



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 11th July 2022, Market Hall, Saxmundham

Councillors

Di Eastman (Chair), John Findlay (Vice-Chair), John Fisher, Charlotte Hawkins, Tim Lock, James Sandbach, Jeremy Smith, Nigel Hiley, Benjamin Gulliford, Elizabeth Clark

Also present: Karen Forster (Town Clerk)

Open Forum: There were no members of the public present.

32/22TC **Apologies:** There were apologies received from Cllr. Gulliford due to a prior commitment.

33/22TC **Declaration of Interest:** Cllr. Eastman declared a non-pecuniary interest in IP17 Good Neighbour Scheme. Cllr. Smith declared a pecuniary interest in the list of payments.

At this point a member of the public joined the meeting but did not wish to speak.

34/22TC **Minutes of the Previous Meeting:**
The minutes of the meeting 13th June were presented for approval. **It was unanimously resolved to accept the minutes of the meeting held and the Chair signed the document.**

35/22TC **Minutes of the Previous Committee Meetings:**
a) The draft minutes of the Resources Committee held on the 27th June 2022 were received and noted.
b) The draft minutes of the Planning & Development Committee held on the 26th May were received and noted.
c) The draft minutes of the Gannon Institute Trust held 13th June 2022 were received and noted

36/22TC **County Councillors Report:** County Councillor Richard Smith sent his apologies.

37/22TC **District Councillors Report:** District Councillor John Fisher stated that the Community Governance Review, where Saxmundham TC had an interest in the proposed boundary change was on-going. Cllr. Smith asked about the CIL charging revised order for East Suffolk District Council which he believed could have major resource issues and was contained within a very long and complicated set of documents. He requested that the District Councillor find out more detail and provide simple clarification as the matter might need to be discussed at the next Resources Committee, given that any submissions had to be made in writing by 5pm on 5th August.

At this point Cllr. Sandbach joined the meeting.

38/22TC **Chairs Report**
1. 750th Charter Anniversary event
The Chair reported that the 750th year event had gone extremely well and thanked all the volunteers from the Council, IP17 GNS and the public. In particular, she wished to acknowledge the work by Jess Palmer and Bryony Peall, without whom this event would not have been so successful. She stated that Saxmundham was fortunate to have such dedicated people. She asked for this to be included

Signed _____

Date _____

26/9/22.

within the minutes which was fully supported by the Council members.

The initial response from the businesses on the High Street was that this had been one of their best ever trading days.

Cllr. Smith stated that he believed it would be sensible to look at further closures of the street and using Fromus Green more in the future. **NOTED**

2. Attendance at the 750th Anniversary service at the Church

The Chair reported that she and Cllr. Sandbach had attended a 750th anniversary service at the Church where they both gave readings.

3. Medical Facilities

There will be a public meeting at 7.00pm on Monday 8th August in the Market Hall, chaired by Cllr. Eastman where Dr. Havard will present the plans on the medical centre and take questions from members of the public.

4. Neighbourhood Plan

The Chair reported that the Neighbourhood Plan was now in consultation until 2nd September. After a question from Cllr. Sandbach, Cllr. Smith clarified that this would be followed by an Independent Examiner reviewing the document. There was no firm timescale on this.

5. Market Hall

The Chair reported that the planning permission had been received from East Suffolk District Council for the proposed changes to the Market Hall.

The member of the public left the meeting during the previous item

39//22TC **Committee Structure**

a) Communications and Events Committee

The new Terms of Reference had been previously circulated. **It was unanimously RESOLVED to adopt the above Terms of Reference.** Cllr. Smith asked that it was clarified that the responsibility for planning the Market Hall events would not be part of this committee's remit. Cllrs. Eastman, Sandbach, Hawkins and Gulliford were appointed to this Committee and will appoint a Chair at the first meeting

b) Gannon Institute Management

The new Terms of Reference had been previously circulated. **It was unanimously RESOLVED to adopt the above Terms of Reference.** After discussion, it was agreed that Cllrs. Smith, Fisher, Lock, Eastman, Hawkins and Sandbach would be the members of this committee and will appoint a Chair at the first meeting.

c) Changes to Committees

Following the co-option of new members and requests from existing members the following changes were made:

Cllr. Findlay stepped down from the Market Hall Management Committee so that Cllr. Fisher could become a member.

Cllr. Gulliford to join the Planning and Development Committee

Cllr. Clark to join the Resources and the Amenities and Services Committees

Cllr. Hiley to leave the Resources committee and join the Amenities Committee.

It was unanimously RESOLVED to approve the above changes.

