



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 9 May, 2022, Market Hall, Saxmundham

In Attendance – Councillors

Councillors: Di Eastman (Chair), John Findlay (Vice-Chair), John Fisher, Charlotte Hawkins, Roger Hedley Lewis (departed 7.05pm), Tim Lock, James Sandbach,

Apologies: Jeremy Smith, Nigel Hiley

Also present: Roz Barnett (Town Clerk),

Open Forum: No items were raised by the public.

1/22TC	<p>Election of the Chair 2022-2023: Cllr Findlay nominated Cllr Eastman and Cllr Fisher seconded the motion. There were no further nominations. The vote was taken, and five councillors voted in favour and one councillor voted against. <i>Lewis M.</i> Cllr Hedley informed the Town Council that he intended to resign from the Council and left the meeting Cllr Eastman thanked the Council for electing her as Chair and paid tribute to the achievements of Cllr Jeremy Smith who had successfully led the Council over the last three years RESOLVED: Cllr Eastman was elected as Chair for 2022-23 and duly signed the Declaration of Acceptance of Office.</p>
2/22TC	<p>Election of the Vice-Chair 2022-2023: Cllr Eastman nominated Cllr Findlay, and Cllr Fisher seconded the motion. There were no further nominations. The vote was taken, and five councillors voted in favour. RESOLVED: Cllr Findlay was elected as Vice Chair.</p>
3/22	<p>Apologies and Approval of absence. RESOLVED: The Council received and approved apologies from Cllrs Jeremy Smith and Nigel Hiley</p>
4/22TC	<p>Declarations of interest and considerations of requests for dispensations. Cllr Di Eastman declared a non-pecuniary interest as she is a Trustee of the IP17 Good Neighbour Scheme.</p>
5/22TC	<p>Committees for 2022-2023 a) To review Committees and Working Groups Structure The Council discussed the number of Committees and Working Groups and agreed there were too many meetings for the Council to manage. Some suggestions from the Council included combining the Events and Communications Working Group, that the Amenities Committee takes on the work of the Memorial Field Working Group and that the Neighbourhood Plan Steering Group takes on the work of the CIL working Group. RESOLVED: That the proposed structure be adopted as proposed on a temporary basis and the Resources Committee to consider the structure with a view to reducing meetings. b) To review terms of reference for Committees</p>

Signed

Date

13/6/22

RESOLVED: That the Terms of Reference be adopted for each committee as proposed.

c) To appoint Councillors to Committees

RESOLVED: That the Council appoint the existing committee members for 2022-2023 as listed below.

	Resources	Planning & Development	Amenities & Services	Market Hall Management	Staffing Sub-committee
Cllr. D Eastman	X		X	X	
Cllr. J Findlay	X Chair			X	X
Cllr. J Fisher	X	X Chair			X Chair
Cllr. C Hawkins			X	X	
Cllr. N Hiley	X	X			
Cllr. T Lock		X	X Chair	X	
Cllr. J Sandbach	X		X		X
Cllr. J Smith	X			X Chair	

d) To appoint Councillors to working groups

RESOLVED: That the Council appoint the existing Working Group Members for 2022-2023 as listed below.

	Climate & Environment Working Group	Communications Working Group	Memorial Field Working Group	Events Working Group	CIL Working Group
Cllr. D Eastman		X	X	X Chair	X
Cllr. J Findlay					
Cllr. J Fisher	X				
Cllr. C Hawkins		X	X		
Cllr. N Hiley	X Chair				
Cllr. T Lock			X Chair		X
Cllr. J Sandbach		X Chair		X	
Cllr. J Smith	X	X		X	X Chair

e) To appoint Chairs of Standing Committees

Amenities and Services Committee:

Cllr Eastman nominated Cllr Lock, this was seconded by Cllr Hawkins and agreed.

