



# Saxmundham Town Council

Minutes of the Resources Committee Meeting Tuesday 30<sup>th</sup> August 2022  
12 noon at the Town House

## Committee Members:

Cllr. John Findlay (Chair),  
Cllr. J. Fisher

Cllr. Di Eastman  
Cllr. J. Sandbach

Cllr. J. Smith

Cllr. E. Clark

**Also Present:** Karen Forster (Town Clerk) Sharon Smith (RFO)

### 30/22R Apologies for Absence.

There were no apologies for absence. Cllr. Sandbach was not present.

### 31/22R Declarations of Interest

None declared

### 32/22R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to approve the minutes of 25<sup>th</sup> July 2022 and 4<sup>th</sup> August 2022 as a true and accurate record.

### 33/22R Finance

a) After discussion, it was agreed to not renew the membership of the Rural Service Partnership and therefore the payments list was amended. **It was unanimously RESOLVED to approve and ratify the payments for August 2022 for the Town Council after removing the above payment.**

b) **It was unanimously RESOLVED to approve and ratify the payments for August 2022 for the Market Hall.**

c) The Clerk stated that the current bank balances as at 30/8/22 are:

|                                         |              |
|-----------------------------------------|--------------|
| Town Council Unity Bank Current Account | £ 144,865.19 |
| Cambridge BS Reserves                   | £ 110,092.06 |
| Market Hall Account                     | £ 13,891.67  |
| Gannon Room Inst. Account               | £ 5,780.92   |

d) The RFO reported that she had almost completed the additional signatories to the Town Council and Market Hall account. She was applying to transfer the Barclays account to Unity Bank for the Gannon Rooms institute (following agreement at the Trustee meeting) but had concerns that there may be a problem due to the name change. **NOTED**

### 34/22R Management Accounts

a) Town Council Budget reforecast

The Clerk presented her report, including a revised forecast for current year income and expenditure, with a view to identifying items to reforecast/savings to be made due to the expected cost increases.

The following was agreed

- Total income to be increased to £231,698 due to Saturday market income. Additionally, there has been a receipt of £ 4,739 Community Infrastructure Levy.
- It was unanimously **RESOLVED** that the new booking system for the Market Hall and Gannon Rooms to be purchased by the Town Council. The budget for Rialtus to remain at £2,500
- It was agreed to reduce the number of newsletters to three per annum.

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

In conclusion, budgeted expenditure would be reduced by £22,976, and transfers from reserves reduced by £21,000, which would eliminate the deficit projected in the original budget.

Full details of the changes are shown in Appendix 3.

It was unanimously RESOLVED to recommend the reforecast budget for 2022/23 to Full Council, with the few amendments identified.

Market Hall

- b) The Trial Balance and Income and Expenditure Phased Budget for August 2022 for the Market Hall was noted.

**35/22R Financial Regulations**

The Clerk and Cllr. Smith had not had the opportunity to discuss this further and it was deferred to the next meeting.

**36/22R New Policies**

**It was unanimously RESOLVED to recommend a Complaints Procedure, incorporating the small change, to the Full Council.**

**It was unanimously RESOLVED to recommend a Vexatious Correspondence and Contact Policy to the Full Council.**

**37/22R Scouts Hut Lease**

The Council and the Scouts have had a lease agreement for some land on the Memorial Field since 1978 however, it does not appear to have been renewed since 2012 and no signed copy can be found by either the Scouts or the Council. It was agreed that this needs to be regularised. Cllr. Smith recommended that it should be a licence, not a lease and that it should be for a period of 5 years on a peppercorn rent. It was agreed that Cllr. Smith should pursue this with the Assistant Town Clerk and report back to the next Resources committee meeting. **NOTED**

**38/22R It was unanimously RESOLVED to exclude the public under the Public Bodies (admission to meetings) Act 1960 .**

The Clerk clarified the new staff arrangements and salaries.

