



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on  
Tuesday 26<sup>th</sup> September 2022 at 12.00 at The Town House

## AGENDA

### 1) Apologies for Absence

To receive and approve apologies for absence.

### 2) Declaration of Interests

Councillors to declare any pecuniary or non-pecuniary interests and consider any requests for dispensation.

### 3) 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 minutes. The open forum will last no longer than 15 minutes. Members of the public may not take part in the Committee meeting itself.

### 4) Minutes

To resolve that the minutes of the meeting held on 30<sup>th</sup> August 2022 are a true and accurate record.

### 5) Town Council

- a) To approve the payments and note the receipts for September 2022.
- b) To note the bank balances as of 26<sup>th</sup> September 2022 and approve the bank reconciliation as of 31<sup>st</sup> August.
- c) To note the Trial Balance and the Income and Expenditure Report as of 26<sup>th</sup> September 2022.
- d) To receive an update on the addition of new signatories.
- e) To ratify the decision to apply for a grant from ESDC of £1000 towards the Christmas Event.

### 6) Market Hall

- a) To approve the payments and note the receipts for September 2022.
- b) To note the bank balances as of 26<sup>th</sup> September 2022 and approve the bank reconciliation as of 31<sup>st</sup> August.
- c) To note the Trial Balance and the Income and Expenditure Report as of 26<sup>th</sup> September 2022.

### 7) Gannon Rooms

- a) To approve the payments and note the receipts for August 2022.
- b) To note the bank balances as of 19<sup>th</sup> August 2022 and approve the bank reconciliation as of 31<sup>st</sup> July 2022.
- c) To note the Trial Balance and the Income and Expenditure Report as of 26<sup>th</sup> September 2022.
- d) To receive an update on the bank accounts switch to Unity Trust.
- e) To approve the allocation of £10,000 of Community Infrastructure Levy receipts, previously earmarked for the Gannon Rooms, for a new boiler costing £9,734.38, excluding VAT.

### 8) New Furniture/Equipment

- a) To receive authority for the purchase and installation of a projector for use at Council meetings costing £329.82 from the Equipment Budget.
- b) To agree to the allocation of £750 for the purchase of two work desks for new staff, refurbishment of a laptop and purchase of a mobile phone on a PAYG contract for the Caretaker.

### 9) Leaflet Printing for the Memorial field and trail

To approve the request to allocate up to £350 for printing leaflets regarding the Memorial Trail.

### 10) Gannon Rooms

To review comments made by ABC radio regarding the licence for the front part of the Gannon Rooms.

### 11) 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 business regarding staff appointments being discussed.

Sharon Smith

Responsible Financial Officer    Wednesday, 21 September 2022



**GANNON ROOMS - AUGUST 2022**

01/08/2022      **Balance Brought Forward**      Community Account      Premium Account  
 £6,066.18                £321.66

**Approved Payments**

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
04/08/2022	CN Plumbing & Heating	Header Tank Repair	£138.00	£23.00	£115.00	LGA 1976 (MP) Act 1976 s.10
31/05/2022	Flameskill	Annual Service	£108.00	£18.00	£90.00	LGA 1976 (MP) Act 1976 s.10
	E-on	Energy	£22.00	£1.05	£20.95	LGA 1976 (MP) Act 1976 s.10
	East Suffolk Council	Rates	£9.00	£0.00	£9.00	LGA 1976 (MP) Act 1976 s.10
08/07/2022	Rialtas Business Solutions	Software Set Up	£645.60	£107.60	£538.00	LGA 1976 (MP) Act 1976 s.10
			<b>£922.60</b>	<b>£149.65</b>	<b>£772.95</b>	

**Transfers to Town Council**

Date	Payee/Payer	Description	Gross	VAT	Net	Power
22/08/2022	Saxmundham Town Council	Insurance Premium	£334.94	£0.00	£334.94	LGA 1971 s.111
			<b>£334.94</b>	<b>£0.00</b>	<b>£334.94</b>	

**Receipts**

	Royal and Sun Alliance	Refund of Insurance Premium	£118.49			
			<b>£118.49</b>	<b>£0.00</b>		

