



RESOURCES COMMITTEE
24 MAY 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL

Agenda item 3 - Appendix 1

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.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.c) RESOLVED: to recommend to the Town Council that to allow for the change above that the financial regulations are amended to:

	<p><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).</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> <p>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.</p> <p>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.</p>

		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	Staffing Matters 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. b) It was agreed to defer the appraisal scheme guidance discussion. c) The Clerk reported that the post had been advertised and there has been interest. The Closing date is set for the 13 th of May with interviews scheduled for the 20 th of May.				
97/20R	Small Grants 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. a) RESOLVED: That a grant of £500 was agreed to St John's Church for a Community Film Event.				
98/20R	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				
99/20R	IP17 Good Neighbours Scheme (GNS) 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.				

Meeting finished 3.58 pm

Roz Barnett Clerk/RFO

Appendix A

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 B

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

Appendix C

Item	Supplier	Budget Amount	Frequency	Method	Comment
Stationery & General Supplies					
Stationery & General Supplies - postage, office supplies & cleaning products, small office equipment & tools, printing, minor maintenance materials,	Crisps, Viking, Waitrose, Lesiton Press, Post Office, Fishers, ESPO JT Pegg and others as required	No item to be more than £500. To be within budget	As required		
Servicing Fire Extinguishers	Coastal Fire Extinguisher	£ 100.00	Annual		
Lone worker alarms	Skyguard lone worker	£ 175.00	Annual	DD	Cancelled Contract
PAT Testing	RW Curle	£ 360.00	Annual		
Annual Play equipment test	Playsafety	£ 300.00	Annual		
Subscription	OS Maps	£ 35.00	Annual		
Service the boiler	CNN Plumbing	£ 100.00	Annual		
GDPR	ICO Office	£ 35.00	Annual	DD	
Gas	Opus Energy transfer to SSE at end of contract	£ 250.00	Monthly	DD	Variable
Mobile phone line	Refund to clerk		Monthly		Variable
Phone & Broadband	BT	£ 125.00	Monthly	DD	Variable - Review 202
Water & Sewerage	WAVE	£ 32.00	Monthly	DD	Variable - Review 202
Grass cutting & litter picking	Suffolk Coastal Norse	£ 200.00	Monthly		Variable
Cleaning	Judy Chesterfield		Monthly		Variable
Caretaking/Minor maintenance	Chris Richards/Vernon/keith Cartright Jones	£ 275.00	Monthly	DD	Variable
Electrical Supply OPS	British Gas transfer to SSE at end of contract	£ 60.00	Monthly	DD	Variable
Electrical & Gas supply Market Hall	Eon transfer to SSE at end of contract	As used	Monthly		Variable
Confidential waste shredding	Restore Datashed	£ 50.00	Monthly		As req.
Salaries	As appropriate		Monthly		
PAYE & NI	HMRC		Monthly		
Pension	SCC Pensions		Monthly		
Red Dune	IT Support	£ 208.05	Monthly		Includes office 360 & councillor email
Shredding	Restore Datashed	£ 90.00	Quarterly		
Refuse Collection	Suffolk Coastal Norse	£ 250.00	Quarterly		
Printing from Photocopier	Corona Corporate	£ 200.00	Quarterly	DD	Variable
Legionnaires testing	Cavedish laboratories	£ 120.00	Annually		If required
Photocopier lease	BNP Paribas	£ 238.80	Quarterly	DD	
Maint of Memorial Field Septic Tank	Binder	£ 100.00	bi-annually		
Market Hall Fire Alarm	Anglian security	£ 100.00	bi-annually		
Market Hall Emergency Lighting	Anglian security	£ 255.00	Annual		
Finance Software	Rialtas	£ 2,633.00	Annual		
Booking Software	Hall master	£ 187.00	Annual		
Consultation software	Survey Monkey	£ 384.00	Annual		
Other Payments					
Furnish the Loan	Public Works Loan	£ 10,622.62	bi-annual	DD	
Market Hall grant	Market Hall Trust	£ 8,000.00	bi-annual	Trans	
Please Note, That if costs change within 5% of the price stated above the Clerk may seek to transfer to cheaper suppliers and report to Committee.					

