Roz Barnett

Saxmundham Town Council

Town Council 11 April 2022

**Item 9. Minutes of Previous Committee Meetings Appendix 2**

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| A picture containing text, picture frame, clipart  Description automatically generated **Minutes of the Meeting of the Amenities & Services Committee**  **6.00 PM 28 March 2022 at Saxmundham at the Town House** |
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| Chair of Meeting | Tim Lock |
| Also Present | Roz Barnett |

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| Attendees: | Councillor C. Hawkins  Councillor R. Hedley Lewis  Councillor J Sandbach (left 6.50am) |

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| **84/21A** | **Apologies for absence**  Di Eastman |
| **85/21AS** | **Pecuniary/Non-Pecuniary Interests**  None declared |
| **86/21AS** | **Minutes of the Previous Meeting**  **RESOLVED: It was unanimously RESOLVED to approve the minutes of the meeting 21 of February 2022** |

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| **87/21 A** | **Clerk Updates** |  |  |

Discussion:

* The Clerk has arranged a site visit on the 5th of May with the new health and safety consultant. It was agreed that for his first visit he woul focus on the Market Hall, Gannon Rooms, Town House, and event management plans. She invited councillors to attend, and Councillor Hedley Lewis volunteered his attendance.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Attend Health and Safety Visit | Clerk and Councillor Hedley Lewis | 5th of May 2022 |

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| 88/21 A | **Report on the Environmental Co-ordinator’s Activities** |  |  |

#### Discussion:

* The Green team planted the trees on the Memorial field, Chantry Rd and Seaman Avenue and arrangements are being made for emergency watering. The Clerk is also seeking a price form Norse for regular watering
* The Committee noted that additional planting is required at the two main entrance station beds to finish the project. Councillors agreed to allocate £400 to complete the planting at the station and £150 for mulch to keep the weeds down. The three station birches will need replacing with whips in the Autumn and it was agreed to allocate a further £100 for these.
* The Committee commented on the improved spring bulb display and agreed to allocate £350 for autumn bulb planting.

**Resolved: That £650 of the Sax in Bloom budget be allocated to the completion of the station borders and £350 be allocated to the autumn bulb planting.**

**Resolved: That arrangements are made for emergency watering for the newly planted trees and a quote is secured for regular watering.**

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * That £400 be spent on plants to complete the two front beds at the Station. That an additional £150 be spent on Mulch to keep the weeds down. | Environment Co-ordinator and Green Team | May 2022 |
| * That £350 be spent on wholesale bulbs for Autumn planting | Environment Co-ordinator and Green Team | November 2022 |
| * Arrangements made for emergency watering | Environment Co-ordinator | March 2022 |
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| 89/21 A | **Updates on Improvements to the Market** |  |  |

#### Discussion:

* 104 people had responded to the Market Survey. Respondents liked the idea of a Saturday Market and were very keen on food and drink.
* The Committee noted that the Clerk has only had verbal consent from East Suffolk to use Fromus Square.
* The Market Events have been listed on Eventbrite and 12 stalls have booked for the first event.
* The Committee discussed the signage and publicity for the event.
* The Clerk reported that she had paid £50 for the Market Road closures for the Saturday Market however this will not be used for the April Event.
* The Town Centre co-ordinator is progressing the new sign for Fromus Square.
* The Clerk asked that Councillors note that she had reported the Market Place surfacing
* The Market Traders refused the Council’s offer to take over the electricity supply

#### **Resolved: That the Committee approved the costs of £302 for road signage and £50 for the Road closure for the Market Events.**

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Fromus Square sign is being progressed * Clerk to follow up on website search engine and   Website volunteer | Town Centre co-ordinator  Clerk | June 2022  April 2022 |
| * Clerk to book Aldeburgh festival event for June | Clerk | June 2022 |
| * Antique and Vintage fair booked | Clerk | July 2022 |
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| 90/21A | **Memorial Field Landscape Project** |  |  |

#### Discussion: The committee noted that they needed to wait for the designs from the garden designer before pursuing options for the gate, signage, and memorial stone. The Councillors stressed that regulations, must be complied with, for the gate.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Meeting with garden designer and gate designer | All | 13th of April 2022 |

