



SAXMUNDHAM TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council
Market Hall Saxmundham
7 p.m. 24 May 2021

In Attendance - Councillors:

Councillor Di Eastman (Vice-Chair)
Councillor John Findlay
Councillor John Fisher
Councillor Charlotte Hawkins
Councillor Roger Hedley Lewis
Councillor Nigel Hiley
Councillor Tim Lock
Councillor James Sandbach
Councillor Jeremy Smith (Chair)
(Rose Webster was co-opted on to the Council during the meeting)
Also present: Rosalind Barnett (Town Clerk),

Open Forum: No items for discussion were raised from the public.

01/21TC Election of the Chair.

Nominations for a Chair for the ensuing municipal year were requested.
Councillor Jeremy Smith was nominated by Councillor Hawkins and seconded by Councillor Sandbach. There were no other nominations. **It was unanimously RESOLVED that Councillor J Smith be appointed Chair for the year 2021/22.** The Chair thanked the Councillors for their support and looked forward to an interesting year ahead.

02/21TC Election of the Vice Chair

Nominations for a Vice - Chair for the ensuing municipal year were requested.
Councillor Diana Eastman was nominated by Councillor J Findlay and seconded by J Sandbach. There were no other nominations. **It was unanimously RESOLVED that Councillor D. Eastman be appointed Vice-Chair for the year 2020/21.**

03/21TC Apologies for absence

No apologies were received.

04/20TC Declarations of Interest and Consideration of Requests for Dispensations

No interests were declared.

05/21TC Item 14/21TC was brought forward to consider the co-option of a Town Council Councillor

Rose Webster gave a brief presentation about herself and her reasons for offering to serve as a Town Councillor. Rose stated that she was interested in the Greener Future of Saxmundham and the idea for bringing local traders and events to the town.

She wished to join the Saxmundham Town Council, as she has recently moved to the town and was interested in supporting the town. Rose explained that she had been working in the food industry and felt that the skills she had gained during this time would greatly benefit the council. Councillors discussed the co-option and agreed that the proffered skills and experience would be an asset to Town Council.

RESOLVED: Councillors unanimously agreed to co-option of Rose Webster to the role of Town Councillor.

Signed

Date

14/5/2021

06/21TC Committee Structure and Working Groups

- a) The structure of the committees, sub-committees and working groups had been previously circulated. **It was unanimously RESOLVED that this committee structure and associated working groups be adopted by Council as detailed in Appendix A**
- b) The Terms of Reference for each committee & sub-committee, previously circulated, were discussed. One minor change was made – the number of voting Councillor members for all the Committees except the Staffing Committee to be increased to 6.
It was unanimously RESOLVED that, with these changes, the Terms of Reference be adopted for each committee as detailed in appendix B. Councillors discussed and agreed the membership of Committees and Sub Committees.
It was unanimously RESOLVED to adopt the proposed membership of the committees as detailed in Appendix C.
- c) Councillors discussed and agreed the membership of Working Groups. **It was unanimously RESOLVED to adopt the proposed membership of the working groups as detailed in appendix D.**
- d) The Chairs and Vice-chairs of the Committees were nominated and unanimously elected as follows:
- Resources – Councillor John Findlay (Vice- Chair Councillor John Fisher)
 - Planning and Development Control – Councillor John Fisher (Vice- Chair Councillor Nigel Hiley)
 - Amenities & Services – Councillor Tim Lock (Vice-Chair to be elected at first meeting)
 - Market Hall Management – Councillor Jeremy Smith (Vice Chair Councillor John Findlay)
 - Staffing Committee – Councillor Diana Eastman (Vice Chair Councillor John Findlay)
- e) The Chairs of the Working Groups were nominated and unanimously elected as follows:
- Climate and Environment Working Group – Councillor Nigel Hiley
 - Communications Working Group – Councillor James Sandbach
 - Memorial Field, Task and Finish Group – Councillor Roger Hedley Lewis
 - Events Working Group – Councillor Diana Eastman

07/21TC Appointment of Representatives

The following representatives were appointed:

