

SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE, ENVIRONMENT & HIGHWAYS COMMITTEE HELD THROUGH VIDEO CONFERENCING ON TUESDAY 31ST MARCH 2020 AT 6.30PM

PRESENT: Mr J Owen – Chair

The Mayor, Mr R Spivey (Ex-officio)
Mr S Hall
Mr O Forder
Ms E Murphy
Mrs J Osborne
Miss A Owen

Mr C Griffin – Town Clerk (Designate)
Mrs J Budd – Deputy Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Ms L Fowler, Mr J Sayers and Mr D Williams.

Ms E Murphy attended as a substitute for Mr J Sayers.

Miss A Owen attended as a substitute for Mr D Williams.

2. **DECLARATIONS OF INTERESTS**

In accordance with guidance from Babergh District Council’s Standards Committee, Mrs S Ayres, Mrs Osborne and Miss Owen declared that they are Babergh District Councillors. Mr Owen declared that he is a Suffolk County Councillor. Members asked that it be noted that their views expressed at this meeting would be based on information available at the time and might not be the same as those expressed at meetings involving other councils.

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**

The Chairman advised that following last months meeting, himself and the Mayor had held lengthy meetings with Mr Cox. Mr Cox had brought a representative with him from the National Market Traders Federation (NMFT). The representative had advised that she was willing to assist members when updating the Market Regulations.

RESOLVED

Members reiterated the urgency to update the Market Regulations, however in the current circumstances this would take some time. They would welcome any input from the NMFT. In the

mean time a copy of the Regulations is sent to members for their perusal. Members will reassess setting up a working party to discuss the regulations at next months meeting. Thanks were given to both the Mayor and Chairman for their help with this matter.

That the minutes of the Leisure, Environment & Highways meeting held on the 25th February 2020 be confirmed and signed as a correct record.

6. COVID 19

The Town Clerk designate gave members a report on how the Town Council was assisting the elderly and vulnerable during the Covid 19 crisis.

Mr Griffin had attended the first meeting of the Sudbury Community Network to ensure the Town Council were involved. A separate email address and telephone number have been set for people who are able to volunteer, or those who actually require the need of a volunteer. Due to the closure of the Tourist Information Centre, the staff are now able to monitor the emails being received and answer any telephone calls. All the information is being transferred onto a spreadsheet to be acted upon. So far 70 volunteers have signed up, far more than 'those in need' at the moment. Currently the Community Wardens are assisting all those in need. A national volunteer service is currently being set up by the NHS along with a local system by Suffolk County Council called 'Tribe'. It is expected to be at least another week before these two schemes are up and running. It is imperative that the Town Council are available now to help people immediately.

Ms Murphy advised that she had delivered 500 leaflets to residents in her area. She is assisting people with shopping, collecting prescriptions etc. Ms Fowler and Miss Owen have been working with the Sudbury Community Network. It is important that the Town Council work to bring all the various groups together as a collective rather than working as individuals.

RECOMMENDED

That congratulations be given to Mr Griffin and all the staff on the quickness of the response to Covid 19, ensuring that the elderly and vulnerable in Sudbury and surrounding areas are looked after.

7. VAN INSURANCE

At the last finance meeting, members approved a quote for the van insurance of £1000. Unfortunately they did not have an exact figure due to reasons out of their control. It has now turned out that the total will be £1145 which needs to be approved again. The increase of 20% is due to 3 insurance claims in the past year. All 3 claims were due to damage incurred by unknown offenders whilst the vehicles were parked.

Mrs Budd advised members that if repair can be carried out without claiming on the insurance, this is undertaken.

RECOMMENDED

That members approved the cost under power of LGA 1972 S144 the cost of £1145 to be provided by Farmers Insurance.

That members receive confirmation that some repairs are carried out without claiming on the insurance.

8. TOWN HALL HIRE CHARGES

The charges for the hiring of the Town Hall have not been increased since 2017. Members of the finance committee recommended that an increase of 7% should be made to cover the 3 years of inflation. The majority of the increase is to cover the salary of the caretaker.

The Committee felt that the availability of the Town Hall for hire should be promoted a lot more, especially with the imminent closure of the Delphi Centre. The Registration Office would have to be consulted ahead of any bookings taking place.

RECOMMENDED

That members agree to a 7% increase, but this will be reviewed in 6 months. That in future the charges should be reviewed yearly. The Chairman, Mr Owen wished it noted that he did not support this recommendation.

That in item 9 of the terms and conditions of hire, the word 'his' is replaced with their.

9. ADDITIONAL POWERS TO THE TOWN CLERK

Mrs Budd explained that the Assembly Room and Mayor's Parlour are sometimes hired by local organisations during office time for meetings. Although the free use or reduced charges have always been at the discretion of the Town Clerk, there is not anything minuted. This discretion would only relate to bookings held during the day when office staff are present.

RECOMMENDED

That members agree to allow the Town Clerk to use their discretion in this matter.

The meeting concluded at 7.19 pm

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Chairman