very interesting and helpful presentation, although there were some gaps in the financial aspects these were not planning matters. Cllr Greenberg reported that the Council had also been asked whether it would support the general principle of the Art Project which formed part of the application. He explained that it was very difficult for the Council to make comment on pre-applications as it would run the risk of pre-determination which would then exclude Council members on voting on the application when it arrived. However, Cllr Greenberg was confident that the Council would agree with him that it would support the idea of art in design generally and it would look forward to receiving the planning application and more details when it becomes available. The Chair also confirmed that the Council looked forward to receiving the application and that the Council would then be able to confirm its support if it met all the necessary requirements.
22. **Teen shelter:** Update on any progress and funding options. The Clerk confirmed that the estimated costs of the reinstallation of the Teen Shelter was £1,600. Cllr Wollweber reported that he had met with Eric Sewell (Apollo Youth Centre) and he was happy to arrange for outreach youth worker services but had also reported the extra youth club nights had been poorly attended and this may cease. Cllr Prime reported that she had been working closely with some of the parents, one of whom had experience as an outreach youth worker, and she would be able to provide contact details if the Council wished. Cllr Prime and Cllr Widdowson expressed some concerns over the terminology used in the recent Community News article which had been exclusively about the Teen Shelter. The Chair reported that the article had been sent to the Communications Committee and the Clerk before submission to the newspaper and he received some praise for the article. However, the Chair would take on board the criticism and the Communications Committee would look at who should take responsibility for writing the article in the future.
23. **WDC Local Plan:** To consider HTC's response. It was agreed that there was not time to give this matter the due consideration that was needed and the Clerk would arrange a suitable date for a separate meeting.
24. **Facebook:** To consider the proposed protocol for managing the site and an update on progress. Cllr Wollweber briefly explained the protocol and although he had some concerns about the amount of time it may take the Clerks to administer he felt that it was important to try this form of communication. It was then RESOLVED that the social media protocol was accepted and that the site is made available as soon as possible.
25. **Dame Tamsyn Imison award:** Cllr Dutton explained that the proposal by Mr Michael Imison was that there would be an award every year to a group or individuals for outstanding services to the town. Mr Imison had requested whether the Chair of the Council would consider becoming one of the three judges. The Chair asked the Council for approval and it

was RESOLVED that the Council agreed that the Chair of the Council should accept the request and be one of the judges.

26. **Correspondence:** The Clerk reported that the Halesworth & Blyth Valley Partnership had registered the Patrick Stead as an Asset of Community Value and Waveney District Council were asking for comments. Cllr Leverett advised that the H&BVP had taken this action in the hope of preserving this important building for the residents of Halesworth and that H&BVP would be the facilitators to enable a group of skilled individuals to form a group to progress the project. The Clerk advised that there was no detailed information on how the building would be used but that it was not necessary at this stage, all WDC wished to know was whether it supported the application. The Council considered whether to defer this to another meeting but it was proposed by Cllr Forster that this was not necessary and it was then RESOLVED that the Council supported the application.

27. **Items for the Website/Noticeboard/Newsletters/Library.** It was noted to add a request for anyone wishing to become a trustee or representative where noted under item 11.

28. **Accounts for Payment:** The following accounts for payment were approved.

4143.	Hetty's Little Copy Shop – A2 copies of Local Plan - (LGA1972 s111)	65.00 + vat
4144.	Waveney Security Ltd – CCTV replacement for Museum (LGA 1972 s133 maintain public buildings)	100.00 + vat
4145.	Vandijk accountants, quarterly payroll services - (LGA1972 s112)	60.00 + vat

DD/Standing Orders:

4146.	Salaries - (LGA1972 s112)	2,339.52
4147.	Barclays Bank – Bank Charges (LGA1972 s111)	27.54

Approved at the meeting

4148.	Halesworth Event Management Grant for the festive lights	3,000
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Bank & Cash Balances at 3rd May, 2018

Current 728	£138,942.82
Community A/c	£5,273.63
Business Reserves 017	£92,304.78
Petty Cash	£52.38

The meeting was closed at 9.18pm