



Saxmundham Town Council

Minutes of the Meeting of the Annual General Meeting 6.30 PM 1st June 2020 by Video Conference

Councillors: Cllr. J. Smith Cllr. J. Fisher Cllr. J. Findlay Cllr. D. Eastman
Cllr. N. Hiley Cllr. G. Watson Cllr. C. Hawkins Cllr. A. Reynolds
Cllr. J. Macro Cllr. J. Sandbach Cllr. T. Lock

Also Present: K. Forster (Town Clerk/RFO), J. Morcom (Assistant Town Clerk (ATC)),
County Councillor R. Smith MVO

PLEASE NOTE, AS THIS MEETING WAS HELD REMOTELY, ALL DOCUMENTS WILL BE SIGNED AT THE EARLIEST CONVENIENCE.

01/20TC Election of the Chair.

The Clerk welcomed the members and asked for nominations for a Chair for the ensuing municipal year.

Cllr. Jeremy Smith was nominated by Cllr. Eastman, seconded Cllr. Findlay. There were no other nominations. **It was unanimously RESOLVED that Cllr. J Smith should be appointed Chair for the year 2020/21.** The Chair will sign the Declaration of Acceptance as soon as possible.

The Chair thanked the Councillors for their support and looked forward to an interesting year ahead.

02/20TC Election of the Vice Chair.

The Chair stated that he had received communication from Cllr. J. Fisher who had indicated that he would like to step down as the Vice Chair. The Chair proposed a vote of thanks to Cllr. Fisher who had served the council so well over the years as well as in his position as Vice Chair. It was unanimously agreed.

The Chair proposed that Cllr. Eastman be elected by Council to the position of Vice-Chair, seconded Cllr. Hiley. There were no other nominations. **It was unanimously RESOLVED that Cllr. D. Eastman should be appointed Vice-Chair for the year 2020/21**

03/20TC Apologies for absence

Cllr. A. Reynolds sent her apologies. **NOTED**

04/20TC Appointment of the RFO

It was unanimously RESOLVED that Karen Forster should be appointed Responsible Finance Office for the year 2020/21.

05/20TC Committee Structure and Working Groups

- a) The structure of the committees, sub-committees and working groups had been previously circulated (appendix i). **It was Unanimously RESOLVED that this structure and its associated working groups should be adopted by Council.** It was noted that the Resources Committee would have a new but minimal role in recommending policy to Full Council.
- b) The Terms of Reference for each committee & sub-committee, previously circulated, were discussed. Two minor changes were to be made – the number of voting Council members for the Market Hall Management Committee TORs was to be increased to 5 and the word “added” be changed to “controlled” in the Amenities & Services Committee TORs. **It was unanimously RESOLVED that, with these changes, the Terms of Reference should be adopted for each committee.** The TORs will be signed as soon as possible.

Councillors had previously indicated their preferences for which committee and working groups they would like to be a member of. The appointments were agreed as set out in (appendix ii). **It was**

Signed _____

Date _____

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unanimously RESOLVED to adopt the proposed membership of the committees, sub-committee and working groups.

It was noted that the practice of the Chair and Vice chair of Council being ex-officio members to each Committee was no longer being continued.

c) The Chairs of the Committees were agreed to be as follows:

1. Resources – Cllr. John Findlay
2. Planning and Development Control – Cllr. John Fisher
3. Amenities & Services – Cllr. Tim Lock
4. Market Hall Management – Cllr. Jeremy Smith

d) It was agreed to refer the election of a chair for the Staffing Sub-committee to the sub-committee itself. It was agreed to allow the working groups to elect their own Chair as and when they meet for the first time this year.

It was noted that the membership of the Neighbourhood Plan Steering Group was to stay the same.

It was unanimously RESOLVED that the Chairs are appointed to these committees with the Staffing Sub-committee to be elected at a later date.