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| 91/21A | **Town Trails** |  |  |

#### Discussion:

* The Chair updated the Committee on the Memorial Trail. Members agreed to support the trail by providing prize money and funds for trail markers.
* The Committee agreed to the development of a longer trail around Saxmundham
* The Committee discussed the longer trail route and made some suggestions to avoid crossing the railway line

**Resolved: That the Committee approved £300 for the development of the Memorial Trail and longer around the Town Trail.**

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The Council to provide 5 £20 prize vouchers from Crisps. | Clerk | April 2022 |
| * Clerk to ask the trail designer to modify the route. | Clerk | April 2022 |

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| 92/21A | **Maintenance Management Tenders** |  |  |

#### Discussion:

* The Clerk reported that only one tender had been received by the deadline. The Clerk suggested that Saxmundham is too small to attract the larger cheaper companies to quote. The Committee looked at the costs in the tender submitted and decided that it was too expensive and that insufficient funds were available in the 2022/2023 budget.
* The Clerk informed the Committee that Norse and East Suffolk are still going through their reorganisation and the District Councillor advised that we should wait until the situation was clearer.
* The Committee agreed to stay with existing suppliers for another year.
* The Clerk was asked to set up a meeting with Norse to discuss the Council’s requirements.

**Resolved: That the Committee approved the appointment of Norse for the 2022-23 season Vegetation Management Costs of:**

**Grass cutting and litter picking at Seaman Avenue, Memorial Field as per specification Total = £950**

**Chantry Road Grass cutting 8-10 x visits per year April – November Total = £131.61**

**Watering of 40 hanging baskets between June-September 2022 Total = £1103.33**

**Resolved: That the Committee approved the appointment of Geaters for the supply of 40 Hanging baskets at a cost of £1160**

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Clerk to inform Norse that we stay with | Clerk | April 2022 |
| * Clerk to inform Norse about the location of benches | Clerk | April 2022 |

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| 93/21A | **Tree Survey** |  |  |

#### Discussion:

#### The Clerk approached 5 local companies to quote for the completion of tree survey and only one company had responded.

#### The Committee asked the Clerk to ask existing supplier to quote again.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * The Clerk to request quote one more time. | The Clerk | April 2022 |

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| 94/21A | **Town Gateways and speeding** |  |  |

#### Discussion:

#### The Chair updated the Committee on the progress for a design quote for the gateways. He informed the Councillors that the County Councillor was also applying pressure to the officers involved.

#### The Clerk informed the Committee that the traffic Survey will be completed in May.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Continue to apply pressure to Suffolk Highways for a quote for the design of gateways | Cllr Lock | April 2022 |
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| 95/21A | **Street Furniture Request** |  |  |

#### Discussion:

The Committee suggested the locations for the free Welcome Back funded benches and the Talking Bench. They agreed that they wanted the benches to be at new locations and not replace broken benches.

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| Action items | Person responsible | Deadline |
| * **Inform Norse about the location of the bins** | **Clerk** | **April 2022** |

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| **96/21A** | **Correspondence –** None Received |  |  |

The meeting closed at 7.32 p.m.

Roz Barnett Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW Tel: 01728 604595

