



Saxmundham Town Council

All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council

Monday 26th September 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 meetings held on the 3rd July 2022 and 8th August 2022 are true and correct records.
- 4. Minutes of the Previous Committee Meetings:**
 - a) To receive the approved minutes of the Resources & Governance Committee held 25th July and 4th August
 - b) To note the draft minutes of the Resources & Governance Committee held 30th August
 - c) To receive the approved minutes of the Planning & Development Committee held 20th July
 - d) To note the draft minutes of the Planning & Development Committee held 11th August
 - e) To note the draft minutes of the Amenities and Service Committee held 9th August
 - f) To receive the approved minutes of the Communications and Events Committee held 1st August
 - g) To note the draft minutes of the Market Hall Management Committee held 13th July
- 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 and note the report from District Council Leader S. Gallant.
- 7. Chairs Report:** To receive a report from the Town Council Chair, Di Eastman.
- 8. Responsible Finance Officer**

To approve the appointment of Sharon Smith as the new Responsible Finance Officer.
- 9. Financial Matters:**
 - a) To note and ratify the payments and receipts for August 2022 for the Town Council and Market Hall.
 - b) To note the bank balances as of 31st August 2022 for the Town Council and Market Hall and Gannon Trust.
 - c) To ratify the allocation of the £10k CIL to the Gannon Rooms for the boiler replacement, in line with the resolution made in February meeting, minute 144/21TC Purpose 4.
- 10. Budget Review**
 - a. To receive a proposal from the Resources & Governance committee to reforecast the current year budget.
 - b. To agree a meeting to discuss and update the plans for the next three years as a precursor to the budget.
- 11. Memorial Field**

To receive an update from Cllr. Lock regarding the progress with the Memorial Field.
- 12. Policies**
 - a) To adopt the Complaints procedure, as recommended by the Resources & Governance committee
 - b) To adopt the Vexatious Contacts procedure as recommended by the Resources & Governance committee



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- 13. 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 appointments of staff being transacted.**

K. Forster Interim Clerk

21/9/2022



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 11th July 2022, Market Hall, Saxmundham

Councillors

Di Eastman (Chair), John Findlay (Vice-Chair), John Fisher, Charlotte Hawkins, Tim Lock, James Sandbach, Jeremy Smith, Nigel Hiley, Benjamin Gulliford, Elizabeth Clark

Also present: Karen Forster (Town Clerk)

Open Forum: There were no members of the public present.

32/22TC **Apologies:** There were apologies received from Cllr. Gulliford due to a prior commitment.

33/22TC **Declaration of Interest:** Cllr. Eastman declared a non-pecuniary interest in IP17 Good Neighbour Scheme. Cllr. Smith declared a pecuniary interest in the list of payments.

At this point a member of the public joined the meeting but did not wish to speak.

34/22TC **Minutes of the Previous Meeting:**
The minutes of the meeting 13th June were presented for approval. **It was unanimously resolved to accept the minutes of the meeting held and the Chair signed the document.**

35/22TC **Minutes of the Previous Committee Meetings:**
a) The draft minutes of the Resources Committee held on the 27th June 2022 were received and noted.
b) The draft minutes of the Planning & Development Committee held on the 26th May were received and noted.
c) The draft minutes of the Gannon Institute Trust held 13th June 2022 were received and noted

36/22TC **County Councillors Report:** County Councillor Richard Smith sent his apologies.

37/22TC **District Councillors Report:** District Councillor John Fisher stated that the Community Governance Review, where Saxmundham TC had an interest in the proposed boundary change was on-going. Cllr. Smith asked about the CIL charging revised order for East Suffolk District Council which he believed could have major resource issues and was contained within a very long and complicated set of documents. He requested that the District Councillor find out more detail and provide simple clarification as the matter might need to be discussed at the next Resources Committee, given that any submissions had to be made in writing by 5pm on 5th August.

At this point Cllr. Sandbach joined the meeting.

38/22TC **Chairs Report**

1. 750th Charter Anniversary event

The Chair reported that the 750th year event had gone extremely well and thanked all the volunteers from the Council, IP17 GNS and the public. In particular, she wished to acknowledge the work by Jess Palmer and Bryony Peall, without whom this event would not have been so successful. She stated that Saxmundham was fortunate to have such dedicated people. She asked for this to be included

Signed _____ Date _____

within the minutes which was fully supported by the Council members.

The initial response from the businesses on the High Street was that this had been one of their best ever trading days.

Cllr. Smith stated that he believed it would be sensible to look at further closures of the street and using Fromus Green more in the future. **NOTED**

2. Attendance at the 750th Anniversary service at the Church

The Chair reported that she and Cllr. Sandbach had attended a 750th anniversary service at the Church where they both gave readings.

3. Medical Facilities

There will be a public meeting at 7.00pm on Monday 8th August in the Market Hall, chaired by Cllr. Eastman where Dr. Havard will present the plans on the medical centre and take questions from members of the public.

4. Neighbourhood Plan

The Chair reported that the Neighbourhood Plan was now in consultation until 2nd September. After a question from Cllr. Sandbach, Cllr. Smith clarified that this would be followed by an Independent Examiner reviewing the document. There was no firm timescale on this.

5. Market Hall

The Chair reported that the planning permission had been received from East Suffolk District Council for the proposed changes to the Market Hall.

The member of the public left the meeting during the previous item

39//22TC **Committee Structure**

a) Communications and Events Committee

The new Terms of Reference had been previously circulated. **It was unanimously RESOLVED to adopt the above Terms of Reference.** Cllr. Smith asked that it was clarified that the responsibility for planning the Market Hall events would not be part of this committee's remit. Cllrs. Eastman, Sandbach, Hawkins and Gulliford were appointed to this Committee and will appoint a Chair at the first meeting

b) Gannon Institute Management

The new Terms of Reference had been previously circulated. **It was unanimously RESOLVED to adopt the above Terms of Reference.** After discussion, it was agreed that Cllrs. Smith, Fisher, Lock, Eastman, Hawkins and Sandbach would be the members of this committee and will appoint a Chair at the first meeting.

c) Changes to Committees

Following the co-option of new members and requests from existing members the following changes were made:

Cllr. Findlay stepped down from the Market Hall Management Committee so that Cllr. Fisher could become a member.

Cllr. Gulliford to join the Planning and Development Committee

Cllr. Clark to join the Resources and the Amenities and Services Committees

Cllr. Hiley to leave the Resources committee and join the Amenities Committee.

It was unanimously RESOLVED to approve the above changes.

40/22TC **Financial Matters:**

a) The payments and receipts of both the Town Council and the Market Hall for May and June 2022 were noted. It was noted that ½ of the Precept for the year had been received in April.

b) The Bank balances were reported as follows:

Gannon Rooms £ 7,023.59

Market Hall £ 12,135.76

Town Council (Unity Bank & Cambridge BS) £ 274,427.62

c) The Clerk requested that additional signatories be set up for the Market Hall and the Town Council bank accounts. **It was unanimously RESOLVED that Cllr. Clark and Cllr. Hiley be added to the signatory list for**

Signed _____ Date _____

- all related accounts.**
- d) **It was unanimously RESOLVED that the Gannon Rooms Institute accounts are moved to the Unity Bank as soon as practically possible.** The process is to be clarified.
 - e) In principle, it was agreed that the Gannon rooms renovation will be financed by CIL. In February 2022 a nominal £10,000 was identified.

41/22TC Memorial Field

Cllr. Lock presented a report, previously circulated showing the budget costs for the new Memorial and its gardens to be sited at the Memorial Field in time for Armistice Day. The contractors are still to be chosen after due diligence. However, Cllr. Lock requested that the budget be approved, and funds allocated to allow the order to be placed so that the work could be completed on time. In response to questions, Cllr. Lock clarified that they had met with the Stocks Fair to ensure that they would be able to move their rides and machines through the gates. He also stated that the position of the trees would be checked, however, the project had already produced a detailed services map.

After discussion, **it was unanimously RESOLVED to allocated £20,000 from CIL monies by reducing the monies already earmarked for the Market Hall and up to a further £20,000 from the Capital Project reserve. It was unanimously RESOLVED to delegate to the Clerk and Cllr. Lock the authority to undertake the diligence and to place the order with their chosen contractor.**

The members thanked Cllr. Lock for the extensive work that he had already undertaken.

42/22TC Memorial Trail

Cllr. Lock stated that all the fallen soldier's profiles had been completed and that they were now working with the IT company to include the detail on the Town Council's website.

43/22TC Gannon Rooms

a) Lease of the front of the building

Cllr. Eastman explained that she had written to both the unsuccessful and successful parties who had provided Expressions of Interest in the Gannon Rooms. She and the Clerk would meet with the representatives of the successful bidder, ABC Radio, to decide how to proceed and will report back to the Gannon Room Institute Committee.

b) Repairs

The painting on the front of the building and repairs to the guttering had been completed. The Asst. Clerk had arranged for three quotations to replace the boiler.

44/22TC Town Guide.

The Council is going ahead with Falcon Publishing to produce a Town Guide at no cost to the Council. The Council needs to provide articles by the end of August for publication in the autumn. This will be referred to the Events and Communications Committee.

45/22TC Requests for Grants

a) Mingle

It was unanimously RESOLVED to give a grant of £300 to Mingle who work with Adults with learning difficulties.

Signed _____ Date _____

b) Saxmundham Primary School.

After discussion, it was unanimously RESOLVED to give a grant of £500 to the Saxmundham Primary School towards the installation of a Defibrillator, upon their providing evidence that the remainder of the required funding had been assured.

46/22TC **Recruitment of a permanent Clerk/RFO**

The Chair reported that after the previous meeting, an application had been received and an offer had been made by the appointments panel, however the applicant had turned down the opportunity as they felt that the job was bigger than they wished to take on.

It was agreed that the job description and advertisement needed review as feedback had been received that it was too detailed. It was felt that the position now required more attention on management skills. Cllr. Smith stated that he had been unhappy with the process. He also stated that he thought that the Appointment Panel had not been appointed with the delegated powers as had been assumed as per the minutes in May. He added that he felt that all applicants should undergo some numeracy/literacy tests. Cllr. Findlay stated that a presentation would be appropriate as requested for the previous appointment. In order to clarify the members and delegated powers of the Appointments Panel the following was resolved:

- 1) **That the members of the Appointment Panel are to be the Chair of the Council, Vice Chair of the Council and the Chair of the Staffing Committee.** This was agreed by 8 votes with 1 against. An amendment to this proposal by Cllr. Smith to increase the number of members to 4 did not receive a seconder.
- 2) **That the Appointment Panel are delegated to:**
 - a) **Review and place the advertisements as appropriate**
 - b) **Identify suitable candidates**
 - c) **Proceed with interviews and selection**
 - d) **Offer a position based on satisfactory references and subject to Council approval.**
 - e) **Report back to the Full Council for ratification**

This was agreed unanimously.

47/22TC **Week Shut Down**

Due to holidays prebooked, the offices of the Council will be shut and there will be no council business from Monday 15th to Friday 19th August. The Clerk will provide names for emergency contact.

