



# RESOURCES COMMITTEE

## 31 JANUARY 2022

Roz Barnett  
SAXMUNDHAM TOWN COUNCIL

#### Item 4 Operational Issues

Item no:	4 c
Report dated:	27 <sup>th</sup> January 2022
To the:	Resources Committee
Meeting on:	1 <sup>st</sup> February 2022
Subject:	Health and Safety Consultant.
Contact/author:	Assistant Town Clerk (ATC), email:assistanttownclerk@saxmundham-tc.gov.uk

#### 1.0 Background.

1.1 Saxmundham Town Council agreed to commission a health and safety consultant to act as a dedicated point of contact for officers of the Council and as the legally required Competent Person for Health and Safety on behalf of the Council.

#### 2.0 Tender response

2.1 The Town Council has received eight responses to its invitation to tender. These have been briefly evaluated against the Council's selection criteria the results of which are summarised below. (The shortlisting criteria are attached at Appendix 1 and the completed spreadsheet has been sent to you electronically.)

Name	Year 1 £ (net of VAT)	Year 2 £ (net of VAT)	Year 3 £ (net of VAT)	Total £ (net of VAT)	Did they meet the brief?
Scott Risk Management	£9,250	£9,000	£8,137	£26,387	Yes
Worknest (Ellis Whittam)	£2,214 plus £273.50 optional costs	£2,214 plus £273.50 optional costs	£2,214 plus £273.50 optional costs	£6,642 plus £820.50 optional costs = £7,462.50	No - Tender does not adequately address the brief.
OM Group	£2,400 gap analysis, £7,800 basic, £2,000 optional costs	£7,800 basic, approx. £1,000 optional costs	£7,800 basic, £1,000 optional costs	£29,800	Yes
Wurkplace	£4,430	£4,430	£4,430	£13,290	Yes – clearly addresses our selection criteria.
HSQE Consultancy	£4,400	£4,500	£4,600	£13,500	Yes

Pennington Choices	£12,600	£9,800	£9,800	£32,200	Yes
Virtual Service	£5,192	£5,192	£5,192	£15,576	Yes
Citation	£2,592 (£216/month)	£2,592	£2,592	£7,776	Yes

### 3.0 Financial and quality considerations.

3.1 The Town Council has budgeted £3,000/year for all consultants' fees. Only Worknest and Citation fall within the Council's budget. Both firms failed to address our tender brief. When both were asked to provide further information, however, only Citation provided the documents needed. Other applicants submitted more comprehensive bids and Wurkplace submitted a particularly clear bid that addressed our brief clearly, concisely and directly.

### 4.0 Recommendation.

4.1 The decision about who to appoint is by no means clear cut as the cheapest option may not represent good value for money. It is, therefore, recommended that two councillors are appointed read the bids from Worknest, Citation and Wurkplace and/or all bids, scoring them against the Town Council's Selection Criteria in order to prepare a clear recommendation to the Town Council.

### 5.0 Legal power to make decision.

5.1 Power to enter into contracts. Local Government Act 1972, s.111.

5.2 Power to do anything that will be conducive to or incidental to the discharge of its powers and functions. Local Government Act 1972, s.111.

## Item 5 Land Property Licences and Leases

a) The costs of running the Youth Booth this year has been around £3000. This has included £1851 for electricity, £749 external decoration, and £200 for emptying of the septic tank. CYDS have paid for the internal decoration and reequipped the building. CYDS have been excellent tenants and have 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.

#### Recommendation

**That the Council renews the Youth Booth licence for another year on the current terms and conditions. That the budget line is changed from Youth Booth Maintenance to Youth Booth Costs.**

b) The IP17GNS have been operating for the Town Council building for the last year. It was proposed that the arrangement be formalised with a licence. The Chair of the Trustees and the Clerk have reviewed the running costs of the Town House and made an estimate as to the square footage IP17GNS is occupying. The suggestion is that IP17GNS pays 25% of the running costs as a service charge, which would be £750.00 for 2022/23. This would be payable in two instalments, as part of the Licence.