**Item 9 Appendix 3:**



**Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting Friday 1 April 2022 at 10am**

**Held at the Town House**

**Committee Members:**

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor John Fisher

**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/>

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| --- | --- |
| **179/21R** | **Apologies for Absence**  Councillor Nigel Hiley, Councillor Jeremy Smith, Councillor James Sandbach |
| **180/21R** | **Declarations of Interest**  None Declared |
| **181/21R** | **Minutes of the Previous Meeting**  **RESOLVED:** The minutes of 28 February 2022 were adopted as a true and accurate record. |
| **182/21R** | **Operational Issues**   1. The Clerk reported that the energy broker had persuaded Smartest Energy to take over the gas and electric supply for the Town House and Market Hall at the prices approved at the January Resources Meeting.    1. The Clerk reported that technical support for the website provided by Design Folk will cover keeping plug-ins updates and resolving any issues related to plug-in functionality. They will also perform daily back-ups on the website so that if any major issues arise in the future, they can restore the website back to its previous state. They will be invoicing the Town Council in two instalments. |
| **183/1R** | **Finance**   1. **RESOLVED: That the Committee noted and ratified the payments for February for the Town Council.** 2. **RESOLVED: That the Committee noted and ratified the payments for February for the Market Hall.** 3. The Committee received the March payments list and noted that there were no payments to be approved outside the Clerk’s delegated powers. 4. The Committee noted the draft year end reports for the Market Hall and Town Council. Councillors discussed the favourable year end positions which were mainly a result of additional income from grants and increased hall lettings. 5. The Committee received the Cil Report for 2021-2022 and approved it for publication on the website. |
| **184/21R** | The Clerk reported that the internal auditor would be visiting on the 12th of May and that Rialtas would be doing the account close down on the 17th of May. This will mean that all the end of year financials will be completed before the Clerk leaves. The Clerk explained that she was hoping to move the bank accounts either the 1st or 2nd week of April once all essential payments had been completed. |
| **185/21R** | **Small Grants – No Grant applications were received** |
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Meeting finished 9.48 am

**Roz Barnett Clerk/RFO**

**Appendix A: March Payments** Table

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**Item 9 Appendix 4:**

**Minutes of the Meeting of the Planning & Development Control Committee**

**4pm on 3rd March 2022 in the Town House.**

**Councillors:**

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| --- | --- | --- |
| Cllr. John Fisher (Chair) |  | Cllr. Roger Hedley-Lewis |
| Cllr Nigel Hiley |  | Cllr. Tim Lock |

**Also Present:** Jenny Morcom,(Assistant Town Clerk (ATC).

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| --- | --- |
| **134/21PD** | Cllr Fisher welcomed the new committee member, Cllr Lock, to the meeting  **Apologies for absence**  There were no apologies for absence. |
| **135/21PD** | **Pecuniary/Non-Pecuniary Interests**  None declared. |
| **136/21PD** | **Minutes of the meeting held 9th February 2022**  **The Committee RESOLVED to approve the minutes of the meeting held 9th February 2022.**  The Chair signed the minutes. |
| **137/21PD** | **Open Forum**  No members of the public had joined the meeting. |
| **1381/21PD** | **Planning Applications**   |  |  |  | | --- | --- | --- | | DC/22/0509/FUL | Red Cottage Farm, Clay Hills Road, IP17 2PR | Alterations and two-storey extension | | DC/22/0613/TCA | 48 High St | Lift crown of ash and other trees, cut back ash to clear wall. |   T**he Committee RESOLVED to recommended that the town council support both applications.**  **ATC to seek ratification from the rest of the Town Council for these recommendations.** |
| **132/21PD** | **Recent Planning Decisions.**  The Committee noted the following decisions by East Suffolk Council.   | **Planning ref** | **Address** | **Proposal** | **ESC decision** | | --- | --- | --- | --- | | DC/21/4181/FUL | 91 Lincoln Ave, IP17 1BY | 2 storey side extension. | Permitted | | DC/21/4115/LBC and DC/4114/FUL | 46 High St, IP17 1AB | 1st floor conversion of former part of shop to residential dwelling and former ground floor storeroom to workshop. | Permitted | | DC/21/5398/FUL | Hope Cottage, 14 North Entrance, IP17 1AU | Single storey rear extension. Retrospective planning application | Permitted | | DC/22/0011/FUL | Fairfield, North Entrance, IP17 1AS | Single storey rear extension | Permitted | |
| **133/21PD** | **The next meeting will be held on 15th March 2022 at 4pm in the Town House.** |

**The meeting closed at 4.20 p.m.**

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council**

**The Town House, Station Approach, Saxmundham, IP17 1BW**

**Minutes of the Meeting of the Planning & Development Control Committee**

**4pm on 15th March 2022 in the Town House.**

**Councillors:**

|  |  |  |
| --- | --- | --- |
| Cllr. John Fisher (Chair) |  | Cllr. Roger Hedley-Lewis |
| Cllr Nigel Hiley |  |  |

