



## Saxmundham Town Council

**All Members of Saxmundham Town Council are summoned to attend a  
meeting of the Town Council  
Monday 10<sup>th</sup> October 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. Co-option of new Councillor:** To consider co-option of Marianne Kiff to Council.
- 3. 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.
- 4. Minutes of the Previous Meeting:** To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 26<sup>th</sup> September 2022 is a true and correct record.
- 5. Minutes of the Previous Committee Meetings:**
  - a) To note the draft minutes of the Resources & Governance Committee held 26<sup>th</sup> September
  - b) To note the draft minutes of the Planning & Development Committee held 7<sup>th</sup> September
- 6. County Councillors Report:** To receive a report from County Councillor Richard Smith MVO.
- 7. District Councillors Report:** To receive a report from District Councillor John Fisher and note the report from District Council Leader S. Gallant.
- 8. Chairs Report:** To receive a report from the Town Council Chair, Di Eastman.
- 9. Audit Report:** To note the receipt of the Audit report.
- 10. Financial Matters:**
  - a) To note and ratify the payments and receipts for September 2022 for the Town Council, Gannon Rooms and Market Hall.
  - b) To note the bank balances as of 30<sup>th</sup> September 2022 for the Town Council and Market Hall and Gannon Trust.
  - c) To allocate £5,000 of CIL to the refurbishment of the Gannon Rooms.
  - d) To note the receipt of the 2<sup>nd</sup> payment of the Precept.
  - e) To note the grant received from ESDC for £1,000 towards the Christmas event
  - f) To note the transfer of £50k from Unity to Cambridge Building Society as per resolution May 2022.
- 11. Governance Review:** To note the communication from Karen Last ESDC regarding the boundary changes and increase in number of councillors.
- 12. CCTV:** To receive a report from M. Light regarding the survey of businesses and CCTV.
- 13. Weekly Market:** To receive a proposal from the Clerk to cease the current arrangements for the weekly market by and relaunch in the spring.
- 14. Memorial Field:** To receive an update from Cllr. Lock regarding the progress with the Memorial Field.





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- 15. Christmas Event :** To receive an update from the Chair regarding the progress of the Christmas Event.
- 16. 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**

**04/10/2022**



## Item 2 – Co-option of Marianne Kiff

Dear Karen

I am pleased to provide you with a brief profile.

My name is Marianne Kiff

I moved to Saxmundham with my husband Paul in July 2020. We came across the town whilst attending FolkEast in 2015 and were immediately taken with it.

I had previously lived in Essex in a village called Tollesbury which sits on the edge of the salt marsh on the Blackwater Estuary. We had many happy years there but have no regrets that we moved to Suffolk.

I had a very enjoyable career as a primary school teacher and acting headteacher and was a teacher governor for many years. Education and supporting children and families remain a passion of mine

I have 3 grown up children and 3 grandchildren who keep me entertained and busy.

Since moving to Saxmundham I have been involved with the 'Gather and Grow' baby and toddler group. This came to an end when the day of meeting changed due to other commitments. I continue to support the Community Fridge whenever possible and am so pleased that people are able to come together each week, meet up, chat and support a worthy cause.

I am also a registered volunteer with HomeStart Suffolk but have only been needed for a very short time supporting a family by phone.

I am keen to get involved with the town council and learn more about the work it does to support the residents of Saxmundham and surrounding villages.

I hope my interest and knowledge in education and the needs of children will be of help.

Kind regards

Marianne.





# Saxmundham Town Council

## Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 26<sup>th</sup> September, 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), County Councillor R. Smith MVO

**Open Forum:** There was 1 member of the public present.

At the start of the meeting, the Chair requested that all Councillors observed one minutes silence in memory of Queen Elizabeth II.

49/22TC **Apologies:** There were apologies received from Cllrs. Sandbach, Smith and Hiley.

50/22TC **Declaration of Interest:** Cllr. Eastman declared a non-pecuniary interest in IP17 Good Neighbour Scheme.

51/22TC **Minutes of the Previous Meeting:**  
The minutes of the meeting 11<sup>th</sup> July 2022 and 8<sup>th</sup> August were presented for approval. It was unanimously resolved to accept the minutes of the meetings and the Chair signed the document.

