



RESOURCES COMMITTEE

27 SEPTEMBER 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL

Agenda item 3 - Appendix 1

Minutes of the Resource Committee Meeting 26 July 2021 at 2pm In the Saxmundham Market Hall

Committee Members:

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor John Fisher

Councillor Nigel Hiley

Apologies: 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 committee pack

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

123/21R	Apologies for Absence The Clerk reported that apologies were received from Councillor J Smith.
124/21R	Declarations of Interest Councillor Hiley reported a non- pecuniary interest in item 128/21 as he is a trustee of the Gannon Rooms.
125/21R	Minutes of the Previous Meeting RESOLVED: The minutes of the 28 June 2021 were adopted as a true and accurate record.
126/21R	Finance a) RESOLVED: That the Committee noted and ratified the payments and receipts reconciliation reports for June for the Town Council (Appendix A) It was noted that there was an error in the payment list as the SALC payment should have been recorded as a £550.80. The Clerk explained that the correct amount was paid to SALC. b) RESOLVED: That the Committee noted and ratified the payments and receipts reconciliation reports for June for the Market Hall (Appendix B) c) The Committee noted that there were no additional approvals required for the listed payments for July for the Market Hall and Town Council. d) The Committee received the June budget and spending report For the Town Council. e) The Committee received the June budget and spending report for the Market Hall.
127/21R	Operational Matters a) The Resources Committee noted the Clerk had extended the existing photocopying contract with BNP Paribas Leasing for an additional year at an immediate reduced quarterly rental cost of £270.52 (making a saving of £460 per annum). She had sought cheaper quotes, but the nearest comparative cost secured was for £283.82 per quarter. b) The Clerk reported that the Scouts are requesting a payment for the electricity for the Youth Booth as the 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 two years' supply to be reimbursed at a cost of £1595.72. The Committee recommended that the electricity usage should be considered when the CYDS licence for the Youth Booth is renewed.

	<p>The Clerk reported that the manhole cover at the back of the Scout Hut had been removed and that this had been raised with the Scouts. She reported that this is a hazard, and the Town Council had sought a quote for a repair and would be liaising with the Scouts over its replacement.</p> <p>RESOLVED: That the Committee agreed to the electricity payment at a cost of £1595.72 once the Clerk had secured the details from the electricity bills. The Clerk was asked to secure a copy of the Scout Hut lease and investigate costs of installing a separate electric meter.</p>
<p>128/21R</p>	<p>Banking</p> <p>The Committee discussed the report on the banking arrangements for the Town Council. It was noted that many Parishes now bank with Unity Trust Bank as they offer triple payment authorisation and offer specialist sector knowledge. The Unity bank also has strong ethical standards with a track record in investing in local communities and sustainable projects. Councillors raised concerns about the switch over process but the Clerk reassured the Committee that this would be handled by the bank.</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council that they move their business bank accounts to the Unity Bank at an appropriate time.</p>
<p>129/21R</p>	<p>Gannon Rooms</p> <p>The Clerk reported that the new trustees are working with the Clerk to become signatories for the Gannon Institute Accounts. She explained that she was having difficulties registering the new trustees online and is seeking further advice. The condition survey of the building will be completed by the end of July ready to be discussed at a meeting of the trustees in August. SALC has provided a consultant free of charge to investigate the best options for transferring the Gannon Rooms over to the Town Council, if this is agreed.</p> <p>RESOLVED: That the Clerk will work with the trustees and Chair of the Council to prepare a full report for consideration at the September Town Council Meeting.</p>
<p>130/21R</p>	<p>Market Hall Trust Request for Finances towards the Kitchen Refurbishment</p> <p>The Committee noted that the kitchen refurbishment is expected to cost around £18,500, and the Market Hall has a shortfall of £10,500 for the refurbishment costs. The Committee expressed concerns that if there was unexpected maintenance in the year that the Trust may have to come back for some additional resources.</p> <p>The Clerk explained that she would still be looking for additional grant funding for the project over the summer.</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council that they allocate an additional £10,500 to the Market Hall Trust from the Capital Reserve to enable the completion of the kitchen restoration.</p>
<p>131/21R</p>	<p>Volunteer Management</p> <p>The Committee discussed the volunteer documents and the arrangements for supporting volunteers. The Committee recommended that a volunteer agreement is used with every volunteer.</p> <p>RESOLVED: That the Committee asked the Clerk to do some additional work on the documents with the Chair of the Staffing Committee before presenting the revised</p>

