



RESOURCES COMMITTEE

28 JUNE 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL



Saxmundham Town Council

Minutes of the Resource Committee Meeting 24 May 2021 at 2pm
In the Saxmundham Market Hall

Committee Members:

- Councillor. Di Eastman
- Councillor. John Findlay (Chair)
- Councillor John Fisher
- Councillor. Nigel Hiley
- Councillor. Jeremy Smith

Also Present: Rosalind Barnett (Town Clerk)

Public Forum

There were no members of the public present.

Please note all documents related to these minutes can be found in the May committee pack

<http://www.saxmundham.org/council/template1-3/>

100/20R	Apologies for Absence The Clerk reported that no apologies were received.
101/20R	Declarations of Interest None were declared.
102/20R	Minutes of the Previous Meeting RESOLVED: To accept the minutes of the 26 April 2021 with the addition of the details of the financial regs referred to in 93/20R.
103/20R	Finance <ul style="list-style-type: none">a) The Committee noted payments and receipts and reconciliation reports for April for the Town Council (Appendix A)b) The Committee noted the payments and receipts and reconciliation reports for April for the Market Hall (Appendix B)c) The Committee approved the payments for May for the Town Council (Appendix C).d) The Committee approved the payments for May for the Market Hall (Appendix D).e) The Committee received the April budget and spending report For the Town Council.f) The Committee received the April budget and spending report for the Market Hall.
104/20R	Market Hall The Committee considered the report and the request for additional funding for the refit of the Market Hall kitchen from the Market Hall Committee. RESOLVED: To recommend to the Town Council that an additional £10,000 be allocated for the kitchen refurbishment once firm quotes have been received for the works.

105/20R

Review of Community Infrastructure Levy (CIL) Priorities

- a) The Committee noted the report on CIL balances which showed that there was £78,453.50 available to spend. (Table Overleaf)

Saxmundham Town Council						
CIL Reserves 21/5/2021						
Code	Account	Income	Expenditure			Closing Balance
	EMR - CIL 16/17	£ 1,460.00	£ 1,460.00	Path at Skatepark		£ -
321	EMR - CIL 17/18	£ 1,036.00	£ 1,036.00	Neighbourhood plan		£ -
322	EMR - CIL 18/19	£ 1,432.00	£ 1,432.00	Benches Memorial Field		£ -
323	EMR - CIL 19/20	£ 35,039.65	£ 18,000.00	Play Equipment, Community Arts Facility, Kitchen fromus Centre, Market Hall Upgrade		£ 17,039.65
324	EMR - CIL 20/21	£ 30,656.30	£ -			£ 30,656.30
327	EMR - CIL 21/22	£ 30,757.55	£ -			£ 30,757.55
					Total available CIL	£ 78,453.50

- b) Councillors noted the report from February 2020.
RESOLVED To recommend to the Town Council that an informal planning day be organised to allow councillors to review the allocation of CIL and to consider which assets would be advantageous for the Town Council to own.
- c) CIL Annual Return. The Committee reviewed the Annual CIL Return which had to be submitted to East Suffolk District Council
RESOLVED: To approve the Annual CIL Return.

106/20R

Review of Earmarked Reserves 2021-2022

- a) The Committee received the report on reserves and noted that at the end of March 2021 that the General Reserve was £101,715 and the Earmarked Reserve was £24,536.99.
- b) The Committee discussed the levels of the reserves and agreed that the current General Reserves were more than sufficient to comply with the levels set within the Council’s Reserves Policy. It was therefore decided to move £10,000 to the Capital Replacement Fund.

RESOLVED: That £10,000 be moved from the General Reserve to the Capital Replacement Fund.

