



# Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 28<sup>th</sup> November 2022  
12 noon at the Town House

## Committee Members in Attendance:

Cllr. Di Eastman (Chair)  
Cllr. Jeremy Smith  
Cllr. John Fisher  
Cllr. Elizabeth Clark (part of the meeting)  
Cllr. James Sandbach (part of the meeting)

## Also Present:

Sharon Smith – Committee Clerk/RFO  
Katy Bailey – Town Clerk

### 58/22R Apologies for Absence.

Cllr. John Findlay

### 59/22R Declarations of Interest

None declared.

### 60/22R Open Forum

No members of the public were present.

### 61/22R Minutes of the Previous Meeting

**It was unanimously RESOLVED** to approve the minutes of 31<sup>st</sup> October 2022 as a true and accurate record.

### 62/22R Town Council

- a) **It was unanimously RESOLVED** to approve the payments for November 2022.
- b) The Committee considered the invoice for £13,640.63 (net of VAT) from DBS Services Ltd to replace the Gannon Rooms' boiler. At the September 2022 meeting, the Committee allocated £10,000 of Community Infrastructure Levy receipts to replace the boiler following acceptance of a quotation for £9,734.38 (net of VAT) by the Gannon Rooms Management Committee. However, the quotation included two options, one of which should have been added to this total. The Gannon Rooms Management Committee approved Option 1 for an additional £3,906.25. **It was unanimously RESOLVED** to allocate a further £3,640.63 from General Reserves to make up the shortfall.
- c) The Committee noted the receipts for November 2022.
- d) The Committee noted the bank balance of £120,241.99 at Unity Trust Bank and £110,092.08 at Cambridge Building Society as of 31<sup>st</sup> October 2022.
- e) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31<sup>st</sup> October 2022.
- f) The Committee noted the Trial Balance and the Income and Expenditure Report as of 28<sup>th</sup> November 2022.

### 63/22 Market Hall

- a) **It was unanimously RESOLVED** to approve the payments for November 2022.
- b) The Committee noted the receipts for November 2022.
- c) The Committee noted the bank balance of £9,610.41 as of 31<sup>st</sup> October 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31<sup>st</sup> October 2022.

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

- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 28<sup>th</sup> November 2022.

**64/22 Gannon Rooms**

- a) **It was unanimously RESOLVED** to approve the payments for November 2022.
- b) The Committee noted the receipts for November 2022.
- c) The Committee noted the bank balances of £5,235.67 and £321.76 as of 19<sup>th</sup> October 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 30<sup>th</sup> September 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 28<sup>th</sup> November 2022.
- f) The Clerk updated the Committee on the bank accounts switch to Unity Trust.

**65/22R Town Council Budget 2023-2024**

- a) The Committee considered the projects to be prioritised during the financial year 2023-2024.
- b) The Committee received a report on General and Earmarked Reserves.
- c) The Committee considered the draft budget for the financial year 2023-2024 and, due to the lack of time, agreed to convene an extraordinary meeting on Thursday 8<sup>th</sup> December 2022 at 2:00 pm to further discuss the draft budgets for the Town Council and Market Hall and to agree recommendations to make to Full Council on the setting of the precept.

**66/22R Market Hall Budget 2023-2024**

Consideration of the draft budget for the financial year 2023-2024 was postponed.

**67/22R Speed Watch**

**It was unanimously RESOLVED** to approve a request from the Amenities and Services Committee for up to £500 to conduct a speed survey on the North Entrance. The RFO advised that savings can be made if two surveys are conducted together therefore it was agreed to recommend that the Amenities and Services Committee also consider conducting a speed survey on Rendham Road and to confirm the cost with SCC Highways.

**68/22R Staffing Matters**

**It was unanimously RESOLVED** to upgrade and backdate the staff salaries to the agreed National Joint Council for Local Government Services pay rates applicable from 1 April 2022.

The meeting closed at 2:40 pm

**Sharon Smith Committee Clerk/RFO**

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