Agenda item 4a – Appendix 2

Saxmundham Town Council					
30/4/2021	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Payee Name or Description
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Payee Name or Description
07/04/2021	DD	15.1		15.1	Barclays Bank charges
07/04/2021	InterMarch		2.28	2.28	Receipt(s) Banked interest
09/04/2021	DD	126.1		126.1	Opus Energy
09/04/2021	DD	60		60	Wave Water
09/04/2021	DD	370.94		370.94	NEST Pensions
12/04/2021	Insurance	2158.97		2158.97	BHIB Council Insurance
14/04/2021	VAT REFUND		6833.72	6833.72	Receipt(s) Banked
19/04/2021	DD	74.64		74.64	British Gas electric
19/04/2021	DD	238.8		238.8	Corona Corporate Solutions - Copying
19/04/2021	DD	155.52		155.52	PeopleSafe - Lone working
20/04/2021	CILAPRIL21		30757.55		Receipt(s) East Suffolk CIL
22/04/2021	HC.Advice	270		270	Frederic Whyte- plant advice
22/04/2021	Flag Inst	300		300	Dean Wilkins- Bunting hanging
22/04/2021	Mainten 3	193.75		193.75	Chris Richards - Caretaking
22/04/2021	Cleaning 2	124		124	Judy Chesterfield - Cleaning
27/04/2021	TRANSFER	2539.85		2539.85	Salary 1
27/04/2021	TRANSFER	934.98		934.98	Salary 2
27/04/2021	DD	125.95		125.95	British Telecom Telephone
27/04/2021	TRANSFER	8000		8000	Market Hall 50% grant
27/04/2021	TRANSFER	3373.35		3373.35	Market Hall Vat refund
28/04/2021	Cleaning	16.83		16.83	Fishers maintenance Materials
28/04/2021	Materials	35.04		35.04	ESPO - Hand Towels
28/04/2021	WebDesign	60		60	Herring Bone Design Ltd website
28/04/2021	Mainten.	205.74		205.74	Beacon Lights -Batteries & light replacement
28/04/2021	Mainten2	938.45		938.45	Suffolk Coastal Norse Ltd - Maintenance contracts
28/04/2021	Refund	441		441	Refund Clerk, planning & misc
28/04/2021	EndYear	672		672	Rialtas Business Solutions end of year
28/04/2021	SUBSC	1054.79		1054.79	SALC Annual Subscription
28/04/2021	DD	31.99		31.99	British Telecom
30/04/2021	Precept 1		115384.78	115384.78	Receipt EastSuffolk
		22517.79	152978.33		

Date: 10/05/2021

Saxmundham Town Council

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Time: 17:37

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/C	30/04/2021		245,176.08
			245,176.08
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			245,176.08
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			245,176.08
		Balance per Cash Book is :-	245,176.08
		Difference is :-	0.00

Agenda item 4b – Appendix 3

Market Hall 30/4/2021	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Payee Name or Description
Bank Reconciliation up to 30/04/2021 for Cashbook No 1 - Current Bank A/c					
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Payee Name or Description
06/04/2021	DD	£ 66.07		£ 66.07	EON - Gas
07/04/2021	DD	£ 9.50		£ 9.50	Barclays Bank - Charges
07/04/2021	Interest		£ 0.88	£ 0.88	Receipt(s) Banked - Interest
13/04/2021	DD	£ 85.39		£ 85.39	EON - electric
21/04/2021	MH14		£ 2,200.00	£ 2,200.00	Rent- Covid Testing
27/04/2021	Refuse	£ 56.00		£ 56.00	Suffolk Coastal Norse Waste Removal
28/04/2021	Cleaning	£ 71.76		£ 71.76	ESPO Cleaning materials
28/04/2021	CleanMat	£ 5.70		£ 5.70	Fishers Ironmongers Cleaning Materials
28/04/2021	Cleaner	£ 24.00		£ 24.00	Judy Chesterfield Cleaning
28/04/2021	VAT Q3		£ 751.89	£ 751.89	Receipt(s) Banked VAT Refund
28/04/2021	VAT Q4		£ 2,621.46	£ 2,621.46	Receipt(s) Banked Vat Refund
30/04/2021	50% Grant		£ 8,000.00	£ 8,000.00	Receipt(s) Banked Vat Refund
		£ 318.42	£ 13,574.23		