107/20R

Asset Register

- a) The Committee reviewed the Asset Register and asked the Clerk to check whether there should be an additional bin and grit bin listed. It was agreed that the projector should be listed on the Market Hall list of assets. They noted that the revised Asset Register Total now stood at £425,175.
- b) The Clerk explained to the Committee there was too much office furniture in the Town House, and she would be seeking to relocate it locally. (N.B. The furniture had been donated and was not shown on the asset register)

108/20R

Future Use of the Town House

The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. Councillors stated that the Town Council operations should take priority but where interests were mutually

	beneficial, shared use could continue. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space.
109/20R	<p>Operational Matters</p> <p>a) The Committee discussed the County Council's new requirement for lamp posts to be tested. The Clerk stated that the costs exceeded the Sax in Bloom budget. The Committee agreed the additional spend on the testing, as the lamp posts are used for the Christmas lights as well. The Clerk agreed to raise the issue with Richard Smith the County Councillor to make sure he is aware of the situation.</p> <p>RESOLVED: That £860 be spent from the general maintenance budget for Lamp post testing.</p> <p>b) Councillors noted the excellent progress made on the website which has now gone live. The Clerk reported there was a need for someone to do some data input and research for the Business and Community sections which are still under development. She reported that there was £360 remaining of the business grant and requested Councillors' permission to spend a further £800 from the Newsletter/publicity budget.</p> <p>RESOLVED: That £800 be allocated from Newsletter/publicity budget for work on the website.</p>
110/20R	<p>Small Grant Applications</p> <p>The Clerk reported that no applications had been received.</p>
111/20R	RESOLVED that Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted
112/20R	<p>Request from a local trust</p> <p>The Committee discussed the implication of request from a local trust and possible actions that would need to be taken if the Town Council were to agree to consider the matter.</p>
113/20R	<p>Appointment of Environment Co-ordinator</p> <p>The Committee received a report of the interview process and the recommendation that would be considered by the Town Council.</p>

Meeting finished 3.44 pm
Roz Barnett Clerk/RFO

Appendix A

Saxmundham Town Council					
Payments for Approval/ Recording April 2021					
A/c Code	Date	Source	Transaction Ref	Transaction Detail	Amount
4235	07/04/2021	Cashbook	DD	Bank Charges	£15.10
4000	09/04/2021	Cashbook	DD	NEST Pensions	£370.94
4205	09/04/2021	Cashbook	DD	Wave Water	£60.00
4205	09/04/2021	Cashbook	DD	Opus Energy	£126.10
4205	19/04/2021	Cashbook	DD	British Gas	£74.64
4245	19/04/2021	Cashbook	DD	Corona Corporate Solutions	£238.80
4250	19/04/2021	Cashbook	DD	Lone working devices	£155.52
4000	27/04/2021	Cashbook	TRANSFER	Salary 1	£2,539.85
4000	27/04/2021	Cashbook	TRANSFER	Salary 2	£934.98
4650	18/03/2021	Purchase Ledger	SCNO	Dog Bin on Boundary Belt	£150.00
4280	23/03/2021	Purchase Ledger	ESPO	Paper Towel Dispenser	£35.04
4810	23/03/2021	Purchase Ledger	FRED	Horticultural Planting Advice	£270.00
4650	28/03/2021	Purchase Ledger	SCNO	Play Equipment Repair	£210.00
4650	28/03/2021	Purchase Ledger	SCNO	Grass Cutting Seamans Avenue	£192.82
4800	29/03/2021	Purchase Ledger	ESDC	Club House - Rates	£910.68
4205	01/04/2021	Purchase Ledger	SCNO	Annual Refuse Town House	£385.63
4250	01/04/2021	Purchase Ledger	SALC	SALC Subscription	£1,054.79
4200	09/04/2021	Purchase Ledger	FISH	Cleaning Materials, Misc	£16.83
4255	09/04/2021	Purchase Ledger	RIAL	Year End Online Closedown	£672.00
4650	09/04/2021	Purchase Ledger	BEACON	Batteries Speed Sign	£132.00
4270	12/04/2021	Purchase Ledger	BHIB	Annual Insurance Premiim	£2,158.97
4520	13/04/2021	Purchase Ledger	DWILKINS	Hanging Flags High Street	£300.00
4670	13/04/2021	Purchase Ledger	BEACON	Replacement Strip Light Office	£73.74
4255	19/04/2021	Purchase Ledger	ROZB	Zoom refund to Clerk	£14.39
4405	19/04/2021	Purchase Ledger	HERR	Website Training	£60.00
4520	19/04/2021	Purchase Ledger	ROZB	Refund Bunting Materials	£41.38
4810	19/04/2021	Purchase Ledger	ROZB	Expenses - Refund to Clerk	£32.63
4825	19/04/2021	Purchase Ledger	ROZB	Map Refund to Clerk	£30.60
4835	19/04/2021	Purchase Ledger	ROZB	Planning Refund to clerk	£322.00
4550	29/04/2021	Purchase Ledger	ESDC	Youth Booth - Rates	£225.24
4310	21/04/2021	Purchase Ledger	J Chesterfield	Cleaning	£ 24.00
4320	21/04/2021	Purchase Ledger	C Richards	Maintenance	£118.75
Additional Transfer to Market Hall			Refund VAT Quarter 3 and 4		£ 3,372.00
Additional Transfer to Market Hall			50% of Annual Grant		£ 8,000.00