Meeting finished 13. 40

**Karen Forster Clerk/RFO**

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

**SAXMUNDHAM TOWN COUNCIL - AUGUST 2022**

|                              |                                       |                                      |                   |                |                   |
|------------------------------|---------------------------------------|--------------------------------------|-------------------|----------------|-------------------|
|                              |                                       |                                      |                   |                |                   |
|                              | 01/08/2022                            | Balance Brought Forward              | £148,803.52       |                |                   |
| <b>Payments for Approval</b> |                                       |                                      |                   |                |                   |
| <b>Invoice Date</b>          | <b>Supplier</b>                       | <b>Description</b>                   | <b>Gross</b>      | <b>VAT</b>     | <b>Net</b>        |
| 09/07/2022                   | Genesis (Diane Manson)                | 750 Event - Willow Workshop          | £200.00           | £0.00          | £200.00           |
| 21/07/2022                   | IP17 GNS                              | 750 Event - Items Purchased          | £496.00           | £0.00          | £496.00           |
| 11/07/2022                   | MJ Training                           | 750 Event - First Aid Cover          | £384.00           | £64.00         | £320.00           |
| 01/08/2022                   | Finnian Peall                         | Jubilee Event - Music Performance    | £50.00            | £0.00          | £50.00            |
| 22/07/2022                   | Rebecca Walker                        | 750 Event - Music Performance        | £105.00           | £0.00          | £105.00           |
| 29/07/2022                   | Wild Earth Works                      | 750 Event - Decorations              | £650.00           | £0.00          | £650.00           |
| 31/07/2022                   | Suffolk Coastal Norse                 | 750 Event - Waste Bins               | £280.63           | £46.77         | £233.86           |
| 15/08/2022                   | Binder Ltd                            | Youth Booth - Service                | £95.40            | £15.90         | £79.50            |
| 15/08/2022                   | Suffolk Association of Local Councils | Councillor Training                  | £686.40           | £114.40        | £572.00           |
|                              |                                       |                                      | <b>£2,947.43</b>  | <b>£241.07</b> | <b>£2,706.36</b>  |
| <b>Approved Payments</b>     |                                       |                                      |                   |                |                   |
| <b>Invoice Date</b>          | <b>Supplier</b>                       | <b>Description</b>                   | <b>Gross</b>      | <b>VAT</b>     | <b>Net</b>        |
| 03/08/2022                   | HS Walsh & Sons Ltd                   | Market Hall Clock - 50% Deposit      | £775.20           | £129.20        | £646.00           |
| 30/06/2022                   | Saxmundham Mingle Social Club         | Grant                                | £300.00           | £0.00          | £300.00           |
| 13/07/2022                   | Harbour Lights Band (R G Neal)        | 750 Event - Performance              | £450.00           | £0.00          | £450.00           |
| 02/08/2022                   | Amy Rayner                            | 750 Event - Planting                 | £51.34            | £8.56          | £42.78            |
| 02/07/2022                   | Everflow                              | Water                                | £58.37            | £0.00          | £58.37            |
| 02/08/2022                   | Smartest Energy                       | Gas                                  | £43.33            | £2.06          | £41.27            |
| 13/08/2022                   | BT                                    | Telephone/Broadband                  | £179.57           | £29.93         | £149.64           |
| 14/08/2022                   | BT                                    | Mobile                               | £33.32            | £5.55          | £27.77            |
| 31/07/2022                   | Nest                                  | Pensions                             | £470.78           | £0.00          | £470.78           |
| 01/08/2022                   | Coastal Fire Ltd                      | Fire Extinguisher Service            | £152.40           | £25.40         | £127.00           |
