



# 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/>

137/21R	<b>Apologies for Absence</b> The Clerk reported that apologies were received from Councillor J Fisher.
138/21R	<b>Declarations of Interest</b> Councillor Hiley reported a non-pecuniary interest in item 145/21R as he is a trustee of the Gannon Rooms.
139/21R	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> The minutes of the 26 July 2021 were adopted as a true and accurate record.
140/21R	<b>Finance</b> a) <b>RESOLVED:</b> That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Town Council (Appendix A) b) <b>RESOLVED:</b> That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Market Hall (Appendix B) 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 C) d) 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. e) The Committee received the September budget and spending report for the Market Hall.
141/21R	<b>CIL Report</b> 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.  <b>RESOLVED:</b> 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.

Signed

Date

29. 11. 21

142/21R	<p><b>Assets</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• A business plan to make sure that the Council has the resources and ambition to take responsibility for assets.</li> <li>• A definite commitment from Town Council to take on the assets were ESDC to approve the transfer.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• Whether the Town Council would receive a commuted sum for the management of these assets.</li> <li>• What the current costs were for the different sites.</li> <li>• What the current income was generated by the sites.</li> <li>•</li> </ul> <p>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.</p> <p><b>RESOLVED:</b> That the Resources Committee recommend to the Town Council that they consider three options for requesting additional assets</p> <p>Option 1 – Fromus Square and walkways from the Hopkins estate.</p> <p>Option 2 – Carpark and toilets.</p> <p>Option 3 – Fromus Green, Fromus Play Area</p>
143/21R	<p><b>Christmas Events Budget</b></p> <p>Councillor Eastman presented the Christmas Events Budget and explained the detail of the programme.</p> <p><b>RESOLVED:</b> That the Resources Committee accepted the outline budget for the proposed expenditure of the £4621 delegated funding for the Christmas Event.</p>
144/21R	<p>a) The Committee considered three quotes from environmentally sustainable toilet roll suppliers. <b>RESOLVED:</b> 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.</p> <p>b) 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. <b>RESOLVED:</b> That the Clerk codes the additional electric costs for the Youth Booth from the budget for Youth once the electricity invoices have been received.</p> <p>c) The Committee considered a quote to change water supplier to Everflow Water. <b>RESOLVED:</b> That the Town Clerk change the water supplier for the Town House and Market Hall to Everflow at a cost £156.11 making a predicted saving of £53.79 per annum</p> <p>d) 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 year's 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)</p>

Signed



Date

29.11.21

	<b>RESOLVED: That the Clerk consult with other Town Councils on suppliers of Fire Alarm systems and explore the appointment of Health &amp; 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.</b>
<b>145/21R</b>	<b>Gannon Rooms</b> 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.
<b>147/21R</b>	<b>Small Grant Applications</b> <b>The Clerk reported that no new applications had been received.</b> 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

