



Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 26th September 2022
12 noon at the Town House

Committee Members in Attendance:

Cllr. Di Eastman (Chair)
Cllr. Jeremy Smith
Cllr. Elizabeth Clark

Also Present: Sharon Smith – Committee Clerk/RFO

39/22R Apologies for Absence.

Cllr. James Sandbach
Cllr. John Findlay
Cllr. John Fisher

40/22R Declarations of Interest

None declared

41/22R Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 30th August 2022 as a true and accurate record.

42/22R Town Council

- a) **It was unanimously RESOLVED** to approve the payments for September 2022.
- b) The Committee noted the receipts for September 2022.
- c) The Committee noted the bank balance of £136,471.01 as of 31st August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31st August 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22nd September 2022.
- f) The Clerk updated the Committee on the addition of new signatories.
- g) The Committee ratified the decision to apply for a grant for £1,000 from ESC towards the Christmas Event.

43/22 Market Hall

- a) **It was unanimously RESOLVED** to approve the payments for September 2022.
- b) The Committee noted the receipts for September 2022.
- c) The Committee noted the bank balance of £14,242.33 as of 31st August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31st August 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22nd September 2022.

44/22 Gannon Rooms

- a) **It was unanimously RESOLVED** to approve the payments for August 2022.
- b) The Committee noted the receipts for August 2022.
- c) The Committee noted the bank balances of £5,927.18 and £321.66 as of 19th August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31st July 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22nd September 2022.
- f) The Clerk updated the Committee on the bank accounts switch to Unity Trust.
- g) **It was unanimously RESOLVED** to allocate £10,000 of Community Infrastructure Levy receipts, previously earmarked for the Gannon Rooms, for a new boiler costing £9,734.38, excluding VAT.

Signed _____ Date _____

- h) The Committee reviewed the comments made by ABC radio regarding the licence for the front part of the Gannon Rooms and agreed recommendations to be made to the Trustees.

45/22 New Furniture/Equipment

- a) **It was unanimously RESOLVED** to approve the purchase and installation of a projector for use at Council meetings costing £329.82 from the Equipment Budget.
- b) **It was unanimously RESOLVED** to allocate £750 for the purchase of two work desks for new staff, refurbishment of a laptop and purchase of a mobile phone on a PAYG contract for the Caretaker.

46/22R Leaflet Printing for the Memorial field and Trail

It was unanimously RESOLVED to allocate up to £164 for printing leaflets regarding the Memorial Trail.

47/22R It was unanimously RESOLVED to exclude the public under the Public Bodies (admission to meetings) Act 1960.

The Committee ratified the decision to appoint a caretaker and noted that a Town Clerk has been appointed, subject to receipt of satisfactory references, to be ratified by Full Council at its next meeting.

The meeting closed at 1:20 pm

Sharon Smith Committee Clerk/RFO

Signed _____ Date _____

**SAXMUNDHAM TOWN COUNCIL -
SEPTEMBER 2022**

01/09/2022 Balance Brought Forward £136,471.01

Payments for Approval

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
09/07/2022	Mystic Bellydance	750 Event - Dance Troupe	£200.00	£0.00	£200.00	LGA 1972 s.145
10/08/2022	Peter O'Brien	Memorial Trail - Expenses	£88.11	£14.69	£73.43	LGA 1972 s.145
01/09/2022	Fireflow	Xmas Event - Entertainment - 50% Deposit	£825.00	£0.00	£825.00	LGA 1972 s.145
13/09/2022	Bryony Peall	Book of Condolences - Flowers	£29.00	£0.00	£29.00	LGA 1972 s.138B
22/09/2022	John Findlay	Book of Condolences - Flowers	£30.00	£0.00	£30.00	LGA 1972 s.138B
13/09/2022	Amy Rayner	Work Party - Refreshments	£10.25	£0.00	£10.25	OSA 1906 s.10
01/09/2022	IP17 GNS	Half Yearly Contribution	£6,500.00	£0.00	£6,500.00	LGA 1972 s.137
20/09/2022	SCC - Network Assurance East	Xmas Event - Special Event Application	£50.00	£0.00	£50.00	LGA 1972 s.145
28/09/2022	Abbie Young	Saturday Markets - Refund	£24.00	£0.00	£24.00	LGA 1972 s.111
27/09/2022	AGA Group Enviro-Fix Ltd	Memorial Field - Landscaping	£18,048.35	£3,008.06	£15,040.29	OSA 1906 s.10
28/09/2022	Repton Plants Ltd	Memorial Field - Planting	£8,307.60	£1,384.60	£6,923.00	OSA 1906 s.10
			£34,112.31	£4,407.35	£7,717.68	

