



Saxmundham Town Council

All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council

Monday 13th June 2022, 7.00pm, Market Hall Saxmundham

AGENDA

Open Forum: Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Committee meeting itself.

Presentation from the East Suffolk Town Development Co-ordinators: To receive a short presentation to Council regarding support for the Town Development programme from East Suffolk District Council.

14/22TC **Appointment of the Interim Clerk/Responsible Finance Officer:** To appoint Karen Forster as the interim Clerk of the Council and the Responsible Finance Officer.

15/22TC **Apologies and Approvals of Absence:** To receive apologies for absence.

16/22TC **Members Declarations of Interests and Consideration of Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

17/22TC **Co-option:** To consider co-option of Elizabeth Clark to Council.

18/22TC **Minutes of the Previous Meeting:** To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 9th May 2022 are a true and correct record.

19/22TC **Minutes of the Previous Committee Meetings:**

- a) To receive and note the draft minutes of the Resources Committee held on 31st May 2022
- b) To receive and note the draft minutes of the Market Hall Committee meeting held 18th May 2022

20/22TC **County Councillors Report:** To receive a report from County Councillor Richard Smith MVO.

21/22TC **District Councillors Report:** To receive a report from District Councillor John Fisher.

22/22TC **Chairs Report:** To receive a report from the Town Council Chair, Di Eastman.

23/22TC **Committee Structure:** To consider recommendations from the Resource Committee regarding the committee and working group structure.

- a) To reduce number of working groups.
- b) To create a new Committee for Events and Communications and consider membership.
- c) To widen the scope of the Market Hall Management Committee to include Gannon Institute.

24/23TC **Code of Conduct:** To adopt the new Code of Conduct, previously circulated.

25/22TC **Financial Matters:**

- a) To note and ratify the payments and receipts up to the 31st May
- b) To note the bank balances as of 31st May 2022.

26/22TC **Audit:**

- a) To receive the internal audit report and note the contents.
- b) To complete and approve the Annual Governance Statement.
- c) To complete and approve the accounting statements.
- d)

27/22TC **Gateway Entrances:**

- a) To consider the quotation for the design of the 4 gateway entrances
- b) To discuss the Speedwatch co-ordination and appoint Lead Councillor



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28/22TC **750 year Market Charter event:** To receive and update on plans and budget.

29/22TC **Worknest Health & Safety Matters:**

After consultation with Worknest (Competent Health and Safety Advisor), the following is required to comply with relevant legislation:

- a) To adopt the Health and Safety Handbook 2022
- b) To adopt the Health and Safety Policy Manual 2022

All members of staff will be required to read & record in writing that they have received and understood.

30/22TC **Community Governance Review:** To consider changes to the Saxmundham Boundary.

R Barnett

Roz Barnett Clerk to Saxmundham Town Council

Tuesday 7th June 2022