



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council
7.00pm 12 July 2021, Market Hall, Saxmundham

In Attendance - Councillors

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

Also present: Jen Morcom (Assistant Town Clerk)

Open Forum: No members of the public were present

1 37/21TC	Apologies and approval of absence. Apologies were received from Cllr. Webster and Cllr Lock. RESOLVED: The Town Council noted the apologies and unanimously approved the absence of both Councillors.
2 38/21TC	Declarations of interest and considerations of requests for dispensations. There were no declarations of interest.
3 39/21TC	Minutes of the previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 14 June 2021 with a hand-written amendment to Item 5, 23/21TC to read ' <u>which</u> provides..' instead of ' <u>with</u> provides...'
4 40/21TC	County Councillor Report. Cllr Richard Smith was unable to attend the meeting.
5 41/21TC	District Councillor Report. Cllr Fisher had no new issues to report from East Suffolk.
6 42/21TC	Chair's Report. Cllr Smith informed the Town Council that he and a small group of councillors would be meeting with Cllr Richard Smith on 14 July 2021 to discuss town centre traffic issues. The group will report back on this discussion. Cllr Smith thanked everyone for their input into the councillors' 'Away Day' on 3 rd July and added that there would be a second planning session for councillors

Signed

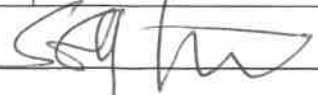
Date

13/9/21

	later in the year to agree key actions and estimated budgets to achieve the objectives set.
7 43/21TC	<p>Minutes of the previous committee Meetings.</p> <p>a) To receive and note the draft minutes of the Resources Committee held on 28 June 2021. The Town Council received and noted the minutes of the Resources Committee held on 28 June 2021.</p> <p>b) To receive and note the draft minutes of the Amenities Committee held on 21 June 2021. The Town Council received and noted the minutes of the Amenities Committee held on 21 June 2021. RESOLVED</p> <ul style="list-style-type: none"> • That the Town Clerk (TC) be asked to give an update on progress regarding the Welcome Back Fund. • That the TC advise as to whether she has explored funding opportunities for small grants towards tools etc. Cllr Hiley had forwarded some funding opportunities to the TC. <p>c) To receive and note the minutes of the Planning and Development Control Committee (PDCC) held on 16 June 2021. The Town Council received and noted the minutes of the PDCC held on 16 June 2021. Cllr Hedley Lewis mentioned that his name was missing from the minutes. RESOLVED</p> <ul style="list-style-type: none"> • Minutes of the PDCC meeting on 16 June to be referred to the next meeting of the PDCC for amendment as they were agreed and signed at the PDCC held 7 July 2021.
8 44/21TC	<p>Financial matters.</p> <p>a) To note and ratify the payments and receipts up to 30 June 2021. The Town Council received and ratified the payments and receipts up to 30 June 2021.</p> <p>b) To receive and ratify bank reconciliations for the Town Council and Market Hall up to 30 June 2021. The Town Council received and ratified the bank reconciliations for the Town Council and the Market Hall.</p> <p>c) To receive the income and expenditure reports for the Town Council and Market Hall up to 30 June 2021. The Town Council received and noted the income and expenditure reports for the Town Council and Market Hall up to 30 June 2021.</p>

