



Saxmundham Town Council

Minutes of the Resource Committee Meeting Monday, 29 November 2021 at 2pm
In the Saxmundham Town House

Committee Members:

Councillor Di Eastman
Councillor John Findlay (Chair)
Councillor John Fisher
Councillor Nigel Hiley
Councillor Jeremy Smith

Apologies: James Sandbach

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/>

158/21R	Apologies for Absence The Clerk reported that apologies were received from Councillor J Sandbach.
159/21R	Declarations of Interest Cllr Eastman declared a non-pecuniary interest as she is a trustee of IP17 GNS. Cllr Hiley declared a non-pecuniary as he is a trustee of the Gannon Rooms.
160/21R	Minutes of the Previous Meeting RESOLVED: The minutes of the 25 October 2021 were adopted as a true and accurate record.
161/21R	Business Donation RESOLVED: The Committee gratefully accepted the donation of £5531.56 from the Saxmundham Business Association and agreed it would be used for the purposes specified.
162/21R	Finance a) RESOLVED: That the Committee noted and ratified the payments for October for the Town Council It was noted that the Clerk had been refunded for the card payment for the website domain. The Clerk confirmed that she will apply for a Council Card as soon as the accounts are moved to Unity Bank. b) RESOLVED: That the Committee noted and ratified the payments and receipts for October for the Market Hall c) The Committee received the November payments and noted that there were no additional approvals required.
Please Note Items 167-169 were taken before item 163	
163/21R	Budget 2022-23 a) The Committee received and noted the budget reports for the Town Council and Market Hall. b) The Committee received the report on the reserves. It was noted that the additional £10,000 that had been transferred into the capital reserve in May had been used for the kitchen refurbishment of the Market Hall. It was suggested that a further £10,000 could be transferred to the capital reserve before the end of the financial year. c) The Committee received the report on the CIL reserve and noted the current balance of £78453.50 d) The Committee noted the comments made at the November Town Council about the draft budget. After considering the implications of the new staffing appointments it was agreed to suggest increasing the staffing budget to £84,000. This additional expenditure would be offset by the business association donation and the East Suffolk District Council Grant. Members discussed

Signed

JW

Date

29.11.21

31.01.22

	<p>the level of the precept and agreed that this should be set at the January meeting. The Chair of the Resources Committee explained that due to an increase on the tax base the Town Council will receive an increase equivalent to 1.9%.</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council the existing draft budget with the addition of £4000 to the staffing budget.</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council a precept of £227,328.05 which is a 0% increase to the 2021/22 precept. The cost to a band D property will remain at £143.28</p> <p>RESOLVED: That the Resources Committee recommend to the Town Council that the deficit in the budget be drawn from the general reserve.</p>
164/21R	<p>Gannon Institute The Trustees requested an additional £1000 to complete some basic repairs and purchase some portable heaters</p> <p>RESOLVED: That the Gannon institute be awarded an additional £1000.</p>
165/21R	<p>Small Grants Councillors discussed the two grant applications received. The disability advice service had requested a grant for £1000 towards their advice and support services. The Adventure Playground for Saxmundham had requested a grant towards a new bench and new play equipment.</p> <p>RESOLVED: That the Committee agreed £1000 for the Disability Advice Service considering the special circumstance of this year.</p> <p>RESOLVED: That the Committee agreed £1000 for the Adventure Playground and notify the organisation that they maybe able to apply for CIL funding later in the year</p>
167/21R	<p>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.</p>
168/21R	<p>Appointment of Town Centre Co-ordinator The Committee discussed the report on the interview process and considered the logistic of appointing two separate candidates. The Clerk was tasked with discussing the job description with the candidates and exploring the crossover between the two roles. The management of the process was delegated to the Clerk, chair of Resources and the chair of the staffing Committee.</p> <p>RESOLVED: The Committee agreed to appoint two candidates for 6 hours each for the fixed-term appointment for an 18-month period at a provisional cost of £13.224.</p>
169/21R	<p>Staffing Structure 2022-2023 The Committee considered the report on changes to the staffing structure and staffing arrangements for introduction in April 2022. Some concerns were expressed about the Clerks capacity to manage several part-time staff on reduced hours. The Committee noted that there would not be an increase in the staffing budget because of the changes. The Clerk was asked to develop the proposals further.</p> <p>RESOLVED: The Committee agreed to adopt in principle the proposed staffing structure.</p>