Date: 20/05/2021

Market Hall

Page 1

Time: 14:37

**Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021		16,995.67
			<u>16,995.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,995.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,995.67
		Balance per Cash Book is :-	16,995.67
		Difference is :-	0.00

Agenda item 4c – Appendix 4

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

Agenda item 4d – Appendix 5

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

Detailed Income & Expenditure by Account 01/04/2021

Month No: 1

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1078 Precept	115,385	115,385	222,999	107,614			51.7%
1090 Bank Interest	2	2	1,000	998			0.2%
1100 Market Income	0	0	500	500			0.0%
1150 Other Income	0	0	4,885	4,885			0.0%
1305 Community Partnership	3,024	3,024	0	(3,024)			0.0%
1900 CIL Income	30,758	30,758	0	(30,758)			0.0%
Total Income	149,169	149,169	229,384	80,215			65.0%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NI/Pension	3,848	3,848	69,000	65,154		65,154	5.6%
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	52	52	1,500	1,448		1,448	3.5%
4205 Office Utilities	510	510	2,500	1,990		1,990	20.4%
4220 Hire of hall for mtgs	0	0	900	900		900	0.0%
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	15	15	240	225		225	6.3%
4240 Postage	0	0	30	30		30	0.0%
4245 Printing & Stationery	199	199	1,800	1,601		1,601	11.1%
4250 Subscriptions	1,184	1,184	1,700	516		516	69.7%
4255 IT support & Software	572	572	1,800	1,228		1,228	31.8%
4260 Telephone/Broadband	132	132	1,550	1,418		1,418	8.5%
4265 Equipment	0	0	1,000	1,000		1,000	0.0%
4270 Insurance	2,159	2,159	1,000	(1,159)		(1,159)	215.9%
4280 Supplies & Petty Cash Items	29	29	250	221		221	11.7%
4285 Consultants	0	0	1,500	1,500		1,500	0.0%
4300 Loan Repayment	0	0	21,400	21,400		21,400	0.0%
4400 Newsletter & Publicity	0	0	5,165	5,165		5,165	0.0%
4405 Website	60	60	1,500	1,440		1,440	4.0%
4500 Market Hall	8,000	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	0	0	9,000	9,000		9,000	0.0%
4520 Other Events (s145)	341	341	15,000	14,659		14,659	2.3%
4550 Youth Provision	225	225	9,000	8,775		8,775	2.5%

Detailed Income & Expenditure by Account 01/04/2021

Month No: 1

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds A 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%
4805 Notice Board	(348)	(348)	0	348		348	0.0%
4850 General STC Maintenance	304	304	15,000	14,696		14,696	2.0%
4870 OPS building maintenance	61	61	3,500	3,439		3,439	1.8%
4875 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	911	911	0	(911)		(911)	0.0%
4810 Saxmundham h Bloom	33	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	26	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	268	268	1,000	732		732	26.8%
Total Overhead	18,580	18,580	228,885	210,305	0	210,305	8.1%
Total Income	149,169	149,169	229,384	80,215			65.0%
Total Expenditure	18,580	18,580	228,885	210,305	0	210,305	8.1%
Net Income over Expenditure	130,589	130,589	499	(130,090)			
plus Transfer from EMR	0	0					
less Transfer to EMR	30,758	30,758					
Movement to/(from) Gen Reserve	99,831	99,831					