	documents for final approval. The Committee agreed that the documents as presented should be used for operations until the final draft is approved.
132/21R	<p>Appraisal Policy</p> <p>The Committee discussed the Appraisal Scheme and agreed that the appraisal form should be amended to use the term appraiser rather than manager.</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council that the revised amended Appraisal Scheme and form be adopted.</p>
133/21R	<p>Small Grant Applications</p> <p>The Committee discussed the application from the Marie Curie Cancer charity and whilst supportive of the idea of making a grant raised concerns that a donation to a national charity was outside of the scope of the Council's grant giving policy.</p> <p>RESOLVED: That the Clerk was asked to seek some additional information about how Marie Curie would spend the money in the Parish of Saxmundham.</p>
134/21R	<p>Town Centre Co-ordinator Post</p> <p>The Committee discussed the fact that the Town Council had only received written feedback from three businesses on the idea of the appointment of a part-time Town Centre Co-ordinator. It was suggested that the Clerk and the Councillor Eastman talk to the businesses to obtain a wider selection of views.</p> <p>The Committee recommended that if the advert goes ahead that the appointment panel should include the Chair of the Staffing Committee, Chair of the Council, the Clerk, and a representative of the business community.</p> <p>East Suffolk District Council has given some feedback on the draft application for funding and have requested that the Town Council provide match funding for the laptop and programme budget.</p> <p>The Committee asked for clarification on what will the post holder complete in relation to the website. The Clerk explained that they would take over the business listings and promotion articles in relation to the Town Centre Activities.</p> <p>RESOLVED: That the Committee agreed to allocated £1500 from the events budget as match funding for the Town Centre Co-ordinator post if the business community give their support for the post.</p>
135/21R	<p>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</p>
136/21R	<p>Probation and Appraisal of Clerk</p> <p>The Chair of the Staffing Sub-committee gave a report on the Clerk's appraisal process and probation period which was then discussed by the Committee.</p> <p>RESOLVED: That the Resources Committee approved the Staffing Committee report and agreed that the Clerk's probation period had been completed successfully and confirmed her appointment as the Town Clerk for Saxmundham Town Council. The Chair confirmed and that this should be reported to the September Town Council Meeting.</p>

Meeting finished 3.29 pm

Roz Barnett Clerk/RFO

Appendix A

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	£ 550.80	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		£18,457.42	£ 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
			<u>219,842.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/06/2021 TRANSFER Market Hall		748.38	
			<u>748.38</u>
			219,094.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			219,094.29
		Balance per Cash Book is :-	219,094.29
		Difference is :-	0.00

Appendix B

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 4a – Appendix 2 - To note payments and receipts and reconciliation reports for July/August for the Town Council (Appendix 2)

