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| **All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council on**Picture 3 **Monday 11 April 2022 at 7.00 pm at the Market Hall**The public are welcome to attend. **AGENDA****Open Forum:** *The meeting will open with a short presentation and discussion on Health Service in Saxmundham presented by Dr Havard.* Members of the public are invited to give their views on issues on this agenda or raise items for future consideration at the discretion of the Chairman.  |
| 1 172/21TC | **Apologies and Approvals of Absence -** To receive apologies for absence. |
| 2173/21TC | **Members Declarations of Interests and Consideration of Requests for Dispensations -** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation.  |
| 3174/21TC | **Minutes of the Previous Meeting-**To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 14 March 2022 are a true and correct record. (Appendix 1) |
| 4175/21TC | **County Councillor Report -** To receive a report from County Councillor Richard Smith MVO. |
| 5176/21TC | **District Councillor Report** – To receive a report from District Councillor John Fisher. |
| 6177/21TC | **Chair’s Report** – To receive a report from Councillor Jeremy Smith. |
| 9178/21TC | **Minutes of the Previous Committee Meetings:**1. To receive and note the draft minutes of the Amenities Committee held on the 28 March 2022 (Appendix 2).
2. To receive and note the draft minutes of the Resources Committee held on the 1 April 2022 (Appendix 3).
3. To receive and note the draft minutes of the Planning and Development Control Committee held on the 3 & 15 of March 2022 (Appendix 4).
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| 10179/21TC |  **Financial Matters** 1. To note and ratify the payments and receipts up to the 31 March 2022 for the Town Council (Appendix 5).
2. To note and ratify the payments and receipts up to the 31 March 2022 for the Market Hall (Appendix 6).
3. To receive a budget report for the Town Council up to the 31 March 2022. (Appendix 7)
4. To receive a budget report for the Market Hall up to the 31 March 2022. (Appendix 8)
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| 11180/21TC |  **Neighbourhood Plan** 1. To consider the Draft Neighbourhood Plan for submission
2. To consider the Consultation Statement
3. To consider the Basic Conditions Statement

These are large documents that may be viewed via the following link [https://1drv.ms/u/s!As8ifNO44Q4IgbNxExDKl2xcPgiI8Q?e=avoiSj](https://1drv.ms/u/s%21As8ifNO44Q4IgbNxExDKl2xcPgiI8Q?e=avoiSj) (You may need to cut and paste the link into your browser) |
| 12181/21TC | **Induction and Training Policy for Councillors -** To consider the draft induction and training policy for councillors (Appendix 9). |
| 13182/21TC | **Meeting Schedule** - To Agree Meeting schedule for 2022-2023(Appendix 10) |
| 14183/21TC | **Gannon Rooms –** To receive Report and consider the next steps forward (Appendix 11) |
| 15184/21TC | **Environment And Climate Change**1. To consider updated Environment and Climate Change Action Plan(Appendix 12)
2. To consider verbal proposal for September Green Market and Consultation event and agree indictive budget for planning purposes.
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| 16185/21TC | **Correspondence –** to note correspondence received since the last meeting (Appendix 13) |
| 17186/21TC | **Reports from Councillor Representatives on other Organisations.** |
| Citizens Advice Bureau Community Partnership East Suffolk Travel Advice (ESTA) Footpath wardenTree warden IP17 Good Neighbour Scheme Patient Participation Group SALCSizewell A & B & C  | Cllr. J. Sandbach Cllr. D Eastman, Cllr. J Fisher Cllr. J Fisher Cllr. J Fisher, Cllr R Hedley Lewis Cllr. D EastmanCllr. J. Sandbach, Cllr. N. HileyCllr D Eastman, Cllr J Fisher, Cllr J SmithCllr. N. Hiley, Cllr. J. Sandbach  |
| 18187/21TC | **Staffing Matters** 1. To note the resignation of the Town Clerk
2. To consider job description and advert for the Town Clerk position (Appendix 14)
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| 19188/21TC | **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. |
| 20189/21TC | **Staffing Matters** 1. To consider staff structure and interim staffing arrangements
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| **Roz Barnett, Clerk to Saxmundham Town Council, Thursday, 07 April 2022** |

Please note the appendices to the agenda are included in the Committee Pack and are available on the website.