



RESOURCES COMMITTEE

26 JULY 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL

Agenda item 3 - Appendix 1

Minutes of the Resource Committee Meeting 28 June 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/>

114/20R	Apologies for Absence The Clerk reported that no apologies were received.
115/20R	Declarations of Interest None were declared.
116/20R	Minutes of the Previous Meeting RESOLVED: The minutes of the 24 May 2021 were adopted as a true and accurate record.
117/20R	Finance <ul style="list-style-type: none">a) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Town Council (Appendix A) It was noted that the item listed R Barnett phone should have been recorded as salary 2 and that the caretaking payment of £50 was for a contractor.b) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Market Hall (Appendix B)c) The Committee approved one payment for May for the Market Hall payable to JT Wilding for £215 as this was above agreed amount as the contractor did a temporary repair to a leaking water tank while on site.d) The Committee received the May budget and spending report For the Town Council.e) The Committee received the May budget and spending report for the Market Hall. The Committee asked the Clerk to ensure the dates were correct at the top of the report.
118/20R	Operational Matters 1097.79 <ul style="list-style-type: none">a) The Committee noted the PHS contracts for sanitary services and hand sanitisers for the Market Hall (£1097.79) and Town House (£623.65). The contracts had been finalised in July 2020 during the pandemic to secure hand sanitiser supplies when the Clerk had used delegated powers.b) The Committee noted that the HP Inkjet printer is not being used now that staff are in the office. HP have remotely locked the printer as we are no longer paying the monthly ink fee.c) The Clerk explained that the Council had been contacted regarding the rates at the Youth Booth. She has passed the demand onto CYDS who will come back to the Council if they are not eligible for a 100% reduction.

119/20R	<p>Direct Debits and Subscriptions</p> <p>List of Direct Debits</p> <p>The following Direct Debits will be transacted against Saxmundham Town Council during the financial year 2021 - 2022</p> <table border="1" data-bbox="347 338 1465 898"> <thead> <tr> <th>Supplier</th> <th>Item</th> <th>£ inc. VAT</th> <th></th> </tr> </thead> <tbody> <tr> <td>Anglian Water Business</td> <td>OPS water & Sewerage</td> <td>£ 60.00</td> <td>Monthly</td> </tr> <tr> <td>BNP Paribas Leasing Solutions</td> <td>Photocopier</td> <td>£ 238.80</td> <td>Monthly</td> </tr> <tr> <td>British Gas</td> <td>OPS Electricity</td> <td>Variable</td> <td>Monthly</td> </tr> <tr> <td>BT</td> <td>Phone & Broadband</td> <td>Variable</td> <td>Monthly</td> </tr> <tr> <td>BT</td> <td>Phone</td> <td>£26.40</td> <td>Monthly</td> </tr> <tr> <td>Corona Corporate Solutions</td> <td>Paper/ink Photocopier</td> <td>Variable</td> <td>Quarterly</td> </tr> <tr> <td>ICO</td> <td>Certificate</td> <td>£ 35.00</td> <td>Annual</td> </tr> <tr> <td>PHS Market Hall</td> <td>Sanitary disposal & hand sanitiser</td> <td>£ 1,316.59</td> <td>Annual</td> </tr> <tr> <td>PHS Town council</td> <td>Sanitary disposal & hand sanitiser</td> <td>£ 748.38</td> <td>Annual</td> </tr> <tr> <td>Opus Gas</td> <td>OPS Gas heating</td> <td>Variable</td> <td>Monthly</td> </tr> <tr> <td>PWLB</td> <td>Repayment of Loan</td> <td>£10,688.62</td> <td>bi-annual</td> </tr> <tr> <td>EON</td> <td>Gas Electric</td> <td>Variable</td> <td>Monthly</td> </tr> <tr> <td>Southern Electric</td> <td>Replace Eon from Sept</td> <td>Variable</td> <td>Monthly</td> </tr> </tbody> </table> <p>RESOLVED The Committee approved the list of Direct Debits for 2021-22.</p> <p>a) The Committee discussed the subscriptions for 2021-22</p> <p>RESOLVED: The following Subscriptions were agreed</p> <ol style="list-style-type: none"> SALC (Paid £ 1054) OS Maps (LY £25) East Suffolk Travelling association (Paid LY for 4 years) Data Protection Office (LY £35) Parish Online (Free with BHIB Insurance) Zoom (£159.90 Annual Subscription replaces monthly) Hallmaster (£187) Rural Services Partnership (£110) Society of Local Council Clerks (£220, If the Clerk decides to join) 	Supplier	Item	£ inc. VAT		Anglian Water Business	OPS water & Sewerage	£ 60.00	Monthly	BNP Paribas Leasing Solutions	Photocopier	£ 238.80	Monthly	British Gas	OPS Electricity	Variable	Monthly	BT	Phone & Broadband	Variable	Monthly	BT	Phone	£26.40	Monthly	Corona Corporate Solutions	Paper/ink Photocopier	Variable	Quarterly	ICO	Certificate	£ 35.00	Annual	PHS Market Hall	Sanitary disposal & hand sanitiser	£ 1,316.59	Annual	PHS Town council	Sanitary disposal & hand sanitiser	£ 748.38	Annual	Opus Gas	OPS Gas heating	Variable	Monthly	PWLB	Repayment of Loan	£10,688.62	bi-annual	EON	Gas Electric	Variable	Monthly	Southern Electric	Replace Eon from Sept	Variable	Monthly
Supplier	Item	£ inc. VAT																																																							
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Southern Electric	Replace Eon from Sept	Variable	Monthly																																																						
120/20R	<p>Laptop for Environment Co-ordinator</p> <p>RESOLVED The Committee approved the purchase of a laptop for the environment co-ordinator at a cost of £570. The Committee noted that this would create an overspend in the IT budget.</p>																																																								
121/20R	<p>Community Signage Project</p> <p>The Clerk reported that the Grant from East Suffolk of £3,024 would not cover the full costs of the project estimated at £6214. She reported that there was a shortfall of £3190. The Committee suggested that the £600 installation costs be taken from 4650 General Maintenance and the rest of the Project Costs be coded against a new code which included the £1000 for Noticeboard already in the budget. This would leave an overspend of £1590.</p>																																																								
122/20R	<p>Small Grant Applications</p> <p>The Clerk reported that no applications had been received.</p>																																																								

