



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

a) 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 than 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.

b) 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.

c) 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 switch 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.

Signed

Date

20-04-22

174/21R Finance

- a) **RESOLVED: That the Committee note and ratify the payments for January for the Town Council.**
- b) **RESOLVED: That the Committee note and ratify the payments and receipts for January for the Market Hall.**
- c) 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 2) To consider arrangements for year end and 2021-22

- a) 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

- b) 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

- c) 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.

- d) 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).

- a) 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.

- b) 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 3) 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 4) Staffing Matters

- a) 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

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Date _____

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.

b) 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

Signed _____



Date _____

20.04.22

Appendix A: February Payments

Saxmundham Town Council				
Payments February 2022				
for the period 01/02/2022 to 28/02/2022				
Invoice Date	Description	Customer Name	Net Value	Invoice Total
01/02/2022	Website Update	NEON CONTENT & COPY	£ 127.50	£ 127.50
01/02/2022	750 Event Planning	Black Knight Historical	£ 174.00	£ 174.00
01/02/2022	750 Event 50%	Black Knight Historical	£ 1,000.00	£ 1,000.00
01/02/2022	New laptops	Red Dune Ltd.	£ 1,169.20	£ 1,403.04
01/02/2022	Quarter copies	Corona Corporate Solutions	£ 9.86	£ 11.83
01/02/2022	Quarter Rental Photocopier	Corona Corporate Solutions	£ 270.52	£ 324.62
01/02/2022	Town House Water	Wave Utilities	£ 40.00	£ 40.00
01/02/2022	Phones	British Telecom	£ 104.98	£ 125.98
01/02/2022	Test Payment	SAX ADVENTURE PLAYGROUND	£ 5.00	£ 5.00
01/02/2022	Gas town House	Opus Energy	£ 156.20	£ 164.01
01/02/2022	Cleaning Materials	Eastern Shires Purchasing	£ 30.10	£ 36.12
01/02/2022	Noticeboards	Eastern Shires Purchasing	£ 96.00	£ 115.20
01/02/2022	Office Supplies	Eastern Shires Purchasing	£ 116.75	£ 140.10
01/02/2022	Office Supplies	Eastern Shires Purchasing	£ 3.70	£ 4.44
01/02/2022	Office Supplies	Eastern Shires Purchasing	£ 7.20	£ 8.64
01/02/2022	Software new laptops	Red Dune Ltd.	£ 288.00	£ 345.60
01/02/2022	IT Contract	Red Dune Ltd.	£ 203.30	£ 243.96
01/02/2022	Laptop repair	Red Dune Ltd.	£ 58.00	£ 69.60
01/02/2022	Map Sign	Leiston Press Publishing	£ 171.00	£ 205.20
01/02/2022	Sewage service	Binder Ltd.	£ 72.50	£ 87.00
01/02/2022	Room Hire	Sax and District Community Intere	£ 30.00	£ 30.00
01/02/2022	Cleaning Materials	Judy Chesterfield	£ 132.00	£ 132.00
01/02/2022	Waste disposal	Suffolk Coastal Norse Ltd	£ 139.88	£ 167.86
02/02/2022	Grant	Citizens Advice Bureau	£ 1,500.00	£ 1,500.00
02/02/2022	Gannon Room Electrics	PETER KING Electrical	£ 168.60	£ 202.32
02/02/2022	Pump service	LES COTTON CONTRACTORS	£ 220.00	£ 264.00
28/02/2022	Salary 1	Salary 1	£ 2,522.05	£ 2,522.05
28/02/2022	Salary 2	Salary 2	£ 991.24	£ 991.24
28/02/2022	Salary 3	Salary 3	£ 356.17	£ 356.17
28/02/2022	Salary 4	Salary 4	£ 275.44	£ 275.44
28/02/2022	Salary 5	Salary 5	£ 275.44	£ 275.44
28/02/2022	Pensions	NEST	£ 381.55	£ 381.55
02/02/2022	Stationery	Viking Ltd.	£ 24.36	£ 29.23
02/02/2022	Stationery	Viking Ltd.	£ 29.54	£ 35.45
04/02/2022	Bank Charges	BARCLAYS BANK	£ 18.99	£ 18.99
13/02/2022	Town House Water	EVERFLOW Water	£ 54.58	£ 54.58
14/02/2022	WIFI	British Telecom	£ 26.66	£ 31.99
14/02/2022	Electric Town house	British Gas	£ 157.17	£ 165.03
21/02/2022	Routine service	Anglia fire security	£ 75.00	£ 90.00
		Totals	£ 11,482.48	£ 12,155.18
		Bank Balance 25/2/2022		£ 161,999.53

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Date _____

Market Hall**Payments February**

for the period 01/02/2022 to 28/02/2022

Invoice Date	Description	Customer Name	Net Value	Invoice Total
01/02/2022	Cleaning	Judy Chesterfield	£ 219.00	£ 219.00
01/02/2022	Water	EVERFLOW WATER	£ 62.82	£ 62.82
01/02/2022	Callout for alarm	Anglian Security & Fire Ltd.	£ 95.00	£ 114.00
01/02/2022	Music Licence	PPL PRS United for music	£ 110.00	£ 132.00
01/02/2022	Gas	E.ON	£ 574.67	£ 689.60
01/02/2022	Unit Repair	SMS Stainless Steel	£ 100.00	£ 120.00
01/02/2022	Drain clearance	P Bowyer Associates Ltd	£ 155.00	£ 186.00
01/02/2022	Clock inspection	Smiths of Derby	£ 291.67	£ 350.00
11/02/2022	Kitchen refurbishment	DBS Projects	£ 14,119.49	£ 16,943.39
		Totals	£ 15,727.65	£ 18,816.81
		Bank Balance 25/2/2022	£28,188.77	

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Date _____