



Saxmundham Town Council

Minutes of the Resource Committee Meeting Tuesday 31 May 2022 at 2pm
Held at the Town House

Committee Members:

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

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/>

1/22R Apologies for Absence
Councillor Jeremy Smith

2/22R Declarations of Interest
Councillor Nigel Hiley, Di Eastman and John Findlay declared a non-pecuniary interest in item 7/22R

3/22R Minutes of the Previous Meeting
RESOLVED: The minutes of 25 of April 2022 were adopted as a true and accurate record.

4/22R Operational Issues

- a) The Clerk reported that the bank accounts had been successfully moved to Unity bank and that the May payments completed. Councillors reported that that the new system was quicker and improved accountability as payments are viewed as a list.
- b) The Clerk explained that the Council has had the health and safety inspection visit and reports have been produced on the Market Hall, Gannon Rooms, and Town House. She explained that for Worknest to act as the 'health and safety competent person' the Town Council is required to adopt the Health & Safety Policy Manual and Health and Safety Handbook produced by WorkNest.
- c) **RESOLVED: That the Resources Committee recommend to Full Council that they adopt the revised code of conduct 2020.**
- d) **RESOLVED: That the Committee agreed the expenditure for a mobile phone and contract for the interim Clerk and authorised the Clerk to make the necessary arrangements.**

5/22R Finance

- a) **RESOLVED: That the Committee noted and ratified the payments for April for the Town Council.**
- b) **RESOLVED: That the Committee noted and ratified the payments for April for the Market Hall.**
- c) The Committee received the May payments list and approved the payment to the Scouts £683.86 for the Youth Booth electricity
RESOLVED: That the Committee agreed the payment to the Scouts £683.86 for the Youth Booth electricity
- d) **RESOLVED: That the Committee authorised the annual approved payments and direct debit list for 2022-23.**
- e) The Committee noted the positive internal audit report and agreed that this would be considered by the June Town Council.

Signed _____ Date _____

6/22R Small Grants

RESOLVED: That the Committee awarded the following grants:

- a) **£1000 for the British legion for a branded Gazebo**
- b) **£1200 for the Arts Station (£200 earmarked for the entrance sign)**
- c) **£4000 (Final payment for Sax Community Music Festival from earmarked reserve).**
- d) **£1000 for the Football Club for portable Dugouts (to come from CIL reserve)**
- e) **£1000 for the Museum for running costs**

7/22R 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.

8/22R Staffing Matters

- a) The Clerk reported that no suitable candidates had come forward and arrangements had been made to readvertise the post and extend the deadline to the 6th of June.
- b) The Chair reported that Karen Forster had agreed to act as interim Clerk 2-3 days a week on a daily rate of £300 and mileage. This would be equivalent to the Town Clerk's wages including oncosts. She added that Jess Palmer has agreed to an additional 7 hours a week at a reduced consultancy rate for 6 weeks to help with the Marketing of the 750 festival weekend.

