 **Saxmundham Town Council**

**Minutes of the Resources Committee Meeting Monday 27th June 2022**

**at 12 noon at the Town House**

**Committee Members:**

Councillor John Findlay (Chair)
Councillor Di Eastman
Councillor Jeremy Smith

Councillor Nigel Hiley

Councillor John Fisher

Councillor James Sandbach

**Also Present**: Karen Forster (Town Clerk) and Sharon Smith (Finance Officer)

**Public Forum:** There were no members of the public present.

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| **9/22R** | **Apologies for Absence**Cllr. Fisher apologised as he had a meeting with ESDC. No apologies from Cllr. Sandbach received. |
| **10/22R** | **Declarations of Interest**None |
| **11/22R** | **Minutes of the Previous Meeting**Councillor Di Eastman asked for reference 7/22 under Declarations of Interest to be corrected to 6/22.**RESOLVED: That the Committee accepted the correction and the minutes of 31st May 2022 were adopted as a true and accurate record.** |
| **12/22R** | **Finance**1. The Clerk explained the current process for approving payments. She explained that invoices received from suppliers on the Approved Payments List and the Direct Debits List do not require formal approval by the Resources Committee prior to being processed for payment during the month. Invoices, not previously approved, will be tabled for approval by the Resources Committee and processed for payment after the meeting. All invoices paid during the month will be tabled for note by Full Council.

**RESOLVED: That the Committee noted the information provided by the Clerk.**1. **RESOLVED: That the Committee approved and ratified the payments for June 2022 for the Town Council.**
2. Councillor Di Eastman explained that the Saxmundham Community Music Festival grant for £4,000 should be drawn down from reserves. **NOTED**
3. **RESOLVED: That the Committee agreed to use Community Infrastructure Levy receipts for the Saxmundham Football Club grant, subject to further review by the Neighbourhood Plan/Community Infrastructure Levy working group.**
4. **RESOLVED: That the Committee approved the payments for June 2022 for the Market Hall.**
5. Councillor Jeremy Smith raised the issue of the window repairs at the Market Hall and recommended that the Clerk is authorised to obtain a further quotation from a professional builder.**RESOLVED: That the Committee agreed to delegate up to £2,000 of expenditure to the Clerk for this issue.**
6. The Clerk explained that she had moved the income from the Saturday Markets from the Market Hall account to the Town Council account.

**RESOLVED: That the Committee asked the Clerk and Finance Officer to review methods of managing payments received from the Saturday Markets.**1. The Clerk stated that the current bank balances as at 27/7/22 for the Town Council to be £ 172,476.35 in Current Account & £ 110,091.46 in Reserves account totalling £282,567.35.
2. The current bank balance for the Market Hall Account is £ 14,080.76.
3. **RESOLVED: That the Committee noted the receipt of the first instalment of the Precept.**
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| **13/22R** | **Management Accounts**1. The Clerk explained the Trial Balance and Income and Expenditure Phased Budget for June 2022 for the Town Council and answered the Committee’s questions.
2. **RESOLVED: That the Committee agreed to vire £3,500 per month from the Salary Cost Centre to the Agency/Interim Services Cost Centre each month for the Clerk.**
3. The Clerk explained the Trial Balance and Income and Expenditure Phased Budget for June 2022 for the Market Hall and answered the Committee’s questions.
4. **RESOLVED: That the Committee noted the Trial Balance and Income and Expenditure Phased Budget for June 2022 the Town Council and Market Hall.**
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| **14/22R** | **Gannon Rooms**1. The Finance Officer updated the Committee on the financial position.
2. **RESOLVED: That the Committee noted the financial position and agreed to pay an outstanding invoice and an upcoming invoice from the Barclays current account.**
3. **RESOLVED: That the Committee agreed to close the two Barclays accounts and to open a new account at Unity Trust Bank, subject to approval from Full Council and the Trustees.**
4. **RESOLVED: That the Committee agreed to transfer the balance of Community Infrastructure Levy receipts to the Unity Trust bank account.**
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| **15/22R** | **Bank Signatories****RESOLVED: That the Committee agreed to ask Full Council for two further signatories to be added to the Town Council and Market Hall and, in due course, to the Gannon Rooms.** |
| **16/22R** | **Financial Regulations**The Clerk asked the Committee to consider a change to section 4 of the Financial Regulations to delegate budgeted spending to the approved committee. The Financial Regulations state:*‘At the time of budget creation, the relevant committee…will be identified and the authority to commit to expenditure of that budget will be delegated to that committee.’*However, the Clerk explained that the current practice is for the approved committee to table any expenditure under the agreed budget for further approval from Full Council despite this only being required, under the Financial Regulations, if the budget is insufficient. Councillor Jeremy Smith noted that perhaps the Financial Regulations do not need to be changed just current practices.**RESOLVED: That the Committee agreed that the Clerk and Councillor Jeremy Smith review section 4 of the Financial Regulation and, if necessary, submit a revised form of words to the Committee for consideration at the next meeting.** |
| **17/22R** | **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.The chair of the Appointments Panel reported that a suitable candidate had been found however, the candidate turned down the opportunity. It was agreed to bring this back to full council with the suggestion that the job description and advert be reviewed and that a new advert be placed in August/September.  |
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Meeting finished 13.48

