

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 28TH FEBRUARY 2023 AT 6.30PM**

PRESENT: Ms E Murphy – Chair

Mr N Bennett
Ms J Carter
Mr S Hall
Mr A Osborne
Miss A Owen
Mr T Register

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

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillor P Faircloth-Mutton

2. DECLARATIONS OF INTERESTS

No declarations were received.

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 31st January 2023 be confirmed and signed as an accurate record. These had been circulated and adopted at the February Full Council meeting.

6. ACTIONS FROM PREVIOUS MINUTES

A list of actions is shown at minute page 104.

RESOLVED

That the report be noted.

7. CORONATION EVENT

The full Council meeting in February had approved expenditure of up to £3,000 from the general reserve for a coronation event and asked the Leisure and Environment Committee to decide on the location and format.

Members discussed alternative options based on Market Hill or Belle Vue Park. Costings for both locations came in under budget and are shown at minute page 105.

RESOLVED

That the coronation event would be a public picnic with entertainment held in Belle Vue Park on Sunday 7 May 2023.

That, under the power of the Local Government Act 1972 s.144, expenditure of up to £1,936 excluding VAT from the general reserve be approved for the coronation event. This will be in addition to locality grants totalling £2,100 and estimated income of £300.

8. A BOARD POLICY

The Chairman raised concerns over the number of 'A' boards that had appeared in the town centre. Members considered the 'A' Board Policy that had been agreed between Suffolk County, Babergh District and Sudbury Town Councils in 2014 and was still in force.

Within the current 'A' Board Policy, the majority of businesses were allowed to have an 'A' board as long as it did not obstruct the highway. Most businesses that have these, were compliant with the policy.

RESOLVED

That the existing 'A' Board Policy was suitable but should be enforced more thoroughly.

That a reminder be issued to existing businesses that had signed up to the policy.

That all new businesses be told of the need to apply for permission before erecting an 'A' board.

9. ANNUAL LIFT SERVICE CONTRACT

The current Town Hall lift servicing contract ran until 31st March 2023. A new contract would be required from 1st April 2023. Two quotes had been received and the Town Clerk recommended that the cheaper quote from supplier two was the most cost effective.

RESOLVED

That, under the power of the Local Government Act 1972 s.111, expenditure of up to £2,000 excluding VAT be approved for a one-year contract for lift maintenance with supplier two. This would be funded from the budget in AC 211_4041.

10. BINGO

The Deputy Town Clerk advised members that an email had been received from Babergh District Council licensing regarding the 'profit' made at the bingo sessions. Previously the profit had been donated to the old people's party. However, since the middle of the previous year any profit has been given back to the Town Council. If this continued, the Town Council would require a gambling licence, unless another charitable cause could be identified.

It was suggested that any profits from the bingo be donated to the 'Pick up and Drop off' scheme. This would be acceptable by Babergh District Council and would not require a licence.

RESOLVED

That any bingo profits be donated to the 'Pick up and Drop off' scheme run from the Town Hall.

11. REMEMBRANCE DAY – PIPE BAND

Members were requested to approve expenditure of up to £275 excluding VAT to book the pipe band for Remembrance Sunday. There was £225 in the budget so this would be an increase of £50.

RESOLVED

That, under the power of the Local Government Act 1972 s.144, expenditure of up to £275 excluding VAT be approved for the pipe band for Remembrance Sunday. This would be funded from the budget in AC 901_4132.

12. CULTURAL FESTIVAL SUMMER 2024

The Town Clerk reported on a meeting he had had with the Director of Gainsborough's House. Gainsborough's House were planning a cultural festival in the Summer of 2024 and had requested a statement of support from the Town Council to assist them in their applications for grants and other sources of funding.

RESOLVED

That the town council send a letter of support for Gainsborough's House's plans to hold a Cultural Festival in the Summer of 2024.

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS) That pursuant to the Local Government Act 1972 s 100A(4), the public be excluded from the meeting for the business

specified in items 13 on the grounds that, if the public were present during these items, it was likely that there would be disclosure to them of exempt information as specified in Schedule 12A, ss 1-2, that is to say;

- Information relating to the financial or business affairs of any particular person (including the authority holding that information) and,

13. SUFFOLK REGISTRARS LEASE AGREEMENT

The Town Clerk advised that both solicitors seemed content with the draft of the new lease agreement and should be available imminently for signing. There had a been delay in moving this forward, however it was hoped that this would be rectified in due course.

RESOLVED

That the Town Clerks report be noted.

The meeting concluded at 7.11 pm

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Chairman

Leisure and Environment Action Plan – 28th February 2023

Actions.

