



Saxmundham Town Council

Minutes of the Meeting of Resource Committee on 26th October 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.

56/20R Apologies for Absence

There were no apologies for absence. Cllr. James Sandbach was not in attendance.

57/20R Declarations of Interest

There were no declarations of interest.

58/20R Minutes of the Previous Meeting

A small spelling error was identified It was unanimously **RESOLVED** to accept the amended minutes of the 28th September 2020 and these will be signed at the first opportunity.

Arising from the minutes:

- The laptop for the new Clerk/RFO has been received.

59/20R Public Forum

There were no members of the public present.

60/20R Finance

- The Clerk explained that the two invoices for Easyspace for the .ORG domain name had been paid by her as they were planning to cancel the domain if not paid by 23/10. Therefore, the payment should be made to her. It was unanimously **RESOLVED** to approve the payment authorisation for the Town Council. It was noted that the VAT had been reclaimed.
- It was unanimously **RESOLVED** to approve the payment authorisation for the Market Hall. It was noted that the VAT had been reclaimed.
- The Clerk confirmed that there was currently £ 60,000 in the Cambridge Society savings account, £11,701.87 in the Market Hall Account and £ 246,810.56 in the Town Council account. Cllr. Jeremy Smith asked for a cash flow till end of March. **NOTED**
- The reports on performance against budget for both the Town Council and the Market Hall were reviewed. There were no issues raised.
- The CIL payment of £28,409.97 had been received. **NOTED**. Cllr. Jeremy Smith stated that he had recently had conversations with the landowners of part of the land alongside Waitrose, regarding the repair of the path for which CIL monies had been set aside. This would need to involve the land by the Hopkins estate and the District Council. **NOTED**
- The Clerk stated that the grant of £1,200 towards the Business Network had been approved by ESDC.

Signed

Date

26.10.20

61/20R Budget and Action Plan

The Clerk had prepared a detailed budget plan, showing budget proposals for the fixed costs and additional lines for items that had been identified in the action plan.

She had also developed the action plan into a working paper for Councillors to identify their priorities.

After discussion, **it was RESOLVED to adopt the following process:**

1. The Action Plan working paper to be circulated to all councillors for comment and priorities.
2. The Clerk would consolidate the comments and priorities and present the consolidated report to Council at the Town Council meeting, 9th November for agreement of priorities
3. The Clerk would update the budget working papers with the agreed priorities for discussion at the next resources meeting 23rd November, to agree a proposed budget for the December meeting of the Town Council.

62/20R Policies

The Clerk had circulated draft copies of the Disciplinary, Grievance and Equality & Diversity policies. Cllr. Jeremy Smith proposed a number of small amendments.

It was unanimously RESOLVED to recommend these policies, with the agreed amendments to Full Council for adoption.

63/20R 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, it was agreed to propose to the Assistant Town Clerk that she transfers to the model contract as used for the new Town Clerk/RFO which had improved terms and conditions.

The meeting closed at 12.33

**Karen Forster
Clerk/RFO**

Signed



Date

21.04.21