Signed



Date

29.11.21

## Appendix A

Saxmundham Town Council July 2021			
For the period 01/07/2021 to 31/07/2021			
Receipts			
Date	Transaction Detail		Approval
05/07/2021	Insurance refund Market Hall	£ 1,397.09	
05/07/2021	Broadband refund	£ 135.00	
05/07/2021	Loyalty reward	£ 1.40	
28/07/2021	VAT Q1	£ 2,383.55	
	<b>Total receipts</b>	<b>£ 3,917.04</b>	
Payments			
Date	Transaction Detail	Gross Amount	Approval
05/07/2021	Refund PHS Market Hall	748.38	Minute Number
06/07/2021	Pension Contributions	£ 347.59	Annual Approval
21/07/2021	Salary 1	£ 2,539.85	Annual Approval
21/07/2021	Salary 2	£ 991.24	Annual Approval
21/07/2021	Salary 3	£ 367.19	Annual Approval
22/07/2021	Refund to Clerk, Annual Zoom Subscription,	£ 150.67	Annual Approval
01/07/2021	ESPO Cleaning Materials	£ 36.06	Annual Approval
01/07/2021	WAVE - Water Town House	£ 40.00	Annual Approval
01/07/2021	British Gas Electricity Town House	£ 71.30	Annual Approval
01/07/2021	OPUS Gas Town House	£ 13.79	Annual Approval
01/07/2021	Barclays Bank Charges June	£ 11.60	Annual Approval
01/07/2021	Whites Stationery Strategy day	£ 23.68	Annual Approval
01/07/2021	BNPP Photocopying	£ 286.80	Annual Approval
01/07/2021	Affiliation Rural Market Town	£ 132.00	Annual Approval
01/07/2021	Aldridge - Survey of Gannon Rooms	£ 1,500.00	Minute Number
01/07/2021	Herring Bone - Website Support	£ 120.00	Minute Number
01/07/2021	SCNO Bin Replacement Harpers Lane	£ 618.00	Minute Number
01/07/2021	SCNO Refuse collection Town house	£ 56.00	Annual Approval
01/07/2021	Survey Solutions Survey Memorial Field	£ 1,194.00	Minute Number
01/07/2021	SCNO Market Waste May-June	£ 167.86	Annual Approval
01/07/2021	Market waste July	£ 82.78	Annual Approval
07/07/2021	Red Dune Laptop Environment co-ordinator	£ 684.00	Minute Number
07/07/2021	ESPO Toilet Rolls	£ 25.08	Annual Approval
12/07/2021	Leiston Press Play Park Signage	£ 138.00	Minute Number
13/07/2021	Compass Stage 1a Consultant NP	£ 1,485.00	Minute Number
13/07/2021	IT Support	£ 249.66	Annual Approval
13/07/2021	BT Phone service package	£ 31.99	Annual Approval
13/07/2021	BT Phone service package	£ 123.58	Annual Approval
13/07/2021	Electrical Testing Lampost	£ 1,032.00	Minute Number
13/07/2021	ESPO Fire Signage Town House	£ 21.36	Annual Approval
16/07/2021	Rachael -1a Consultancy. NP	£ 215.10	Annual Approval
21/07/2021	J Chesterfield Cleaning Town House	£ 132.00	Annual Approval
22/07/2021	Market Hall Rent	£282.50	Annual Approval
28/07/2021	BT Mobile Rental Charge	£ 31.99	Annual Approval
	<b>Total Payments</b>	<b>£ 13,951.05</b>	

Appendix A cont.

Signed



Date

**Saxmundham Town Council August 2021**

For the period 01/08/2021 to 31/08/2021

**Receipts**

Date	Transaction Detail		
	44382 Loyalty reward	£	2.80
	<b>Total Receipts</b>	£	<b>2.80</b>
Date	Transaction Detail	Gross	
27/08/2021	August Salary 1	£ 2,539.85	Annual Approval
27/08/2021	August Salary 2	£ 991.44	Annual Approval
27/08/2021	August Salary 3	£ 356.17	Annual Approval
	44414 NEST Pensions	£ 381.55	Annual Approval
	44416 Wave water	£ 40.00	Annual Approval
01/08/2021	British Gas Electric Town House	£ 6.58	Annual Approval
01/08/2021	Rent Market Hall MH33	£ 40.00	Annual Approval
	44412 Barclays Bank Charges	£ 17.20	Minute number
05/08/2021	Restore -Datashred confidential waste	£ 96.00	Minute number
09/08/2021	Anglia Fire Maintenance Security Lights	£ 210.00	Delegated Powers
11/08/2021	Herringbone Website Support	£ 45.00	Annual Approval
12/08/2021	SCC - Research Memorial Field	£ 108.00	Annual Approval
12/08/2021	Mike Wabe - Father Christmas Deposit	£ 50.00	Delegated Powers
13/08/2021	BT Phone Rental August	£ 126.98	Annual Approval
	44423 Opus Energy	£ 4.61	Annual Approval
18/08/2021	Final payment Skyguard	£ 28.66	Annual Approval
18/08/2021	VC Redhead -Bunting Hanging High Street	£ 300.00	Annual Approval
19/08/2021	J Chesterfield Town House Cleaning	£ 132.00	Annual Approval
19/08/2021	Fishers Paint,hoses,brushes,misc	£ 130.73	Annual Approval
20/08/2021	ESPO Steps for safety checks Town house	£ 136.80	Annual Approval
	44439 BT Phone Rental August	£ 31.99	Annual Approval
	<b>Total Payments</b>	£ 5,773.56	

