



Soham Town Council
The Walter Gidney Pavilion
Fountain Lane
Soham
Cambridgeshire CB7 5ED
Town Clerk: MJ Strand
Tel: 01353 723472
Email: info@soham-
tc.gov.uk
Web: www.soham-tc.gov.uk

NOTICE OF MEETING:
Annual Full Council
TIME: 7.15pm
DATE: 10th June 2024
VENUE: Walter Gidney
Pavilion Fountain Lane Soham
CB7 5ED

To: All Members of Soham Town Council

You are hereby summoned to attend a Meeting of Soham Town Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies to the Clerk before the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Quorum: 5 Members: 14 Vacancies: 1

Mrs MJ Strand

Marilyn Strand, Town Clerk. 5th June 2024

AGENDA

16/24 APOLOGIES FOR ABSENCE

17/24 COUNCILLORS' DECLARATIONS OF INTERESTS

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

18/24 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES

(maximum 5 minutes per group)

- a. Annual Town Meeting – Cllr Woricker.
- b. So-Fest 2024 – Cllr Woricker.

19/24 PUBLIC COMMENT TIME

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas, or on items that are on the agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

20/24 COUNTY & DISTRICT COUNCILLOR REPORTS

21/24 APPROVAL OF MINUTES

- a. To approve the minutes of the Annual Full Council Meeting held 13th May 2024.
- b. To note the draft minutes of the Finance & Policy Committee Meeting held on 13th May 2024.
- c. To note the draft minutes of the Planning Committee Meeting held on 20th May 2024.

22/24 MATTERS ARISING FROM THE MINUTES.

- a. Clerk's Report (for information only).

23/24

FINANCE & GOVERNANCE MATTERS

- a. To receive and approve Receipts & Payments for May/June 2024 (as listed at the end of the agenda).
- b. To receive and approve bank reconciliation and financial reports to 30th April 2024.
- c. To review and adopt updated NALC Model Financial Regulations 2024.
- d. To approve Cllr Tony Chouler as the Council representative on Soham Community Association.
- e. To consider Councillor training options from CAPALC, cost £75 per delegate or up to £600 for all Councillors.

24/24

RECREATION GROUND/PAVILION/TOWN MATTERS

- a. Pavilion Phase II – to consider employing the Council’s land agent to research grants at £500 per day for up to three days.
- b. Skatepark – to consider options in light of comments from ECDC’s Planning Officer and the Trees Officer – Cllr Pallett.
- c. To consider & approve proposal to lease or purchase an additional vehicle for the grounds maintenance team – Cllrs Dyer and Horgan.
- d. To consider quotation for automatic gates on the recreation ground, cost £11,222 +VAT (includes a new gate and posts as the current gate is unsuitable for automation).
- e. To consider proposal for the promotion of the town – Cllr Woricker.
- f. To consider request for ideas regarding Corporate Social Responsibility and volunteering.
- g. To consider request for support of the campaign to improve the safety of lithium batteries in bikes and e-scooters.

25/24

CORRESPONDENCE FOR INFORMATION

- a. Resident re: response to Council correspondence regarding fencing on the boundary of the recreation ground.

26/24

MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING

- Planning Committee, Monday 24th June.
- Community Amenities Committee, Monday 24th June.
- Finance & Policy Committee, Monday 1st July (to be confirmed).
- Full Council, Monday 8th July.

NOTES:

Public Comment Time

If you wish to speak at any of the planned meetings, please inform the Assistant Clerk before 12noon on the day of the meeting you wish to speak at, with the nature/content of the subject on which you wish to speak. There is a restricted amount of time allocated, so please make effective use of the 3 minutes given. Once the public comment time is concluded, the public can no longer participate unless expressly invited to do so by the Chairman.

Exclusion of Press and Public

If the full Council or a Standing Committee wishes to exclude the Public and Press then a resolution to this effect will either be published on the relevant Agenda or where not and a decision is taken during the meeting, then a motion duly proposed and seconded will need to be verbally passed.

Agenda/Minutes

If you are unable to view an agenda or minutes from a council meeting via our website, excluding those with information of or containing commercial or other sensitive matters, you may request a copy from the office. Please be aware that we are trying to reduce paperwork output to help the environment and lower costs.

