



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council
7.00pm Monday January 10, 2022, Market Hall, Saxmundham

In Attendance - Councillors

Councillor Jeremy Smith (Chair)
Councillor Di Eastman (Vice Chair)
Councillor John Findlay
Councillor John Fisher

Councillor Charlotte Hawkins
Councillor James Sandbach (Arrived 7.12)
Councillor Healey Lewis

Apologies Councillor Tim Lock, Councillor Nigel Hiley

Also present: Roz Barnett (Town Clerk)

Open Forum: One member of the public attended the meeting.

117/21TC	Apologies and approval of absence. Apologies were received from Councillor Hiley and Councillor Tim Lock RESOLVED: The Town Council noted and approved the absences.
118/21TC	Declarations of interest and considerations of requests for dispensations. Cllr Di Eastman declared a non-pecuniary interest in item 124/21TC as she is a trustee of IP17 Good Neighbour Scheme. Jeremy Smith and Di Eastman each declared a non-pecuniary interest in item 127/21TC as they are directors of the Saxmundham & District CIC.
119/21TC	Minutes of the Previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 13 December 2021.
120/21TC	County Councillor Report – Apologies were received from County Councillor Richard Smith
121/21TC	District Councillor Report – District Councillor Fisher reported that: <ul style="list-style-type: none">• Access to East Suffolk Council services is now available at Saxmundham library.• East Suffolk Council is creating an arm's length business to deliver some of the services previously delivered by Norse.• The virtual high street has been launched to help local businesses sell online.• The consultation on cycling and walking has now ended.• A survey for local businesses has been launched. The Clerk confirmed that she has sent the details out to Saxmundham businesses.• The Fromus Centre is offering Wednesday morning breakfast.
122/21TC	Chair's Report. Councillor J Smith stated that the January Town Council meeting was the first meeting in the 750-celebration year of the anniversary of the Market Charter. He explained that a meeting to plan the programme has been organised.

Signed

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	<p>He also reported that Doctor Havard had requested a letter of support from the Town Council for the proposed new health centre. After discussion the Council agreed to send a letter of support, noting that there was strong existing evidence in the household survey that health services are a priority for residents.</p> <p>The Town Council noted and approved the request from East Suffolk Council Economic Development Team to create a free Wi-Fi zone in Fromus Square and install digital footfall counters in the Town.</p> <p>The Chair reported that the Neighbourhood Plan Team will be examining the responses received during the consultation period. The Council noted that there had been 91 responses of which 78 were from individuals and 13 were from statutory consultees and relevant landowners / developers.</p>
123/21TC	<p>Minutes of the previous committee meetings.</p> <p>a) The Town Council received and noted the draft minutes of the Market Hall Committee held on 15 December 2021. Councillor J Smith reported that the kitchen works are underway and that they should be finished by the end of January. Councillor Hedley Lewis asked the Clerk to check that the Judo mats stored under the stage were fire retardant.</p> <p>b) The Town Council received and noted the minutes of the Planning and Development Control Committee (PDCC) meetings held on 1 and 22 of December Councillor Fisher asked that the appointment of another councillor on the Planning Committee be on the February agenda of the Town Council.</p>
124/21TC	<p>Financial matters.</p> <p>a) RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 31 of December 2021. (Appendix A)</p> <p>Councillor D Eastman reported that she had certified the bank reconciliation up to the end of December.</p>
125/21TC	<p>Budget 2022 -2023</p> <p>a) The Council received and noted the budget report to the 31st of December 2021</p> <p>b) The Town Council discussed the budget and noted that the new draft included an increase in staffing costs so that the new total staffing figure of £84,000 includes the extra funding to cover the cost of the two part-time Town Centre Co-ordinators (new posts). The Council noted that the additional costs of these posts would be funded from external grants and donations that the Council received in 2021.</p> <p>RESOLVED: That the Town Council adopted the Town Council budget as presented for 2022/2023 with a predicted income of £229,528 and expenditure of £254,620.</p> <p>c) The Town Council considered what level to set the precept for 2022/23.</p>

