



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/>

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

- a) The Clerk reported that the energy changeover had been finally resolved but the changeover had been complicated.
- b) 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.

- c) 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

- a) **RESOLVED:** That the Committee noted and ratified the payments for March for the Town Council.

- b) **RESOLVED:** That the Committee noted and ratified the payments for March for the Market Hall.

- c) 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.

- d) The Clerk gave an update on the transfer of current accounts to Unity Bank which is progressing smoothly.

e)

- f) 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.

- g) 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.

Signed

Date

27.05.22

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. *of Finance & Admin Officer*
It was agreed that the appointment panel offer the position to Sharon Smith who had experience of clerking and managing 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.

Meeting finished 3.20pm
Roz Barnett Clerk/RFO

Appendix A: April Payments

Signed



Date

27.05.22

Saxmundham Town Council

April Payments

Payments

Date	Payee Name	Description	Gross Amnt Paid	Authorisation
12/04/2022	BHIB	Insurance	£ 752.90	Minute
12/04/2022	Leiston Press	Market Town Signage	£ 96.00	Minute
12/04/2022	Leiston Press	Green Team banner	£ 45.60	Delegated
12/04/2022	Leiston Press	Market Road Signage	£ 266.40	Minute
12/04/2022	Norse	Bench Seamans Ave	£ 805.74	Minute
12/04/2022	Norse	Grass Cutting Chantry	£ 38.63	Annual
12/04/2022	Norse	Grass Cutting Seaman	£ 198.60	Annual
12/04/2022	Design Folk	Website hosting NPSG	£ 150.00	Delegated
12/04/2022	Ellis Whittam	Health and Safety Consultar	£2,656.80	Minute
12/04/2022	Design Folk	6 month Tech Support	£ 270.00	Minute
12/04/2022	Norse	TH Refuse Collection	£ 58.50	Annual
12/04/2022	Norse	TH Refuse Collection	£ 448.03	Annual
12/04/2022	Norse	Market Refuse Collection	£ 172.85	Annual
12/04/2022	Crisps	Stationery and Vouchers	£107.49	Minute
12/04/2022	Groundwork UK	Unspent Grant	£ 1,800.00	Delegated
25/04/2022	Nest	Pensions	£ 407.02	Annual
25/04/2022	Salary 1	Salary	£ 2,505.08	Annual
25/04/2022	Salary 2	Salary	£ 987.11	Annual
25/04/2022	Salary 3	Salary	£356.37	Annual
25/04/2022	Salary 4	Salary	£ 275.44	Annual
25/04/2022	Salary 5	Salary	£ 267.17	Annual
25/04/2022	Opus energy	Gas	£ 603.75	Annual
25/04/2022	Barclays	Bank Charges	£ 11.05	Annual
25/04/2022	JT Peggs	Tools Green Team	£ 70.45	Minute
25/04/2022	J Chesterfield	Cleaning	£ 102.00	Annual
25/04/2022	BT	WIFI	£ 33.32	Annual
25/04/2022	SALC	Membership	£ 1,068.01	Annual
25/04/2022	Binder	Repairs to Youth Boothe Compressor	£ 244.25	Delegated
Totals Payments			£ 14,798.56	

Signed

JW

Date

27.05.22

Saxmundham Market Hall

April Payments

Date	Payee Name	Description	Amnt Paid	Authorisation
12/04/2022	BHIB	Insurance	£1,531.28	Minute
12/04/2022	JT Wilding	Boiler Repairs	£ 187.12	Delegated
Total Payments			£ 1,718.40	

Signed _____

JT

Date _____

27.05.22