



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/>

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

- a) 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.
- a) 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

- a) **RESOLVED:** That the Committee noted and ratified the payments for February for the Town Council.
- b) **RESOLVED:** That the Committee noted and ratified the payments for February for the Market Hall.
- c) The Committee received the March payments list and noted that there were no payments to be approved outside the Clerk's delegated powers.
- d) 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.
- e) 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

Meeting finished 10.48 am

Roz Barnett Clerk/RFO

Signed

Date

27.05.22

Appendix A: March Payments

Saxmundham Town Council				
Payments				
for the period 01/03/2022 to 31/03/2022				
Date	Description	Payee	Amount	Authorisation
16/03/2022	Refund Compost	A Rayner	£ 25.98	Minute number
21/03/2022	Salary 2 March	Salary 2 March	£ 991.24	Annual
21/03/2022	Salary 3 March	Salary 3 March	£ 356.17	Annual
21/03/2022	Salary 5 March	Salary 5 March	£ 275.44	Annual
21/03/2022	Salary 4 March	Salary 4 March	£ 267.17	Annual
21/03/2022	Salary 1 March	Salary 1 March	£ 2,522.05	Annual
01/03/2022	Quarter 3 Employee Contrib	HMRC	£ 4,823.40	Annual
01/03/2022	Payroll 6 months	SALC	£ 165.60	Annual
01/03/2022	Final Wave water Invoice	WAVE	£ 226.89	Annual
01/03/2022	Refuse Collection Town House	SCNO	£ 56.00	Annual
01/03/2022	Resources Committee	Market Hall Rent	£ 60.00	Annual
01/03/2022	Town Council Meetings	Market Hall Rent	£ 280.00	Annual
01/03/2022	Hall Hire 15 March	SAXCIC	£ 30.00	Annual
01/03/2022	March Bank Charges	BARCLAYS	£ 8.50	Annual
01/03/2022	Phones	BT	£ 122.95	Annual
01/03/2022	Broadband	BT	£ 26.66	Annual
01/03/2022	Technical Support Website	DESIGNFOLK	£ 45.00	Minute number
01/03/2022	Website Edits	Herringbone Design	£ 30.00	Minute number
01/03/2022	Website Input February	NEON Content and Copy	£ 90.00	Minute number
01/03/2022	Gannon Room Faults C1 Faults	Peter King Electrical	£ 364.20	Delegated
01/03/2022	Gannon Room C2 Faults	Peter King Electrical	£ 676.80	Delegated
01/03/2022	3 Poster Designs	ESalmon	£ 100.00	Minute number
01/03/2022	Call Out Youth Booth	Binder	£ 121.20	Delegated
01/03/2022	Reg 14 Consultation	Market Hall Rent	£ 210.00	Annual
01/03/2022	Hall Hire	SAXCIC	£ 30.00	Annual
04/03/2022	Email Domain Name	OBJENIX	£ 72.00	Annual
14/03/2022	Grant for Music Event	SAX MUSIC	£ 5,000.00	Minute Number
21/03/2022	Quarter 4 Employee Contrib	HMRC	£ 5,236.00	Annual
22/03/2022	Office Cleaning	J Chesterfield	£ 114.00	Annual
22/03/2022	Fire Extinguisher Service	Coastal Fire	£ 81.06	Annual
22/03/2022	Grant for Band saw	MENSSHED	£ 446.00	Minute number
22/03/2022	Grant 750 event	ST Johns Church	£ 350.00	Minute number
24/03/2022	Postage	Refund Clerk	£ 2.25	Delegated
24/03/2022	Card	Refund Clerk	£ 6.99	Delegated
24/03/2022	Land Registry Search	Refund Clerk	£ 6.00	Delegated
24/03/2022	Survey Monkey	Refund Clerk	£ 384.00	Delegated
24/03/2022	Mobile Phone	Refund Clerk	£ 36.63	Delegated
24/03/2022	Plants & Compost Station	Refund Clerk	£ 154.05	Delegated
24/03/2022	2 Road Closures SCC	Refund Clerk	£ 100.00	Delegated
30/03/2022	IT Support	Red Dune	£ 260.40	Delegated
24/03/2022	Balance of second Grant	Gannon Rooms	£ 888.00	Minute number
24/03/2022	Website Input March	NEON Content and Copy	£ 382.50	Minute number
30/03/2022	Racheal Leggett	Stage 3 Neighbourhood Plan	£ 900.00	Minute number
30/03/2022	Compass Point	Stage 3 Neighbourhood Plan	£ 1,980.00	Minute number
		Total expenditure	£28,305.13	
	Barclays Bank Balance 30/3/2022	£	126,438.04	
	Cambridge Bank balance 30/3/2022	£	110,091.46	
	Total	£	236,529.50	

Signed

Date

27.05.22

Market Hall**Payments**

for the period 01/03/2022 to 31/03/2022

Invoice Date	Description	Payee	Invoice Total	Authorisation
07/03/2022	Bank Charges	Barclays	£ 8.50	Annual
15/03/2022	Gas	Smartest Energy	£ 203.00	Minute
24/03/2022	Cleaning	Judy Chesterfield	£ 168.00	Annual
	Portable Heater & Storage			
24/03/2022	boxes	Roz Barnett	£ 60.99	Delegated
24/03/2022	Fire Equipment Service	Coastal Fire	£ 90.60	Annual
24/03/2022	Website update	Herringbone	£ 120.00	Minute
25/03/2022	Wifi Contribution 4 quarter	Saxmundham TC	£ 135.00	Annual
1/3/2022	Kitchen Refurbishment	DBS- Projects	£ 16,943.39	Minute
		Total	£ 17,729.48	

Bank Account Balance 31/3/2022**£ 11,983.17**

Signed



Date

27.05.22