#### Recommendation

**That the Council offers a licence to IP17 GNS at a cost of £750 per annum.**

## Item 6 Finance

### 6a Town Council Payments November & December

<b>Saxmundham Town Council</b>						
<b>Payments November 2021</b>						
for the period 01/11/2021 to 30/11/2021						
Date Paid	Item Description	Supplier	Net Value	Invoice Total	Approvals	
28/11/2021	Pensions	NEST	£ 381.55	£ 381.55	Annual	
28/11/2021	Salary 3	Salary 3	£ 356.17	£ 356.17	Annual	
28/11/2021	Salary 1	Salary 1	£ 2,522.05	£ 2,522.05	Annual	
28/11/2021	Salary 2	Salary 2	£ 991.24	£ 991.24	Annual	
15/11/2021	Transfer	Cambridge Building Society	£ 50,000.00	£ 50,000.00	Minute Number	
01/11/2021	VAT Pymnt	Market Hall	£ 473.04	£ 473.04	Annual	
08/11/2021	PAYE 2nd Quarter	HMRC - Employee contributions	£ 4,500.18	£ 4,500.18	Annual	
18/11/2021	Tools Green Team	J T Pegg & Sons Ltd.	£ 225.30	£ 270.35	Minute Number	
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 32.19	£ 38.63	Annual	
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 165.50	£ 198.60	Annual	
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 31.50	£ 37.80	Annual	
18/11/2021	Fixed wire report	PETER KING Electrical	£ 280.00	£ 336.00	Minute Number	
18/11/2021	Cleaning materials	Eastern Shires Purchasing	£ 60.20	£ 72.24	Annual	
18/11/2021	Noticeboards	Eastern Shires Purchasing	£ 254.00	£ 304.80	Annual	
18/11/2021	Stilt walkers	DIDDY LONG LEGS	£ 100.00	£ 100.00	Delegated	
18/11/2021	Website	NEON CONTENT & COPY	£ 90.00	£ 90.00	Annual	
18/11/2021	Printing plan	HUSSEY KNIGHTS Limited	£ 488.50	£ 488.50	Annual	
08/11/2021	VAT Registration	Rialtas Business Solutions	£ 59.00	£ 70.80	Annual	
18/11/2021	Fire risk assesment	Morgan Fire Protection Ltd	£ 250.00	£ 300.00	Minute Number	
01/11/2021	Charges	BARCLAYS BANK	£ 18.15	£ 18.15	Annual	
18/11/2021	Newsletter	Leiston Press Publishing	£ 540.00	£ 579.00	Minute Number	
29/11/2021	IT Support	Red Dune Ltd.	£ 208.05	£ 249.66	Annual	
29/11/2021	Cleaning materials	Judy Chesterfield	£ 138.00	£ 138.00	Annual	
01/11/2021	Photocopying	SIEMENS FINACIAL SERVICES	£ 270.52	£ 324.62	Annual	
18/11/2021	Grant	MARIE CURIE Cancer Trust	£ 500.00	£ 500.00	Minute Number	
18/11/2021	Events update	Design Folk digital media & graphic	£ 348.00	£ 348.00	Delegated	
18/11/2021	Garage Doors	Phil Leon Painting and Decorating	£ 421.32	£ 421.32	Minute Number	
18/11/2021	Website	Herring Bone Design Ltd.	£ 135.00	£ 135.00	Annual	
18/11/2021	NHP Signage	Leiston Press Publishing	£ 348.00	£ 417.60	Minute Number	
18/11/2021	Newsletter	Leiston Press Publishing	£ 882.00	£ 910.80	Minute Number	
01/11/2021	Electric Town House	British Gas	£ 62.80	£ 65.94	Annual	
09/11/2021	gas Town House	Opus Energy	£ 34.64	£ 36.37	Annual	
09/11/2021	ICO registration	Information commisioner	£ 35.00	£ 35.00	Annual	
18/11/2021	Xmas Signage	Leiston Press Publishing	£ 218.00	£ 261.60	Delegated	
30/11/2021	Water Town House	Wave Utilities	£ 40.00	£ 40.00	Annual	
18/11/2021	Servicng	Coastal Fire Ltd.	£ 42.90	£ 51.48	Annual	
30/11/2021	Phones	British Telecom	£ 104.98	£ 125.98	Annual	
18/11/2021	Logo Design	Ethan Salmon	£ 60.00	£ 60.00	Delegated	
18/11/2021	Photocopying	Corona Corporate Solutions	£ 77.88	£ 93.46	Annual	
18/11/2021	Xmas Trees	Ian Rix Rookery Farm	£ 600.00	£ 720.00	Minute Number	
30/11/2021	WIFI	British Telecom	£ 26.66	£ 31.99	Annual	
18/11/2021	Refund expenditure	Rosalind Barnett	£ 425.40	£ 430.19	Delegated	
01/11/2021	Loan Town House	PwLB Lending facility	£ 10,688.62	£ 10,688.62	Annual	
29/11/2021	Stationery	H G Crisp ( Whites of East Anglia)	£ 81.18	£ 81.18	Annual	
18/11/2021	ID Badges	BBB PRINTING	£ 11.25	£ 13.50	Annual	
29/11/2021	Stationery	Eastern Shires Purchasing	£ 17.55	£ 21.06	Annual	
29/11/2021	Trees/Bunting	The George Farnham Gallery	£ 460.00	£ 460.00	Minute Number	
01/11/2021	Photocopying	SIEMENS FINACIAL SERVICES	£ 27.32	£ 32.78	Annual	
<b>Bank Account Balance 30/</b>			<b>£ 78,083.64</b>	<b>£ 78,823.25</b>		
<b>£</b>			<b>196,433.51</b>			