Meeting finished 3.40 pm
Roz Barnett Clerk/RFO

Appendix A

Saxmundham Town Council				
Town Council Payments and Receipts 31/05/2021				
Date	Cheque/Ref	Amnt Paid	Amnt Banke	Payee Name or Description
Expenditure				
04/05/2021	DD	£10,688.62		Public Works Loan Board - Loan Repayment
06/05/2021	DD	£ 14.40		Barclays Bank - Bank Charges
09/05/2021	DD	£ 93.46		Opus Energy - Gas
10/05/2021	DD	£ 341.23		NEST Pensions
11/05/2021	DD	£ 60.00		Anglian Water
12/05/2021	DD	£ 27.85		British Gas - Electric
13/05/2021	TRANSFER	£ 123.58		British Telecom
14/05/2021	TRANSFER	£ 31.99		British Telecom WIFI
24/05/2021	TRANSFER	£ 2,539.85		Rosalind Barnett - Phones
24/05/2021	TRANSFER	£ 934.78		Salary 1
27/05/2021	TNSFR	£ 120.00		Market Hall Refund Morgan Fire risk assessment
27/05/2021	TNSFR	£ 65.00		Market Hall Refund VC Redhead Maintenance
27/05/2021	552063	£ 60.00		Community Action Suffolk - Old website domain
27/05/2021	Grant97/20	£ 500.00		St John's Church Grant
27/05/2021	4255	£ 249.66		Red Dune Ltd. IT Support
27/05/2021	6025945	£ 47.22		Eastern Shires Purchasing - Stationery
27/05/2021	5563	£ 210.00		Herring Bone Design Ltd.- Website support
27/05/2021	INV17	£ 135.00		Judy Chesterfield - Cleaning
27/05/2021	SAX Bunt	£ 100.00		Dean Wilkins - Bunting
27/05/2021	invoice	£ 50.00		Chris Richards - Caretaking
Income				
06/05/2021	Interest		£ 2.10	Receipt(s) Banked - Interest
14/05/2021	Grant NP		£ 9,900.00	Receipt(s) Banked Grant for Neighbourhood Plan
		£16,392.64	£ 9,902.10	

Date: 02/06/2021

Saxmundham Town Council

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Time: 17:51

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/05/2021		238,685.54
			<u>238,685.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,685.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,685.54
		Balance per Cash Book is :-	238,685.54
		Difference is :-	0.00

Appendix B

Market Hall payments and receipts 31 of May

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
Payments May				
23/04/2021	8854455	£ 153.06		Wave Water
04/05/2021	DD	£ 213.94		EON Gas
05/05/2021	A100188965	£ 2,064.53		PHS Annual charge (Includes Town House £748.38)
06/05/2021	DD	£ 8.10		Barclays Bank charges
11/05/2021	DD	£ 59.21		EON electric
14/05/2021	421&428	£ 95.00		V.C. REDHEAD Hand driers (Includes £65 Town House)
14/05/2021	33116	£ 53.10		East Anglia Leisure lighting clips for hanging
14/05/2021	5563	£ 30.00		Herringbone Design Ltd website update
14/05/2021	138121	£ 156.00		Cavendish laboratories -legionella testing
14/05/2021	6025946	£ 204.18		ESPO - Cleaning supplies
21/05/2021	May 21	£ 129.00		J Chesterfield Cleaning
30/05/2021	Fire Risk	£ 420.00		Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House)
Income May				
06/05/2021	Interest		£ 0.53	Barclays Loyalty reward
10/05/2021	Rent-TestC		£ 1,000.00	Rental Covid Centre April
14/05/2021	RentElec		£ 300.00	Rental Elections
18/05/2021	RentESTA		£ 30.00	Rental ESTA
25/05/2021	Refund		£ 65.00	Refund from Town Council for VC Redhead Invoice
25/05/2021	Refund		£ 120.00	Refund from Town Council for Morgan Fire Invoice
		£ 3,586.12	£ 1,515.53	

Date: 02/06/2021

Market Hall

Page 1

Time: 12:12

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c**

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,925.08
			<u>14,925.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,925.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,925.08
		Balance per Cash Book is :-	14,925.08
		Difference is :-	0.00

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

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

Agenda item 4a – Appendix 2 - To note payments and receipts and reconciliation reports for June for the Town Council (Appendix 2)