52/22TC **Minutes of the Previous Committee Meetings:**

- a) The approved minutes of the Resources & Governance Committee held 25<sup>th</sup> July and 4<sup>th</sup> August were received
- b) The draft minutes of the Resources & Governance Committee held 30<sup>th</sup> August were noted
- c) The approved minutes of the Planning & Development Committee held 20<sup>th</sup> July were received
- d) The draft minutes of the Planning & Development Committee held 11<sup>th</sup> August were noted
- e) The draft minutes of the Amenities and Service Committee held 9<sup>th</sup> August were noted
- f) The approved minutes of the Communications and Events Committee held 1<sup>st</sup> August were received
- g) The draft minutes of the Market Hall Management Committee held 13<sup>th</sup> July were noted

53/22TC **County Councillor's Report:**  
County Councillor Richard Smith presented his report:

- a) He congratulated Council on all the recent events held in the town.
- b) He thanked the Chair for her delivery of the Proclamation.
- c) He thanked Council for arranging the public meeting with Dr. Havard and stated he is giving the plans his full support.
- d) Although Sizewell C has been given permission, a judicial review will take place and he will continue to support those opposing the plans for this development.
- e) He reported that the County Council must produce a balanced budget however there will be difficult decisions ahead. There is an overspend this year due to inflation and social care and therefore, as they do not expect any additional money from the Government, there may well be a rise in the Council tax.

Signed \_\_\_\_\_ Date \_\_\_\_\_

As there were no further questions, the Chair thanked the County Councillor.

**54/22TC District Councillor's Report:**

District Councillor John Fisher stated that the report from District Council Leader S. Gallant (previously circulated) covered most items, however he noted that the town Wi-Fi was delayed.

AT THIS POINT, THE COUNTY COUNCILLOR LEFT THE MEETING

**55/22TC Chairs Report**

The Chair commented on the following:

- a) She thanked the Clerk, the Assistant Clerk Jen Morcom and Jess Palmer for all their work and support in organising the formalities and the Proclamation when Queen Elizabeth II died.
- b) Thanks as well to the Councillors who helped with the public signing the Condolence Book and she was now passing that book around the various residential and nursing homes, for residents to sign.
- c) She congratulated Cllr. Lock for the memorial field project and all his efforts.
- d) Cllr. Smith had asked her to report, regarding the neighbourhood plan, that the public consultation had now finished and that the District Council was appointing an examiner. They expected that the referendum could be held in March but might be in May at the same time as the elections. Comments about the Neighbourhood plan can be viewed on the District Council website.

**56/22TC Responsible Finance Officer**

**It was unanimously RESOLVED to appoint Sharon Smith as the Responsible Finance Officer.**

**57/22TC Financial Matters:**

- a) **It was unanimously RESOLVED to note and ratify the payments and receipts for August 2022 for the Town Council and the Market Hall.**
- b) The Bank balances were reported as follows:

Gannon Rooms	£ 5,130.30
Market Hall	£ 13,522.46
Town Council (Unity Bank & Cambridge BS)	£ 239,162.03
- c) **It was unanimously RESOLVED to ratify the allocation of £10,000 of CIL to the Gannon Rooms for the boiler replacement.**

**58/22TC Budget Review**

- a) At the Resources & Governance meeting 4<sup>th</sup> August, the current year budget was reforecast so as to plan for increases in salary and utilities and reductions in planned spending. **It was unanimously RESOLVED to accept and amend the current year budget.**
- b) It was agreed to meet to review the three year plan which is used to create the budget. The Clerk is to suggest a couple of morning dates to do this. **NOTED**

**59/22TC Memorial Field**

Cllr. Lock stated that the work is almost complete and that the gates have now been installed. There was a small problem with one of the notice boards which is to be rectified and the planting is to be arranged.

Signed \_\_\_\_\_ Date \_\_\_\_\_



Cllr. Findlay proposed that a formal appreciation is recorded in the minutes to Cllr. Lock for all his work and for the enormous success of the project. **It was unanimously agreed to record the appreciation to Cllr. Lock.**

**60/22TC Policies**

- a) **It was unanimously RESOLVED to adopt the Complaints procedure, as recommended by the Resources & Governance committee**
- b) **It was unanimously RESOLVED to adopt the Vexatious Contacts procedure as recommended by the Resources & Governance committee**

**61/22TC It was unanimously RESOLVED 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**

- a) Council noted the appointment of the new Caretaker Colin Pirie to take up post on 5<sup>th</sup> October 2022
- b) Council ratified the appointment of the new Clerk, Katy Bailey as recommended by the Appointment Panel.

