



Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 31st October 2022
12 noon at the Town House

Committee Members in Attendance:

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

Also Present: Sharon Smith – Committee Clerk/RFO

48/22R Apologies for Absence.

Cllr. John Findlay
Cllr. John Fisher

49/22R Declarations of Interest

None declared.

50/22R Open Forum

No members of the public were present.

51/22R Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 26th September 2022 as a true and accurate record.

52/22R Town Council

- a) **It was unanimously RESOLVED** to approve the payments for October 2022.
- b) The Committee noted the receipts for October 2022 including the second instalment of the precept of £113,664.02.
- c) The Committee noted the bank balance of £216,292.96 at Unity Trust Bank and £110,092.08 at Cambridge Building Society as of 30th September 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 30th September 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 26th October 2022.
- f) The Clerk confirmed that Cllr. Elizabeth Clark and Cllr. Nigel Hiley had been added as additional signatories to the Unity Trust Bank account.
- g) **It was unanimously RESOLVED** to authorise the Town Clerk to use a debit card from Unity Trust Bank for Council expenses.

53/22 Market Hall

- a) **It was unanimously RESOLVED** to approve the payments for October 2022.
- b) The Committee noted the receipts for October 2022.
- c) The Committee noted the bank balance of £13,439.46 as of 30th September 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 30th September 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 26th October 2022.
- f) Cllr. Jeremy Smith reminded the RFO to transfer the bi-annual contribution of £8,000 to the Market Hall.

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- g) The Committee noted the payment of a refundable deposit of £800 plus VAT for boiler repairs under warranty.
- h) Cllr. James Sandbach queried the reserves policy for the Market Hall. Cllr. Jeremy Smith replied that the Town Council stands behind the Market Hall and insurance covers major risks. The Committee agreed that the aim was to build a functioning reserve.

54/22 Gannon Rooms

- a) **It was unanimously RESOLVED** to approve the payments for September and October 2022.
- b) The Committee noted the receipts for September and October 2022.
- c) The Committee noted the bank balances of £5,274.73 and £321.76 as of 19th September 2022.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as of 31st August 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as of 26th October 2022.
- f) The Clerk updated the Committee on the bank accounts switch to Unity Trust.
- g) Following scrutiny of a costed scope of works drawn up by the Town Clerk, **it was unanimously RESOLVED** to recommend to Full Council that a further £10,000 is allocated from General Reserves for the refurbishment programme. It was agreed that any unspent amount would revert to Town Council reserves.

55/22R Grant Applications

- a) **It was unanimously RESOLVED** to grant £960 to Britten Pears Arts to support Participate.
- b) The Committee declined to grant £450 to RAF Air Cadets Leiston for Duke of Edinburgh's Award equipment but agreed to consider another application for general funding to support the squadron.
- c) The Committee declined to grant funding to an individual for her charitable cause as the Council is not permitted to benefit individuals.

56/22R Staff Training

- a) **It was unanimously RESOLVED** to increase the staff training budget by £600 to fund CiLCA training for the new Town Clerk and registration for the RFO.

57/22R Policies

- a) The Committee informed the RFO of the Council's Financial Regulations which set out the authorisation for payment of invoices for expenditure previously approved.
- b) **It was unanimously RESOLVED** to recommend approval to Full Council of the Risk Analysis and the Reserves Policy which are unchanged since the previous approval.
- c) **It was unanimously RESOLVED** to recommend approval to Full Council of the following amendments to the Standing Orders:
 - Reference to the Chair as opposed to the Chairman;
 - The Chair and Vice Chair can attend Committee meetings as ex-officio;
 - Timing of Full Council meetings to start at 7.00 pm;
 - Meetings cannot last longer than 2 hours without resolution to increase for 15 minutes at a time.