Detailed Income & Expenditure by Account 01/05/2021

Month No: 1

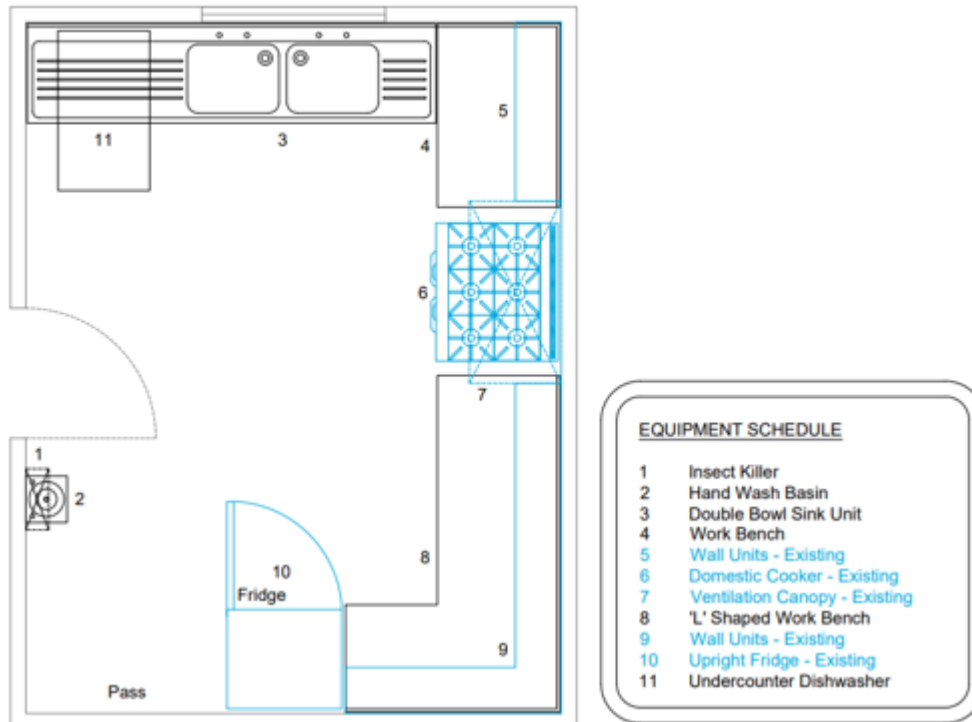
Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall Hire	0	0	4,120	4,120			0.0%
1020 Grants	8,000	8,000	16,000	8,000			50.0%
1050 Other Income	0	0	1,600	1,600			0.0%
1090 Bank Interest	1	1	0	(1)			0.0%
Total Income	8,001	8,001	21,720	13,719			36.8%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NIPension	0	0	3,500	3,500		3,500	0.0%
4205 Utilities	110	110	3,000	2,890		2,890	3.7%
4235 Bank charges	10	10	100	91		91	9.5%
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	84	84	500	416		416	16.8%
4320 General repairs	6	6	5,000	4,994		4,994	0.1%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	0	750	750		750	0.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	209	209	21,720	21,511	0	21,511	1.0%
Total Income	8,001	8,001	21,720	13,719			36.8%
Total Expenditure	209	209	21,720	21,511	0	21,511	1.0%
Net Income over Expenditure	7,792	7,792	0	(7,792)			
Movement to/(from) Gen Reserve	7,792	7,792					

Agenda item 5 – Appendix 8

The Market Hall Committee discussed the potential cost of a professional refurbishment of the Market Hall Kitchen and concluded that they would require additional funds between £10,000 - £15,000 dependent on the final prices received for the works and the success of funding applications. The Market Hall Committee have made a request to the Resources Committee to consider where additional resources may be found..

The proposed kitchen would be based on the current layout pictured below. The scope of the works and the cost plan were shared at the previous meeting.



Details of Work	Prices received
<p>Supply of the Stainless-Steel Units Three different companies were approached for the supply of the kitchen units, sinks and taps.</p>	<p>Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Cladding and flooring £3956 plus Vat Total £8264 (Does not include dishwasher)</p>
<p>Building Works related to removal of existing kitchen, preparation of walls and the installation of the new kitchen. Three different companies/individuals were approached for the building works.</p>	<p>Only one quote has been received for the removal of the kitchen £420+ vat All repairs to walls would be charged at £22.50 per hour+ materials+ vat Estimated costs £1500</p>
<p>The fire risk assessment has been completed and depending on the final report there could be additional costs and the Council need to keep a contingency of £5000.</p>	
<p>The Market Hall has £7000 in refurbishment and general repairs but additional works that may need completing:</p> <ul style="list-style-type: none"> Repairs to crack at front £900 Repainting of external doors £404/Repair to Webster room door Security issues in the building 	
<p>Ideally having one company to project manage, supply and install the kitchen is the most efficient way forward however this option can be expensive. The Clerk can list on Contract Finder and approach larger companies direct.</p>	

Agenda item 6 – Appendix 9

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

**Community Infrastructure Levy (CIL) – Annual Reporting by Local Councils
Regulation 62A, Community Infrastructure Levy Regulations (2010), as amended**

