



# Halesworth Town Council

Town Clerk: David Lines  
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 7<sup>th</sup> April 2025** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

2<sup>nd</sup> April 2025

*Members of the Public and the Press are welcome to attend the meeting.*

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## AGENDA

1. **Welcome by the Chair and formal notice about any recording of the meeting (if applicable).**
2. **To RECEIVE** apologies for absence and declarations of interest, and  
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.  
*Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.*
3. **Minutes of the last meeting**  
To **APPROVE** the minutes of the Meeting of the Council held on 3<sup>rd</sup> March 2025 (previously circulated) as a true and accurate record [www.halesworthtowncouncil.gov.uk/council-meetings](http://www.halesworthtowncouncil.gov.uk/council-meetings)
4. **Co-option:** To **CONSIDER** any applications to become a member of the Town Council - **Susan Hall**.
5. **Public Forum**  
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and generally limited to around 3 minutes per person..  
*The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.*
6. **District & County Councillor Reports:**  
To receive any reports and provide the Councillors with an opportunity to answer any questions raised in the public forum.
7. **Town Councillor Reports:**  
To receive reports on meetings or events attended by the Town Chair and fellow councillors in their capacity as representatives of the Town Council.
8. To **RECEIVE** a recommendation from the L&E Committee that HTC should “register as an Interested Party in the Sea Link Project and that Cllr Kellett attend the meeting of East Suffolk Community Energy Partnership to find out more information and whether HTC should consider membership”.
9. To **RECEIVE** draft **Committee minutes for information** [www.halesworthtowncouncil.gov.uk/council-meetings](http://www.halesworthtowncouncil.gov.uk/council-meetings)
  - a) Finance & Governance Committee (17<sup>th</sup> March).
  - b) Assets & Services Committee (19<sup>th</sup> March).
  - c) Leisure & Environment Committee (25<sup>th</sup> March).
  - d) Planning and Highways Committee (7<sup>th</sup> and 28<sup>th</sup> March).
10. **Clerk’s Report**
  - a) To **RECEIVE** the **Clerk’s Report** as an update and further instruction on matters outstanding from previous meetings.
  - b) To **RECEIVE** an update on the East Suffolk Council Asset Transfer proposal.
  - c) To **REVIEW** any correspondence not previously circulated – **ESC Community Governance Review**.
  - d) To **CONSIDER** the appointment of members to specific committees.
11. **RFO Reports (to follow)**
  - a) To **RECEIVE** a monthly report of income and expenditure (year to date) against the budget and a bank reconciliation.
  - b) To **AUTHORISE** accounts for payment (previously circulated for collective scrutiny)
  - c) To **CONSIDER** a request from the CUT to redesignate their already-awarded grant of £3,000 for alternative use.
12. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda can be discussed and decided – **Staff contract**
13. **Staff contract** – to **CONSIDER** the readjustment of hours and the extension of the Town Clerk’s contract.



## **AGENDA (large print)**

- 1. Welcome by the Chair and formal notice about any recording.**
- 2. To RECEIVE apologies for absence and declarations of interest**
- 3. Minutes of the last meeting - to APPROVE the minutes of the the Council Meeting held on 3<sup>rd</sup> March 2025**
- 4. Co-option of Councillors – to consider an application**
- 5. Public Forum – invitation to members of the public to speak.**
- 6. District & County Councillor Reports**
- 7. Town Councillor Reports**
- 8. To DISCUSS the Sea Link project**
- 9. To RECEIVE draft Committee minutes for information**
- 10. Clerk's Report**
  - a) To RECEIVE the **Clerk's Report**.
  - b) To RECEIVE an update on the ESC Asset Transfer
  - c) To REVIEW any correspondence not previously circulated.
  - d) To CONSIDER appointments to committees
- 11. RFO Reports (to follow)**
  - a) To RECEIVE an I&E report and a bank reconciliation.
  - b) To AUTHORISE accounts for Payment
  - c) To CONSIDER the redesignation of a grant already awarded
- 12. Exclusion of the Public and Press – staff contract**

**Date of next meeting – AGM 12<sup>th</sup> May 2025**