| 03/08/2022                   | H G Crisp (Whites of East Anglia)     | Stationery                           | £42.04            | £7.01          | £35.03            |
| 03/08/2022                   | Viking                                | Stationery                           | £18.32            | £3.05          | £15.27            |
| 02/08/2022                   | Viking                                | Cleaning Materials                   | £59.10            | £9.85          | £49.25            |
| 02/08/2022                   | Herring Bone Design Ltd               | Website Amendments                   | £60.00            | £0.00          | £60.00            |
| 11/08/2022                   | Designfolk                            | Website Support                      | £270.00           | £0.00          | £270.00           |
| 20/08/2022                   | Red Dune Ltd                          | IT Support                           | £253.80           | £42.30         | £211.50           |
| 31/07/2022                   | Suffolk Coastal Norse                 | Grass Cutting - Chantry Road         | £244.04           | £40.67         | £203.37           |
| 29/06/2022                   | Suffolk Association of Local Councils | Underpayment - July 2022             | £0.02             | £0.00          | £0.02             |
| 25/02/2022                   | Siemens                               | Lease Rental                         | £228.02           | £38.00         | £190.02           |
| 25/02/2022                   | Siemens                               | Maintenance Charge                   | £96.60            | £16.10         | £80.50            |
| 25/02/2022                   | Siemens                               | Asset Protection Charge              | £32.78            | £5.46          | £27.32            |
| 25/02/2022                   | Siemens                               | Annual Service Fee                   | £48.00            | £8.00          | £40.00            |
| 12/08/2022                   | Salary 1                              | Salary 1                             | £1,031.87         | £0.00          | £1,031.87         |
| 12/08/2022                   | Salary 2                              | Salary 2                             | £491.75           | £0.00          | £491.75           |
| 12/08/2022                   | Salary 3                              | Salary 3                             | £453.31           | £0.00          | £453.31           |
| 12/08/2022                   | Salary 4                              | Salary 4                             | £280.28           | £0.00          | £280.28           |
| 12/08/2022                   | Salary 5                              | Salary 5                             | £362.69           | £0.00          | £362.69           |
| 13/08/2022                   | Salary 6                              | Salary 6                             | £3,300.00         | £0.00          | £3,300.00         |
| 13/08/2022                   | Karen Forster                         | Mileage                              | £105.30           | £0.00          | £105.30           |
| 01/08/2022                   | Judy Chesterfield                     | Cleaning                             | £84.00            | £0.00          | £84.00            |
| 01/08/2022                   | Judy Chesterfield                     | Cleaning                             | £55.25            | £0.00          | £55.25            |
| 05/09/2022                   | HMRC                                  | PAYE - Month 4                       | £741.60           | £0.00          | £741.60           |
|                              |                                       |                                      | <b>£10,773.08</b> | <b>£371.14</b> | <b>£10,401.94</b> |
| <b>Receipts</b>              |                                       |                                      |                   |                |                   |
| <b>Received</b>              | <b>Payer</b>                          | <b>Description</b>                   | <b>Amount</b>     |                |                   |
| 11/08/2022                   | Suffolk County Council                | 750 Event - Traffic Management Costs | £1,192.32         |                |                   |
| 08/08/2022                   | Stall Holder                          | Saturday Markets                     | £195.68           |                |                   |
|                              |                                       |                                      | <b>£1,388.00</b>  |                |                   |
|                              | 31/08/2022                            | Balance Carried Forward              | £136,471.01       |                |                   |