**Saxmundham Town Council 1/12/2021- 31/12/2021 Payments and Income**

Income				
02/12/2021	Stall holder	Xmas stall	£ 10.00	
06/12/2021	HMRC	VAT Refund	£ 1,890.78	
06/12/2021	Barclays Bank	Loyalty Rw	£ 4.69	
14/12/2021	HG Crisp	Father Christmas Income	£ 210.00	
14/12/2021	Stall holder	Xmas stall	£ 10.00	
	Income holder	<b>Total Income</b>	<b>£ 2,125.47</b>	
Payments December 2021				
Date	Payee	Description	Amnt Paid	Authorisation
06/12/2021	BARCLAYS BANK	Bank Charges	£ 26.74	Annual
07/12/2021	British Gas	Electric Town House	£ 75.89	Annual
09/12/2021	TOWN CRIER MIKE	Santa 2nd payment	£ 50.00	Minute Number
09/12/2021	ALDE & BLYTHE COMMUNITY RADIO	Adverts for Christmas Event	£ 100.00	Minute Number
09/12/2021	DIDDY LONG LEGS	Stilt walker 2nd payment	£ 100.00	Minute Number
09/12/2021	Leiston Press Publishing	Photo Frame	£ 117.60	Minute Number
09/12/2021	MYSTIC BELLY DANCERS	Performance fee	£ 120.00	Minute Number
09/12/2021	SILBURYS	Headline Band	£ 200.00	Minute Number
09/12/2021	STORY TELLER SHANE	Storytelling workshop	£ 250.00	Minute Number
09/12/2021	Bayfield Electrical Ltd	Sound Xmas Event	£ 474.00	Minute Number
09/12/2021	1st Saxmundham Scouts Group.	Electric refond Youth Booth	£ 1,595.72	Minute Number
09/12/2021	RACHEL LEGGETT	Neighbourhood Plan Consultant 1	£ 2,050.20	Minute Number
09/12/2021	CompassPoint Planning & Rural	Neighbourhood Plan Consultant 1	£ 3,330.00	Minute Number
09/12/2021	Target Animations	Xmas Lights	£ 9,540.00	Minute Number
09/12/2021	Opus Energy	Gas Town House	£ 78.65	Annual
09/12/2021	Wave Utilities	DD Dec	£ 40.00	Annual
20/12/2021	Corona Corporate Solutions	Photocopy	£ 93.46	Annual
20/12/2021	Ethan Salmon	Xmas Flyer	£ 30.00	Delegated Authorit
20/12/2021	NEON CONTENT & COPY	Website	£ 60.00	Minute Number
20/12/2021	REBECCA WALLER	Fiddle Player Xmas Event	£ 70.00	Minute Number
20/12/2021	LEGION BAND Leiston	Xmas Event	£ 100.00	Minute Number
20/12/2021	Rosalind Barnett	Refund Christmas Event costs	£ 266.77	Minute Number
20/12/2021	H G Crisp	Stationery	£ 9.59	Annual
20/12/2021	FLAMESKILL	Gannon Room testing	£ 102.00	Minute Number
20/12/2021	IP17 Good neighbours Scheme	Santa Presents	£ 110.00	Minute Number
20/12/2021	CHRISALIS CLOWNING	Clown workshop Xmas	£ 150.00	Minute Number
20/12/2021	EDI SURVEY	Underground survey	£ 1,836.00	Minute Number
21/12/2021	Rosalind Barnett	SALARY 1	£ 2,522.05	Annual
21/12/2021	Jennifer Morcom	SALARY 2	£ 991.24	Annual
21/12/2021	Amy Rayner	SALARY 3	£ 356.17	Annual
21/12/2021	Coastal Fire Ltd.	Gannon Room testing	£ 118.80	Minute Number
21/12/2021	PARK FARM	Donkey Xmas Event	£ 50.00	Minute Number
21/12/2021	Sax and District CIC	Room Hire	£ 20.00	Annual
21/12/2021	The George Farnham Gallery	Bunting removal	£ 100.00	Minute Number
24/12/2021	EVERFLOW Water	New water contract Town House	£ 111.89	Annual
30/12/2021	NEST Pensions	Pension contribution	£ 381.55	Annual
31/12/2021	BT	Phone and broadband	£ 157.97	Annual
	Expenditure holder	<b>Total Monthly Expenditure</b>	<b>£ 25,786.29</b>	
<b>Current Account Bank Balance</b>		<b>£</b>	<b>172,772.69</b>	

