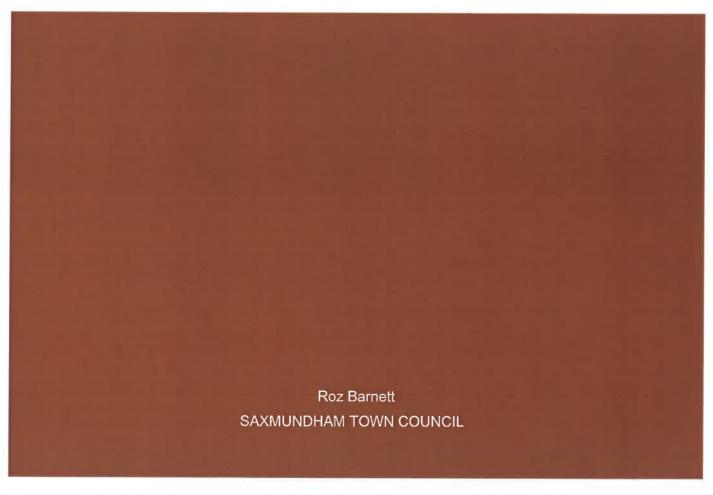
# TOWN COUNCIL 8 NOVEMBER 2021



# Item 7 92/21TC Minutes of Previous meetings

# Appendix 2

# Minutes of the Resource Committee Meeting 25 October 2021 at 2pm In the Saxmundham Town House

### **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/

148/21R	Apologies for Absence
	The Clerk reported that apologies were received from Councillor J Fisher.
149/21R	Declarations of Interest
	Cllr Eastman declared a non-pecuniary interest as she is a trustee of IP17 GNS.
150/21R	Minutes of the Previous Meeting
	<b>RESOLVED:</b> The minutes of the 27 September 2021 were adopted as a true and accurate record.
151/21R	Finance
	a) <b>RESOLVED:</b> That the Committee noted and ratified the payments for September for the Town Council
	b) <b>RESOLVED:</b> That the Committee noted and ratified the payments and receipts for September for the Market Hall
	The Committee noted that the reconciliation reports were not presented.
	c) The Committee noted that there were no additional approvals required for the listed payments
	for September for the Market Hall and Town Council. (Appendix A)
	d) The Committee discussed transferring funds from the Barclays current account to the Cambridge
	Saving Account. It was agreed to recommend to full Council that an additional £50,000 could be transferred without effecting cash flow.
	e) The Committee noted that the External Auditor Report on its 2020/21 Annual Governance and
	Accountability Return stated that in their opinion the information in sections 1 and 2 of the Return
	was in accordance with proper practices and no other matters have come to their attention giving
	cause for concern that relevant legislation and regulatory requirements have not been met.
152/21R	Budget 2022-23
	a) The Committee received a report on the mid-year budget and the projected year end position.
	The Clerk reported that the Council had received an additional grant income of £ 20,492 for the
	Town Centre Development and the Neighbourhood Plan projects. The Clerk also explained that
	the predicted committed expenditure would leave an outturn of £15,580 under budget. She
	stated that given the current trajectory the predicted underspend at the end of the financial year
	would be around £ 36,072 The Committee questioned the staffing costs as they were concerned
	about the extent of the underspend. The Clerk agreed that she would send out a detailed report
	on the staffing spend to date.
	b) The Chair of the Resources Committee presented the first draft of the budget for 2022-23. He
	explained that the budget had been designed to deliver the priorities in the agreed action plan.
	The Committee discussed the paper and suggested an additional £2000 be added to staffing line
	and made some amendments to the narrative comments. The Committee debated what level the
	precept should be set at for 2022-2023. It was noted that inflationary predictions and fuel costs

	rises were highlighted as possible pressures on the budget next year. Councillors agreed however that holding the precept at the current level or small increase would be the ideal position. This would mean however that the shortfall in the budget would have to be met from combined reserves.  RESOLVED: That the Resources Committee recommend the amended draft budget to the Town Council for their consideration.
153/21R	Operational Matters RESOLVED: That the Red Dune IT monthly support contract of £249.66 be set up to be paid by Direct Debit
154/21R	Christmas Trees RESOLVED: That the Town Council purchase the small Christmas trees for the shops and pay for their installation at a maximum cost of £1000.
155/21R	Health and Safety RESOLVED: That the Health and safety tender document was approved and that prices be sought for a 'competent' health and safety adviser for the Council.
156/21R	Amenities Committee Recommendation – Memorial Field RESOLVED: that the Council commissions an underground utilities survey of the Memorial Field at a cost of £1530.
157/21R	Small Grant Applications The Committee discussed the grant application from men's sheds for the improvements to the garages at the Town House. It was agreed that the Council should be paying for improvements to the building from the maintenance budget. The Clerk was asked to secure details of the proposals and present these to the Amenities Committee for their consideration.  RESOLVED: that a grant of £500 be awarded to the Marie Curie Cancer charity

