**All Members of the Resources Committee are summoned to attend a meeting on**

**Monday 28 February 2022 at 2pm at the Town House**

**AGENDA**

**Open Forum**

**Members of the public are invited to give their views on issues on the agenda or raise issues for future consideration at the discretion of the chairman.**

1. **Apologies for Absence** - To receive and approve apologies for absence.
2. **Pecuniary/Non-Pecuniary Interests** - Councillors to declare any Pecuniary or Non-Pecuniary Interests and consider any requests for dispensation.
3. **Minutes of the Previous Meeting** - To resolve that the minutes of the meeting held on Monday **31st January 2022** are a true and accurate record (Appendix 1).
4. **Operational issues**
	1. To consider tender for Health and Safety consultant (Appendix 2)
	2. To consider additional technical support for the website
5. **Finance**
	1. To note payments and receipts and reconciliation reports for January for the Town Council (Appendix 3)
	2. To note payments and receipts and reconciliation reports for January for the Market Hall (Appendix 4)
	3. To note February payments and authorise any payments outside of the Clerk’s delegated powers for the Town Council and Market Hall (Appendix 5).
6. **To consider arrangements for year and 2021-22**
	1. To review revised asset register (Appendix 6).
	2. To review financial regulations (Appendix 7).
	3. To review insurance cover. (Appendix 8).
	4. To review management risk assessment Appendix 9).
7. **Small Grants -** To consider any applications under £5000(Standing agenda item).
	1. Grant request from Men’s Sheds (Appendix 10)
	2. Grant request from St John’s Church (Appendix 11)
8. **To consider a motion to exclude the public under the Public Bodies** (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.
9. **Staffing Matters**
	1. To receive a verbal update on staffing arrangements
	2. To review job description and advert for the Finance and Administration Officer (Appendix 12)



**Roz Barnett**

**Clerk to Saxmundham Town Council Date: Wednesday, 23 February 2022**

Tel: 01728 604595 Email: townclerk@saxmundham-tc.gov.uk