48/22TC **Market Hall window**

It was agreed that the window in the Market Hall requires external decoration and repair to the sill as part of the standard maintenance schedule which had been delayed due to Covid. The Clerk was asked to organise a carpenter/decorator. However, this is not in any part an acceptance of any liability to reported leaks into the Crisps property.

Meeting ended at 9.00 pm

Karen Forster
Interim Clerk to Saxmundham Town Council

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 6.00 pm Monday 8th August 2022, Market Hall, Saxmundham

Councillors

D. Eastman (Chair), J. Findlay (Vice-Chair), J. Fisher, C. Hawkins, T. Lock, J. Sandbach, J. Smith, N. Hiley, B. Gulliford, E. Clark

Also present: Karen Forster (Town Clerk)

Open Forum: There were no members of the public present.

49/22TC **Apologies:**

There were no apologies received.

50/22TC **Declaration of Interest:**

There were no declarations of interest

51/22TC **Boundary Change Proposal**

Cllr. Smith explained that Saxmundham Town Council with the support of Benhall Parish Council had submitted a recommendation to ESDC to move the parish boundary to include the planned garden neighbourhood development. ESDC had consulted on this and whilst supporting the proposal in principle had made a minor amendment which excluded three residences and was asking for the opinion of the town council to this change.

Cllr. Smith had prepared a reply attached as appendix 1 in which he outlined the reasons for the original plan and asked for them to be reconsidered however, notwithstanding these reasons, the Town Council would support the amended change proposal.

It was unanimously RESOLVED to accept Cllr. Smiths reply to ESDC.

52/22TC **Number of Councillors**

After discussion, **it was RESOLVED by a majority vote of nine Councillors with one against, that, in the event of a boundary change to be agreed, the number of councillors allowed for the Town Council is increased to twelve (which is an increase of one).**

53/22TC **Christmas Event**

Working Party

It was unanimously RESOLVED that a working party for the Christmas Event is set up with Cllrs. Eastman, Sandbach, Findlay and Gulliford as members. This working party will report to the Events & Communications committee.

Delegated Christmas Event budget

It was unanimously RESOLVED that the £13,000 budget for the event be delegated to the Events & Communications committee.

Meeting ended at 6.29 pm

Karen Forster Interim Clerk to Saxmundham Town Council

Signed _____ Date _____

Appendix 1.

East Suffolk Council Community Governance Review – amended draft Recommendation 7 of the Working Group: the Saxmundham / Benhall parish boundary

Saxmundham Town Council's response

(1) For the reasons of coherent future local administration, local identity and community governance, as set out in our earlier response, Saxmundham Town Council considers that the best solution, given the proposed development of the new 800 home South Saxmundham Garden Neighbourhood and related development proposals, is generally that set out in the map proposed in Community Governance Review Member Working Group's first-round recommendation;

(2) As we have previously stated, we would not oppose, if deemed expedient by East Suffolk Council, the retention for the future of the 3 existing dwellings west of the railway line within the parish of Benhall. We note that two of them are immediately adjacent to the railway, so that their retention within Benhall parish can be very simply effected by minor adjustments to the map. The third (Kiln Farm) would require a small 'carve-out' of a part of Kiln Lane to cover this property, but this does not raise any significant problem.

(3) The new proposed map excludes, however, the whole of the narrow triangular area to the south of the site and situated between the railway and the A12 bypass. While this area does not comprise part of the Local Plan site formally identified for the Garden Neighbourhood development, the would-be developers have earlier made proposals for its integration into the overall site (e.g. to form part of the SANG), and we believe that – in view of its location and points of access – this area would in principle be more appropriate to be included within Saxmundham parish in future, as closely linked to the Garden Neighbourhood development. This can be achieved while excluding the 3 dwellings through minor boundary changes, as set out above, if deemed appropriate;

(4) If our contention under (3) is not accepted, we confirm that we have no further objection to the amended draft Recommendation 7 setting out the proposed changed Benhall / Saxmundham boundary, and which on that basis, we would support.

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 25th July 2022 12 noon at the Town House

Committee Members:

Cllr. John Findlay (Chair),
Cllr. J. Fisher

Cllr. Di Eastman
Cllr. J. Sandbach

Cllr. J Smith

Cllr. E. Clark

Also Present: Karen Forster (Town Clerk)

18/22R Apologies for Absence.

There were no apologies for absence. Cllr. Sandbach was not present.

19/22R Declarations of Interest

None declared

Cllr. Eastman arrived at this point with apologies for being late.

20/22R Minutes of the Previous Meeting

Item 14/22Rd did not seem relevant and was removed. **RESOLVED: That the Committee accepted the correction, and the minutes of 27th June 2022 were adopted as a true and accurate record.**

21/22R Finance

- a) It was unanimously **RESOLVED** to approve and ratify the payments for July 2022 for the Town Council.
- b) It was unanimously **RESOLVED** to approve and ratify the payments for July 2022 for the Market Hall.
- c) The Clerk stated that the current bank balances as at 25/7/22 are:

Town Council Unity Bank Current Account	£ 155,268.64
Cambridge BS Reserves	£ 110,091.46
Market Hall Account	£ 15,325.66
Gannon Room Inst. Account	£ 7,018.59
- d) The Clerk stated that since cheques were no longer being used, a method of banking and repaying deposits for the Market Hall is required and she would like to investigate and open a new bank account to do that. It was unanimously **RESOLVED** for the Clerk to proceed with this after a Trustee meeting has agreed it.

22/22R Management Accounts

- a) The Clerk explained the Trial Balance and Income and Expenditure Phased Budget for July 2022 for the Town Council and answered the Committee's questions.
- b) 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.

23/22R Gannon Rooms

The Clerk stated that there would be a trustees' meeting to agree to moving the bank account and changing the signatories. **NOTED.**

Signed _____ Date _____

There had been some work on quotations for the Gannon Rooms to replace the boiler and to decorate internally and externally and are awaiting other quotations. One issue being raised is the asbestos in the flue to the old boiler and there was the cheaper option to leave the old boiler in situ. All members agreed they would like to remove the old boiler and pay for the asbestos to be removed. **NOTED**

24/22R Saturday Market Rates

The 2023 Saturday markets are being put onto the Eventbrite system. STC currently charge £12. The Town Development co-ordinator had surveyed eleven councils regarding the rates they charge and STC is the cheapest. After discussion the following proposal was made:

Charges as of January 2023 to be:

- a) Stall - £15
- b) Hire of Gazebo - £5
- c) Provision of electricity £5
- d) To receive a refund, the Council requires two weeks' notice as opposed to the current one week.

It was unanimously RESOLVED to accept this proposal.

25/22R Financial Regulations

The Clerk and Cllr. Smith had not had the opportunity to discuss this further and it was deferred to the next meeting.

26/22R Model Publications Policy

The Clerk presented an updated version of the model publications Policy which includes a charge of £1 for scanning documents, based on an hourly rate of £12. **It was unanimously RESOLVED to recommend this policy to the Full Council.**

The Clerk stated that an individual had requested copies of the bank statements for the Town Council back to 2021. He had asked for a waiver of the fee. **It was unanimously RESOLVED that the full fee should be charged and not waived.**

27/22R Reserves

The Clerk had produced a paper showing the current reserves with recommendations to amend as follows:

- a) Create a new reserve for the Town Development Mgrs.
- b) Reduce the Capital Project reserve by £20k
- c) Reduce the Capital Replacement fund by £5k

It was unanimously RESOLVED to accept the recommendations made.

It was also agreed to update the budget with the CIL EMR amounts for current year projects. Cllr. Smith to assist the Clerk/Financial administrator with this.

28/22R Insurance

It was noted that the Fidelity Guarantee insurance had been increased to £250,000 in line with the recommendation in the Internal Audit.

29/22R Replacement Speed Camera.

The speed camera in Rendham Road is no longer working and cannot be fixed. After discussion, it was agreed to forward this item to the Amenities & Services committee with a request that they develop a strategy towards the issue of speeding, which would incorporate speed cameras. **NOTED**

Meeting finished 13.15
Karen Forster Clerk/RFO

Signed _____ Date _____

Appendix A: Market Hall Receipts and Payments – July2022

Invoice Date	Supplier	Description	Gross	VAT	Net
12/07/2022	Tim Buxbaum	Plans and Planning Application	£750.00	£0.00	£750.00
19/07/2022	Karen Forster	Expenses paid for replacement Dishwasher	£499.00	£83.17	£415.83
			£1,249.00	£83.17	£1,165.83

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net
01/07/2022	Julie Maynard	Cleaning	£120.00	£0.00	£120.00
04/07/2022	Smartest Energy	Gas	£81.67	£3.89	£77.78
30/06/2022	Smartest Energy	Electricity	£284.00	£13.52	£270.48
13/07/2022	Wave	Water/Sewage	£264.76	£0.00	£264.76
21/07/2022	Everflow - to be refunded	Water/Sewage - Unit 5, St John's Road	£67.83	£0.00	£67.83
21/07/2022	Judy Chesterfield	Cleaning	£204.00	£0.00	£204.00
19/07/2022	Anglian	Routine maintenance	£18.00	£30.00	£150.00
			£1,040.26	£47.41	£1,154.85

Transfers from Town Council

Date	Payee/Payer	Description	Gross	VAT	Net
22/07/2022	Town Council	Personnel Hygiene Service	£668.79	£0.00	£668.79
22/07/2022	Market Hall	Half-Year Wi-Fi Contribution	£210.00	£0.00	£210.00
22/07/2022	Market Hall	Qtr 4 2021-2022 VAT Return	£3,316.74	£0.00	£3,316.74
22/07/2022	Market Hall	Qtr 1 2022-2023 VAT Return	£111.63	£0.00	£111.63
			£4,307.16	£0.00	£4,307.16

Receipts

Received	Payer	Description	Amount
04/07/2022	MH159 - Gauthier	Hall Hire	£40.00
06/07/2022	MH162 - Cartwright-Jones	Hall Hire	£240.00
11/07/2022	MH163 - Walker	Hall Hire	£80.00
15/07/2022	MH152 - Chapman	Hall Hire	£40.00
			£400.00

Signed _____ Date _____

Payments for Approval			SAXMUNDHAM TOWN COUNCIL - JULY 2022		
Invoice Date	Supplier	Description	Gross	VAT	Net
17/06/2022	Compass Point Planning and Rural	Neighbourhood Plan - Consultancy	£348.75	£0.00	£348.75
07/07/2022	Leiston Press	750 Event - Poster	£21.60	£3.60	£18.00
11/07/2022	Neon Content & Copy (Jess Palmer)	750 Event - Promotion	£525.50	£0.00	£525.50
18/07/2022	IP17 GNS	750 Event - Standpipe	£365.40	£0.00	£365.40
18/07/2022	IP17 GNS	750 Event - Coordination and	£1,000.00	£0.00	£1,000.00
13/07/2022	Harbour Lights Band (R G Neal)	750 Event - Performance	£450.00	£0.00	£450.00
14/07/2022	Black Knight Historical	750 Event - Services	£2,869.20	£478.20	£2,391.00
04/07/2022	Herring Bone Design Ltd	Jubilee Event - Piping	£100.00	£0.00	£100.00
			£5,680.45	£481.80	£5,198.65

