



# Saxmundham Town Council

Minutes of the Resource Committee Meeting Monday, 31 January 2022 at 2pm  
In the Market Hall

## Committee Members:

Councillor Di Eastman  
Councillor John Findlay (Chair)  
Councillor John Fisher

**Apologies:** 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 committee pack

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

## 170/21R Apologies for Absence

Apologies were received from Councillor Nigel Hiley and Councillor Jeremy Smith

## 171/21R Declarations of Interest

Cllr Eastman declared a non-pecuniary interest in item 174/21R as she is a trustee of IP17 Good Neighbour Scheme.

## 172/21R Minutes of the Previous Meeting

**RESOLVED:** The minutes of the 29 November 2021 were adopted as a true and accurate record.

## 173/21R Operational Issues

### a) Phone & WIFI contract renewal

The Clerk explained that the current contracts were up for renewal and asked councillors for their views on potential providers and the specification.

**RESOLVED: The Clerk will request quotes based on the current specification.**

### b) Energy usage and contracts

The Clerk reported that the agency that had secured the energy contract with SSE have confirmed that the company would not honour the agreements signed in January 2021. The agency reported that this has happened on numerous occasions as companies cannot afford to honour these agreements due to the substantial price hikes. The Clerk presented four new quotes for renewal energy from, SSE, Smartest Energy, E-on and Yu Energy. The Committee noted that Smartest Energy was the cheapest supplier and that their electric tariff represents a saving of £1444.40 and that the gas a saving of £1592.98 from EON's standard rate.

**RESOLVED: The Committee agreed to move the supply for electric and gas to Smartest Energy.**

### c) Health and Safety consultant

The Clerk explained that the Council had received 8 applications for the Town Council's Health and Safety tender.

**RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.**

## 174/21R 2) Property Licenses

### a) To consider arrangements for the IP17 Good Neighbour Scheme (GNS) Licence.

The Clerk reported that the arrangements for shared usage of the Town House with the IP17 GNS was still working well. The Town Council are now looking to formalise these arrangements through an annual renewable licence. The Clerk had reviewed the utility bills for the building and the square footage that IP17 GNS were occupying. She proposed a £750 annual fixed charge as contribution to

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the utility bills and cleaning. This had been discussed with the trustees and they were happy to proceed on this basis.

**RESOLVED: That the Town Clerk issues an annual licence to IP17 Good Neighbours Scheme for the usage of the offices at the Town House at a cost of £750 per annum.**

b) To consider arrangements for the Youth Booth Licence.

The Committee discussed the costs of running the Youth Booth this year which had been around £3000. This included £1851 for 18 months of electricity, £749 external decoration, and £200 for emptying of the septic tank. The Clerk reported that CYDS have paid for the internal decoration and reequipped the building. It was noted that CYDS have been excellent tenants and contributed to improvements on the Memorial Field and events in the Town. In next year's budget there is £2000 for Youth Booth Maintenance and £3000 for Youth Activities which will cover the costs listed in the current licence. Councillors asked the Clerk to change the budget line to Youth Booth so it could be used to cover utilities.

**RESOLVED: That the Town Clerk issues an annual licence to on the same terms to Young People Taking Action (CYDS) for the usage of the Youth Booth.**

The Clerk asked the Committee to note that she would be using her delegated powers to purchase land registry documents for Town Council owned land and for property where it is in the Council's interests to ascertain ownership.

**175/21R Finance**

- a) **RESOLVED:** That the Committee noted and ratified the payments for November/December for the Town Council.
- b) **RESOLVED:** That the Committee noted and ratified the payments and receipts for November/December for the Market Hall.
- c) The Committee received the January payments list and noted that there were no additional approvals required.

Councillor Eastman reported that she had signed the bank reconciliation statements up to December 31, 2021.

**176/21R End of year Arrangements**

The Committee noted the activities that needed to be completed before the end of the financial year.