RESOLVED: Cllr Lock elected as chair of the Amenities Committee

Market Hall Committee:

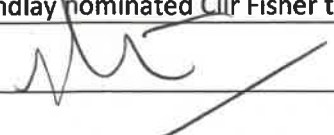
Cllr Eastman nominated Cllr Smith this was seconded by Cllr Hawkins and agreed.

RESOLVED: Cllr Smith elected as chair of the Market Hall Committee

Planning & Development Control Committee:

Cllr Findlay nominated Cllr Fisher this was seconded by Cllr Hawkins and agreed.

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Date _____

13/6/22

RESOLVED: Cllr Fisher elected as Chair of the Planning & Development Control Committee

Resources Committee:

Cllr Eastman nominated Cllr Findlay this was seconded by Cllr Fisher and agreed.

RESOLVED: Cllr Findlay elected as Chair of the Resources Committee

Staffing Committee:

Cllr Findlay nominated Cllr Fisher, this was seconded by Cllr Eastman and agreed.

RESOLVED: Cllr Fisher elected as Chair of the Staffing Committee

f) To appoint Chairs of Working Groups

Climate and Environment Working Group:

RESOLVED: Cllr Hiley agreed to carry on as Chair of the Climate and Environment Working Group

Communications Working Group:

RESOLVED: Cllr Sandbach agreed to carry on as Chair of the Communications Working Group

Memorial Field Working Group:

RESOLVED: Cllr Lock agreed to be Chair of the Memorial Field Working Group

Gannon Institute:

The chiring of the Gannon Institute was deferred until the first meeting of the Trust.

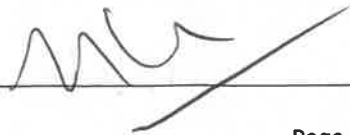
6/22TC

To consider the Town Council representatives for other organisations:

RESOLVED: That the Council appointed Town Council representatives for other organisations for 2022-2023 as listed below.

	CAB	Community Partnership	ESTA	Footpath warden	Neighbourhood Plan	Patient Participation Group	SALC	Sizewell A, B & C	Tree warden
Cllr. D Eastman		X			X		X		
Cllr. J Findlay							X		
Cllr. J Fisher			X	X					X
Cllr. C Hawkins									
Cllr. N Hiley			NOT X APPT.			X		X	
Cllr. T Lock					X				
Cllr. J Sandbach	X					X		X	
Cllr. J Smith					X				

Signed



Date

13/6/22

Note: The formal business of the Annual Town Meeting concluded at this point and the rest of the meeting was essential normal business

7/22TC	<p>To consider co-option of new councillor The Council considered Benjamin Alexander Gulliford's request to join the Town Council. Councillors discussed the co-option and agreed that the proffered skills and experience would be an asset to Town Council.</p> <p>RESOLVED: That the Council unanimously agreed to the co-option of Benjamin Alexander Gulliford.</p>
8/22TC	<p>Minutes of the Previous Meeting: RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on the 11 April 2022 as a true and correct record.</p>
9/22 TC	<p>Minutes of the Previous Committee Meetings:</p> <ul style="list-style-type: none">a) The draft minutes of the Resources Committee held on the 25 April were received and noted.b) The draft minutes of the Amenities & Services Committee held on the 25 April were received and noted.c) The draft minutes of the Planning and Development Control Committee 21 of April were not available.
10/22TC	<p>Financial Matters –</p> <ul style="list-style-type: none">a) To note and ratify the payments and receipts up to 30 April 2022. RESOLVED: The payments and receipts for the Town Council and Market Hall for April were received and ratified.b) To note the end of year financial report for Town Council and Market Hall. RESOLVED: The financial reports for the Market Hall and Town Council for April were received and noted.c) To agree approved payment list for 2022-2023. This item was deferred to the Resources Committee meeting. The Council noted that the existing approved payments list would be used until the new list replaced it.d) To add Sharon Smith, the Finance and Administration Officer, on to the Unity bank account mandate to authorise her to access the accounts and instigate payments. RESOLVED: That Sharon Smith the Finance and Administration Officer be added to the Unity bank account mandate to allow her to access the accounts and instigate payments.e) Internal Auditor: To appoint SALC as the internal auditor for the audit 22/23 at a cost of £432. RESOLVED: That the Council appoint SALC as the internal auditor for the audit 22/23 at a cost of £432.f) To approve the internal control statement and arrangements. RESOLVED: That the Town Council adopted the internal control statement and approved the internal control report completed by Cllr Eastman for 2021-22.g) To consider pay award for staff of 1.75%, backdated to 1 April 2021 at an approx cost of £ 1,252 RESOLVED: The Town Council approved the pay award for staff of 1.75%, backdated to 1 April 2021 at an approx cost of £ 1,252 <p>To consider Resources Committee recommendations:</p> <ul style="list-style-type: none">h) To increase the Capital Reserve to £35,000