Signed 

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	<p>RESOLVED: That the Town Council agreed to set the precept at £227,328.05 for 2022/23 which will be a 0% increase to the Town Council's element of the Council Tax. The cost to a band D property will remain at £143.28.</p> <p>d) The Council received a tabled report on the Council's reserves and year end out-turn position. It was noted that there the Town Council general reserve was well above the minimum figures set out in the Council's reserves policy and that another underspend was predicted for 2021-22. The consensus of the Council was that there are sufficient funds in the general reserve to meet the shortfall in the budget.</p> <p>RESOLVED: That the Town Council agreed to draw £25,091 for 2022/23 from the general reserve to balance the budget.</p>
126/21TC	<p>Community Infrastructure Consultation (CIL)</p> <p>The Chair open discussion on the item by thanking the citizens that had responded to the CIL consultation. The Council considered the feedback from residents and agreed that most of the projects suggested by the public would be covered by the proposed purposes. A request was made from the Chair to add the further purpose of developments to sports and recreational facilities, and the Council agreed to this addition.</p> <p>The Chair suggested that once the Council has agreed the purposes for the CIL money the Council should propose and agree projects for funding.</p> <p>RESOLVED: That the Town Council agreed seven purposes/priorities for Community Infrastructure Consultation (CIL) spending:</p> <p><u>Purpose 1 - improving access from new housing areas to town centre for pedestrians and cyclists</u></p> <p>To consider: improvements to paths from Hopkins Estate to centre; routes from other estates (e.g. to west of town) to town centre.</p> <p><u>Purpose 2 - enhancing children & young people's recreational facilities</u></p> <p>To consider: improvements to Seaman Avenue and Memorial Field facilities.</p> <p><u>Purpose 3 - a more attractive & successful town centre to meet needs of growing population</u></p> <p>To consider: environmental improvements such as urban trees; improvements to Fromus Square.</p> <p><u>Purpose 4 – improving community, entertainment, and cultural facilities in town</u></p> <p>To consider: capital contribution for improvements to Market Hall, Gannon Institute etc.</p> <p><u>Purpose 5 – improving facilities for non-fossil fuel transport modes</u></p> <p>To consider: create new bicycle storage facilities; electric charging points.</p> <p><u>Purpose 6 – developing new or improving existing open or green spaces for the community</u></p>

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	<p>To consider: environmental improvements to Memorial Field.</p> <p><u>Purpose 7 – developing sports and recreational facilities</u></p> <p>To consider: developments to sports and recreational facilities.</p>
127/21TC	<p>a) The Saxmundham & District CIC (Appendix 8)</p> <p>RESOLVED: That the Council agreed a CIL grant of £2000 for the door security system for the new Fromus Centre to improve safe access by the public. (CIL Purpose 4)</p> <p>b) The Saxmundham Adventure Playground (Appendix 9)</p> <p>RESOLVED: That the Council agreed a CIL grant of £2000 for the adventure playground for picnic table and play equipment. (CIL Purpose 2)</p>
128/21TC	<p>Grants - To receive a report on Grants issued for 2021-2022 (Appendix 10) The Council noted the Grants Report and that £3,131 remains in the Town Council's small grant scheme.</p>
129/21TC	<p>To consider grant request - Councillors discussed the Sax Music Festival Grant application and proposed the idea of a partnership event. The decision on the grant was deferred to the February meeting to allow time for the Sax Musicfest team to consider the idea of a partnership event.</p>
130/21TC	<p>Memorial Field: (Appendix 12)</p> <p>a) RESOLVED: That the Council agreed £2,500 for gate designs from next year's budget</p> <p>b) Members of the Amenities Committee recommended the appointment of Frederick White to design the entrance to the Memorial Field. It was explained that he is an award-winning local designer and has provided previous advice and planting plans. The Committee proposed that his continued involvement would ensure consistency and appropriate expertise to the design and planting throughout the Town.</p> <p>RESOLVED: That the Council agreed £1,000 design cost for entrance area of the Memorial Field. The Council agreed to appoint the specialist service of garden designer Frederick White (Financial Regulation 11-ii) .</p>
131/21TC	<p>Town Centre Coordinators – RESOLVED: That the Council agreed £1,456 for laptops for the new appointments.</p>
132/21TC	<p>Correspondence The Council noted the Correspondence received. The Clerk was asked to provide a report on the use of the Youth Booth for the February Meeting.</p>

Signed



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133/21TC	<p>Reports from Councillor Representatives on other organisations.</p> <p>Councillor Sandbach reported that the CAB are still working on merger arrangements. Councillor Eastman explained that the community partnership had been piloting community transport options which could benefit Saxmundham in the future.</p> <p>Councillor Fisher reported that the state of the footpath between Mill Rd and Seaman Avenue is very muddy. Councillor Fisher has asked that the Town Council report the problem to the County Council as a surfacing issue.</p> <p>The tree wardens recommended that the 750 trees project be launched as soon as possible. The Clerk and Environment Co-ordinator were asked to create press releases and promote the project.</p> <p>Councillor Eastman reported that IP17GNS had been busy with funding bids. Councillor Fisher reported that the next SALC area forum is in March and asked the Clerk to circulate information.</p> <p>Councillors Sandbach and Findlay reported that the planning inspectorate had asked for an extension until March for the Sizewell C development reporting stage.</p> <p>The Meeting with the BEIS representative in Snape has been rescheduled.</p>
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Meeting ended at 9.23pm Roz Barnett, 10/01/2021 Clerk to Saxmundham Town Council