Saxmundham Town Council July 2021			
For the period 01/07/2021 to 31/07/2021			
Receipts			
Date	Transaction Detail		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	
28/07/2021	VAT Q1	£ 2,383.55	
	Total receipts	£ 3,917.04	
Payments			
Date	Transaction Detail	Gross Amount	Approval
05/07/2021	Refund PHS Market Hall	748.38	Minute Number
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
22/07/2021	Refund to Clerk, Annual Zoom Subscription,	£ 150.67	Annual Approval
01/07/2021	ESPO Cleaning Materials	£ 36.06	Annual Approval
01/07/2021	WAVE - Water Town House	£ 40.00	Annual Approval
01/07/2021	British Gas Electricity Town House	£ 71.30	Annual Approval
01/07/2021	OPUS Gas Town House	£ 13.79	Annual Approval
01/07/2021	Barclays Bank Charges June	£ 11.60	Annual Approval
01/07/2021	Whites Stationery Strategy day	£ 23.68	Annual Approval
01/07/2021	BNPP Photocopying	£ 286.80	Annual Approval
01/07/2021	Affiliation Rural Market Town	£ 132.00	Annual 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	£ 618.00	Minute Number
01/07/2021	SCNO Refuse collection Town house	£ 56.00	Annual Approval
01/07/2021	Survey Solutions Survey Memorial Field	£ 1,194.00	Minute Number
01/07/2021	SCNO Market Waste May- June	£ 167.86	Annual Approval
01/07/2021	Market waste July	£ 82.78	Annual Approval
07/07/2021	Red Dune Laptop Environment co-ordinator	£ 684.00	Minute Number
07/07/2021	ESPO Toilet Rolls	£ 25.08	Annual Approval
12/07/2021	Leiston Press Play Park Signage	£ 138.00	Minute Number
13/07/2021	Compass Stage 1a Consultant NP	£ 1,485.00	Minute Number
13/07/2021	IT Support	£ 249.66	Annual Approval
13/07/2021	BT Phone service package	£ 31.99	Annual Approval
13/07/2021	BT Phone service package	£ 123.58	Annual Approval
13/07/2021	Electrical Testing Lampost	£ 1,032.00	Minute Number
13/07/2021	ESPO Fire Signage Town House	£ 21.36	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
22/07/2021	Market Hall Rent	£282.50	Annual Approval
28/07/2021	BT Mobile Rental Charge	£ 31.99	Annual Approval
	Total Payments	£ 13,951.05	

Saxmundham Town Council August 2021			
For the period 01/08/2021 to 31/08/2021			
Receipts			
Date	Transaction Detail		
44382	Loyalty reward	£	2.80
	Total Receipts	£	2.80
Date	Transaction Detail	Gross	
27/08/2021	August Salary 1	£ 2,539.85	Annual Approval
27/08/2021	August Salary 2	£ 991.44	Annual Approval
27/08/2021	August Salary 3	£ 356.17	Annual Approval
44414	NEST Pensions	£ 381.55	Annual Approval
44416	Wave water	£ 40.00	Annual Approval
01/08/2021	British Gas Electric Town House	£ 6.58	Annual Approval
01/08/2021	Rent Market Hall MH33	£ 40.00	Annual Approval
44412	Barclays Bank Charges	£ 17.20	Minute number
05/08/2021	Restore -Datashred confidential waste	£ 96.00	Minute number
09/08/2021	Anglia Fire Maintenance Security Lights	£ 210.00	Delegated Powers
11/08/2021	Herringbone Website Support	£ 45.00	Annual Approval
12/08/2021	SCC - Research Memorial Field	£ 108.00	Annual Approval
12/08/2021	Mike Wabe - Father Christmas Deposit	£ 50.00	Delegated Powers
13/08/2021	BT Phone Rental August	£ 126.98	Annual Approval
44423	Opus Energy	£ 4.61	Annual Approval
18/08/2021	Final payment Skyguard	£ 28.66	Annual Approval
18/08/2021	VC Redhead -Bunting Hanging High Street	£ 300.00	Annual Approval
19/08/2021	J Chesterfield Town House Cleaning	£ 132.00	Annual Approval
19/08/2021	Fishers Paint,hoses,brushes,misc	£ 130.73	Annual Approval
20/08/2021	ESPO Steps for safety checks Town house	£ 136.80	Annual Approval
44439	BT Phone Rental August	£ 31.99	Annual Approval
	Total Payments	£ 5,773.56	

