

Saxmundham Town Council



**Members of the Resources Committee are summoned to attend a meeting on
Monday 31st October 2022 at 12.00 noon at The Town House**

AGENDA

1) Apologies for Absence

To receive and approve apologies for absence.

2) Declaration of Interests

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

3) Open Forum:

Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman.

4) Minutes

To resolve that the minutes of the meeting held on 26th September 2022 are a true and accurate record.

5) Town Council

- a) To approve the payments and note the receipts for October 2022.
- b) To note the bank balances and to approve the bank reconciliation as of 30th September 2022.
- c) To note the Trial Balance and the Income and Expenditure Report as of 31st October 2022.
- d) To receive an update on the addition of new signatories.
- e) To authorise the Town Clerk to use a debit card for expenses.

6) Market Hall

- a) To approve the payments and note the receipts for October 2022.
- b) To note the bank balances and to approve the bank reconciliation as of 30th September 2022.
- c) To note the Trial Balance and the Income and Expenditure Report as of 31st October 2022.
- d) To note the payment of a refundable deposit for boiler repairs under warranty.

7) Gannon Rooms

- a) To approve the payments and note the receipts for September and October 2022.
- b) To note the bank balances as of 19th September 2022.
- c) To approve the bank reconciliation as of 31st August 2022.
- d) To note the Trial Balance and the Income and Expenditure Report as of 31st October 2022.
- e) To receive an update on the bank accounts switch to Unity Trust.
- f) To agree further funding for the refurbishment programme.

8) Grant Applications

- a) To consider an application for £960 received from Britten Pears Art to support Participate.
- b) To consider an application for £450 from RAF Air Cadets Leiston for Duke of Edinburgh's Award equipment.
- c) To consider a request from an individual for a contribution to her charitable cause in Kenya.

9) Staff Training

To approve an increase of £600 to the staff training budget to fund CILCA training/registration for the Town Clerk and RFO.

10) Policies

- a) To agree a policy for payment of invoices for expenditure previously approved.
- b) To recommend approval to Full Council of the Risk Analysis and the Reserves Policy.
- c) To recommend approval to Full Council of amendments to the Standing Orders.

Sharon Smith, Responsible Financial Officer
26th October 2022