Appendix B

Market Hall							
Payments for Approval/Recording April 2021							
for the period 01/04/2021 to 30/04/2021							
105	06/04/2021	Cashbook	DD	Gas	EON	£	66.07
4205	06/04/2021	Cashbook	DD	Electricity	EON	£	85.39
4235	01/04/2021	Purchase Ledger	DD	Bank Charges	Barclays	£	9.50
4310	01/04/2021	Purchase Ledger	INVOICE	Cleaning Materials	ESPO	£	71.76
4320	01/04/2021	Purchase Ledger	INVOICE	Hinges for noticeboards	FISHERS	£	5.70
4205	01/04/2021	Purchase Ledger	INVOICE	Waste Removal	NORSE	£	56.00
4310	21/04/2021	Purchase Ledger	Invoice	Cleaning	J Chesterfield	£	124.00
4320	21/04/2021	Purchase Ledger	Invoice	Maintenance	C Richards	£	75.00
Additional Transfer		Refund VAT Quarter 3 and 4					£ 3,372.00
Additional Transfer		50% of Annual Grant					£ 8,000.00

Appendix C

Saxmundham Town Council				
Payments May				
Centre	Date	Transaction Ref	Transaction Detail	Amount
4300	04/05/2021	PWLB	Loan repayment	£ 10,688.62
4205	05/05/2021	British Gas	Electric	£ 27.85
4235	06/05/2021	DD	Barclay Bank Charges	£ 14.40
4205	09/05/2021	DD	Gas Town house	£ 93.46
4000	10/05/2021	DD	Pension Contribution	£ 341.23
4205	13/05/2021	DD	Water Town House	£ 60.00
4520	05/05/2021	DWILKINS	Bunting hanging	£ 100.00
4220	13/05/2021	MARKET HAL	Rent Market Hall May- October	£ 462.50
4405	19/05/2021	HERR	Website Support	£ 210.00
4200	21/05/2021	JUDY	Office Cleaning	£ 135.00
4650	30/05/2021	CHRI	Town Caretaking	£ 50.00

Appendix D

Market Hall				
Payments & Income for the period 01/05/2021 to 31/05/2021				
Centre	Date	Transaction Ref	Transaction Detail	Amount
payments				
4200	05/05/2021	PHS - Removals Town House & Market Hall		£ 1,720.44
4310	10/05/2021	Repairs to hand dryers Vernon Redhead		£ 30.00
4320	14/05/2021	Legionella testing Cavendish		£ 130.00
4200	21/05/2021	J Chesterfield cleaning		£ 129.00
Income				
1090	06/05/2021	Interest		£ 0.53
1000	10/05/2021	Suffolk County Council Rent Testing centre		£ 1,000.00
1000	14/05/2021	Rent for elections		£ 300.00
1000	18/05/2021	Rent for AGM ESTA		£ 30.00

