



Saxmundham Town Council

Minutes of the Meeting of Resource Committee on 17th April 2020 by Video Conference

Committee Members: Cllr. J. Fisher (Chair) Cllr. J. Smith Cllr. J. Findlay Cllr. D. Eastman
Cllr. N. Hiley Cllr. G. Watson Cllr. C. Hawkins Cllr. A. Reynolds
Cllr. J. Macro Cllr. J. Sandbach Cllr. T. Lock

Also Present: K. Forster (Town Clerk)

01/20R Apologies for Absence

Apologies had been received from Cllrs. Watson, Hawkins, Reynolds & Macro. Cllr. Smith is to check whether Cllr. Lock has been receiving the information.

02/20R Declarations of Interest

Cllr. Hiley declared a non-pecuniary interest in the Music Festival – Item 6a.

03/20R Minutes of the Previous Meeting

It was UNANIMOUSLY resolved to accept the minutes of the previous meeting. These will be signed at the first opportunity.

04/20R Expenditure

The Authorisation and Approval of Payment for the Town Council and the Market hall were previously circulated. A small totalling error on the Market Hall receipts is to be corrected. **NOTED. It was UNANIMOUSLY resolved to approve the expenditure detailed.**

05/20R Rialtus Accounts System

- a) The Clerk reported that the yearend for both the Market Hall and the Main Council had been completed and that both entities were now operating as Income & Expenditure. The new software had been installed and she was now completing the static data entry.
Cllr. Eastman asked about the final Bank Reconciliation approval. It was agreed that the Clerk will forward to her the end of year bank statements and bank reconciliations for approval. **NOTED**
- b) It was noted that there had been some small changes to budget categories and the budget has been split between them slightly differently for reporting clarity, although there is no change to the overall budget.

06/20R Coronavirus Emergency

- a) Council had previously agreed to allocate £10,000 to the emergency. As it is unlikely that the Saxmundham Music Festival will go ahead **it was UNANIMOUSLY resolved to vire £10,000 from the Music Festival budget to a new Coronavirus Emergency budget.** The Chair made the point that any expenditure of this budget of £10,000 is to be approved by Council prior to being committed or spent.
It was also agreed to review donations to the Music Festival if it is to proceed or if a separate event for VJ day or the end of the lockdown is required.
- b) Cllr. D. Eastman declared a non-pecuniary interest in the IP17 GNS group as she is a trustee. All other Councillors declared a non-pecuniary interest in IP17 GNS as they or members of their families are involved in some way.
Cllr. Smith proposed that £500 is donated from the Coronavirus Emergency Budget to the IP17 GNS group, as discussed at previous meetings. **It was UNANIMOUSLY resolved to accept that proposal.**
Cllr. Smith presented information regarding the contracts that he had drawn up for
- B. Peall for 12 weeks work as the Operations Co-ordinator, initially for 30 hours per week for 2 weeks and subsequently 15 hours per week for a further 10 weeks.
 - O. Hill for 4 weeks of Website creation and support.
- It was UNANIMOUSLY resolved to accept the terms of payment which totalled £3,600.**

Signed _____ Date _____

There was discussion about the possibility of extending the work of the Operations Co-ordinator either in terms of the hours needed or the length of the contract. **It was UNANIMOUSLY resolved that authority to make that decision would be devolved to Cllrs. Eastman and Sandbach with an expenditure limit of £1,000.**

c) Cllr. Eastman stated that IP17 GNS had approximately 100 volunteers and there had been

- 250 prescription deliveries
- 25 food parcels
- 40 calls made by the Call Buddies

They were also fortunate insofar that 3 of the volunteers were professional counsellors in bereavement and mental health.

It was agreed that there would be information about the work of the group publicised on the Council website.

07/20R Saxmundham in Bloom

It was UNANIMOUSLY resolved to merge the Saxmundham in Bloom bank account with the main account.

08/20R OPS building renovation

The Caretaker has been working on small DIY tasks in the Market Hall and some decorating in the OPS building. There is a need to purchase small items to continue this work, such as paint, brushes, timber & hardware. **It was UNANIMOUSLY resolved to authorise expenditure to £250 to cover this expense.** Additionally, the Clerk reported that her PC was in need of replacement. **It was UNANIMOUSLY resolved to allocate a sum of approximately £499 to cover this.**

09/20R Adventure Playground

A request had been received for a donation of £5,000 to go towards funding the large new climbing frame by the Adventure Playground for Saxmundham group. After discussion **it was UNANIMOUSLY resolved to donate £3,000 as budgeted in the CIL expenditure and to offer the support of the Assistant Town Clerk in fundraising as she has experience of this work.**

10/20R Motion under the Public Bodies(admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters.

After discussion, Council resolved to promote J. Morcom, Assistant Town Clerk, to LC2 SCP19 and to offer her a pension scheme option with 5% contribution by Council.

The meeting closed at 11.15

Signed _____ Date _____