Report for Saxmundham Town Council for 01/04/19 to 31/03/20

Total CIL Receipts for 01/04/20 to 31/03/21	£ 30,656
Total CIL Expenditure for 01/04/19 to 31/03/20	£18,000
Summary of CIL Expenditure 01/04/20 to 31/03/21	
Grant for Play Equipment Adventure Play Area	£3000
Grant towards New Community Arts Facility	£4000
Grant towards upgrading of the Market Hall	£7000
Grant towards installing community kitchen at the new Fromus Centre	£4000
Details of any notices received in relation to payback of funds unspent within 5 years of receipt or not spent in accordance with the regulations.	0
The total amount of CIL Receipts retained from 01/04/19 to 31/03/20	£ 17039.65
The total amount of CIL Receipts retained from previous years	£ 0
CIL Receipts Carried forward to 2020/21	£47,695.65

Agenda item 6 – Appendix 10

The paper below was presented to Council in February 2020 which linked the Cil expenditure priorities to the results of the household survey.

It is good practice to review progress and your priorities for CIL expenditure annually. East Suffolk are recommending that every Parish has an Parish Infrastructure Investment Plans (PIIPs)

<https://www.eastsuffolk.gov.uk/assets/Planning/Community-Infrastructure-Levy/Parish-Support/Local-Councils-Parish-Infrastructure-Plan.pdf>

Item no:	6
Information paper dated	5 th February 2020
To the:	Saxmundham Town Council
Meeting on:	10 th February 2020
Subject:	Community Infrastructure Levy (CIL) – Information and update
Contact/author:	Assistant Town Clerk (AST), e: assistanttownclerk@saxmundham.org, t:01728 604595.

1.0 Summary:

- 1.1 Saxmundham Town Council has received £35,039 of Community Infrastructure Levy (CIL) in this financial year and is expecting a further £28,000 in the next financial year. An article making Saxmundham residents aware of CIL was placed in Sax News in January 2020.
- 1.2 Ideas from Councillors and agencies who had approached the Town Council for CIL funds were discussed by the CIL working group which met on 27th January 2020.

2.0 Recommendation.

- 2.1 To receive the minutes of the working group on CIL and decide next steps noting any priorities suggested at the Public Forum.

3.0 What is CIL

- 3.1 CIL is a charge on developers usually administered by the district council (the charging authority) during the planning process. The purpose of CIL is to pay for infrastructure necessitated by the new development. A number of public authorities e.g. education, health, housing may use CIL. A small proportion of CIL also goes to parish and town councils.

4.0 What can it be spent on?¹

- 4.1 CIL monies can be used to support the development of the local area to fund:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area.

- 4.2 "Infrastructure" includes physical, social and green infrastructure e.g. Highways; cycleways; education facilities; sports and community halls; parks and play areas.
- 4.3 CIL monies cannot be used for everyday Town Council expenditure or for spending on items or services which fall outside the Town Council's remit.
- 5.0 Are there any other 'rules' we need to be aware of?**
- 5.1 The Town Council must send an annual return on how it has spent CIL to East Suffolk Council (the charging authority).
- 5.2 CIL should normally be spent within 5 years unless there is a good reason not to, for instance a council may have been saving its CIL towards the costs of a large project which has been unavoidably delayed.
- 5.3 CIL that isn't spent on time or used for the wrong purpose may be reclaimed by the charging authority.
- 5.4 Town and parish councils are expected to consult their communities about how to spend CIL.
- 6.0 Household Survey.**
- 6.1 When asked what community facilities they needed, respondents scored medical facilities highest, followed by
- An indoor sports centre and swimming pool,
 - Children's play areas, and
 - An entertainment/performance centre.
- 6.2 Making the town more pedestrian friendly and safer to walk in was another key issue for respondents, and environmental improvements were also felt to be important.
- 7.0 The Resources Committee recommended the following broad areas of CIL expenditure taking account of ideas from Councillors.**
- 7.1 Improving open spaces for young people and general wellbeing, for example:
- Financial help for Saxmundham Adventure Playground.
 - Improvements to other play areas, including the Memorial Field and Youth Booth.
- 7.2 Infrastructure for pedestrians, for example:
- Improving paths and lighting between the Hopkins development Waitrose and the Town Centre, and other pedestrian links.
 - Signage throughout the Town Centre.
- 7.3 Infrastructure for entertainment and performance, for example:
- Refurbishment of the Market Hall.
- 7.4 'Green' infrastructure, for example:
- A community energy project.
 - Buy some land for allotments.
 - A community bus project e.g. an electric vehicle nb for the 'garden village'.