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net
04/07/2022	Smartest Energy	Gas	£52.72	£2.51	£50.21
31/05/2022	Nest Pensions - May 2022	Pension Contributions	£303.57	£0.00	£303.57
02/07/2022	Everflow	Water	£44.85	£0.00	£44.85
06/07/2022	Viking	Stationery	£189.50	£31.58	£157.92
02/07/2022	HG Crisp (White's of East Anglia)	Stationery	£51.73	£8.12	£43.61
01/05/2022	Fishers	Cleaning Materials	£24.35	£0.00	£24.35
26/06/2022	Red Dune Ltd	IT Services - New Councillor	£79.20	£13.20	£66.00
20/04/2022	Red Dune Ltd	IT Services - May 2022	£253.80	£42.30	£211.50
04/07/2022	Herring Bone Design Ltd	Website Services	£60.00	£0.00	£60.00
27/06/2022	Designfolk	Website Hosting	£245.00	£0.00	£245.00
29/06/2022	Attend A Lock	Back Door Lock	£77.50	£27.50	£50.00
04/07/2022	JT Wilding Ltd	Boiler Service	£140.40	£23.40	£117.00
01/07/2022	Suffolk Coastal Norse Ltd	Refuse Collection	£172.85	£28.81	£144.04
01/07/2022	Suffolk Coastal Norse Ltd	Refuse Collection	£58.50	£9.75	£48.75
30/06/2022	Suffolk Coastal Norse Ltd	Refuse Sacks	£162.07	£27.01	£135.06
29/06/2022	Suffolk Association of Local	Good Councillors Guide x 5	£21.52	£0.67	£20.85
24/07/2022	Rialtas Business Solutions Ltd	Finance Officer Training	£478.80	£79.80	£399.00
24/07/2022	Rialtas Business Solutions Ltd	Annual Software Package	£774.00	£129.00	£645.00
01/07/2022	Sharon Smith	Kitchen Supplies	£5.52	£0.00	£5.52
20/07/2022	Red Dune Ltd	July invoice	£253.80	£42.30	£211.50
13/07/2022	BT	Broadband and Phone	£179.57	£29.93	£149.64
14/07/2022	BT	Mobile	£33.32	£5.55	£27.77
21/07/2022	ESPO	Litter picking equipment	£349.20	£58.20	£291.00
19/07/2022	K Forster - Interim	Salary 6	£3,900.00	£0.00	£3,900.00
19/07/2022	Karen Forster	Mileage	£128.70	£0.00	£128.70
27/07/2022	Salary 1	Salary 1	£620.61	£0.00	£620.61
27/07/2022	Salary 2	Salary 2	£280.48	£0.00	£280.48
27/07/2022	Salary 3	Salary 3	£362.69	£0.00	£362.69
27/07/2022	Salary 4	Salary 4	£1,031.87	£0.00	£1,031.87
27/07/2022	Salary 5	Salary 5	£606.67	£0.00	£606.67
	J Chesterfield	Cleaning	£114.00	£0.00	£114.00
22/07/2022	HMRC		£824.28	£0.00	£824.28
30/06/2022	Mingle Social Club	Grant	£300.00	£0.00	£300.00
			£12,181.07	£559.63	£11,621.44

Transfers to the Market Hall

Date	Payee	Description	Gross	VAT	Net
22/07/2022	Market Hall	Personnel Hygiene Service	£668.79	£0.00	£668.79
22/07/2022	Market Hall	Half-Year Wi-Fi Contribution	£210.00	£0.00	£210.00
22/07/2022	Market Hall	Qtr 4 2021-2022 VAT Return	£3,316.74	£0.00	£3,316.74
22/07/2022	Market Hall	Qtr 1 2022-2023 VAT Return	£111.63	£0.00	£111.63
			£4,307.16	£0.00	£4,307.16

Receipts

Received	Payer	Description	Amount
18/07/2022	HM Revenue and Customs	Qtr 1 2022-2023 VAT Return	£4,179.69
19/07/2022	Stall Holders	750 Event	£62.88
19/07/2022	Gannon Rooms	Insurance Premium Reimbursement	£334.94
			£4,577.51

Invoice Date	Supplier	Description	Gross	VAT	Net
17/06/2022	Compass Point Planning and Rural	Neighbourhood Plan - Consultancy	£348.75	£0.00	£348.75
07/07/2022	Leiston Press	750 Event - Poster	£21.60	£3.60	£18.00
11/07/2022	Neon Content & Copy (Jess Palmer)	750 Event - Promotion	£525.50	£0.00	£525.50
18/07/2022	IP17 GNS	750 Event - Standpipe	£365.40	£0.00	£365.40
18/07/2022	IP17 GNS	750 Event - Coordination and	£1,000.00	£0.00	£1,000.00
13/07/2022	Harbour Lights Band (R G Neal)	750 Event - Performance	£450.00	£0.00	£450.00
14/07/2022	Black Knight Historical	750 Event - Services	£2,869.20	£478.20	£2,391.00
04/07/2022	Herring Bone Design Ltd	Jubilee Event - Piping	£100.00	£0.00	£100.00
			£5,680.45	£481.80	£5,198.65

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net
04/07/2022	Smartest Energy	Gas	£52.72	£2.51	£50.21
31/05/2022	Nest Pensions - May 2022	Pension Contributions	£303.57	£0.00	£303.57
02/07/2022	Everflow	Water	£44.85	£0.00	£44.85
06/07/2022	Viking	Stationery	£189.50	£31.58	£157.92
02/07/2022	HG Crisp (White's of East Anglia)	Stationery	£51.73	£8.12	£43.61
01/05/2022	Fishers	Cleaning Materials	£24.35	£0.00	£24.35
26/06/2022	Red Dune Ltd	IT Services - New Councillor	£79.20	£13.20	£66.00
20/04/2022	Red Dune Ltd	IT Services - May 2022	£253.80	£42.30	£211.50
04/07/2022	Herring Bone Design Ltd	Website Services	£60.00	£0.00	£60.00
27/06/2022	Designfolk	Website Hosting	£245.00	£0.00	£245.00
29/06/2022	Attend A Lock	Back Door Lock	£77.50	£27.50	£50.00
04/07/2022	JT Wilding Ltd	Boiler Service	£140.40	£23.40	£117.00
01/07/2022	Suffolk Coastal Norse Ltd	Refuse Collection	£172.85	£28.81	£144.04
01/07/2022	Suffolk Coastal Norse Ltd	Refuse Collection	£58.50	£9.75	£48.75
30/06/2022	Suffolk Coastal Norse Ltd	Refuse Sacks	£162.07	£27.01	£135.06
29/06/2022	Suffolk Association of Local	Good Councillors Guide x 5	£21.52	£0.67	£20.85
24/07/2022	Rialtas Business Solutions Ltd	Finance Officer Training	£478.80	£79.80	£399.00
24/07/2022	Rialtas Business Solutions Ltd	Annual Software Package	£774.00	£129.00	£645.00
01/07/2022	Sharon Smith	Kitchen Supplies	£5.52	£0.00	£5.52
20/07/2022	Red Dune Ltd	July invoice	£253.80	£42.30	£211.50
13/07/2022	BT	Broadband and Phone	£179.57	£29.93	£149.64
14/07/2022	BT	Mobile	£33.32	£5.55	£27.77
21/07/2022	ESPO	Litter picking equipment	£349.20	£58.20	£291.00
19/07/2022	K Forster - Interim	Salary 6	£3,900.00	£0.00	£3,900.00
19/07/2022	Karen Forster	Mileage	£128.70	£0.00	£128.70
27/07/2022	Salary 1	Salary 1	£620.61	£0.00	£620.61
27/07/2022	Salary 2	Salary 2	£280.48	£0.00	£280.48
27/07/2022	Salary 3	Salary 3	£362.69	£0.00	£362.69
27/07/2022	Salary 4	Salary 4	£1,031.87	£0.00	£1,031.87
27/07/2022	Salary 5	Salary 5	£606.67	£0.00	£606.67
	J Chesterfield	Cleaning	£114.00	£0.00	£114.00
22/07/2022	HMRC		£824.28	£0.00	£824.28
30/06/2022	Mingle Social Club	Grant	£300.00	£0.00	£300.00
			£12,181.07	£559.63	£11,621.44

Transfers to the Market Hall

Date	Payee	Description	Gross	VAT	Net
22/07/2022	Market Hall	Personnel Hygiene Service	£668.79	£0.00	£668.79
22/07/2022	Market Hall	Half-Year Wi-Fi Contribution	£210.00	£0.00	£210.00
22/07/2022	Market Hall	Qtr 4 2021-2022 VAT Return	£3,316.74	£0.00	£3,316.74
22/07/2022	Market Hall	Qtr 1 2022-2023 VAT Return	£111.63	£0.00	£111.63
			£4,307.16	£0.00	£4,307.16

Receipts

Received	Payer	Description	Amount
18/07/2022	HM Revenue and Customs	Qtr 1 2022-2023 VAT Return	£4,179.69
19/07/2022	Stall Holders	750 Event	£62.88
19/07/2022	Gannon Rooms	Insurance Premium Reimbursement	£334.94
Signed		Date	£4,577.51



Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 4th August 2022
12 noon at the Town House

Committee Members:

Cllr. J. Findlay (Chair) Cllr. D. Eastman Cllr. J. Smith Cllr. E. Clark
Cllr. J. Fisher Cllr. J. Sandbach

Also Present: Karen Forster (Town Clerk)

30/22R Apologies for Absence.

There were apologies for absence from Cllrs. Sandbach and Clark.

31/22R Declarations of Interest

None declared.

32/22R Public Forum

No member of the public was present.

33/22R Staffing Review

The Clerk presented the previously circulated proposal which had been discussed at the Staffing Sub-committee and recommended for approval.

It was noted by Cllr. Smith that whilst the budget for this year would not be unduly affected by these proposals, there could be implications in next year's budget.

Cllr. Findlay reported that there was a pay offer to local government staff which would be in excess of the 3% increase currently in this year's budget and he expected it to be accepted, which would put further pressure on the Staff budgets.

After discussion, the Committee agreed to endorse the paper, implement its recommendations with minor changes and to request a review/reforecast of the current year's budget (22/23) as a preliminary action for the creation of next year's budget.

It was unanimously RESOLVED to:

- a) Employ a Caretaker on SCP17/18 to be jointly funded by the Market Hall, the Gannon Institute and the Town Council and for this role to service all three of these buildings and assist with the street markets. The Caretaker would report to the Assistant Clerk.
- b) To increase the Assistant Clerk's grade to SCP24 in recognition of the additional work being undertaken including the responsibilities of the Market Hall Management Committee and the Gannon Rooms Institute Management committee alongside the new responsibility for the Caretaker.
- c) To upgrade the post of Finance Administrator to be Responsible Finance Officer with a salary of SCP24 and to increase the hours to 15 per week.
- d) To change the responsibilities of the Town Co-ordinators with one person to become the Business co-ordinator and the other to be the Events and Communications co-ordinator. The second position to have an increase of hours to 8.5 per week.
- e) To purchase the Rialtas Facilities booking software to replace the current Market Hall booking system and reduce the duplication of work.
- f) To carry out a full reforecast of this year's budget at the next Resources meeting (30/8/2022) with these agreements worked through so as to confirm or make adjustments to retain sufficient reserves.