31/08/2022      **Balance Carried Forward**      Community Account      Premium Account  
 £4,927.13                £321.66



**MARKET HALL - SEPTEMBER 2022**

<b>01/09/2022</b>	<b>Balance Brought Forward</b>	<b>£14,242.33</b>
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Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
01/08/2022	Judy Chesterfield	Cleaning	£87.75	£0.00	£87.75	LGA 1972 s.111
23/08/2022	Wave	Water	£720.65	£0.00	£720.65	LGA 1972 s.111
02/09/2022	Smartest Energy	Gas	£65.26	£3.14	£62.77	LGA 1972 s.111
02/09/2022	Smartest Energy	Electric	£375.36	£17.87	£357.49	LGA 1972 s.111
26/08/2022	PHS Group	Annual Duty of Care	£75.00	£12.50	£62.50	LGA 1972 s.111
09/09/2022	CN Plumbing and Heating	Repairs	£72.00	£12.00	£60.00	LGA 1972 s.111
			<b>£1,396.02</b>	<b>£45.51</b>	<b>£1,351.16</b>	

Receipts

<b>Amount</b>
£40.00
<b>£40.00</b>

Debtors

<b>Amount</b>
£120.00
<b>£120.00</b>

<b>30/09/2022</b>	<b>Balance Carried Forward</b>	<b>£12,886.31</b>
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**SAXMUNDHAM TOWN COUNCIL - SEPTEMBER 2022**

01/09/2022 **Balance Brought Forward**

**£136,471.01**

**Payments for Approval**

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
09/07/2022	Mystic Bellydance	750 Event - Dance Troupe	£200.00	£0.00	£200.00	LGA 1972 s.145
10/08/2022	Peter O'Brien	Memorial Trail - Expenses	£88.11	£14.89	£73.43	LGA 1972 s.145
01/09/2022	Fireflow	Xmas Event - Entertainment - 50% Deposit	£825.00	£0.00	£825.00	LGA 1972 s.145
13/09/2022	Bryony Peall	Book of Condolences - Flowers	£29.00	£0.00	£29.00	LGA 1972 s.138B
13/09/2022	Amy Rayner	Work Party - Refreshments	£10.25	£0.00	£10.25	OSA 1906 s.10
n/a	IP17 GNS	Half Yearly Contribution	£6,500.00	£0.00	£6,500.00	LGA 1972 s.1377
20/09/2022	SCC - Network Assurance East	Xmas Event - Special Event Application	£50.00	£0.00	£50.00	LGA 1972 s.145
			<b>£7,702.36</b>	<b>£14.89</b>	<b>£7,687.68</b>	

**Approved Payments**

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
13/08/2022	Everflow Water	Water	£61.82	£0.00	£61.82	LGA 1972 s.111
15/09/2022	Smartest Energy	Gas	£42.29	£2.01	£40.28	LGA 1972 s.111
13/09/2022	BT	Telephone/Broadband	£174.77	£29.13	£145.64	LGA 1972 s.111
17/08/2022	Aurora Managed Services Ltd	Printer Ink	£150.10	£25.02	£125.08	LGA 1972 s.111
31/08/2022	Binder Ltd	Youth Booth - Repairs	£365.83	£60.97	£304.86	LGA 1972 s.111
01/08/2022	JT Peggs and Sons Ltd	Memorial Filled Gate Chain and Padlock	£25.80	£4.26	£21.34	LGA 1972 s.111
26/08/2022	Easyspace	Website Domain Registratn	£45.59	£7.60	£37.99	LGA 1972 s.111
20/09/2022	Red Dune Ltd	IT Support	£253.80	£42.30	£211.50	LGA 1972 s.111
15/09/2022	Herring Bone Design Ltd	Website Amendments	£60.00	£0.00	£60.00	LGA 1972 s.111
05/09/2022	Salary 1	Salary 1	£694.28	£0.00	£694.28	LGA 1972 s.112
05/09/2022	Salary 2	Salary 2	£362.49	£0.00	£362.49	LGA 1972 s.112
05/09/2022	Salary 3	Salary 3	£764.75	£0.00	£764.75	LGA 1972 s.112
05/09/2022	Salary 4	Salary 4	£1,395.43	£0.00	£1,395.43	LGA 1972 s.112
05/09/2022	Salary 5	Salary 5	£1,067.11	£0.00	£1,067.11	LGA 1972 s.112
05/09/2022	Salary 6	Salary 6	£3,000.00	£0.00	£3,000.00	LGA 1972 s.112
18/09/2022	Karen Forster	Mileage	£35.10	£0.00	£35.10	LGA 1972 s.112
05/09/2022	Nest	Pensions	£260.13	£0.00	£260.13	LGA 1972 s.112
			<b>£8,759.09</b>	<b>£171.29</b>	<b>£8,557.80</b>	

