



# Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 4<sup>th</sup> 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 \_\_\_\_\_