Signed \_\_\_\_\_  \_\_\_\_\_ Date \_\_\_\_\_

Appendix B

Market Hall July 2021			
for the period 01/07/2021 to 31/07/2021			
<b>Income</b>			
Date	Transaction Detail	Net Amount	Approval
01/07/2021		£ 748.38	
05/07/2021	Barclays Loyalty Reward	£ 1.49	
09/07/2021	Art Station Rent Dance Workshops	£ 75.00	
19/07/2021	ABC Radio Licence April, May, June	£ 600.00	
22/07/2021	Town Council Rent April-June	£ 282.50	
26/07/2021	Adnams Grant	£ 2,000.00	
	<b>Total Receipts</b>	<b>£ 3,707.37</b>	
<b>Expenditure</b>			
Date	Transaction Detail	Net Amount	Approval
01/07/2021	Insurance Refund	£ 1,397.09	Minute Number
01/07/2021	Broadband Contribution	£ 135.00	Annual Approval
01/07/2021	EON Gas Market Hall	£ 42.34	Annual Approval
01/07/2021	EON Electricity Market hall	£ 203.57	Annual Approval
05/07/2021	Barclays Bank Charges	£ 11.95	Annual Approval
21/07/2021	J Chester field Cleaning July	£ 123.00	Annual Approval
21/07/2021	Rosie Hoare Blues Brothers Event Float	£ 400.00	Minute Number
	44377 Herringbone Website Maintenance	£ 60.00	Minute Number
	44384 WIFI Cabinet	£ 293.67	Minute Number
	<b>Total Expenditure</b>	<b>£ 2,666.62</b>	
<b>Market Hall Payments August 2021</b>			
<b>Payments 1/8/2021 - 31/8 /2021</b>			
<b>Receipts</b>			
Date	Transaction Detail		
	44380 Active Adults Rent	£ 70.00	
	44382 IP17 GNS rent	£ 135.00	
	44381 Loyalty reward	£ 0.95	
	44418 IP17 GNS rent	£ 25.00	
	44426 Town Council Rent	£ 40.00	
	44427 Reed Rent	£ 815.00	
	44405 Private Rent	£ 77.50	
	<b>Total receipts</b>	<b>£ 1,163.45</b>	
<b>Invoice Date</b>	<b>Description</b>	<b>Gross</b>	
23/08/2021	J Chesterfield Cleaning	£ 162.00	Annual Approval
11/08/2021	Herringbone Web support	£ 15.00	Minute Number
09/08/2021	EON Gas Jun-Aug	£ 29.28	Annual Approval
12/08/2021	EON Electric Jun-Aug	£ 89.61	Annual Approval
01/08/2021	BARCLAYS BANK	£ 9.80	Annual Approval
	<b>Total Expenditure</b>	<b>£ 305.69</b>	

Signed

Date

Appendix C– No payments requiring additional approval.