Agenda item 4a – Appendix 2

Saxmundham Town Council				
Town Council Payments and Receipts 31/05/2021				
Date	Cheque/Ref	Amnt Paid	Amnt Banke	Payee Name or Description
Expenditure				
04/05/2021	DD	£10,688.62		Public Works Loan Board - Loan Repayment
06/05/2021	DD	£ 14.40		Barclays Bank - Bank Charges
09/05/2021	DD	£ 93.46		Opus Energy - Gas
10/05/2021	DD	£ 341.23		NEST Pensions
11/05/2021	DD	£ 60.00		Anglian Water
12/05/2021	DD	£ 27.85		British Gas - Electric
13/05/2021	TRANSFER	£ 123.58		British Telecom
14/05/2021	TRANSFER	£ 31.99		British Telecom WIFI
24/05/2021	TRANSFER	£ 2,539.85		Rosalind Barnett - Phones
24/05/2021	TRANSFER	£ 934.78		Salary 1
27/05/2021	TNSFR	£ 120.00		Market Hall Refund Morgan Fire risk assessment
27/05/2021	TNSFR	£ 65.00		Market Hall Refund VC Redhead Maintenance
27/05/2021	552063	£ 60.00		Community Action Suffolk - Old website domain
27/05/2021	Grant97/20	£ 500.00		St John's Church Grant
27/05/2021	4255	£ 249.66		Red Dune Ltd. IT Support
27/05/2021	6025945	£ 47.22		Eastern Shires Purchasing -Stationery
27/05/2021	5563	£ 210.00		Herring Bone Design Ltd.- Website support
27/05/2021	INV17	£ 135.00		Judy Chesterfield - Cleaning
27/05/2021	SAX Bunt	£ 100.00		Dean Wilkins - Bunting
27/05/2021	invoice	£ 50.00		Chris Richards - Caretaking
Income				
06/05/2021	Interest		£ 2.10	Receipt(s) Banked - Interest
14/05/2021	Grant NP		£ 9,900.00	Receipt(s) Banked Grant for Neighbourhood Plan
		£16,392.64	£ 9,902.10	

Date: 02/06/2021

Saxmundham Town Council

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Time: 17:51

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/05/2021		238,685.54
			<u>238,685.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,685.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,685.54
		Balance per Cash Book is :-	238,685.54
		Difference is :-	0.00

Agenda item 4b – Appendix 3

Market Hall payments and receipts 31 of May				
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
Payments May				
23/04/2021	8854455	£ 153.06		Wave Water
04/05/2021	DD	£ 213.94		EON Gas
05/05/2021	A100188965	£ 2,064.53		PHS Annual charge (Includes Town House £748.38)
06/05/2021	DD	£ 8.10		Barclays Bank charges
11/05/2021	DD	£ 59.21		EON electric
14/05/2021	421&428	£ 95.00		V.C. REDHEAD Hand driers (Includes £65 Town House)
14/05/2021	33116	£ 53.10		East Anglia Leisure lighting clips for hanging
14/05/2021	5563	£ 30.00		Herringbone Design Ltd website update
14/05/2021	138121	£ 156.00		Cavendish laboratories -legionella testing
14/05/2021	6025946	£ 204.18		ESPO - Cleaning supplies
21/05/2021	May 21	£ 129.00		J Chesterfield Cleaning
30/05/2021	Fire Risk	£ 420.00		Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House)
Income May				
06/05/2021	Interest		£ 0.53	Barclays Loyalty reward
10/05/2021	Rent-TestC		£ 1,000.00	Rental Covid Centre April
14/05/2021	RentElec		£ 300.00	Rental Elections
18/05/2021	RentESTA		£ 30.00	Rental ESTA
25/05/2021	Refund		£ 65.00	Refund from Town Council for VC Redhead Invoice
25/05/2021	Refund		£ 120.00	Refund from Town Council for Morgan Fire Invoice
		£ 3,586.12	£ 1,515.53	

Date: 02/06/2021 Market Hall Page 1
 Time: 12:12 **Bank Reconciliation Statement as at 31/05/2021** User: TOWNCLERK
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,925.08
			14,925.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			14,925.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			14,925.08
		Balance per Cash Book is :-	14,925.08
		Difference is :-	0.00

Agenda item 4c – Appendix 4

Market Hall Payments – The JT WILDER Boiler engineer did a temporary fix of the leak in our water tank when he came to service the boiler. He also had to decommission the cooker and made safe. The payment of £215 will require Committee approval.