Saxmundham Town Council Payments and Receipts June 2021				
Receipts				
07/06/2021	BACS		£ 2.80	Barclays Loyalty Reward
18/06/2021	BACS		£ 150.00	Stocks Rent Memorial Field
Payments				
04/06/2021	DD	£ 370.94		NEST Pensions
07/06/2021	DD	£ 17.20		Barclays Bank Charges
09/06/2021	DD	£ 60.00		Anglia Water Town House
18/06/2021	DD	£ 135.71		British Gas Electric Town House
28/06/2021	TRANSFER	£ 339.08		Salary 1
28/06/2021	TRANSFER	£ 991.24		salary 2
28/06/2021	TRANSFER	£ 2,539.85		Salary 3
28/06/2021	DD	£ 31.99		British Telecom WIFI
28/06/2021	DD	£ 123.58		British Telecom Telephone
30/06/2021	TRANSFER	£ 22.28		Fishers Ironmongers Maintenance
30/06/2021	TRANSFER	£ 13.95		H G Crisp Stationery
30/06/2021	TRANSFER	£ 96.00		RW Curle PAT Testing
30/06/2021	TRANSFER	£ 580.80		Internal Audit SALC
30/06/2021	TRANSFER	£ 3,424.80		Fitzpatrick Woolmer finger posts
30/06/2021	TRANSFER	£ 422.46		IT Support and 360 package
30/06/2021	TRANSFER	£ 245.00		Design Folk website security & hosting
30/06/2021	TRANSFER	£ 146.88		ESPO Cleaning Materials
30/06/2021	TRANSFER	£ 110.80		JT WILDING boiler service Town House
30/06/2021	TRANSFER	£ 108.00		Town House Cleaning
30/06/2021	TRANSFER	£ 99.75		V C Redhead Hanging basket stand
30/06/2021	TRANSFER	£ 81.60		Leiston Press Annual Report
30/06/2021	TRANSFER	£ 6,500.00		IP17 Good Neighbour Scheme Grant
30/06/2021	TRANSFER	£ 1,344.00		L F Geater & Sons Ltd Hanging baskets
30/06/2021	TRANSFER	£ 381.52		Refund Expenditure Clerk
30/06/2021	TRANSFER	£ 264.00		Anglia fire security (Servicing, includes MH)
30/06/2021	TRANSFER	£ 35.98		Refund Roger Hedley Lewis
30/06/2021	Overpayment	£ 0.01		Roger Hedley Lewis
Totals		£18,487.42	£ 152.80	

Date: 07/07/2021

Saxmundham Town Council

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Time: 16:18

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/05/2021		219,842.67
			219,842.67
Unpresented Cheques (Minus)		Amount	
28/06/2021 TRANSFER Market Hall		748.38	
			748.38
			219,094.29
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			219,094.29
		Balance per Cash Book is :-	219,094.29
		Difference is :-	0.00

Market Hall Payments and Receipts June 2021				
Date		Amnt Paid	Amnt Bank	Payee & Description
Receipts				
02/06/2021	BACS		£ 100.00	Rent MH25&MH26
07/06/2021	BACS		£ 0.88	Barclays Loyalty Reward
09/06/2021	BACS		£ 22.50	Rent MH24
23/06/2021	Cheque		£ 30.00	Rent MH21
Payments				
02/06/2021	DD	£ 63.04		EON Gas Market Hall
07/06/2021	DD	£ 9.50		Barclays Bank
08/06/2021	DD	£ 44.04		EON Electric Market Hall
30/06/2021	TRANSFER	£ 258.00		JT Wilding Boiler Servicing & leak repa
30/06/2021	TRANSFER	£ 67.20		RW Curle Pat Testing
30/06/2021	TRANSFER	£ 450.00		T Buxbaum Architect Drawings
30/06/2021	TRANSFER	£ 93.00		J Chesterfield Cleaning
30/06/2021	TRANSFER	£ 54.93		Refund Town Clerk storage containers
30/06/2021	TRANSFER	£ 16.59		J. T PEGG equipment understage
		£1,056.30	£ 153.38	

Date: 05/07/2021

Market Hall

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Time: 14:49

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,022.16
			<u>14,022.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/06/2021 TRANSFER	Saxmundham Town Council	1,397.09	
28/06/2021 TNSFR	Saxmundham Town Council	135.00	
			<u>1,532.09</u>
			12,490.07
<u>Receipts not Banked/Cleared (Plus)</u>			
28/06/2021 PHSREFUND		748.38	
			<u>748.38</u>
			13,238.45
		Balance per Cash Book is :-	13,238.45
		Difference is :-	0.00

Agenda item 4c – Appendix 4

Town Council Payments for July – No payments requiring additional approval.

Saxmundham Town Council July 2021			
Receipts			
Date	Transaction Detail	Net Amount	Approval
05/07/2021	Insurance refund Market Hall	£ 1,397.09	
05/07/2021	Broadband refund	£ 135.00	
05/07/2021	Loyalty reward	£ 1.40	
	Total receipts	£ 1,533.49	
Payments			
Date	Transaction Detail	Net Amount	Approval
06/07/2021	Pension Contributions	£ 347.59	Annual Approval
21/07/2021	Salary 1	£ 2,539.85	Annual Approval
21/07/2021	Salary 2	£ 991.24	Annual Approval
21/07/2021	Salary 3	£ 367.19	Annual Approval
	Refund to Clerk, Annual Zoom		Annual Approval
22/07/2021	Subscription, Refreshments strategy day	£ 150.67	Affiliation Approval
01/07/2021	ESPO Cleaning Materials	£ 30.05	Annual Approval
01/07/2021	WAVE - Water Town House	£ 40.00	Annual Approval
01/07/2021	British Gas Electricity Town House	£ 67.91	Annual Approval
01/07/2021	OPUS Gas Town House	£ 13.13	Annual Approval
01/07/2021	Barclays Bank Charges June	£ 11.60	Annual Approval
01/07/2021	Whites Stationery Strategy day	£ 20.23	Annual Approval
01/07/2021	BNPP Photocopying	£ 239.00	Annual Approval
01/07/2021	Affiliation Rural Market Town	£ 110.00	Affiliational Approval
01/07/2021	Aldridge - Survey of Gannon Rooms	£ 1,500.00	Minute Number
01/07/2021	Herring Bone - Website Support	£ 120.00	Minute Number
01/07/2021	SCNO Bin Replacement Harpers Lane	£ 515.00	Minute Number
01/07/2021	SCNO Refuse collection Town house	£ 46.67	Annual Approval
01/07/2021	Survey Solutions Survey Memorial Field	£ 995.00	Minute Number
01/07/2021	SCNO Market Waste May-June	£ 139.88	Annual Approval
01/07/2021	Market waste July	£ 68.98	Annual Approval
07/07/2021	Red Dune Laptop Environment co-ordinator	£ 570.00	Minute Number
07/07/2021	ESPO Toilet Rolls	£ 20.90	Annual Approval
12/07/2021	Leiston Press Play Park Signage	£ 115.00	Minute Number
13/07/2021	Compass Stage 1a Consultant NP	£ 1,485.00	Minute Number
13/07/2021	IT Support	£ 208.05	Annual Approval
13/07/2021	BT Phone service package	£ 102.98	Annual Approval
13/07/2021	Electrical Testing Lampost Testing	£ 860.00	Minute Number
13/07/2021	ESPO Fire Signage Town House	£ 17.80	Annual Approval
16/07/2021	Rachael -1a Consultancy. NP	£ 215.10	Annual Approval
21/07/2021	J Chesterfield Cleaning Town House	£ 132.00	Annual Approval
28/07/2021	BT Mobile Rental Charge	£ 26.66	Annual Approval
	Total Payments	£ 12,067.48	