**Also Present:** Jenny Morcom,(Assistant Town Clerk (ATC).

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| **141/21PD** | Cllr Fisher welcomed the new committee member, Cllr Lock, to the meeting  **Apologies for absence**  Apologies were received from Cllr Lock. |
| **142/21PD** | **Pecuniary/Non-Pecuniary Interests**  None declared. |
| **143/21PD** | **Minutes of the meeting held 3rd March 2022**  **The Committee RESOLVED to approve the minutes of the meeting held 3rd March 2022.**  The Chair signed the minutes. |
| **144/21PD** | **Open Forum**  No members of the public had joined the meeting. |
| **145/21PD** | **Planning Applications**   |  |  |  | | --- | --- | --- | | DC/22/0947/TPO: | Fairfield House South, IP17 1AX | Cut back oak away from house |   T**he Committee RESOLVED to support the application.** |
| **146/21PD** | **Recent Planning Decisions.**  The Committee noted that DC/22/0137/FUL, an extension to the rear of 5 St johns road had been permitted. |
| **147/21PD** | **The next meeting will be held on 31st March 2022 at 4pm in the Town House.** |

**The meeting closed at 4.15 p.m.**

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council**

**The Town House, Station Approach, Saxmundham, IP17 1BW**

**Item 10: Appendix 5: Town Council Payments March 2022**

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**Item 10: Appendix 6: Market Hall Payments March 2022**

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**Item 10: Appendix 7**

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**Item 10 Appendix 8**

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**Item 12: Appendix 9: Induction and Training Policy for Councillors**

**Induction and Training Policy for Councillors**

This Induction and Councillor Training Policy outlines the training and development (or Continuous Professional Development) that Councillors can expect to receive.

**Induction**

The purpose of the induction programme is to help ensure that new councillors:

* understand the Town Council’s duties and responsibilities
* understand the Town Council’s policies and procedures
* understand the operating requirements of the Town Council
* have the skills and knowledge to undertake their role as a councillor

The management of the induction programme is the responsibility of the Town Clerk, under the direction of the Resources Committee.

**In the first 12 month of serving on the council**

1. A new councillor will need to sign various documents before they take up the position of a town councillor. Councillors need to agree that they will follow the standard code of conduct which includes a need to declare matters of interest and prejudicial interest before all meetings. A Councillor will also need to contribute to a public register of specific interests in town (e.g. property owned, businesses run). These are designed to encourage councillors to behave with respect and honesty to the council and the populace in all their dealings.
2. A new councillor will meet with the clerk to go through their induction pack, which includes

* Council Standing Orders and Financial Regulations
* Details of Working Committees/Overview of Council Responsibilities
* Council Contact Sheet
* Annual Meeting Timetable
* Details of Annual Events
* Overview of policies adopted by the Council
* The Good Councillors Guide and Code of conduct
* To establish routes of communications and ensure any special needs are catered for.

1. Councillor colleagues are on hand to offer ongoing support for the first year.
2. Arrangements will be made for an ID badge and a town email address will be made.
3. The new councillor will be asked to identify areas of interest and will be asked to join a committee
4. The new councillor can request a follow up meeting with the clerk if they have any further questions about the role and responsibilities.
5. Councillors will be offered access to training courses provided by Suffolk Association of Local Councils.

**Training**

As the first tier of local government, parish and town councils are uniquely placed to make a major contribution to localism. If parish and town councils are to play a significant part in democracy, it is essential that councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling councillors to understand their role and contribute fully to the democratic process.

There is a wide range of training available to local councils. Sector-specific training is delivered through a few different mechanisms and organisations at both national and local (county) level.

Councillors are from a range of diverse backgrounds and bring different and valuable skills to the role. Despite this, few new Councillors have extensive knowledge of the system of local government, how a council works or the full range of their roles and responsibilities.

From their first council meeting Councillors will be required to make important decisions on behalf of their communities and take responsibility for those decisions. Those decisions often involve significant use of public money, assets or natural resources. It is important that Councillors have, or may quickly attain, a clear understanding of the system of local government, how their council works and the full range of their roles and responsibilities. It is equally important that all councillors have ongoing opportunities to undertake appropriate skills development and training in areas needed to assist them to carry out their role effectively.

**Training courses:**  
Many of the recommended training courses are run by the Suffolk Association of Local Councils. The Parish Council will pay for any training involved/required.