**Meeting ended at 7.47 pm**

Karen Forster  
Interim Clerk to Saxmundham Town Council

Signed \_\_\_\_\_ Date \_\_\_\_\_





# Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 26<sup>th</sup> 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 30<sup>th</sup> 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 31<sup>st</sup> August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31<sup>st</sup> August 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22<sup>nd</sup> 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 31<sup>st</sup> August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31<sup>st</sup> August 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22<sup>nd</sup> 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 19<sup>th</sup> August 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31<sup>st</sup> July 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 22<sup>nd</sup> 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
	Fireflow	Xmas Event - Entertainment				
01/09/2022		- 50% Deposit	£825.00	£0.00	£825.00	LGA 1972 s.145
	Bryony Peall	Book of Condolences -				
13/09/2022		Flowers	£29.00	£0.00	£29.00	LGA 1972 s.138B
	John Findlay	Book of Condolences -				
22/09/2022		Flowers	£30.00	£0.00	£30.00	LGA 1972 s.138B
	Amy Rayner	Work Party - Refreshments				
13/09/2022			£10.25	£0.00	£10.25	OSA 1906 s.10
	IP17 GNS	Half Yearly Contribution				
01/09/2022			£6,500.00	£0.00	£6,500.00	LGA 1972 s.137
	SCC - Network	Xmas Event - Special Event				
20/09/2022	Assurance East	Application	£50.00	£0.00	£50.00	LGA 1972 s.145
	Abbie Young	Saturday Markets - Refund				
28/09/2022			£24.00	£0.00	£24.00	LGA 1972 s.111
	AGA Group Enviro-	Memorial Field -				
27/09/2022	Fix Ltd	Landscaping	£18,048.35	£3,008.06	£15,040.29	OSA 1906 s.10
	Repton Plants Ltd	Memorial Field - Planting				
28/09/2022			£8,307.60	£1,384.60	£6,923.00	OSA 1906 s.10
			<b>£34,112.31</b>	<b>£4,407.35</b>	<b>£7,717.68</b>	

**Approved Payments**

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

**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
			<b>£114,508.48</b>

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
			<b>£852.87</b>	<b>£45.51</b>	<b>£808.01</b>	

#### Receipts

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

#### Debtors

MH153 - Britten Pears Arts: Participate	Hall Hire	£120.00
		<b>£120.00</b>

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

**GANNON ROOMS -  
AUGUST 2022**

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

**Approved  
Payments**

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

**Transfers to Town  
Council**

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

**Receipts**

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_







# Saxmundham Town Council

## Minutes of the Meeting of the Planning & Development Control Committee 4pm on 7<sup>th</sup> September 2022 in the Town House.

### Councillors:

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

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

### 39/22PD Apologies for absence

Apologies were received and accepted from Cllr Benjamin Gulliford is out of town.

### 40/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

### 41/22PD Minutes of the meeting held 11<sup>th</sup> August 2022

A minor amendment to remove the second iteration of Cllr Findlay's name was agreed and made by hand. **The Committee RESOLVED to approve the amended minutes of the meeting held 20<sup>th</sup> July 2022**  
The Chair signed the minutes and the amendment.

### 42/22PD Open Forum

No members of the public were present.

### 43/22PD Planning Applications

DC/22/3209/FUL	16 Albion St, IP17 1BN	Replace current rotten widows with double glazed sash windows, replace garage door with pedestrian door as access to the house. Internal change garage and utility room to entrance hall and kitchen. Enlarge small outhouse to become utility room and wc. New electrics, plumbing and heating system. Remove dividing walls of central section and add new zinc roof to this section. French doors to brick and flint store. Pedestrian gate to front garden.
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The Committee **RESOLVED** that it had no objection to the application.

### 44/22PD Recent Planning Decisions.

There had been no new applications since the last meeting.

### 45/22PD 1) Complaint in relation to planning consent on the Hopkins Estate.

The committee **RESOLVED** that this was a legal matter about which it could not advise.  
ATC to contact the resident.

