**All Members of the Resources Committee are summoned to attend a meeting on**

**Tuesday 31 May 2022 at 2pm at the Town House**

**AGENDA**

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 **22 April 2022** are a true and accurate record (Appendix 1).
4. **Operational Issues**
   1. To note progress on bank account changes.
   2. To receive an oral report from the Town Clerk on the WorkNest inspection and consider impact on health and safety management across the Council.
   3. To consider the LGA/NALC/SALC Model Councillor Code of Conduct and recommend its adoption to full council (Appendix 2).
   4. To receive an update on the mobile phone for the Clerk and consider any financial implications.
5. **Finance**
   1. To note payments and receipts and reconciliation reports for April for the Town Council (Appendix 3)
   2. To note payments and receipts and reconciliation reports for April for the Market Hall (Appendix 4)
   3. To note May payments and authorise any payments outside of the Clerk’s delegated powers for the Town Council and Market Hall (Appendix 5).
   4. To agree annual approved payments list and list of direct debits.
   5. To receive a verbal report on internal audit and AGAR arrangements.
6. **Small Grants -** To consider any applications under £5000(Standing agenda item).
   1. British Legion
   2. Arts Station
   3. Sax Community Fest – to agree release of final payment
   4. Football Club
7. **Committee Structure -** To review interim committee structure
8. **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.
9. **Staffing Matters**
   1. To receive an oral report on the appointment of the Town Clerk.
   2. To note the interim arrangements.



**Roz Barnett**

**Clerk to Saxmundham Town Council Date: Tuesday, 24 May 2022**

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