 **Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting Friday 25 April 2022 at 2pm**

**Held at 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/>

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| **186/21R** | **Apologies for Absence**No apologies received |
| **187/21R** | **Declarations of Interest**None Declared  |
| **188/21R** | **Minutes of the Previous Meeting****RESOLVED:** The minutes of 1 of April 2022 were adopted as a true and accurate record. |
| **189/21R** | **Operational Issues** 1. The Clerk reported that the energy changeover had been finally resolved but the changeover had been complicated.
2. The Clerk reported that assistant clerk has produced a report on the ownership of Council Assets. The Clerk was authorised to seek quotes from solicitors for securing land registry of all Council assets not already registered.

The Committee noted that the Memorial Field is held in Trust and the Gannon institute land is held by the Charity Commission. 1. The Committee agreed the expenditure of £499 for a Laptop for the Assistant Clerk.

**RESOLVED: That the Committee agreed the expenditure of £499 for a Laptop for the Assistant Clerk.** |
| **190/1R** | **Finance**1. **RESOLVED: That the Committee noted and ratified the payments for March for the Town Council.**
2. **RESOLVED: That the Committee noted and ratified the payments for March for the Market Hall.**
3. The Committee received the April payments list and approved the payment to SALC of £1068 for the annual subscription.

**RESOLVED: That the Committee agreed the payment to SALC of £1068 for the annual subscription.**1. The Clerk gave an update on the transfer of current accounts to Unity Bank which is progressing smoothly.
2. The Committee agreed to recommend to full Council an additional transfer of £50,000 to the Cambridge Account.

**RESOLVED: That the Committee recommend to the Town Council to transfer an additional transfer of £50,000 to the Cambridge Savings Account.** 1. The Committee discussed the levels of reserves. The Clerk asked Councillors to note that there is already agreement for £4000 for the Saxfest reserve.

**RESOLVED: That the Committee recommend to the Town Council to increase the capital reserve to £35000 and set up a new capital project fund of £40,000.**  |
| **191/21R** | **Small Grants**The Clerk reported that no applications had been received. Councillors asked that this be a substantive item for the next meeting to discuss the process for advertising and receiving applications.  |
| **192/21R** | **The Committee passed 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. |
| **193/21R** | **Staffing Matters** The Vice Chair reported that the interview panel had interviewed 4 good candidates for the post.Its was agreed that the appointment panel offer the position to Sharon Smith who had experience of clerking andmanaging finance. She is also available to start immediately which will allow a handover before the Clerk leaves. **RESOLVED: That the Committee authorises the appointment of Sharon Smith as Finance and Administration Officer for 10 hours of LC2 point 19.**  |
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Meeting finished 3.20pm

**Roz Barnett Clerk/RFO**

**Appendix A: April Payments**

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