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
13/08/2022	Everflow Water	Water	£61.82	£0.00	£61.82	LGA 1972 s.111
15/09/2022	Smartest Energy	Gas	£42.29	£2.01	£40.28	LGA 1972 s.111
13/09/2022	BT	Telephone/Broadband	£174.77	£29.13	£145.64	LGA 1972 s.111
13/09/2022	BT	Mobile	£33.32	£5.55	£27.77	LGA 1972 s.111
17/08/2022	Aurora Managed Services Ltd	Printer Ink	£150.10	£25.02	£125.08	LGA 1972 s.111
05/09/2022	Nest	Pensions	£260.13	£0.00	£260.13	LGA 1972 s.112
30/09/2022	Unity Trust Bank	Bank Charges	£18.00	£0.00	£18.00	LGA 1972 s.111
31/08/2022	Binder Ltd	Youth Booth - Repairs	£365.83	£60.97	£304.86	LGA 1972 s.111
01/08/2022	JT Peggs and Sons Ltd	Memorial Field Gate Chain and Padlock	£25.60	£4.26	£21.34	LGA 1972 s.111
20/09/2022	Red Dune Ltd	IT Support	£253.80	£42.30	£211.50	LGA 1972 s.111
15/09/2022	Herring Bone Design Ltd	Website Amendments	£60.00	£0.00	£60.00	LGA 1972 s.111
01/09/2022	Judy Chesterfield	Cleaning	£117.00	£0.00	£117.00	LGA 1972 s.111
05/09/2022	Salary 1	Salary 1	£694.28	£0.00	£694.28	LGA 1972 s.112
05/09/2022	Salary 2	Salary 2	£362.49	£0.00	£362.49	LGA 1972 s.112
05/09/2022	Salary 3	Salary 3	£764.75	£0.00	£764.75	LGA 1972 s.112
05/09/2022	Salary 4	Salary 4	£1,395.43	£0.00	£1,395.43	LGA 1972 s.112
05/09/2022	Salary 5	Salary 5	£1,067.11	£0.00	£1,067.11	LGA 1972 s.112
05/09/2022	Salary 6	Salary 6	£3,000.00	£0.00	£3,000.00	LGA 1972 s.112
18/09/2022	Karen Forster	Mileage	£35.10	£0.00	£5.10	LGA 1972 s.112
			£8,881.82	£169.24	£8,682.58	

Receipts

Signed _____ Date _____

Received	Payer	Description	Amount
13/09/2022	Gannon Rooms	Insurance Premium Reimbursement	£334.94
09/09/2022	The Detectorists	Town House Car Park Fee	£150.00
13/09/2022	Cheese and Pie Man - Simon Marrison	Saturday Markets Income	£120.00
21/09/2022	Stall Holders	Saturday Markets Income	£239.52
30/09/2022	East Suffolk Council	Precept - Second Instalment	£113,664.02
			£114,508.48

30/09/2022 Balance Carried Forward £207,985.36

MARKET HALL - SEPTEMBER 2022

01/09/2022 Balance Brought Forward £14,242.33

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
02/09/2022	Smartest Energy	Gas	£65.26	£3.14	£62.77	LGA (MP) 1976 s.19
02/09/2022	Smartest Energy	Electric	£375.36	£17.87	£357.49	LGA (MP) 1976 s.19
26/08/2022	PHS Group	Annual Duty of Care	£75.00	£12.50	£62.50	LGA (MP) 1976 s.19
30/09/2022	Unity Trust Bank	Bank Charges	£18.00	£0.00	£18.00	LGA (MP) 1976 s.19
01/08/2022	Judy Chesterfield	Cleaning	£87.75	£0.00	£87.75	LGA (MP) 1976 s.19
01/09/2022	Judy Chesterfield	Cleaning	£159.50	£0.00	£159.50	LGA (MP) 1976 s.19
09/09/2022	CN Plumbing and Heating	Repairs	£72.00	£12.00	£60.00	LGA (MP) 1976 s.19
			£852.87	£45.51	£808.01	

Receipts

Received	Payer	Description	Amount
07/09/2022	MH168 - Birthday Party	Hall Hire	£40.00
27/09/2022		Hall Hire	£10.00
			£50.00

Debtors

MH153 - Britten Pears Arts: Participate	Hall Hire	£120.00
		£120.00

30/09/2022 Balance Carried Forward £13,439.46

Signed _____ Date _____

**GANNON ROOMS -
AUGUST 2022**

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

Approved Payments

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

Transfers to Town Council

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

Receipts

Royal and Sun Alliance	Refund of Insurance Premium	£118.49	
		£118.49	£0.00

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

Signed _____ Date _____