



# Saxmundham Town Council

## Minutes of the Meeting of Resource Committee on 29<sup>th</sup> June 2020 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.

### 11/20R Apologies for Absence

Cllr. Sandbach was not present

### 12/20R Declarations of Interest

Cllr. Eastman declared a non-pecuniary interest in Item 7 – Coronavirus Emergency – as she is a trustee of the IP17 GNS charity.

### 13/20R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the 17th April 2020.

### 14/20R Expenditure

- a) The Approval for Expenditure for the Town Council (previously circulated) was discussed. It was **unanimously RESOLVED to approve the expenditure as listed.**
- b) The Approval for Expenditure for the Market Hall was discussed, and the refund of the music licence (which had been purchased twice) was noted. It was **unanimously RESOLVED to approve the expenditure as listed.**
- c) The Clerk stated that the Earmarked Reserves had now been corrected. **NOTED**  
The Clerk stated that the bank balance for the current account stood at £205,457.64 and the Market Hall account stood at £ 7,773.80. This is prior to the expenditure approved above.
- d) The Performance against Budget reports for the Town Council and Market Hall were noted.  
Cllr. Findlay added for consideration as part of the budget discussion the following:
  - East Suffolk Community Partnership had recently contacted the Council regarding the application for funds of approximately £4,040 for new town signage. A new form had been submitted and the Chair of the Community Partnership group had supported the bid.
  - A request from the Arts Station for a grant had been received. The 20/21 CIL budget includes an amount of £4,000 for this project. The Committee agreed in principle but believed there should be a formal agreement that this is for a community benefit and any grant would be returned should it not be used for that purpose. It was agreed to put this forward to Full Council on 13th July.

### 15/20R Bank Account

The Clerk presented the information about the Cambridge Building Society Council Savings account with a recommendation that a new account should be set up and some of the reserves transferred. This would earn a small amount of interest and would reduce the risk of having all funds in the current account. The amount to be transferred will be determined after examination of the cash flow but would be upwards of £50k. It was agreed to support this and take to the Full Council on 13th July.

The Clerk had organised a mandate change so that the previous clerk is removed from the account. **NOTED**

### 16/20R Coronavirus Emergency

Cllr. Eastman gave an update on the work of IP17 GNS and asked that Bryony Peall be kept on until September at fifteen hours per week as her role as the Co-ordinator was critical. This would be a further

Signed

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28.07.20

spend of £1,800 and would be paid from the Coronavirus budget. **It was unanimously RESOLVED to approve the Co-ordinator increased hours to fifteen per week and extended to beginning September.**

Cllr. Eastman stated that there would be a report at the beginning of September on the future direction of IP17 GNS

**17/20R New Windows/Doors for the OPS building**

The Amenities Committee had recommended that a quotation to replace the external door and windows should be accepted. They also recommended that a budget figure of approximately £2,500 is set aside to cover any extra costs and that £4,000 is budgeted for the removal of the panels under and above the windows that contain some asbestos.

**A motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding commercial matters was unanimously RESOLVED.**

After discussion about the quotations received, the Resources Committee wanted to note in the minutes that they are concerned about the amount of expenditure of £ 9,280 for the windows/door particularly in the light of longer-term plans. However, they accept that it is necessary and an inevitable undertaking as the current windows and front door are not fit for purpose and liable to fall out. **It was unanimously RESOLVED to accept the Amenities Committee recommendations and proceed with the work, although a paper should be submitted to Full Council for note.**

**18/20R Policies**

**It was UNANIMOUSLY resolved to recommend to Full Council that the Reserves Policy and the Model Publications Policy are adopted.**

**19/20R Staffing Budget**

The papers submitted by the Committee chair was discussed. It proposed that the position of the Interim Clerk is extended until end September 2020 at four days per week and that, subsequent to the new permanent Clerk being appointed, the interim Clerk would remain in a consultative and RFO position until end of the year to support the transition. This requires an increase in the budget of £7,500. **It was unanimously RESOLVED to accept this proposal.**

The second part of the paper laid out a timescale and process to recruit the new permanent Clerk. It was agreed that Cllrs. Smith, Findlay and Eastman form a small working group to create the advertisement and paperwork required and present to Council for 13th July, assisted by the Interim Clerk.

**20/20R Staff Training**

It was agreed to send the Caretaker on training for PAT testing and RoSPA inspections.

**The meeting closed at 12.22**

**Karen Forster  
Clerk/RFO**

Signed



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