May-24			PAYMENTS					
Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
	200/24	DDR	1-May	RJ Spriddell	Land agent	£500.00	£100.00	£600.00
INV-2146	201/24	BACS	01-May	Human Capital Department	Retained HR	79.00	15.80	94.80
95726	202/24	BACS	01-May	HAGS	Repairs Button Climb Seat	765.02	153.00	918.02
1012361777	203/24	DDR	01-May	Thalia	Cemetery & recreation ground waste	450.39	90.08	540.47
026-0808229-1875533	204/24	CCARD	02-May	Amazon	Fountain Pen Ink Cartridges MF	6.83	1.37	8.20
026-2383756-1635522	205/24	CCARD	02-May	Amazon	Photoframes - MF	27.06	5.41	32.47
CD970612422	206/24	BACS	03-May	Hutchinsons	Roundup	190.00	38.00	228.00
SOHTOW	207/24	BACS	03-May	Scotsdales	Hand Trowel	4.49	0.90	5.39
CUS-01356059	208/24	BACS	08-May	PPL PRS	Music Licence	1211.90	242.38	1454.28
12UC022-0002	209/24	BACS	08-May	Parish Online	Mapping Software	360.00	72.00	432.00
10992	210/24	BACS	08-May	LGS Services	Internal Audit	400.00	80.00	480.00
S38900	211/24	BACS	08-May	Thurlow Nunn	Retail Spares	1008.18	201.64	1209.82
INV-0729	212/24	BACS	08-May	Soham Soil & Aggregates	Top Soil - Cemetery	440.00	88.00	528.00
40632	213/24	DDR	08-May	MHH Partnership	Payroll Services	43.75	8.75	52.50
	214/24	DDR	22-May	HMRC	PAYE	2959.86		2959.86
	215/24	BACS	22-May	LGPS	Staff pension	2645.13		2645.13
	216/24	BACS	22-May	Payroll	Staff Salaries	10499.05		10499.05
INV-0457	217/24	BACS	10-May	SJ Harrison Tree Services	Cemetery Laurels	1325.00	265.00	1590.00
INV-0458	218/24	BACS	10-May	SJ Harrison Tree Services	Emergency Works - Recreation Ground	260.00	52.00	312.00
IEE2024005301688	219/24	CCARD	10-May	Adobe	Acrobat Pro - MS	16.64		16.64
SINV065913	220/24	BACS	10-May	Worknest	RTW Check SM	14.77	2.95	17.72
7305623	221/24	BACS	10-May	ESPO	COSH cupboard - Weed Killer	264.00	52.80	316.80
83536	222/24	BACS	13-May	M Strand	Eye Test	60.00		60.00
IV00868824	223/24	DDR	23-May	SSE	Cemetery Electricity	64.24	3.21	67.45
100098591	224/24	BACS	13-May	Witham Oil	Sundries Groundsmen	10.20	2.04	12.24
340118498/24	225/24	BACS	15-May	TotalEnergies	UMS - Street Light electricity	531.22	26.56	557.78
4783	226/24	BACS	15-May	CAPALC	Grant application training - Clerk	40.00		40.00
4791	227/24	BACS	15-May	CAPALC	Councillor Training - GG	75.00		75.00
13542103	228/24	DDR	27-May	WAVE	Berrycroft allotment water	32.93		32.93
10/24k	229/24	BACS	15-May	Pumpkin Fair	Grant application	500.00		500.00
10/24i	230/24	BACS	15-May	Summer Reading Challenge	Grant Application	250.00		250.00
7676680	231/24	DDR	30-May	British Gas	Pavilion	170.06	8.50	178.56
18648	232/24	BACS	17-May	R Palmer & Sons Ltd	Works on tractor	938.76	187.75	1126.51
SIN058494	233/24	BACS	17-May	Online Playground	Replacement swing	690.00	138.00	828.00
INV-5434	234/24	BACS	17-May	Low Carbon Products Ltd	Bench - Drayton Meadows	618.99	123.80	724.79
463200	235/24	BACS	17-May	Thurlow Nunn Standen	Repairs Toro	260.03	52.01	312.04
17068	236/24	BACS	20-May	CLT	Puncture repair tractor	62.00	13.00	78.00
MO66 HK	237/24	DDR	31-May	BT	Landline & Mobile	222.84	44.56	267.40
MO34 EF	238/24	DDR	26-May	BT	Lease line	665.00	133.00	798.00
WEB	239/24	BACS	20-May	R Aitchison	Plug plants - Drayton Meadows	52.19	10.45	62.64
13560497	240/24	DDR	31-May	Anglian Water (WAVE)	Cemetery Water	94.72		94.72
Cno: 300021	241/24	Cheque	23-May	RBP Poppy Appeal	Mayor wreath D-Day Commemoration	27.50		27.50
L/26492	242/24	BACS	24-May	JS Wilson & Son (Bookbinders Ltd)	Binding 2023/24 Minutes	112.76		112.76
17132	243/24	BACS	31-May	CLT Tyre & Exhaust	Tractor	105.00	21.00	126.00
101237539	244/24	DDR	31-May	Thalia	Cemetery & recreation ground waste	587.35	117.47	704.82
5237	245/24	BACS	31-May	Regal Joinery	Bench slats	32.00	6.40	38.40
SE-07-25	246/24	DDR	31-May	Adams-Payne Safety	Health & Safety Advisor	500.00		500.00
INVZCLYRB	247/24	CCARD	15-Apr	Cartridge Save	Cartridges - MS	57.01	11.40	68.41