Meeting finished 3.28 pm Roz Barnett Clerk/RFO

# Appendix A

Saxmundham	Town Council					
Payments for	the period 01/10/2021 to 31/10/2	021				
Payee	Transaction Detail	Gross		Net		Authorisation
DD	Bank Charges	£	15.35	£	15.35	Annual
Nest	Pensions October	£	381.55	£	381.55	Annual
Salary 1	Salary 1	£	2,522.05	£	2,522.05	Annual
Salary 3	Salary 3	£	356.17	£	356.17	Annual
Salary 2	Salary 2	£	991.24	£	991.24	Annual
Whites of East	Stationery October	£	12.54	£	10.45	Annual
Red Dune	ITSupport July	£	249.66	£	208.05	Annual
Red Dune	IT Support August	£	249.66	£	208.05	Annual
Herringbone [	Website support	£	120.00	£	120.00	Minute Number
Neon	Web site updates	£	135.00	£	135.00	Minute Number
Suffolk County	Christmas Road Closure	£	1,010.84	£	842.37	Delegated Authority
SCNO	Replace mats chantry rd	£	125.28	3	104.40	<b>Delegated Authority</b>
ESPO	Green Team Equipment	£	59.58	£	49.65	Minute Number
JT Peggs	Green Team Equipment	£	74.10	£	61.75	Minute Number
SCNO	Refuse Town House Oct-Dec	£	56.00	£	46.67	Annual
Leiston Press	Men's Shed Sign	£	104.40	£	104.40	<b>Delegated Authority</b>
ESPO	Keyhangers	£	12.84	£	10.70	Annual
Coastal Fire	Youth Booth Emergency Lighting	£	400.32	£	333.60	Minute Number
SCNO	Refuse market Oct-Dec	£	167.86	£	139.88	Annual
ESPO	Stationery	£	26.04	£	21.70	Annual
вт	Phone charges October	£	125.98	£	104.98	Annual
ВТ	Broadband	£	31.99	£	26.66	Annual
Easy Space - R	Domain Name	£	47.22	Ē	39.35	Annual
Who Gives a C	Refund Toilet Roll	£	40.00	£	33.33	Minute Number
Roberts	Map design works	£	1,500.00	£	1,500.00	Minute Number
Red Dune	October Support	£	249.66	£	208.05	Annual
ESPO	NP Consultation materials	£	28.86	£	24.05	Annual
Poppy Appeal	2 wreaths for Poppy Appeal	£	60.00	£	60.00	Delegated Authority
Phil Leon	Painting Youth Booth	٤	749.10	£	749.10	Minute Number
J Chesterfield	Cleaning Town House	£	90.00	£	90.00	Annual
	Cleaning Gannon Rooms	£	132.00	£	132.00	Minute Number
SALC	Payroll	£	117.60	£	98.00	Annual
PKF	External Audit 2021	£	720.00	£	600.00	Annual
Leiston Press	Map Copies Memorial Field	£	49.20	£	41.00	Delegated Authority
	Green Team Fliers	£	79.00	£		Minute Number
	Totals	£	11,091.09	£	10,448.55	

Market Hall					
Payments for	or the period 01/10,	/2021 to 31/10/2021			
Date	Payee	Transaction Detail	Amo	unt	Authorisation
44488	BEON	Electric Market Hall	£	27.05	Annual
01/10/2021	Barclays Bank	Bank Charges Sept	£	10.80	Annual
22/10/2021	J Chesterfield	October Cleaning	£	192.00	Annual
22/10/2021	JT Wilding	Cooker repair & Pipe Repair	£	238.00	Minute Number
44494	Jerusha O I West	Refund market hall Booking	£	30.00	Delegated Authority
		Total	£	440.80	

# Minutes of the Meeting of the Amenities & Services Committee 6.00 PM 25 October 2021 at Saxmundham at the Town House

# **Councillors:**

Councillor D. Eastman Councillor C. Hawkins Councillor R. Hedley Lewis Councillor T. Lock (Chair)

Also Present: Roz Barnett (Town Clerk)

