



## **Councill's Representatives on Outside Bodies**

### Citizen's Advice Bureau (CAB)

Councillor Harris reported on a typical day as a volunteer at the Citizens Advice Bureau, dealing with clients facing eviction, with benefit queries, with food voucher requests and with debt problems. Councillor Harris enquired as to who would assist these people if CAB had to close due to cuts in funding. He hoped the council would continue to pursue both Suffolk County Council and Waveney District Council regarding CAB funding.

### Beccles Lido

Councillor G Elliott reported that two major projects had taken place over the closed season, a major plant room refurbishment and re-profiling of the approach road. The project for next year's closed season would be the pool lining.

### Beccles Fairtrade Steering Group

Councillor N Elliott reported that Fairtrade Fortnight would take place between 25 February and 10 March. The main event would be a pop up café in the library on 9 March between 10am and 12 noon.

### Beccles Allotments and Gardens Association

Councillor N Elliott reported that David Eckersley was now chair of the Association, taking over from Joan Cupples, Pat Took was the secretary and Dave Trunks was the Treasurer. Councillor N Elliott clarified that three of the six Cucumber Lane allotments had been let.

## **Working Party Reports**

There were no reports.

### **176. MINUTES AND DRAFT MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON WEDNESDAY 9 JANUARY 2019 AND WEDNESDAY 23 JANUARY 2019**

**RESOLVED** To receive the minutes and draft minutes of the Planning Committee meetings held on Wednesday 9 January 2019 and Wednesday 23 January 2019

### **177. REQUEST FROM THE BECCLES SEA CADETS FOR FURTHER FUNDING FOR THE NEW HEADQUARTERS ON FEN LANE**

Some councillors had visited the headquarters and agreed that it was an excellent facility for community use as well as for the Sea Cadets. A large amount of fundraising had been carried out, all by volunteers. All of the large funds had now been applied for.

It was noted that a grant of £3,000 had been made in October 2017 and that £4,300 of the £4,500 Beccles Projects budget was still available. It was also noted that only £1,000 of the £5,000 general Grants budget had been spent.

Councillor Stubbings therefore proposed that a further £3,000 should be granted to the Beccles Sea Cadets. There was a suggestion that a higher figure of £5,000 should be granted, but some councillors preferred to keep funds back in case a further contribution needed to be made to the Citizens Advice Bureau.

Councillor Harris seconded Councillor Stubbings's proposal, a vote was taken and it was

**RESOLVED** To grant a further £3,000 to the Beccles Sea Cadets for the new Headquarters on Fen Lane

#### **178. CHANGE OF SIGNATORY FOR CCLA PUBLIC SECTOR DEPOSIT FUND**

Councillor Harris agreed to become the third signatory for this fund. Councillor Topping seconded this proposal, a vote was taken and it was

**RESOLVED** That Councillor Harris becomes the third signatory for the CCLA Public Sector Deposit Fund

#### **179. CLERK'S REPORT NO 129 REGARDING COUNCILLOR ALLOWANCES**

The mayor reported that any councillor allowance agreed by the council would need to be reviewed by an independent panel at district council level. The allowance covered expenses such as telephone calls, printing costs, mileage to and from meetings and child care costs.

The clerk reported that there were three members of the independent panel at Waveney District Council. She had been advised by the monitoring officer that information would need to be provided regarding the type of expenses the allowance covered, and the panel may then be able to make a decision via email. However, if the panel felt the need to meet, each panel member's fee was £100.

Councillor Catchpole proposed that councillors continue to receive an allowance of £100. This was seconded by Councillor Stubbings, a vote was taken and it was

**RESOLVED** To pay councillors a basic allowance of £100 for 2018/19.

#### **180. CLERK'S REPORT NO 130 REGARDING TABLES AND CHAIRS ON THE HIGHWAY**

The mayor reported that Suffolk County Council would no longer be issuing Tables and Chairs Licences. A meeting had been held with Chris Graves from Suffolk Highways, who had suggested two options. The council could just take on the role of enforcement, issuing joint letters if obstructions were reported, and then Suffolk County Council (SCC) would be responsible for taking legal action. The second option was to take over the official licensing function and issue new licences for tables and chairs requests on the

highway. This would require a type of Agency Agreement to be put in place with SCC which could take some time. There was no list available from SCC of licences that were currently in place.