Meeting ended at 12.55 pm.

K. Forster
Interim Clerk/RFO

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Resources Committee Meeting Tuesday 30th August 2022
12 noon at the Town House

Committee Members:

Cllr. John Findlay (Chair),
Cllr. J. Fisher

Cllr. Di Eastman
Cllr. J. Sandbach

Cllr. J Smith

Cllr. E. Clark

Also Present: Karen Forster (Town Clerk) Sharon Smith (RFO)

30/22R Apologies for Absence.

There were no apologies for absence. Cllr. Sandbach was not present.

31/22R Declarations of Interest

None declared

32/22R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to approve the minutes of 25th July 2022 and 4th August 2022 as a true and accurate record.

33/22R Finance

- a) After discussion, it was agreed to not renew the membership of the Rural Service Partnership and therefore the payments list was amended. It was unanimously **RESOLVED** to approve and ratify the payments for August 2022 for the Town Council after removing the above payment.
- b) It was unanimously **RESOLVED** to approve and ratify the payments for August 2022 for the Market Hall.
- c) The Clerk stated that the current bank balances as at 30/8/22 are:

Town Council Unity Bank Current Account	£ 144,865.19
Cambridge BS Reserves	£ 110,092.06
Market Hall Account	£ 13,891.67
Gannon Room Inst. Account	£ 5,780.92
- d) The RFO reported that she had almost completed the additional signatories to the Town Council and Market Hall account. She was applying to transfer the Barclays account to Unity Bank for the Gannon Rooms institute (following agreement at the Trustee meeting) but had concerns that there may be a problem due to the name change. **NOTED**

34/22R Management Accounts

a) Town Council Budget reforecast

The Clerk presented her report, including a revised forecast for current year income and expenditure, with a view to identifying items to reforecast/savings to be made due to the expected cost increases.

The following was agreed

- Total income to be increased to £231,698 due to Saturday market income. Additionally, there has been a receipt of £ 4,739 Community Infrastructure Levy.
- It was unanimously **RESOLVED** that the new booking system for the Market Hall and Gannon Rooms to be purchased by the Town Council. The budget for Rialtus to remain at £2,500
- It was agreed to reduce the number of newsletters to three per annum.

Signed _____ Date _____

In conclusion, budgeted expenditure would be reduced by £22,976, and transfers from reserves reduced by £21,000, which would eliminate the deficit projected in the original budget.

Full details of the changes are shown in Appendix 3.

It was unanimously **RESOLVED** to recommend the reforecast budget for 2022/23 to Full Council, with the few amendments identified.

Market Hall

- b) The Trial Balance and Income and Expenditure Phased Budget for August 2022 for the Market Hall was noted.

35/22R Financial Regulations

The Clerk and Cllr. Smith had not had the opportunity to discuss this further and it was deferred to the next meeting.

36/22R New Policies

It was unanimously RESOLVED to recommend a Complaints Procedure, incorporating the small change, to the Full Council.

It was unanimously RESOLVED to recommend a Vexatious Correspondence and Contact Policy to the Full Council.

37/22R Scouts Hut Lease

The Council and the Scouts have had a lease agreement for some land on the Memorial Field since 1978 however, it does not appear to have been renewed since 2012 and no signed copy can be found by either the Scouts or the Council. It was agreed that this needs to be regularised. Cllr. Smith recommended that it should be a licence, not a lease and that it should be for a period of 5 years on a peppercorn rent. It was agreed that Cllr. Smith should pursue this with the Assistant Town Clerk and report back to the next Resources committee meeting. **NOTED**

38/22R It was unanimously RESOLVED to exclude the public under the Public Bodies (admission to meetings) Act 1960 .

The Clerk clarified the new staff arrangements and salaries.

Meeting finished 13. 40
Karen Forster Clerk/RFO

Signed _____ Date _____

SAXMUNDHAM TOWN COUNCIL - AUGUST 2022					
	01/08/2022	Balance Brought Forward	£148,803.52		
Payments for Approval					
Invoice Date	Supplier	Description	Gross	VAT	Net
09/07/2022	Genesis (Diane Manson)	750 Event - Willow Workshop	£200.00	£0.00	£200.00
21/07/2022	IP17 GNS	750 Event - Items Purchased	£496.00	£0.00	£496.00
11/07/2022	MJ Training	750 Event - First Aid Cover	£384.00	£64.00	£320.00
01/08/2022	Finnian Peall	Jubilee Event - Music Performance	£50.00	£0.00	£50.00
22/07/2022	Rebecca Walker	750 Event - Music Performance	£105.00	£0.00	£105.00
29/07/2022	Wild Earth Works	750 Event - Decorations	£650.00	£0.00	£650.00
31/07/2022	Suffolk Coastal Norse	750 Event - Waste Bins	£280.63	£46.77	£233.86
15/08/2022	Binder Ltd	Youth Booth - Service	£95.40	£15.90	£79.50
15/08/2022	Suffolk Association of Local Councils	Councillor Training	£686.40	£114.40	£572.00
			£2,947.43	£241.07	£2,706.36
Approved Payments					
Invoice Date	Supplier	Description	Gross	VAT	Net
03/08/2022	HS Walsh & Sons Ltd	Market Hall Clock - 50% Deposit	£775.20	£129.20	£646.00
30/06/2022	Saxmundham Mingle Social Club	Grant	£300.00	£0.00	£300.00
13/07/2022	Harbour Lights Band (R G Neal)	750 Event - Performance	£450.00	£0.00	£450.00
02/08/2022	Amy Rayner	750 Event - Planting	£51.34	£8.56	£42.78
02/07/2022	Everflow	Water	£58.37	£0.00	£58.37
02/08/2022	Smartest Energy	Gas	£43.33	£2.06	£41.27
13/08/2022	BT	Telephone/Broadband	£179.57	£29.93	£149.64
14/08/2022	BT	Mobile	£33.32	£5.55	£27.77
31/07/2022	Nest	Pensions	£470.78	£0.00	£470.78
01/08/2022	Coastal Fire Ltd	Fire Extinguisher Service	£152.40	£25.40	£127.00
03/08/2022	H G Crisp (Whites of East Anglia)	Stationery	£42.04	£7.01	£35.03
03/08/2022	Viking	Stationery	£18.32	£3.05	£15.27
02/08/2022	Viking	Cleaning Materials	£59.10	£9.85	£49.25
02/08/2022	Herring Bone Design Ltd	Website Amendments	£60.00	£0.00	£60.00
11/08/2022	Designfolk	Website Support	£270.00	£0.00	£270.00
20/08/2022	Red Dune Ltd	IT Support	£253.80	£42.30	£211.50
31/07/2022	Suffolk Coastal Norse	Grass Cutting - Chantry Road	£244.04	£40.67	£203.37
29/06/2022	Suffolk Association of Local Councils	Underpayment - July 2022	£0.02	£0.00	£0.02
25/02/2022	Siemens	Lease Rental	£228.02	£38.00	£190.02
25/02/2022	Siemens	Maintenance Charge	£96.60	£16.10	£80.50
25/02/2022	Siemens	Asset Protection Charge	£32.78	£5.46	£27.32
25/02/2022	Siemens	Annual Service Fee	£48.00	£8.00	£40.00
12/08/2022	Salary 1	Salary 1	£1,031.87	£0.00	£1,031.87
12/08/2022	Salary 2	Salary 2	£491.75	£0.00	£491.75
12/08/2022	Salary 3	Salary 3	£453.31	£0.00	£453.31
12/08/2022	Salary 4	Salary 4	£280.28	£0.00	£280.28
12/08/2022	Salary 5	Salary 5	£362.69	£0.00	£362.69
13/08/2022	Salary 6	Salary 6	£3,300.00	£0.00	£3,300.00
13/08/2022	Karen Forster	Mileage	£105.30	£0.00	£105.30
01/08/2022	Judy Chesterfield	Cleaning	£84.00	£0.00	£84.00
01/08/2022	Judy Chesterfield	Cleaning	£55.25	£0.00	£55.25
05/09/2022	HMRC	PAYE - Month 4	£741.60	£0.00	£741.60
			£10,773.08	£371.14	£10,401.94
Receipts					
Received	Payer	Description	Amount		
11/08/2022	Suffolk County Council	750 Event - Traffic Management Costs	£1,192.32		
08/08/2022	Stall Holder	Saturday Markets	£195.68		
			£1,388.00		
	31/08/2022	Balance Carried Forward	£136,471.01		

Signed _____ Date _____

MARKET HALL - AUGUST 2022

	01/08/2022	Balance Brought Forward	£14,076.66		
Approved Payments					
Invoice Date	Supplier	Description	Gross	VAT	Net
20/07/2022	Viking	Kitchen Supplies	£47.34	£7.89	£39.45
01/08/2022	Judy Chesterfield	Cleaning	£81.00	£0.00	£81.00
03/08/2022	Smartest Energy	Electricity	£284.00	£13.52	£270.48
18/07/2022	E-On	Gas - Final Invoice	£229.52	£10.93	£218.59
11/08/2022	Anglian Security and Fire Ltd	Replace Emergency Lights	£246.00	£41.00	£205.00
			£887.86	£73.34	£814.52
Receipts					
Received	Payer	Description	Amount		
03/08/2022	Everflow	Refund of Water Charges - St John's Road	£328.53		
			£328.53		
Debtors					
	MH153 - Britten Pears Arts:	Hall Hire	£120.00		
	MH166 - Line Dancing/Gather and Grow/Funky Fridays	Hall Hire	£725.00		
			£845.00		

Signed _____ Date _____

Appendix 3

Reforecast Changes to the Budget

Change to Budget Heading	Precept	Reserves/CIL	Total
Increase Utility Costs	£ 1,694	£ -	£ 1,694
Increase to Printing & Stationery	£ 442	£ -	£ 442
Decrease Subscriptions	-£ 500		-£ 500
Decrease Insurance as fully paid	-£ 1,112	£ -	-£ 1,112
Decrease Newsletter & Publicity by only having 3 newsletters	-£ 500	£ -	-£ 500
Decrease to Town & Business Promotion	-£ 1,000		-£ 1,000
Decrease to Other Events as 750 & jubilee are now complete	-£ 1,500		-£ 1,500
Decrease to Youth Activities as over budgeted	-£ 1,500		-£ 1,500
Decrease to Saxmundham in Bloom as costs of Baskets already paid.	-£ 2,500		-£ 2,500
Decrease to Grounds Maintenance as less required than budgeted	-£ 2,000		-£ 2,000
Fromus Square & Walkways to be moved to next year	-£ 2,500	-£ 15,000	-£ 17,500
Environment & Climate actions to be moved to next year as a single project	-£ 3,000	-£ 6,000	-£ 9,000
Memorial Field - expected to come under budget	-£ 3,000	£ -	-£ 3,000
Street Furniture - new benches provided by Community Partnership	-£ 5,000	£ -	-£ 5,000
Market Development - duplicate entry	-£ 2,000		-£ 2,000
Increase of donations to MH & GR for utility cost	£ 1,000		£ 1,000
	-£ 22,976	-£ 21,000	-£ 43,976
Original Precept Budget	£ 254,620		
New Precept Budget	£ 231,644		
Expected Income	£ 236,427		

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 4pm on 20th July 2022 in the Town House.

