

SUDSBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE HELD IN THE TOWN HALL ON TUESDAY 29TH MARCH 2022 AT 6.40PM

PRESENT: Ms E Murphy – Chair

Mrs S Ayres
Mr N Bennett
Ms J Carter
Mr S Hall
Mrs J Osborne
Miss A Owen
Mr T Regester

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillor Mr A Osborne and Mr J Sayers.

Councillor Mr S Hall was the substitute for Councillor Mr J Sayers. Councillor Mrs J Osborne was the substitute for Councillor Mr A Osborne.

2. DECLARATIONS OF INTERESTS

Councillors Mrs S Ayres, Mrs J Osborne and Miss A Owen declared that they were Babergh District Councillors. Ms J Carter declared she was a Suffolk County Councillor.

Councillors Mrs S Ayres and Ms E Murphy declared a non-pecuniary interest in item 6.

3. DECLARATION OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. MINUTES

RESOLVED

That the minutes of the Leisure & Environment Committee meeting held on the 22nd February 2022 be confirmed and signed as an accurate record. These had been circulated and adopted at the March Full Council meeting.

6. HARDWICKE HOUSE & SIAM SURGERIES HEALTH DAY

An email received from the Hardwicke Health Patient Partnership Group (PPG) was discussed. They are holding a public Health Awareness Day in July in the Town Hall. The PPG were expecting the cost the hire to be £416 so were asking for a reduction. Actually, using the applicable (charity) hire rate the cost calculates as £224. This includes the use of the Kitchen.

RESOLVED

That the PPG be charged the charity hire rate of £224 for use of the Assembly Room.

7. TORCH RELAY – JUBILEE

The Festival of Suffolk is arranging a torch relay in celebration of the Queen's Platinum Jubilee.

During its 550-mile journey through Suffolk, the torch will pass through 250 towns and villages - carried by local heroes along the way.

The torch bearers will be transported on community rickshaws, with residents across Suffolk invited to nominate worthy individuals to carry the torch.

The torch should arrive in Sudbury around 6.45pm Wednesday 18th May and leave at 9am on Thursday 19th May 2022.

Members were requested to nominate 'local heroes'

RESOLVED

That the list of 'local heroes' shown at minute page 272 be sent to the Festival of Suffolk Organisers.

8. ADDITIONAL HOLIDAY FOR QUEEN'S PLATINUM JUBILEE

Despite popular belief, employees do not have an automatic right to time off (paid or otherwise) on a bank holiday. Whether or not employees are entitled to the additional bank holiday is entirely dependent upon the wording within their contracts.

Town Council officers are not automatically entitled to the additional bank holiday on Friday 3rd June 2022 for the Queen's Platinum Jubilee, therefore members have the following options:

Option 1 – Open on the extra day and require staff to work as normal

Option 2 – Close on the extra day and require staff to take the day as leave out of their annual leave entitlement.

Option 3 – Close on the day of the bank holiday and, as a gesture of goodwill, grant staff an extra day's paid leave on a discretionary basis.

RESOLVED

That Town Council staff will be granted an extra day's paid leave, pro-rata for part-time staff, to celebrate the Queen's Platinum Jubilee (Option 3). If staff are working on 3rd June they can take this extra leave at another time during the year.

9. STREET LIGHTING INVOICE

Members were requested to authorise payment of an invoice from Suffolk County Council for street lighting at a cost of £4,350.22 excluding VAT

RESOLVED

That, under the Power of the Parish Councils Act 1957, s.3, the invoice for £4,350.22 be approved for payment.

10. MAYOR MAKING RECEPTION

Members were requested to authorise payment of £940 excluding VAT on the reception following the Mayor Making Ceremony. (This funded from the Mayor's Allowance)

RESOLVED

That, under the Power of the Local Authorities (Members' Allowances) (England) Regulations 2003, authorisation is given for the payment of an invoice for £940 excluding VAT for the reception after the Mayor Making Ceremony. This will be funded from the Mayor's Allowance (4129_901).

11. PIPE AND DRUMS BAND

Members were requested to consider paying for 2 Pipers for Armed Forces Day at a cost of £175 and for half of the Pipe and Drums Band for Remembrance Parade at a cost of £250.

The Armed Forces Day Commemoration in Sudbury was something that a previous Town Clerk asked the Royal British Legion to organise, which was why every year the Town Council were asked if they wished to pay for the Pipers. This parade was purely from the bottom to the top of Market Hill.

Remembrance Sunday was a much bigger event and the Pipe and Drum band play a large part in the parade.