Signed  Date 14/2/2022

Appendix A

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	Total Income	£	2,125.47
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	Total Monthly Expenditure	£	25,786.29
Current Account Bank Balance		£	172,772.69	

Signed



Date



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
Total Income			£ 1,161.19

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
Total Expenditure			£ 2,430.88	

Bank balance 28,036.40

Signed



Date

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CC		2020-2021		2021-2022		2022-2023		Comments
	Budget	Budget	Budget	Budget	0% increase	0% increase		
100 Income								
1076 Precept	£ 224,500	£ 223,000			£227,328.05	0% increase in Precept		
1080 Precept Grant	£	£ 3,885						
1090 Bank Interest	£ -	£ 1,000			£ 200.00	Reduction based on current interest rates		
1100 Market Income	£ 1,000	£ 500			£ -	Free pitches to encourage Market Holders		
1110 Income Land & Property	£	£			£ 1,000.00	Licence IP17 GNS & Memorial Field Income		
1305 Grants	£ -	£ -			£ -			
1150 Other Income	£ 150	£ 1,000			£ 1,000.00	Insurance refund Market Hall		
TOTAL	£ 225,650	£ 229,385			£ 229,528.05			
Resources Committee								
120 Salaries & Staff Expenses								
4000 Staff Salaries Tax/NI/Pension	£ 38,000	£ 69,000			£ 84,000.00	Includes allowance for pay award, NI increases and £8000 for co-ordinator post.		
4050 Clerks Expenses	£ 200	£ 200			£ 200.00			
4055 Other Staff Costs	£ -	£ 150			£ 150.00			
4060 Recruitment Costs	£ 1,000	£ -			£ 500.00			
4065 Agency/Interim Services	£ 28,600	£ -			£ -			
4095 Training	£ 850	£ 500			£ 500.00			
TOTAL	£ 68,650	£ 69,850			£ 85,350.00			
Resources Committee								
140 Councillors/Civic Events								
4100 Chairman's Allowance	£ 200	£ 200			£ 200.00			
4105 Councillors Expenses	£ 350	£ 350			£ 350.00			
4110 Chairman's Reception & Annual Town Meeting	£ 250	£ 250			£ 500.00	Priority 5.1 to allow for Civic Awards at Annual Town Meeting		
4120 Councillor Training	£ 1,250	£ 1,250			£ 1,500.00			
TOTAL	£ 2,050	£ 2,050			£ 2,550.00			
Resources Committee								
160 Office & Admin Costs								
4200 Office Cleaning & materials	£ 1,500	£ 1,500			£ 2,500.00	Increased Usage & PHS Contract		
4205 Office Utilities	£ 2,850	£ 2,500			£ 2,500.00			
4220 Hire of hall for mtgs	£ 350	£ 900			£ 800.00			
4225 Advertising	£ 500	£ 500			£ 500.00	Split from IT support		
4228 Rialtas Financial Support & End of Year	£	£			£ 2,500.00			
4230 Audit Fees	£ 1,300	£ 1,250			£ 1,250.00			
4235 Bank Charges	£ 350	£ 240			£ 240.00			
4240 Postage	£ 300	£ 30			£ 30.00			
4245 Printing & Stationery	£ 1,800	£ 1,800			£ 2,000.00	Increased publications & reduced contract costs		
4250 Subscriptions	£ 1,700	£ 1,700			£ 1,500.00			
4255 IT support & Software	£ 5,000	£ 1,800			£ 3,000.00	IT Contract Costs		
4260 Telephone/Broadband	£ 1,550	£ 1,550			£ 1,550.00			
4265 Office Equipment	£ 1,000	£ 1,000			£ 1,000.00	New laptop Town Centre Co-ordinator		
4270 Insurance	£ 2,250	£ 1,000			£ 2,200.00	Refund from Market Hall		