Councillors:

Cllr John Fisher (Chair) Cllr Benjamin Gulliford
Cllr Nigel Hiley Cllr Tim Lock

Also Present: Jenny Morcom (Assistant Town Clerk (ATC)).

22/22PD Apologies for absence

There were no apologies for absence.

23/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

24/22PD Minutes of the meeting held 26th May 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 21st April 2022.

The Chair signed the minutes.

25/22PD Open Forum

No members of the public had joined the meeting.

26/22PD Planning Applications

DC/22/2683/TCA	11 Fairfield Place, IP17 1FH	Re pollard group of limes
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The Committee **RESOLVED** that there were no objections to the application.

27/22PD Recent Planning Decisions.

The Committee noted the East Suffolk Council Decisions attached as appendix A

28/22PD **To note the submission of the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule for public examination.**

The Committee noted the following:

- A CIL levy of £90/100m² is proposed for the Garden Neighbourhood Strategic Site¹. This is the same as the 2015 CIL levy. (Since the meeting it has been discovered that with index linking had risen to £115.71/100m² by 2021)².
- Other parts of Saxmundham may fall into Zone 2 Mid higher Value Zone where a CIL levy of £200/100m² is proposed but the map is unclear.

29/22PD **The next meeting is provisionally scheduled for 24th August 2022 at 4pm in the Town House. (TBC)**

- The NALC/SALC consultation on the impact of short-term holiday lets will be an agenda item.

The meeting closed at 4.35 p.m.

¹ East Suffolk Council, (2021) East Suffolk Community Infrastructure Levy Draft Charging Schedule, [East Suffolk CIL Charging Schedule » East Suffolk Council](#)

² Suffolk Coastal District Council, (2015) Community Infrastructure Levy Charging Schedule, [CIL rates in the former Suffolk Coastal area » East Suffolk Council](#)

Signed _____ Date _____

Appendix A: Recent Decisions by East Suffolk Council

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/22/1633/TCA	28 April 2022	20 May 2022	8 Southwood Close, IP17 1EN	Gleditsia tricanthos: Honey Locust: Remove eastern lowest lateral limb (Second Order) back to collar of 1st order branch. This is due to repeat contact damage by bin lorries	P and D 4 May 22 – meeting cancelled – agreed by email no objections. 11 May 2022: STC has no objections to this application.	No objections
DC/22/1701/TCA	5 May 22	26 May 22	Hope Cottage, 14 North Entrance, IP17 1AU	Trimming an Oak Tree	P and D 25 or 26 May 26 May: STC supports the application as the tree will be replaced with native species	No objections
DC/22/1382/FUL	6 May	27 May 22	27 Gilbert Rd, IP17 1FE	Retrospective app for retention of raised fence 2.55 m to retain privacy of garden	P and D 25 or 26 May 26 /may: STC supports the application - the fence in the picture appears to be only 6 feet high - however.	Permitted
DC/22/1791/TCA	12 May 22	6 June 22	31 High St, IP17 1AF	Fell 2 leylandii and 1 maple	P and D 26 May 26 May: STC supports this application	No objections
DC/22/1802/FUL and DC/22/1803/LBC	12 May 2022	6 June 2022	29 High St, IP17 1AF	Internal alterations to improve toilet provision and reinstatement of original arched frontage to the High St.	P and D 26 May 26 May: STC does not feel it can comment on its own application	Permitted

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 4pm on 11th August 2022 in the Town House.

Councillors:

Cllr John Fisher (Chair) Cllr Tim Lock
Cllr Nigel Hiley Cllr John Findlay
Cllr Di Eastman Cllr John Findlay

Also Present: Jenny Morcom (Assistant Town Clerk (ATC)).
Mr Ashley Beale, Landlord of the Bell.
Mr John Edward, Architect.

30/22PD Apologies for absence

Apologies were received and accepted from Cllr Benjamin Gulliford is at work.

31/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

32/22PD Minutes of the meeting held 20th July 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 20th July 2022

The Chair signed the minutes.

33/22PD Open Forum

Mr Beale and Mr Edward described the work to be undertaken at the Bell hotel and answered questions from the Committee members. The size will be increased, and accessibility improved. Hopefully, the Bell will re-open in November/December.

There was also some discussion of how to manage the bins which are currently on the public highway. The Bell is applying for a wedding licence.

34/22PD Planning Applications

DC/22/2487/FUL DC/22/2488/LBC	The Bell Hotel 31 High St, IP17 1AF	Alterations to improve accessibility, refurbish dilapidated structure and improve lettable rooms including new fire exit to rear
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The Committee **RESOLVED** to support the application.

A little later in the meeting concern was expressed about the bins on the public highway, however, ATC to add a note that this issue should be further addressed to the Council's positive response to the application.

DC/22/2566/FUL and DC/22/2565/ADN	20 High St, IP17 1DB	Signage above cash machine
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The Committee **RESOLVED** that it had no objections to the application.

35/22PD Recent Planning Decisions.

The Committee noted the East Suffolk Council Decisions attached as appendix A

36/22PD To consider and recommend responses to the NALC/SALC consultation on the impact of second homes.

The consultation document is a call for evidence to help the government decide whether to introduce a registration scheme for various new types of holiday accommodation. The committee felt that, at present this type of accommodation had negligible impact on Saxmundham but that it could impact on the affordability and availability of housing in the future. The document however asks for views on

Signed _____ Date _____

the impact in England as a whole. The committee felt that some sort of light touch registration scheme would be prudent.

ATC to respond on behalf of the Committee.

37/22PD To consider a request from the owners of 2 Albion St for evidence that the Town Council has no objection to their having a dropped curb.

The Planning Committee noted that the resident must make a planning application to East Suffolk Council as well as an application to Suffolk County Council's Highways Department. The Town Council's Planning Committee will then have an opportunity to comment on the planning application and its comments may be given to the County Council if necessary. It is not within the gift of the Town Council to agree a dropped curb, however.

ATC to explain the situation to the resident.

38/22PD The next meeting of the planning committee will be on 31st August at 4pm in the town House

The meeting closed at 5.15 p.m.

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach, Saxmundham, IP17 1BW**

Appendix A: Recent Decisions by East Suffolk Council

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/22/2683/TCA	12 July 2022	2 August 2022	11 Fairfield Place, IP17 1FH	Re pollard group of limes	P and D 20 July 21 July 22: The town council has no objections	No objections

Signed _____ Date _____



Saxmundham Town Council
Amenities & Services Committee

Meeting 9th August 2022 4.00pm at the Town House, Saxmundham

Councillors: Cllr. T. Lock (Chair) Cllr. D Eastman Cllr. C Hawkins Cllr. E Clark
Cllr. J Sandbach Cllr. N. Hiley

Also present: K. Forster - Clerk and RFO A. - Town Centre Co-ordinator

10/22AS Apologies for absence

There were no apologies for absence. Cllr. Sandbach was not present.

11/22AS Pecuniary/Non-Pecuniary Interests

None declared.

12/22AS Minutes of the Previous Meeting

RESOLVED: It was unanimously RESOLVED to approve the minutes of the meeting 5th July 2022.

13/22AS Open Forum

No members of the public were present.

14/22AS Memorial Field Landscape Project

To discuss a report from Amy Raynor, covering a number of items, it was agreed to discuss item f (any other items) first:

f) Other Items

- It was unanimously RESOLVED to purchase two new pots for the Market Hall frontage at a cost of £196 each.
- The contract for the watering needs to be outsourced to another company. **NOTED**
- It was unanimously RESOLVED to remove the top three tiers from the multi-tiered planter.
- It was agreed to discuss changing the dates of the Circus with Stocks on the Memorial Field so as to work within the mowing schedule.
- It was unanimously RESOLVED to ask AGA Contractors to add a new water point to be brought down from the Scout Hut to their landscaping contract, so as to enable a watering system for the new trees.
- It was noted that the Memorial Trail and the Memorial Field would be launched at the October market
- It was unanimously RESOLVED to look for individual sponsorship for the trees. Amy and the Clerk to discuss a cost which would include the tree, staking and a small memorial plaque.

a) Contractor

- AGA have been appointed the Contractor for the landscaping work and will have an initial site visit on 19th August. Cllrs. Lock and Eastman to attend.
- Cllr. Reynolds to distribute a letter to local residents to explain what is happening.
- The Clerk has written a notice board for the contractors to display
- The plans should be added to the website.

b) Notice Boards

After discussion it was agreed to go with a lectern style notice board to display information about the history of the Memorial Field and a 2 bay (4 A4 each) notice board for general information in black or dark



Saxmundham Town Council
Amenities & Services Committee

green. It was unanimously **RESOLVED** that the Clerk is authorised in conjunction with the Chair of the Committee to place the order.

c) Plinth

The plinth is underway. The source of the original words is unknown, despite searches.

d) Gates

Cllr. Lock to chase the quotation

e) Planting Plan

The Clerk is meeting F. Whyte to confirm the planting plan

15/22AS Talking Benches

No progress.

16/22AS Additional Christmas Tree Holder

It was unanimously **RESOLVED** to purchase the missing Christmas tree holders for the Indian Restaurant.

17/22AS Speeding

a) Speed Camera

It was unanimously **RESOLVED** to replace the speed camera on the Rendham Road as it was on the site of a previous accident and was petitioned for by the residents.

b) Speedwatch

Cllr. Clark volunteered to co-ordinate the volunteers for the Speed Watch.

c) Speed Monitoring

The Clerk was requested to organise further speed monitoring on the other entrances to the town, following the results of the South Entrance.

The meeting closed at 5.20 pm.

K. Forster

Clerk

Saxmundham Town Council.



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting 1st August 2022
2 pm at the Town House

Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

Also Present: Karen Forster (Town Clerk) and Jess Palmer (JP) (Town Centre Co-ordinator)

01/22EC The Clerk opened the meeting to ask for nominations for the position of Chair of the Events and Communications Committee. **It was unanimously RESOLVED to appoint Cllr. James Sandbach as the Chair of the committee.**

02/22EC The Chair asked for nominations for the position of Vice-Chair of the committee. **It was unanimously RESOLVED to appoint Cllr. Benjamin Gulliford as the Vice-Chair of the committee.**

03/22EC **Apologies for Absence.**
Cllr. Gulliford sent apologies due to illness.

04/22EC **Declarations of Interest**
None declared

05/22EC **Open Forum**
There were no members of the public present.

06/22EC **Minutes of the Previous Meeting**
The dates of planned events were discussed and agreed.