Anti-social Behaviour Group	Councillors D Eastman, R Hedley Lewis (The Clerk also attends)
Citizens Advice	Councillor J. Sandbach
Community Partnership	Councillors D. Eastman, J Sandbach
East Suffolk Travel Advice (ESTA)	Councillor J Fisher
Footpath Warden	Councillors J. Fisher, Hawkins
Neighbourhood Plan Steering Group	Councillors J Findlay, D. Eastman, J. Smith, T. Lock. and J. Fisher invited as District Councillor
Patient Participation Group	Councillors N. Hiley, J Sandbach
SALC	Councillors J Fisher, D Eastman, J Smith
Sizewell A & B & C	Councillor N. Hiley, J Sandbach
Tree Warden	Councillor J. Fisher, R Hedley Lewis

Signed



Date

14/6/2024

Note: The formal business of the Annual Town Meeting was concluded at this point and the rest of the meeting was essential normal business

08/21TC Minutes of the Previous Meeting Town Council Meeting

RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on the 12 April 2021.

09/21TC Chair's Report

The Chair reported on the visit of the Fair to the Memorial Field which had been enjoyed by many residents in the Town. He explained that the Fair had changed the dates from what was originally agreed and there were reported problems on the noise coming from the fair ground. The Council agreed to ensure that tighter controls were in place on dates, times, noise levels, and traffic next time a booking is made. It was also suggested that CYDS might be contracted to work on the nights that the fair is in Town so there is some independent adult supervision on site.

10/21TC Minutes of the Previous Committee Meetings:

- a) The draft minutes of the Resources Committee held on the 26 April were received and noted.
- b) The draft minutes of the Market Hall Management Committee held on the 26 April were received and noted.
- c) The draft minutes of the Amenities & Services Committee held on the 19 April were received and noted.
- d) The draft minutes of the Planning and development Control Committee 14 and 28 of April were received and noted.

11/21TC Financial Matters

- a. The payments and receipts for the Town Council and Market Hall for April were received and noted.
- b. The financial reports for the Market Hall and Town Council for April were received and noted.

12/21TC Payments Report and Recommendations from the Resources Committee

Councillors discussed the report from the Resources Committee which was designed to improve the efficiency of making payments. After considering the recommendations of the Resources Committee the Council unanimously agreed the following:

- a) **RESOLVED: that the RFO shall prepare and submit a complete schedule of actual payments to the Town Council for retrospective ratification each month'.**
- b) **RESOLVED: To amend the Financial Regulations in section 5 to the following:**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of members or employees who act as signatories.

Authorisation of payments

5.2. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

Signed _____



Date _____

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5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.4. Where there is clear authorisation of the payment and sufficient funds in the budget the Clerk will make any payments. Where the invoice exceeds the authorised expenditure by up to 20%, the Clerk will seek an additional approval from the chair of the Resources Committee. Where the excess amount exceeds the authorised expenditure by more than 20% the RFO will seek Committee approval.

5.5. The RFO shall prepare and submit a schedule of payments to the Resources Committee and the Town Council for each month of the year and payments made shall be reported to the Council for ratification. The schedule of payments will indicate the source of the authority to spend.

5.6. [formerly 5.8] For each financial year the Clerk and RFO shall draw up a list of payments which arise on a regular basis as the result of a continuing contract, statutory duty, obligation or standard office administration requirements such as (but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance, stationery supplies and utility contracts and the like, and present the list to the Resources Committee. The Committee may authorise payment for the year of all items so approved, provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.

Existing sections 5.7 and 5.9 to be deleted. [Note: 5.10 – 5.13 remain unchanged]

c) **RESOLVED: To amend the Financial Regulation 11(h) (page 16), to raise the expenditure threshold to £1000 for the requirement of three estimates. (The Clerk however would be expected to always seek best value in all contract works as stated in the Financial Regulations).**

11h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£1000] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

13/21TC Year End Issues

Councillors discussed the year end recommendations from the Resources Committee and agreed the following:

- a) **RESOLVED: The Council agreed not to pursue the VAT underclaim of £175.97 for 2019-20.**
- b) **RESOLVED: The Council adopted the revised Risk Register.**
- c) **RESOLVED: The Town Council approved the internal control statement and arrangements.**

Councillor Eastman reported that she had completed the internal control report for this year.

