



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 26th September, 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), County Councillor R. Smith MVO

Open Forum: There was 1 member of the public present.

At the start of the meeting, the Chair requested that all Councillors observed one minutes silence in memory of Queen Elizabeth II.

49/22TC **Apologies:** There were apologies received from Cllrs. Sandbach, Smith and Hiley.

50/22TC **Declaration of Interest:** Cllr. Eastman declared a non-pecuniary interest in IP17 Good Neighbour Scheme.

51/22TC **Minutes of the Previous Meeting:**
The minutes of the meeting 11th July 2022 and 8th August were presented for approval. **It was unanimously resolved to accept the minutes of the meetings and the Chair signed the document.**

52/22TC **Minutes of the Previous Committee Meetings:**

- a) The approved minutes of the Resources & Governance Committee held 25th July and 4th August were received
- b) The draft minutes of the Resources & Governance Committee held 30th August were noted
- c) The approved minutes of the Planning & Development Committee held 20th July were received
- d) The draft minutes of the Planning & Development Committee held 11th August were noted
- e) The draft minutes of the Amenities and Service Committee held 9th August were noted
- f) The approved minutes of the Communications and Events Committee held 1st August were received
- g) The draft minutes of the Market Hall Management Committee held 13th July were noted

53/22TC **County Councillor's Report:**

County Councillor Richard Smith presented his report:

- a) He congratulated Council on all the recent events held in the town.
- b) He thanked the Chair for her delivery of the Proclamation.
- c) He thanked Council for arranging the public meeting with Dr. Havard and stated he is giving the plans his full support.
- d) Although Sizewell C has been given permission, a judicial review will take place and he will continue to support those opposing the plans for this development.
- e) He reported that the County Council must produce a balanced budget however there will be difficult decisions ahead. There is an overspend this year due to inflation and social care and therefore, as they do not expect any additional money from the Government, there may well be a rise in the Council tax.

Signed _____

Date 10/10/22

As there were no further questions, the Chair thanked the County Councillor.

54/22TC **District Councillor's Report:**

District Councillor John Fisher stated that the report from District Council Leader S. Gallant (previously circulated) covered most items, however he noted that the town Wi-Fi was delayed.

AT THIS POINT, THE COUNTY COUNCILLOR LEFT THE MEETING

55/22TC **Chairs Report**

The Chair commented on the following:

- a) She thanked the Clerk, the Assistant Clerk Jen Morcom and Jess Palmer for all their work and support in organising the formalities and the Proclamation when Queen Elizabeth II died.
- b) Thanks as well to the Councillors who helped with the public signing the Condolence Book and she was now passing that book around the various residential and nursing homes, for residents to sign.
- c) She congratulated Cllr. Lock for the memorial field project and all his efforts.
- d) Cllr. Smith had asked her to report, regarding the neighbourhood plan, that the public consultation had now finished and that the District Council was appointing an examiner. They expected that the referendum could be held in March but might be in May at the same time as the elections. Comments about the Neighbourhood plan can be viewed on the District Council website.

56/22TC **Responsible Finance Officer**

It was unanimously **RESOLVED** to appoint Sharon Smith as the Responsible Finance Officer.

57/22TC **Financial Matters:**

- a) It was unanimously **RESOLVED** to note and ratify the payments and receipts for August 2022 for the Town Council and the Market Hall.
- b) The Bank balances were reported as follows:

| | |
|--|--------------|
| Gannon Rooms | £ 5,130.30 |
| Market Hall | £ 13,522.46 |
| Town Council (Unity Bank & Cambridge BS) | £ 239,162.03 |
- c) It was unanimously **RESOLVED** to ratify the allocation of £10,000 of CIL to the Gannon Rooms for the boiler replacement.

58/22TC **Budget Review**

- a) At the Resources & Governance meeting 4th August, the current year budget was reforecast so as to plan for increases in salary and utilities and reductions in planned spending. It was unanimously **RESOLVED** to accept and amend the current year budget.
- b) It was agreed to meet to review the three year plan which is used to create the budget. The Clerk is to suggest a couple of morning dates to do this. **NOTED**

59/22TC **Memorial Field**

Cllr. Lock stated that the work is almost complete and that the gates have now been installed. There was a small problem with one of the notice boards which is to be rectified and the planting is to be arranged.

Signed



Date

10/10/22

Cllr. Findlay proposed that a formal appreciation is recorded in the minutes to Cllr. Lock for all his work and for the enormous success of the project. **It was unanimously agreed to record the appreciation to Cllr. Lock.**

60/22TC Policies

- a) It was unanimously RESOLVED to adopt the Complaints procedure, as recommended by the Resources & Governance committee
- b) It was unanimously RESOLVED to adopt the Vexatious Contacts procedure as recommended by the Resources & Governance committee

61/22TC It was unanimously RESOLVED To consider a motion to exclude the public under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the appointments of staff being transacted

- a) Council noted the appointment of the new Caretaker Colin Pirie to take up post on 5th October 2022
- b) Council ratified the appointment of the new Clerk, Katy Bailey as recommended by the Appointment Panel.

Meeting ended at 7.47 pm

Karen Forster
Interim Clerk to Saxmundham Town Council

Signed



Date

10/10/22