42/21AS	Apologies for absence
	No Apologies were received.
43/21AS	Pecuniary/Non-Pecuniary Interests There were no declarations of interests.
44/21AS	Minutes of the Previous Meeting
	<b>RESOLVED:</b> It was unanimously RESOLVED to approve the minutes of the meeting 20 September 2021.
45/21AS	Updates from the Clerk
	f) The Clerk explained that the Assistant Clerk had tried to negotiate on the price for the Town House Fire Alarm however the company were reluctant to price for an alternative option as this was not specified in the fire risk assessment. The Clerk explained that the Council would be seeking costs for a health and safety consultant who would advise the Council on health and safety matters.
	g) The Clerk reported on the Welcome Back Funding update and explained that she had submitted a request for i) 2 x days gardening ii) 8 x seating – please define requirement (Gannon rooms furniture) iii) 4 x planters iv) 6 x pop-up gazebos v) 4 x event banners vi) Trail markers
	Councillors suggested she asked for the money for the storage container for memorial field and possibly sustainable transport for the environment co-ordinator.  h) The Clerk reported that the painting of the Youth Booth has been completed.  i) Phil Leon has provided a quote to repaint the Men's Sheds garage doors a t a cost of £355.60 before the winter season. The Committee agreed that the Clerk could use delegated powers to arrange the painting of the doors.  j) The Resources Committee have approved the underground survey costs and the Clerk will send the DWG drawings to the successful company.
46/21AS	Report on the Environmental Co-ordinators Activities  The Clerk reported that the Green Team had arranged a clean-up outside the Gannon Rooms their next scheduled task will be to rake up the arisings from the Memorial field.
	The next task to be completed by the Green Team will be bulb planting. The bulbs have been dispatched but not yet received.  It was agreed that the Environment Co-ordinator could provide some advice to the garden volunteers from Access Gardens.
47/21AS	Memorial Field Landscape Project

48/21AS 49/21AS	<ul> <li>a) Councillor Hedley updated the Committee on discussions with the Environment Co-ordinator on the tree planting plans. It was agreed that planting the tree during the winter period would be a priority. The areas to be planted would be the wavy path, the strip adjacent to Rendham Road, and the entrance area. Costs and detailed plans to be presented at the November meeting.</li> <li>b) It was agreed to seek costs for the design works for making a wider drop off area at the entrance, The Clerk would try again to get advice from Highways, but in order that the project can progress she will also seek quotes from the private sector. Once the entrance has been designed further advice would be needed on the soft landscaping and planting.</li> <li>c) The Committee discussed the brief for the pedestrian and main entrance gate. Councillor Hedley Lewis offered to draw up a draft specification.</li> <li>d) The Committee noted the work completed on the research for the Memorial signage. It was agreed to seek advice further on the presentation the information from the Museum.</li> <li>e) The Committee approved the idea of the development of the Memorial historical walk</li> <li>The Committee noted that the Clerk would submit a grant application to the Sizewell community fund for an aspect of the project.</li> <li>Site Maintenance Plans – The Committee noted the template and agreed to defer to the next meeting</li> <li>Vegetation Management Tender – The Committee noted the reports and agreed that this would provide the basis for maintenance for 2022-23/</li> </ul>
20/24.40	
50/21AS	Town Gateways  The Committee discussed alternative options for the gateway entrance signs and decided to recommend a traditional white sign with black writing and the Town Crest. The Clerk said she would now submit the specification to the highways department.
51/21AS	Floral Decorations
_	The Clerk explained that there would be £300 left in the Sax in Bloom budget and that she would be consulting with the environment co-ordinator on the best use of these funds.
53/21AS	Proposals for electric Charging Points  The Clerk explained that she had chased the County Council about the charging points again and they have promised to send out the details before December.
54/21AS	Street Furniture Requests:  The Clerk reported that she had asked East Suffolk Council whether they would stick to the original price quoted for the metal litter bins unfortunately they declined. The Committee discussed the option of cheaper bins but decided to order the two metal chieftain litter bins.  The committee discussed the benches in Seaman's Avenue and agreed to remove both benches and replace the bench nearest the swings at a cost of £671.45  RESOLVED: The Committee agreed to purchase two metal chieftain litter for Fromus Green and Rendham Rd at a cost of £690.57+ VAT per bin to cover line search and scanning before installation.  RESOLVED: The Committee agreed to remove both Seaman's Rd Benches and purchase a Phoenix recycled bench at a cost of £671.45 + VAT.
58/21AS	Correspondence – The correspondence was noted

The meeting closed at 7.52 p.m.

**Roz Barnett** 

Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW

Tel: 01728 604595

# Minutes of the Meeting of the Planning & Development Control Committee 11 am on 19th October 2021 in the Town House.

**Councillors:** 

Cllr. John Fisher (Chair)

Cllr. Roger Hedley-Lewis

**Cllr Nigel Hiley** 

**CIIr Charlotte Hawkins** 

Also Present: Jenny Morcom, (Assistant Town Clerk (ATC).

73/21PD

**Apologies for absence** 

There were no apologies for absence.

74/21PD

**Pecuniary/Non-Pecuniary Interests** 

None declared.

75/21PD

Minutes of the meeting held 15th September 2021

It was unanimously RESOLVED to approve the minutes of the meeting held on 15th September 2021.

The minutes were signed by the Chair.

76/21PD

**Open Forum** 

No members of the public had joined the meeting.