Market Hall Payments for July – No payments requiring additional approval.

Market Hall				
for the period 01/07/2021 to 31/07/2021				
Income				
Date	Source	Transaction Detail	Net Amount	Approval
05/07/2021	Cashbook	Barclays Loyalty Reward	£ 1.49	
09/07/2021	Cashbook	Art Station Rent Dance Workshops	£ 75.00	
19/07/2021	Cashbook	ABC Radio Licence April, May, June	£ 600.00	
22/07/2021	Cashbook	Town Council Rent April-June	£ 282.50	
		Total	£ 958.99	
Expenditure				
Date	Source	Transaction Detail	Amount	Approval
01/07/2021	Purchase Ledger	EON Gas Market Hall	£ 40.32	Annual Approval
01/07/2021	Purchase Ledger	EON Electricity Market hall	£ 169.64	Annual Approval
05/07/2021	Purchase Ledger	Barclays Bank Charges	£ 11.95	Annual Approval
07/07/2021	Purchase Ledger	Red Dune WIFI Cabinet	£ 244.72	Minute Number
21/07/2021	Purchase Ledger	J Chester field Cleaning July	£ 123.00	Annual Approval
21/07/2021	Purchase Ledger	Rosie Hoare Blues Brothers Event Float	£ 400.00	Minute Number
		Total	£ 989.63	

07/07/2021		Saxmundham Town Council				Page 1		
17:18		Detailed Income & Expenditure by Account 01/07/2021						
Month No: 4		Account Code Report						
		Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>								
1076	Precept	0	115,385	222,999	107,614			51.7%
1090	Bank Interest	0	7	1,000	993			0.7%
1100	Market Income	0	0	500	500			0.0%
1150	Other Income	0	10,050	4,885	(5,165)			205.7%
1305	Community Partnership	0	3,024	0	(3,024)			0.0%
1900	CIL Income	0	30,758	0	(30,758)			0.0%
Total Income		0	159,224	229,384	70,160			69.4%
<u>Expenditure Detail</u>								
4000	Staff Salaries Tax/NI/Pension	0	11,903	69,000	57,097		57,097	17.3%
4050	Clerks Expenses	0	0	200	200		200	0.0%
4055	Other Staff Costs	0	0	150	150		150	0.0%
4095	Training	0	0	500	500		500	0.0%
4100	Chairman's Allowance	0	0	200	200		200	0.0%
4105	Councillors Expenses	0	0	350	350		350	0.0%
4110	Chairman's Reception	0	0	250	250		250	0.0%
4120	Councillor Training	0	25	1,250	1,225		1,225	2.0%
4200	Office Cleaning	0	918	1,500	582		582	61.2%
4205	Office Utilities	0	939	2,500	1,561		1,561	37.5%
4220	Hire of hall for mtgs	0	745	900	155		155	82.8%
4225	Advertising	0	0	500	500		500	0.0%
4230	Audit Fees	0	459	1,250	791		791	36.7%
4235	Bank Charges	0	47	240	193		193	19.5%
4240	Postage	0	0	30	30		30	0.0%
4245	Printing & Stationery	0	895	1,800	905		905	49.7%
4250	Subscriptions	0	1,184	1,700	516		516	69.7%
4255	IT support & Software	0	1,161	1,800	639		639	64.5%
4260	Telephone/Broadband	0	416	1,550	1,134		1,134	26.8%
4265	Equipment	0	0	1,000	1,000		1,000	0.0%
4270	Insurance	0	2,159	1,000	(1,159)		(1,159)	215.9%
4280	Supplies & Petty Cash Items	0	83	250	167		167	33.4%
4285	Consultants	0	0	1,500	1,500		1,500	0.0%
4300	Loan Repayment	0	10,689	21,400	10,711		10,711	49.9%
4400	Newsletter & Publicity	0	68	5,664	5,596		5,596	1.2%
4405	Website	0	601	1,500	899		899	40.1%
4500	Market Hall	0	8,000	16,000	8,000		8,000	50.0%
4505	Christmas Event (s145)	0	0	11,000	11,000		11,000	0.0%
4510	Other Grants	0	500	9,000	8,500		8,500	5.6%
4520	Other Events (s145)	0	441	15,000	14,559		14,559	2.9%
4550	Youth Provision	0	225	9,000	8,775		8,775	2.5%