06/20TC Appointment of Representatives

The following representatives were appointed:

SALC	Cllr. J. Macro
Citizens Advice	Cllr. J. Sandbach
East Suffolk Travel Advice (ESTA)	Cllr. J. Fisher
Sizewell A & B	Cllr. N. Hiley
Saxmundham in Bloom	The Clerk
Footpath Warden	Cllr. J. Fisher
Tree Warden	Cllr. J. Fisher
Neighbourhood Plan Steering Group	Cllr. J. Findlay, Cllr. D. Eastman, Cllr. J. Smith, Cllr. T. Lock. Cllr. J. Fisher invited as District Councillor
Patient Participation Group	Cllr. N. Hiley, Cllr. J. Fisher
Community Partnership	Cllr. J. Findlay, Cllr. J. Macro, Cllr. D. Eastman

At this point, County Councillor R. Smith MVO joined the meeting and congratulated the Chair and the Vice Chair on their appointments.

07/20TC Policies

It was unanimously RESOLVED that the Standing Orders and the Financial Regulations be re-adopted without any changes.

It was agreed that the Standing Orders will be reviewed during the year.

It was agreed that other policies will be reviewed and presented in the next few months.

08/20TC Subscriptions

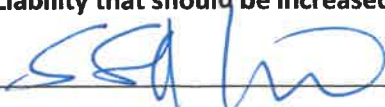
It was unanimously RESOLVED that the following subscriptions should be paid in the forthcoming year.

- a. SALC (Paid £ 1025)
- b. OS Maps (LY £25)
- c. East Suffolk Travelling association (Paid LY for 4 years)
- d. Data Protection Office (LY £35)
- e. Society of Local Council Clerks (LY £220)
- f. Rural Services Partnership (Invoiced £110)
- g. Sky Guard (Paid £129)

09/20TC Insurance

The Clerk had previously circulated a paper and the details of the insurance cover. The general insurance is sufficient. However, the Clerk asked that the Fidelity Liability cover is increased to £500,000 as per the guidelines. **It was unanimously RESOLVED that the insurance cover is adequate other than the Fidelity Liability that should be increased in line with the Clerks recommendations.**

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10/20TC Bank Signatories

The Clerk stated that the following people had full signatory ability which now included on-line banking: Cllr. J Smith, Cllr. J Fisher, Cllr. J. Findlay and the Clerk/RFO. An application to include Cllr. Reynolds and Cllr. Macro was currently with Barclays. The Clerk is to progress this application. **NOTED**

11/20TC Internal Auditor

It was unanimously RESOLVED that SALC be reappointed as the Internal Auditor.

12/20TC Meeting Dates


A proposed list of meeting dates had previously been circulated. Cllr. Fisher, Chair of Planning & Development Control, would prefer this committee's meetings to be the week prior to the Full Council Meeting. The Clerk and Cllr. Fisher to discuss. **NOTED**

It was unanimously RESOLVED that, other than the Planning & Development Control, all the other proposed dates are accepted. Once agreed, the new schedule will be published.

The meeting closed at 7.35 p.m.