77/21PD

**Planning Applications** 

DC/21/4115/LBC 46 High St, IP17 1AB

and

DC/21/4114/FUL

1st floor conversion of former

part of shop to residential

dwelling and former ground

floor storeroom to workshop

It was unanimously RESOLVED to support to the application as it will improve and maintain the buildings behind the shop. The committee wished to add, however, feel that s.20 of the application requires a little clarification as it is difficult to work out the effect of the proposals on the shop floor area.

78/21PD

**Recent Planning Decisions.** 

## The Committee noted the following decisions:

Planning ref	Applicant name and site address	Proposal	STC response	ESC decision
DC/21/3089/FUL	21 Montagu Drive	Single storey rear extension	P and D on 21 July	permitted
DC/21/3564/FUL	70 Fairfield Rd, IP17 1BB	Single storey rear extension	P and D 11 Aug 2021 12/8/21 STC supports this application	permitted
DC/21/3677/FUL	Saxmundham Free School	New fence	P and D 11 Aug 2021 12/8/21 STC supports this application	permitted
DC/21/3625/FUL	32 Albion St, IP17 1BL	Single storey extension	P and D 25 Aug 2021 26/8/21 STC has no objection to this application	permitted

# 79/PD21 To discuss the search areas for the proposed Nautilus Interconnector Converter Station which include a site close to Saxmundham

The Committee discussed thew consultation documents. The following points were raised

- The proposed site is on higher ground above the Town of Saxmundham and the converter
  would be housed in a large building up to 24 meters high. It is unclear what would happen on
  the rest of the site, but we presume that the development phase would involve considerable
  disruption and change.
- We are concerned about the general loss of visual amenity and productive farmland as well as the impact on local wildlife.
- We are concerned about how continuous noise from the plant may affect people living in Saxmundham.
- We are concerned that an unsightly and/or noisy building may prevent any future development of Saxmundham to the east.
- We are concerned about the impact of increased traffic flow through the Town particularly during the development phase.

It was unanimously RESOLVED that the ATC should draft a short consultation statement to be agreed by the Planning Committee before circulation to the Town Council as a whole in order to respond by the deadline of 26<sup>th</sup> October

# 80/PD21 To note the Hopkins Estate Report

The Committee noted the report in particular:

- Problems caused by parking on the estate roads especially near bends in the road.
- Lack of cutting of Fromus Green had reduced its usefulness during the summer.
- The common areas of the affordable housing are not well-maintained.

It was felt that this information would be important to inform new developments in Saxmundham in particular the Garden Neighbourhood. The survey also endorsed the development of a welcome pack for people moving into Saxmundham. Cllr Hedley Lewis also raised the need for training in consultation.

ATC to discuss this with the Clerk.

81/PD21 The next meeting will be held at 6pm in the Town House

The meeting closed at 12.40 p.m.

Jennifer Morcom, Assistant Clerk to Saxmundham Town Council The Town House, Station Approach Saxmundham, IP17 1BW

Bank Balance 31 October 2021

Appendix 6				
Saxmundham Town Council				
September Payments Saxmun	idham Town Council			
For the period 1/10/2021 - 31				
Income				
Date	Transaction Detail	Amou	unt	
East Suffolk Council	Grant	£	9,926.00	
Barclays	Interest	£	1.84	
East Suffolk Council	Grant	£	551.37	
Market Hall	Broadband	£	135.00	
Crisps	Santa donation	£	121.00	
Stallholder	Christmas	£	10.00	
Bank Reconciliation up to 31/2	10/2021 for Cashbook N	o1-C	urrent Bank A	ic.
Payee Name	Description	Stat A		Payee Name or Description
H G Crisp (Whites of East Ang	Account	£	12.54	Annual
Suffolk County Council	Road Closure	£	1,010.84	Minute Number
Wave Utilities	Water	£	40.00	Annual
Barclays Bank	Charges	£	15.35	Annual
NEST Pensions	Pensions	£	381.55	Annual
British Gas	Electric	£	62.40	Annual
Salary 2	Salary 2	£	991.24	Annual
Salary 3	Salary 3	£	356.17	Annual
Salary 1	Salary 1	£	2,522.05	Annual
British Telecom	Phones	£	157.97	Annual
Eastern Shires Purchasing Org	a Stationery	£	127,32	Annual
Leiston Press Publishing	Printing	£	232.60	Annual
Judy Chesterfield	Cleaning	2	222.00	Annual
Suffolk Coastal Norse Ltd	Maintenance	£	349.14	Annual
Suffolk Assoc. of Local Counci	Payroll	£	117.60	Annual
Herring Bone Design Ltd.	Web Support	£	120.00	Annual
Red Dune Ltd.	ITSupport	£	748.98	Annual
Coastal Fire Ltd.	Youth Booth Lighting	£	400.32	Minute Number
PKF Little John	External Audit	£	720.00	Annual
Phil Leon Painting and Decora	t Youth Booth	£	749.10	Minute Number
Rosalind Barnett	Refund Website	£	87.22	Annual
JT Pegg & Sons Ltd.	Green Team Equipmer	£	74.10	Minute Number
POPPY APPEAL British legion	Donation Wreaths	£	60.00	Delegated Power
JOHN ROBERTS	Map Design	£	50.00	Minute Number
Opus Energy	Gas	£	8.14	Annual
NEON CONTENT & COPY	Website Update	£	135.00	Minute Number
Market Hall	Capital Grant	£	10,500.00	Minute Number
	Total	£	20,251.63	
			and the state of t	