**The following training is required for new councillors:**

1. **Essential Councillor Training (Councillor Fundamentals) – This should be completed within 6 months of attaining office.**
2. **Any Councillor training**, such as provided by SALC (see SALC Circulars sent via email by the Clerk for future training courses)

**Further development:**

1. Chairmanship Training (as applicable and with 2 months of post appointment)
2. Planning Training
3. Finance Training
4. Refresher courses for all councillors where appropriate.

**Other sources of support:**

1. Working closely with another councillor acting as a mentor for at least the first six months of office
2. Reading through council agendas and minutes of meetings and asking members of staff for an explanation or clarification of the various terms used
3. Reading the various council sector publications that the council subscribes to.
4. Attending the SALC area forum or East Suffolk networking opportunities.

**Access to Training Opportunities to Councillors**

Training or educational opportunities for Councillors can be found by visiting the SALC website <https://www.salc.org.uk/training-2/>

If a Councillor wishes to attend a training course, they should notify the Clerk as all course bookings should be initially made through the Clerk. The Clerk has the authority to approve places on the recommended training modules and courses provided by SALC that cost under £100. (Recommended training listed in Appendix A). Any courses requested by a Councillor that cost over £100 or not delivered by SALC will require the additional approval of the chair of the Resources Committee.

The Clerk should be notified immediately if councillors are unable to attend a course that has been booked.

**Appendix A - Recommended training provided by SALC for new Councillors.**

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Graphical user interface, application, Word

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**Item 13: Meeting Schedule Appendix 10**

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**Item 14: Appendix 11: Gannon Institute**

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| Report dated: | 16th March 2022 |
| To the: | Town Council |
| Meeting on: | April 11th 2022 |
| Subject: | Proposals for the management and repair and longer-term maintenance and refurbishment of the Gannon Rooms |
| Contact/author: | Assistant Town Clerk (ATC), Clerk, Councillor Hedley Lewis |

1. **Current position.**

1.1 Refurbishment of the Gannon rooms will be a complex project, requiring a degree of technical expertise as well as applications for funding to cover any major costs. The Gannon Rooms may not be hired out until basic safety standards, in particular fire safety standards are met.

**Table setting out the current position**

| **Safety or maintenance item** | **Current position** | **Further action needed** |
| --- | --- | --- |
| Asbestos | Asbestos report and management plan are in place.  Asbestos was found or suspected in:   * Front room chimney * Insulation board surrounding boiler flue * Flue pipe * Boiler flue cowl in roof * Old floor lining paper below residue below NB WCs lino Boiler flue and insulation board | An asbestos Redevelopment and Demolition Survey (R and D survey) will be required before any major refurbishment work |
| Fire safety | A fire risk assessment has been undertaken.  Fire alarm system is inadequate.  Emergency lighting is inadequate.  Firefighting equipment is adequate and due for its annual service.  Fire safety and evacuation procedures and general health and safety procedures have been written for use once the Gannon opens | Installation of a fire alarm and emergency lighting during electrical upgrade  Fire signage should be upgraded once layout, use and licensing arrangements for the Gannon are decided.  The Town Council’s health and safety consultant will check the procedures on the 5th of May. |
| Gas safety | The boiler, gas meter and both gas ovens have been condemned and the gas has been turned off |  |
| Electrical safety | The electrics have been checked and remedial work carried out. Some upgrading of the electrics will be necessary if we move towards electrical heating and an electrical oven in the back kitchen. |  |
| Repairs, maintenance and improvements. | Cllr Lewis has prepared a draft specification of work needed.  Immediate repairs include:   * Immediate repairs to guttering. * Repair roof ridge slipped tiles * Paint front of building | Undertake urgent repairs.  Hire an architect to draft the specification for further works which will include cupula, fire detection, alarm, emergency lighting and ring main etc for a tender that will include project management |

1. **Agreed Actions by Gannon Room Trustees**
   1. Undertake the following repairs are carried as a matter of urgency: -
   * Repairs to guttering including clearing and fixing.
   * Repairs to roof ridge and slipped tiles.
   * Decoration of the front of building.

Two quotes obtained

DBS Projects £1216.88

Prime Finish £900

The Trustees have now appointed Prime Finish to proceed with the remedial work at a cost of £900. This will be completed in June.