14/21TC **RESOLVED: SALC was appointed as the internal auditor for 2021/22 at a cost of £423 plus travel expenses.**

15/21TC Events Working Group

Councillor Eastman gave a verbal report on the first meeting of the Events Working Group. There is an events programme provisionally planned at the Market Hall by Rosie Hoare which includes the following:

- Blues and Ska 18 September
- Swing Machine 9 October

Signed



Date

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- Operalele 20 November
- Horn Factory 4 December
- Tea dance January

She also reported that the members of the group had agreed that the priority was the Christmas Lights Switch on Event. The date proposed by the businesses this year is Friday 3 December.

Cllr Eastman shared the initial ideas to mark the 750th anniversary of Saxmundham's Market Charter in 2022. These include the concept of a festival of events taking place over the year at multiple venues across the town. Other ideas for activities included a book launch, literary events, historical re-enactments, carnival, talks, outdoor event, activities for children, films, tours of the town.

16 **RESOLVED: A motion to exclude the public was passed, under the Public Bodies (Admission to**
16/21TC **Meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons**
of the confidential nature of the following business being transacted.

17 **Request From local trust**

17/21TC Councillors discussed a request from a local trust and asked the Chairman to investigate further and bring back a report to the June Town Council Meeting.

18 **Appointment of Environment Coordinator**

18/21TC

The item under discussion was the appointment of the Environment coordinator following the interviews undertaken the previous week.

A panel of Cllrs. N Hiley, J Fisher and C Hawkins had previously been delegated the task of interviewing and selecting a new Environment Co-ordinator from the candidates. There had been 5 applications of which all were interviewed. It was noted that there was a high quality of applicants and one exceptional candidate who met everything requested on the person specification.

RESOLVED: To appoint Amy Rayner as the Environment Co-ordinator for the Town for 8 hours a week on the local councils' salary scale LC2 SCP19, subject to satisfactory references.

The meeting closed at 9.08 p.m.

Roz Barnett
Clerk/RFO to Saxmundham Town Council
The Town House, Station Approach Road
Saxmundham, IP17 1BW

Signed



Date

12/6/2021

Appendix C List of Committee, Sub-Committee Members

Town Council	Resources	Planning & Development	Amenities & Services	Market Hall Management	Staffing Sub-committee
Cllr. D Eastman VICE CHAIR	X		X		X CHAIR
Cllr. J Findlay	X CHAIR			X VICE CHAIR	X VICE CHAIR
Cllr. J Fisher	X VICE CHAIR	X CHAIR			X
Cllr. C Hawkins		X	X		
Cllr. R Hedley Lewis		X	X		
Cllr. N Hiley	X	X VICE CHAIR			
Cllr. T Lock			X CHAIR	X	
Cllr. J Sandbach	X		X		
Cllr. J Smith CHAIR	X			X CHAIR	
Cllr. R Webster				X	

	Climate & Environment Working Group	Communications Working Group	Memorial Field Working Group	Events Working Group
Cllr. D Eastman		X	X	X CHAIR
Cllr. J Findlay				
Cllr. J Fisher	X			
Cllr. C Hawkins		X	X	
Cllr. R Hedley Lewis	X		X CHAIR	
Cllr. N Hiley	X CHAIR			
Cllr. T Lock			X	
Cllr. J Sandbach		X CHAIR		X
Cllr. J Smith Chair	X	X		X
Cllr. R Webster	X			X

Appendix D Working Group Members

Signed  Date 14/6/2024

Appendix E Representatives on Other Organisations

	CAB	Community Partnership	ESTA	Footpath warden	Neighbourhood Plan	PPG	SALC	Sizewell A, B & C	Tree warden	ASB
Cllr. D Eastman		X			X		X			X
Cllr. J Findlay					X					
Cllr. J Fisher				X	X District Councillor		X		X	
Cllr. C Hawkins				X Deputy						
Cllr. R Hedley Lewis									X	X
Cllr. N Hiley			X			X		X		
Cllr. T Lock					X					
Cllr. J Sandbach	X					X		X		
Cllr. J Smith					X		X			
Cllr. R Webster										

NB: Cllr HAWKINS WILL NOT BE FOOTPATH WARDEN BUT LEARNING ABOUT THE ROLE FROM Cllr FISHER.

Signed  Date 14/6/2021