276281.21

October Payments Market Ha	all			an Basannan aran an am ann ann an ann an ann ann ann a
From the 1/10/2021 - 31/10/2	2021			
Payee Name	Transaction detail	Amr	nt Banked	
Income				
MH58	Hall Hire	£	60.00	
MH77	Hall Hire	£	60.00	
MH70	Hall Hire	£	110.00	
MH56	Hall Hire	£	37.50	
MH71	Hall Hire	£	50.00	
MH72	Hall Hire	£	60.00	
Barclays	<b>Loyalty Reqward</b>	£	0.70	
MH61	Hall Hire	£	240.00	
MH74	Hall Hire	£	100.00	
Rudd Stall	Makers Market	£	10.00	
Jules Art	Makers Market	£	8.00	
Cole Stall	Makers Market	£	8.00	
PrykeStall	Makers Market	£	8.00	
WoodStall	Makers Market	£	10.00	
Judo MH75	Hall Hire	£	30.00	
MH65, MH64	Hall Hire	£	410.00	
Town Council	Cap Grant	£	10,500.00	
	Total Income	£	11,702.20	
Expenditure				
Payee Name	Transaction detail	Amn	t paid	Authorisation
Barclays Bank	Bank Charges	£	10.80	Annual
E.ON	Gas	£	27.05	Annual
JT Wilding	Cooker Repairs	£	285.60	Minute Number
J West	Refund Hall Hire	£	30.00	Delegated Powers
Judy Chesterfield	Cleaning	£	192.00	Annual
Saxmundham Town Council	Broadband	£	135.00	Annual
	<b>Total Expenditure</b>	£	680.45	
Bank balance 31st of October	2021	£	35,151.44	

# Section 3 - External Auditor Report and Certificate 2020/21

In respect of

### SAXMUNDHAM TOWN COUNCIL- SF0330

## 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- · summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

& Ireland) and does not	t provide the same	level of assurance	e that such an au	udit would do.	• (-
2 External auditor	r report 2020/	21			
On the basis of our review of Sections 1 and 2 of the AGAR relevant legislation and regula	R is in accordance with F	Proper Practices and n	nd Accountability Re to other matters have	eum (AGAR), in o	ur opinion the information in ation giving cause for concern that
Other matters not affecting out	r oninion which we draw	it to the attention of the	suthority:		
None.	a militaria and summer and the desired	A 100 minutes of the	, was sorry,		
3 External auditor We certify that we have Return, and discharged March 2021.	completed our revi	ew of Sections 1 a			se and Accountability 14, for the year ended 31
External Auditor Name					
		PKF LITTLE.	JOHN LLP		
External Auditor Signature	PKF	Littlejoh	1 LIP	Date	22/09/2021
* Note: the NAO issued gui AGN/02. The AGN is avail				irance reviews in	Auditor Guidance Note

Item 13 84/21TC

Correspondence - To note correspondence received since the last meeting. (Appendix 12)

Correspondence Log October 2021		
Correspondence received.	Action Taken	Outcome
Offer from resident to create Memorial walk for the Town	Discussed at Amenities	Ongoing
Resident congratulated the Council for the combined statement on Climate Change	Noted in Correspondence	Resolved
Resident complained about unkept border	Noted in correspondence	Ongoing
Resident complained about the state of the play area in Warren Avenue	Noted in correspondence	Ongoing
Invitation to meet with Declan Burke, Director of Nuclear Projects & Development at the Department for Business, Energy and Industrial Strategy	Noted in Correspondence	Ongoing