### 46/22PD The next meeting of the planning committee will be agreed by email when new applications are received.

The meeting closed at 4.35 p.m.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Leader's monthly bulletin – October 2022

Welcome to the October 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 Gallant**

**Leader of East Suffolk Council**

### East Suffolk pays tribute to Her Majesty Queen Elizabeth II



The Councillors and Officers of East Suffolk Council were deeply saddened by news of the death of Her Majesty The Queen.

As a mark of respect, flags at our council offices were flown at half-mast, while books of condolences were opened at offices in Melton and Lowestoft to allow local people to pay their respects.

Following quiet and careful preparation, the Council was able to provide exceptional support as communities mourned the death of Her Majesty The Queen and observed the Proclamation of the Accession of King Charles III, while a number of delicate decisions were properly made around the continuation or postponement of normal activities during the mourning period.

### Council backs First Light Festival with three-year commitment of support

East Suffolk Council has demonstrated its commitment to the First Light Festival in Lowestoft by pledging continued financial support to the annual event.

Cabinet members recently backed plans to help support festival organisers in securing Arts Council funding over the next three years.



Tens of thousands of people descended on Lowestoft's South Beach for the return of the First Light Festival in June. In 2019, the Council's investment of £90,000 resulted in a £900,000 return on investment in terms of direct local financial benefit, while the £200,000 invested for 2022 delivered approximately £690,000 of visitor spend (with the overall direct local financial anticipated to be significantly larger).

We have now promised to provide First Light Festival with £500,000 of funding to support the community interest company's National Portfolio Organisation application to the Arts Council. If successful in its application, First Light Festival will receive £660,000 from the Arts Council, which, along with funding from East Suffolk Council and other sources, will help secure its future for the next three years.

Funding will be drawn from the New Homes Bonus Reserve and provided on a sliding scale over the three years – with £180,000 for 2023/24, £170,000 for 2024/25 and £150,000 for 2025/26 – as the community interest company generates additional income through both the festival and as operators of the regenerated East Point Pavilion venue.

### Design team appointed for Cultural Quarter project

A major project to redevelop the Customer Services Centre and Battery Green car park, in Lowestoft, has taken a step forward with the appointment of a design team.

## Leader's monthly bulletin – October 2022



Norwich-based architects Chaplin Farrant and design studio HemingwayDesign will produce detailed designs to be submitted for planning in spring 2023 for the 'Cultural Quarter' project.

The Cultural Quarter project is one of five transformational regeneration projects detailed within the Town Investment Plan, and which received £24.9m from the Government's Towns Fund.

The project will see the redevelopment of the Council's current Customer Services Centre to provide a new cultural facility with associated eatery, and the redevelopment of the former Battery Green multi-storey car park to provide a new leisure offer.

Along with the other Towns Fund projects, the Cultural Quarter project is expected to be complete by March 2026.

### Major funding boost for efforts to end rough sleeping in East Suffolk



East Suffolk Council has welcomed the allocation of £2.5million in government funding towards additional support for people at risk of sleeping rough.

The £2,434,258 funding settlement will be awarded across three years in support of a long-term, strategic programme to end rough sleeping.

East Suffolk Council is among 303 local authorities, charities and other organisations to have received a share of up to £500m as part of the government's flagship Rough Sleeping Initiative (RSI) – designed to help provide emergency beds, off-the-street accommodation and wrap-around support.

It follows publication of the £2bn cross-government Rough Sleeping Strategy by the Department for Levelling Up, Housing and Communities (DLHUC) to drive forward a manifesto commitment to tackle homelessness.

In East Suffolk, RSI funding will go towards additional emergency accommodation and resources, providing valuable services across the district in conjunction with Access Community Trust.

Funding will also facilitate partnership work with Suffolk County Council on developing a Housing First model of support – piloted in Manchester, Liverpool and the West Midlands – for not only rough sleepers, but also young people requiring a pathway plan towards independent living.

### Roadshows provide advice across East Suffolk on rising cost of living

A series of roadshows are taking place across East Suffolk to help provide advice to people concerned about the rising cost of living.

Free professional advice is available for dealing with rising fuel costs, money saving, benefits and debt management, as well as information on the financial support available.