- Memorial Field Opening – possible date 12th November but the Clerk to discuss with the British Legion. **NOTED** (please note – following discussions the date has been set as 5th November at 2.00)
- Memorial Trail - 8th October where it will be promoted at the Market in the Market Hall.
- Remembrance Day - 13th November. This year the United Reformed Church will be organising it. A road closure needs to be organised after the Clerk agrees the route with the Church and the British Legion.
- Christmas Fayre – Friday 2nd December. There will be a need for a road closure – JP to establish whether the Market Place shop owners want the Market Place to be included. The evening will be based on last years with two performance areas, Santa's grotto, children's activities, a band and roaming performers as well as a choir.

07/22EC **Future Events**

- a) JP suggested that smaller events in different areas of Saxmundham should be planned. This could include items such as picnic in the park, busking, skate-jam, Duck races, walking groups.
- b) It was recommended that the Council ties in with the October opening of the Bell Inn. **NOTED**
- c) The Clerk was asked to invite three members of the public to join this committee. **NOTED**
- d) It was agreed that there should be a next meeting of this committee in early September. **NOTED**

Signed _____ Date _____

08/22EC Saturday Market

JP stated that they were successful and currently based on a theme. It was agreed that the Themes should be continued.

JP asked if the market should take place in January through March in 2023. **It was unanimously RESOLVED that the markets should not take place in January or February but should restart in March.**

09/22EC Town Guide

Cllr. Eastman volunteered to write an article for the new town guide which is due to be published in the autumn.

10/22EC Publicity

The Clerk and JP are to put an article together on what publicity and media is currently used and what alternatives could be used. It is recognised that the websites need more regular updating and need to be reviewed.

Cllr. Eastman, as Chair of the Council, writes an article every month for the Saxnews. It was agreed that this should be attached to the website.

A newsletter was discussed with a plan to issue one in November on a digital platform. To be discussed at the next meeting.

Meeting finished at 15.22

K. Forster

Interim Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held at 6.00pm on 13th July 2022 in the Town House.

Members of the Committee

Cllr Jeremy Smith (chair)	Cllr. J Sandbach	Cllr Tim Lock
Cllr Di Eastman	Cllr. C Hawkins	R. Hoare
Cllr. Fisher	C. Cecil	

Also present K. Forster (Clerk)

- 13/22MHC Apologies for absence:**
There were no apologies for absence. The Chair explained that at the last Full Council meeting, Cllr. Findlay stepped down from this committee and Cllr. Fisher was appointed however, it was too short a time to make arrangements to attend.
- 14/22MHC Pecuniary and non-pecuniary interests**
None were declared
- 04/22MHC Minutes of the previous meeting.**
The Committee resolved that the minutes of the meeting held 18th May 2022 were accurate and approved them.
- 05/22MHC Finance report:**
- a) **Year-end report for 2021-22**
The year end report for 2021/22 was passed on to the non-council members. It was noted that the general reserves balance for the Market Hall had increased from £9,232 to £ 15,622.
- b) **Financial report for June 2022.**
The trial balance and YTD budget report were noted. The current bank balance for the Market Hall, as at end of June, is £12,135.76. The Clerk stated that there was also a balance of approximately £3300 VAT repayment to be credited to the account.
- c) **Payments and Receipts**
The payments and receipts for the Market Hall were noted.
- 06/22MHC Clerk's update on operational matters.**
The Clerk's report is appendix a.
Items to arise from this are:
- It was noted that the Wedding Licence is for 3 years. The Chair asked if this could be reflected in the accounts. **NOTED**
 - The catering table is still under discussion. Clerk to arrange discussion with B. Peall and T. Lock. **NOTED**
 - The Chair asked for information as to why the gas servicers believe the gas cooker to be commercial. **NOTED**
 - The Clerk reported that the clock is due the following week. She will ask for fixing instructions from the supplier and arrange for it to be installed.
 - There is no plan to purchase an urn.
 - The large ladder needs to be safely stored. Cllr. Lock proposed folding back hinges to the brackets. He will investigate further.

Signed

Date

07/22MHC Emergency Fire Doors.

Following a recommendation from the H & S consultants, the Assistant Town Clerk had received a quotation from a company regarding the number and servicing of the fire doors. After discussion, it was agreed to approach the Fire Brigade for advice and Cllr. Lock will investigate the issue further.

08/22MHC Market Hall Improvements (Phase 3)

The Chair reported that the planning permission had been granted. Tim Buxbaum will be asked to quote to provide the specification as he has extensive knowledge of the building and the proposals. **NOTED**

09/22MHC Bookings 2022 to date

The Clerk did not have any specific information currently, other than as shown on financial reports. There are some regular bookings, but the hall is only being used to 33% of its capacity and she feels it should be at least 75%.

10/22MHC Arrangements regarding special rates for specific users.

Brittan Pears and the Library had previously been allowed to use the hall for free and had asked for this to be continued. However, it was felt that this could cause problems with other users who pay their full rate. **It was unanimously RESOLVED that all users of the hall will pay the applicable rates as of September 1st, 2022, and that there will be no special arrangements in future.** The Clerk was asked to let Brittan Pears and the Library know that if there was a specific need, then they could apply to the Council for a grant.

11/22MHC External Repairs and Maintenance

- a) The work to maintain the Window at the side of the building was agreed at the Full Council meeting.
- b) The Clerk was asked to arrange for the painting of the front windows and door.
- c) It was noted that the pointing will need attention within the next 2 years.

12/22MHC Staff

The Chair and other members felt that there was a need for a caretaker and a cleaner. There is also a need for someone to undertake the marketing of the building so as to generate future income and achieve a higher usage. It was suggested that this cost could be shared with the Gannon Rooms if appropriate.

The Clerk is currently looking at the Staffing requirements across the Council and will provide a rough-cost based recommendation on the staff/people required at the next meeting

13/22MHC Developing the Market Hall as a venue

Cllr. Eastman suggested contacting local colleges to see if they were running event management courses and could provide volunteers to assist. **NOTED**

R. Hoare will meet the Clerk to suggest ideas for future events. **It was unanimously RESOLVED that the Clerk has the authority to work on instructions to from Rosie regarding future events.**

This item to be included again at the next meeting.

Next meeting Wednesday 21st September 10.30 am

K. Forster

Interim Clerk/ RFO Saxmundham Town Council

Signed

Date

Appendix a.

Item 5 Clerks Report

Update on items from the previous meeting:

03/22 items

- a) Urn - Still open
- b) Trolley - Complete
- c) Catering Table - Options have been looked at. Tim Lock
- d) Dishwasher - Outstanding
- e) Fridge - Complete
- f) Gas Oven - ATC is working on this

06/22

- a) Fire Drill - Complete
- b) Clock - Outstanding
- c) Large Ladder - Outstanding

10/22

- a. Wedding Licence - complete and we have been invoiced
- b. Arts Station - There is no money being passed to the Arts Station.

Signed

Date

Leader's monthly bulletin – September 2022

Welcome to the September edition of my monthly bulletin, aimed at keeping Councillors up to date on the main news stories from East Suffolk and, where possible, giving you a heads up on issues which are emerging.

Regards,
Steve

Steve Gallant
Leader of East Suffolk Council

Helping East Suffolk ease the squeeze on cost of living



As the UK continues to face a cost-of-living crisis, households are seeing huge increases in their outgoings.

As we head into the colder months, East Suffolk Council has a responsibility to help residents find the support they need.

That is why we have launched Ease the Squeeze – a comprehensive scheme which helps connect those needing help to those helping. We are working closely with key partners on a number of local schemes, while also directing people to other available support and services.

All the information, including practical support, funding and advice, has been gathered on our website, at www.eastsuffolk.gov.uk/squeeze. This page is continuously being updated as more schemes, services and support becomes available, so please share this with others.

We will also be running a social media campaign to raise awareness of the website.

Customer Services, Communities and Housing are working closely together to provide a wide range of support and advice. Nicole Rickard, Head of Communities, will host live online information sessions about Ease the Squeeze, on Teams, from 11.30am-12.30pm on Tuesday 6 September and from 4pm-5pm Wednesday 14 September. Email Joanna.jonas@eastsuffolk.gov.uk to book a spot.

£24.9million regeneration programme given final go-ahead for Lowestoft

A £24.9m programme to transform Lowestoft has received final Government approval, enabling work to progress on five major regeneration projects.

In 2019, Lowestoft was one of 100 towns invited by the Department for Levelling Up to develop a bid for up to £25m of the £3.6bn Towns Fund.



The Lowestoft Town Investment Plan, developed alongside the Lowestoft Place Board, setting out the ambitions, opportunities and challenges of the next 10 years, was submitted to the Government in 2020 as the basis of a £24.9m application, focusing on five projects:

The Station Quarter: Full restoration of the former Post Office and front of Lowestoft railway station building.

The Cultural Quarter: Improvements to the Marina Theatre, redevelopment of the East Suffolk Council's current Customer Services Centre to provide a new cultural facility, and redevelopment of the former Battery Green multi-storey car park to provide a new leisure offer.

The Historic Quarter: Redevelopment and refurbishment of the Town Hall, along with enhancing the historic 'Scores'.

The Seafront Vision: Redevelopment of Royal Plain, including the Royal Plain fountains, Royal Green and associated public realm to complement the recently refurbished East Point Pavilion.

The Port Gateway project: Supporting development of the Lowestoft Eastern Energy Facility (LEEF) to secure Lowestoft's future as an Operations and Maintenance hub for the offshore renewables sector. Full funding was provisionally secured in March 2021 before detailed businesses cases were submitted for each of the five projects in March 2022.

Businesses and visitors will be able to view proposed designs and learn more about each project in the coming months, with all five projects having now received final approval and due for completion by March 2026.

Free Wi-Fi programme expands to another two East Suffolk towns



Free-to-use public Wi-Fi has now been launched in Southwold and Woodbridge following recent launches in Felixstowe and Lowestoft and as part of a range of exciting digital projects.

To support local towns and businesses, East Suffolk Council is delivering a range of digital projects which aim to strengthen the local economy and improve connectivity within the district's market towns.

One of these projects is the East Suffolk Digital Towns programme, which will digitally transform market towns through the installation of free public Wi-Fi, digital footfall counters and town marketing platforms alongside a business support programme. It was initially piloted in Framlingham in 2019.

Supported by funding from the Getting Building Fund and New Anglia Local Enterprise Partnership's Innovative Projects fund, this new technology will be combined with bespoke business support, helping local businesses and the towns in which they are based, to grow.

New technology will enable the Council to understand the number of visitors to the towns, the busiest periods, the average time people spend in the town centre and much more. This will enable the council's Economic Development team to provide tailored support for local businesses and provide data-based evidence to support other ongoing projects.

We are also working in partnership with an interactive walking app provider, Go Jauntly, to develop outdoor adventures across all of East Suffolk's principal 12 towns and villages.

Following these latest launches, East Suffolk Free Wi-Fi is provisionally scheduled to be available in Beccles, Bungay, Halesworth, Aldeburgh, Leiston and Saxmundham by October.

Holiday accommodation owner fined for environmental breaches

A business owner has been ordered to pay £5,160 in fines and court costs for failing to properly dispose of rubbish at premises near Halesworth. Richard Boddy admitted two counts of failing to comply with requirements imposed under section 47 of the Environmental Protection Act, between 7 June and 28 September 2021.