2.2. Trustees researched costs of safety compliant furniture.

**Example Costs**

* 40No. Royal Stacking banquet chairs, grey frames, purple fabric
* 6No. Contour 25 folding tables 1830x685x700mm high GP39 maple laminate
* 3No. Contour 25 folding tables 915x685x700mm high GP39 maple laminate
* 1No. Economy chair trolley
* 1No. Trolley for up to 7 tables 875x745x1127mm high (check door opening size!)

**TOTAL          £4,318.28**

1. **Recommendations to take to the Town Council**

* 1. To note that the Charity commission records have been updated and the Town Council is now the sole Trustee for the Gannon Rooms.
  2. To note that the Clerk has now filed the 2020/21 charity commission annual report.
  3. To agree to quarterly meetings of the Gannon Institute Trust.
  4. At the first meeting of the Trust decide whether a Management Committee/Working group is required to oversee the building.
  5. To set up the accounts for 2021/2022 on the Rialtas System at a cost of £350. To commission an additional member of staff to input the data for 2021-2022.
  6. Advertise and let the North Room as soon as possible. Any immediate repairs/improvements should be undertaken in consultation with the lessee. It may be that a rent-free/rent reduction period be offered in exchange for the refurbishment of the front room area. (Appendix A)
  7. Get quotes to engage an architect to draft the specification for improvements and act as project manager for further works in a 3-phase approach. (Appendix B)
* Phase 1 – Heating, basic redecoration, DDA compliant access and essential internal works to re-open the building. e.g., fire detection, alarm, emergency lighting and ring main
* Phase 2 – Replacement and reconfiguration of the toilets and reception area.
* Phase 3 – External refurbishment including the cupulas
  1. Arrange for all the non-fire-retardant furniture to be removed and replacements to be ordered in conjunction with phase 1and 2.

**Appendix A**

**Diagram

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**Appendix B Schedule of Works Table

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**Item 15: Correspondence Appendix 13**

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| **Correspondence March 2022** | | |
| Correspondence received. | Action Taken | Outcome |
| Resident raised concerns about wasted electricity at the Market Hall | Clerk Responded  Referred to Market Hall Committee | Ongoing |
| Resident requested that the Town Council considered the installation of CCTV.  Facebook post received number of comments | Clerk Responded  And circulated to councillors | Ongoing |
| A younger resident contacted the Town Council to enquire whether he could be a Town Councillor | Clerk Responded | Ongoing |
| Resident enquired about creating a new circular trail around the Town | Referred to the Amenities Committee | Ongoing |
| The Memorial Trail Team requested support for the Memorial trail | Referred to the Amenities Committee | Ongoing |
| East Suffolk Town Development Co-ordinators have offered help with the Town Centre economic development projects | Clerk Responded | Ongoing |
| County Councillor offered to pay for a new Town Clock to celebrate the Queens Platinum Jubilee | Offer accepted and Clock ordered | Ongoing |
| Britten Pear Arts asked to organise a satellite Aldeburgh festival event in the Town | Clerk responded | Ongoing |
| Request for June Fun Fair | Referred to Amenities Committee | Ongoing |

**Item 18: Correspondence Appendix 14**

# A close up of a sign Description automatically generatedTown Clerk/RFO for Saxmundham, Suffolk

Saxmundham is a fast-growing market town and the Town Council is seeking a full time Town Clerk/RFO to play a leading role in helping shape the future. This is not a position just about the formal responsibilities of Council: it is a role where the Clerk will be providing guidance and proactive work in the strategic development and achievement of the Council’s plans.

We are looking for someone who is

* Able to advise the Town Council in both legal responsibilities and wider work in the town.
* A strong communicator, able to articulate the views of the Council and liaise effectively with members of the community.
* Financially aware, able to manage resources and advise on budget setting
* Able to assist in project administration, contract negotiation and supplier management
* Approachable, friendly, well-organised and efficient.

Experience of working in local council/government is desirable but not essential, as appropriate training will be provided for the successful applicant. Remuneration will be based on experience, within the local government LC3 band.

Please contact Karen Forster, Interim Town Clerk, on 01728 604595 or [townclerk@saxmundham-tc.gov.uk](mailto:townclerk@saxmundham-tc.gov.uk) for an application pack. The closing date for applications is …..