**Receipts**

Received	Payer	Description	Amount
13/09/2022	Gannon Rooms IP17 GNS	Insurance Premium Reimbursement	£334.94
09/09/2022	The Detectorists	Annual Licence Fee	£750.00
13/09/2022	Cheese and Ple Man - Simon Marrison	Town House Car Park Fee	£150.00
		Saturday Markets Income	£120.00
			<b>£1,354.94</b>

30/09/2022

**Balance Carried Forward**

**£121,364.50**





Response to the Draft Licence sent to ABC radio for the Gannon Rooms

Hi Di and Karen.

We had a very productive meeting on Tuesday, much of which was spent working through the draft licence for the Gannon Rooms.

Before we move on to the main points raised, we'd like to offer the following comments for the Town Council to consider.

The Gannon Rooms have sat idle and been neglected for a good while and are generally in a poor state of repair. They require major investment, especially the front section. Our vision for this section would see this area transformed to dramatically improve this asset - one that would be a costly exercise for us and involve a lot of voluntary labour. Our involvement provides the Town Council with a perfect opportunity, whereby our efforts would not only enhance the facility, but would save the Town Council the bother and a considerable amount of expenditure.

As previously stated, we are certainly not afraid of undertaking such a responsibility, but would expect the support of the Town Council with our endeavours, to build a positive relationship that benefits both parties.

It has been pointed out that we could, in effect, use another location outside Saxmundham, which requires minimal works, but our preference remains to use Saxmundham as our base, providing that these issues can be addressed.

**ELECTRICS** - As the 'landlord', we would imagine that the Town Council would prefer to have any electrical works undertaken by their contractor. As we will require additional sockets to be added (the current sockets are very limited), we would request that the Town Council provide an electrician to undertake these works at the expense of the Town Council. It may be that we can provide the fittings, but we would need a professional to install them, to ensure that they conform with current regulations.

**CEILING** - The ceiling in the main front room of the Gannon Rooms is in need of repair and redecoration. There are a number of cracks and it looks as if there may be a damp issue. We consider this a task for the Town Council as a matter of some urgency.

**KITCHEN** - As previously discussed and with the existing cooker condemned, we propose (as already discussed) to strip out this area and create a smaller second studio. It would seem that, to do the job properly, this room will require possible re-plastering, a new door, redecoration throughout and new flooring. We are happy to undertake these works, but will require written consent to do so. The Town Council would be responsible for the safe removal of the gas cooker and disconnection of the gas supply.

**MAIN ROOM** - Once the ceiling has been repaired and redecorated, we propose to refurbish the remaining area, to include new flooring, the construction of a stud wall (creating a corridor between the two studios), two new doors and installing a studio in the main area. Again, we are happy to undertake these works, but will require written consent to do so.

**SIGNAGE** - We propose to 'wrap' the windows with professional signage to promote the station. We can confirm that planning permission is not required for this signage, but require written consent from the Town Council is.

**CAR PARKING** - At present, our presenters and studio guests have permission to park at the Town Council offices and would hope to continue this arrangement if we take up occupancy of the Gannon Rooms. Can you please confirm if this is agreeable.

**GANNON ROOMS CAR PARK** - It is noted that the front of the Gannon Rooms has two large skips placed outside. We believe that these are being used by The Bell Hotel. With reports that their building works are being extended, could you please advise if there are plans for these skips to be located elsewhere?

Aside from the above, the main issues arising from the draft licence are noted below for your information/comment.

