



# Saxmundham Town Council

## 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	<b>Apologies for Absence</b> The Clerk reported that apologies were received from Councillor J Fisher.
149/21R	<b>Declarations of Interest</b> Cllr Eastman declared a non-pecuniary interest as she is a trustee of IP17 GNS.
150/21R	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> The minutes of the 27 September 2021 were adopted as a true and accurate record.
151/21R	<b>Finance</b> 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	<b>Budget 2022-23</b> 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

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

	<p>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.</p> <p><b>RESOLVED:</b> That the Resources Committee recommend the amended draft budget to the Town Council for their consideration.</p>
153/21R	<p><b>Operational Matters</b>  <b>RESOLVED:</b> That the Red Dune IT monthly support contract of £249.66 be set up to be paid by Direct Debit</p>
154/21R	<p><b>Christmas Trees</b>  <b>RESOLVED:</b> That the Town Council purchase the small Christmas trees for the shops and pay for their installation at a maximum cost of £1000.</p>
155/21R	<p><b>Health and Safety</b>  <b>RESOLVED:</b> That the Health and safety tender document was approved and that prices be sought for a 'competent' health and safety adviser for the Council.</p>
156/21R	<p><b>Amenities Committee Recommendation – Memorial Field</b>  <b>RESOLVED:</b> that the Council commissions an underground utilities survey of the Memorial Field at a cost of £1530.</p>
157/21R	<p><b>Small Grant Applications</b>  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.  <b>RESOLVED:</b> that a grant of £500 be awarded to the Marie Curie Cancer charity</p>

Meeting finished 3.28 pm  
Roz Barnett Clerk/RFO

Signed  Date 29.11.21

Appendix A

Saxmundham Town Council					
Payments for the period 01/10/2021 to 31/10/2021					
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	IT Support July	£ 249.66	£ 208.05	Annual	
Red Dune	IT Support August	£ 249.66	£ 208.05	Annual	
Herringbone C	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	£ 104.40	Delegated Authority	
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	Delegated Authority	
ESPO	Key hangers	£ 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	
BT	Phone charges October	£ 125.98	£ 104.98	Annual	
BT	Broadband	£ 31.99	£ 26.66	Annual	
Easy Space - R	Domain Name	£ 47.22	£ 39.35	Annual	
Who Gives a C	Refund Toilet Roll	£ 40.00	£ 33.33	Minute Number	
J 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	£ 749.10	£ 749.10	Minute Number	
J Chesterfield	Cleaning Town House	£ 90.00	£ 90.00	Annual	
J Chesterfield	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	
Leiston Press	Green Team Fliers	£ 79.00	£ 79.00	Minute Number	
<b>Totals</b>		<b>£ 11,091.09</b>	<b>£ 10,448.55</b>		

Market Hall

Payments for the period 01/10/2021 to 31/10/2021					
Date	Payee	Transaction Detail	Amount	Authorisation	
	44488 EON	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	
<b>Total</b>			<b>£ 440.80</b>		

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

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