

Minutes of Finance & Premises Committee Meeting

Held in the Court House, Queens Street, Stradbroke

Thursday, 10th April 2025, starting at 7.30pm

Present: Antony Bush (Chair), Lawrence Champion, James Hargrave, Maureen John, Caroline Stebbing

In attendance: Odile Wladon (Clerk) and 4 members of the public (part)

FC.25.04.01	Chairs welcome AB welcomed all to the meeting and thanked the members of the public for attending.
FC.25.04.02	Absences: a) Councillors noted that Lawrence Champion has been co-opted on to the Committee. b) There were no apologies for absence.
FC.25.04.03	Declarations of interest a) There were no interests declared by Councillors in subsequent agenda items. b) There were no requests for dispensations.
FC.25.04.04	Minutes of previous meeting Councillors resolved to approve the minutes of the meeting held 1 st July 2024 as a true record of the business conducted.
FC.25.04.05	Public Forum: Members of Stradbroke Tennis Club were present to discuss issues regarding the future use of the courts. The main area of discussion was whether the Tennis Club (Club) require a lease or licence for the use of the courts should be the way forward following the expiration of the lease in 2022. The Club mentioned that they would like it to continue as before. <i>AB noted that the point of the discussion was to understand the two options – the Council wasn't aware that the Club had already reached a view to renew the lease.</i> Club – stated they were unclear on the difference between a lease and a licence. <i>JH – noted that a lease meant that the Club took ownership and maintenance. A licence would allow the Club to use the courts for a fee, but the area would be the Council's responsibility. A licence could have funding implications.</i> <i>AB – stated that the Council cannot advise the Club on the best way forward for them.</i> <i>It was noted that as a leaseholder the Club is responsible for maintenance and remediation work.</i> Club – stated they have pressure washed and cleaned the courts, but overhanging trees have caused an issue. Some areas of the court are now unplayable, with holes and grit. The club noted that after 25 years the courts are not going to be in the same condition. The courts have not been resurfaced since mid 1990s. <i>AB – Stated that it would appear that the remediation work has not been undertaken and the courts are not being delivered up in a condition in accordance with the lease.</i> <i>Given this, the Club need to consider whether a lease is the right fit for the club moving forward. A licence approach would give an element of exclusive use for a fee, with the Council responsible for maintenance.</i> Club – noted that the courts have always been available for hire by the public. <i>Clerk – noted that the all hire fees would come to the Council to help with cost of maintenance.</i>

	<i>AB – if a licence agreement is reached, the Club has previously mentioned making a contribution from their £20k reserves towards the remedial work which would show commitment moving forward, the Council could then source additional funds for the works.</i> <i>Club – asked for the cost of drawing up a new lease.</i> <i>Clerk – advised the cost is £1500 usually payable by the Club, however the Council has agreed to pay 50% of the cost in this instance.</i> <i>Club – advised that it has money to help with funding if licence route agreed, but regarding future security, is there anything to protect the club if the Council decides the area of land would be used for something else?</i> <i>JH – advised that licence could be over a long period of time to compensate for help with funding.</i> <i>Clerk – noted that to help secure funding for works, one court could be used for a padel court. Maintenance costs could have an impact on the precept if hire fees were not sufficient.</i> <i>Club – agreed that the way forward would be a licence agreement.</i>
FC.25.04.06	Premises: a) Councillors discussed the future use of the Tennis Courts following the ending of the current lease. Councillors noted that the conditions in the current lease have not been met and agreed that a lease, which could end in dispute, was not the best way forward. Councillors agreed to recommend to the Council that a licence with the Tennis Club is agreed and a project is undertaken to source funding for the works required to the Courts. b) Registration of Tennis Court Land: Funds have been sent to Gudgeons Prentice for the voluntary first registration and an update is awaited. c) Works required following the RoSPA inspection: Quote for replacing turf has been requested. Clerk to meet with contractor to discuss other works required. Councillors requested that the Clerk obtain a quote for wet pour surface under play equipment noted in the report. d) Health Centre building: Councillors reviewed two quotes for the 5-year hardwiring check and resolved to appoint Brooke Electrical Services to undertake the work. e) Other updates on premises related matters: • An email was received from Mid Suffolk District Council regarding car park white line repainting – quote has been requested from Frank Davey. MSDC supplied a quote that seemed high for the small section to be covered. • Community Shed and Cemetery have received zero business rates for the year.
FC.25.04.07	2024-25 Year End Councillors reviewed and agreed to recommend the following to full Council for approval: a) Year End Accounts and Reserves – Councillors noted that the General Reserves figure is at the target level set following a previous internal audit comment. b) AGAR and internal audit report – Councillors noted the thorough and informative report from the internal auditor. Councillors also noted that the Clerk will make

	in-year VAT claims when appropriate but at least annually up to 31st December. c) Councillors reviewed the annual CIL return.														
FC.25.04.08	Budget 2025-26: Chair of Personnel Committee requested that a figure to increase the Clerk's salary by one spine point be included in the revised budget. Councillors reviewed a revised budget as per the appended schedule. Councillors approved the budget and recommend it to the Council for approval.														
FC.25.04.09	Cemetery: The Councillors recommend the following increases to fees: <table> <tr> <td>Burial Space</td><td>£175</td></tr> <tr> <td>Reserved Burial Space</td><td>£175</td></tr> <tr> <td>Ashes in Existing Grave</td><td>£70</td></tr> <tr> <td>Interment fee</td><td>£125</td></tr> <tr> <td>Reserved Space for Ashes</td><td>£80</td></tr> <tr> <td>Headstone</td><td>£70</td></tr> <tr> <td>Additional inscription</td><td>£60</td></tr> </table> No fees for children up to 18 years of age Fees to be doubled for non-Stradbroke resident These will be presented to the Annual Council meeting for approval.	Burial Space	£175	Reserved Burial Space	£175	Ashes in Existing Grave	£70	Interment fee	£125	Reserved Space for Ashes	£80	Headstone	£70	Additional inscription	£60
Burial Space	£175														
Reserved Burial Space	£175														
Ashes in Existing Grave	£70														
Interment fee	£125														
Reserved Space for Ashes	£80														
Headstone	£70														
Additional inscription	£60														
FC.25.04.10	Policies: a) Bad Debt Policy – reviewed, resolved to approve. b) Playing field Policy – reviewed, resolved to approve. c) Reserves Policy – reviewed and recommend to full Council for approval. d) Financial Regulations – recent changes were reviewed and will be recommend to full Council at the annual meeting for approval.														
FC.25.04.11	Date of next meeting:														

Meeting closed at: 9.30pm

Signed: _____

Date: _____