



Saxmundham Town Council

Minutes of the Meeting of Resource Committee on 27th July 2020 at 11.00 by Video Conference

Committee Members: Cllr. John Findlay (Chair) Cllr. Jeremy Smith Cllr. John Fisher Cllr. Di Eastman
Cllr. Nigel Hiley Cllr. James Sandbach

Also Present: K. Forster (Town Clerk)

Please note – all documents will be signed at the first opportunity as this was a Zoom meeting.

21/20R Apologies for Absence

There were no apologies for absence.

22/20R Declarations of Interest

There were no declarations of interest.

23/20R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the 29th June 2020.

24/20R Finance

a) Payment to Access

An invoice for this quarter's payment of £6,000 to Access Community Trust has been received. Cllr. Smith gave the background to this agreement to support the youth services. However, there has been no recent update of the activities that they have been or are currently undertaking or what plans they have for the future. It was agreed that a meeting should be set up between Access Community Trust and Cllrs. Smith and Eastman with the Clerk or Assistant Clerk in attendance to discuss. The payment was put on hold until that takes place.

b) It was unanimously **RESOLVED to approve the expenditure as previously circulated for the Town Council except for the £6,000 for the Access Community Trust as above.**

c) It was unanimously **RESOLVED to approve the expenditure as previously circulated for the Market Hall.**

d) The Clerk confirmed that, as of 27/7/2020, there was £204,524.72 in the Town Council current account and £ 9,993.60 in the Market Hall Account. It was noted that the VAT repayment had been received as well as a payment of £1 from the Men's Shed as a peppercorn rent.

e) The performance against budget reports had been previously circulated. There were no issues raised.

25/20R Website

Cllr Smith had been in touch with the company who had previously been working on the town website. This had been some time ago and they have proposed to restart with new versions of the software. Their quotation to produce the new website, which will include links to other organisations and business within the town, was in the region of £2,000. The budget had been set at £2,600. Cllr. Hiley confirmed that all the uploading etc. to the website would be done by the office staff. The annual hosting cost would be £150 p.a. **It was unanimously **RESOLVED** to proceed with the completion of the website.**

At this point, Cllr. Eastman joined the meeting. She was late due to technical issues in connecting to Zoom.

26/20R Bank Account

The Clerk had sent the mandate and application forms for the Cambridge Bank Account. The signatories are Cllrs. Smith, Eastman and Findlay and the Clerk.

The Clerk presented a cash flow forecast for the remainder of the financial year. **It was unanimously **RESOLVED** to transfer £60,000 to this account, once it was set up.**

Signed

Date

07.09.20

27/20R Coronavirus Emergency

Cllr. Eastman gave an update on the work of IP17 GNS and said that there was no requirement, currently, for additional funding to that already planned. However, she stated that there would be a report at the beginning of September on the future direction of IP17 GNS which she would present at the next meeting.

28/20R New Windows/Doors for the OPS building

The quotation from Resolve environmental Solutions Ltd. for the removal of the asbestos to enable the windows etc. to be replaced had been received for £ 5,900. Two other companies had been approached but declined to quote. The work could start in August and would take 7 – 8 working days and require that the building is empty. **It was unanimously RESOLVED to accept the quotation and organise the work, alongside the order for the windows with Waveney Windows.**

29/20R Policies

- a) Minor amendments to the Standing Orders and Financial Regulations had been received from NALC. **It was unanimously RESOLVED to recommend to Full Council that the amended Standing Orders and Financial Regulations are adopted.**
- b) A draft Donations Policy with a form to be used to apply for a grant had been circulated. There was a minor spelling amendment agreed. **It was unanimously RESOLVED that to recommend to Full Council that the Donations Policy is adopted.**

30/20R Celebrate Suffolk

EADT had contacted the Council regarding a feature to promote the town and its business. The cost was £750 to the Council and businesses would be approached by the EADT to advertise in the supplement. It was agreed that this could be very welcome however Council would like to discuss further with the journalist. The Clerk was asked to arrange a meeting. **NOTED**

31/20R Community Partnership

An email had been received from the Chair of the Aldeburgh, Leiston and Saxmundham Community Partnership stating that the request for finance towards the signage in the town had been approved. However, of the £4,024 requested, £3,024 has been approved and the Town Council has been asked to fund the remainder. There was surprise expressed as this had not been made clear in the past. The Resource Committee Chair and the Clerk are to discuss further with the Community partnership. **It was unanimously RESOLVED to accept the offer and to fund the shortfall from the CIL Town Access budget.**

32/20R A motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters was unanimously RESOLVED.

In summary, the Clerk reported that the Caretaker had resigned and would be leaving on 31st August although his last working day would be 14th August. It was agreed that the role of the caretaker would be reviewed and that, in the meantime, a cleaner would be employed to maintain the hall as required. A paper to discuss options for the role would be put to the next Market Hall Management Committee meeting.

The Clerk also submitted a progress report on the recruitment of a new Town Clerk/RFO.

The meeting closed at 12.42 pm

Karen Forster
Clerk/RFO

Signed



Date

07.09.20