40/22TC **Financial Matters:**

a) The payments and receipts of both the Town Council and the Market Hall for May and June 2022 were noted. It was noted that ½ of the Precept for the year had been received in April.

b) The Bank balances were reported as follows:

Gannon Rooms £ 7,023.59

Market Hall £ 12,135.76

Town Council (Unity Bank & Cambridge BS) £ 274,427.62

c) The Clerk requested that additional signatories be set up for the Market Hall and the Town Council bank accounts. **It was unanimously RESOLVED that Cllr. Clark and Cllr. Hiley be added to the signatory list for**

Signed

Date

26/9/22

all related accounts.

- d) **It was unanimously RESOLVED that the Gannon Rooms Institute accounts are moved to the Unity Bank as soon as practically possible.** The process is to be clarified.
- e) In principle, it was agreed that the Gannon rooms renovation will be financed by CIL. In February 2022 a nominal £10,000 was identified.

41/22TC **Memorial Field**

Cllr. Lock presented a report, previously circulated showing the budget costs for the new Memorial and its gardens to be sited at the Memorial Field in time for Armistice Day. The contractors are still to be chosen after due diligence. However, Cllr. Lock requested that the budget be approved, and funds allocated to allow the order to be placed so that the work could be completed on time. In response to questions, Cllr. Lock clarified that they had met with the Stocks Fair to ensure that they would be able to move their rides and machines through the gates. He also stated that the position of the trees would be checked, however, the project had already produced a detailed services map.

After discussion, **it was unanimously RESOLVED to allocated £20,000 from CIL monies by reducing the monies already earmarked for the Market Hall and up to a further £20,000 from the Capital Project reserve. It was unanimously RESOLVED to delegate to the Clerk and Cllr. Lock the authority to undertake the diligence and to place the order with their chosen contractor.**

The members thanked Cllr. Lock for the extensive work that he had already undertaken.

42/22TC **Memorial Trail**

Cllr. Lock stated that all the fallen soldier's profiles had been completed and that they were now working with the IT company to include the detail on the Town Council's website.

43/22TC **Gannon Rooms**

a) Lease of the front of the building

Cllr. Eastman explained that she had written to both the unsuccessful and successful parties who had provided Expressions of Interest in the Gannon Rooms. She and the Clerk would meet with the representatives of the successful bidder, ABC Radio, to decide how to proceed and will report back to the Gannon Room Institute Committee.

b) Repairs

The painting on the front of the building and repairs to the guttering had been completed. The Asst. Clerk had arranged for three quotations to replace the boiler.

44/22TC **Town Guide.**

The Council is going ahead with Falcon Publishing to produce a Town Guide at no cost to the Council. The Council needs to provide articles by the end of August for publication in the autumn. This will be referred to the Events and Communications Committee.

45/22TC **Requests for Grants**

a) Mingle

It was unanimously RESOLVED to give a grant of £300 to Mingle who work with Adults with learning difficulties.

Signed _____



Date _____

26/9/22

b) Saxmundham Primary School.

After discussion, it was unanimously RESOLVED to give a grant of £500 to the Saxmundham Primary School towards the installation of a Defibrillator, upon their providing evidence that the remainder of the required funding had been assured.

46/22TC **Recruitment of a permanent Clerk/RFO**

The Chair reported that after the previous meeting, an application had been received and an offer had been made by the appointments panel, however the applicant had turned down the opportunity as they felt that the job was bigger than they wished to take on.

It was agreed that the job description and advertisement needed review as feedback had been received that it was too detailed. It was felt that the position now required more attention on management skills. Cllr. Smith stated that he had been unhappy with the process. He also stated that he thought that the Appointment Panel had not been appointed with the delegated powers as had been assumed as per the minutes in May. He added that he felt that all applicants should undergo some numeracy/literacy tests. Cllr. Findlay stated that a presentation would be appropriate as requested for the previous appointment. In order to clarify the members and delegated powers of the Appointments Panel the following was resolved:

- 1) That the members of the Appointment Panel are to be the Chair of the Council, Vice Chair of the Council and the Chair of the Staffing Committee. This was agreed by 8 votes with 1 against. An amendment to this proposal by Cllr. Smith to increase the number of members to 4 did not receive a seconder.
- 2) That the Appointment Panel are delegated to:
 - a) Review and place the advertisements as appropriate
 - b) Identify suitable candidates
 - c) Proceed with interviews and selection
 - d) Offer a position based on satisfactory references and subject to Council approval.
 - e) Report back to the Full Council for ratification

This was agreed unanimously.

47/22TC **Week Shut Down**

Due to holidays prebooked, the offices of the Council will be shut and there will be no council business from Monday 15th to Friday 19th August. The Clerk will provide names for emergency contact.

48/22TC **Market Hall window**

It was agreed that the window in the Market Hall requires external decoration and repair to the sill as part of the standard maintenance schedule which had been delayed due to Covid. The Clerk was asked to organise a carpenter/decorator. However, this is not in any part an acceptance of any liability to reported leaks into the Crisps property.

Meeting ended at 9.00 pm

Karen Forster
Interim Clerk to Saxmundham Town Council

Signed



Date

26/4/22