



# Saxmundham Town Council

Minutes of the Meeting of Resource Committee on the 22 February 2021 at 10.30am  
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)

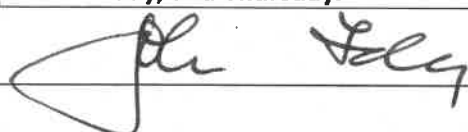
76/20R	<b>Apologies for Absence</b> No apologies were received.
77/20R	<b>Declarations of Interest</b> Councillor Eastman declared a non-pecuniary interest as she is a trustee of IP17 Good Neighbours Scheme.
71/20R	<b>Minutes of the Previous Meeting</b> It was unanimously <b>RESOLVED</b> to accept the minutes of the 25th of January 2021 with one minor amendment. Please note – all documents will be signed at the first opportunity as this was a Zoom meeting.
72/20R	<b>Public Forum</b> There were no members of the public present.
73/20R	<b>Finance</b>  a) & b) The Clerk explained that in future the Resources Committee will receive a Rialtas report of all payments and receipts for the completed calendar month for the Market Hall and Town Council. The Resources Committee would still be asked to approve payments for the current month, but the Clerk stressed that the payments list is a working document and may include payments that do not get paid that month and conversely miss payments that do get made. The Clerk listed some pre-approved payments in addition to the circulated payments. She also highlighted that there were 3 additional payments to be approved. <ul style="list-style-type: none"><li>• Herringbone Website Support £ 150.00</li><li>• Design Norfolk Website Building £ 1,245.00</li><li>• Curles Water Heaters Town House £ 368.50</li></ul> She also warned that there was another invoice for a lighting bar which was identified as a health and safety priority by the Market Hall Committee. Councillor Fisher identified a payment that was allocated to both Crisp and Fisher. The Clerk confirmed that this was an error, but the payment had gone to correct organisation. <b>RESOLVED Councillors approved the February payments for the Town Council and Market Hall.</b>  c) The balances of £8977.22 in the Market Hall account and £ 139,375.70 in the Town Council account were noted. The balance on the Cambridge Building Society savings account remained at £60,000.

Signed

Date 21.04.21

	<p>d) The Clerk explained that she had changed the style of the Financial Report. Councillors agreed they preferred the new style of report. The Clerk highlighted the Grounds Maintenance overspend which was offset by a recent refund of a bill that had been accidentally paid twice in May. Councillors discussed the issue of the CIL payments being included in the budget. The Clerk explained that Rialtas had advised us to keep the CIL within the overall budget. The Rialtas software programme however does allow the Clerk to create reports that show the CIL separately.</p> <p>Councillors noted the reports on performance against budget for both the Town Council and Market Hall.</p> <p>Councillors commented that to get an accurate view on where the council stands on the main budget, the accounts need to omit CIL income and expenditure.</p> <p>Councillors requested a separate CIL report which shows income and expenditure.</p> <p>Councillors also raised a query concerning the CIL EMR transfers to date as shown at the foot of the detailed report. The Clerk agreed to look further at this and report on the current year CIL reserve position to the next meeting</p>
74/20R	<p><b>Council Meetings Arrangements &amp; Calendar</b></p> <p>Councillors discussed the proposed dates for meetings. Several suggestions for improvement were made: -</p> <ul style="list-style-type: none"> <li>• That the Resources Committee be moved to the last Monday afternoon of the month (2pm)</li> <li>• The Saxmundham Town Council would remain the second Monday of the Month.</li> <li>• That the Planning Committee be moved to fortnightly meetings scheduled on a Wednesday.</li> <li>• That a date be found towards the end of May for the Annual Town Meeting Date.</li> </ul> <p>The Clerk agreed to amend the calendar and circulate for comments.</p>
75/20R	<p><b>Financial Reporting</b></p> <p>This item was deferred, and the Clerk and Chair of the Resources Committee agreed to meet to bring a proposal forward to a future meeting.</p>
76/20R	<p><b>Grant Request</b></p> <p>Councillors considered the grant request from the Suffolk Accident &amp; Rescue Service, which is a voluntary organisation that provides volunteer emergency responders. Councillors confirmed that they provide the service within the Saxmundham area. It was agreed that this grant would be added for the payments for approval in February.</p> <p><b>RESOLVED: Councillors unanimously agreed a grant of £500 to the Suffolk Accident &amp; Rescue Service</b></p>
77/20R	<p><b>Operational Issues</b></p> <ol style="list-style-type: none"> <li>a) Councillors agreed to delegate the decision on the photocopier quotes to the Chair of the Resources Committee and the Clerk.</li> <li>b) The Clerk updated the Committee on the progress for quotes on the insurance. The current cheapest quote is currently £2158; however, the Clerk was chasing another quote.</li> </ol>
78/20R	<p><b>IP17 Good Neighbours Scheme</b></p> <p>Councillors discussed the options paper for continued support for IP17 Good Neighbours Scheme. <b>The Committee agreed to recommend to the Town Council proceed with Option 1: The Town Council continues to support the IP17 Good Neighbour's Scheme through a grant for £13,000 as half payment for the cost of the co-ordinator post. The Town Council will build in conditions to the grant and formal review meetings through the year.</b></p>
79/20R	<p><b>Staffing Structure</b></p> <p>The Clerk presented a paper on staffing which allocated staff time against the Council's agreed aims and priorities. This indicated that council needed less clerking time and more time available for environmental tasks. Councillors discussed the proposed staffing structure presented by the Clerk. <b>RESOLVED Councillors agreed to reduce the Assistant Clerk's working week to three days - Tuesday, Wednesday, and Thursday.</b></p>

Signed



Date

21.04.21

	<b>The Committee agreed to recommend to the Town Council - that the Council appoints an Environment Co-ordinator for 1 day a week.</b>
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Meeting finished 12.05am

Roz Barnett Clerk/RFO

Signed



Date

21.04.21