



# Saxmundham Town Council

Minutes of the Meeting of the Saxmundham Town Council  
7.00 pm 14 June 2021 Market Hall, Saxmundham

## In Attendance - Councillors:

Councillor Di Eastman (Vice-Chair)  
Councillor John Findlay  
Councillor John Fisher  
Councillor Charlotte Hawkins  
Councillor Nigel Hiley  
Councillor Roger Hedley Lewis  
Councillor James Sandbach  
Councillor. Jeremy Smith (Chair)  
Councillor Rose Webster

**Also present:** Rosalind Barnett (Town Clerk),

**Open Forum:** A member of the public raised the issue that the number of bikes on Greater Anglia Trains had been reduced and this was impacting on her business.

1 19/21TC	<b>Apologies and Approval of Absence</b> Apologies were received from Councillor T Lock
2 20/21TC	<b>Declarations of Interest and Consideration of Requests for Dispensations</b> No interests were declared.
3 21/21TC	<b>Minutes of the Previous Town Council Meeting</b> <b>RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on the 24 May 2021 with the amendment that Councillor J Fisher is the representative for ESTA and Councillor Hedley Lewis be listed as a tree warden.</b>
4 22/21TC	<b>County Councillor Report</b> The Chair invited County Councillor R Smith to give his report and congratulated him on his recent re-election. Councillor R Smith informed the Town Council that as well as being re-elected he has joined the County Council cabinet with the portfolio of Transport Strategy and Economic Development. He also raised the concern of a local resident about speeding traffic in the Town. It was agreed to arrange a meeting to discuss traffic issues in the Town. He shared the good news that the head of Public Health in Suffolk had stated that Suffolk has one of the lowest rates of COVID 19 infection in the country. He finished his report with an offer of £1,000 from the County Council Locality Grant to create a permanent memorial in Saxmundham to commemorate the Queen's Platinum Jubilee.
5 23/21TC	<b>District Councillor's Report</b> Councillor Fisher reported on the new electric bus service called Katch which provides a service between Wickham Market and Framlingham. Councillors expressed a desire that a route between Framlingham and Saxmundham be developed in the future.

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	District Councillor J Fisher informed councillors that the closing date on the second round of consultation on the boundary review is the 21 June 2021 10am -1pm. He also mentioned the by-election for Aldeburgh and Leiston ward on the 8 <sup>th</sup> of July.
6 24/21TC	<b>Chair's Report</b> The Chair reported that the Town Council's new website is now live and work continues on populating the business and community sections.
7 25/21TC	<b>Minutes of the Previous Committee Meetings</b> a) The Council received and noted the draft minutes of the Resources Committee held on the 24 May. (Appendix 1) b) The Council received and noted the draft minutes of the Planning and Development Control Committee held on the 19 May. (Appendix 2)
8 26/21TC	<b>Councillor Planning Day</b> a) Councillors agreed to attend a Strategy Planning Day on the 3 July 2021 at the Market Hall. Items for discussion will include asset acquisition, CIL priorities and Neighbourhood Plan. It was noted that it is good practice to review the aims and objectives of the Council annually to inform the Council's work programme.
9 27/21TC	<b>Financial Matters</b> a) The payments and receipts up to the 31 <sup>st</sup> of May 2021 were ratified. (Appendix A) The Clerk explained that she would be referring the PHS contract to the Resources Committee for further consideration. b) The Council received the income and expenditure report for the Town Council and Market Hall up to the 31 <sup>st</sup> of May 2021. c) The Council received the Bank Reconciliations for the Town Council and Market Hall up to the 31 <sup>st</sup> of May 2021.
10 28/21TC	<b>Christmas Lights</b> a) The Council considered the report on the costs and arrangements for the Christmas Lights contract. The Clerk reported that three companies had quoted, and the existing provider had provided full details as specified and was the best value submission received. Councillors asked whether the lights could be extended slightly this year and asked the Clerk to explore additions with Target Animation and bring any further costs to the July meeting. <b>RESOLVED: It was agreed to offer the Christmas Lights Contract to Target Animation for 3 years at a cost of £7950 per year.</b> b) It was noted that the newly formed events group had agreed to take lead on the Christmas Lights Switch On Event and a budget was required. The estimated costs included staging (£1000), entertainments (£1200), promotion (£200) security (£500) and road closure (£1600). <b>RESOLVED: The Council agreed to allocate £4500 as an indicative budget for the Christmas Lights Switch on Event.</b>
11 29/21TC	<b>Events Working Group</b> This item was brought forward in the meeting to allow a member of the public to take part. The Chair of the Council and the Chair of the Events Committee gave a verbal update on the Events working group. Ideas were shared for the events programme for the