RESOLVED

That, under the Power of the Local Government Act 1972, s.145(2), members approve payment of £250 for the Pipe and Drums Band on Remembrance Sunday.

Members did not wish to pay £175 for the 2 pipers on Armed Forces Day.

12. CLOUD 9 ROADSHOW – PARTY IN THE PARK

Members were requested to approve payment of £1,035.00 to Cloud9 Roadshow for the PA Equipment for music, announcements, and evening bands at Party in the Park.

RESOLVED

That, under the Power of the Local Government Act 1972, s.145(1), the invoice for £1,035.00 be approved for payment.

13. COMMUNITY WARDEN VAN INSURANCE

Members were requested to approve the renewal of the insurance for the Community Warden Vans at a cost of £1,253 including Insurance Premium Tax and fees.

RESOLVED

That, under the Power of the Local Government Act 1972, s.111, members approve payment of up to £1,253 for the renewal of the insurance for the Community Warden vans.

14. TALBOT TRAIL REPAIRS

At the full Council meeting in March, members had approved the estimated spending of £600 to repair three of the Talbot Trail posts. Actual quotes have now been received with a cost of £855.

RESOLVED

That, under the Power of the Local Government Act 1972, s.144, the Council approve the expenditure of up £855 (excluding VAT) for the repair of three Talbot Trail posts. This funding will come from the EMR for maintenance.

15. FRANCIS ROAD PARKING PERMITS

The Parking Permits for Francis Road were due for renewal. The rate had been £65 per annum since 2019. This was due to have been reviewed in March 2021 however due to COVID this had been postponed.

Members were requested to discuss any possible increase due to rises in inflation.

RESOLVED

That the charge for Francis Road parking permits be increased to £70 per annum. This cost is to be reviewed in March 2023 for the next FY.

16. SUDBURY COMMON LANDS CHARITY MANAGEMENT AGREEMENT

The Town Clerk advised that currently the work carried out by the Sudbury Common Lands Charity, on behalf of Sudbury Town Council was not fully detailed in a formal agreement. Members were asked to consider what form of future agreement should be produced.

RESOLVED

That the Town Clerk draw up a detailed schedule of works for the next agreement with the Common Lands Charity.

17. POTENTIAL CHANGES TO FURNITURE IN THE MAYOR'S PARLOUR

As part of their lease agreement, the Suffolk Registrars had requested new tables and chairs in the Mayor's Parlour that would be more suitable for weddings.

Members were shown potential designs. Tables would be fold up and would be placed against the walls during wedding ceremonies but could easily be set out for use by the Town Council for meetings.

It was important to members that adequate space remained around the outside of the room to enable members of the public to attend meetings.

RESOLVED

That;

- A change of furniture in the Mayor's Parlour would be acceptable if the new furniture was funded by the Suffolk Registration Service.
- The Town Council needed a committee table in the Parlour that was roughly 100 to 120cm wide and 350 to 400cm long.
- This committee table could be made up of separate sections that could fold flat when the Parlour was used for weddings (e.g.; two 100x200cm tables).
- Members would want to see options for a range of colours for the tables before making a final decision (dark wood, light wood, light grey, etc).
- The chair style proposed by Suffolk Registrars was acceptable, but the Council would need to check how many chairs could fit in once a decision had been made on the table.

That the Town Clerk discuss the details with the Suffolk Registrars and report back.

18. LEASE AGREEMENT – SUDBURY REGISTRARS

The Town Clerk briefed members that he had reached an outline agreement with Suffolk Registrars over the annual cost of the new lease, but further discussions were still required to fix the rate of increases to take account of inflation over the period of the lease.

RESOLVED

That the Town Clerk be thanked for his report.

The meeting concluded at 7.32 pm

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Chairman

Jubilee Torch Bearer Nominations

Chris / Pat Weston – Owner(s) of Weston's Bakery

Roger Green – good work over years to St. Peter's Church

Mel Edwards – for her passion and good work, going back to the help she gave during the fire in Friar Street (she worked for Tesco at the time and helped feed emergency services); her good work during COVID; her passion in her role as Tourist Information Officer, where she goes above and beyond in helping both tourists and residents.

John Sayers - Work with community over many years

Jack Owen - work with community over many years

Josiah Perry - High Sheriffs Award - Volunteer of Year Award

Val Bareham - Swan Lady

Adam Brinkley - Services to the community

Chris Boatwright Kernos Centre

Andrew Philips Sud Soc

Teresa Bishop Christopher Centre

David Burnett Museum

Val Herbert Local history author