The meeting closed at 1:20 pm

Sharon Smith Committee Clerk/RFO

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SAXMUNDHAM TOWN COUNCIL - OCTOBER 2022						
Payments for Approval						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
04/10/2022	Karen Forster	Office Desks and Chairs x 2 and Mobile Phone	£723.21	£120.54	£602.67	LGA 1972 s.111
04/10/2022	Dark Arc Engineering	Memorial Field - Gates	£3,580.00	£0.00	£3,580.00	OSA 1906 s.10
30/09/2022	Fitzpatrick Woolmer	Memorial Field - Signage	£3,456.60	£576.10	£2,880.50	OSA 1906 s.10
03/10/2022	AGA Group Enviro-Fix Ltd	Memorial Field - Landscaping Remainder	£14,684.84	£2,447.48	£12,237.36	OSA 1906 s.10
03/08/2022	HS Walsh & Sons Ltd	Market Hall Clock - 50% Remainder	£775.20	£129.20	£646.00	PCA 1957 s.2
13/10/2022	Red Dune Ltd	Projector	£395.78	£65.96	£329.82	LGA 1972 s.111
13/10/2022	Red Dune Ltd	Projector Remote Control	£19.19	£3.20	£15.99	LGA 1972 s.111
11/10/2022	Jennifer Morcrom	Wreaths x 3	£150.00	£25.00	£125.00	LGA 1972 s.138B
			£23,784.82	£3,367.48	£20,417.34	
Approved Payments						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
13/10/2022	Everflow Water	Water	£55.37	£0.00	£55.37	LGA 1972 s.111
03/10/2022	Smartest Energy	Gas	£66.24	£3.15	£63.09	LGA 1972 s.111
03/10/2022	BT	Telephone/Broadband	£199.45	£33.24	£166.21	LGA 1972 s.111
13/10/2022	BT	Mobile	£10.80	£1.80	£9.00	LGA 1972 s.111
18/10/2022	Red Dune Ltd	IT Support	£276.60	£46.10	£230.50	LGA 1972 s.111
18/10/2022	Judy Chesterfield	Cleaning	£90.00	£0.00	£90.00	LGA 1972 s.111
10/10/2022	Salary 1	Salary 1	£870.52	£0.00	£870.52	LGA 1972 s.112
10/10/2022	Salary 2	Salary 2	£642.47	£0.00	£642.47	LGA 1972 s.112
10/10/2022	Salary 3	Salary 3	£362.69	£0.00	£362.69	LGA 1972 s.112
10/10/2022	Salary 4	Salary 4	£349.48	£0.00	£349.48	LGA 1972 s.112
10/10/2022	Salary 5	Salary 5	£764.35	£0.00	£764.35	LGA 1972 s.112
10/10/2022	Salary 6	Salary 6	£1,180.23	£0.00	£1,180.23	LGA 1972 s.112
20/10/2022	Salary 7	Salary 7	£3,900.00	£0.00	£3,900.00	LGA 1972 s.112
20/10/2022	Karen Forster	Mileage	£128.70	£0.00	£128.70	LGA 1972 s.112
10/10/2022	HMRC	PAYE - Month 7	£490.97	£0.00	£490.97	LGA 1972 s.112
04/10/2022	UK Debt Management Office	Loan Repayment	£10,688.62	£0.00	£10,688.62	NLA 1968 s.3
01/10/2022	Suffolk Coastal Norse	Refuse Collection Service - Town House	£58.50	£9.75	£48.75	Litter Act 1983 s.5
01/10/2022	Suffolk Coastal Norse	Refuse Collection Service - Market Place	£172.85	£28.81	£144.04	Litter Act 1983 s.5
27/09/2022	Amy Rayner	First Aid Supplies	£2.40	£0.00	£2.40	LGA 1972 s.111

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04/10/2022	Fishers	Cleaning Materials	£100.04	£0.00	£100.04	LGA 1972 s.111
24/09/2022	PKF Littlejohn LLP	External Audit Fee	£720.00	£120.00	£600.00	LGA 1972 s.111
27/09/2022	Jess Palmer	Graphic Design Commission	£23.02	£0.00	£23.02	LGA 1972 s.111
27/09/2022	Jess Palmer	750 Event - Costume	£41.57	£0.00	£41.57	LGA 1972 s.111
27/09/2022	Jess Palmer	IT Cable	£7.60	£0.00	£7.60	LGA 1972 s.111
01/10/2022	H G Crisp (Whites of East Anglia)	Stationery	£4.40	£0.73	£3.67	LGA 1972 s.111
04/10/2022	Sharon Smith	Website Domain Registration Fee	£45.59	£7.60	£37.99	LGA 1972 s.111
01/09/2022	Suffolk Association of Local Councils	Payroll Service	£213.60	£35.60	£178.00	LGA 1972 s.111
03/10/2022	Playsafety Ltd	Annual Play Equipment Safety Inspections	£348.60	£58.10	£290.50	OSA 1906 s.10
13/10/2022	Viking	Stationery	£44.04	£7.34	£36.70	LGA 1972 s.111
18/10/2022	Sharon Smith	Kitchen Supplies	£3.70	£0.00	£3.70	LGA 1972 s.111
			£21,862.40	£352.22	£21,510.18	
Transfers						
Date	Payee	Description	Amount			
28/10/2022	Cambridge Building Society	Reserves	£50,000.00			
31/10/2022	Market Hall	Reclaimed VAT - Qtr 2	£249.40			
			£50,249.40			
Receipts						
Received	Payer	Description	Amount			
18/10/2022	Stall Holders	Saturday Markets Income	£157.20			
21/10/2022	East Suffolk Council	Community Infrastructure Levy	£1,699.21			
13/10/2022	HM Revenue and Customs	Reclaimed VAT - Qtr 2	£6,296.84			
			£8,153.25			
Debtors						
Received	Payer	Description	Amount			
	IP17 GNS	Annual Licence Fee	£750.00			
	Churchill Support Services	Jubilee Event - Licenced Officers Refund	£480.00			
			£1,230.00			