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	<p>celebrations of the 750<sup>th</sup> anniversary of the Market Charter. The Council recommended that the Queen's Platinum Jubilee events be separate from the 750<sup>th</sup> anniversary celebrations.</p> <p><b>RESOLVED: The Council agreed to launch the planning of the celebrations of the 750<sup>th</sup> anniversary of the Market Charter and invite organisations in the Town to take part.</b></p>
<p>12 30/21TC</p>	<p><b>Neighbourhood Plan</b></p> <p>a) The Chair reported that the appointment of the consultants had helped the Neighbourhood Plan Steering Group make good progress on the plan. They have received and are completing the policies required and are finalising the design principles for the Town Centre based on the work provided by AECOM.</p> <p>b) The Council noted the receipt of the £9900 grant from Groundwork UK.</p> <p><b>RESOLVED: The Council approved that the £9900 grant be spent as per grant application.</b></p>
<p>13 31/21TC</p>	<p><b>Annual Governance and Accountability Return 20/21</b></p> <p>a) The Council received and considered the report of the internal auditor completed 27/5/2021 by Suffolk Association of Local Councils (SALC).</p> <p>b) The Council noted that the Responsible Financial Officer will undertake the following actions in relation to recommendations within the internal audit.</p> <ul style="list-style-type: none"> <li>• Record in the minutes that the final approved budget had been circulated to councillors.</li> <li>• Ensure that the internal audit process is reviewed in June 2021.</li> <li>• Ensure privacy statement and access statement are installed on the new website in June 2021.</li> <li>• Ensure that the Council has access to deeds and land registry records for land/property owned by the Town Council by the end of the financial year. Councillors noted that this will potentially cost the Council to get land registry copies or to register any unregistered assets.</li> </ul> <p>c) The Council received the final version of the Approved budget for 2021-2022 (Appendix B)</p> <p>d) The Council reviewed the provision of internal audit service provided by SALC. The Clerk reported that SALC were very thorough on the Council processes and that as a returning Clerk she had found this useful and recommended that the Council stay with SALC for 2022-23.</p> <p>e) The Council noted the completion of the Internal Controls review and receipt of the report completed by Councillor Eastman on the 25/5/2021.</p> <p>f) The Council considered the Annual Governance and Accountability Return (AGAR) for 2020– 2021 and associated papers and processes for external audit</p> <p><b>RESOLVED: The Council approved the Annual Governance Statements (Appendix C)</b>  <b>RESOLVED: The Council approved the internal audit report (Appendix D)</b>  <b>RESOLVED: The Council approved the Accounting Statements and income Expenditure Account, significant variations, and bank reconciliation (Appendix E).</b>  <b>RESOLVED: The Council approved the period for the exercise of public rights 15 of June - 26 of July</b></p> <p>g) <b>RESOLVED: The Council approved the Bank signatories for the Barclays Account - Councillors J Smith, J Fisher and J Findlay, R Barnett (Clerk and initiator of electronic payments).</b></p>

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	<p><b>RESOLVED: The Council approved the Bank signatories for the Cambridge Building Society Account</b>  <b>Councillors J Smith, D Eastman J Fisher and J Findlay, R Barnett (Clerk).</b>  <b>RESOLVED: The Council approved the appointment of the Bank Reconciliation Signatories (Not Barclays Account Signatories) - Councillor D Eastman, N Hiley (Reserve)</b>  <b>RESOLVED: The Council approved appointment of the Internal Controller - Councillor D Eastman</b></p>
14 32/21TC	The Council approved Councillor Hedley Lewis's request to conduct a survey of Prior's Grange Phase 2 development. It is hoped that any feedback gained will help inform future developments within the Town.
15 33/21TC	<p><b>Reports from Councillor representatives on other organisations.</b>  Councillor Eastman reported that IP17 GNS had a had a positive meeting with Trustees and Team Leaders.  The Chair reported on recent correspondence with Dr Havard and suggested that a formal meeting be arranged to discuss the future of health services in the area including health centre proposals.  Councillors Hiley and Sandbach reported that they are attending the Sizewell C hearings and have resubmitted the Town Council's existing position statements and points. They asked Council to note that the next round of consultations will be on specific issues such as transport or the economy.</p>
16 34/21TC	<p><b>Correspondence</b>  The Council noted the correspondence received since the last meeting. The Council asked the Clerk to suggest to Greater Anglia Railways that they use historic photographs of the Town on the train station windows.</p>
17 35/21TC	<b>A motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960</b> was approved, on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the business being transacted.
18 31/21TC	<p>The Council discussed a written report from the Chair on the request from the Gannon Institute Charity. The existing trustees have approached the Town Council to ask it to take on responsibility for the Charity. Councillors Hiley, Hedley Lewis and Sandbach offered to become Trustees..</p> <p><b>RESOLVED to agree that in principle the Town Council is willing to take over responsibility for the Gannon Institute charity, if satisfied that the benefits to the town and residents would be commensurate with the costs, when these have been identified, and if the existing trustees wish the Council so to do;</b>  <b>RESOLVED to get a survey of the Gannon Rooms carried out for the Town Council at a cost not to exceed £2000.</b>  <b>RESOLVED: To authorise the Clerk and Chair of the Council to contact the Charity Commission to explore options for the trust's future governance, including the possibility of the Town Council becoming sole Managing Trustee.</b>  <b>RESOLVED: to authorise the Clerk, with the concurrence of the Chair, to seek legal advice if deemed necessary, at a cost not to exceed £1500.</b></p>

The meeting closed at (9.48) p.m.

Roz Barnett

Clerk/RFO to Saxmundham Town Council

Station Approach

Saxmundham, IP17 1BW

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