Meeting finished 3.05pm

Roz Barnett Clerk/RFO

Signed _____ Date _____

Appendix A: May Payments

Saxmundham Town Council				
Receipts and Payments up to 31/05/2022				
Receipts				
Date	Payee Reference/Name	Description	Amnt Banked	
11/05/2022	Groundworks	Grant	£	2,160.00
		Total Receipts	£	2,160.00
Payments				
Date	Payee Reference/Name	Description	Amnt Paid	Authorisation
Payments				
01/05/2022	Judy Chesterfield	Cleaning	£ 84.00	Annual
01/05/2022	Dean Wilkins	Bunting and Flags	£ 80.00	Minute Number
01/05/2022	Suffolk County Council	Traffic Survey - South Entrance	£ 492.00	Minute Number
01/05/2022	Barclays Bank	Bank Charges	£ 10.00	Annual
01/05/2022	Barclays Bank	Bank Charges	£ 8.50	Annual
01/05/2022	Frederic Whyte	Consultancy Fee - Memorial Field	£ 500.00	Minute Number
01/05/2022	1st Saxmundham Scout Group	Electricity	£ 683.86	TBC
01/05/2022	Fishers	Cleaning Materials	£ 8.04	Annual
01/05/2022	Rialtis	Year End Closedown	£ 720.00	Annual
01/05/2022	Leiston Press	Newsletters	£ 882.00	Delegated
02/05/2022	HG Crisp (Whites of East Anglia)	Stationery	£ 3.69	Annual
03/05/2022	Red Dune	Mouse	£ 14.68	Delegated
04/05/2022	Smartest Energy	Electricity	£ 273.98	Annual
04/05/2022	Red Dune	IT Support - AR	£ 194.40	Annual
05/05/2022	PHS Group	Personnel Hygiene	£ 2,227.03	Annual
05/05/2022	ESPO	Stationery	£ 67.20	Annual
05/05/2022	BHIB	Insurance - Gannon Rooms	£ 334.94	Delegated
09/05/2022	ESPO	Stationery	£ 162.95	Annual
11/05/2022	Fromus Centre	Market Hall Committee Meeting	£ 20.00	Annual
11/05/2022	Red Dune	IT Support - SS	£ 194.40	Annual
11/05/2022	Suffolk County Council	Traffic Management - 9 July	£ 1,192.32	Minute Number
12/05/2022	British Telecom	Telephone/Broadband	£ 179.57	Annual
12/05/2022	Rosalind Barnett	Website Software	£ 41.72	Delegated
16/05/2022	SGI Greengrocers Ltd	Electricity - Market Place	£ 90.00	Delegated
17/05/2022	ESPO	Market Place Trolley	£ 151.80	Minute Number
17/05/2022	Leiston Press	Jubilee Event Boards	£ 115.20	Minute Number
22/05/2022	Amy Rayner	Plants - Sax in Bloom	£ 51.85	Minute Number
23/05/2022	ESPO	Henry Vacuum	£ 151.20	Delegated
24/05/2022	About Media	E-News Slot	£ 36.00	Delegated
25/05/2022	The Bell Inn	Licence - Temporary Event	£ 21.00	Minute Number
25/05/2022	Red Dune	Laptop	£ 599.99	Minute Number
31/05/2022	Salary - May 2022	Salary - May 2022	£ 1,195.82	Annual
31/05/2022	Salary - May 2022	Salary - May 2022	£ 453.31	Annual
31/05/2022	Salary - May 2022	Salary - May 2022	£ 300.44	Annual
31/05/2022	Salary - May 2022	Salary - May 2022	£ 3,046.94	Annual
31/05/2022	Salary - May 2022	Salary - May 2022	£ 291.42	Annual
		Total Payments	£	14,880.25
Current Account Balance	26/05/2022	£	228,984.63	

Signed _____ Date _____

Saxmundham Market Hall

Receipts and Payments up to 31/05/2022

Receipts

Date	Payee Reference/Name	Description	Amnt Banked	
12/05/2022	MH137	Hall Hire	£ 70.00	
16/05/2022	MH140	Hall Hire	£ 10.00	
16/05/2022	MH144	Hall Hire	£ 10.00	
19/05/2022		Hall Hire	£ 100.00	
19/05/2022		Hall Hire	£ 300.00	
		Total Receipts	£ 490.00	

Payments

Date	Payee Reference/Name	Description	Amnt Paid	Authorisation
01/05/2022	Tim Buxbaum	Plan and Inspection	£ 480.00	Minute Number
01/05/2022	Judy Chesterfield	Cleaning	£ 216.00	Annual
16/05/2022	Smartest Energy	Electricity	£ 203.00	Annual
24/05/2022	Rosalind Barnett	Currys - Fridge/Dishwasher	£ 1,017.00	Minute Number
24/05/2022	Rosalind Barnett	Nisbets - Trolley	£ 125.98	Minute Number
24/05/2022	Fishers	Cleaning Materials	£ 74.08	Annual
24/05/2022	Hawkesworth	Electrical Equipment Testing	£ 173.04	Annual
		Total Payments	£ 2,289.10	

Current Account Balance 26/5/2022 **£ 7,755.13**

Signed _____ Date _____