

**Minutes of a meeting of Beccles Town Council held on Tuesday 16 January 2018 in the Council Chamber of Beccles Town Hall at 7.00pm**

**PRESENT**

**R Stubbings, Mayor, in the chair  
E Brambley-Crawshaw, Deputy Mayor**

<b>N Brooks</b>	<b>Mrs M D Haynes</b>
<b>G Birrell</b>	<b>J Janney</b>
<b>Mrs S A Bubb</b>	<b>R Kathuria</b>
<b>G Catchpole</b>	<b>S Kenward</b>
<b>G Elliott</b>	<b>Mrs C A Topping</b>
<b>N Elliott</b>	<b>J B Walmsley</b>
<b>J D Harris</b>	

**IN ATTENDANCE**

**Mrs C Boyne, Town Clerk  
Major Nick Cotterill, Salvation Army**

**MEMBERS OF PUBLIC 7**

Wendy Moxon and Elizabeth Bracken of the Beccles Fairtrade Steering Group presented the mayor with the renewal of the Fairtrade Town status certificate and thanked the town council for its support and asked that it continues to raise awareness of Fairtrade products and to encourage individuals and organisations to buy Fairtrade products.

Major Cotterill led the council prayer.

**178. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE**

There was an apology for absence from Councillor Downes. Councillor G Elliott would be arriving later.

**179. DECLARATIONS OF INTEREST OR ANY REQUESTS FOR THE GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**

There were none.

**180. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 19 DECEMBER 2017**

**RESOLVED** To accept for accuracy and adoption the minutes of the town council meeting held on Tuesday 19 December 2017

**181. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC IN RESPECT OF ITEMS ON THE AGENDA**

There were none.

**182. TO ADJOURN THE MEETING AND RECEIVE REPORTS FROM THE FOLLOWING, AND TO ALLOW COMMENTS FROM MEMBERS OF THE PUBLIC**

Reports attached.

**183. TO RECONVENE THE MEETING AND RECEIVE REPORTS FROM THE FOLLOWING:-**

**Council's Representatives on Outside Bodies**

There were none.

**Working Party Reports**

There were none.

**184. SUPPORT OF FAIRTRADE FORTNIGHT, INCLUDING THE 10<sup>TH</sup> ANNIVERSARY OF BECCLES' FAIRTRADE TOWN STATUS**

Councillor N Elliott reported that the Fairtrade Steering Group was planning a reception for councillors and elected representatives of Beccles along with businesses and schools at Hungate Hall. Councillor Brambley-Crawshaw proposed that a letter is sent to the group asking what support it would like.

**RESOLVED** To write to the Fairtrade Steering Group asking what support it would like in order to assist with Fairtrade Fortnight and the 10<sup>th</sup> Anniversary of Beccles' Fairtrade Town status

**185. UPDATE FROM THE CHAIR OF THE NEIGHBOURHOOD PLAN OPERATIONAL GROUP**

Councillor Brambley-Crawshaw, chair of the Neighbourhood Plan Operational group, reported that themes had now been established from the initial responses to the consultations. Dave Goldstone had been elected as vice-chair and was really driving the plan forward. A consultant had been engaged to assist with the process. The group was currently preparing the visions and challenges document. Once this was completed there would be consultation with all stakeholders, including the town council.

Council thanked Councillor Brambley-Crawshaw and the group for all of its hard work to date.

**RESOLVED** To receive the update from the chair of the Neighbourhood Plan Operational Group

**186. BRIEFING NOTE FROM THE MAYOR REGARDING THE OPERATION OF BLYBURGATE HALL**

The mayor reported that the caretakers of the hall had resigned and as an interim measure he was proposing that 'Mr Tidy' is allocated an extra hour per day to clean the hall in the morning and get it ready for the bookings for the day. This idea had been presented to the Blyburgate Hall Operational Group which had been quite negative towards the proposal as it was proud of the way the hall was currently maintained. The group suggested that the hall would need checking more than once a day and so the council needed to seriously consider the employment of a caretaker in the near future. 60 to 65 sessions

were booked for the hall each month.

The mayor proposed that Mr Tidy's hours should be increased by five per week and that the Assets and Environment Committee should discuss and agree how the hall should be managed in the future. This was seconded by Councillor Janney, a vote was taken and it was

**RESOLVED** To receive the briefing note from the Mayor regarding the operation of Blyburgate Hall and agree to implement the interim arrangements as detailed, including increasing the hours of 'Mr Tidy' by five per week on a short-term basis and for the Assets & Environment Committee to consider how the hall should be managed in the future

#### **187. MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 11 DECEMBER 2017**

##### **PROPOSAL**

*To receive the draft minutes of the above meeting and consider the following recommendation:-*

- (i) *To increase the hire charges for weekly groups at Blyburgate Hall from £22 to £25*

**RESOLVED** To receive the draft minutes of the Assets and Environment Committee meeting held on Monday 11 December 2017

- (i) It was noted that many of the groups already paid £25 for the hire of the hall and so this would align the charges. It was proposed by Councillor Topping that the increase should take effect from 1 April in order to give the groups time to prepare for the increase. This was seconded by Councillor Harris, a vote taken and it was therefore

**RESOLVED** To increase the hire charges for weekly groups at Blyburgate Hall from £22 to £25 as from 1 April 2018

#### **188. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 20 DECEMBER 2017**

**RESOLVED** To receive the draft minutes of the Planning Committee meeting held on Wednesday 20 December 2017

#### **189. UPDATE OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES LIST AND COMMITTEE MEMBERSHIPS LIST**

There was a question as to why Councillor Topping was no longer representing the council on a number of outside bodies and Councillor Topping explained that the list had grown when she had been mayor, but she now needed to scale back due to other commitments.