Market Hall				
for the period 01/06/2021 to 30/06/2021				
A/c Code	Date	Transaction Ref	Transaction Detail	Net Amount
105	02/06/2021	DD	EON - Electric	£ 41.94
4205	02/06/2021	DD	EON - Gas	£ 60.04
4235	07/06/2021	DD	Barclays Bank Charges	£ 9.50
4320	01/06/2021	TRANSFER	Anglia Fire Safety	£ 135.00
4320	04/06/2021	TRANSFER	Pat Testing	£ 56.00
4280	07/06/2021	TRANSFER	Interim Fee Architect Plans	£ 450.00
4200	21/06/2021	TRANSFER	Cleaning Market Hall	£ 93.00
4310	21/06/2021	TRANSFER	Storage Boxes	£ 54.93
4320	21/05/2021	TRANSFER	JT Wilding boiler service/fix leak	£ 215.00
4320	21/06/2021	TRANSFER	Pegs, stage works & Cable ties	£ 13.83
				£ 1,129.24

Town Council Payments – No payments outside the Clerks delegated responsibility.

Saxmundham Town Council

Payments June 1/6/2021- 30/6/2021

Code	Date	Transaction	Transaction Detail	Net Amount
4200	02/06/2021	TRANSFER	Refund of PHS Contract	£ 623.65
4000	04/06/2021	DD	Pension Contributions	£ 370.94
4205	05/06/2021	DD	Town House Electricity	£ 129.25
4260	13/06/2021	DD	British Telecom	£ 102.98
4260	14/06/2021	DD	BT WIFI	£ 26.66
4000	21/06/2021	TRANSFER	Salary 1	£ 2,539.85
4000	21/06/2021	TRANSFER	Salary 2	£ 991.24
4000	21/06/2021	TRANSFER	Salary 3	£ 339.08
4205	09/06/2021	DD	Opus gas Bill	£ 62.07
4235	22/06/2021	DD	Barclays Charges	£ 17.20
4205	08/06/2021	DD	Water Town House	£ 60.00
4245	14/06/2021	DD	Photocopier	£ 369.23
4245	02/06/2021	TRANSFER	Whites Stationery	£ 11.63
4670	04/06/2021	TRANSFER	Curles Electrical Testing Town House	£ 40.00
4675	04/06/2021	TRANSFER	Curles Electrical Testing Youth Booth	£ 40.00
4245	08/06/2021	TRANSFER	ESPO Stationery	£ 122.40
4255	08/06/2021	TRANSFER	Red Dune IT set up Environment post	£ 144.00
4230	09/06/2021	TRANSFER	SALC Internal Audit Fee	£ 459.00
4400	09/06/2021	TRANSFER	Leiston Press Design of Annual Report	£ 68.00
4405	10/06/2021	TRANSFER	Design Folk Website hosting & safety	£ 245.00
4810	15/06/2021	TRANSFER	Geaters 40 Hanging baskets	£ 1,120.00
4650	17/06/2021	TRANSFER	Redhead New Hanging Basket Bracket	£ 99.75
4599	18/06/2021	TRANSFER	IP17GNS 50% of Grant	£ 6,500.00
4255	20/06/2021	TRANSFER	Red Dune Support Contract	£ 208.05
4280	23/06/2021	TRANSFER	Fishers Cleaning materials	£ 22.28
9205	23/06/2021	TRANSFER	Wilding boiler service	£ 92.33
4200	23/06/2021	TRANSFER	J Chesterfield Cleaning	£ 108.00
4120	27/05/2021	TRANSFER	Training	£ 25.00
4245	22/06/2021	TRANSFER	Restore Paper Shredding 6 Months	£ 72.00
4605	22/06/2021	TRANSFER	Fitzroy Finger posts and Site survey	£ 2,854.00
4220	23/06/2021	TRANSFER	Meetings Market Hall May/June	£ 282.50
4245	23/06/2020	TRANSFER	Refund Councillor Hedley Lewis	£ 35.98
4670	01/06/2021	TRANSFER	Routine Fire Maintenance Anglia Fire	£ 65.00
4245	25/06/2021	TRANSFER	Printer Inks	£ 44.98
4255	25/06/2021	TRANSFER	Zoom refund April/May	£ 28.78
4260	25/06/2021	TRANSFER	Clerk Mobile Refund April/May	£ 25.09
4280	25/06/2021	TRANSFER	Keys Cut for Offices	£ 28.00
4280	25/06/2021	TRANSFER	Batteries for bank Machine	£ 4.00
4405	25/06/2021	TRANSFER	Elementor Website Software	£ 36.19
4650	25/06/2021	TRANSFER	Way marker Discs	£ 60.00
4650	25/06/2021	TRANSFER	Family Trail Stickers	£ 55.07
4805	25/06/2021	TRANSFER	Bunting Materials	£ 7.60
4805	25/06/2021	TRANSFER	2nd Batch Bunting Tape	£ 41.38
4810	25/06/2021	TRANSFER	Plants for Planters	£ 43.45
4810	25/06/2021	TRANSFER	Plants for Planters	£ 6.98
				£ 18,628.59

