

Saxmundham Town Council



**All Members of Saxmundham Town Council are summoned to attend a meeting on
Monday 14 June 2021 at 7.00 pm at the Market Hall**

The public are welcome to attend.

AGENDA

Open Forum: Members of the public are invited to give their views on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.

1 19/21TC	Apologies and Approvals of Absence - To receive apologies for absence.
2 20/21TC	Members Declarations of Interests and Consideration of Requests for Dispensations Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
3 21/21TC	Minutes of the Previous Meeting: To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 24 May 2021 are a true and correct record.
4 22/21TC	County Councillor Report - To receive a report from County Councillor R. Smith MVO.
5 23/21TC	District Councillor Report – To receive a report from District Councillor John Fisher.
6 24/21TC	Chair’s Report – To receive a report from Councillor Jeremy Smith.
7 25/21TC	Minutes of the Previous Committee Meetings: a) To receive and note the draft minutes of the Resources Committee held on the 24 May. (Appendix 1) b) To receive and note the draft minutes of the Planning Control Committee held on the 19 May. (Appendix 2)
8 26/21TC	Councillor Planning Day a) To consider proposals for a planning day for Councillors to consider Strategic Planning for the Town Council.
9 27/21TC	Financial Matters – a) To note and ratify the payments and receipts up to the 31 st of May 2021. (Appendix 3) b) To receive an income and expenditure report for the Town Council and Market Hall up to the 31 st of May 2021. (Appendix 4) c) To receive Bank Reconciliations for the Town Council and Market Hall up to the 31 st of May 2021. (Appendix 5)

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10 28/21TC	<p>Christmas Lights (Appendix 6)</p> <p>a) To consider costs and arrangements for the Christmas Lights contract.</p> <p>b) To consider budget of £4500 and arrangements for the Christmas Lights Switch on Event</p>	
11 29/21TC	<p>Events Working Group - To receive a verbal update from the Chair of the Working Group and consider recommendation to invite organisations in the Town to take part in the 750 celebrations of the anniversary of the Market Charter.</p>	
12 30/21TC	<p>Neighbourhood Plan</p> <p>a) To receive progress report on the Neighbourhood Plan.</p> <p>b) To note the receipt of the £9900 grant from Groundwork UK and approve that this expenditure will be spent as per grant application.</p>	
13 31/21TC	<p>Annual Governance and Accountability Return 20/21 (Appendix 7)</p> <p>a) To receive the report of the internal audit.</p> <p>b) To note the RFO's actions to be taken in relation to recommendations within the internal audit.</p> <ul style="list-style-type: none"> • To record in the minutes that the final approved budget has been circulated to councillors. • To ensure that the internal audit process is reviewed in June 2021. • To ensure privacy statement and access statement are installed on the new website in June. • The Clerk to ensure that the Council has access to deeds and land registry records for land owned by the Town Council by the end of the financial year. <p>c) To receive the final version of the Approved budget for 2021-2022</p> <p>d) To review the provision of internal audit services.</p> <p>e) To note the completion of the Internal Controls review and receipt of the report</p> <p>f) To consider the Annual Governance and Accountability Return (AGAR) for 2020– 2021 and associated papers and processes for external audit, including:</p> <ul style="list-style-type: none"> • To approve the Annual Governance Statements (Section 1 AGAR) • To note the internal audit report (AGAR) • To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation. • To note the period for the exercise of public rights 15 of June - 26 of July <p>g) To consider financial matters for the current year, including the following:</p> <ul style="list-style-type: none"> • To confirm the bank signatories • To confirm bank reconciliation signatories • To confirm internal controllers 	
14 32/21TC	<p>Survey Prior's Grange Phase 2 - To consider potential questionnaire to the residents about Prior's Grange Phase 2 (Appendix 8)</p>	
15 33/21TC	<p>Reports from Councillor representatives on other organisations.</p>	
	<p>Citizens Advice Bureau Community Partnership East Suffolk Travel Advice (ESTA) Footpath warden Tree warden</p>	<p>Cllr. J. Sandbach Cllr. D Eastman, Cllr. J. Sandbach Cllr. J Fisher Cllr. J Fisher Cllr. J Fisher</p>

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IP17 Good Neighbour Scheme Patient Participation Group SALC Sizewell A & B & C	Cllr. J Fisher Cllr. J. Sandbach, Cllr. N. Hiley Cllr D Eastman, Cllr J Fisher, Cllr J Smith Cllr. N. Hiley, Cllr. J. Sandbach
16 34/21TC	Correspondence - To note correspondence received since the last meeting. (Appendix 9)
17 35/21TC	To consider a motion to exclude the public under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.
18 36/21TC	a) To consider a report from the chair on the request from a local trust. b) To consider the cost of commissioning a condition survey (Not to exceed £2000).

R Barnett

Roz Barnett, Town Clerk
Clerk to Saxmundham Town Council

6/4/2021