 **Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting Monday, 28 February 2022 at 2pm**

**In the Town House**

**Committee Members:**

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor John Fisher

Councillor Nigel Hiley,

Councillor Jeremy Smith

**Also Present**: Rosalind Barnett (Town Clerk)

**Public Forum:** There were no members of the public present.

Please note all documents related to these minutes can be found in the committee pack <http://www.saxmundham.org/council/template1-3/>

|  |  |
| --- | --- |
| **170/21R** | **Apologies for Absence**No apologies were received |
| **171/21R** | **Declarations of Interest**Cllr Eastman and Cllr Smith declared a non-pecuniary interest in item 174/21R as they are trustees of Saxmundham and District Community Interest Company.  |
| **172/21R** | **Minutes of the Previous Meeting****RESOLVED:** The minutes of 31 January 2022 were adopted as a true and accurate record. |
| **173/21R** | **Operational Issues** * 1. To consider tender for Health and Safety Consultant

Councillor Eastman had reviewed the 3 lowest tenders and recommended WorkNest to the Committee. The Committee noted that since the comparison report was produced, links to the further information required had been provided by WorkNest and the Clerk was satisfied that they could deliver the service at the level required. The Clerk informed the Committee that she had also sought verbal references on the two lowest quotes and WorkNest references were better that their nearest competitors for health and safety services. **RESOLVED: That the Council appoint Work nest as the Town Council’s Health and Safety Consultant for a 5-year period at a cost of £2269 for year 1 and £2484 for years 2-5.*** 1. To consider additional technical support for the website.

The committee discussed the recent WordPress update that had caused a lot of problems on the website. Staff had to spend additional time restoring information and links that had disappeared from pages. Whilst Herringbone Design provide design advice on pages and layout the Council does not have technical support. Design Folk who created the website resolved some of the issues and have offered to provide ongoing support at a cost of £45 per month. The Committee agreed to this arrangement on an interim basis on the condition that the Clerk reports the detail of what will be provided for the monthly fee.**RESOLVED: The Committee agreed to pay Design Folk £45 a month for technical support to the website as an interim arrangement.** * 1. Energy usage and contracts

The Clerk reported that because of the situation in Ukraine, Smartest Energy had refused to accept the contracts for supply at the Market Hall and Town House. The situation on the energy markets is so volatile the company that has been managing our contract swich has advised that the Council wait for the market to settle. **RESOLVED: The Committee agreed to delegate the decision on the energy contract providers to the Clerk in consultation with the Chair of the Resources Committee.** |
| **174/21R**  | **Finance**1. **RESOLVED: That the Committee note and ratify the payments for January for the Town Council.**
2. **RESOLVED: That the Committee note and ratify the payments and receipts for January for the Market Hall.**
3. The Committee received the February payments list and approved the additional payment of£288 to Red Dune for Software for new laptops.

**RESOLVED:** **That the Committee noted the list of February payments and approved the additional payment of £288 to Red Dune for Software for the new laptops.**Questions were raised about the water bills from Wave and Everflow and the Clerk explained that she had not received a final invoice from Wave Water and was still paying the £40 direct debit. The overpayment to the Adventure Playground of the test £5.00 was noted by the committee and it was agreed that if they continue to report they did not receive it, the £5.00 should be written off. |
| **175/21R** | 1. **To consider arrangements for year end and 2021-22**
	1. To review revised asset register

The Committee reviewed the asset register and asked that the Clerk add some additional dates to the asset register, the grit bin at Tennyson Rd and review some of the sub-totals. **RESOLVED: That the amended Asset Register be recommended to the Town Council** * 1. To review financial regulations

The Committee reviewed the financial regulations and agreed the proposed changes to the financial regulations with the inclusion of the suggested wording from Councillor Smith. **RESOLVED: That the amended Financial Regulations be recommended to the Town Council** * 1. To review insurance cover.

The Committee noted that the Council are currently within the 1st year of a 3 Year Long Term Agreement with BHIB at a cost of £2158.97 Including Insurance Premium Tax.**RESOLVED: That the Committee reviewed the insurance cover and agreed that the cover was sufficient.*** 1. To review management risk assessment

The Committee reviewed the management risk assessment and suggested some amendments to the wording. The Clerk was asked to circulate the Yoxford emergency plan. **RESOLVED: That the amended Management Risk Assessment be recommended to the Town Council**  |
| **176/21R** | **Small Grants -** To consider any applications under £5000). 1. Grant request from Men’s Sheds

**RESOLVED: That the Committee agreed a £446 grant for a band saw for the Men’s sheds to help them with their community projects.**1. Grant request from St John’s Church

**RESOLVED: That the Committee agreed a £350 grant for a community event for the St John’s Church.** |
| **177/21R** | 1. **RESOLVED: A motion was passed 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.**
 |
| **178/21R** | 1. **Staffing Matters**
	1. To receive a verbal update on staffing arrangements

The Clerk reported that the Environment Co-ordinator had successfully completed her probationary period. She also informed the Committee that the two new Town Centre Co-coordinators were settling in well and were working on the website and revitalising the Market. The Committee discussed the whether the Town Clerk hours should be reduced to 30 to allow for appointment of the Finance and Administration Officer for 10 hours a week. The Clerk was asked to explore whether changing the day for Full Council meetings would allow for additional Clerking support. The actual days working days for the Clerk would be dependent on the working patterns of the other staff. **RESOLVED: That the Committee agreed that a report on the proposals be presented to Full Council.*** 1. To review job description and advert for the Finance and Administration Officer

**RESOLVED: That the Committee agreed the draft job description and advert for the Finance and Administration Officer with some minor changes.** |

Meeting finished 3.18 pm

**Roz Barnett Clerk/RFO**

**Appendix A: February Payments**