Detailed Income & Expenditure by Account 01/07/2021

Month No: 4

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 S137 Purchases	0	0	500	500		500	0.0%
4560 Other S137 Grants	0	0	1,000	1,000		1,000	0.0%
4599 Covid 19 Emergency Fund	0	6,500	13,000	6,500		6,500	50.0%
4605 Notice Board	0	2,507	0	(2,507)		(2,507)	0.0%
4650 General STC Maintenance	0	569	15,000	14,431		14,431	3.8%
4670 OPS building maintenance	0	764	3,500	2,736		2,736	21.8%
4675 Youth Booth Maintenance	0	40	2,500	2,460		2,460	1.6%
4705 NP Other Costs	0	0	6,000	6,000		6,000	0.0%
4800 Youth Booth	0	911	0	(911)		(911)	0.0%
4805 Events	0	49	0	(49)		(49)	0.0%
4810 Saxmundham In Bloom	0	1,203	3,000	1,797		1,797	40.1%
4815 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%
4820 Play inspection	0	0	400	400		400	0.0%
4825 Market rubbish	0	26	1,500	1,475		1,475	1.7%
4830 Street Furniture	0	0	2,000	2,000		2,000	0.0%
4835 Markets and Tourism	0	268	1,000	732		732	26.8%
Total Overhead	0	54,294	229,384	175,090	0	175,090	23.7%
Total Income	0	159,224	229,384	70,160			69.4%
Total Expenditure	0	54,294	229,384	175,090	0	175,090	23.7%
Net Income over Expenditure	0	104,930	0	(104,930)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	30,758					
Movement to/(from) Gen Reserve	0	74,172					

Agenda item 4e – Appendix 6

Income and expenditure report for the Market Hall up to the 30 June 2021

05/07/2021		Market Hall				Page 1	
15:43		Detailed Income & Expenditure by Account 05/07/2021					
Month No: 4		Account Code Report					
	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall Hire	0	1,483	4,120	2,638			36.0%
1020 Grants	0	8,000	16,000	8,000			50.0%
1050 Other Income	0	789	1,600	811			49.3%
1090 Bank Interest	0	2	0	(2)			0.0%
Total Income	0	10,273	21,720	11,447			47.3%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NI/Pension	0	222	3,500	3,278		3,278	6.3%
4205 Utilities	0	599	3,000	2,401		2,401	20.0%
4235 Bank charges	0	27	100	73		73	27.1%
4240 License Fee	0	0	300	300		300	0.0%
4260 Telephone/Broadband	0	135	1,250	1,115		1,115	10.8%
4270 Insurance	0	1,397	1,500	103		103	93.1%
4280 Consultancy	0	450	2,070	1,620		1,620	21.7%
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%
4310 Cleaning and general materials	0	2,309	500	(1,809)		(1,809)	461.9%
4320 General repairs	0	786	5,000	4,214		4,214	15.7%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	30	750	720		720	4.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	0	5,956	21,720	15,764	0	15,764	27.4%
Total Income	0	10,273	21,720	11,447			47.3%
Total Expenditure	0	5,956	21,720	15,764	0	15,764	27.4%
Net Income over Expenditure	0	4,318	0	(4,318)			
Movement to/(from) Gen Reserve	0	4,318					

Agenda item 5a Operational Matters – Appendix 7

- a) The Resources Committee delegated the decision on the photocopier contract to the Clerk and the Chair of the Committee at the February Committee meeting. The contract for ‘BNP Paribas Leasing’ according to our records was entered into in July 2017 for five years and expires in August 2022. The current provider has agreed to reduce the quarterly rental to £270.52. The nearest comparative cost secured by the Clerk was for £283.82. The Clerk has arranged to extend the existing contract for one year at a cost saving of £460 per annum.

Agenda item 5b Operational Matters – Appendix 8

- b) The Scouts are requesting a payment for the electricity from the Youth Booth. Electrical power to the Youth Booth goes via the Scout Hut and the usage is monitored on a sub-meter. The scouts have not issued an invoice to Access Community Trust since March 2019 so there is over 2 years’ worth of supply to be reimbursed. Please see figures below.

Billing Address:

Access Community Trust – Youth Booth,
Memorial Field, Saxmundham

For:

Electricity Usage - Youth Booth

DESCRIPTION	AMOUNT
Electricity Meter Readings as at 31 March 2019 <u>: 7490 units</u>	
Electricity Meter Readings as at 18 May 2021 <u>: 16383 units</u>	
8893 units @ 14.953p	1329.77
<u>plus</u> VAT 20%	265.95
(Opus Energy Fixed Tariff)	
TOTAL	1595.72

There is also a manhole cover at the back of the building that has been removed. This has been reported to the Scouts and the Town Council considers it to be their responsibility. This is a hazard and the Town Council are seeking a quote for the replacement. The Clerk has not been able to locate a copy of the lease in the records and has contacted the local solicitor to see if they have a copy.

Agenda item 6 – Appendix 9

Item no:	6
Report dated:	Thursday, 22 July 2021
To the:	Resources Committee
Meeting on:	26 July 2021
Subject:	Banking Arrangements
Contact/author:	Roz Barnett – Town Clerk

1.0 Current Banking issues

- 1.1 Saxmundham Town Council currently holds accounts with the Cambridge Bank and Barclays Bank.
- 1.2 Two accounts are held with the Barclays bank; the first is the Town Council Account and the second is used for the Market Hall Trust. The current banking fee is £6 a month and 35p per transaction. They also provide a loyalty reward. (£17.64 received 2020-21)
- 1.3 There are three main ongoing problems with Barclays Bank:
 - 1.3.1 **Poor customer care:** to make a mandate change you must wait a minimum of 45 minutes before someone at a call centre answers the phone. They recently never received the request for a banking card which requires the Clerk to go through the process again. Their poor administration incurs additional costs to the Council.
 - 1.3.2 **Ethical banking:** Barclays have been cited as having continued investment in fossil fuels and deforestation. <https://www.ethicalconsumer.org/money-finance/whats-wrong-hsbc-barclays>
 - 1.3.3 **Dual Authorisation:** Barclays only offer dual authorisation which means that only one councillor can authorise payments. They also have unnecessary verification processes for regular payments which is inefficient.
 - 1.3.4 **Authorisations for regular payees:** There are unnecessary security processes for regular payees which are time consuming.