Detailed Income & Expenditure by Account 08/05/2021

Month No: 2

Account Code Report

	Actual Current Mth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1076 Precept	0	115,385	222,999	107,614			51.7%
1090 Bank Interest	2	4	1,000	996			0.4%
1100 Market Income	0	0	500	500			0.0%
1150 Other Income	9,900	9,900	4,885	(5,015)			202.7%
1305 Community Partnership	0	3,024	0	(3,024)			0.0%
1900 CL Income	0	30,758	0	(30,758)			0.0%
Total Income	9,902	159,071	229,384	70,313			69.3%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NI/Pension	3,816	7,662	69,000	61,338		61,338	11.1%
4050 Clerks Expenses	0	0	200	200		200	0.0%
4055 Other Staff Costs	0	0	150	150		150	0.0%
4095 Training	0	0	500	500		500	0.0%
4100 Chairman's Allowance	0	0	200	200		200	0.0%
4105 Councillors Expenses	0	0	350	350		350	0.0%
4110 Chairman's Reception	0	0	250	250		250	0.0%
4120 Councillor Training	0	0	1,250	1,250		1,250	0.0%
4200 Office Cleaning	135	187	1,500	1,313		1,313	12.5%
4205 Office Utilities	177	687	2,500	1,813		1,813	27.5%
4220 Hire of hall for mtgs	463	463	900	438		438	51.4%
4225 Advertising	0	0	500	500		500	0.0%
4230 Audit Fees	0	0	1,250	1,250		1,250	0.0%
4235 Bank Charges	14	30	240	211		211	12.3%
4240 Postage	0	0	30	30		30	0.0%
4245 Printing & Stationery	39	238	1,800	1,562		1,562	13.2%
4250 Subscriptions	0	1,184	1,700	516		516	69.7%
4255 IT support & Software	208	780	1,800	1,020		1,020	43.3%
4260 Telephone/Broadband	130	261	1,550	1,289		1,289	16.9%
4265 Equipment	0	0	1,000	1,000		1,000	0.0%
4270 Insurance	0	2,159	1,000	(1,159)		(1,159)	215.9%
4280 Supplies & Petty Cash Items	0	29	250	221		221	11.7%
4285 Consultants	0	0	1,500	1,500		1,500	0.0%
4300 Loan Repayment	10,689	10,689	21,400	10,711		10,711	49.9%
4400 Newsletter & Publicity	0	0	5,664	5,664		5,664	0.0%
4405 Website	260	320	1,500	1,180		1,180	21.3%
4500 Market Hall	0	8,000	16,000	8,000		8,000	50.0%
4505 Christmas Event (s145)	0	0	11,000	11,000		11,000	0.0%
4510 Other Grants	500	500	9,000	8,500		8,500	5.6%
4520 Other Events (s145)	100	441	15,000	14,559		14,559	2.9%
4550 Youth Provision	0	225	9,000	8,775		8,775	2.5%

Detailed Income & Expenditure by Account 08/05/2021

Month No: 2

Account Code Report

	Actual Current Mth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 S137 Purchases	0	0	500	500		500	0.0%
4560 Other S137 Grants	0	0	1,000	1,000		1,000	0.0%
4599 Covid 19 Emergency Fund	0	0	13,000	13,000		13,000	0.0%
4605 Notice Board	0	(348)	0	348		348	0.0%
4650 General STC Maintenance	50	354	15,000	14,646		14,646	2.4%
4670 OPS building maintenance	350	411	3,500	3,089		3,089	11.8%
4675 Youth Booth Maintenance	0	0	2,500	2,500		2,500	0.0%
4705 NP Other Costs	0	0	6,000	6,000		6,000	0.0%
4800 Youth Booth	0	911	0	(911)		(911)	0.0%
4810 Saxmundham In Bloom	0	33	3,000	2,967		2,967	1.1%
4815 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%
4820 Play inspection	0	0	400	400		400	0.0%
4825 Market rubbish	0	26	1,500	1,475		1,475	1.7%
4830 Street Furniture	0	0	2,000	2,000		2,000	0.0%
4835 Markets and Tourism	0	268	1,000	732		732	26.8%
Total Overhead	16,930	35,510	229,384	193,874	0	193,874	15.5%
Total Income	9,902	159,071	229,384	70,313			69.3%
Total Expenditure	16,930	35,510	229,384	193,874	0	193,874	15.5%
Net Income over Expenditure	(7,028)	123,561	0	(123,561)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	30,758					
Movement to/(from) Gen Reserve	(7,028)	92,803					