In general terms the provisions of the draft licence are fair and reasonable. There are however a number of clauses which we wish to ask the Town Council to reconsider or vary, as follows:

1. The initial rent is £200 a month. Given that ABC Radio is making a substantial investment in repairs and improvements, we would like to suggest that the Town Council consider waiving any rent until we commence broadcasting from this location, or possibly until the beginning of the new financial year. This would help us to finance the project and would demonstrate a desire to work together. It is not clear if VAT is chargeable in addition and this should be clarified. The rent review in accordance with inflation is oppressive. We suggest that the rent is fixed for say the first three years and then subject to review in accordance with the open market rental value of the premises at the date of review. The review should disregard tenant's improvements.

1.3 Although 1.2 says that the license is for 5 years, by clause 1.3 the licence can be terminated by either party giving 4 months' notice to the other. We suggest that 1.3 is amended to give a minimum notice period of say 3 years. In our view, this fairly reflects the substantial investment we are making in repair and improvement of the premises. We don't want to spend thousands of pounds on the premises and then find we can only use them for a few months.

1.4. In addition to the rent under clause 1.4, we pay a service charge for utilities. I think the clause should be clarified that the council charges us at cost to them without a mark-up or admin fee. Alternatively, perhaps the Town Council can arrange for sub-meters to be fitted so we only pay for utilities we actually consume?

1.6. says that we cannot make alterations without the council's consent. I suggest this is varied so that the consent cannot be unreasonably withheld. We should we think have the Town Council's approval in principle to the initial scheme of alterations we want to carry out. We don't want to sign up to a minimum 3 year commitment and then find that the council are unwilling to agree the alterations we need to carry out to make the premises fit for our intended use as a radio studio.

1.8. Permitted hours should be 7.00am to midnight, so that they cover our broadcasting hours.

1.9. concerns the Town Council's use of the other parts of the building. We are sure that the Town Council understands that unreasonable noise during live broadcasts would interfere with our operation. For our part we appreciate that the Town Council will want to make the best use of the other parts of the building in the interests of the community. We would ask that there is a commitment by the Town Council to liaise with us, so that we have advance warning of the hours during which the other areas are in use and thereby enabling us to make appropriate arrangements. Obviously, we would hope that the Town Council will take reasonable steps to minimise disruptive noise during live broadcasts.

## Response to the Draft Licence sent to ABC radio for the Gannon Rooms

11. This clause gives the Town Council the right to vary any term of the licence unilaterally. This is unacceptable. The Town Council could for example vary the licence fee from £200 pcm to £2,000 pcm, and effectively terminate the licence at any time on one month's notice. We would prefer the clause to be deleted. If that is not possible, any variations must be with our agreement such agreement not be unreasonably withheld. It will be reasonable for us to withhold our agreement in respect of a proposed variation which is detrimental to our occupation of the premises, for example by increasing the licence fee or requiring us to share the premises with another organisation.

We hope that the above is acceptable to the Town Council and that we can look forward to progressing with a second draft license in the near future.

We feel that the next ideal step would be a meeting at the Gannon Rooms, with our board, so that we may address any outstanding issues directly.

With all good wishes,

Wayne.

[www.abcradio.co.uk](http://www.abcradio.co.uk)





# QUOTE

Saxmundham Town Council  
Attention: Roz Barnett  
The Town House  
Station Approach  
SAXMUNDHAM  
Suffolk  
IP17 1BW  
GBR

**Date**  
14 Sep 2022

**Expiry**  
21 Sep 2022

**Quote Number**  
QU-0089

**VAT Number**  
797485357

Red Dune Limited  
Attention: Chris Aldrich  
Cynders, High Street  
Ilketshall St Margaret  
Bungay  
Suffolk  
NR35 1NA  
01986 888274  
email@reddune.com

Description	Quantity	Unit Price	VAT	Amount GBP
Viewsonic projector	1.00	329.82	20%	329.82
Labour and install (Estimated 2 hours) covered by support contract	1.00	0.00		0.00
			Subtotal	329.82
			TOTAL VAT 20%	65.96
			<b>TOTAL GBP</b>	<b>395.78</b>