# Appendix Budget Out Turn Report 2021/2022

Refund from Market Hall									1		477r   FI:	
	1 150			2,159	1,000 £		2,007	f	2,250	PH3	4270 Insurance	4270
New laptop Town Centre Co-ordinator	-		£		1,000 £		572	E.	1,000	т	4265 Office Equipment	4265
	120	715 £	Ħ	715	1,550 £	њ	1,386	£	1,550	њ	4260 Telephone/Broadband	4260
4,560 includes Finance costs	4,560	3,000 -€	Ð	3,360	1,800 £	H	6,097	E	5,000	th	4255 IT support & Software	4255
	406	l-t-t	m	1,294	1,700 £	th	1,300	ь	1,700	£	4250 Subscriptions	4250
	2,755	2,000 -£	Η'n	2,555	1,800 £	H	2,622	£	1,800	th	4245 Printing & Stationery	4245
	30	ı Ho	њ	10	30 £	th	1	Ħ	300	т	4240 Postage	4240
	47	100 £	ħ	93	240 £	m	137	m	350	th	4235 Bank Charges	4235
	91	700 £	Ħ	459	1,250 £	т	1,051	њ	1,300	th	4230 Audit Fees	4230
	500	- £	H	'	500 £	H		_	500	Ħ	4225 Advertising	4225
	277		Ħ	323	900 £	H	60	ħ	350	th	4220 Hire of hall for mtgs	4220
	133	1,000 €	Ħ	1,367	2,500 £	th	2,665	£	2,850	th	4205 Office Utilities	4205
	861	1,000 -€	њ	1,361	1,500 £	th	1,718	Ė	1,500	Ħ	4200 Office Cleaning	4200
						1					160 Office & Admin Costs	Office &
											nmittee	Resources Committee
	2,025	25 £	Ħ	2,050	. £	m		3	2,050	TOTAL £		
	1,225	25 £	th	1,250	i in	H		-	1,250	lth.	4120 Councillor Training	4120
	250	٠ <del>١</del>	Ιħ	250	th	th		£	250	th	4110 Chairman's Reception	4110
	350	ı H	£		th	H		É	350	H	4105 Councillors Expenses	4105
	200	٠ <del>١</del>	Ħ	200	th	њ		£	200	Ħ	4100 Chairman's Allowance	4100
											ors/Civic	140 Councillors/Civic
											nmittee	Resources Committee
	2,671	37,000 £	Ħ	29,583	69,850 £	£ 6	70,464	Ð	68,650	TOTAL £		
	1	ı Hə	Ε	1	500 £	£	260	⊕ H	850	th.	4095 Training	4095
	1	ı Hi	£		±	Ħ	28,628	£	28,600	њ	4065 Agency/Interim Services	4065
	-	- £	£		- tt	Ħ	839	ι Ε	1,000	њ	4060 Recruitment Costs	4060
	127	- £	Ħ	127	150 £	th	281	H		th	4055 Other Staff Costs	4055
	ı	- £	£		200 £	Ħ		£	200	th.	4050 Clerks Expenses	4050
Includes allowance for pay award	2,544	37,000 £	њ	29,456	69,000 £	£ 6	40,456	£	38,000	th	4000 Staff Salaries Tax/NI/Pension	4000
											120 Salaries & Staff Expenses	Salaries :
											nmittee	Resources Committee
Over		7,400 £		23	236,591 £	£ 23	238,148	Ð €	£ 225,650	TOTAL		
21,892 Neighbourhood Grant/ Town co-ordinator grant			Η'n	12092	12,092	E 1	13,606	£	150	th	1150 Other Income	1150
			m	0	ă.	m				±6	1305 Grants	1305
			O £		500	H	1	Ð	1,000	£	1100 Market Income	1100
	900	986 -£	14 £	14	1,000	£	42	m	,	tt.	1090 Bank Interest	1090
	1	$\neg$	÷.		£						1080 Precept Grant	1080
		1 £		223,000	222,999 E	£ 22	224,500	0 E	£ 224,500	HD.	1076 Precept	1076
	under or over	9	Still	Actual	Budget	<u></u>	Actual	-	Budget			100 Income
				)22	2021-2022		021	2020- 2021	2			

# Appendix 6 Budget Out Turn Report 2021/2022

E C.
221.775 £ 227.334 £ 109.423 £ 105.129 £ 15.580 Hader
£ 5,100 £ 1,034
£
1,139 £ 1,000 £ 139 Electic Charging points
10,471 £ 4,000 £ 529
£ 6,400 £ 1,229
£ 500 £ 232
£ 2,000 £ -
£ 400 £ 726
£ 100 £ 185

Additional Income received
Predicted Expenditure Underspend
Predicted underspend at the end of the financil year

