



Saxmundham Town Council

Minutes of the Resource Committee Meeting 28 June 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/>

| | |
|---------|---|
| 114/20R | Apologies for Absence The Clerk reported that no apologies were received. |
| 115/20R | Declarations of Interest None were declared. |
| 116/20R | Minutes of the Previous Meeting RESOLVED: The minutes of the 24 May 2021 were adopted as a true and accurate record. |
| 117/20R | Finance <ul style="list-style-type: none">a) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Town Council (Appendix A) It was noted that the item listed R Barnett phone should have been recorded as salary 2 and that the caretaking payment of £50 was for a contractor.b) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Market Hall (Appendix B)c) The Committee approved one payment for May for the Market Hall payable to JT Wilding for £215 as this was above agreed amount as the contractor did a temporary repair to a leaking water tank while on site.d) The Committee received the May budget and spending report For the Town Council.e) The Committee received the May budget and spending report for the Market Hall. The Committee asked the Clerk to ensure the dates were correct at the top of the report. |
| 118/20R | Operational Matters 1097.79 <ul style="list-style-type: none">a) The Committee noted the PHS contracts for sanitary services and hand sanitisers for the Market Hall (£1097.79) and Town House (£623.65). The contracts had been finalised in July 2020 during the pandemic to secure hand sanitiser supplies when the Clerk had used delegated powers. |

Signed _____ Date _____

- b) The Committee noted that the HP Inkjet printer is not being used now that staff are in the office. HP have remotely locked the printer as we are no longer paying the monthly ink fee.
- c) The Clerk explained that the Council had been contacted regarding the rates at the Youth Booth. She has passed the demand onto CYDS who will come back to the Council if they are not eligible for a 100% reduction.

119/20R

Direct Debits and Subscriptions

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 |

RESOLVED The Committee approved the list of Direct Debits for 2021-22.

- a) The Committee discussed the subscriptions for 2021-22

RESOLVED: The following Subscriptions were agreed

- 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 Annual Subscription replaces monthly)
- g. Hallmaster (£187)
- h. Rural Services Partnership (£110)
- i. Society of Local Council Clerks (£220, If the Clerk decides to join)

120/20R

Laptop for Environment Co-ordinator

RESOLVED The Committee approved the purchase of a laptop for the environment co-ordinator at a cost of £570. The Committee noted that this would create an overspend in the IT budget.

121/20R

Community Signage Project

The Clerk reported that the Grant from East Suffolk of £3,024 would not cover the full costs of the project estimated at £6214. She reported that there was a shortfall of £3190. The

Signed _____ Date _____

| | |
|----------------|---|
| | Committee suggested that the £600 installation costs be taken from 4650 General Maintenance and the rest of the Project Costs be coded against a new code which included the £1000 for Noticeboard already in the budget. This would leave an overspend of £1590. |
| 122/20R | Small Grant Applications The Clerk reported that no applications had been received. |

Meeting finished 3.40 pm

Roz Barnett Clerk/RFO

Signed _____ Date _____

Appendix A

| 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 |

Signed _____ Date _____

Appendix B

| 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
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 Acc | 31/05/2021 | | 14,925.08 |
| | | | <u>14,925.08</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 14,925.08 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 14,925.08 |
| | | Balance per Cash Book is :- | 14,925.08 |
| | | Difference is :- | 0.00 |

Signed _____ Date _____