



Saxmundham Town Council

Minutes of the Resource Committee Meeting 24 May 2021 at 2pm
In the Saxmundham Market Hall

Committee Members:

Councillor. Di Eastman

Councillor. John Findlay (Chair)

Councillor John Fisher

Councillor. Nigel Hiley

Councillor. Jeremy Smith

Also Present: Rosalind Barnett (Town Clerk)

Public Forum

There were no members of the public present.

Please note all documents related to these minutes can be found in the May committee pack

<http://www.saxmundham.org/council/template1-3/>

100/20R	Apologies for Absence The Clerk reported that no apologies were received.
101/20R	Declarations of Interest None were declared.
102/20R	Minutes of the Previous Meeting RESOLVED: To accept the minutes of the 26 April 2021 with the addition of the details of the financial regs referred to in 93/20R.
103/20R	Finance <ul style="list-style-type: none">a) The Committee noted payments and receipts and reconciliation reports for April for the Town Council (Appendix A)b) The Committee noted the payments and receipts and reconciliation reports for April for the Market Hall (Appendix B)c) The Committee approved the payments for May for the Town Council (Appendix C).d) The Committee approved the payments for May for the Market Hall (Appendix D).e) The Committee received the April budget and spending report For the Town Council.f) The Committee received the April budget and spending report for the Market Hall.
104/20R	Market Hall The Committee considered the report and the request for additional funding for the refit of the Market Hall kitchen from the Market Hall Committee. RESOLVED: To recommend to the Town Council that an additional £10,000 be allocated for the kitchen refurbishment once firm quotes have been received for the works.
105/20R	Review of Community Infrastructure Levy (CIL) Priorities <ul style="list-style-type: none">a) The Committee noted the report on CIL balances which showed that there was £78,453.50 available to spend. (Table Overleaf)

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Date

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Saxmundham Town Council
CIL Reserves 21/5/2021

Code	Account	Income	Expenditure		Closing Balance
	EMR - CIL 16/17	£ 1,460.00	£ 1,460.00	Path at Skatepark	£ -
	321 EMR - CIL 17/18	£ 1,036.00	£ 1,036.00	Neighbourhood plan	£ -
	322 EMR - CIL 18/19	£ 1,432.00	£ 1,432.00	Benches Memorial Field Play Equipment, Community Arts Facility, Kitchen fromus	£ -
	323 EMR - CIL 19/20	£ 35,039.65	£ 18,000.00	Centre, Market Hall Upgrade	£ 17,039.65
	324 EMR - CIL 20/21	£ 30,656.30	£ -		£ 30,656.30
	327 EMR - CIL 21/22	£ 30,757.55	£ -		£ 30,757.55
				Total available CIL	£ 78,453.50

- b) Councillors noted the report from February 2020.
RESOLVED To recommend to the Town Council that an informal planning day be organised to allow councillors to review the allocation of CIL and to consider which assets would be advantageous for the Town Council to own.
- c) CIL Annual Return. The Committee reviewed the Annual CIL Return which had to be submitted to East Suffolk District Council
RESOLVED: To approve the Annual CIL Return.

106/20R Review of Earmarked Reserves 2021-2022

- a) The Committee received the report on reserves and noted that at the end of March 2021 that the General Reserve was £101,715 and the Earmarked Reserve was £24,536.99.
- b) The Committee discussed the levels of the reserves and agreed that the current General Reserves were more than sufficient to comply with the levels set within the Council's Reserves Policy. It was therefore decided to move £10,000 to the Capital Replacement Fund.
- RESOLVED: That £10,000 be moved from the General Reserve to the Capital Replacement Fund.**

107/20R Asset Register

- a) The Committee reviewed the Asset Register and asked the Clerk to check whether there should be an additional bin and grit bin listed. It was agreed that the projector should be listed on the Market Hall list of assets. They noted that the revised Asset Register Total now stood at £425,175.
- b) The Clerk explained to the Committee there was too much office furniture in the Town House, and she would be seeking to relocate it locally. (N.B. The furniture had been donated and was not shown on the asset register)