20,492 15,580 36,072

# APP ENDIX S 2021/2022 BUDGET WORKING PAPERS

01/11/2021

	Refund fro	£ 2,200.00	1.000	2 250 F	÷	Insurance	4270
	New lapto		1,000		£	Office Equipment	4265
			1,550		£	Telephone/Broadband	4260
Dincome   Frecept   Frec			1,800		th	IT support & Software	4255
Dincome   Frecept   Frec			1,700		£	Subscriptions	4250
Dincome   Frecept   Free   Free	Increased	2,000.00	1,800		Ħ	Printing & Stationery	4245
Dincome   Precept   Prec			30	_	H	Postage	4240
Dincome   Dinc			240		Ħ	Bank Charges	4235
Dincome   Frecept   Frec		1,250.00	1,250		m	Audit Fees	4230
Dincome   Function   Dincome   Dincome	Split from	2,500.00	-			Rialtas Financial Support & End of Year	4228
Dincome   Receipt   Rece					H	Advertising	4225
Dincome   Free Price   Free P			900		Η'n	Hire of hall for mtgs	4220
Dincome   Free pit   Dincome   Free pit   Dincome   Free pit   Dincome   Free pit   Dincome			2,500		Ηŋ	Office Utilities	4205
Dincome   Precept   Prec	Increased		1,500		th	Office Cleaning & materials	4200
Income   Precept   Prece						s. Admin Costs	Office 8
Dincome   Frecept   Dincome   Frecept   Dincome   Frecept   Dincome   Frecept   Dincome   Dinc			-		Ph	TOTAL	
Dincome     Dincome     Dincome     Dincome     Dincome     Dincome     Dincome     Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome   Dincome			_	_	Η'n	Councillor Training	4120
Dincome   Frecept   Dincome   E   Didget   Did	Priority 5.		250		j+	Meeting & Annual Town	4110
D   Income     Budget   Budget   Budget   Suza-2023   Budget   Oxincrease   E 224,500   E 223,000   E 227,328.05   Oxincrease   E 224,500   E 223,000   E 227,328.05   Oxincrease   E 224,500   E 223,000   E 227,328.05   Oxincrease   E 1,000   E 227,328.05   Oxincrease   Oxincr			+	-	ΕĐ	Councillors Expenses	4105
Dincome   Budget   Budget   Budget   Co21-2023   Budget   Co21-2023   Budget   Co21-2023   Budget   Co21-2023			-	-	Ħ	Chairman's Allowance	4100
Dincome   Frecept   Free pitch   Fr						lors/Civic Events	Councill
Dincome   Frecept   Free pitch   Free pitch			•		H	TOTAL	
Dincome   Frecept   Frec					£	Training	4095
Dincome   Frecept   Frec		th.			Ħ	Agency/Interim Services	4065
2020-2021   2021-2022   2022-2023   E				_	Η'n	Recruitment Costs	4060
2020-2021   2021-2022   2022-2023   Endget   E					£	Other Staff Costs	4055
2020-2021   2021-2022   2022-2023   Endget   2021-2023   Endget   2021			_		£	Clerks Expenses	4050
Data	Includes a				£	Staff Salaries Tax/NI/Pension	4000
2020-2021   2021-2022   2022-2023						ommittee s & Staff Expenses	ources Co
2020-2021   2021-2022   2022-2023		229,528.05	-		Ith	TOTAL	
D Income         Budget         Budget         Budget         Budget 0% increase         Budget 0% increase           1076         Precept Grant         £         224,500         £         23,000         £227,328.05         0% increase in Precept           1080         Precept Grant         £         4         3,885         5         0% increase in Precept           1090         Bank Interest         £         1,000         £         200.00         Reduction based on current interest rates           1110         Market Income         £         1,000         £         Free pitches to encourage Market Holders           1110         Income Land & Property         £         1,000         £         1,000.00         Licence IP17 GNS & Memorial Field Income           1305         Grants         £         6         6         6         6         1,000.00         Licence IP17 GNS & Memorial Field Income	Insurance	1,000.00			Ηħ	Other Income	1150
b         Income         Budget				±	Ħ	Grants	1305
2020-2021   2021-2022   2022-2023	Licence IP	1,000.00				Income Land & Property	1110
b Income         E         2020- 2021         2021-2022         2022-2023         Budget 0% increase         Budget 0% increase           1076         Precept Grant         £         224,500         £         223,000         £ 227,328.05         0% increase in Precept           1080         Precept Grant         £         4         5,885         -         -         200.00         Reduction based on current interest rates	_			_	£	Market Income	1100
D Income         Budget         Budge	Reduction	200.00		Eth	£	Bank Interest	1090
2020-2021   2021-2022   2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022-2023     2022			3,885			Precept Grant	1080
2020-2021   2021-2022   2022-2023	5 0% increase in Precept	£227,328.05	223,000	_	£		1076
<b>2020- 2021 2021-2022</b> 2022-2023		Budget 0% increase			Budget		Income
		022-2023			2020- 202		
	Comments						