Date: 24/09/2021

Saxmundham Town Council

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Time: 12:30

Bank Reconciliation Statement as at 31/08/2021
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	31/08/2021		204,069.89
			<u>204,069.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			204,069.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			204,069.89
		Balance per Cash Book is :-	204,069.89
		Difference is :-	0.00

for the Agenda item 4b –To note payments and receipts and reconciliation reports for July/August Market Hall (Appendix 3)

Market Hall July 2021			
for the period 01/07/2021 to 31/07/2021			
Income			
Date	Transaction Detail	Net Amount	Approval
01/07/2021		£ 748.38	
05/07/2021	Barclays Loyalty Reward	£ 1.49	
09/07/2021	Art Station Rent Dance Workshops	£ 75.00	
19/07/2021	ABC Radio Licence April, May, June	£ 600.00	
22/07/2021	Town Council Rent April-June	£ 282.50	
26/07/2021	Adnams Grant	£ 2,000.00	
	Total Receipts	£ 3,707.37	
Expenditure			
Date	Transaction Detail	Net Amount	Approval
01/07/2021	Insurance Refund	£ 1,397.09	Minute Number
01/07/2021	Broadband Contribution	£ 135.00	Annual Approval
01/07/2021	EON Gas Market Hall	£ 42.34	Annual Approval
01/07/2021	EON Electricity Market hall	£ 203.57	Annual Approval
05/07/2021	Barclays Bank Charges	£ 11.95	Annual Approval
21/07/2021	J Chester field Cleaning July	£ 123.00	Annual Approval
21/07/2021	Rosie Hoare Blues Brothers Event Float	£ 400.00	Minute Number
44377	Herringbone Website Maintenance	£ 60.00	Minute Number
44384	WIFI Cabinet	£ 293.67	Minute Number
	Total Expenditure	£ 2,666.62	
Market Hall Payments August 2021			
Payments 1/8/2021 - 31/8 /2021			
Receipts			
Date	Transaction Detail		
	44380 Active Adults Rent	£ 70.00	
	44382 IP17 GNS rent	£ 135.00	
	44381 Loyalty reward	£ 0.95	
	44418 IP17 GNS rent	£ 25.00	
	44426 Town Council Rent	£ 40.00	
	44427 Reed Rent	£ 815.00	
	44405 Private Rent	£ 77.50	
	Total receipts	£ 1,163.45	
Invoice Date	Description	Gross	
23/08/2021	J Chesterfield Cleaning	£ 162.00	Annual Approval
11/08/2021	Herringbone Web support	£ 15.00	Minute Number
09/08/2021	EON Gas Jun-Aug	£ 29.28	Annual Approval
12/08/2021	EON Electric Jun-Aug	£ 89.61	Annual Approval
01/08/2021	BARCLAYS BANK	£ 9.80	Annual Approval
	Total Expenditure	£ 305.69	

**Bank Reconciliation Statement as at 01/09/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/08/2021		15,920.67
			<u>15,920.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,920.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,920.67
		Balance per Cash Book is :-	15,920.67
		Difference is :-	0.00