Signed _____


Date 13/6/22

	<p>RESOLVED: That the Council increased the Capital Reserve to £35,000</p> <p>i) To create a new reserve called Capital Projects £40,000</p> <p>RESOLVED: That the Council create a new reserve called Capital Projects £40,000</p> <p>j) To transfer an additional £50,000 from the Unity Bank to the Cambridge Building Society Account.</p> <p>RESOLVED: That the Council transfer an additional £50,000 from the Unity Bank to the Cambridge Building Society Account</p>
11/22TC	<p>To consider recommendations from the Amenities Committee on the Memorial Field Project</p> <p>a) To consider and approve design for memorial entrance</p> <p>RESOLVED: That the Council agreed the design created by Frederick Whyte for memorial entrance</p> <p>b) To consider and approve design for memorial stone</p> <p>RESOLVED: That the Council agreed the design for the Memorial stone but using the word 'conductive'</p> <p>c) To consider and approve design for the Memorial gates</p> <p>The final designs for the gates were not available for consideration and this item was deferred to the next meeting.</p> <p>d) To agree the publication of tender for the Memorial Field Improvements and note outline specification costs</p> <p>RESOLVED: That the Council advertises the tender for the Memorial Field improvements as per listed in the specification.</p>
12/22TC	<p>Events - To receive an update on arrangements for the Jubilee and 750 celebrations and agree delegation of financial decisions.</p> <p>The Chair reported that it is anticipated that the Jubilee event will have 240 pre-booked seats and some walk ups on the day.</p> <p>RESOLVED: That the Council approved the revised budget for the Jubilee Event of £3,043.</p> <p>RESOLVED: That the Council approved the detailed budget for the 750 Event of £10,013.</p> <p>RESOLVED: That the expenditure for the events as detailed in the budgets be authorised by officers in consultation with the Chair of the Events Working Group.</p>
13/22TC	<p>Staffing Arrangements</p> <p>a) To note the appointment of Sharon Smith as Finance and Administration Officer.</p> <p>The Council noted that Sharon Smith had been appointed as the Finance and Administration Officer. The Chair reported that the appointment panel were pleased as Sharon has clerking and financial management experience.</p> <p>b) To receive an oral report on the appointment and agree interview arrangements.</p> <p>The Chair reported that the Council had received no applicants for the post and so the vacancy has been readvertised and the closing date extended until June. The Appointment Panel will include Chair, Vice Chair and Chair of the Staffing Committee.</p> <p>c) To consider interim arrangements for Town Clerk and RFO</p> <p>RESOLVED: That the Clerk and the Chair make arrangements for appointing Karen Forster as consultant interim Town Clerk working within the budget set aside for the Clerk post.</p>

