 **Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting 27 September 2021 at 2pm**

**In the Saxmundham Market Hall**

**Committee Members:**

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor Nigel Hiley

Councillor Jeremy Smith

**Apologies:** Councillor John Fisher

**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/>

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| **137/21R** | **Apologies for Absence**The Clerk reported that apologies were received from Councillor J Fisher. |
| **138/21R** | **Declarations of Interest**Councillor Hiley reported a non-pecuniary interest in item 145/21R as he is a trustee of the Gannon Rooms. |
| **139/21R** | **Minutes of the Previous Meeting****RESOLVED:** The minutes of the 26 July 2021 were adopted as a true and accurate record. |
| **140/21R** | **Finance*** 1. **RESOLVED:** That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Town Council (Appendix A)
	2. **RESOLVED:** That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Market Hall (Appendix B)
	3. The Committee noted that there were no additional approvals required for the listed payments for September for the Market Hall and Town Council. (Appendix C)
	4. The Committee received the September budget and spending report for the Town Council. The Clerk alerted the Council that the printing budget was heading for an overspend. She explained that this was due to increased copying particularly the Council packs and advertising flyers for Council events and projects. The Committee noted that apart from this the budget was generally underspending and discussed whether the Council should be pushing projects this financial year or carry funding forward to the following year.
	5. The Committee received the September budget and spending report for the Market Hall.
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| **141/21R**  | **CIL Report**Cllr Smith presented the CIL Report, and the Committee discussed and agreed the priorities as described. The Committee discussed the ideas of linking the Station and East Suffolk District car park and the benefits this could bring to traffic flow. It was agreed to add a reference to improving car parking infrastructure to purpose three. **RESOLVED:** That the Resources Committee recommend to the Town Council that the CIL report be considered with the amendment to purpose three to include an example of improving carpark infrastructure.  |
| **142/21R**  | **Assets** The Committee discussed the response from East Suffolk District Council (ESDC) on the Town Council’s request for them to consider the property transfer of Fromus Square. ESDC encouraged the Town Council to consider requesting the transfer of more assets. To progress a formal request, the Town Council would need to provide:* A business plan to make sure that the Council has the resources and ambition to take responsibility for assets.
* A definite commitment from Town Council to take on the assets were ESDC to approve the transfer.

It was agreed that the Town Council would have to consult with the public before we agreed to take on any additional assets. The Clerk explained that East Suffolk were open to the Town Council seeking a licence to manage Fromus Square on an interim basis while any transfer was progressed.The Clerk was asked to seek additional information from ESDC:* Whether the Town Council would receive a commuted sum for the management of these assets.
* What the current costs were for the different sites.
* What the current income was generated by the sites.

The Committee agreed to put three options forward to Full Council for an in-principle decision subject to consultation with the public and further information on costs. It was noted that the Town Council would have to consider additional staffing if options 2 or 3 were pursued. **RESOLVED:** That the Resources Committee recommend to the Town Council that they consider three options for requesting additional assetsOption 1 – Fromus Square and walkways from the Hopkins estate.Option 2 – Carpark and toilets.Option 3 – Fromus Green, Fromus Play Area  |
| **143/21R** | **Christmas Events Budget**Councillor Eastman presented the Christmas Events Budget and explained the detail of the programme.**RESOLVED: That the Resources Committed accepted the outline budget for the proposed expenditure of the £4621 delegated funding for the Christmas Event.** |
| **144/21R** | 1. The Committee considered three quotes from environmentally sustainable toilet roll suppliers.

**RESOLVED: That the Town Clerk enters an annual subscription for toilet paper from ‘Who Gives a Crap’ at £36 per 48 extra-long rolls at a predicted annual cost of £144.**1. The Clerk reported that the inspection cover for the septic tank had been paid for by the Scouts. The Town Clerk informed the Committee that she was still waiting for the electricity invoices for the Youth Booth.

**RESOLVED: That the Clerk codes the additional electric costs for the Youth Booth from the budget for Youth once the electricity invoices have been received.** 1. The Committee considered a quote to changes to water supplier to Everflow Water.

**RESOLVED: That the Town Clerk change the water supplier for the Town House and Market Hall to Ever flow at a cost £156.11 making a predicted saving of £53.79 per annum**1. The Clerk explained that Fire Risk Assessments had recommended that a Fire Alarm system be put into Town House. The Amenities Committee considered the three quotes but were concerned that the cost of £4166 was excessive for a small building and that the money was not in the budget for 2021/2022. The Clerk asked whether Councillors wished to put the figure in for next years budget. There followed a discussion on whether the Fire Alarm had to be installed. Councillors asked that the Clerk circulate the risk assessments and include the relevant extract on low risk within the minutes. (Appendix D)

**RESOLVED: That the Clerk consult with other Town Councils on suppliers of Fire Alarm systems and explore the appointment of Health & Safety ‘competent person’. That the Clerk also check with the insurance company to check that the building would be covered with the existing fire alarm systems within the building.**  |
| **145/21R** | **Gannon Rooms**The Clerk reported that Barclays Banks have asked that we complete new forms to change the bank signatories. The boiler has failed the safety check and we have been told that it needs immediate replacement. The Clerk was asked to organise a meeting of the Trustees with a view to opening a new bank account with Unity Bank.  |
| **147/21R** | **Small Grant Applications****The Clerk reported that no new applications had been received.** The Committee asked the Clerk to send a report on the small grants’ expenditure. The Clerk confirmed that the grants form and policy are on the website on the policies page. The Committee asked that the small grants be advertised in the next Town newsletter. The Committee asked that Marie Curie Cancer charity request be reconsidered at the next meeting.  |

Meeting finished 3.48 pm

**Roz Barnett Clerk/RFO**

**Appendix A**

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**Appendix A cont.**



**Appendix B**





**Appendix C**– No payments requiring additional approval.





**Appendix D**

**Recommendation on the installation of a grade A L2 fire alarm system.**

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**Definition of a low rating with the report.**

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