2.0 Proposal to consider moving to Unity Bank

- 2.1 Many Towns councils bank with Unity Trust Bank as they offer triple authorisation, consequently, they offer specialist sector knowledge. [Who we help | Unity Trust Bank](#)
The Unity bank has strong ethical standards investing in local communities and sustainable projects. <https://www.ethicalconsumer.org/money-finance/shopping-guide/ethical-business-banking>
- 2.2 They have excellent customer care and aim to answer the phone within 15 seconds by a person who is trained to deal with the business of the bank.
- 2.3 As well as being socially responsible, they are financially sustainable and have been a fully independent bank since 2015.

- 2.4 Unity Trust Bank offers:
 - 2.4.1 Online and telephone banking, Online or paper statements,
 - 2.4.2 Cheque book/ paying-in book upon request,
 - 2.4.3 Triple authorisation of payments through online banking
 - 2.4.4 Charges are £6 per month and 15p per individual debit and credit transaction
 - 2.4.5 No credit interest is paid
 - 2.4.6 No debit card is available. However, a charge card is available – the Unity Corporate MultiPay Card for which the charges are an initial £50 set-up fee and £3 per month for each card held.
 - 2.4.7 They offer a service for a seamless transfer of all accounts and transactions.

3.0 Recommendation.

That the Resources Committee recommend to the Town Council that they move their business bank accounts to the Unity Bank at an appropriate time.

Agenda item 8 – Market Hall Committee Request - Appendix 10

To consider request from the Market Hall Committee for additional resources for the kitchen refurbishment

Details of Work	Prices received
Costs previously acquired for the Kitchen Refit	
Supply of the Stainless-Steel Units Three different companies were approached for the supply of the kitchen units, sinks and taps.	Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Cladding and flooring £3956 plus Vat Total £8264 (Does not include dishwasher)
Building Works related to removal of existing kitchen, preparation of walls and the installation of the new kitchen. Three different companies/individuals were approached for the building works.	Only one quote has been received for the removal of the kitchen £420+ vat All repairs to walls would be charged at £22.50 per hour+ materials+ vat Estimated costs £1500
Complete costs of works	Gratte Brothers Catering Equipment Ltd 3 Crompton Road, Stevenage, Hertfordshire Quoted cost £26,968
The Clerk Advertised on the national contracts finder website and listed the job on three builder job sites.	
Received one quote related to removal of existing kitchen, preparation of walls and the installation of the new kitchen.	DBS Projects for works and materials excluding kitchen supply. Sub Total £13,879.49 Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Total £18,547.49 The contractor is available from September to complete the works. Some savings could be made on the specification but would suggest a budget of £18,500 to allow for contingencies.

There is currently £6,000 in the Market Hall budget, £2000 grant funding is secured.

To request a grant from the Town Council for the Market Hall for £10,500 for the refurbishment of the kitchen.

This will leave the Market Hall financially vulnerable if any additional essential maintenance is required and the Town Council could be approached for additional support later in the year.

Agenda item 9 – Appendix 11

Saxmundham Town Council Volunteer Agreement

The intention of this agreement is to show you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one. It is also to ensure that you understand your responsibilities and duties as a volunteer.

Saxmundham Town council offers the following to their volunteers:-

1. Induction and training

- To provide information and training, to assist you in meeting the responsibilities of your volunteering role

2. Supervision, support and flexibility

- To provide a nominated member of staff to be your link to volunteering opportunities in the council.

3. Expenses

- To reimburse any agreed expenses
- To provide refreshments/snacks when volunteering for long period of time.

4. Health and safety

- To provide information about health and safety and ensure any activities undertaken are properly risk assessed.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;

8. Safeguarding

- To provide you with information and details of the procedures for reporting any concerns that you may have about safeguarding.
- We will look after your personal information ensuring data protection.

Saxmundham Town Council expects you to:-

1. Help Saxmundham Town Council deliver services to the people of Saxmundham.
2. Read information and attend training provided by the Town Council.
3. Contact your nominated member of staff if you have any questions or need help in fulfilling your role.

2. Assess the current levels of likelihood that injury will occur, and the severity if it does
3. Identify precautions to reduce risk (giving a tool talk, wearing correct PPE, etc)
4. Identify the new risk level and check below to see if the risk is now Very Small/Small

Likelihood of injury occurring

- 1 Extremely unlikely to occur
- 2 Unlikely to occur, though conceivable
- 3 Likely to occur sometime
- 4 Occurrence not surprising – may occur more than once
- 5 Occurrence inevitable – may occur many times

Severity of injury if it occurs

- 1 Very minor injury, no first aid required
- 2 Minor injury / illness resulting in less than 3 days off work
- 3 Significant injury / illness causing more than 3 days off work
- 4 Major injury causing long-term illness or disability
- 5 Fatality

Risk Level = Likelihood (1-5) x Severity (1-5)

	Likelihood (across)				
Severity (below)	1	2	3	4	5
1	Very Small	Very Small	Very Small	Small	Small
2	Very Small	Small	Small	Large	Large
3	Very Small	Small	Large	Very Large	Very Large
4	Small	Large	Very Large	Very Large	Very Large
5	Small	Large	Very Large	Very Large	Very Large

Risk Level	Risk rating	Action
1-3	Very Small (XS)	None
4-6	Small (S)	Check that risk cannot be further reduced by simple additional control measures Seek to avoid hazard if possible, or eliminate at source. Otherwise institute control measures to reduce risk to the lowest reasonable practicable level
8-10	Large (L)	
12-25	Very Large (XL)	

WHO might be affected: member of staff, volunteers/walkers, the general public (other visitors to the site).