**Karen Forster Clerk/RFO**

**Appendix A: Town Council Receipts and Payments – June 2022**

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| **Payments for Approval** |  |  |  |
|  |  |  |  |
| **Invoice Date** | **Supplier** | **Description** | **Gross** |
| 06/06/2022 | Neon Content & Copy | 750 Event - Poster Design | £106.07 |
| 16/06/2022 | Leiston Press | 750 Event - Correx Boards x 20 | £344.40 |
| 16/06/2022 | The Art Station | 750 Event - Stage | £500.00 |
| 18/06/2022 | Archant | 750 Event - EADT Advertisement | £1,230.24 |
| 12/06/2022 | IP17 GNS | 750 Event - Flyer Delivery | £502.25 |
| 05/06/2022 | Chrisalis Clowning | 750 Event - Entertainment | £150.00 |
| 31/05/2022 | Leiston Press | Jubilee/750 Events - Programmes | £192.60 |
| 01/06/2022 | Dean Wilkins | Jubilee Event - Bunting and Flags | £80.00 |
| 07/06/2022 | IP17 GNS | Jubilee Event - Refreshments | £400.00 |
| 07/06/2022 | Truffles Et Al | Jubilee Event - Cakes | £60.00 |
| 13/06/2022 | Jeremy Smith | Jubilee Event - Refreshments | £102.00 |
| 10/06/2022 | Churchill Support Services | Jubilee Event - Licenced Officers | £768.00 |
| 09/06/2022 | St John's Church | Jubilee Event - Loan of Gazebos | £50.00 |
| 13/06/2022 | Rosalind Barnett | Town Clerk Expenses | £166.52 |
| 10/05/2022 | About Media | E-News Slot | £36.00 |
| 22/06/2022 | Suffolk County Council | Village Gateway Designs | £4,453.32 |
| 20/06/2022 | Judy Chesterfield | Cleaning | £114.00 |
| 24/06/2022 | Salary 6 | Salary | £3,417.00 |
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| **Approved Payments** |  |  |  |
|  |  |  |  |
| **Invoice Date** | **Supplier** | **Description** | **Gross** |
| 08/06/2022 | HG Crisp (Whites of East Anglia) | Stationery | £3.94 |
| 13/06/2022 | Viking | Stationery | £337.69 |
| 11/04/2022 | ESPO | Stationery | £85.26 |
| 07/06/2022 | Saxmundham Football Club | Grant (agreed at May 2022 meeting) | £1,000.00 |
| 13/06/2022 | Saxmundham Museum | Grant (agreed at May 2022 meeting) | £1,000.00 |
| 13/06/2022 | The Art Station | Grant (agreed at May 2022 meeting) | £1,200.00 |
| 25/04/2022 | Royal British Legion | Grant (agreed at May 2022 meeting) | £1,000.00 |
| 13/06/2022 | Sax Community Music Festival | Grant (agreed at May 2022 meeting) | £4,000.00 |
| 16/05/2022 | SALC | Annual Internal Audit Fee | £518.40 |
| 27/05/2022 | NALC | Town Clerk Vacancy Advertisement | £120.00 |
| 20/05/2022 | Red Dune Ltd | IT Services - June 2022 | £253.80 |
| 20/05/2022 | Red Dune Ltd | IT Services - May 2022 | £253.80 |
| 21/06/2022 | Nest Pensions - May 2022 | Pension Contributions | £33.54 |
| 13/06/2022 | HM Revenue and Customs | PAYE Month 1 2022-2023 | £1,803.45 |
| 13/06/2022 | HM Revenue and Customs | PAYE Month 2 2022-2023 | £2,502.61 |
| 13/06/2022 | HM Revenue and Customs | Late Payment Charge 2021-2022 | £26.28 |
| 13/06/2022 | HM Revenue and Customs | Late Payment Charge 2021-2022 | £26.27 |
| 13/06/2022 | HM Revenue and Customs | Late Payment Charge 2021-2022 | £28.51 |
| 16/06/2022 | CN Plumbing & Heating | Plumbing - Blocked Toilet | £72.00 |
| 16/06/2022 | Bayfields Digital | Wireless Door Bells x 2 | £221.90 |
| 14/06/2022 | British Telecom | Mobile Phone | £33.32 |
| 13/06/2022 | British Telecom | Telephone/Broadband | £179.57 |
| 03/06/2022 | Unity Bank | Bank Charges | £18.00 |
| 02/06/2022 | Smartest Energy | Gas | £98.40 |
| 30/05/2022 | Herring Bone Design Ltd | Website Amendments | £240.00 |
| 30/05/2022 | Herring Bone Design Ltd | Website Hosting | £150.00 |
| 30/05/2022 | Aurora Managed Services Ltd | Printer Ink | £19.38 |
| 20/05/2022 | Leiston Press | Annual Report Printing | £90.00 |
| 30/05/2022 | Saxmundham Market Hall | Town Council Meetings x 10 | £350.00 |
| 08/06/2022 | Attend a Lock | Office Door Lock Repair | £393.00 |
| 26/04/2022 | 1st Saxmumdham Scout Group | Youth Booth - Electricity | £683.86 |
| 06/06/2022 | Jinnys Ltd | Jubilee Event - Afternoon Tea | £250.00 |
| 01/06/2022 | Dean Wilkins | Jubilee Event - Bunting and Flags | £240.00 |
| 05/06/2022 | Sing As We Go | Jubilee Event - Entertainment | £105.00 |
| 06/06/2022 | Saxmundham Women's Institute | Jubilee Event - Refreshments | £50.00 |
| 06/06/2022 | Bayfields Digital | Jubilee Event - Sound System | £720.00 |
| 07/06/2022 | IP17 GNS | Jubilee Event - Volunteer Services | £300.00 |
| 06/06/2022 | The Art Station | Jubilee Event - Creative Sessions | £360.00 |
| 30/06/2022 | Salary 1 | Salary | £453.31 |
| 30/06/2022 | Salary 2 | Salary | £280.28 |
| 30/06/2022 | Salary 3 | Salary | £271.86 |
| 30/06/2022 | Salary 4 | Salary | £362.49 |
| 30/06/2022 | Salary 5 | Salary | £1,002.25 |
| 13/06/2022 | Salary 6 | Salary | £1,205.24 |
| 13/06/2022 | LF Geater & Sons Ltd | Hanging Baskets x 40 | £1,392.00 |
| 26/05/2022 | Suffolk Treescape | Tree Survey | £960.00 |
| 16/06/2022 | Saxmundham Market Hall | Contribution | £8,000.00 |
|  |  |  | £45,367.81 |
| **Receipts** |  |  |  |
|  |  |  |  |
| **Received** | **Payer** | **Description** | **Amount** |
| 24/06/2022 | Stall Holders | Saturday Market Income - June 2022 | £209.60 |
| 21/06/2022 | Stall Holders | Saturday Market Income - May 2022 | £199.12 |
| 21/06/2022 | Stall Holders | Saturday Market Income - April 2022 | £181.58 |
| 28/06/2022 | Stall Holders | Arts Market | £12.00 |
| 28/06/2022 | Tudor | April/May/June | £36.00 |
| 28/06/2022 | Batho | May | £24.00 |
| 28/06/2022 | Scully | Jubilee | £12.00 |
| 28/06/2022 | White | Jubilee | £12.00 |
| 28/06/2022 | Peall | Jubilee | £12.00 |
| 28/06/2022 | Bennett | Jubilee | £12.00 |
| 28/06/2022 | Stocks | Fair | £150.00 |
| 28/06/2022 | Kent |  | £12.00 |
|  |  |  | £872.30 |
|  |  |  |  |
|  | **30/06/2022** | **Balance Carried Forward** | **£164,336.62** |