Meeting finished 3.38 pm
Roz Barnett Clerk/RFO

Signed  Date 

Appendix A

Saxmundham Town Council						
Payments for the period 01/11/2021 to 30/11/2021						
Date	Payee	Transaction Detail	Net		Gross	Authorisation
01/11/2021	NEST	Nest Pension November	£	381.55	£ 381.55	Annual
25/11/2021	Salary 2	Salary 2	£	991.24	£ 991.24	Annual
27/11/2021	Salary 1	Salary 1	£	2,522.05	£ 2,522.05	Annual
27/11/2021	Salary 3	Salary 3	£	356.17	£ 356.17	Annual
01/11/2021	HMRC	HMRC PAYE Quarter 1	£	4,500.18	£ 4,500.18	Annual
01/11/2021	J Chesterfield	Cleaning Town House	£	138.00	£ 138.00	Annual
01/11/2021	BARCLAYS	November Charges	£	18.15	£ 18.15	Annual
01/11/2021	ESPO	Paper	£	60.20	£ 72.24	Annual
01/11/2021	Red Dune	November IT Support	£	208.05	£ 249.66	Annual
01/11/2021	Rialtas	Tax Digital Fee	£	59.00	£ 70.80	Annual
01/11/2021	Leiston Press	IP17 GNS Newsletter	£	540.00	£ 579.00	Annual
01/11/2021	NEON	Website Community Groups	£	90.00	£ 90.00	Annual
01/11/2021	Diddy Long Legs	50% Payment Stilt Walkers	£	100.00	£ 100.00	Delegated
01/11/2021	PETER KING	Gannon Rooms Fire Inspection	£	280.00	£ 336.00	Minute Number
01/11/2021	MORGAN FIRE	Fire Inspection Gannon Rooms	£	250.00	£ 300.00	Minute Number
01/11/2021	SCNO	Bolts for Zip wire	£	31.50	£ 37.80	Annual
01/11/2021	ESPO	Noticeboards	£	254.00	£ 304.80	Delegated
01/11/2021	HUSSEY	Neighbourhood Plan Printing	£	488.50	£ 488.50	Delegated
01/11/2021	SCNO	Chantry Rd Grass Cutting	£	32.19	£ 38.63	Annual
01/11/2021	SCNO	Seaman Avenue Grass Cutting	£	165.50	£ 198.60	Annual
01/11/2021	JTPEGS	Green Team Equipment	£	225.30	£ 270.35	Minute Number
02/11/2021	MARIECURIE	Small Grant Minute C157/21R	£	500.00	£ 500.00	Minute Number
03/11/2021	DESIGNFOLK	Events calender upgrade	£	348.00	£ 417.60	Delegated
03/11/2021	HERR	Website support	£	135.00	£ 135.00	Annual
03/11/2021	PHIL LEON	Garage Door Painting	£	421.32	£ 421.32	Minute Number
08/11/2021	Leiston Press	Autumn Newsletter	£	882.00	£ 910.80	Delegated
08/11/2021	Leiston Press	Christmas Flyers	£	98.00	£ 98.00	Delegated
08/11/2021	Leiston Press	Neighbourhood Plan Signs	£	250.00	£ 319.60	Delegated
12/11/2021	WAVE	Water November	£	40.00	£ 40.00	Annual
12/11/2021	Leiston Press	Christmas Road Boards	£	218.00	£ 261.60	Delegated
15/11/2021	Corona	3rd quarter copying	£	77.88	£ 93.46	Annual
15/11/2021	BT	Phone Charges	£	104.98	£ 125.98	Annual
15/11/2021	Etthan Salmon	750 logo and flyer	£	60.00	£ 60.00	Delegated
15/11/2021	Coastal Fire	SI-11752/433/Coastal Fire Ltd.	£	42.90	£ 51.48	Annual
17/11/2021	ROZB	Recorded Delivery mail	£	13.29	£ 13.29	Annual
17/11/2021	BT	Broadband	£	26.66	£ 31.99	Annual
17/11/2021	IAN RIX	40 Christmas trees	£	600.00	£ 720.00	Annual
17/11/2021	ROZB	Christmas Event Expenditure	£	313.19	£ 313.19	Delegated
17/11/2021	ROZB	Signage, Alliums, Padlocks	£	86.12	£ 86.12	Delegated
17/11/2021	ROZB	Neighbourhood plan refreshment	£	12.80	£ 12.80	Annual
23/11/2021	BBBPRINT	Staff ID Badges	£	11.25	£ 13.50	Annual
23/11/2021	PWLB	Loan payment	£	10,688.62	£ 10,688.62	Annual
23/11/2021	ESPO	Laminating pouches Christmas	£	17.55	£ 21.06	Annual
23/11/2021	Whites of East Anglia	General maintenance supplies	£	81.18	£ 81.18	Annual
24/11/2021	George Farnham Gallery	Christmas Tree Erection	£	230.00	£ 230.00	Minute Number
24/11/2021	George Farnham Gallery	Bunting Removal	£	230.00	£ 230.00	Minute Number
		Totals	£	27,180.32	£ 27,920.31	
		Current Bank Balance 31 October 2021	£	276,281.21		
		Cambridge Bank Balance 31 October 2021	£	60,025.00		

Signed

JW

Date

Market Hall					
Payments November 2021					
for the period 01/11/2021 to 30/11/2021					
Date Paid	Description	Payee	Net Value	Invoice Totz	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
		Totals	£ 5,998.95	£ 7,128.66	
Bank balance 30/11/2021		£	29,306.00		

Signed _____  _____ Date _____