Agenda item 4c – Appendix 4

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

September Payments Saxmundham Town Council					
for the period 01/09/2021 to 30/09/2021					
Income					
	Date	Transaction Detail	Amount		
1150	03/09/2021	East Suffolk Grant Green Team	510		
1090	07/09/2021	Barclay Loyalty Reward	2.8		
Expenditure					
	Date	Transaction Detail	Net	Gross	Authorisation
4000	06/09/2021	Nest Pension payments	381.55	381.55	Annual
4235	07/09/2021	Barclays Bank Charges	17.2	17.2	Annual
4000	20/09/2021	SALARY 2	991.24	991.24	Annual
4000	20/09/2021	SALARY 1	2539.85	2539.85	Annual
4000	22/09/2021	SALARY 3	356.17	356.17	Annual
4245	22/09/2021	Magnets Refund Clerk	7.96	7.96	Annual
4260	22/09/2021	EE phone June - Sept Refund Clerk	36.63	36.63	Annual
4500	22/09/2021	Market Hall Second Installment of Grant	8000	8000	Annual
4599	22/09/2021	IP17 GNS Second installment of grant	6500	6500	Annual
4810	22/09/2021	Parkers Autumn Bulbs Refund Clerk	285.6	285.6	Minute Number
4205	01/09/2021	Wave water Town House	40	40	Annual
4205	01/09/2021	Electric Town House	61.69	64.77	Annual
4205	01/09/2021	Gas Town House	4.39	461	Annual
4245	01/09/2021	Corona copying May-Sept	721.9	866.28	Annual
4245	01/09/2021	Crisps Masks & Mounting card	15.15	18.18	Annual
4255	01/09/2021	Rialtas Annual Support Package	629	754.8	Annual
4650	01/09/2021	Fitzpatrick fitting of Finger posts	1260	1512	Minute Number
4650	01/09/2021	Peggs Green Team equipment	80.4	96.48	Minute Number
4815	01/09/2021	SCNO Grass Cutting Chantry Rd	32.19	38.63	Annual
4815	01/09/2021	SCNO Grass Cutting Seamans Avenue	165.5	198.6	Annual
4650	08/09/2021	Binder Manhole cover scout hut	152.5	183	Minute Number
4205	13/09/2021	BT Phone Town House	104.98	125.98	Annual
4510	13/09/2021	Small Grant	500	500	Minute Number
4510	13/09/2021	Small Grant	500	500	Minute Number
4205	14/09/2021	BT Broadband	26.66	31.99	Annual
4000	20/09/2021	QUARTER 2 HMRC	4769.8	4769.8	Annual
4200	20/09/2021	J Chesterfield Cleaning Aug/Sept	96	96	Annual
4255	20/09/2021	Red Dune IT Support	208.05	249.66	Annual
4820	20/09/2021	Playsafety Play Inspections	284.5	341.4	Annual
4510	21/09/2021	MK Gas Gannon Room Boiler & Gas Test	47.5	57	Trustee
4810	21/09/2021	ladybird nurseries Plants for Planters	194.85	194.85	Minute Number
			£ 29,011.26	30216.62	

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

24/09/2021					
Market Hall					
for the period 01/09/2021 to 30/09/2021					
Income					
Code	Date	Transaction Detail	Amount	Gross	Authorisation
1000	07/09/2021	MH50 Rent	£ 210.00	£ 210.00	
1090	07/09/2021	Barclay Loyalty reward	£ 0.88	£ 0.88	
1000	08/09/2021	MH53 Rent	£ 30.00	£ 30.00	
1000	16/09/2021	MH63 Rent	£ 55.00	£ 55.00	
1000	23/09/2021	MH67 Rent	£ 180.00	£ 180.00	
1020	24/09/2021	Sax TC grant payment 50%	£ 8,000.00	£ 8,000.00	
		Total Income	£ 8,475.88	£ 8,475.88	
Expenditure					
Code	Date	Transaction Detail	Amount	Amount	
4200	20/09/2021	J Chesterfield Cleaning Sept	£ 162.00	£ 162.00	
4235	07/09/2021	Barclys Bank Charges	£ 9.50	£ 9.50	
4280	20/09/2021	P Bowyer Drain survey	£ 289.00	£ 346.80	
		Total Expenditure	£ 460.50	£ 518.30	