**RESOLVED: That the Committee agreed to sign up for a 3-year contract for end of year services from Rialtas to secure a 7% discount to reduce annual cost down from £600 to £558.**

**165/21R Small Grants**

Councillors discussed the grant applications received and agreed that the CAB provide a service to the people of Saxmundham and that rising cost of living would be significantly impacting residents.

**RESOLVED: That the Committee agreed £1500 grant for the Citizens Advice Service.**

Meeting finished 2.51 pm

**Roz Barnett Clerk/RFO**

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

## Appendix A: January Payments

Saxmundham Town Council				
January payments				
for the period 01/01/2022 to 31/01/2022				
Date	Payee	Description	Net Amount	Authorisation
27/01/2022	SALARY 1	January Salary	£ 2,522.05	Annual
27/01/2022	SALARY 2	January Salary	£ 991.44	Annual
27/01/2022	SALARY 3	January Salary	£ 356.17	Annual
27/01/2022	SALARY 4	January Salary	£ 275.44	Annual
27/01/2022	SALARY 5	January Salary	£ 275.44	Annual
27/01/2022	SAX ADVE	CIL Adventure Playground Grant	£ 3,000.00	Minute Number
27/01/2022	J CHESTERFIELD	Town House Cleaning Dec/Jan	£ 222.00	Annual
06/01/2022	BARCLAYS	January charges	£ 24.40	Annual
27/01/2022	OBJENIX	Domain name for email addresses	£ 60.00	Delegated
27/01/2022	RED DUNE	IT Support Dec-Jan	£ 416.10	Annual
01/01/2022	BT	WIFI	£ 26.66	Annual
27/01/2022	JT PEGGS	Christmas trees	£ 130.63	Minute Number
27/01/2022	ST J AMBULANCE	Christmas First Aid	£ 240.00	Delegated
27/01/2022	SCNO	Rubbish bags & Removal	£ 129.36	Annual
27/01/2022	COUNCILLOR REFUND	Refund Paint and Prints	£ 84.20	Delegated
27/01/2022	LEISTON PRESS	Green Team Branding	£ 56.00	Minute Number
27/01/2022	FISHERS	Bins and battery	£ 97.30	Annual
27/01/2022	SCNO	Watering hanging baskets	£ 1,071.20	Annual
27/01/2022	SCNO	Maintenance Chantry Rd	£ 32.19	Annual
27/01/2022	SCNO	Maintenance Seamans Ave	£ 165.50	Annual
27/01/2022	SWANS	Trees memorial Field	£ 523.92	Minute Number
27/01/2022	SAXCIC	CIL Grant Sax& District CIC	£ 2,000.00	Minute Number
27/01/2022	SAXCIC	Fromus Hall Bookings	£ 44.00	Delegated
27/01/2022	HERR	Web support	£ 30.00	Annual
27/01/2022	SAXCIC	Fromus Hall Bookings	£ 50.00	Delegated
27/01/2022	MARIE CURIE	Grant	£ 500.00	Minute Number
27/01/2022	DISABILITY ADVICE SERVICE	Grant	£ 1,000.00	Minute Number
27/01/2022	RABBLE CHORUS	Singing Xmas Event	£ 100.00	Minute Number
27/01/2022	FREDERK WHYTE	Memorial Garden Design	£ 500.00	Minute Number
			<b>£ 14,924.00</b>	

Market Hall				
Payments				
for the period 01/01/2022 to 31/01/2022				
Invoice Date	Payee	Description	Net Amount	Authorisation
27/01/2022	J CHESTERFIELD	Cleaning December	£ 252.00	Annual
27/01/2022	J CHESTERFIELD	Cleaning January	£ 90.00	Annual
27/01/2022	BARCLAYS BANK	Bank Charges	£ 17.10	Annual
27/01/2022	EON	Gas Dec- Jan	£ 650.24	Annual
27/01/2022	EAST SUFFOLK COUNCIL	Licence	£ 70.00	Annual
27/01/2022	REFUND CLERK	Hallmaster software	£ 224.40	Annual
			<b>£ 1,303.74</b>	

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