



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. Di Eastman Cllr. J Smith Cllr. E. Clark
Cllr. J. Fisher Cllr. J. Sandbach

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
			£4,577.51

Signed _____

Date _____