- **Temporary Floral planting & maintenance – Expenditure approved by full council. The Garden Nursery accepted the scheme.**
- **Floral planting and maintenance tender – Ongoing.**
- **Wayfinding scheme – Ongoing.**
- **Millacre – Further details will be discussed at the March meeting.**
- **Installation of a bench outside Iceland – Approved by Iceland and license applied for from Suffolk County Council.**
- **Security Systems – Alarm systems all replaced.**
- **Suffolk Registrars – Ongoing.**

King Charles III – Coronation – Sunday 7th May 2023 – Event Options

What is required: The February Full Council agreed that a separate coronation event be organised for Sunday 7th May and that 2 options be presented for discussion and approval at the February meeting of the Leisure and Environment Committee

Why it is required: To celebrate King Charles III Coronation.

How will these be funded: As there was no money put in the budget for the Coronation full council agreed to that up to £3,000 could be used from General Reserves to fund this event. Babergh District Councillors Alison Owen and Trevor Cresswell agreed to give £700 each from their 2022/23 Locality Budgets and Suffolk County Councillor Philip Faircloth-Mutton also agreed to give £700 towards funding the event. This will provide an overall budget of up to £5,100.

What are the Options: Option 1 – Belle Vue Park and Option 2 – Market Hill

Option 1	<p>Belle Vue Park – Picnic in the Park : The public would be invited to bring along a blanket and picnic to enjoy entertainment</p> <ul style="list-style-type: none"> • Music and Sound – Cloud 9 Roadshow • Decorations (estimate) • Magician/Punch & Judy – Paul Pleasants • Characters – Belle/Cinderella • Facepainter – Shoents • Circus Workshop • Incidentals & Flat Broke (group) (awaiting quote) • First Aid Cover – East Anglian Medical Cover (awaiting quote) • Publicity & Printing (estimate) • Staff working on event rate of £31.60 per hour based on 10 members of staff working 6 hours (staggered at different times in order to cover set up, stewards to cover the event and clear up) (estimate) <p>Cost of the Event</p> <p>Income from food outlets - approximately (estimate)</p> <p>District Locality Budget Grants (Cllrs Alison Owen, Trevor Cresswell)</p> <p>SCC Locality Budget Grant (Cllr. Philip Faircloth-Mutton)</p> <p>Total Cost of Event to the Council</p>	<p>£535.00</p> <p>£250.00</p> <p>£325.00</p> <p>£350.00</p> <p>£130.00</p> <p>£350.00</p> <p>-</p> <p>£400.00</p> <p>£100.00</p> <p>£1,896.00</p> <p>£4,336.00</p> <p>£300.00</p> <p>£1,400.00</p> <p>£700.00</p> <p><u>£1,936.00</u></p>
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Option 2	<p>Market Hill – Street Party : The public would be invited to attend a street party to bring along a picnic and enjoy entertainment</p> <ul style="list-style-type: none"> • Network Assurance – Road Closure • Music and Sound – Cloud 9 Roadshow • Hiring of additional tables and chairs (Jubilee Price) • Table cloths and other decorations (estimate) • Magician/Punch & Judy – Paul Pleasants • Characters – Belle/Cinderella • Facepainter – Shoents • Circus Workshop – Fireflow • Incidentals & Flat Broke (Group) (awaiting quote) • First Aid Cover – East Anglian Medical Cover (awaiting quote) • Publicity & Printing (estimate) • Staff working on event rate of £31.60 per hour based on 10 members of staff working 6 hours (staggered at different times in order to cover set up, stewards to cover the event and clear up) (estimate) <p>Cost of the Event</p> <p>Income from food outlets - approximately</p> <p>District Locality Budget Grants (Cllrs Alison Owen, Trevor Cresswell)</p> <p>SCC Locality Budget Grant (Cllr. Philip Faircloth-Mutton)</p> <p>Total Cost of event to the Council</p>	<p>£100.00</p> <p>£535.00</p> <p>£700.00</p> <p>£300.00</p> <p>£325.00</p> <p>£350.00</p> <p>£130.00</p> <p>£350.00</p> <p>-</p> <p>£400.00</p> <p>£100.00</p> <p>£1,896.00</p> <p>£ 5,186.00</p> <p>£300.00</p> <p>£1,400.00</p> <p>£700.00</p> <p><u>£2,786.00</u></p>
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Considerations

Option 1 would provide a safer environment for families with young children and could also accommodate more people.

Option 2 would carry on the tradition of celebrating a Royal event in the Town Centre and bring in extra business for local shops. This option would be about £850 more expensive than option 1 due to the table hire and road closure.

When is it event: Sunday 7th May 2023 – 12noon to 5pm