Jun-24			PAYMENTS					
Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
	248/24	DDR	1-Jun	RJ Spriddell	Land agent	£500.00	£100.00	£600.00
3399000797/24	249/24	DDR	11-Jun	TotalEnergies	CCTV electricity	126.74	6.34	133.08
339879622/24	250/24	DDR	11-Jun	TotalEnergies	Pavilion Electricity	768.89	153.78	922.67
4879	251/24	BACS	03-Jun	CAPALC	Planning Training - AP	180.00		180.00
4877	252/24	BACS	03-Jun	CAPALC	Planning Training - MF	180.00		180.00
MOR-12110	253/24	BACS	02-Jun	Mor-Tech	IT Support & Maintenance	175.00	35.00	210.00
VI/0662058	254/24	DDR	01-Jun	CF Corporate	Photocopier Lease	662.88	132.58	795.46

£35,606.31

May-24		RECEIPTS						
Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross	
B2571/24	BACS	01-May	Mildenhall Monumental	Memorial	250.00		250.00	
B2572/24	BACS	01-May	Mildenhall Monumental	Memorial	520.00		520.00	
B2573/24	BACS	01-May	Ivett & Reed	Memorial	190.00		190.00	
B2574/24	BACS	01-May	RJ Pepper & Son	Burial	660.00		660.00	
B2575/24	BACS	02-May	Mildenhall Monumental	Memorial	260.00		260.00	
B2576/24	BACS	08-May	JK Memorials	Memorial	250.00		250.00	
B2577/24	BACS	08-May	JK Memorials	Memorial	250.00		250.00	
B2578/24	BACS	08-May	JK Memorials	Memorial	735.00		735.00	
B2579/24	BACS	08-May	JK Memorials	Memorial	250.00		250.00	
B2580/24	BACS	13-May	Mildenhall Monumental	Memorial	260.00		260.00	
B2581/24	BACS	13-May	Hewlett	Burial	1055.00		1055.00	
4263	BACS	20-May	ECDC	PCC Election Hall Hire	400.00	80.00	480.00	
B2582/24	BACS	31-May	RGR Memorials Ltd	Memorial	260.00		260.00	
B2583/24	BACS	31-May	Peasgood & Skeates	Burial	1200.00		1200.00	
B2584/24	BACS	31-May	Peasgood & Skeates	Burial	310.00		310.00	
Jun-24		RECEIPTS						
Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross	
B24585/24	Cheque	03-Jun	Mr R Wadley	Burial	590.00		590.00	
	BACS	03-Jun	Zurich Insurance	Insurance claim	590.00		590.00	
							8110.00	

May-24		PETTY CASH						
Receipt No or Reference No	Date	Payer	Details	Nett	VAT	Gross	Balance	
16/24	13-May	BP Express	Petrol	59.77	£ 11.95	71.72	£188.91	
17/24	24 May	SJD Cleaning Services	Window cleaning April & May	72.00		72.00	£116.91	