



# Saxmundham Town Council

## Minutes of the Meeting of Resource Committee on 1<sup>st</sup> September 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.

### 33/20R Apologies for Absence

There were no apologies for absence.

### 34/20R Declarations of Interest

Cllr. Di Eastman declared a non-pecuniary declaration of interest as she is a trustee of the IP17 GNS charity.

### 35/20R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the 27<sup>th</sup> July 2020.

### 36/20R Public Forum

There were no members of the public present.

*At this point, Cllr. James Sandbach joined the meeting*

### 37/20R Finance

- a) It was unanimously **RESOLVED** to approve the payment authorisation for the Town Council. It was noted that a £ 10,000 grant for Covid 19 recovery had been received from East Suffolk District council.
- b) It was unanimously **RESOLVED** to approve the payment authorisation for the Market Hall.
- c) The Clerk confirmed that there was currently £ 60,000 in the Cambridge Society savings account, £ 13,247.56 in the Market Hall Account and £ 136,077.04 in the Town Council account. A further payment of £ 112,250 for the precept is expected at end of September.
- d) The reports on performance against budget for both the Town Council and the Market Hall were reviewed alongside a document prepared by the Clerk detailing items to consider. It was unanimously **RESOLVED** to:
  - Vire £1000 from Market Hall salaries to cleaning/general materials to cover the cost of cleaning, as the Caretaker had left.
  - Defer the decision, to the next meeting, on the payment of the next quarter grant to the Market Hall by the Town Council in the light of the reduction in salary costs.
  - Note the possible grant award towards the Business Association development.
  - With reference to the £10,000 received as a grant, refer to Full Council for discussion regarding the allocation of these funds
  - Vire £5,000 from the Staff Salaries in the Town Council to the Agency/Interim Services budget due to the continued employment of Karen Forster, before the newly appointed Clerk/RFO can start.
  - Ensure that the budget for the purchase of the benches/picnic table from last year, is reflected in the CIL and spend for this year.
- e) Agenda item 5e was deferred based on the above.
- f) The Clerk reported that the audit had been completed, although final certificate had not yet been received. There would be one exception raised as the date of the signature of the RFO on the financial report was after the meeting, which was due to it being a zoom meeting. However, the auditors accepted the situation.
- g) A grant of £ 10,000 had been received from ESDC due to the Covid 19 pandemic as previously discussed.

*At this point Cllr. James Sandbach had to leave the meeting, however he stated that he wished to support recommendations by Cllr. Eastman regarding IP17 GNS, in item 7.*

Signed

Date

30.09.20

**38/20R Access Community Trust.**

Cllr. Smith reported on the meeting of Cllrs. Smith, Findlay and Eastman with the Access Community Trust and said it had been positive. A report on their activities is due this week. A new youth worker had been appointed. A statement on the services provided, including SIDS had been received by the Councillors.

**39/20R Coronavirus Emergency**

Cllr. Eastman had previously circulated a report and proposal on the continuation of IP17 GNS (appendix i). It was unanimously **RESOLVED** to support the proposal of continuing the role of B. Peall as the Operations Controller for increased hours of 25 per week from 5<sup>th</sup> October to 26<sup>th</sup> March 2020 with a two week unpaid break. The cost would be £ 6,900 and would be shared between Saxmundham Town Council and IP17 GNS.

There was some discussion as to which power to use and this will be determined outside of the meeting.

**40/20R Celebrate Suffolk – Town Focus**

The EADT had proposed to run an 8-page supplement about Saxmundham which would include an editorial and advert by the town council and supporting advertisements from the local businesses. The cost is £ 750 and would be allocated from the Newsletter and Publicity budget. The EADT would contact the businesses and assist in creating the advert and editorial. It was unanimously **RESOLVED** to proceed with this expenditure. NOTED

**41/20R Town Signage Application with the ESDC Community Partnership**

The grant of £ 3,024 has been awarded for spending on the Town Signage. NOTED

**42/20R Fencing around the OPS building**

The Amenities Committee has agreed the fencing around the OPS building, to deter people crossing between the car park and the New Cut and asked the Resources Committee to accept one of the three quotations on their behalf. Cllr. John Fisher was concerned about the access from the fire escape for the Men's Shed. He will discuss with Cllr. Tim Lock. It was unanimously **RESOLVED** to appoint Kiwi Fencing.

**43/20R Asset Register**

The Clerk is completing the asset register. There are items to still identify however Cllr. Fisher confirmed that the bus shelter is the property of STC and that the two benches with an asset register value of £455.90 should be written off as they no longer exist.

The Clerk asked if she could appoint a structural surveyor to survey the market hall to provide an insurance rebuild valuation and identify areas that require repair or maintenance, in particular the window overlooking Crisps roof. She anticipated this would be in the region of £ 1800. It was unanimously **RESOLVED** to appoint a Structural Surveyor and to delegate the authority to agree the expenditure, once known, to Cllr. Jeremy Smith and Cllr. John Findlay.

**44/20R Transfer of Utility Suppliers**

No progress.

**45/20R Salary Agreement**

It was unanimously **RESOLVED** to backdate the newly agreed salary award for current staff.

**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.** There were no items to be discussed.

The meeting closed at 12.30

Karen Forster  
Clerk/RFO

Signed 

Date 30.09.20