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MARKET HALL - OCTOBER 2022						
Payments for Approval						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
28/09/2022	Phil Leon Painting and Decorating	Window Painting	£1,302.50	£0.00	£1,302.50	LGA (MP) 1976 s.19
19/10/2022	Rialtas Business Solutions Ltd	Bookings Management Software	£1,178.40	£196.40	£982.00	LGA 1972 s.111
			£2,480.90	£196.40	£2,284.50	
Approved Payments						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
23/08/2022	Wave	Water	£720.65	£0.00	£720.65	LGA (MP) 1976 s.19
03/10/2022	Smartest Energy	Gas	£33.41	£1.59	£31.82	LGA (MP) 1976 s.19
04/10/2022	Smartest Energy	Electricity	£357.37	£17.02	£340.35	LGA (MP) 1976 s.19
01/10/2022	Fishers	Cleaning Materials	£37.62	£0.00	£37.62	LGA (MP) 1976 s.19
18/10/2022	Judy Chesterfield	Cleaning	£156.00	£0.00	£156.00	LGA (MP) 1976 s.19
24/10/2022	Baxi Heating UK Ltd	Boiler Repair - Refundable Deposit	£960.00	£160.00	£800.00	LGA 1972 s.111
			£2,265.05	£178.61	£2,086.44	
Receipts						
Received	Payer	Description	Amount			
03/10/2022	MH174 - Judo Club	Hall Hire	£140.00			
14/10/2022	MH153 - Britten Pears Arts: Participate	Hall Hire	£120.00			
01/11/2022	MH171 - Carpet Bowls	Hall Hire	£50.00			
01/11/2022	MH169 - Library Presentations	Hall Hire	£20.00			
24/10/2022	MH179 - Pear Tree Café Fundraiser	Hall Hire	£57.50			
	MH181 - Keep Fit	Hall Hire	£30.00			
17/10/2022	MH177 - Active Adults	Hall Hire	£50.00			
17/10/2022	MH178 - Wedding Reception	Hall Hire	£200.00			
31/10/2022	Saxmumdam Town Council	Reclaimed VAT Qtr 2	£249.40			
			£916.90			
Debtors						
	MH175 - Reed In Partnership Driving Theory Tests	Hall Hire	£615.00			

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	MH180 - Together Against Sizewell C	Hall Hire	£30.00			
	MH146 - Birthday Party	Hall Hire	£45.00			
	MH145 - Birthday Party	Hall Hire	£45.00			
			£735.00			

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GANNON ROOMS - SEPTEMBER 2022						
				Community Account	Premium Account	
Approved Payments						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
	E-on	Electricity	£22.00	£1.05	£20.95	LGA 1976 (MP) Act 1976 s.10
	E-on	Gas	£19.00	£0.90	£18.10	LGA 1971 s.111
	East Suffolk Council	Rates	£9.00	£0.00	£9.00	LGA 1976 (MP) Act 1976 s.10
28/08/2022	Anglian Water Business	Water	£129.51	£0.00	£129.51	LGA 1976 (MP) Act 1976 s.10
04/08/2022	CN Plumbing & Heating	Header Tank Repair	£138.00	£23.00	£115.00	LGA 1976 (MP) Act 1976 s.10
			£317.51	£1.95	£292.56	
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.111
			£334.94	£0.00	£334.94	
Receipts						
05/09/2022	Barclays Bank	Interest			£0.10	

GANNON ROOMS - OCTOBER 2022						
				Community Account	Premium Account	
Approved Payments						
Invoice Date	Supplier	Description	Gross	VAT	Net	Power
08/07/2022	Rialtas Business Solutions	Software Set Up	£645.60	£107.60	£538.00	LGA 1976 (MP) Act 1976 s.10
03/10/2022	Anglian Water Business	Water	£11.06	£0.00	£11.06	LGA 1976 (MP) Act 1976 s.10
	E-on	Electricity	£22.00	£1.05	£20.95	LGA 1976 (MP) Act 1976 s.10
	E-on	Gas	£19.00	£0.90	£18.10	LGA 1971 s.111
	East Suffolk Council	Rates	£9.00	£0.00	£9.00	LGA 1976 (MP) Act 1976 s.10
			£645.60	£107.60	£538.00	

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