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

| <b>MARKET HALL - AUGUST 2022</b> |                                                    |                                          |                   |               |                |
|----------------------------------|----------------------------------------------------|------------------------------------------|-------------------|---------------|----------------|
|                                  |                                                    |                                          |                   |               |                |
|                                  | <b>01/08/2022</b>                                  | <b>Balance Brought Forward</b>           | <b>£14,076.66</b> |               |                |
| <b>Approved Payments</b>         |                                                    |                                          |                   |               |                |
| <b>Invoice Date</b>              | <b>Supplier</b>                                    | <b>Description</b>                       | <b>Gross</b>      | <b>VAT</b>    | <b>Net</b>     |
| 20/07/2022                       | Viking                                             | Kitchen Supplies                         | £47.34            | £7.89         | £39.45         |
| 01/08/2022                       | Judy Chesterfield                                  | Cleaning                                 | £81.00            | £0.00         | £81.00         |
| 03/08/2022                       | Smartest Energy                                    | Electricity                              | £284.00           | £13.52        | £270.48        |
| 18/07/2022                       | E-On                                               | Gas - Final Invoice                      | £229.52           | £10.93        | £218.59        |
| 11/08/2022                       | Anglian Security and Fire Ltd                      | Replace Emergency Lights                 | £246.00           | £41.00        | £205.00        |
|                                  |                                                    |                                          | <b>£887.86</b>    | <b>£73.34</b> | <b>£814.52</b> |
| <b>Receipts</b>                  |                                                    |                                          |                   |               |                |
| <b>Received</b>                  | <b>Payer</b>                                       | <b>Description</b>                       | <b>Amount</b>     |               |                |
| 03/08/2022                       | Everflow                                           | Refund of Water Charges - St John's Road | £328.53           |               |                |
|                                  |                                                    |                                          | <b>£328.53</b>    |               |                |
| <b>Debtors</b>                   |                                                    |                                          |                   |               |                |
|                                  | MH153 - Britten Pears Arts:                        | Hall Hire                                | £120.00           |               |                |
|                                  | MH166 - Line Dancing/Gather and Grow/Funky Fridays | Hall Hire                                | £725.00           |               |                |
|                                  |                                                    |                                          | <b>£845.00</b>    |               |                |

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

### Appendix 3

#### Reforecast Changes to the Budget

| <b>Change to Budget Heading</b>                                            | <b>Precept</b>   | <b>Reserves/CIL</b> | <b>Total</b>     |
|----------------------------------------------------------------------------|------------------|---------------------|------------------|
| Increase Utility Costs                                                     | £ 1,694          | £ -                 | £ 1,694          |
| Increase to Printing & Stationery                                          | £ 442            | £ -                 | £ 442            |
| Decrease Subscriptions                                                     | -£ 500           |                     | -£ 500           |
| Decrease Insurance as fully paid                                           | -£ 1,112         | £ -                 | -£ 1,112         |
| Decrease Newsletter & Publicity by only having 3 newsletters               | -£ 500           | £ -                 | -£ 500           |
| Decrease to Town & Business Promotion                                      | -£ 1,000         |                     | -£ 1,000         |
| Decrease to Other Events as 750 & jubilee are now complete                 | -£ 1,500         |                     | -£ 1,500         |
| Decrease to Youth Activities as over budgeted                              | -£ 1,500         |                     | -£ 1,500         |
| Decrease to Saxmundham in Bloom as costs of Baskets already paid.          | -£ 2,500         |                     | -£ 2,500         |
| Decrease to Grounds Maintenance as less required than budgeted             | -£ 2,000         |                     | -£ 2,000         |
| Fromus Square & Walkways to be moved to next year                          | -£ 2,500         | -£ 15,000           | -£ 17,500        |
| Environment & Climate actions to be moved to next year as a single project | -£ 3,000         | -£ 6,000            | -£ 9,000         |
| Memorial Field - expected to come under budget                             | -£ 3,000         | £ -                 | -£ 3,000         |
| Street Furniture - new benches provided by Community Partnership           | -£ 5,000         | £ -                 | -£ 5,000         |
| Market Development - duplicate entry                                       | -£ 2,000         |                     | -£ 2,000         |
| Increase of donations to MH & GR for utility cost                          | £ 1,000          |                     | £ 1,000          |
|                                                                            | <b>-£ 22,976</b> | <b>-£ 21,000</b>    | <b>-£ 43,976</b> |
| Original Precept Budget                                                    | £ 254,620        |                     |                  |
| New Precept Budget                                                         | £ 231,644        |                     |                  |
| Expected Income                                                            | £ 236,427        |                     |                  |

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