Support is also on offer from local groups and organisations at the money roadshows, organised by East Suffolk Council and the East Suffolk Community Partnerships.

Events have taken place in Leiston, Wickham Market, Lowestoft and Kessingland, with the following still to come:

- Felixstowe Christ Church – Monday 10 October (6pm-7pm)
- Bungay Fisher Theatre – Wednesday 12 October (11am-2pm)
- Kesgrave Scout Hall – Friday 14 October (12.30pm - 3.30pm)
- Southwold United Reformed Church – Tuesday 18 October (11am-2pm)
- Woodbridge Community Hall\* – Tuesday 25 October (10am -12noon)

## Leader's monthly bulletin – October 2022

- Beccles Blyburgate Hall – Thursday 27 October (11am-2pm)
- Halesworth St Mary's Church – Tuesday 1 November (11am-2pm)
- Felixstowe St Philips Community Hub – Wednesday 2 November (10.30am-1.30pm)
- Carlton Colville\* Uplands Community Centre – Friday 4 November (10am-12noon)
- Reydon Village Hall\* – Friday 11 November (2pm-4pm)
- Framlingham St Michaels Church – Tuesday 15 November (11am-2pm)
- Saxmundham Smile Café (Fromus Centre) – Wednesday 16 November (10am-2pm)

### New food support scheme launched in Beccles to help those in need

A new food support scheme has launched in Beccles to provide those in need with hot meals and drinks.

Inspired by the successful Thin Ice project in Lowestoft, Beccles Comfort Food has launched to provide free hot meals and drinks to households who are struggling with the cost of living. The scheme is part of a wider set of cost-of-living support projects being developed by East Suffolk Council.

This Beccles scheme is funded by councillors Caroline Topping, Sarah Plummer and Elfrede Brambley-Crawshaw, and by Suffolk County Councillor for Beccles, Peggy McGregor, and is voucher-based, meaning a household must be issued with a voucher from a referral hub in the town. Once the household has the voucher, they can redeem the voucher at local cafés.

The local community is being invited to help support this initiative by spreading the message and providing a small donation at the Beccles Community Hub.

### East Suffolk Explorer walking challenge launched for October



A new walking challenge has been launched in East Suffolk – with vouchers and digital tech up for grabs as prizes for taking part.

East Suffolk Council has teamed up with community-based walking app Go Jauntly to create the month-long challenge.

Challengers are asked to walk a minimum of 20 minutes a day – with digital badges to be collected at key milestones and prizes to be won in a weekly draw.

The initiative is designed to promote the positive physical and mental health benefits of walking.

As part of the Digital Towns programme, East Suffolk Council has been working with Go Jauntly to develop outdoor adventures across all 12 of the district's principal towns and villages.

The programme has already seen the installation of free public Wi-Fi, digital footfall counters and town marketing platforms, alongside business support, in towns including Felixstowe, Lowestoft, Southwold and Woodbridge.

The East Suffolk Explorer challenge runs until Sunday 31 October on the Go Jauntly app, which can be downloaded for free from the Apple Store or Google Play.

### Funding provides wheelchair access at care farm

A local care farm has received a funding boost from an East Suffolk councillor. Cllr Linda Coulam, East Suffolk councillor for the Gunton and St. Margarets ward, donated £3,000 from her Enabling Communities Budget to Pathways Care Farm to support the installation of new wheelchair access.



An opening event was held at Lowestoft-based Pathways, attended by Cllr Coulam, representatives from Pathways Care Farm and members of the Waveney Suffolk Help in Multiple Sclerosis (SHIMS) group.



## Leader's monthly bulletin – October 2022

Waveney SHIMS is a self-help group for people with MS, run by people with MS, and offers support and friendship, complimentary therapies, information and social events. The group meets at Pakefield Church Hall on the first and third Friday of each month.