TOWN CLERK TO SAXMUNDHAM TOWN COUNCIL

**JOB DESCRIPTION**

## Overall purpose:

1. To advise and support the Council in playing a positive and strategic role in promoting Saxmundham, in furthering the development and community life of the town, and in seeking out opportunities to attract the requisite resources.
2. To ensure that the Town Council’s administration and service provision is efficient, well-managed, and responsive, meets legal requirements, and that the Council communicates effectively.

## Responsible to:

* Overall, the Town Council in its statutory capacity.
* On a day-to-day basis, the Chairman of the Council in relation to general policy and current matters of importance to the town and Council, including press and media; and for personnel and performance management purposes, the Chair or other designated member(s) of Resources Committee.

## Main Duties and Responsibilities:

### Strategic planning and advice

#### To be the principal adviser to the Council in relation to:

* + 1. Strategic planning for the future of the Town Council
    2. Strategic planning for the future of the town, taking account of local and neighbourhood plans and other key policy documents and frameworks
    3. The Council’s local policy-making
    4. Opportunities for accessing funding for the benefit of the town, its community and for the Council

#### To keep up to date with and advise on policy developments of major relevance to the town and Council from other levels of government (central, county, district) and agencies.

### Administration and management

* 1. To be responsible for providing and securing the efficient, effective and lawful overall administration of Saxmundham Town Council.
  2. To ensure that the formal meetings of the Council, its Committees and Working Groups are organised, convened, serviced and followed up in a timely and effective manner.
  3. To act as Proper Officer for all statutory purposes, ensuring that the Council fulfils its relevant legal obligations, including data protection.
  4. To be responsible for ensuring efficient and effective financial management and administration in all relevant aspects, in accordance with legal requirements and Financial Regulations (see annex for more detail); to act as Responsible Financial Officer (RFO), for so long as designated as such by the Council.
  5. To be responsible for the effective management (including performance management), training and staff development of all members of staff in accordance with the policies of the Council.
  6. To ensure that the Standing Orders and Financial Regulations are regularly reviewed and updated as necessary, providing advice on proposed changes.
  7. Ensure that the Council’s health and safety policies are followed, promoted and updated as required, and that its legal responsibilities in relation to health and safety are complied with.
  8. To deal with inquiries, correspondence and communications from the public, by whatever medium, in a timely, responsive and efficient way.

### Asset maintenance and service delivery

* 1. To ensure that the Town Council’s assets are maintained properly and reviewed regularly, and to make proposals for replacement or new items as relevant. In particular, to ensure that the Memorial Field, play areas and Market Hall are regularly inspected and kept in good day-to-day condition.
  2. To ensure that all Council services directly provided to or for the public are efficient, timely and delivered to a high standard.

### Communication and representation

* 1. To act as the representative of the Council, as required, at external events and organise civic events as required.
  2. To ensure, so far as practicable, that the Council maintains good relations and communication with relevant organisations including the district and county council, local service providers, and community organisations
  3. To advise on and implement the Council’s communications strategy and policies
  4. To communicate the Council’s policies and achievements, and other important information about or affecting Saxmundham, to the public and press in a positive manner;
  5. To ensure that the Council’s websites are updated and refreshed and that information on all important matters is provided in a user-friendly manner

### Market Hall (held on charitable trust)

* 1. To provide advice and effective administration of the Trust, in particular the maintenance and promotion of the Market Hall, in accordance with the Council’s decisions as Trustee, and providing support to the Council’s plans for improvement and development.

### General

### To carry out such other tasks and responsibilities as may reasonably be required within the general scope of the post.

***Annex on financial management***

*Key matters in relation to financial management include, but are not limited to, the following:*

* *Timely and regular management information*
* *Regular budget monitoring reports, including projections*
* *Preparation of draft budget estimates, and information and advice on precept*
* *Organisation of internal and external audit processes, and follow-up to reports*
* *Maintenance and safe-keeping of financial and related records, including important contracts, title deeds etc.*
* *Administration of the staff payroll including pensions*
* *Public procurement and tendering processes*
* *VAT returns and administration*
* *Insurance*
* *Maintenance of Asset register*