September Payments Saxmundham Town Council for the period 01/09/2021 to 30/09/2021				
Income				
Date	Transaction Detail	Amount		
1150 03/09/2021	East Suffolk Grant Green Team	510		
1090 07/09/2021	Barclay Loyalty Reward	2.8		
Expenditure				
Date	Transaction Detail	Net	Gross	Authorisation
4000 06/09/2021	Nest Pension payments	381.55	381.55	Annual
4235 07/09/2021	Barclays Bank Charges	17.2	17.2	Annual
4000 20/09/2021	SALARY 2	991.24	991.24	Annual
4000 20/09/2021	SALARY 1	2539.85	2539.85	Annual
4000 22/09/2021	SALARY 3	356.17	356.17	Annual
4245 22/09/2021	Magnets Refund Clerk	7.96	7.96	Annual
4260 22/09/2021	EE phone June - Sept Refund Clerk	36.63	36.63	Annual
4500 22/09/2021	Market Hall Second Installment of Grant	8000	8000	Annual
4599 22/09/2021	IP17 GNS Second installment of grant	6500	6500	Annual
4810 22/09/2021	Parkers Autumn Bulbs Refund Clerk	285.6	285.6	Minute Number
4205 01/09/2021	Wave water Town House	40	40	Annual
4205 01/09/2021	Electric Town House	61.69	64.77	Annual
4205 01/09/2021	Gas Town House	4.39	461	Annual
4245 01/09/2021	Corona copying May-Sept	721.9	866.28	Annual
4245 01/09/2021	Crisps Masks & Mounting card	15.15	18.18	Annual
4255 01/09/2021	Rialtas Annual Support Package	629	754.8	Annual
4650 01/09/2021	Fitzpatrick fitting of Finger posts	1260	1512	Minute Number
4650 01/09/2021	Peggs Green Team equipment	80.4	96.48	Minute Number
4815 01/09/2021	SCNO Grass Cutting Chantry Rd	32.19	38.63	Annual
4815 01/09/2021	SCNO Grass Cutting Seamans Avenue	165.5	198.6	Annual
4650 08/09/2021	Binder Manhole cover scout hut	152.5	183	Minute Number
4205 13/09/2021	BT Phone Town House	104.98	125.98	Annual
4510 13/09/2021	Small Grant	500	500	Minute Number
4510 13/09/2021	Small Grant	500	500	Minute Number
4205 14/09/2021	BT Broadband	26.66	31.99	Annual
4000 20/09/2021	QUARTER 2 HMRC	4769.8	4769.8	Annual
4200 20/09/2021	J Chesterfield Cleaning Aug/Sept	96	96	Annual
4255 20/09/2021	Red Dune IT Support	208.05	249.66	Annual
4820 20/09/2021	Playsafety Play Inspections	284.5	341.4	Annual
4510 21/09/2021	MK Gas Gannon Room Boiler & Gas Test	47.5	57	Trustee
4810 21/09/2021	ladybird nurseries Plants for Planters	194.85	194.85	Minute Number
		£ 29,011.26	30216.62	

24/09/2021 Market Hall for the period 01/09/2021 to 30/09/2021				
Income				
Code	Date	Transaction Detail	Amount	Gross Authorisation
1000 07/09/2021	MH50 Rent	£ 210.00	£ 210.00	
1090 07/09/2021	Barclay Loyalty reward	£ 0.88	£ 0.88	
1000 08/09/2021	MH53 Rent	£ 30.00	£ 30.00	
1000 16/09/2021	MH63 Rent	£ 55.00	£ 55.00	
1000 23/09/2021	MH67 Rent	£ 180.00	£ 180.00	
1020 24/09/2021	Sax TC grant payment 50%	£ 8,000.00	£ 8,000.00	
	<b>Total Income</b>	£ 8,475.88	£ 8,475.88	
Expenditure				
Code	Date	Transaction Detail	Amount	Amount
4200 20/09/2021	J Chesterfield Cleaning Sept	£ 162.00	£ 162.00	
4235 07/09/2021	Barclays Bank Charges	£ 9.50	£ 9.50	
4280 20/09/2021	P Bowyer Drain survey	£ 289.00	£ 346.80	
	<b>Total Expenditure</b>	£ 460.50	£ 518.30	

Signed  Date \_\_\_\_\_

Appendix D

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

07	21.7	Recommend installation of a grade A, L2 fire alarm system is installed in line with BS-5839-1 consisting of call points to each final exit and capable of an audible alarm signal of 60db throughout, with additional detection within the boiler room.	LOW	Client	
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Definition of a low rating with the report.



In this context, a definition of the above terms is as follows:

- Slight Harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
- Moderate Harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme Harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at the premises is:



A suitable risk based control plan should involve effort and urgency that is proportionate to the risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action required at this stage.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Signed  Date \_\_\_\_\_