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	<p>RESOLVED</p> <ul style="list-style-type: none"> Resources Committee to consider whether the amount invested in the high interest Cambridge Building Society Account should be increased. Town Clerk to explore whether RIALTUS can include a column showing income and expenditure in the current month/reporting period.
9 45/21TC	<p>Memorial Field Working Group.</p> <p>a) To receive a presentation from the Memorial Field Working Group on design ideas.</p> <p>Cllr Hedley Lewis presented ideas regarding mowing, paths, planting, parking and additional benches etc. for the Memorial Field. The ideas were discussed and welcomed. It was noted that the Working Group reports to the Amenities Committee, and that the Amenities Committee would refer issues to the Town Council for decision/discussion as appropriate.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> The new ideas for mowing the Memorial field should go ahead as soon as possible subject to confirmation from Town Clerk that there are no major budgetary implications. The Working Group and Amenities Committee to consider whether the no cycling rule in the Memorial Field is necessary. The Working Group will prepare a short, written description of the project. The description should include ideas for Seaman Avenue and parking options. (To be agreed by the Amenities Committee in the first instance.) Cllr Smith will outline the ideas in an article for the August issue of Saxmundham News. The ideas will be discussed in the Open forum at the start of the September Town Council meeting. Notices regarding any consultation should be posted in the play areas themselves. <p>b) To note that 6 play companies have visited the Seaman Avenue site and that ideas and costs will be reported back.</p> <p>The Town Council noted the above.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> Ideas for Seaman Avenue and the Memorial Field should be considered together. Reports and proposals must go via the Amenities Committee and the Town Clerk.
10 46/21TC	<p>The Events Working Group</p> <p>a) To receive a verbal update from the Chair of the Working Group on the arrangements for the Christmas Event.</p> <p>Cllr Eastman outlined plans for a Victorian themed Christmas event on Friday 3 December 2021.</p>

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	<p>b) To consider the recommendation to organize major Town Events to celebrate the 750th anniversary of the Town's Market Charter over the first two weeks of July 2022. The Town Council agreed this in principle subject to more precise plans and costs to be reported by the Town Clerk.</p> <p>c) To consider undertaking a Big Jubilee Lunch of 5 June 2022 to mark the Queen's Platinum Jubilee. The Town Council agreed this in principle subject to more precise plans and costs to be reported by the Town Clerk.</p>
11 47/21TC	<p>Neighbourhood Plan – Policies. Cllr Smith reported progress on the Neighbourhood Plan and the key stages in the Plans development in order to complete the project by Summer 2022. He explained the need to ensure that councillors who are not directly involved in the Neighbourhood Plan Steering Group are broadly happy with the direction of travel.</p> <p>Councillors present indicated their approval of draft text for the policies. Cllr Sandbach suggested that a family-friendly pub should be included in the section on the hospitality sector.</p> <p>Please email any further comments/ideas to Cllr Smith.</p>
12 48/21TC	<p>The Gannon Rooms. Cllr Smith explained the situation regarding the Gannon Institute charity and the Saxmundham Welfare Association, which have till now run the Gannon Rooms. The existing trustees had approached the Town Council with a view to it taking responsibility for the charity as they felt unable to continue. So far three Town councillors have been appointed by the three existing trustees as further trustees of the charity, and also joined the Welfare Association's management committee, to support the functioning of the Gannon Rooms. The longer-term solution is for the Town Council to itself become managing trustee of the Gannon Institute charity, and possibly for the Institute to be merged with the Market Hall Trustee, all of which would require Charity Commission agreement. Any decision by the Town Council will need to take account of a structural survey (to take place on 13 July 2021) and budgetary considerations, and public consultation will be required.</p>
13 49/21TC	<p>Town Centre Co-ordinator. a) To consider the proposal that the Town Council applies for funding to appoint a Town Centre Co-ordinator for one day a week (subject to approval by the business community).</p>

Signed  Date 13/9/21

	<p>The Town Council agreed this subject to approval by the wider business community and a successful bid for funding.</p> <p>b) To consider the draft job description. The Town Council noted the job description. Councillors should send any detailed comments to the Town Clerk.</p>
14 50/21TC	<p>Reports from Councillor Representatives on other organisations. IP17 GNS will hold its first Annual General Meeting in September.</p> <p>Tree Wardens: Cllr Lewis and Cllr Fisher are both tree wardens. Cllr Lewis should be listed in relation to councillors' reports when they appear on the agenda.</p> <p>ESTA held their AGM on 3 July 2021.</p> <p>Patient Participation Group: Town Clerk to ensure that there has been a formal notification to the Group that Cllr Sandbach is now one of the Town Council's representatives on the Group replacing Cllr Fisher. She is also asked to check the date of the Group's next meeting.</p>
15 51/21TC	<p>Correspondence The Town Council noted the correspondence received since the last meeting.</p>

Meeting ended at 9.07 pm

Roz Barnett, (date).

Clerk to Saxmundham Town Council

Signed  Date 13/9/21