|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council on**Picture 3 **Monday 13 September 2021 at 7.00 pm at the Market Hall**  The public are welcome to attend.  **AGENDA**  **Open Forum:** Members of the public are invited to give their views on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. At the beginning of the meeting the public will be invited to give their views on the proposals for the Memorial Field. | | | | |
| 1  52/21TC | **Apologies and Approvals of Absence -** To receive apologies for absence. | | | |
| 2  53/21TC | **Members Declarations of Interests and Consideration of Requests for Dispensations -** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. | | | |
| 3  54/21TC | **Minutes of the Previous Meeting-**  To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 12 July 2021 are a true and correct record. (Appendix 1) | | | |
| 4  55/21TC | **County Councillor Report -** To receive a report from County Councillor R. Smith MVO. | | | |
| 5  56/21TC | **District Councillor Report** – To receive a report from District Councillor John Fisher. | | | |
| 6  57/21TC | **Chair’s Report** – To receive a report from Councillor Jeremy Smith. | | | |
| 7  58/21TC | **Minutes of the Previous Committee Meetings:**   1. To receive and note the draft minutes of the Resources Committee held on the 26 July 2021 (Appendix 2). 2. To receive and note the draft minutes of the Amenities Committee held on the 19 July 2021 (Appendix 3). 3. To receive and note the draft minutes of the Market Hall Committee held on the 19 July 2021 (Appendix 4). 4. To receive and note the draft minutes of the Planning Control Committee held on the 21 July 4,11 and 25 August 2021 (Appendix 5). | | | |
| 8  59/21TC | **Financial Matters**   1. To note and ratify the payments and receipts up to the 31 August 2021. (Appendix 6) 2. To receive an income and expenditure report for the Town Council and Market Hall up to the 31 August 2021 (Appendix 7). 3. To consider the recommendation from the Resources Committee that the Town move their business bank accounts to the Unity Bank at an appropriate time (Appendix 8). | | | |
| 9  60/21TC | **Memorial Field Consultation Update**   1. To consider feedback from the public consultation day (Appendix 9). 2. To receive a report from the Memorial Field Working Group on proposals (Appendix 10). | | | |
| 10  61/21TC | **Events Working Group**   1. To receive the draft budget from the Chair of the Working Group on the arrangements for the Christmas Event (Appendix 11). 2. To receive a verbal update on the festival funding application for the 750th celebrations and consider earmarking £2500 of the events budget in 2022 for Black Knight Historical for an enactment of the signing of the Market Charter. | | | |
| 11  62/21TC | **Reports from the Environment Working Group**   1. To receive a report from the Environment and Climate Change Working group and note terms of reference (Appendix 12) | | | |
| 12  63/21TC | **Neighbourhood Plan** - To receive a verbal progress report on the Neighbourhood Plan. | | | |
| 13  64/21TC | **The Gannon Institute Report** (Appendix 13).   1. To receive an update on the condition report on the Gannon Rooms 2. To consider a request for grant funding for safety checks to enable the building to reopen 3. To consider the options report and agree the next steps the Town Council should take in relation to the Gannon Institute. | | | |
| 14  65/21TC | **Small Grants –** To consider any applications   1. To consider application for £500 from Britten Arts for music workshops for adults to combat social isolation (Appendix 14). 2. To consider application for £500 from Greener Sax for a hedgehog awareness project and events(Appendix 15). | | | |
| 15  66/21TC | | **Staffing Matters**   1. To receive a verbal report on the East Suffolk grant application and feedback from Businesses on the appointment of the Town Centre Co-ordinator. 2. To consider the Resources Committee recommendation to the Town Council that the revised Appraisal Scheme and form be adopted (Appendix 16). 3. To note that the Resources Committee have agreed that the Clerk’s probation period had been completed successfully and confirmed her appointment as the Town Clerk for Saxmundham Town Council. | |
| 16  67/21TC | | * 1. To consider tender report and recommendations from the Market Hall Committee on kitchen improvements, costs, and schedule of works (Appendix 17).   To consider a request from the Market Hall Committee for £10,500 from the capital reserve for the refurbishment of the Market Hall Kitchen. | |
| 17  68/21TC | | **Correspondence -** To note correspondence received since the last meeting. (Appendix 18) | |
| 18  69/21TC | | **Reports from Councillor rep**  **resentatives on other organisations.** | |
| Citizens Advice Bureau  Community Partnership  East Suffolk Travel Advice (ESTA)  Footpath warden  Tree warden  IP17 Good Neighbour Scheme  Patient Participation Group  SALC  Sizewell A & B & C | | | Cllr. J. Sandbach  Cllr. D Eastman,  Cllr. J Fisher  Cllr. J Fisher  Cllr. J Fisher, Cllr R Hedley Lewis  Cllr. D Eastman  Cllr. J. Sandbach, Cllr. N. Hiley  Cllr D Eastman, Cllr J Fisher, Cllr J Smith  Cllr. N. Hiley, Cllr. J. Sandbach |
| **Roz Barnett, Clerk to Saxmundham Town Council, Friday, 10 September 2021** | | | |

Please note the appendices to the agenda are included in the Committee Pack and are available on the website.