The clerk reported that further correspondence had been received from Chris Graves that day. Southwold Town Council had made similar enquiries regarding Tables and Chairs Licences and Chris suggested that the two towns could work together to agree the wording of the warning letters, so that there was some consistency.

There was concern expressed as to whether SCC could be relied upon to enforce and there was a general lack of information regarding the administrative burden of taking on the full licencing role. There was also concern that if new licences were not issued, there would be no control over the areas covered by tables and chairs on the highway.

Councillor Catchpole therefore proposed that the council liaises with Southwold Town Council regarding the wording of the warning letters and obtains further information regarding the full licencing function. This was seconded by Councillor Harris, a vote was taken and it was therefore

**RESOLVED** That council liaises with Southwold Town Council regarding the wording of the warning letters for tables and chairs obstructing the highway, and that further information is obtained from Suffolk County Council regarding taking over the full Tables and Chairs Licencing function

#### **181. EMERGENCY PLAN REVIEW**

The following points were made:-

- The two emergency boxes should be situated at either end of the town, so it was agreed that one would be held at St Luke's Church and the other in the Town Hall
- St Lukes should be included as a potential evacuation centre
- The sim cards for the mobile phones should be checked to ensure that the credit on them had not expired

**RESOLVED** To agree the Emergency Plan, subject to the above amendments and checks

#### **182. VERBAL REPORT FROM COUNCILLOR DOWNES, COUNCIL'S MENTAL HEALTH CHAMPION, REGARDING A MENTAL HEALTH STRATEGY**

Councillor Downes reported that she had signed up to be a Time to Change Champion and encouraged other councillors do to the same. She had recently had a Time to Change stand at the Library and had given a talk at the Albert Pye School regarding Mental Health. There had been a stand in Tesco for Time to Talk day and she had attended a Social Isolation and Loneliness Course.

Councillor Downes was proposing to hold monthly Mental Health Councillor Surgeries in the Committee Room from March. These would be from 11am to 2pm and she would welcome being joined by another councillor at each surgery. She was hoping that a mental health professional may be able to attend the surgery as well on occasions. These could take place on the same day that the Citizen's Advice Bureau was open. The principle was to gather information from the community and pass this on to the health authority as this may assist with attracting funding. This proposal was seconded by Councillor Haynes, a vote was taken and it was therefore

**RESOLVED** That monthly Mental Health Councillor Surgeries are held in the Committee Room at the Town Hall, commencing in March

### **183. PETTY CASH RECONCILIATION**

There was a query regarding the small amounts of photocopying income, and the clerk explained that occasionally members of the public asked to have documents photocopied or printed, and so a charge of 10p per copy was made.

**RESOLVED** To approve the quarterly Petty Cash Reconciliation

### **184. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE AND QUARTERLY BUDGET MONITORING REPORT**

**RESOLVED** To approve the Summary of Receipts and Payments to date and Quarterly Budget Monitoring Report

### **185. SCHEDULE OF PAYMENTS FOR FEBRUARY 2019**

**RESOLVED** To approve the Schedule of Payments for February 2019

### **186. MAYOR'S COMMUNICATIONS**

The mayor reported that she had attended a meeting with the new Social Prescribing team. Referrals can be made to the team by GP's and the principal behind this new scheme is to refer those people who frequently contact their GP but perhaps need help in a different way. They won't be offering the service of helping people to complete benefit forms, although this service would be available in Lowestoft. It was clarified that these two new roles were being funded jointly by the Clinical Commissioning Group and Suffolk County Council for one year as an initial pilot.