Detailed Income & Expenditure by Account 01/06/2021

Month No: 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Hall Hire	0	1,330	4,120	2,790			32.3%
1020 Grants	0	8,000	16,000	8,000			50.0%
1050 Other Income	0	165	1,600	1,435			10.3%
1090 Bank Interest	0	1	0	(1)			0.0%
Total Income	0	9,496	21,720	12,224			43.7%
Expenditure Detail							
4000 Staff Salaries Tax/NI/Pension	0	0	3,500	3,500		3,500	0.0%
4200 Cleaning	0	1,849	0	(1,849)		(1,849)	0.0%
4205 Utilities	0	497	3,000	2,503		2,503	16.6%
4235 Bank charges	0	18	100	82		82	17.6%
4240 License Fee	0	0	300	300		300	0.0%
4260 Telephone/Broadband	0	0	1,250	1,250		1,250	0.0%
4270 Insurance	0	0	1,500	1,500		1,500	0.0%
4280 Consultancy	0	0	2,070	2,070		2,070	0.0%
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%
4310 Cleaning and general materials	0	534	500	(34)		(34)	106.8%
4320 General repairs	0	366	5,000	4,634		4,634	7.3%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	30	750	720		720	4.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	0	3,295	21,720	18,425	0	18,425	15.2%
Total Income	0	9,496	21,720	12,224			43.7%
Total Expenditure	0	3,295	21,720	18,425	0	18,425	15.2%
Net Income over Expenditure	0	6,202	0	(6,202)			
Movement to/(from) Gen Reserve	0	6,202					

Agenda item 5 – Appendix 7

a) PHS Contract

The previous Clerk renewed the sanitary disposal contracts units and hand sanitisers in July 2020. At this time, it was very difficult to source hand sanitisers and alcohol hand wash.

The contracts were for 3 years so the value of the Market Hall contract is £3290.37 and the Town Council contract is £1645.20. It is likely that this decision was made under the Clerk's delegated powers but for completeness this should have been reported. The Clerk is asking the Committee to note these contracts.

Market Hall Contract

Product Summary

Rental / Service / Maintenance / Dispatch

Bus Type	Code	Description	Term (yrs)	Type	Qty	Service Frequency	Unit cost per Annum £	Total Charges per Annum £
NB	CON15	No Germs Hand Sanitiser Contracted 5L (With Dispenser)	3	Dispatch	4	1	£37.50	£150.00
NB	PushFoam WallMount	Push Foam Sanitiser Dispenser Wall Mounted	3	Rental	3	1	£0.01	£0.03
R	16403812	Eclipse Xtra Sanitary Disposal Grey Base Grey Lid	3	Service	4	8	£236.69	£946.76
Total Rental/Service/Maintenance/ Dispatch costs per annum (Exclusive of VAT)								£1,096.79

Bus Type: NB = New Business, R = Renewal, NO = New Owner, S = Sale, IF = Increase Frequency

Supplementary Charges

Installation	Carriage	Hazardous Waste (Per Callout VISIT)	Hazardous Waste (per ANNUM)	Duty of Care
£0.00	£0.00		£0.00	£0.00

Town House Contract

Product Summary

Rental / Service / Maintenance / Dispatch

Bus Type	Code	Description	Term (yrs)	Type	Qty	Service Frequency	Unit cost per Annum £	Total Charges per Annum £
NB	16403812	Eclipse Xtra Sanitary Disposal Grey Base Grey Lid	3	Service	2	8	£236.69	£473.38
NB	CON15	No Germs Hand Sanitiser Contracted 5L (With Dispenser)	3	Dispatch	2	1	£37.50	£75.00
NB	PushFoam WallMount	Push Foam Sanitiser Dispenser Wall Mounted	3	Rental	2	1	£0.01	£0.02
Total Rental/Service/Maintenance/ Dispatch costs per annum (Exclusive of VAT)								£548.40

