

Brandon Town Council  
Full Council Meeting  
Monday 12th February 2024

Note: In the case of non-members, this Agenda is for information only

**BRANDON TOWN COUNCIL**  
**Old School House, Market Hill, Brandon, Suffolk, IP27 0AA**  
**Telephone 01842 811844**

7<sup>th</sup> February 2024

**TO ALL MEMBERS OF THE FULL COUNCIL**

You are hereby summoned to join the **FULL BRANDON TOWN COUNCIL MEETING** to be held at Old School House, Market Hill, Brandon on Monday 12<sup>th</sup> February 2024 at 7pm

Donna Allen  
Acting Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council.

**AGENDA**

- 1 **APOLOGIES** for absence and approval of reasons tendered.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 3 **CO-OPTION TO BRANDON TOWN COUNCIL**  
To receive applications for co-option to Brandon Town Council.
- 4 **TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
- 5 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
  - Of the Brandon Town Council Precept Meeting of Thursday 4<sup>th</sup> January 2024.
  - Of the Brandon Town Council Full Council Meeting of Monday 8<sup>th</sup> January 2024.
- 6 **MATTERS ARISING** for information exchange only of the Precept Meeting of 4<sup>th</sup> January 2024 and the Full Council Meeting of 8<sup>th</sup> January 2024.
- 7 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business – to be submitted no less than 48hrs prior to the meeting or by discussion with the Chairman.
- 8 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 9 **PUBLIC FORUM** monthly event limited to 3 minutes duration maximum per resident, this will include reports from County, District and Town Councillors also Community Group Representatives.

**10 CORRESPONDENCE**

- Letter from resident – re Rev. Sharron Coburn.

**11 ACCOUNTS** To approve the payments for January 2024 (see attached).

**12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR DECEMBER 2023**

**13 GRANT APPLICATION** discussion to consider S137 grant from Brandon Royal British Legion Club Ltd.

**14 TO NOTE MINUTES OF EVENTS COMMITTEE MEETING** of 24<sup>th</sup> January 2024.

**15 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 5<sup>th</sup> February 2024.

**16 RESOLUTION from Cllr P Etherington No. 459**

Brandon Town Council resolves to form a working party of three Councillors to review income from Old School House, consider any other possible revenue sources and report back to the Council at the March Council meeting for their decision.

**17 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.*

**18 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**

- Of the Brandon Town Council Meeting of Monday 8<sup>th</sup> January 2024.

**19 TO NOTE MINUTES OF H.R. COMMITTEE MEETING** of 29<sup>th</sup> January 2024.

**20 MATTERS ARISING**

**21 RESOLUTION from Cllr N Siebert No. 460**

Brandon Town Councils Human Resources Committee put to Full Council their proposal regarding accepting a quotation for H.R. and Health and Safety.

**22 RESOLUTION from Cllr N Siebert No. 461**

Brandon Town Councils Human Resources Committee put to Full Council their proposal regarding the vacant Town Clerk role.

**23 QUOTES**

**23.1 RESOLUTION from Cllr P Wittam No. 462**

Brandon Town Council resolves to consider quotations to sign a five-year contract for a new photocopier.

**23.2 RESOLUTION from Cllr P Wittam No. 463**

Brandon Town Council resolves to consider the quotation to supply and fit a mobile GSM unit with sim and line monitoring for 2 years on the Lift.

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**24 RESOLUTION from Cllr P Wittam No. 464**

Brandon Town Council resolves to discuss the implications of the West Suffolk District Council's new Local Plan for Brandon.