Hazard and types of injury which may be caused	Initial Risk Level (1-25, XS/S/L/XL)	Precautions – ways to reduce the risk level	New Risk Level
Slips, trips and falls Cuts and bruises, broken limbs.	9 (L)	<ul style="list-style-type: none"> ● Sturdy footwear. ● Tread carefully; avoid walking on marshy patches or next to sheer river edges. ● Asses the terrain before walking on it. ● Look out for trip hazards and warn volunteers / keep them away from tree stumps etc which project from the soil. ● Avoid leaving tools and equipment in pathways. Keep access/work areas tidy and free from trip hazards. 	6 (S)
Safe lifting	9 (L)	<ul style="list-style-type: none"> ● Plan removal of green waste/rubbish from work parties. ● Advise volunteers on safe lifting techniques. ● Provide equipment (trugs/wheelbarrows) to safely collect and move green waste. ● Keep access and work areas clear of trip hazards. 	6 (S)
Litter picking Sharps, contaminated rubbish, working near roads.	8 (L)	<ul style="list-style-type: none"> ● Provide gloves and equipment (bags, litter picks) to avoid contact with contaminated rubbish. ● Provide training on safe use of equipment and avoiding contact with harmful waste. ● Avoid contact with glass, sharps and other potential harmful items. ● Wash hands after picking and before eating or drinking. ● Wear hi-vis whilst working especially near roads and on footpaths. 	4 (S)
Working with tools Hand tools, litter pickers, pruning saws and secateurs.	8 (L)	<ul style="list-style-type: none"> ● Provide training in safe usage and storage of hand tools including sharp/cutting equipment like pruning saws and secateurs. ● Provide PPE in the form of gloves and eye protection if using pruning saws. ● Sturdy footwear required if using border forks or pitchforks. 	4 (S)
Weather conditions Hot / cold / wet / windy conditions; falling trees, slippery conditions, heat	9 (L)	<ul style="list-style-type: none"> ● Check Conditions on the day and change the route if required, or postpone the session. ● Have spare waterproofs / dry and warm clothing in a vehicle or nearby. Have extra water with you and provide tea at the end. 	4 (S)

exhaustion; hyperthermia)		<ul style="list-style-type: none"> ● Assess participants' wellbeing and health throughout the walk/work, making sure people are not deteriorating due to the weather conditions. Advise participants who are struggling to rest or go home. ● Apply sun tan cream and/or wear a sun hat during hot summer weather conditions. Wear long sleeved shirts and trousers to protect from the sun. 	
Vehicles Collision with pedestrians (crush injuries); theft.	10 (L)	<ul style="list-style-type: none"> ● Staff in hi-vis to warn walkers and keep lookout whilst they cross the road. Take extra care crossing bridges without pavement. ● Work parties near roads and on footpaths require hi-vis. ● Use defined car parks, keep pedestrians away from these as far as possible. Staff in a hi-vis jacket if car park busy. ● Lock up and leave no valuables in sight. 	5 (S)
Diseases Weils Disease (water bodies); Lyme's Disease (tick bites); Tetanus; dog faeces; drug paraphernalia.	10 (L)	<ul style="list-style-type: none"> ● Wash hands before eating, drinking or smoking. ● Advise participants that they should check that their tetanus is up to date. ● Avoid contact between bare skin and soil. ● Avoid dog faeces ● Check ground ahead before walking into undergrowth. Avoid any needles, broken glass, etc. ● Wear long trousers and sleeves to avoid ticks. 	6 (S)
Remote working Inability to get to help quickly when dealing with a first aid incident.	10 (L)	<ul style="list-style-type: none"> ● Always have full charged mobile phone with you, and know where to find an alternative phone if you have no signal. ● Know your location and nearest accessible road. ● Have a procedure in place enabling you to reach participants' emergency contact. ● Have vehicle as close to the walk/work party route as possible. ● Carry a first aid kit and ideally have more than one person able to give first aid. Advise any people who are feeling ill not to join the walk. ● Leave no-one isolated during the walk. Have a back marker. ● Staff member to let someone know where they are and when due back. 	5 (S)

The public Stress and anxiety caused by verbal abuse; dogs.	8 (L)	<ul style="list-style-type: none"> ● Keep calm and listen carefully to what they have to say before replying. ● Do not accept abuse or discriminatory statements, but walk away from difficult situations if necessary to prevent conflict. ● Keep a record of any abuse and report it. ● Be cautious when approached by dogs. Walk away from the area if they are out of control. 	4 (S)
Food and drink Communicable diseases.	6 (S)	<ul style="list-style-type: none"> ● Wash hands before eating, drinking or smoking. ● Wash cups etc thoroughly before use, do not share them. ● Only use food and drink before it's use-by date, do not leave it out for long periods in warm conditions 	3 (VS)
Contact with plants: brambles, nettles and balsam Puncture wound to skin or eyes; stings, allergic reaction.	9 (XL)	<ul style="list-style-type: none"> ● Keep away from thorny material, and from nettles if bare legs. ● Check the ground for thorns or other sharps before kneeling down or sitting. ● Warn participants to watch out for trailing stems. ● Provide gloves for volunteers. ● Advise volunteers not to stick head into undergrowth. 	6 (S)
Falling timber Bruising or crushing.	10 (L)	<ul style="list-style-type: none"> ● Do not walk/work under unstable trees. ● Cease walk/work party, or change route, in high winds. 	3 (XS)
Water Falling in (hypothermia, drowning); getting stuck; waders filling with water.	10 (L)	<ul style="list-style-type: none"> ● Do not approach the river edge. ● Warn walkers of steep or slippery slopes at the water's edge. Avoid especially problematic areas. ● Adopt a stable stance if looking into the water. ● Do not go in to the water. ● Keep an eye on all walkers/work party and be ready to assist them if required, but do not hurry in the water even if they get into difficulties. ● Avoid handling dead animals or any other possibly contaminated material. 	6 (S)

Date of original assessment: 13/07/21 completed by Amy Rayner **Assessment due for review on:** 13/07/22

Contacts for reporting any issues: *[insert name(s) and contact details here]*

SAXMUNDHAM APPRAISAL POLICY

INTRODUCTION

The appraisal scheme provides the Council with a framework to regularly review an employee's performance, and the employees with an opportunity to give feedback to their employer.