CC									Comments
	4275	Election	£	500	£	-	£	-	To be taken from reserves if required.
	4280	Supplies & Petty Cash Items	£	250	£	250	£	250.00	
	4285	Consultants including Health & Safety	£	1,500	£	1,500	£	3,000.00	Health and Safety 'competent' person
		TOTAL	£	22,700	£	17,520	£	24,820.00	
		Resources Committee							
	320	Grants & Events							
	4500	Market Hall	£	24,500	£	16,000	£	16,000.00	Subsidy for the Market Hall Will require additional capital funding match for HLF bid
	4505	Christmas Event	£	3,500	£	11,000	£	13,000.00	Christmas lights trees and event
	4510	Other Grants	£	9,000	£	9,000	£	6,000.00	Small and Medium grants
	4520	Other Events	£	-	£	15,000	£	15,000.00	Priority 4.2: 750 Festival
	4550	Youth Activities	£	24,000	£	9,000	£	3,000.00	Priority 5.4
	4560	Other S137 - Gannon Rooms	£	-	£	1,500	£	2,000.00	Priority 6.3 Will require an additional CIL & Grant Funding
	4599	Community Cohesion	£	11,500	£	13,000	£	13,000.00	IP17 GNS
		TOTAL	£	72,500	£	74,500	£	68,000.00	
		Resources Committee							
	170	Loan Repayment							
	4300	Loan Repayment	£	21,400	£	21,400	£	21,400.00	
		TOTAL	£	21,400	£	21,400	£	21,400.00	
		Communications Working Group							
	200	External Comms							
	4400	Newsletter & Publicity	£	1,400	£	5,165	£	3,500.00	3 newsletters and festival programme
	4405	Website	£	2,600	£	1,500	£	3,000.00	Website support & Development
		Business network & Town Promotion	£		£	500	£	2,000.00	Priority 4.1
		TOTAL	£	4,000	£	7,165	£	8,500.00	
		Resources Committee							
	400	Neighbourhood Plan							
	4705	NP expenses	£	-	£	6,000			
	4700	Consultants for NP	£	2,000	£	-			
	4705	Neighbourhood plan costs	£	500	£	-	£	1,000.00	Contingency funding for plan completion
		TOTAL	£	2,500	£	6,000	£	1,000.00	
		Amenities Committee/Environment Working Group							
	500	Town Improvements Projects							
	4810	Saxmundham in Bloom/Anglia in bloom	£	5,000	£	3,000	£	5,000.00	Priority 2.2 - Will require additional £5000 from CIL
	4825	Market Development & running costs	£	1,500	£	1,500	£	2,000.00	Priority 4.1
	4835	Markets and Tourism	£		£	1,000			
		Fromus Square & Walkways					£	2,500.00	Priority 1.4 (additional £15000 from CIL)
		Gateway entrances/Speed reduction					£	5,000.00	Priority 1.5 (additional £15000 from CIL)
		Environment & Climate Actions					£	3,000.00	Priority 2.1 for audit and climate change initiatives
		Memorial Field					£	5,000.00	Priority 6.2 Storage facilities & improved entrance on Rendham Road, Signage and Green Landscaping (additional £10,000 CIL).

CC										Comments	
		£	6,500	£	5,500	£	22,500.00				
Amenities Committee											
600 Maintenance											
4815	Grounds Maintenance	£	2,000	£	2,000	£	4,000.00			Improved specification for grounds maintenance including bin and signage cleaning	
4825	Market Maintenance & running costs	£	14,500	£	15,000	£	1,000.00				
4875	General STC Maintenance	£	350	£	400	£	3,000.00				
4820	Play Inspection & play maintenance	£	-	£	2,000	£	2,000.00			To cover minor maintenance on play areas	
4830	Street Furniture	£	3,500	£	3,500	£	6,000.00			General maintenance & replacement. New noticeboards	
4670	Town House Maintenance	£	-	£	2,500	£	2,500.00				
4675	Youth Booth Maintenance	£	20,350	£	25,400	£	20,000.00				
	TOTAL	£	220,650	£	229,385	£	254,620.00				
	Total Expenditure	£	220,650	£	229,385	£	254,620.00				

		£	From Reserves
Precept Options			
2022/23 Precept		£227,328.05	
Additional Income		£ 2,200.00	
Total Income		£ 229,528.05	
Total Expenditure		£ 254,620.00	
Council Tax for a Band D property		£ 143.28	
0% increase		£	£ 25,091.95
2022/23 Precept		£ 228,464.69	
Additional Income		£ 2,200.00	
Total Income		£ 230,664.69	
Total Expenditure		£ 254,620.00	
Actual Council Tax for Parish		£ 143.99	
.5% increase		£	£ 23,955.31
2022/23 Precept		£ 229,601.33	
Additional Income		£ 2,200.00	
Total Income		£ 231,801.33	
Total Expenditure		£ 254,620.00	
Actual Council Tax for Parish		£ 144.71	
1% increase		£	£ 22,818.67