£ 3,000 £ £ 1,000 £ £			STAIL CHAILCHE & CHILINGS TANKOLD		
£ 3,000 £ 5,000.00 Priority 2  £ 1,500 £ 2,000.00 Priority 4  £ 1,000 £ 2,500.00 Priority 1  £ 5,000.00 Priority 1			Environment & Climate Actions		L
£ 3,000 £ 5,000.00 Priority 2  £ 1,500 £ 2,000.00 Priority 4  £ 1,000 £ 2,500.00 Priority 4			Gateway entrances/Speed reduction		
£ 3,000 £ 5,000.00 Priority 2  £ 1,500 £ 2,000.00 Priority 4			Fromus Square & Walkways		L
£ 3,000 £ 5,000.00 Priority 2			Markets and Tourism	4835	4
£ 3,000 £ 5,000.00 Priority 2	1,500	H	Market Development & running costs	L	4
	5,000	n n	Saxmundham In Bloom/Anglia in bloom		4
-			500 Town Improvements Projects	own Imp	8
1 0,000			Amenities Committee/Environment Working Group	ties Com	men
£ 6000 £ 1000 00	2,500	m	TOTAL		
500 £ E 1,000.00 Contingency funding for plan completion	500	Ħ	Neighbourhood plan costs	4705	4
Ħ	2,000	£	Consultants for NP	L	4
<u>•</u> £ 6,000	-	Ħ	NP expenses	4705	4
			400 Neighbourhood Plan	eighbou	8
			nmittee	Resources Committee	nosa
- James		1			ì
000 £ 7.165 £ 8.500.00	4.000	£	TOTAL		1
E 2,000.00 FTIONIY 4.1			edsilless lietwork of LOWIT FLOIIIOCION		+
1,500 1		F	Business network & Town Promotion		+
f 1500 f 3,000,00		to	Wehsite		4
	1,400	th	Newsletter & Publicity	4400	4
			Communications Working Group  200 External Comms	Communications Wor 200 External Comms	90 E
	21,400	l th	TOTAL		
£ 21,400 £	21,400	Ħ	Loan Repayment	4300	4
			ayment	170 Loan Repayment	70 -
			nmittee	Resources Committee	esou
£ 74,500 £	72,500	ь	TOTAL		
£ 13,000 £ :	11,500	±	Community Cohesion		4
£ 1,500 £		£	Other S137 - Gannon Rooms		4
£ 9,000 £	24,000	£	Youth Activities	4550	4
£ 15,000 £	-	th	Other Events	4520	4
£ 9,000 £ 6,000.00	9,000	Ħ	Other Grants		4
£ 11,000 £ 13,000.00	3,500	£	Christmas Event		4
500 £ 16,000 £ 16,000.00 Subsidy for the Market Hall Will require additional capital funding match for HLF bid	24,500	£	Market Hall	4500	4
			ımittee Events	Resources Committee 320 Grants & Events	esoul 20 G
£ 17,520 £ 2	22,700	in	TOTAL		
£ 1,500 £ 3	1,500	£	Consultants including Health & Safety		4
£ 250 £ 250.00	250	£	Supplies & Petty Cash Items	4280	4
£ -	500	£	Election		4
**************************************					

							Г	600	Ame		8
	4675	4670	4830	4820	4675	4825	4815	600 Maintenance	nities Co		
TOTAL	Youth Booth Maintenance	Town House Maintenance	Street Furniture	Play Inspection & play maintenance	General STC Maintenance	Market Maintenance & running costs	Grounds Maintenance	nance	Amenities Committee	TOTAL	
£	th	ΙΉ	Ħ	£	Ħ		£			£	
20,350	-	3,500	-	350	14,500		2,000 €			6,500 €	
th	Ħ	th	Ħ	ħ	Ħ	1	3		min and	£	
25,400	=	3,500	2,000	400	15,000		2,000			5,500 £	
ħ	£	Ð	£	£	Ħ	£	Ħ			£	
20,500.00	2,000.00	2,500.00	6,000.00	2,000.00	3,000.00	1,000.00	4,000.00			22,500.00	
			6,000.00 General maintenance & replacement. New noticeboards	2,000.00 To cover minor maintenance on play areas			4,000.00 Improved specification for grounds maintenance including bin and signage cleaning				Comments

10,010,01	-			The interior
10 010 67				1% increase
		144.71	ŀħ	Actual Council Tax for Parish
		250,620.00	th	Total Expenditure
		231,801.33	ŀħ	Total Income
		2,200.00	њ	Additional Income
		229,601.33	m	2022/23 Precept
19,955.31	m		0.1	.5% increase
		143.99	нъ	Actual Council Tax for Parish
		250,620.00	£	Total Expenditure
		230,664.69	њ	Total Income
		2,200.00	Ηı	Additional Income
		228,464.69	Η'n	2022/23 Precept
21,091.95	£			0% increase
		143.28	th	<b>Actual Council Tax for Parish</b>
		250,620.00	£	Total Expenditure
		229,528.05	th	Total Income
		2,200.00	н	Additional Income
		£227,328.05		2022/23 Precept
From Reserves	From			Precept Options

Total Expenditure

220,650 £

229,385 £

250,620.00

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