- A Cycle track for Mayflower Green into town via Seaman Ave.
- 7.5 Help for the business community, for example
- A marketing brochure for Saxmundham.
 - Broadband and 'smart town' technology.
- 7.5 Towards the development of the Neighbourhood Plan.
- 8.0 Other ideas**
- 8.1 SADCIC and the Art Station also submitted proposals for the use of CIL – see end of document
- 9.0 Working group on CIL.**
- 9.1 Ideas from the Resources Committee and external groups were summarised into a CIL Project Table for discussion by the CIL working Group. – **Appendix A**
- 8.1 The CIL working group met on 27th January to consider the various proposals for CIL expenditure. The minutes of the meeting and their proposals are attached. – **Appendix B**

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Saxmundham Town Council
Earmarked Reserves

Page 1

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital Replacement Fund	24,535.99		24,535.99

21/05/2021
15:56

Saxmundham Town Council
Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

	31st March 2020		31st March 2021
Current Assets			
0	VAT Control A/c	6,834	
0	Current Bank A/c	114,716	
0	Cambridge Building Society	60,025	
<u>0</u>			181,574
	0 Total Assets		181,574
Current Liabilities			
0	Market Hall VAT Control A/c	3,373	
0	YE Creditors	1,229	
0	Receipts In Advance	3,024	
<u>0</u>			7,627
	0 Total Assets Less Current Liabilities		173,947
Represented By			
0	General Reserves		101,715
0	Earmarked Reserves		72,232
<u>0</u>			173,947

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

The Town Council reserves policy recommends a third of the precept figure for general reserves (£74,000) and the option of setting up earmarked reserves for specific projects.

Agenda item 8 – Appendix 13 To note additions to the asset register as of the 31st of March 2021

Item	Column1	Location	Asset Register Value	Insurance Value	Purchased
FROMUS SQUARE					
	War Memorial	Fromus Square	£ 10,810.00	£ 12,049.00	Jan-05
CHANTRY RD					
	Chantry Road Play equipment	Chantry Rd play	£ 9,999.00	£ 12,000.00	Mar-15
	Chantry Road Play Area		£ 1.00		Jun-05
	Fencing at Chantry Road	Chantry Rd play area	£ 7,128.81	£ 10,000.00	Dec-14
SEAMAN AVENUE					
	Seaman Ave Play Equipment	Seaman Ave	£ 12,500.00	£ 59,502.96	unknown
	Seaman Ave Play Equipment	Seaman Ave	£ 27,958.21		Nov-13
	Pumping station	Seaman Avenue Playground	£ 6,768.95	£ 8,000.00	
	Swings for Seaman ave	Seaman Ave	£ 13,191.60		Jan-12
	Benches for Seaman ave	Seaman Ave	£ 1.00		
	Seaman Avenue Recreation Ground		£ 1.00		Mar-05
MEMORIAL FIELD					
	Memorial Field		£ 1.00		May-05
	Portacabin	Memorial Field	£ 24,203.63	£ 28,714.88	Dec-15
	Football posts	Memorial field	£ 2,136.00	£ 2,380.00	Apr-13
	Skate Park play equipment and surfacing	Memorial field	£ 80,677.00	£ 82,444.07	Nov-16
	Picnic bench and benches	Memorial Field	£ 2,846.00	£ 2,000.00	Sep-20
	2 litter bins (Skate Park)	Memorial Field	£ 700.00	£ 700.00	Dec-15
LAND AND BUILDINGS					
	Saxmundham Town Council Offices		£ 190,000.00	£ 114,736.00	
IT AND EQUIPMENT					
	Computer	STC	£ 770.00	Contents	Jun-16
	Monitor	STC	£ 69.70	Contents	
	Computer (assistant clerk)	STC	£ 317.00	Contents	Feb-14
	Computer	STC	£ 500.00	Contents	May-20
	Printer	STC	£ 140.00	Contents	Apr-20
	Monitor	STC	£ 132.95	Contents	May-20
	Monitor	STC	£ 250.00	Contents	Feb-14
	Konica Miniolta photocopier	Rental Agreement		£ 10,680.06	
	Laptop	STC	£ 369.00	£ 500.00	Mar-20
	Projector	Market Hall	£ 631.20	£ 631.20	Jan-21
	Laptop	STC	£ 514.80	£ 514.80	Nov-20

