



# Saxmundham Town Council

## 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	<b>Apologies for Absence</b> The Clerk reported that apologies were received from Councillor J Smith.
124/21R	<b>Declarations of Interest</b> Councillor Hiley reported a non- pecuniary interest in item 128/21 as he is a trustee of the Gannon Rooms.
125/21R	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> The minutes of the 28 June 2021 were adopted as a true and accurate record.
126/21R	<b>Finance</b> a) <b>RESOLVED:</b> 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) <b>RESOLVED:</b> 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	<b>Operational Matters</b> 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

Signed

Date

08.10.21

	<p>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> <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><b>RESOLVED:</b> 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><b>128/21R</b></p>	<p><b>Banking</b></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><b>RESOLVED:</b> 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><b>129/21R</b></p>	<p><b>Gannon Rooms</b></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><b>RESOLVED:</b> 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><b>130/21R</b></p>	<p><b>Market Hall Trust Request for Finances towards the Kitchen Refurbishment</b></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><b>RESOLVED:</b> 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>

Signed \_\_\_\_\_

*JW*

Date \_\_\_\_\_

*08.10.21*

131/21R	<p><b>Volunteer Management</b></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><b>RESOLVED:</b> 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 documents for final approval. The Committee agreed that the documents as presented should be used for operations until the final draft is approved.</p>
132/21R	<p><b>Appraisal Policy</b></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><b>RESOLVED:</b> That the Resources Committee recommend to the Town Council that the revised amended Appraisal Scheme and form be adopted.</p>
133/21R	<p><b>Small Grant Applications</b></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><b>RESOLVED:</b> 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><b>Town Centre Co-ordinator Post</b></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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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>

Signed \_\_\_\_\_

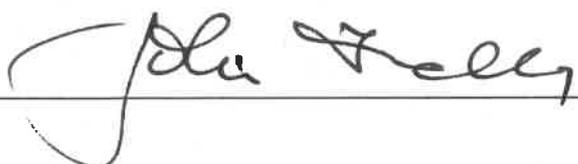
*JF*

Date \_\_\_\_\_

08.10.21

<b>136/21R</b>	<b>Probation and Appraisal of Clerk</b> 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.  <b>RESOLVED:</b> 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.

Meeting finished 3.29 pm  
Roz Barnett Clerk/RFO

Signed  Date 08.10.21



Appendix B

Market Hall Payments and Receipts June 2021			
Date	Amnt Paid	Amnt Bank	Payee & Description
<b>Receipts</b>			
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
<b>Payments</b>			
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
		<b>£1,056.30</b>	<b>£ 153.38</b>

Date: 06/07/2021

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

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Acc	31/05/2021		14,022.16
			<u>14,022.16</u>
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
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
<b>Receipts not Banked/Cleared (Plus)</b>			
28/06/2021 PHSREFUND		748.38	
			<u>748.38</u>
			13,238.45
		<b>Balance per Cash Book is :-</b>	<b>13,238.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signed

*JJK*

Date

08.10.21