108/20R Future Use of the Town House

The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. Councillors stated that the Town Council operations should take priority but where interests were mutually

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	beneficial, shared use could continue. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space.
109/20R	<p>Operational Matters</p> <p>a) The Committee discussed the County Council's new requirement for lamp posts to be tested. The Clerk stated that the costs exceeded the Sax in Bloom budget. The Committee agreed the additional spend on the testing, as the lamp posts are used for the Christmas lights as well. The Clerk agreed to raise the issue with Richard Smith the County Councillor to make sure he is aware of the situation.</p> <p>RESOLVED: That £860 be spent from the general maintenance budget for Lamp post testing.</p> <p>b) Councillors noted the excellent progress made on the website which has now gone live. The Clerk reported there was a need for someone to do some data input and research for the Business and Community sections which are still under development. She reported that there was £360 remaining of the business grant and requested Councillors' permission to spend a further £800 from the Newsletter/publicity budget.</p> <p>RESOLVED: That £800 be allocated from Newsletter/publicity budget for work on the website.</p>
110/20R	<p>Small Grant Applications</p> <p>The Clerk reported that no applications had been received.</p>
111/20R	RESOLVED that Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted
112/20R	<p>Request from a local trust</p> <p>The Committee discussed the implication of request from a local trust and possible actions that would need to be taken if the Town Council were to agree to consider the matter.</p>
113/20R	<p>Appointment of Environment Co-ordinator</p> <p>The Committee received a report of the interview process and the recommendation that would be considered by the Town Council.</p>

Meeting finished 3.44 pm
Roz Barnett Clerk/RFO

Signed



Date

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Appendix A

Saxmundham Town Council

Payments for Approval/ Recording April 2021

A/c Code	Date	Source	Transaction Ref	Transaction Detail	Amount
4235	07/04/2021	Cashbook	DD	Bank Charges	£15.10
4000	09/04/2021	Cashbook	DD	NEST Pensions	£370.94
4205	09/04/2021	Cashbook	DD	Wave Water	£60.00
4205	09/04/2021	Cashbook	DD	Opus Energy	£126.10
4205	19/04/2021	Cashbook	DD	British Gas	£74.64
4245	19/04/2021	Cashbook	DD	Corona Corporate Solutions	£238.80
4250	19/04/2021	Cashbook	DD	Lone working devices	£155.52
4000	27/04/2021	Cashbook	TRANSFER	Salary 1	£2,539.85
4000	27/04/2021	Cashbook	TRANSFER	Salary 2	£934.98
4650	18/03/2021	Purchase Ledger	SCNO	Dog Bin on Boundary Belt	£150.00
4280	23/03/2021	Purchase Ledger	ESPO	Paper Towel Dispenser	£35.04
4810	23/03/2021	Purchase Ledger	FRED	Horticultural Planting Advice	£270.00
4650	28/03/2021	Purchase Ledger	SCNO	Play Equipment Repair	£210.00
4650	28/03/2021	Purchase Ledger	SCNO	Grass Cutting Seamans Avenue	£192.82
4800	29/03/2021	Purchase Ledger	ESDC	Club House - Rates	£910.68
4205	01/04/2021	Purchase Ledger	SCNO	Annual Refuse Town House	£385.63
4250	01/04/2021	Purchase Ledger	SALC	SALC Subscription	£1,054.79
4200	09/04/2021	Purchase Ledger	FISH	Cleaning Materials, Misc	£16.83
4255	09/04/2021	Purchase Ledger	RIAL	Year End Online Closedown	£672.00
4650	09/04/2021	Purchase Ledger	BEACON	Batteries Speed Sign	£132.00
4270	12/04/2021	Purchase Ledger	BHIB	Annual Insurance Premium	£2,158.97
4520	13/04/2021	Purchase Ledger	DWILKINS	Hanging Flags High Street	£300.00
4670	13/04/2021	Purchase Ledger	BEACON	Replacement Strip Light Office	£73.74
4255	19/04/2021	Purchase Ledger	ROZB	Zoom refund to Clerk	£14.39
4405	19/04/2021	Purchase Ledger	HERR	Website Training	£60.00
4520	19/04/2021	Purchase Ledger	ROZB	Refund Bunting Materials	£41.38
4810	19/04/2021	Purchase Ledger	ROZB	Expenses - Refund to Clerk	£32.63
4825	19/04/2021	Purchase Ledger	ROZB	Map Refund to Clerk	£30.60
4835	19/04/2021	Purchase Ledger	ROZB	Planning Refund to clerk	£322.00
4550	29/04/2021	Purchase Ledger	ESDC	Youth Booth - Rates	£225.24
4310	21/04/2021	Purchase Ledger	J Chesterfield	Cleaning	£ 24.00
4320	21/04/2021	Purchase Ledger	C Richards	Maintenance	£118.75
Additional Transfer to Market Hall			Refund VAT Quarter 3 and 4		£ 3,372.00
Additional Transfer to Market Hall			50% of Annual Grant		£ 8,000.00

