



Saxmundham Town Council

Minutes of the Resource Committee Meeting Monday, 31 January 2022 at 2pm
In the Market Hall

Committee Members:

Councillor Di Eastman
Councillor John Findlay (Chair)
Councillor John Fisher

Apologies: 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

Apologies were received from Councillor Nigel Hiley and Councillor Jeremy Smith.

171/21R Declarations of Interest

Cllr Eastman declared a non-pecuniary interest in item 174/21R as she is a trustee of IP17 Good Neighbour Scheme.

172/21R Minutes of the Previous Meeting

RESOLVED: The minutes of the 29 November 2021 were adopted as a true and accurate record.

173/21R Operational Issues

a) Phone & WIFI contract renewal

The Clerk explained that the current contracts were up for renewal and asked councillors for their views on potential providers and the specification.

RESOLVED: The Clerk will request quotes based on the current specification.

b) Energy usage and contracts

The Clerk reported that the agency that had secured the energy contract with SSE have confirmed that the company would not honour the agreements signed in January 2021. The agency reported that this has happened on numerous occasions as companies cannot afford to honour these agreements due to the substantial price hikes. The Clerk presented four new quotes for renewal energy from, SSE, Smartest Energy, E-on and Yu Energy. The Committee noted that Smartest Energy was the cheapest supplier and that their electric tariff represents a saving of £1444.40 and that the gas a saving of £1592.98 from EON's standard rate.

RESOLVED: The Committee agreed to move the supply for electric and gas to Smartest Energy.

c) Health and Safety consultant

The Clerk explained that the Council had received 8 applications for the Town Council's Health and Safety tender.

RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.

174/21R 2) To consider arrangements for year and 2021-22

a) To review revised asset register (Appendix 6).

The Committee suggested a number of changes to the Asset register.

RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.

Signed _____

Date _____

28/02/22

b) To review financial regulations (Appendix 7).

RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.

c) To review insurance cover. (Appendix 8).

RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.

3)

a) To review management risk assessment Appendix 9).

RESOLVED: Councillor Fisher and Councillor Eastman agreed to review the three lowest priced tenders that met the Town Council's specification and bring back recommendations to the next Resources Committee.

175/21R Finance

- b) **RESOLVED:** That the Committee noted and ratified the payments for November/December for the Town Council.
- c) **RESOLVED:** That the Committee noted and ratified the payments and receipts for November/December for the Market Hall.
- d) The Committee received the January payments list and noted that there were no additional approvals required.

Councillor Eastman reported that she had signed the bank reconciliation statements up to December 31, 2021.

176/21R End of year Arrangements

The Committee noted the activities that needed to be completed before the end of the financial year.

RESOLVED: That the Committee agreed to sign up for a 3-year contract for end of year services from Rialtas to secure a 7% discount to reduce annual cost down from £600 to £558.

177/21R Small Grants

Councillors discussed the grant applications received and agreed that the CAB provide a service to the people of Saxmundham and that rising cost of living would be significantly impacting residents.

RESOLVED: That the Committee agreed £1500 grant for the Citizens Advice Service.

Meeting finished 2.51 pm

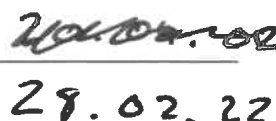
Roz Barnett Clerk/RFO

Appendix A: January Payments

Signed



Date



Saxmundham Town Council

January payments

for the period 01/01/2022 to 31/01/2022

Date	Payee	Description	Net Amount	Authorisation
27/01/2022	SALARY 1	January Salary	£ 2,522.05	Annual
27/01/2022	SALARY 2	January Salary	£ 991.44	Annual
27/01/2022	SALARY 3	January Salary	£ 356.17	Annual
27/01/2022	SALARY 4	January Salary	£ 275.44	Annual
27/01/2022	SALARY 5	January Salary	£ 275.44	Annual
27/01/2022	SAX ADVE	CIL Adventure Playground Grant	£ 3,000.00	Minute Number
27/01/2022	J CHESTERFIELD	Town House Cleaning Dec/Jan	£ 222.00	Annual
06/01/2022	BARCLAYS	January charges	£ 24.40	Annual
27/01/2022	OBJENIX	Domain name for email addresses	£ 60.00	Delegated
27/01/2022	RED DUNE	IT Support Dec-Jan	£ 416.10	Annual
01/01/2022	BT	WIFI	£ 26.66	Annual
27/01/2022	JT PEGGS	Christmas trees	£ 130.63	Minute Number
27/01/2022	ST J AMBULANCE	Christmas First Aid	£ 240.00	Delegated
27/01/2022	SCNO	Rubbish bags & Removal	£ 129.36	Annual
27/01/2022	COUNCILLOR REFUND	Refund Paint and Prints	£ 84.20	Delegated
27/01/2022	LEISTON PRESS	Green Team Branding	£ 56.00	Minute Number
27/01/2022	FISHERS	Bins and battery	£ 97.30	Annual
27/01/2022	SCNO	Watering hanging baskets	£ 1,071.20	Annual
27/01/2022	SCNO	Maintenance Chantry Rd	£ 32.19	Annual
27/01/2022	SCNO	Maintenance Seamans Ave	£ 165.50	Annual
27/01/2022	SWANS	Trees memorial Field	£ 523.92	Minute Number
27/01/2022	SAXCIC	CIL Grant Sax& District CIC	£ 2,000.00	Minute Number
27/01/2022	SAXCIC	Fromus Hall Bookings	£ 44.00	Delegated
27/01/2022	HERR	Web support	£ 30.00	Annual
27/01/2022	SAXCIC	Fromus Hall Bookings	£ 50.00	Delegated
27/01/2022	MARIE CURIE	Grant	£ 500.00	Minute Number
27/01/2022	DISABILITY ADVICE SERVICE	Grant	£ 1,000.00	Minute Number
27/01/2022	RABBLE CHORUS	Singing Xmas Event	£ 100.00	Minute Number
27/01/2022	FREDERK WHYTE	Memorial Garden Design	£ 500.00	Minute Number
			£ 14,924.00	

Market Hall

Payments

for the period 01/01/2022 to 31/01/2022

Invoice Date	Payee	Description	Net Amount	Authorisation
27/01/2022	J CHESTERFIELD	Cleaning December	£ 252.00	Annual
27/01/2022	J CHESTERFIELD	Cleaning January	£ 90.00	Annual
27/01/2022	BARCLAYS BANK	Bank Charges	£ 17.10	Annual
27/01/2022	EON	Gas Dec- Jan	£ 650.24	Annual
27/01/2022	EAST SUFFOLK COUNCIL	Licence	£ 70.00	Annual
27/01/2022	REFUND CLERK	Hallmaster software	£ 224.40	Annual
			£ 1,303.74	

Signed



Date

22/02/22