

# Saxmundham Town Council



All Members of the Resources Committee are summoned to attend a meeting on  
Monday 31 January 2022 at 2pm at the Market Hall

## 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. The public may not join in the meeting itself.

- 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 **29 November 2021** are a true and accurate record (Appendix 1).
- 4) **Operational issues**
  - a) Phone & WIFI contract renewal
  - b) Energy usage and contracts
  - c) Health and Safety consultant
- 5) **Land & Property Licenses and Leases**
  - a) To consider arrangements for the IP17 GNS Licence
  - b) To consider arrangements for the Youth Booth Licence.
- 6) **Finance**
  - a) To note payments and receipts and reconciliation reports for November/December for the Town Council (Appendix 2)
  - b) To note payments and receipts and reconciliation reports for November/December for the Market Hall (Appendix 3)
  - c) To note January payments and authorise any payments outside of the Clerk's delegated powers for the Town Council and Market Hall (Appendix 4).
- 7) **To consider arrangements for year and 2021-22** (Appendix 5).
  - a) To review revised asset register
  - b) To review financial regulations
  - c) To review standing orders
  - d) To review insurance cover.
  - e) To review management risk assessment
  - f) To appoint Rialtas for end of year reconciliations.
- 8) **Small Grants** - To consider any applications under £5000 (Standing agenda item).
  - a) Request from the Citizens Advice Bureau for £1500 (Appendix 6)

*R Barnett*

**Roz Barnett**

**Clerk to Saxmundham Town Council Date: 18.05.2021**

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