Appendix B

Market Hall

Payments for Approval/Recording April 2021

for the period 01/04/2021 to 30/04/2021

105	06/04/2021	Cashbook	DD	Gas	EON	£ 66.07
4205	06/04/2021	Cashbook	DD	Electricity	EON	£ 85.39
4235	01/04/2021	Purchase Ledger	DD	Bank Charges	Barclays	£ 9.50
4310	01/04/2021	Purchase Ledger	INVOICE	Cleaning Materials	ESPO	£ 71.76
4320	01/04/2021	Purchase Ledger	INVOICE	Hinges for noticeboards	FISHERS	£ 5.70
4205	01/04/2021	Purchase Ledger	INVOICE	Waste Removal	NORSE	£ 56.00
4310	21/04/2021	Purchase Ledger	Invoice	Cleaning	J Chesterfield	£ 124.00
4320	21/04/2021	Purchase Ledger	Invoice	Maintenance	C Richards	£ 75.00
Additional Transfer			Refund VAT Quarter 3 and 4			£ 3,372.00
Additional Transfer			50% of Annual Grant			£ 8,000.00

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Date

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Appendix C

Saxmundham Town Council				
Payments May				
Centre	Date	Transaction Ref	Transaction Detail	Amount
4300	04/05/2021	PWLB	Loan repayment	£ 10,688.62
4205	05/05/2021	British Gas	Electric	£ 27.85
4235	06/05/2021	DD	Barclay Bank Charges	£ 14.40
4205	09/05/2021	DD	Gas Town house	£ 93.46
4000	10/05/2021	DD	Pension Contribution	£ 341.23
4205	13/05/2021	DD	Water Town House	£ 60.00
4520	05/05/2021	DWILKINS	Bunting hanging	£ 100.00
4220	13/05/2021	MARKET HAL	Rent Market Hall May- October	£ 462.50
4405	19/05/2021	HERR	Website Support	£ 210.00
4200	21/05/2021	JUDY	Office Cleaning	£ 135.00
4650	30/05/2021	CHRI	Town Caretaking	£ 50.00

Appendix D

Market Hall				
Payments & Income for the period 01/05/2021 to 31/05/2021				
Centre	Date	Transaction Ref	Transaction Detail	Amount
payments				
4200	05/05/2021	PHS - Removals Town House & Market Hall		£ 1,720.44
4310	10/05/2021	Repairs to hand dryers Vernon Redhead		£ 30.00
4320	14/05/2021	Legionella testing Cavendish		£ 130.00
4200	21/05/2021	J Chesterfield cleaning		£ 129.00
Income				
1090	06/05/2021	Interest		£ 0.53
1000	10/05/2021	Suffolk County Council Rent Testing centre		£ 1,000.00
1000	14/05/2021	Rent for elections		£ 300.00
1000	18/05/2021	Rent for AGM ESTA		£ 30.00

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