08/09/2021		Saxmundham Town Council				Page 1	
17:10		Detailed Income & Expenditure by Account 31/08/2021					
Month No: 5		Account Code Report					
	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1076 Precept	0	115,385	222,999	107,614			51.7%
1090 Bank Interest	3	11	1,000	989			1.1%
1100 Market Income	0	0	500	500			0.0%
1150 Other Income	0	11,582	4,885	(6,697)			237.1%
1305 Community Partnership	0	3,024	0	(3,024)			0.0%
1315 Neighbourhood plan Inc.	0	(1,700)	0	1,700			0.0%
1900 CIL Income	0	30,758	0	(30,758)			0.0%
Total Income	3	159,060	229,384	70,324			69.3%
Expenditure Detail							
4000 Staff Salaries Tax/Ni/Pension	4,269	20,418	69,000	48,582		48,582	29.6%
4050 Clerks Expenses	0	0	200	200		200	0.0%
4055 Other Staff Costs	29	29	150	121		121	19.1%
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	132	1,213	1,500	287		287	80.8%
4205 Office Utilities	70	1,130	2,500	1,370		1,370	45.2%
4220 Hire of hall for mtgs	40	323	900	578		578	35.8%
4225 Advertising	0	0	500	500		500	0.0%
4230 Audit Fees	0	459	1,250	791		791	36.7%
4235 Bank Charges	17	76	240	165		165	31.5%
4240 Postage	0	0	30	30		30	0.0%
4245 Printing & Stationery	80	1,234	1,800	566		566	68.5%
4250 Subscriptions	0	1,294	1,700	406		406	76.1%
4255 IT support & Software	0	2,068	1,800	(268)		(268)	114.9%
4260 Telephone/Broadband	132	678	1,550	872		872	43.7%
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	90	1,590	1,500	(90)		(90)	106.0%
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	45	766	1,500	734		734	51.1%
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)	350	791	15,000	14,209		14,209	5.3%

Continued over page

Detailed Income & Expenditure by Account 01/09/2021

Month No: 6

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Youth Provision	0	225	9,000	8,775		8,775	2.5%
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	6,500	13,000	13,000	0		0	100.0%
4605 Notice Board	0	2,507	0	(2,507)		(2,507)	0.0%
4650 General STC Maintenance	1,493	4,724	15,000	10,276		10,276	31.5%
4670 OPS building maintenance	0	977	3,500	2,523		2,523	27.9%
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	480	1,684	3,000	1,316		1,316	56.1%
4815 Grounds Maintenance	198	198	2,000	1,802		1,802	9.9%
4820 Play inspection	285	285	400	116		116	71.1%
4825 Market rubbish	0	234	1,500	1,266		1,266	15.6%
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%
9205 Ops Building Maint	0	114	0	(114)		(114)	0.0%
Total Overhead	29,011	98,862	229,384	130,522	0	130,522	43.1%
Total Income	513	159,573	229,384	69,812			69.6%
Total Expenditure	29,011	98,862	229,384	130,522	0	130,522	43.1%
Net Income over Expenditure	(28,498)	60,710	0	(60,710)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	30,758					
Movement to/(from) Gen Reserve	(28,498)	29,953					

Agenda item 4e – Appendix 6

Income and expenditure report for the Market Hall up to the 24 September 2021

24/09/2021 12:24		Market Hall					Page 1	
Month No: 7		Detailed Income & Expenditure by Account 01/09/2021						
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	475	4,078	4,120	43			99.0%	
1020 Grants	8,000	18,000	16,000	(2,000)			112.5%	
1050 Other Income	0	789	1,600	811			49.3%	
1090 Bank Interest	1	6	0	(6)			0.0%	
Total Income	8,476	22,872	21,720	(1,152)			105.3%	
<u>Expenditure Detail</u>								
4000 Staff Salaries Tax/NIPension	0	345	3,500	3,155		3,155	9.9%	
4200 Cleaning	162	324	0	(324)		(324)	0.0%	
4205 Utilities	0	922	3,000	2,078		2,078	30.7%	
4235 Bank charges	10	58	100	42		42	58.4%	
4240 License Fee	0	0	300	300		300	0.0%	
4260 Telephone/Broadband	0	380	1,250	870		870	30.4%	
4270 Insurance	0	1,397	1,500	103		103	93.1%	
4280 Consultancy	289	739	2,070	1,331		1,331	35.7%	
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	105	750	645		645	14.0%	
4410 Events	0	400	1,250	850		850	32.0%	
Total Overhead	461	7,766	21,720	13,954	0	13,954	35.8%	
Total Income	8,476	22,872	21,720	(1,152)			105.3%	
Total Expenditure	461	7,766	21,720	13,954	0	13,954	35.8%	
Net Income over Expenditure	8,015	15,106	0	(15,106)				