### 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.

- **Leiston Town Centre Masterplan**

Consultation on high-level concept designs for the future of Leiston town centre, including improvements to public spaces, better connectivity between key locations, and enhanced cycling and walking routes. Consultation events take place in Leiston on 5 and 6 October, with an online survey open via [Leiston Town Centre Masterplan » East Suffolk Council](#)

### 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://eastsuffolkgovuk.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](mailto: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](mailto: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](https://www.facebook.com/eastsuffolkcouncil)

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

### Diary dates

- 10<sup>th</sup> October at 10am – Strategic Planning Committee (Conference Room, Riverside)
- 10<sup>th</sup> October at 6pm – Beccles, Bungay, Halesworth and villages Community Partnership (Shadingfield Village Hall)
- 11<sup>th</sup> October at 2pm – Planning Committee North (Conference Room, Riverside)
- 12<sup>th</sup> October at 10am – Aldeburgh, Leiston, Saxmundham and villages Community Partnership (Moot Hall, Aldeburgh)
- 14<sup>th</sup> October at 1pm – Appointments Committee (Deben Conference Room, East Suffolk House)
- 17<sup>th</sup> October at 6.30pm – Licensing Committee (Conference Room, Riverside)
- 18<sup>th</sup> October at 2pm – Planning Committee South (Deben Conference Room, East Suffolk House)
- 20<sup>th</sup> October at 4pm – Southwold Harbour Management Committee (Stella Peskett Millennium Hall)
- 27<sup>th</sup> October at 6.30pm – Scrutiny Committee (Deben Conference Room, East Suffolk House)

## Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Saxmundham Town Council – SF0330

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The figure in Section 2, Box 1 of the prior year comparative column does not agree to the prior year. The figure should read £146,108.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

23/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))





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
13/09/2022	Amy Rayner	Work Party - Refreshments	£10.25	£0.00	£10.25	OSA 1906 s.10
n/a	IP17 GNS	Half Yearly Contribution	£6,500.00	£0.00	£6,500.00	LGA 1972 s.137?
20/09/2022	SCC - Network Assurance East	Xmas Event - Special Event Application	£50.00	£0.00	£50.00	LGA 1972 s.145
			<b>£7,702.36</b>	<b>£14.69</b>	<b>£7,687.68</b>	

Approved Payments

Invoice Date	Supplier	Description	Gross	VAT	Net	Power
13/08/2022	Everflow Water	Water	£61.82	£0.00	£61.82	LGA 1972 s.111
15/09/2022	Smartest Energy	Gas	£42.29	£2.01	£40.28	LGA 1972 s.111
13/09/2022	BT	Telephone/Broadband	£174.77	£29.13	£145.64	LGA 1972 s.111
17/08/2022	Aurora Managed Services Ltd	Printer Ink	£150.10	£25.02	£125.08	LGA 1972 s.111
31/08/2022	Binder Ltd	Youth Booth - Repairs	£365.83	£60.97	£304.86	LGA 1972 s.111
01/08/2022	JT Peggs and Sons Ltd	Memorial Filled Gate Chain and Padlock	£25.60	£4.26	£21.34	LGA 1972 s.111
26/08/2022	Easyspace	Website Domain Registratin	£45.59	£7.60	£37.99	LGA 1972 s.111
20/09/2022	Red Dune Ltd	IT Support	£253.80	£42.30	£211.50	LGA 1972 s.111
15/09/2022	Herring Bone Design Ltd	Website Amendments	£60.00	£0.00	£60.00	LGA 1972 s.111
05/09/2022	Salary 1	Salary 1	£694.28	£0.00	£694.28	LGA 1972 s.112
05/09/2022	Salary 2	Salary 2	£362.49	£0.00	£362.49	LGA 1972 s.112
05/09/2022	Salary 3	Salary 3	£764.75	£0.00	£764.75	LGA 1972 s.112
05/09/2022	Salary 4	Salary 4	£1,395.43	£0.00	£1,395.43	LGA 1972 s.112
05/09/2022	Salary 5	Salary 5	£1,067.11	£0.00	£1,067.11	LGA 1972 s.112
05/09/2022	Salary 6	Salary 6	£3,000.00	£0.00	£3,000.00	LGA 1972 s.112
05/09/2022	Karen Forster	Mileage	£35.10	£0.00	£35.10	LGA 1972 s.112
18/09/2022		Pensions	£260.13	£0.00	£260.13	LGA 1972 s.112
05/09/2022	Nest		<b>£8,759.09</b>	<b>£171.29</b>	<b>£8,587.80</b>	