Meeting ended at 8.20pm

Roz Barnett, 26/05/2022 Clerk to Saxmundham Town Council

Signed _____



Date _____

13/6/22

Appendix A - Town Council Payments April 2022

Saxmundham Town Council				
Payments up to 30/04/2022				
Income	Description	Payee name	Amnt Banked	
04/04/2022	Refund ESPO	Refund ESPO	£ 85.68	Receipt(s) Banked
25/04/2022	VAT Q4	VAT Q4	£ 4,973.70	Receipt(s) Banked
26/04/2022	CIL INCOME	CIL INCOME	£ 4,739.04	Receipt(s) Banked
29/04/2022	Precept	Precept	£ 113,664.03	Receipt(s) Banked
29/04/2022	Interest	Interest	£ 0.75	Receipt(s) Banked
		Total Income	£ 123,463.20	
Date	Description	Payee name	Amnt Paid	Authorisation
01/04/2022	Pensions	NEST	£ 407.02	Annual
28/04/2022	Subscription	Suffolk Assoc. of Local Council	£ 1,068.01	Annual
28/04/2022	Salary	Salary	£ 987.11	Annual
28/04/2022	Salary	Salary	£ 356.37	Annual
28/04/2022	Salary	Salary	£ 275.44	Annual
28/04/2022	Salary	Salary	£ 267.17	Annual
28/04/2022	Service	Binder Ltd.	£ 244.25	Annual
28/04/2022	Cleaning	Judy Chesterfield	£ 102.00	Annual
28/04/2022	Photocopying	Corona Corporate Solutions	£ 16.20	Annual
28/04/2022	Salary	Salary	£ 2,505.08	Annual
28/04/2022	Equipment	J T Pegg & Sons Ltd.	£ 70.45	Minute
28/04/2022	WIFI	British Telecom	£ 33.32	Annual
28/04/2022	Health and Safety	ELLIS WHITTAM LIMITED	£ 2,656.80	Annual
28/04/2022	Refund Grant	Groundwork UK	£ 1,800.00	Delegated
28/04/2022	Grounds Maintenance	Suffolk Coastal Norse Ltd	£ 1,722.35	Minute
28/04/2022	Signage Markets	Leiston Press Publishing	£ 408.00	Delegated
28/04/2022	Gas Town House	Opus Energy	£ 603.75	Annual
28/04/2022	Website	Design Folk digital media & gr	£ 420.00	Minute
28/04/2022	Stationery & Prizes	H G Crisp (Whites of East Ang	£ 107.49	Annual
28/04/2022	Insurance	BHIB Council Insurance	£ 752.90	Minute
28/04/2022	Charges	BARCLAYS BANK	£ 11.50	Annual
			£ 14,815.21	
Current Account Balance			£231,510.43	
Saving Account Balance			£ 110,091.00	

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Date _____

13/6/22

Appendix B - Market Hall Payments April 2022

Market Hall April 2022 Payments and Receipts				
Payments and Receipts up to 01/05/2022				
Income				
Date	Payee Name	Description	Amnt Banked	
04/04/2022		Hall Hire	£80.00	
04/04/2022	Barclays Bank	Loyalty Reward	£1.13	
04/04/2022	Judo Club	Hall Hire	£200.00	
04/04/2022		Hall Hire	£80.00	
07/04/2022		Hall Hire	£100.00	
07/04/2022	Bowls Club	Hall Hire	£25.00	
21/04/2022	Saxmundham Town Council	April Market	£181.58	
		Total Income	£667.71	
Expenditure				
Date	Payee Name	Description	Amnt Paid	Authorisation
01/04/2022	E.ON	Gas	£779.32	Annual
04/04/2022	Barclays Bank	Bank Charges	£13.00	Annual
14/04/2022	BHIB Councils Insurance	Insurance	£1,531.28	Annual
19/04/2022	Smartest Energy	Electricity	£203.00	Annual
20/04/2022	E.ON	Electricity	£325.86	Annual
28/04/2022	Judy Chesterfield	Cleaning	£165.00	Annual
28/04/2022	JT Wilding	Heating Maintenance	£333.04	Minute Number
		Total Expenditure	£3,350.50	
		Bank Balance 01/05/22	£9,610.38	

Signed  Date 13/6/22

