



Saxmundham Town Council

Minutes of the Resource Committee Meeting 26 April 2021 at 2pm by Video Conference

Committee Members:

Councillor. Di Eastman

Councillor. John Findlay (Chair)

Councillor John Fisher

Councillor. Nigel Hiley

Councillor. Jeremy Smith

Also Present: Rosalind Barnett (Town Clerk)

88/20R	Apologies for Absence No apologies were received.
89/20R	Declarations of Interest Councillor Eastman declared a non-pecuniary interest as she is a trustee of the IP17 Good Neighbours Scheme.
90/20R	Minutes of the Previous Meeting It was unanimously RESOLVED: To accept the minutes of the 22 March 2021.
91/20R	Public Forum There were no members of the public present.
92/20R	Finance <ul style="list-style-type: none">a) Councillors noted the payments receipts and reconciliation for March.b) RESOLVED: Councillors approved the payments for the Town Council that had been circulated with the addition of two late payments C Richards for caretaking activities (£75) and J Chesterfield for cleaning activities £124. (Appendix A) The Clerk asked the Committee to note the receipt of additional CIL Income of £30757 for April.c) RESOLVED: Councillors agreed the payments for the Market Hall that had been circulated with the addition of two late payments C Richards for caretaking activities (£118.75) and J Chesterfield for Cleaning activities (£24) (Appendix B)d) The Chair noted the positive outcome in this year's budget. He commented that the CIL income was still showing in the accounts and distorting the budget position. The Clerk advised that she had received advice that CIL must be shown in the accounts. However, the CIL income and expenditure should be coded to earmarked reserves. <p>Councillors noted the report and asked for separate reports one on the Town Council's Budget without CIL and a separate report on CIL</p>
93/20R	Financial Regulations – Payments Councillors discussed the paper on payments and after discussion made the following decisions. <ul style="list-style-type: none">a) RESOLVED: Councillors agreed that payments report to Council should be taken directly from the Rialtas software.

Signed _____

Date _____

24.05.21

	<p>b) RESOLVED: to recommend to the Town Council that the RFO shall prepare and submit a complete schedule of actual payments to the Town Council for retrospective ratification each month.</p> <p>c) RESOLVED: to recommend to the Town Council that to allow for the change above that the financial regulations are amended to: <i>(S4. & S.5 Page 9)</i> <i>The RFO shall prepare and submit a schedule of payments to the Council for each month of the year and payments made shall be retrospectively ratified by the Council. (Where there is clear authorisation of the payment and sufficient funds in the budget the Clerk will make any payments). All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. Where the invoice exceeds the authorised expenditure by up to 20%, the Clerk will seek an additional approval from the chair of the Resources Committee. Where the excess amount exceeds the authorised expenditure by more than 20% the RFO will seek Committee approval.</i></p> <p>d) RESOLVED: to recommend to the Town Council that an amendment be made to the Financial Regulations to raise the expenditure threshold to £1000 for the requirement of three estimates. (The Clerk however would be expected to always seek best value in all contract works as stated in the financial regulations). <i>(to be 11h Page 16)</i></p> <p>e) RESOLVED: Councillors agreed the annual pre-approved payment list (Appendix C)</p>
94/20R	<p>Year End Issues</p> <p>a) Councillors noted that there was a reported VAT underclaim of £175. 97 for the Market Hall (for the final quarter of 2019-2020). The Clerk advised that she had consulted with previous clerks and checked the records but had not been able to see what the claim related to and therefore it was difficult to pursue. RESOLVED: to recommend to the Town Council that the Council agrees not to pursue the underclaim.</p> <p>b) Councillors discussed the risk register and noted that some additional work would be required on the mitigation of risks especially about the instigation of bank electronic payments. It was agreed however that the document should be sent to the Town Council for approval. RESOLVED: to recommend to the Town Council that the Council adopts the Risk Register.</p> <p>c) Councillors discussed the internal control statement and asked Councillor Eastman and the Clerk to complete the internal control document before the May Town Council meeting. RESOLVED: to recommend to the Town Council that the Council approves the internal control statement and arrangements.</p>
95/20R	<p>Operational Issues</p> <p>a) The Clerk explained that she had reviewed the waste management contract for the Market with the traders and the Assistant Clerk and suggested that the disposal could move to fortnightly collection which would reduce the costs to £559.42. RESOLVED: that the Clerk make the reduction to the Market waste management contract.</p>

Signed _____

JV

Date _____

24.05.21

- b) The Clerk explained that the new website would need ongoing technical support and the staff would require training on the maintenance of the site.
RESOLVED: that Herring Bone Design be contracted for 20 hours of support at £60 per hour for 2021-2022. It was agreed not seek additional estimates for website support this year as Herringbone were given the contract for the website design and should be held responsible for any revisions.
- c) The Clerk gave a report in the increased costs around IT arrangements and alerted councillors that there will be an overspend in the budget line 4255.

Saxmundham Town Council IT and Software Cos	Budget	Monthly	Per Annum
IT Support & Software	£1,800.00		
Red Dune IT Support 3 hours a month		£ 135.00	£ 1,620.00
Office 360 (Red Dune)		£ 20.80	£ 249.60
Email Addresses		£ 52.25	£ 627.00
Survey Monkey			£ 384.00
Rialtus End of Year			£ 560.00
Making Tax Digital For VAT Annual Support Fee			£ 59.00
Rialtas Software			£ 2,014.00
Zoom		£ 11.99	£ 143.88
Total			£ 5,657.48

RESOLVED: That the payments listed were approved expenditure and the probably overspend was noted.

96/20R	<p>Staffing Matters</p> <p>a) Councillors considered the paper on the Assistant Clerk's hours and agreed with the revised workload that a slight increase in hours was required. RESOLVED: that the Assistant Clerk Hours will be increased to 22.5 hours from the 1st of June.</p> <p>b) It was agreed to defer the appraisal scheme guidance discussion.</p> <p>c) The Clerk reported that the environment coordinator post had been advertised and there has been interest. The Closing date is set for the 13th of May with interviews scheduled for the 20th of May.</p>
97/20R	<p>Small Grants</p> <p>Councillors discussed the grant application and supported the idea of the Community Cinema event. Councillors asked that the Clerk to review the grants programme with a view to advertising it to the whole community.</p> <p>a) RESOLVED: That a grant of £500 was agreed to St John's Church for a Community Film Event.</p>
98/20R	<p>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</p>
99/20R	<p>IP17 Good Neighbours Scheme (GNS)</p> <p>Councillor Eastman reported that the employment contract was about to be finalised. It was agreed that the Clerk should pay 50% of the grant when Councillor Eastman had confirmed the contract had been signed.</p>

Meeting finished 3.58 pm

Roz Barnett Clerk/RFO

Appendix 1

Signed  Date 24.05.21

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 2

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 Premium		£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

Signed _____ Date _____