The holiday accommodation owner failed to provide suitably sized bins for the waste produced at Holly Tree Farm Barns, in Cratfield, allowing rubbish to collect around the bin compound.



Mr Boddy was issued a section 47 notice by East Suffolk Council in October 2020 following a number of complaints concerning overflowing bins and excessive waste – in some cases attracting wild animals – at the Cratfield holiday let site.

The notice directed that all waste products be placed in receptacles of a suitable size and type; that no waste be left on the ground around the bin compound or on the public highway, and that a trade contract for regular removal of waste be arranged.

However, during subsequent site visits, conducted in June and July 2021, a waste management officer discovered loose litter and black refuse bags full of rubbish on the ground around overflowing bins.

Appointment aims to further embed good design into future developments



A new role has been created within the Planning team to ensure high-quality design is at the forefront of new developments in East Suffolk.

East Suffolk Council is believed to be one of the first local authorities in the country to appoint a Design Champion. Urban designer and landscape architect, Chris King is experienced at promoting design quality in place-making.

The Design Champion role heads up the newly created Specialist Services team, which comprises highly skilled landscape, heritage, design, and ecology experts.

The creation of the Design Champion role also aligns closely with the national planning agenda, with recent and anticipated future changes to national planning policy placing an increased emphasis on achieving high quality design in new development.

Festival-style market to take place in Halesworth in September

The 'Heart of Halesworth' market on Saturday 3 September (10am – 2pm) promises to be a family-orientated, celebratory event.

Stretching along The Thoroughfare to the Market Place, the event will include live music and dance, street performers and a town trail, as well as family activities, celebrating Halesworth's truly independent high street. Heart of Halesworth follows the successful markets in Saxmundham, Beccles, Leiston and Lowestoft earlier this year as part of the Market Place project run by First Light Festival Community Interest Company, funded through East Suffolk Council and the Suffolk Growth Partnership.



First Light also delivered a consultancy package of support to another four East Suffolk towns on best practice for event development. Bungay, Felixstowe, Framlingham and Lowestoft all received a masterclass on place-making with director and co-founder, Wayne Hemingway.

Books and beach days – community benefitting from Eastern Edge



Local residents and visitors have been enjoying the striking new Eastern Edge beach huts on Lowestoft's South Beach – and community groups are also getting involved.

Organisations are able to hire one of the huts for a community event or special get-together, with some huts able to be linked together, by arrangement, for groups needing a larger accessible space.

Disability Advice North East Suffolk recently held a beach day at one of the accessible Eastern Edge huts – another of which was sponsored by Southwold-based Adnams and made available to local residents through the company's Community Heroes project, which acknowledged individuals and organisations that made a difference in their communities during the pandemic.

As part of the Adnams sponsorship, Suffolk Libraries held a week of free events in a pop-up beach library, including a children's book giveaway, colouring and storytelling.

Community celebrates opening of redesigned and modernised play area



An updated and improved play area has reopened to the local community that helped shape its new design.

Among many new features, the play area in Purdis Farm now includes seating and sculpture based on clay models handcrafted by local youngsters.

Funded through East Suffolk Council's Outdoor Playing Space Fund, the redevelopment of the Murrills Park play area has been a community effort from as early as its inception.

In the summer of 2020, East Suffolk Council consulted residents of Purdis Farm for their views on how to spend available funds for 'sports and active play' from the Outdoor Playing Space Fund for Parishes. The responses helped to create a tender – awarded to successful Groundwork East, ahead of a series of community events year to give residents an opportunity to see the new designs feedback.

Youngsters cast clay models which provided inspiration for bunny seating and the moon-gazing hare sculpture that now markers around the park – indicating an existing walking information boards about the area.

The park also now boasts a new accessible roundabout, part county councillor Patti Mulcahy, along with a new circular wobble sheep, and five new pieces of outdoor gym equipment.



bidder,
earlier this
and offer

the hare and
serve as way
route and

funded by
group swing, a

Surveys and consultations

As always, we want to encourage participation in surveys and consultations, as feedback from people in East Suffolk is invaluable and helps us ensure we're making the right decisions for our communities.

- Saxmundham Neighbourhood Plan**
 Representations are invited ahead of Saxmundham's Neighbourhood Plan being submitted for independent examination. Representations must be received by 5pm on Friday 2 September.
- Shadingfield, Sotterley, Willingham and Ellough Neighbourhood Plan**
 Representations are invited ahead of Saxmundham's Neighbourhood Plan being submitted for independent examination. Representations must be received 5pm on Wednesday 7 September.
- Lowestoft Railway Station refreshments building public consultation**
 Proposals for the redevelopment of a derelict part of the station building, detailed within the Lowestoft Town Investment Plan. Open until Friday 9 September.

Staying up to date on the latest East Suffolk news

The Communications Team shares all media coverage on SharePoint, so you can easily stay up to date on all media stories relevant to East Suffolk Council, whether on local, regional or national news outlets, tv, radio, print or online.

Access these at any time at

<https://eastsuffolk.gov.uk/sharepoint.com/sites/Communications/Lists/Media%20coverage/AllItems.aspx>

If you have any questions or need any help with this service, you can email the team on communications@eastsuffolk.gov.uk



Don't forget to share your own news!

We do a lot of great work in East Suffolk and we want everyone to know! I would therefore like to encourage all Councillors to share their own good news stories with the Communications Team so they can help showcase some of this work, whether this is from projects funded through your Enabling Communities Budget or supporting an initiative which will benefit our local communities.

You can email the team on communications@eastsuffolk.gov.uk

Social media

We keep our communities up to date in a variety of ways and social media has an important role to play. Please follow us and share our posts with your audiences!

Facebook: www.facebook.com/eastsuffolkcouncil

Twitter: <https://twitter.com/EastSuffolk>

Diary dates

- 5th September at 4pm – Community Partnership Board (The Conference Room, Riverside, Lowestoft)
- 6th September at 6.30pm – Cabinet (Deben Conference Room, East Suffolk House)
- 12th September at 6.30pm – Audit and Governance Committee (Deben Conference Room, East Suffolk House)
- 13th September at 2pm – Planning Committee North (Conference Room, Riverside)
- 19th September at 6pm – Beccles, Bungay, Halesworth and villages Community Partnership (TBC)
- 19th September at 6pm – Carlton Colville, Kessingland, Southwold and villages Community Partnership (Stella Peskett Millennium Hall, Southwold)
- 20th September at 11am – Anglia Revenues and Benefits Partnership Joint Committee (Level 5 Meeting Room, Breckland House)
- 21st September at 6pm – Lowestoft and northern parishes Community Partnership (Lound Plant Centre, Lowestoft)
- 22nd September at 4pm – Southwold Harbour Management Committee (Stella Peskett Millennium Hall, Southwold)
- 22nd September at 6pm – Melton, Woodbridge and Deben Peninsula Community Partnership (Deben Conference Room, East Suffolk House)
- 26th September at 2pm – Licensing Sub-Committee (Deben Conference Room, East Suffolk House)
- 27th September at 2pm – Planning Committee South (Deben Conference Room, East Suffolk House)
- 28th September at 6.30pm – Full Council (Deben Conference Room, East Suffolk House)
- 29th September at 6.30pm – Scrutiny Committee (Conference Room, Riverside)
- 30th September at 10am – Felixstowe Peninsula Community Partnership (The Hadwen Room, Felixstowe Library)

SAXMUNDHAM TOWN COUNCIL - AUGUST 2022		
	01/08/2022	Balance Brought Forward
Payments for Approval		
Invoice Date	Supplier	Description
09/07/2022	Genesis (Diane Manson)	750 Event - Willow Workshop
21/07/2022	IP17 GNS	750 Event - Items Purchased
11/07/2022	MJ Training	750 Event - First Aid Cover
01/08/2022	Finnian Peall	Jubilee Event - Music Performance
22/07/2022	Rebecca Walker	750 Event - Music Performance
29/07/2022	Wild Earth Works	750 Event - Decorations
31/07/2022	Suffolk Coastal Norse	750 Event - Waste Bins
15/08/2022	Binder Ltd	Youth Booth - Service
15/08/2022	Suffolk Association of Local Councils	Councillor Training
Approved Payments		
Invoice Date	Supplier	Description
03/08/2022	HS Walsh & Sons Ltd	Market Hall Clock - 50% Depreciation
30/06/2022	Saxmundham Mingle Social Club	Grant
13/07/2022	Harbour Lights Band (R G Neal)	750 Event - Performance
02/08/2022	Amy Rayner	750 Event - Planting
02/07/2022	Everflow	Water
02/08/2022	Smartest Energy	Gas
13/08/2022	BT	Telephone/Broadband
14/08/2022	BT	Mobile
31/07/2022	Nest	Pensions
01/08/2022	Coastal Fire Ltd	Fire Extinguisher Service
03/08/2022	H G Crisp (Whites of East Anglia)	Stationery
03/08/2022	Viking	Stationery
02/08/2022	Viking	Cleaning Materials
02/08/2022	Herring Bone Design Ltd	Website Amendments
11/08/2022	Designfolk	Website Support
20/08/2022	Red Dune Ltd	IT Support
31/07/2022	Suffolk Coastal Norse	Grass Cutting - Chantry Road
29/06/2022	Suffolk Association of Local Councils	Underpayment - July 2022
25/02/2022	Siemens	Lease Rental
25/02/2022	Siemens	Maintenance Charge
25/02/2022	Siemens	Asset Protection Charge
25/02/2022	Siemens	Annual Service Fee
12/08/2022	Salary 1	Salary 1
12/08/2022	Salary 2	Salary 2
12/08/2022	Salary 3	Salary 3
12/08/2022	Salary 4	Salary 4
12/08/2022	Salary 5	Salary 5
13/08/2022	Salary 6	Salary 6

13/08/2022	Karen Forster	Mileage
01/08/2022	Judy Chesterfield	Cleaning
01/08/2022	Judy Chesterfield	Cleaning
05/09/2022	HMRC	PAYE - Month 4
<u>Receipts</u>		
Received	Payer	Description
11/08/2022	Suffolk County Council	750 Event - Traffic Manager
08/08/2022	Stall Holder	Saturday Markets
	31/08/2022	Balance Carried For

Forward	£148,803.52		
	Gross	VAT	Net
p	£200.00	£0.00	£200.00
l	£496.00	£0.00	£496.00
	£384.00	£64.00	£320.00
mance	£50.00	£0.00	£50.00
nce	£105.00	£0.00	£105.00
	£650.00	£0.00	£650.00
	£280.63	£46.77	£233.86
	£95.40	£15.90	£79.50
	£686.40	£114.40	£572.00
	£2,947.43	£241.07	£2,706.36
	Gross	VAT	Net
posit	£775.20	£129.20	£646.00
	£300.00	£0.00	£300.00
	£450.00	£0.00	£450.00
	£51.34	£8.56	£42.78
	£58.37	£0.00	£58.37
	£43.33	£2.06	£41.27
	£179.57	£29.93	£149.64
	£33.32	£5.55	£27.77
	£470.78	£0.00	£470.78
	£152.40	£25.40	£127.00
	£42.04	£7.01	£35.03
	£18.32	£3.05	£15.27
	£59.10	£9.85	£49.25
	£60.00	£0.00	£60.00
	£270.00	£0.00	£270.00
	£253.80	£42.30	£211.50
d	£244.04	£40.67	£203.37
	£0.02	£0.00	£0.02
	£228.02	£38.00	£190.02
	£96.60	£16.10	£80.50
	£32.78	£5.46	£27.32
	£48.00	£8.00	£40.00
	£1,031.87	£0.00	£1,031.87
	£491.75	£0.00	£491.75
	£453.31	£0.00	£453.31
	£280.28	£0.00	£280.28
	£362.69	£0.00	£362.69
	£3,300.00	£0.00	£3,300.00