Agenda item 6 – Transfer of Assets

Advice from East Suffolk District Council

With regard a property transfer, we would normally look to group our assets in Saxmundham together and transfer as a group. I'm not sure just the one asset would be considered desirable. In terms of process, we would need:

- you to work up a business plan to make sure your Council has the resources and ambition to take responsibility for these going forwards
- A definite commitment from STC to take the assets were ESC to approve the transfer.
- An initial indication of approval from relevant ESC Cabinet members (we would handle this)
- This would then need to go to ESC Cabinet for a final decision. (we would handle this)

East Suffolk were open to the Council seeking a licence to manage the area.

Agenda item 7 – Christmas Events Budget and Programme

	£4000 Events, £500 Decorations, and £121 for children's presents	£	4,621.00
TOTAL EXPENSES			Estimated
		£	5,951.37
Remaining Budget		-£	1,330.37

Budget £4000 for Christmas and £500 from Decoration budget

Activities	Estimated	Actual
Father Christmas & P	£ 200.00	
Belly dancers	£ 120.00	
Stilt walkers	£ 200.00	
Rabble chorus	£ 100.00	
PA System	£ 300.00	
Kings of driscol	£ 500.00	
Storyteller	£ 150.00	
Punch and Judy	£ 200.00	
Church Mummers		
British Legion Band	£ 200.00	
Reindeer		
Makers Market		
Total	£ 1,970.00	£ -

Decorations	Estimated	Actual
Stalls Bunting	£ 100.00	
Wreaths	£ 200.00	
Solar Fairy lights	£ 100.00	
Carnival Stalls	£ 1,400.00	
Gazebo Decoration	£ 100.00	
Costumes	£ 200.00	
Total	£ 2,100.00	£ -

Publicity	Estimated	Actual
100 A3 Posters	£ 60.00	
100 A5	£ 50.00	
2000 leaflets	£ 138.00	
Road Event signage	£ 240.00	
Feather Flags	£ 260.00	
Total	£ 748.00	£ -

Road Closure	Estimated	Actual
Traffic Mangement 760	£ 842.37	
Total	£ 842.37	£ -

Refreshments	Estimated
Food	
Drinks	
Total	£ -

Health and Safety	Estimated
First Aid	£ 150.00
Temporary Event Licen	£ 21.00
Total	£ 171.00

Prizes	Estimated
Sweetie hamper shoppi	£ 20.00
Prizes	£ 100.00
Total	£ 120.00



Agenda item 8a Operational Matters – Appendix 9

a.

Toilet Roll Supplier Comparison						
Company	Quantity	Costs	Months	Annual	Details of product	
1 bumboo	48	36.1	4	144.4	Bamboo plastic free plants a tree for every box sold	
2 Cheeky Panda	48	35.99	4	143.96	Bamboo plastic free over 100k donated to green charities	
3 Who gives a Crap	48	36	4	144	Bamboo or recycled plastic free £5.5million donated to green charities	
Currently paying 37p per role to be sustainable cost would rise to 75p per roll						
Recommendation That the Town Council considers taking a subscription out from Who Gives A Crap						

Agenda item 7b Operational Matters – Appendix 10

c)


save money with transparent pricing

	Wholesale Services	Retail Services	Annual Spend
current supplier/s	£975.87	£209.90	£1,185.77
everflow	£975.87	£156.11	£1,131.98
savings with everflow		26 %	£53.79

All suppliers buy the water at the same wholesale rates!