The Resources Committee have the oversight of the Appraisal Scheme process and ensuring that it is completed.

WHO UNDERTAKE APPRAISALS?

The Town Clerk is responsible for the staff performance management meetings and appraisals of all staff. The Staffing Committee are responsible for the performance management and appraising the Town Clerk. The Chair of the Staffing Committee and the Chair of the Council are responsible for setting the Objectives in consultation with the Town Clerk at the beginning of each financial year.

Summary reports from all appraisals will be shared with the Resources Committee.

CORE ASPECTS OF THE PERFORMANCE MANAGEMENT PROCESS

The Council's Annual Plan

The Council's Annual Plan should set out the Council's objectives and key areas of work for completion.

The plan objectives should be reflected in the performance management target for staff.

The Role of the Staffing Committee (See Staffing Committee Terms of Reference)

The Staffing Committee will:

- ensure that annual appraisals are being conducted for all staff;
- organise the process for the Town Clerk's appraisal;
- be responsible for reviewing the performance management process to ensure it continues to meet the Council's needs;
- will countersign the appraisals for all staff; and
- will hear any grievances raised by staff in relation to their appraisal. (subject to compliance with the ACAS Code of Practice on the conduct of grievance procedures).

The Annual Appraisal and Mid-Year Review

The annual appraisal and mid-year reviews and catch-up meetings will follow the format set out in this document with supporting forms for the annual and mid-year reviews.

The Role of Regular Catch-Ups

Catch-ups should be conducted every six weeks or so. Meetings may be more frequent where staff are new to their post, the employee requires more regular support or the manager is concerned that the employee needs particular attention. Equally catch-ups can take place less frequently where appropriate. However, they should always take place at least every 8 weeks/2 months. Catch-ups provide the opportunity for regular discussions on progress against objectives highlighting where additional support may be needed or, in exceptional situations, where objectives should be amended. They also provide an opportunity to discuss a range of other day to day matters such as annual leave or TOIL arrangements; recent or planned absence; workload pressures; progress with learning and development plans etc.

STRUCTURE OF THE APPRAISAL MEETING AND MID-YEAR REVIEW

The appraisal meeting and mid-year reviews are in two parts. The first part looks back over the appraisal period. It looks at:

- the extent to which the objectives have been met;

- noting any achievements
- whether the job description has changed;
- whether the learning and development objectives have been achieved; as well as
- noting any other general comments.

The second part looks forward to the next appraisal period. It provides an opportunity to:

- discuss the objectives to be set;
- identify the learning and development needs.

USING THE RECORD OF APPRAISAL FORM

The form is produced as a Word document to allow flexibility. The form is not intended to restrict the amount which can be written or the number of objectives which can be set (The form is an ACAS template).

SETTING OBJECTIVES

All team and individual objectives should be written as SMART objectives. The number of objectives set will depend on the 'size' of each objective and the other work which a member of staff is tasked with. If appropriate objectives should have supporting information such as 'milestones' to be achieved or additional information to clarify how the objective should be met or what support might be available.

RECORD KEEPING

A written record of the appraisal, mid-year review and catch-up meetings will be given to the employee for their own records and copies will be kept in the employee's personnel file. The written record of appraisal, mid-year review and, catch-up meetings for the Town Clerk will be held by the Chairman of the Staffing Sub-Committee on behalf of the Committee, as well as in the Town Clerk's own personnel file and a copy given to him/her. Should the Chairman of Staffing Committee change then these records will be made available to them and any other member of the Staffing Committee appointed to conduct an appraisal meeting (either full or mid-year)

SEEKING AGREEMENT

Wherever possible agreement should be sought for the objectives set. It is important for the appraiser to listen carefully to any concerns raised by the 'appraisee.' However, if agreement cannot be reached then the disputed objectives can be referred to the Staffing Committee who will consider whether to amend, withdraw, or retain them after having considered the matter. Wherever possible, agreement should be sought for the other aspects of the appraisal (i.e. looking back at past achievements, training required, etc.). However, where agreement cannot be reached a note of the employee's comments/objections will be kept together with the appraisal report.

THE RELATIONSHIP BETWEEN THE TOWN CLERK'S APPRAISAL AND THE APPRAISALS OF OTHER STAFF

For clarity, the Town Clerk appraisal process is entirely independent from that of other members of staff. In other words, if for any reason any stage of the Town Clerk's appraisal is delayed in full or in part - then this should not delay any element of the (including objective setting) appraisal process progressing for any other member of staff.

Item 10 Appendix 12 - Small Grants - To consider any applications under £5000 (Standing agenda item).

Dear Ms. Barnett,

I am the secretary of the Marie Curie Woodbridge fundraising group, which covers much of East Suffolk (Framlingham, Saxmundham, Leiston, Wickham Market & Woodbridge).

Although Marie Curie is a national charity, all the money we volunteers raise goes to pay for Marie Curie nurses who help terminally-ill patients here in Suffolk in their own homes. Many people wish to spend their final days in their own home but not every county has Marie Curie nurses; we are fortunate to have thirty-two who are with patients throughout the night, while at the same time also giving much needed support and relief to the patient's family.

We usually raise money by collections and events, but the collections have inevitably been curtailed in the past two years and we have been unable to hold our annual quiz nights and bridge drives, so we are short of funds. Therefore, I am wondering whether it might be possible for your town council to make a donation (made out to Marie Curie) to help us continue to support our Suffolk nurses.

With best regards, David