Receipts

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

30/09/2022

Balance Carried Forward

£121,364.50



# GANNON ROOMS - AUGUST 2022

## Approved Payments

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

## Transfers to Town Council

Date	Payee/Payer	Description	Gross	VAT	Net	Power
22/08/2022	Saxmundham Town Council	Insurance Premium	£334.94	£0.00	£334.94	LGA 1971 s.11
			<b>£334.94</b>	<b>£0.00</b>	<b>£334.94</b>	

## Receipts

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

01/08/2022	Balance Brought Forward	Community Account £6,066.18	Premium Account £321.66
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31/08/2022	Balance Carried Forward	Community Account £4,927.13	Premium Account £321.66
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MARKET HALL - SEPTEMBER 2022

		01/09/2022	Balance Brought Forward		£14,242.33	
<u>Approved Payments</u>						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
01/08/2022	Judy Chesterfield	Cleaning	£87.75	£0.00	£87.75	LGA 1972 s.111
23/08/2022	Wave	Water	£720.65	£0.00	£720.65	LGA 1972 s.111
02/09/2022	Smartest Energy	Gas	£65.26	£3.14	£62.77	LGA 1972 s.111
02/09/2022	Smartest Energy	Electric	£375.36	£17.87	£357.49	LGA 1972 s.111
26/08/2022	PHS Group	Annual Duty of Care	£75.00	£12.50	£62.50	LGA 1972 s.111
09/09/2022	CN Plumbing and Heating	Repairs	£72.00	£12.00	£60.00	LGA 1972 s.111
			£1,396.02	£45.51	£1,351.16	

Receipts

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

Debtors

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

30/09/2022	Balance Carried Forward	£12,886.31
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**From:** Joanne Chapman <[Joanne.Chapman@eastsuffolk.gov.uk](mailto:Joanne.Chapman@eastsuffolk.gov.uk)>

**Sent:** 27 September 2022 17:03

**To:** Sharon Smith <[finance@saxmundham-tc.gov.uk](mailto:finance@saxmundham-tc.gov.uk)>

**Subject:** Support for Christmas Grant

Dear Sharon,

I am pleased to inform you that the grant application to support Saxmundham and your Christmas activities has been approved. If you are able to complete the attached grant acceptance form I can then arrange for the £1000 to be transferred over to the town council.

We will also be doing a Think Local social media campaign in the lead up to Christmas so will be sure to include some, if not all, of your events/activities within this.

Kind regards,  
Jo



**Joanne Chapman | Place Based Programme Lead  
Economic Development**

East Suffolk Council

01502 523418

[www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)

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

Our ambition is to deliver the best possible quality of life for everyone who lives in, works in and visits East Suffolk.

**We are East Suffolk**





Hi Karen,

I hope you are keeping well.

The Final Recommendations of the Community Governance Review were approved by ESC at its meeting on Wednesday.

**Final Recommendation 7 was:**

**Boundary move between Benhall and Saxmundham – the new South Saxmundham Garden Neighbourhood development to be wholly situated within Saxmundham parish. All properties currently within Benhall to remain within the Benhall parish. Saxmundham Town Council seats to increase from 11 to 12**

These have been approved by East Suffolk Council but consent is required from the Boundary Commission to move the District boundary (which follows the current parish boundary).

East Suffolk Council is required to make Reorganisation Orders for these changes to be implemented and assuming that consent is granted, the changes will come into effect on 1 April 2023 for the elections on 4 May 2023.

Once the Reorganisation Orders have been made, I will let you know.

Kind regards  
Karen



**Karen Last | Electoral Services**  
East Suffolk Council  
01502 523251

[www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)  
[www.eastsuffolkmeansbusiness.co.uk](http://www.eastsuffolkmeansbusiness.co.uk)

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## **12 Report on the CCTV Survey conducted in the High Street, The Market Place and Fromus Square**

A total of 59 business along the High Street, from the traffic lights to Chalk Farm Road, The Market Place and Fromus Square were surveyed. Of that, 25, or 58% of the business responded to the survey.

Where possible, the survey was conducted on a face to face basis. If the business was closed, or unable to complete the survey at the time, it was left behind to be returned to Michael.