**Karen Forster
Clerk/RFO to Saxmundham Town Council
Old Police Station, Approach Road
Saxmundham, IP17 1BW**

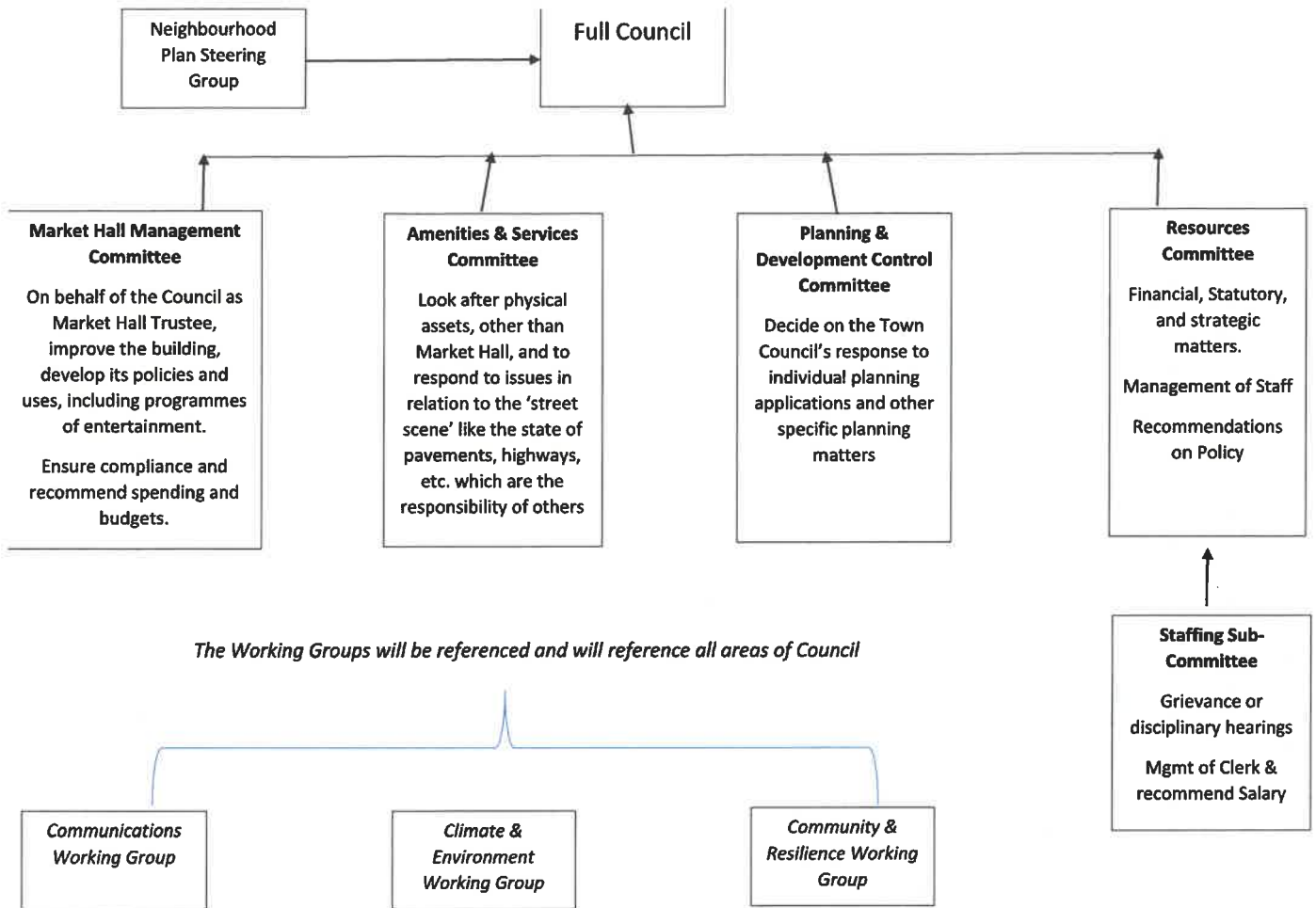
Signed



Date

3/8/2020

Appendix (i) Committee Structure



Signed _____

Date _____

3/8/2020

Appendix (ii). List of Committee, Sub-committee & Working Party Members

	Resources	Planning & Development	Amenities & Services	Market Hall Management	Staffing Sub-committee
Cllr. J Smith Chair	X			X CHAIR	
Cllr. D Eastman Vice Chair	X		X		X
Cllr. J Fisher	X	X CHAIR			X
Cllr. J Findlay	X CHAIR			X	X
Cllr. T Lock			X CHAIR	X	
Cllr. A Reynolds				X	
Cllr. C Hawkins		X	X		
Cllr. G Watson				X	
Cllr. J Macro		X	X		
Cllr. J Sandbach	X		X		
Cllr. N Hiley	X	X			

Working Groups:

Climate & Environment Working Group

Cllr. N Hiley, Cllr. J Fisher, Cllr. J Sandbach, Cllr. G. Watsom

Community & Resilience Working Group

Cllr. D Eastman, Cllr. N. Hiley, Cllr. J. Sandbach

Communications Working Group

Cllr. D. Eastman, Cllr. G. Watson, Cllr. J. Smith, Cllr. J Sandbach, Cllr. C Hawkins.

Signed



Date

3/8/2020