Key Terms & Conditions

All prices quoted are based upon a 3 year contract unless otherwise stated.
 Your payment profile with us will be 2 months up front followed by 34 monthly payments with the last month uncharged.
 Prices Exclude VAT and are valid for 28 days from date of quote.
 All prices are based upon payment via Direct Debit and electronic billing unless explicitly stated otherwise.
 Early termination fees are equivalent to three months supply.
 Wholesale prices may increase or decrease each April.
 Please ensure that you have read our full terms & conditions which are available at: www.everflowwater.com/standard-conditions.
 The pricing information above has been generated using industry held information regarding your meter details and consumption.
 This information is correct as of the date of the quote, but may be subject to change. We simply pass on any rates and charges directly from the wholesaler.



d) Fire Risk assessments and implication for budget. (Appendix 11)

Item no:	8d
Report dated:	8 th July 2021
To the:	Resources Committee
Meeting on:	27/9/2021
Subject:	Professional fire risk assessments for Town House and Market Hall
Contact/author:	ATC assistanttownclerk@saxmundham-tc.gov.uk

1.0 Summary.

1.1 Morgan fire Protection Ltd undertook fire risk assessments at the town house and the Market Hall on 20 April 2021.

1.2. Key issues to address:-

- Minor housekeeping and additional fire signage is needed at both properties.
- EIC certificates for both properties confirming C2 risks identified by electrical testing in 2019 are not available for inspection. This is because they have not been provided by Curles Electricians although we have paperwork to evidence that the remedial work was completed. Curles have since changed their IT system and are uncertain as to whether they can provide the certificates. They will reinspect the C2s and provide certificates at no extra charge.
- Personal Emergency Evacuation Plans (PEEP) to be developed for disabled people eg people with impaired sight, hearing and/or mobility for both properties for use by staff, hirers, and other users.
- A fire detection system is required at the Town house. Quotes are being sought.
- There is a question as to whether a fire detector is necessary in the Main Hall of the Market Hall. Clarification is being sought from Morgan Fire.
- Fire proofing spray is needed for the chairs and other soft furnishings at the Market Hall. We have fire certificates for the stage curtains which are fully compliant.
- Fire safety information for hirers must be reviewed.

1.3 Quotes for the fire alarm System Town House

	BBC Fire Protection Ltd for Morgan Fire Protection			Anglian Security and Fire Ltd			Coastal Fire Ltd		
Town House fire alarm	quote includes √	net price	plus vat	quote includes √	net price	plus vat	quote includes √	net price	plus vat
supply and install alarm main TH building	√	£3,495.59	£4,194.71	√	£ 2,995.00	£3,594.00	√	£ 3,139.20	£ 3,767.04
supply and install TH emergency lighting (not asked for)	√	£ 962.57	£1,155.08	√	£ 1,195.00	£1,434.00			
Supply and install emergency lighting external workshop area (not asked for)	√	£ 239.57	£ 287.48						
supply and install fire alarm external workshop area (not asked for)	√	£ 859.32	£1,031.18						
Asbestos test for artex ceilings						£ -			£ -
TH alarm if asbestos found						£ -	√	£ 120.00	£ 144.00
						£ -	√	£ 3,712.80	£ 4,455.36
Youth Booth emergency lights						£ -			£ -
replacement of all lights and fittings	?? And where the hell is this?? Email sent		£ -	√	£ 825.00	£ 990.00	√	£ 333.60	£ 400.32
replacement cabling			£ -	√					
	awaiting info but basic fire alarm is the most expensive.								
				Total	£ 3,820.00	£4,584.00	Max if asbestos found	£ 4,166.40	£ 4,999.68
							Min if no asbestos found	£ 3,592.80	£ 4,311.36

2.0 Recommendation.

2.1 It is recommended that money is allocated for fire risk assessments and a fire alarm system is installed.

Agenda item 8 – Market Hall Committee Request - Appendix 10