### **Fromus Square**

- All business are covered by CCTV as this was installed by the Landlord as part of the rental agreement

### **The Market Place**

- All business which completed the survey indicated that CCTV was a good idea
- Fisher's Hardware, The Corner Café and Get Stuffed have not completed or returned their surveys
- A number of businesses already have their own internal CCTV
- Nick's Barbers have external CCTV that has already been used by the police.
- Saxmundham Local have external CCTV that covers practically the whole street, and this has been offered to the Town Council if ever needed

### **The High Street**

- Of the 41 businesses in the High Street surveyed, only 13 or 32% completed the questionnaire

#### **The High Street responses to the survey questions were:**

- **Is CCTV something needed in the High Street**
  - 8 of the 13 completed surveys – or 62% - responded **NO**
- **Businesses willing to work with the TC to develop a CCV plan**
  - 12 of the 13 completed surveys – or 92% responded - **NO**
- **Agree to allow TC to budget £25,000 to install a CCTV system**
  - 9 of the 13 completed surveys – or 69% responded - **NO**
- **Willing to contribute to annual running costs**
  - 12 of the 13 completed surveys – or 92% responded - **No**

## **12 Report on the CCTV Survey conducted in the High Street, The Market Place and Fromus Square**

- **Provide electricity to a CCTV camera**
  - 9 of the 13 completed surveys – or 69% responded - **No**
- **Prepared to house a router and recorder box**
  - 11 of the 13 completed surveys – or 85% responded - **No**
- **Does the business own the premises**
  - 8 of the 13 completed surveys – or 62% responded- **No**
- **If the building is listed, pay the £700 planning application**
  - 13 of the 13 completed surveys – or 100% responded -**No**

It is clearly evident that from the general consensus of the businesses in the High Street, that CCTV is not something that is deemed to be necessary or required.

This is not quite the same for The Market Place, but the issue of CCTV has already been addressed by individual businesses.

**Michael Light – Town Co-ordinator**

### 13. Proposal regarding the Weekly Market

#### Current Situation

The weekly market takes place every Wednesday in the morning in the Market Square.

The Market square is closed for this event. The signs for the market square are put out by the Caretaker who needs to be there at 6.15am. Our Assistant Clerk also visits the market to check whether there are any issues.

We currently have four regulars – Fish, Bread, Meat and Sweets however regularly there are less than four stalls there, for instance, due to weather concerns. On 5<sup>th</sup> October there were only two stalls.

We have no income from these stalls.

There is a budget cost of £1,000 per annum for disposing of the market waste in the large bins outside the Market Hall.

#### Concerns

As the Clerk I have a number of concerns about the above:

1. The Caretaker has his day disrupted by having to be at the market so early to put out the road signs. The Assistant Clerk also spends time checking how the market is working.
2. We have no income, but we have a £1,000 of cost for the market.
3. By not requiring payment for the stalls, there is potentially a negative image when trying to publicise the market.
4. To have only one or two stalls is a very poor reflection on Saxmundham and highlights that the market is not a functioning event. There is virtually no footfall as why would someone want to walk to the market place on a wet/windy day when they don't even know whether the stall will be there.
5. Halesworth TC charge £10 for a small stall, £15 to use electricity and £25 for the large stall. They regularly have a number of traders – up to 8 or 9 and they have their market on a Wednesday, so the having a charge is not a deterrent as they could be at Saxmundham for free on the same day.

#### Proposal

I would propose the following:

1. Stop the market as of end of December or just before Christmas, with the announcement that the market will recommence in April, under a new guise.
2. Set up a project to create and relaunch a new weekly market in spring. Having discussed this with my colleagues, the suggestion of the first week of April, which ties in with the Easter School holidays, has been suggested. This would be a well-publicised event, and linked to a Green Theme, following the cancellation of the Green Saturday market due to the death of Queen Elizabeth II.
3. All stalls to be charged for. Based on local councils, I would recommend a charge for a standard stall with different rates depending on whether the stalls were using electricity, had a gazebo, were larger than a standard stall etc. as with the Saturday Market.
4. Review the Terms and Conditions to make sure all is now in line and contains a clause that allows the Council to determine which sort of traders are to be included and what level of certification is required.
5. Investigate whether the market should be held on a Wednesday or might be more suited to a different day.
6. Investigate whether the Market Place is the right place for the market, whether the Market Hall could be incorporated and or whether it could be moved to Fromus Square. ]
7. Review the management of the signage so that the Caretaker is relieved of this duty at 6.15.

K. Forster

Interim Clerk