	£105.30	£0.00	£105.30
	£84.00	£0.00	£84.00
	£55.25	£0.00	£55.25
	£741.60	£0.00	£741.60
	£10,773.08	£371.14	£10,401.94
	Amount		
rent Costs	£1,192.32		
	£195.68		
	£1,388.00		
ward	£136,471.01		

MARKET HALL - AUGUST 2022

01/08/2022 Balance Brought Forward £14,076.66

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net
20/07/2022	Viking	Kitchen Supplies	£47.34	£7.89	£39.45
01/08/2022	Judy Chesterfield	Cleaning	£81.00	£0.00	£81.00
03/08/2022	Smartest Energy	Electricity	£284.00	£13.52	£270.48
18/07/2022	E-On	Gas - Final Invoice	£229.52	£10.93	£218.59
11/08/2022	Anglian Security and Fire Ltd	Replace Emergency Lights	£246.00	£41.00	£205.00
			£887.86	£73.34	£814.52

Receipts

Received	Payer	Description	Amount
03/08/2022	Everflow	Refund of Water Charges - St John's Road	£328.53
			£328.53



Saxmundham Town Council

Procedure for Dealing with Complaints against the Council

Before processing a complaint

1. All formal complaints against the Council must be communicated in writing. A form for this purpose is available on the Council's website under the link 'Making a Complaint'.
2. The complainant must be asked at the outset to confirm if he/she wants the complaint to be treated confidentially. This is included as a question on the complaint form. It is unlikely that the complainant will waive confidentiality but, even if they do, the Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
3. Complaints should normally be sent to the Clerk to the Council, by e-mail to townclerk@saxmundham-tc.gov.uk. If the complaint concerns the Clerk then it should be addressed to the Chair of the Council.

Receipt of the complaint

4. Receipt of a complaint will be acknowledged in writing within seven days, indicating the following information:-
 - Who will be dealing with the complaint (e.g. title of member of staff, a particular committee or sub-committee)
 - The timeframe for investigating the complaint
 - Whether there will be an opportunity for the complainant to make verbal representations (and bring a friend when doing so) and when this will occur
 - The timeframe for determining the complaint
 - Whether there is an opportunity to appeal the outcome of the complaint and an explanation of the appeal process
 - Whether the complaint will be treated as confidential (most likely)
 - Confirm the next steps in the complaints procedure

Investigating the complaint

5. The Council will investigate the facts of the complaint and collate relevant evidence.
6. If the complainant is to be invited to make verbal representations they will be invited to a meeting with the Clerk (or other nominated officer) or to attend a meeting of the Committee dealing with the complaint.

Before the meeting, and within a specified period, the complainant shall provide the Clerk (or nominated officer Committee as applicable) with any new information or other evidence relevant to the complaint, and the Clerk (or nominated officer), or the Chair of the relevant Committee shall provide the complainant with new information or evidence relevant to the complaint.

Meetings with the complainant (if applicable)

7. If the complainant is invited to a meeting, the Clerk, nominated officer or chair of the committee dealing with the complaint should explain how the meeting will proceed.
8. The complainant should outline the grounds for complaint and, thereafter, questions may be asked by the Clerk (or other nominated officer), or by members if a meeting with the responsible Committee.
9. The Clerk (or other nominated officer) or the Chair of the Committee will have an opportunity to explain the Council's position and questions may be asked by the complainant.
10. The Clerk (or other nominated officer), or as the case may be, the Chairman of the relevant Committee, and then the complainant should be offered the opportunity to summarise their respective positions.
11. The complainant should be advised when a decision about the complaint is likely to be made and when it is likely to be communicated to them.



Saxmundham Town Council

Procedure for Dealing with Complaints against the Council

After the complaint has been decided

12. Within four weeks of receipt of the complaint, the Council should write to the complainant with the outcome of the complaint, to include the following:-
 - Whether it has upheld the complaint, together with reasons for the decision
 - Details of any action to be taken



Saxmundham Town Council

Abusive, Persistent or Vexatious Complaints and Complainants Policy

Introduction

1. The Council are committed to dealing with all complaints equitably, comprehensively, and in a timely manner. The Council will not normally limit the contact which complainants have with Council staff. However, the Council do not expect staff to tolerate unacceptable behaviour by complainants or any customer. Unacceptable behaviour includes behaviour which is abusive, offensive or threatening and may include:
 - Using abusive or foul language on the telephone
 - Using abusive or foul language face to face
 - Sending multiple emails
 - Leaving multiple voicemails
 - Sending multiple communications
2. The Council will take action to protect staff from such behaviour. If a complainant behaves in a way that is unreasonably persistent or vexatious, the Council will follow this policy.
3. Dealing with a complaint can be a straightforward process, but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the Council. This can happen either while their complaint is being investigated, or once the Council has finished dealing with the complaint.
4. Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
5. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
6. This policy also applies to complainants who are complaining to councillors who are acting as members of the Council.

Aim of this Policy:

7. The aim of this Policy is to contribute to our overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable. It sets out how the Council will decide which complainants will be treated as vexatious or unreasonably persistent, and what the Council will do in those circumstances. The policy is for the information of staff and Councillors, as well as complainants.

Definitions:

8. The Council has adopted the Local Government Ombudsman's (LGO) definition of "unreasonable complainant behaviour" and "unreasonable persistent complaints"
The Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder our consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

Examples of Unreasonably Persistent and/or Vexatious Behaviours:

9. This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category
 - Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
 - Refuse to specify the grounds of a complaint despite offers of assistance.



Saxmundham Town Council

Abusive, Persistent or Vexatious Complaints and Complainants Policy

- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of both.
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence (for example something that is the responsibility of another organisation).
- Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (insisting, for instance, that there must not be any written record of the complaint).
- Make what appear to be groundless complaints about the staff dealing with the complaints and seek to have them dismissed or replaced.
- Make an unreasonable number of contacts with us, by any means in relation to a specific complaint or complaints.
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (e.g. a complainant who insists on immediate responses to numerous, frequent and/or complex letters, telephone calls or emails).
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language.
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on.
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- Deny statements he or she made at an earlier stage in the complaint process.
- Electronically record meetings and conversations without the prior knowledge and consent of the other person involved.
- Adopt an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the council, but at the same time with a Member of Parliament, other councils, elected councillors of this and other councils, the council's independent auditor, the police, solicitors, and the Local Government Ombudsman.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- Make the same complaint repeatedly, perhaps with minor differences, after the complaint's procedure has been concluded, and insist that the minor differences make these 'new' complaints which should be put through the full complaint's procedure.
- Persistently approach the council through different routes about the same issue.
- Persist in seeking an outcome which the Council have explained is unrealistic for legal or policy (or other valid) reasons.
- Refuse to accept documented evidence as factual.
- Complain about or challenge an issue based on a historic and irreversible decision or incident.
- Combine some or all of these features.

Managing Unreasonably Persistent and/or Vexatious Complainants:

10. Before any action is taken, the Town Clerk will ensure that the complaint is being, or has been, investigated properly according to the Council's agreed Complaints Procedure. When a complainant begins to demonstrate behaviours such as listed above, the Town Clerk will consult with the Chair, and the Vice Chair and Chair of the Staffing Committee. The Town Clerk will provide sufficient information to them for them to determine whether the complaint fulfils the definition as shown above.



Saxmundham Town Council

Abusive, Persistent or Vexatious Complaints and Complainants Policy

11. If it is agreed that the complaint fulfils the definition the Clerk will issue a warning to the complainant about their behaviours. The Town Clerk will contact the complainant either by phone, in writing or by email to explain why this behaviour is causing concern and ask them to change this behaviour. The Town Clerk will explain the actions that the Council may take if the behaviour does not change.
12. If the disruptive behaviour continues, the Town Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact us in future will be restricted.
13. If following this letter, the behaviour continues the Town Clerk will inform the Chair and Vice Chair and Chair of the Staffing Committee. They will then determine what restrictions are to be imposed on the complainant and for how long. This will be communicated to the complainant in writing.
14. Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between 3 and 6 months but in exceptional cases may be extended. In such cases the restrictions would be reviewed on an annual basis.
15. In the event of the Chair, Vice Chair or Chair of Staffing Committee being actively involved in investigating a complaint under the Complaints Policy, the consultation and decision-making process will fall to the other members if they are not involved. If they are then the process should fall to two other committee chairs or senior members of the Council.
16. Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
 - Banning the complainant from making contact by telephone except through a third party e.g. solicitor/councillor/friend acting on their behalf.
 - Banning the complainant from sending emails to individuals and/or all Council officers and insisting they only correspond by letter.
 - Banning the complainant from using any of the Council's services.
 - Banning the complainant from accessing any Council building except by appointment.
 - Requiring contact to take place with one named member of staff only.
 - Restricting telephone calls to specified days / times / duration.
 - Requiring any personal contact to take place in the presence of an appropriate witness.
 - Letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff should be identified who will read future correspondence, this will usually be the Town Clerk)
17. When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing to explain:
 - Why the Council have taken the decision,
 - What action the Council are taking,
 - The duration of that action,
 - The review process of this policy, and
 - The Town Clerk will enclose a copy of this policy in the letter to the complainant.
18. Where a complainant continues to behave in a way which is unacceptable, the Town Clerk, in consultation with the Chair and Vice-Chair and Chair of the Staffing Committee, may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.



Saxmundham Town Council

Abusive, Persistent or Vexatious Complaints and Complainants Policy

19. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the Council will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, the Council may not give the complainant prior warning of that action.

New Complaints from Complainants who are Treated as Abusive, Vexatious or Persistent:

20. New complaints from people who have come under this Policy will be treated on their merits. The Town Clerk will decide whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. The Council do not support a "blanket policy" of ignoring genuine service requests or complaints where they are founded.
21. The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on our contact with them, will be recorded and notified to those who need to know within the Council.

Review:

22. The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Town Clerk after three months and at the end of every subsequent three months within the period during which the Policy is to apply. The complainant will be informed of the result of this review if the decision to apply this Policy to them has been changed or extended.

Record Keeping:

23. Adequate records will be retained by the Town Clerk of the details of the case and the action that has been taken. The Town Clerk will retain a record of:
- The name and address of each person who is treated as abusive, vexatious or persistent.
 - When the restriction came into force and ends.
 - What the restrictions are.
 - When the complainant and staff were advised.
 - The Town Clerk will provide an annual report giving confidential information about individuals who have been treated as vexatious/persistent as per this Policy to the Resources Committee and Staffing Sub-committee