**Appendix B: Market Hall Receipts and Payments – June 2022**

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| **Payments for Approval** |  |  |  |
|  |  |  |  |
| **Invoice Date** | **Supplier** | **Description** | **Gross** |
| 09/06/2022 | Suffolk County Council | Market Hall Ceremony Licence | £1,725.00 |
| 01/06/2022 | Judy Chesterfield | Cleaning | £222.00 |
|  |  |  |  |
| **Approved Payments** |  |  |  |
| 02/06/2022 | Smartest Energy | Gas | £160.26 |
| 15/06/2022 | Smartest Energy | Electricity | £284.00 |
| 14/06/2022 | Attend a Lock | Key Code Change | £50.00 |
| 13/06/2022 | Everflow Water | Water | £16.23 |
| 30/06/2022 | Unity Trust Bank | Charges | £18.00 |
| 09/06/2022 | Rosalind Barnett | Planning Application | £149.20 |
| 21/06/2022 | Saxmundham Town Council | Saturday Markets Income | £181.58 |
| 21/06/2022 | Saxmundham Town Council | Saturday Markets Income | £199.12 |
| 21/06/2022 | Saxmundham Town Council | Saturday Markets Income | £209.60 |
|  |  |  | £3,214.99 |
| **Receipts** |  |  |  |
|  |  |  |  |
| **Received** | **Payer** | **Description** | **Amount** |
|  | MH158 | Active Adults | £20.00 |
| 15/06/2022 | MH160 | Judo Club | £320.00 |
| 21/06/2022 | Rosalind Barnett | Refund of Dishwasher | £533.00 |
| 23/06/2022 | Saxmundham Town Council | Hall Hire - Meetings | £350.00 |
| 16/06/2022 | Saxmundham Town Council | Contribution | £8,000.00 |
| 15/06/2022 | Stall Holders | Saturday Markets Income | £199.12 |
| 21/06/2022 | Stall Holders | Saturday Markets Income | £209.60 |
|  |  |  | £9,631.72 |
|  |  |  |  |
|  |  |  |  |
|  | **30/06/2022** | **Balance Carried Forward** | **£12,135.76** |