



# Saxmundham Town Council

Minutes of the Resource Committee Meeting 28 June 2021 at 2pm  
In the Saxmundham Market Hall

**Committee Members:**

Councillor. Di Eastman

Councillor. John Findlay (Chair)

Councillor John Fisher

Councillor. Nigel Hiley

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 May committee pack

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

|         |   |
|---------|---|
| 114/20R | <b>Apologies for Absence</b><br>The Clerk reported that no apologies were received.   |
| 115/20R | <b>Declarations of Interest</b><br>None were declared.  |
| 116/20R | <b>Minutes of the Previous Meeting</b><br><b>RESOLVED: The minutes of the 24 May 2021 were adopted as a true and accurate record.</b>   |
| 117/20R | <b>Finance</b><br>a) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Town Council (Appendix A) It was noted that the item listed R Barnett phone should have been recorded as salary 2 and that the caretaking payment of £50 was for a contractor.<br>b) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Market Hall (Appendix B)<br>c) The Committee approved one payment for May for the Market Hall payable to JT Wilding for £215 as this was above agreed amount as the contractor did a temporary repair to a leaking water tank while on site.<br>d) The Committee received the May budget and spending report For the Town Council.<br>e) The Committee received the May budget and spending report for the Market Hall.<br>The Committee asked the Clerk to ensure the dates were correct at the top of the report. |
| 118/20R | <b>Operational Matters</b><br><b>1097.79</b><br>a) The Committee noted the PHS contracts for sanitary services and hand sanitisers for the Market Hall (£1097.79) and Town House (£623.65). The contracts had been finalised in July 2020 during the pandemic to secure hand sanitiser supplies when the Clerk had used delegated powers.   |

Signed

Date

8.10.21

|         |   |
|---------|---|
|         | Committee suggested that the £600 installation costs be taken from 4650 General Maintenance and the rest of the Project Costs be coded against a new code which included the £1000 for Noticeboard already in the budget. This would leave an overspend of £1590. |
| 122/20R | <b>Small Grant Applications</b><br>The Clerk reported that no applications had been received.   |

Meeting finished 3.40 pm  
Roz Barnett Clerk/RFO

Signed John Tolley Date 8.10.21

**Appendix B**

**Market Hall payments and receipts 31 of May**

| Date                | Cheque/Ref | Amnt Paid  | Amnt Banked | Payee Name or Description  |
|---------------------|------------|------------|-------------|--|
| <b>Payments May</b> |            |            |             |  |
| 23/04/2021          | 8854455    | £ 153.06   |             | Wave Water   |
| 04/05/2021          | DD         | £ 213.94   |             | EON Gas  |
| 05/05/2021          | A100188965 | £ 2,064.53 |             | PHS Annual charge (Includes Town House £748.38)                            |
| 06/05/2021          | DD         | £ 8.10     |             | Barclays Bank charges  |
| 11/05/2021          | DD         | £ 59.21    |             | EON electric   |
| 14/05/2021          | 421&428    | £ 95.00    |             | V.C. REDHEAD Hand driers (Includes £65 Town House)                         |
| 14/05/2021          | 33116      | £ 53.10    |             | East Anglia Leisure lighting clips for hanging                             |
| 14/05/2021          | 5563       | £ 30.00    |             | Herringbone Design Ltd website update                                      |
| 14/05/2021          | 138121     | £ 156.00   |             | Cavendish laboratories - legionella testing                                |
| 14/05/2021          | 6025946    | £ 204.18   |             | ESPO - Cleaning supplies   |
| 21/05/2021          | May 21     | £ 129.00   |             | J Chesterfield Cleaning  |
| 30/05/2021          | Fire Risk  | £ 420.00   |             | Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House) |
| <b>Income May</b>   |            |            |             |  |
| 06/05/2021          | Interest   |            | £ 0.53      | Barclays Loyalty reward  |
| 10/05/2021          | Rent-TestC |            | £ 1,000.00  | Rental Covid Centre April  |
| 14/05/2021          | RentElec   |            | £ 300.00    | Rental Elections   |
| 18/05/2021          | RentESTA   |            | £ 30.00     | Rental ESTA  |
| 25/05/2021          | Refund     |            | £ 65.00     | Refund from Town Council for VC Redhead Invoice                            |
| 25/05/2021          | Refund     |            | £ 120.00    | Refund from Town Council for Morgan Fire Invoice                           |
|                     |            | £ 3,586.12 | £ 1,515.53  |  |

Date: 02/06/2021 Market Hall Page 1  
 Time: 12:12 Bank Reconciliation Statement as at 31/05/2021 User: TOWNCLERK  
for Cashbook 1 - Current Bank A/c

| Bank Statement Account Name (s)           | Statement Date | Page No                            | Balances        |
|---|----------------|------------------------------------|-----------------|
| Current Acc                               | 31/05/2021     |                                    | 14,925.08       |
|   |                |                                    | <hr/> 14,925.08 |
| <b>Unpresented Cheques (Minus)</b>        |                | <b>Amount</b>                      |                 |
|   |                | 0.00                               |                 |
|   |                |                                    | <hr/> 0.00      |
|   |                |                                    | 14,925.08       |
| <b>Receipts not Banked/Cleared (Plus)</b> |                |                                    |                 |
|   |                | 0.00                               |                 |
|   |                |                                    | <hr/> 0.00      |
|   |                |                                    | 14,925.08       |
|   |                | <b>Balance per Cash Book is :-</b> | 14,925.08       |
|   |                | <b>Difference is :-</b>            | 0.00            |

Signed  Date 08.10.21