## 6b Market Hall payments November and December

Market Hall					
Payments November 2021					
for the period 01/11/2021 to 30/11/2021					
Date Paid	Description	Payee	Net Value	Invoice Tot	Approval
18/11/2021	ANGLIA	ANGLIA KITCHEN EQUIPMENT LTD	£ 4,610.00	£ 5,532.00	Minute Number
18/11/2021	PETER KING	PETER KING Electrical LTD	£ 280.75	£ 336.90	Minute Number
29/11/2021	JUDY	Judy Chesterfield	£ 192.00	£ 192.00	Annual
18/11/2021	PETER KING	PETER KING Electrical LTD	£ 510.00	£ 612.00	Minute Number
18/11/2021	CURLE	RW Curle	£ 120.00	£ 144.00	Delegated
18/11/2021	ABOUT MEDI	About media	£ 75.00	£ 90.00	Delegated
19/11/2021	EON	E.ON	£ 211.20	£ 221.76	Annual
		<b>Totals</b>	<b>£ 5,998.95</b>	<b>£ 7,128.66</b>	
<b>Bank balance 30/11/2021</b>		<b>£</b>	<b>29,306.00</b>		

Market Hall Payments and Income 1/12/2021-31/12/2021					
Income					
Date	Payer	Description	Amount		
01/12/2021	MH75	Rent	£	30.00	
06/12/2021	Barclays	Loyalty reward	£	1.19	
09/12/2021	MH 96	Rent	£	75.00	
14/12/2021	Private	Birthday party	£	45.00	
14/12/2021	SaxJazz	Event Income	£	510.00	
17/12/2021	Private	Rent	£	50.00	
20/12/2021	MH91	Rent	£	20.00	
20/12/2021	MH95	Rent	£	30.00	
23/12/2021	MH 87&88	Rent November December	£	400.00	
		<b>Total Income</b>		<b>£ 1,161.19</b>	
Expenditure					
	Payee	Description	Amount	Authorisation	
24/12/2021	Gas	E.ON	£ 467.48	Annual	
24/12/2021	Water	EVERFLOW WATER	£ 125.62	Annual	
01/12/2021	WAVE	Final Bill	£ 167.66	Annual	
01/12/2021	BARCLAYS	November Bank Charges	£ 12.75	Annual	
21/12/2021	Suffolk Coastal Norse	Bin installation	£ 1,657.37	Error refund required	
		<b>Total Expenditure</b>	<b>£ 2,430.88</b>		
		<b>Bank balance</b>	<b>28,036.40</b>		

- c) To authorise any January payments outside of the Clerk's delegated powers for the Town Council and Market Hall (**Appendix 4**).

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>	

Item 8 – Citizens Advice Grant Application

<p>We provide an advice service in a large rural in East Suffolk which covers Saxmundham.          We provide advice on a range of issues: housing, debt, employment, family, benefits, consumer and immigration to people in the community regardless of age or background. The services we provide are independent, free, confidential and impartial.          In the last calendar year, we have helped 185 clients in the parish of Saxmundham – 14.6% of the clients we supported in East Suffolk during that time.          Saxmundham is an important area for us and we run an outreach once a week from the library. We also support the Sax Food Bank and have provided support for the local schools during the laptop for students during lockdown.</p>	
Amount of Grant applied for?	£1,500
<p>What specifically will the grant be used for. Please indicate dates, location and major items.          The grant will help support our overheads and, in particular, the cost of running an outreach in Sax.          Whilst our advisers are largely volunteers, we have paid staff providing management, supervision, money advice and administration support. In addition to the rent of our outreach in Sax we have the overheads of our central office in Leiston and associated running costs.          In recent months we have seen a growth in demand for support from clients relating to household costs and debt. We are the only entity based in the Saxmundham area that administers the Suffolk County Council Household Support Grant and we have provided support to struggling households and households with debts.</p>	
<p>Have you applied and have you been successful in gaining other funding for this project– please give details?          Ongoing costs for our business are funded from a variety of sources</p>	
<p>Do you raise income in other ways – if so how?          East Suffolk County, Suffolk County Council, Rope Trust and other parish councils</p>	
When do you need this money?	There is no specific date but before the end of the financial year if possible



