



# Saxmundham Town Council

**All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council  
Monday 11<sup>th</sup> July 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 Council meeting itself.

1. **Apologies and Approvals of Absence:** To receive apologies for absence.
2. **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.
3. **Minutes of the Previous Meeting:** To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 13<sup>th</sup> June are a true and correct record.
4. **Minutes of the Previous Committee Meetings:**
  - a) To receive and note the draft minutes of the Resources Committee held on 27<sup>th</sup> June 2022
  - b) To receive and note the draft minutes of the Planning & Development Committee held 26<sup>th</sup> May 2022
  - c) To receive and note the draft minutes of the Gannon Institute Trust held 13<sup>th</sup> June 2022
5. **County Councillors Report:** To receive a report from County Councillor Richard Smith MVO.
6. **District Councillors Report:** To receive a report from District Councillor John Fisher.
7. **Chairs Report:** To receive a report from the Town Council Chair, Di Eastman.
8. **Committee Structure:**
  - a) To agree the members of the new Communications and Events committee and its Terms of Reference.
  - b) To agree the Terms of Reference for the Gannon Institute Management Committee.
  - c) To agree changes to membership of the committees.
9. **Financial Matters:**
  - a) To note and ratify the payments and receipts for June 2022 for the Town Council and Market Hall and minute the receipt of the ½ payment of the precept.
  - b) To note the bank balances as of 30<sup>th</sup> June 2022 for the Town Council and Market Hall and Gannon Trust.
  - c) To propose additional signatories be added to the Unity Bank account for the Town Council and Market Hall.
  - d) To agree that the Gannon Trust accounts are moved to the Unity Bank as soon as practically possible and that new signatories are appointed.
  - e) To agree to spend CIL on the Gannon Rooms improvement.
10. **Memorial Field Tenders:**

To receive an update from Cllr. Lock regarding the tenders, timescale and details for the Memorial Field and a proposal to use funds from the reserves.
11. **Memorial Trail:**

To receive an update from Cllr. Lock regarding the Memorial Trail.
12. **Gannon Rooms**
  - a) To receive an update from the Chair Cllr. Eastman regarding the expressions of interest for the lease to the Gannon rooms and determine how to move forward.
  - b) To receive a progress report for repairs from Cllr. Lock.



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**14. Saxmundham Town Guide**

To determine how to proceed with an article to the Saxmundham Town Guide.

**15. Applications for grants.**

To review the applications for the following grants:

1. Mingle - £250 to Christmas Party & Disco
2. Saxmundham Primary School - £1500 to fit defibrillator

**16. Recruitment of a Permanent Clerk/RFO**

To receive an update from the Chair regarding the recruitment of the permanent Clerk/RFO and determine the way forward.

**17. Week shut down**

To discuss a proposal from the Clerk, that due to holidays, the offices are shut for Council business week 15/8/2022.

**18. To consider 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 commercial business being transacted.**