### **187. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 5 MARCH 2019**

The date of the next meeting was confirmed as Tuesday 5 March 2019

**BECCLES TOWN COUNCIL  
RECEIPTS AND PAYMENTS SUMMARY - MARCH 2019**

| <b>Payments</b>                | <b>Chq No.</b> | <b>Total (exc VAT)</b>   | <b>Total (inc VAT)</b> | <b>Unrecoverable VAT</b> |
|--------------------------------|----------------|--------------------------|------------------------|--------------------------|
| <b>Retrospective</b>           |                |                          |                        |                          |
| Beccles Town Council           | bacs           | £ 7,273.45               | £ 7,273.45             |                          |
| Google                         | dd             | £ 11.00                  | £ 11.00                |                          |
| Waveney District Council       | dd             | £ 223.00                 | £ 223.00               |                          |
| Anglia Farmers                 | dd             | £ 196.00                 | £ 196.00               |                          |
| - Telephone Charges            | dd             | £ 59.74                  | £ 71.69                |                          |
| - Service Charge               | dd             | £ 30.70                  | £ 36.83                |                          |
| - Equipment                    | dd             | £ 24.72                  | £ 29.67                |                          |
| - Town Hall Electric           | dd             | £ 192.13                 | £ 230.56               |                          |
| Barclays                       | bacs           | £ 40.96                  | £ 40.96                |                          |
| Royal British Legion           | 103882         | £ 18.50                  | £ 18.50                |                          |
| Beccles Sea Cadets             | 103883         | £ 3,000.00               | £ 3,000.00             |                          |
| Your Property Solutions        | bacs           | £ 45.00                  | £ 54.00                |                          |
| Berry Oil                      | bacs           | £ 550.00                 | £ 577.50               |                          |
| Beccles Town Council           | 103884         | £ 50.00                  | £ 50.00                |                          |
| <b>Current</b>                 |                |                          |                        |                          |
| IRS Recruitment                | 103885         | £ 2,361.94               | £ 2,834.32             |                          |
| Crisp Contractors              | 103886         | £ 60.00                  | £ 72.00                |                          |
| S Goodwin                      | 103887         | £ 42.00                  | £ 42.00                |                          |
| East Anglian Computer Supplies | 103888         | £ 42.24                  | £ 50.69                |                          |
| Coopers                        | 103889         | £ 8.34                   | £ 10.00                |                          |
| - Gardening Tools              | 103889         | £ 1.54                   | £ 1.85                 |                          |
| - Padlock                      |                |                          |                        |                          |
| WAVE                           | dd             | £ 62.73                  | £ 62.73                |                          |
| V C Cooke                      | 103890         | £ 166.67                 | £ 200.00               |                          |
| TiaGrace                       | 103891         | £ 300.00                 | £ 300.00               |                          |
|                                |                | <b>Total expenditure</b> | <b>£ 14,760.66</b>     | <b>£ 15,386.75</b>       |

| <b>Receipts</b>      |                 |            |
|----------------------|-----------------|------------|
| Rents                | Land rents      | £ -        |
| Rents                | Unit rents      | £ 2,393.96 |
| Rents                | Property rents  | £ 900.00   |
| Hall Hire            | Blyburgate Hall | £ 1,726.00 |
| Friday Market        | Market rents    | £ 1,174.25 |
| Barclays             | Bank Charges    | £ 10.24    |
| War Memorial's Trust | Grant           | £ 1,470.00 |

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|                                      |                     |                    |
|--------------------------------------|---------------------|--------------------|
| HM Revenue                           | VAT Refund          | £ 7,787.11         |
| CCLA Deposit Fund                    | Transfer            | £ 30,000.00        |
| CCLA Deposit Fund                    | Interest            | £ 49.06            |
|                                      | <b>Total Income</b> | <b>£ 45,510.62</b> |
| <b>Bank balances at 5 March 2019</b> |                     |                    |
| Barclays Current account             |                     | £ 41,309.74        |
| Barclays Imprest account             |                     | £ 2,677.79         |
| Barclays Active Saver                |                     | £ -                |
| CCLA Deposit Fund                    |                     | £ 45,000.00        |
| Nationwide Business Bond             |                     | £ 77,537.79        |
| LLoyds Bank 12 Month Bond            |                     | £ 77,368.00        |
| Co-Op Current Account                |                     | £ 5,729.93         |

Signed: *E Prumby Crawshaw*  
Chair of meeting

5.03.2019  
Responsible Financial Officer

**\*\* Items in bold and italics have been added or amended since the draft version**

05-Mar-19