Around Town					
	Dog Waste Bin	Brook Farm Road opp Shelley Mews	£ 214.00	£ 1,750.00	
	Dog Waste Bin	Felsham Rise	£ 214.00		
	Dog Waste Bin	Saxon Road	£ 214.00		
	Dog Waste Bin	Seaman Avenue	£ 214.00		
	Dog Waste Bin	Deben Road	£ 214.00		
	Dog Waste Bin	South Entrance	£ 214.00		
	Dog Waste Bin	Thurlow Close	£ 214.00		
	Dog Waste Bin	Dove Close	£ 125.00		
	Grit Bins	Manor Gardens	£ 150.00	£ 1,800.00	
	Grit Bins	Alma Place	£ 150.00		
	Grit Bins	Church Road	£ 107.46		Dec-12
	Grit Bins	Brook Farm	£ 107.46		Dec-12
	Grit Bins	Seaman Avenue	£ 107.46		Dec-12
	Grit Bins	Ronald Way	£ 107.46		Dec-12
	Grit Bins	Brook Farm Road	£ 107.46		Dec-12
	Grit Bins	Henley Close	£ 107.46		Dec-12
	Grit Bins	Mill Rise	£ 107.46		Dec-12
	Grit Bins	Brook Farm Road	£ 107.46		Dec-12
	Grit Bins	Long Avenue	£ 107.46		Dec-12
	Grit Bins	Kingfisher Rise	£ 107.46		Dec-12
	Hanging Baskets x 40	Around town	£ 400.00	£ 400.00	Apr-20
	Intruplas benches	Chapel Rd and High St	£ 445.15	£ 495.09	
	Memorial Field Plaque	Memorial Field	£ 345.00	£ 384.56	
	North Entrance sign	North Entrance	£ 50.00	£ 1,000.00	
	South Entrance sign	South Entrance	£ 1.00	£ 1,000.00	
	Westcotic SID Sign	Rendham Road	£ 2,625.00	£ 3,500.00	
	Bus Shelter	Church Hill	£ 3,000.00	£ 3,000.00	
STC building					
	3 Oak Tubs	STC	£ 65.85	£ 150.00	Feb-01
	Desks x 2	STC	£ 300.00	contents	
	2 water heaters	STC	£ 442.20	£ 442.20	Jan-21
VARIOUS					
	Chairmans Medallion x 2	London Bridge	£ 750.00	£ 836.02	
	Silver Inkstand (long silver)	Museum	£ 7,000.00	Museum insures	
Market Hall					
	2 no Teak Benches	Market Hall forecourt	£ 824.00	£ 918.50	
	Chairmans Boards	Market Hall	£ 200.00	£ 222.94	
	3 Oak Tubs	Market Hall forecourt	£ 65.85	£ 150.00	Feb-01
	Market Hall rebuild	High Street	£ 1.00	£ 1,320,000.00	Oct-20
	Lighting system	Market hall	£ 3,865.00	£ 3,865.00	Dec-20
	PA system	Memorial Hall	£ 182.50	£ 244.12	Dec-20
	Replacement boiler	Market Hall	£ 8,997.00	£ 8,997.00	
		Total Asset Value	£ 425,175.00	£ 1,694,008.40	Sep-20

Agenda item 10a) – Appendix 14

Suffolk County Council have confirmed at the eleventh hour that we must get their lampposts tested if we want to hang baskets. We currently have 8 lampposts that have baskets attached. This is not in the SAX budget and will require an additional £860. This will also be required if we want to hang any Christmas lights.

Item Ref	BSEN40	Quantity	Client Rate
10010	BSEN 40 Design and Structural Inspection	1 - 12	£860 per day
10011	BSEN 40 Design and Structural Inspection	13 - 20	£65 per unit
10012	BSEN 40 Design and Structural Inspection	21 >	£55 per unit
10013	Additional Designs	per unit	£15.00

v

Agenda item 10b) – Appendix 15

The website has gone live and there is still a great deal of data inputting required for the businesses and community groups. There is £360 remaining of the business grant and we can spend this on employing some one on an hourly rate to do the work. This however will not be enough to complete the listing and the Clerk is requesting Councillors' permission to spend a further £800 from the Newsletter/publicity budget line.