**RESOLVED** To agree the revised Council Representatives on Outside Bodies and Committee Memberships lists

(Councillor G Elliott arrived)

**190. PETTY CASH RECONCILIATION FOR QUARTER ENDED 31 DECEMBER 2017**

**PROPOSAL** To approve the Petty Cash reconciliation for quarter ended 31 December 2017

**191. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE AND BUDGET MONITORING REPORT**

**RESOLVED** To approve the Summary of Receipts and Payments to date and Budget Monitoring Report for Quarter Ended 31 December 2017

**192. SCHEDULE OF PAYMENTS FOR JANUARY 2018**

**RESOLVED** To approve the Schedule of Payments for January 2018

**193. MAYOR'S COMMUNICATIONS**

The mayor expressed concern at alarming reports of crime in Beccles. Policing appeared to be slipping and he would be meeting with the Police and Crime Commissioner very soon.

**194. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 6 FEBRUARY 2018**

The date of the next meeting was confirmed as Tuesday 6 February 2018.

✓ 6/2/18

**EXPENDITURE AND INCOME - FEBRUARY 2018**

<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	Monthly salaries	bacs	£ 7,421.26	£ 7,421.26	
Google	Email Accounts-January	dd	£ 5.50	£ 5.50	
Waveney District Council	Business Rates - Hungate Store - January	dd	£ 59.00	£ 59.00	
Waveney District Council	Business Rates - Market - January	dd	£ 53.00	£ 53.00	
Anglia Farmers	- Annual Subscription	dd	£ 200.00	£ 240.00	
	- Telephone charges	dd	£ 44.93	£ 53.92	
	- Town Hall Electricity	dd	£ 269.02	£ 283.38	
	- Equipment Supplies	dd	£ 175.12	£ 187.52	
	- Grit Bin	dd	£ 205.00	£ 205.00	
R Kathuria	Engraving of Mayor's Chain	103619	£ 12.00	£ 12.00	
Crisp Contractors	Installation of Christmas Lights-Final Payment	bacs	£ 2,000.00	£ 2,400.00	
Berry Oils Ltd	Oil for Blyburgate Hall	bacs	£ 550.00	£ 577.50	
<b>D Peck</b>	<b>Varnish</b>	<b>103621</b>	<b>£ 16.80</b>	<b>£ 16.80</b>	
<b>Gerald Crudgington</b>	<b>Refund of overpaid rent on Blyburgate Hall Cottage</b>	<b>103622</b>	<b>£ 333.01</b>	<b>£ 333.01</b>	
<b>Current</b>					
IRS Recruitment	Street Cleaner	103623	£ 243.67	£ 292.40	
Coopers	Equipment Supplies	103624	£ 22.63	£ 27.16	
Norton Peskett	Licence Agreement for Ambulance Station	103625	£ 250.00	£ 300.00	
Stephen Goodwin	Window Cleaning	103626	£ 80.00	£ 80.00	
Goose Green Nurseries	Winter Planting of Flower Towers	103627	£ 552.00	£ 552.00	
Suffolk Preservation Society	Membership Fee	103628	£ 30.00	£ 30.00	
Felix Shoe Repairs	Name Plate Engraving	103629	£ 31.00	£ 31.00	
<b>Crisp Contractors</b>	<b>Fence repair at waste site</b>	<b>103630</b>	<b>£ 75.00</b>	<b>£ 90.00</b>	
<b>Waveney Norse</b>	<b>Market Set-Up</b>	<b>103631</b>	<b>£ 200.00</b>	<b>£ 240.00</b>	
<b>IRS Recruitment</b>	<b>Street Cleaner</b>	<b>103623</b>	<b>£ 243.67</b>	<b>£ 292.40</b>	
<b>Just Perfect Cleaning</b>	<b>Town Hall Cleaning</b>	<b>103632</b>	<b>£ 84.00</b>	<b>£ 84.00</b>	
Coopers	Equipment Supplies	103624	£ 15.08	£ 18.10	
	<b>Total expenditure</b>		<b>£ 13,171.69</b>	<b>£ 13,884.95</b>	<b>£ -</b>

**Receipts**

Rents	Land rents		£ 25.00
Rents	Unit rents		£ 2,393.96
Rents	Property rents		£ 550.00
Hall Hire	Blyburgate Hall		£ 1,002.69
Car Park Space	Blyburgate Hall		£ 280.69
Friday Market	Market rents		£ 391.00

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CCLA Deposit Fund	Interest		£ -
		<b>Total income</b>	<b>£ 4,643.34</b>
<b>Bank balances at 6 February 2018</b>			
Barclays Current account			£ 35,571.53
Barclays Imprest account			£ 2,303.62
Barclays Active Saver			£ -
CCLA Deposit Fund			£ 75,000.00
Santander Business Bond			£ 77,002.81
Nationwide Business Bond			£ 77,537.79
Co-Op Current Account			£ 5,729.93

Signed:  6/2/18  
Chair of meeting

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Responsible Financial Officer

**\*\* Items in bold and italics have been added since the draft version**  
30-Jan-18