Bus Type: NB = New Business, R = Renewal, NO = New Owner, S = Sale, IF = Increase Frequency

Supplementary Charges

Installation	Carriage	Hazardous Waste (Per Callout VISIT)	Hazardous Waste (per ANNUM)	Duty of Care
£0.00	£0.00		£0.00	£75.25

b) HP Printer Contract -Appendix 8

During lockdown the Council entered a contract with HP for printer to help with homebased working. The printer was tied into an instant ink contract at a monthly fee of £22.49. As staff are not using the printer at home regularly the Clerk has suspended payments.

c) Rates request Youth Booth.

The note that the Clerk has forwarded the rates request for the Youth Booth to CYDS and to request that if there are rates due that the Council pay as they are not included in the licence agreement.

Agenda item 6 – Appendix 9

a) Direct Debits 2021 -2022

List of Direct Debits			
The following Direct Debits will be transacted against Saxmundham Town Council during the financial year 2021 - 2022			
Supplier	Item	£ inc. VAT	
Anglian Water Business	OPS water & Sewerage	£ 60.00	Monthly
BNP Paribas Leasing Solutions	Photocopier	£ 238.80	Monthly
British Gas	OPS Electricity	Variable	Monthly
BT	Phone & Broadband	Variable	Monthly
BT	Phone	£26.40	Monthly
Corona Corporate Solutions	Paper/ink Photocopier	Variable	Quarterly
ICO	Certificate	£ 35.00	Annual
PHS Market Hall	Sanitary disposal & hand sanitiser	£ 1,316.59	Annual
PHS Town council	Sanitary disposal & hand sanitiser	£ 748.38	Annual
Opus Gas	OPS Gas heating	Variable	Monthly
PWLB	Repayment of Loan	£10,688.62	bi-annual
EON	Gas Electric	Variable	Monthly
Southern Electric	Replace Eon from Sept	Variable	Monthly

Agenda item 6b– Appendix 10

Consider Subscriptions 2021- 2022

Recommend continuation:

- a. SALC (Paid £ 1054)
- b. OS Maps (LY £25)
- c. East Suffolk Travelling association (Paid LY for 4 years)
- d. Data Protection Office (LY £35)
- e. Parish Online (Free with BHIB Insurance)
- f. Zoom (£159.90)
- g. Hallmaster (£187)
- h. Survey Monkey (£384)

Consider cancellation:

- i. Sky Guard (£129)
- j. Rural Services Partnership (£110)
- k. Society of Local Council Clerks (£220)

Agenda item 7 – Appendix 11

Quote 1

	Dell Vostro 15" 3000 11th generation i3 processor 4gb RAM 256gb SSD drive 15.6 inch screen	£396.00 plus vat Estimated delivery 2-3 weeks
Set up and delivery	Estimated 3 hours	Covered by support contract
	Total=	£396.00 plus vat

Quote 2

	Dell Vostro 15" 5415 AMD Ryzen 5300U processor 8gb DDR4 RAM 256 GB SSD 15.6 inch screen	£570.90 plus vat Next day delivery
Set up and delivery	Estimated 3 hours	Covered by support contract
	Total=	£570.00 plus vat

Agenda item 8 – Appendix 12

Update on the Community Signage Project

- Still awaiting planning permission for signpost outside the Edge Café.
- The Town Council are required to pay for the finger posts before they create them.
- Final Draft of Town House Map expected week commencing 28/6/2021.
- Have asked Leiston Press for production and installation of Town Map.
- Have asked Curles to quote for reconnecting lighting to the external Sign.

Financing the Project

- The Clerk has carried forward the Grant from East Suffolk for the £3,024
- The Town Council has agreed £1500 for the Map Design and £4,114 for the Finger post and installation.
- Estimate production costs, installation and electric repairs £600
- Will require £3190 additional cost to come from budget. (4650 General STC maintenance?)