



Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 27th June 2022
at 12 noon at the Town House

Committee Members:

Councillor John Findlay (Chair)
Councillor Di Eastman
Councillor Jeremy Smith
Councillor Nigel Hiley
Councillor John Fisher
Councillor James Sandbach

Also Present: Karen Forster (Town Clerk) and Sharon Smith (Finance Officer)

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

9/22R Apologies for Absence

Cllr. Fisher apologised as he had a meeting with ESDC. No apologies from Cllr. Sandbach received.

10/22R Declarations of Interest

None

11/22R Minutes of the Previous Meeting

Councillor Di Eastman asked for reference 7/22 under Declarations of Interest to be corrected to 6/22.

RESOLVED: That the Committee accepted the correction and the minutes of 31st May 2022 were adopted as a true and accurate record.

12/22R Finance

- a) The Clerk explained the current process for approving payments. She explained that invoices received from suppliers on the Approved Payments List and the Direct Debits List do not require formal approval by the Resources Committee prior to being processed for payment during the month. Invoices, not previously approved, will be tabled for approval by the Resources Committee and processed for payment after the meeting. All invoices paid during the month will be tabled for note by Full Council.

RESOLVED: That the Committee noted the information provided by the Clerk.

- b) **RESOLVED: That the Committee approved and ratified the payments for June 2022 for the Town Council.**

- c) Councillor Di Eastman explained that the Saxmundham Community Music Festival grant for £4,000 should be drawn down from reserves. **NOTED**

Signed _____ Date _____

- d) **RESOLVED: That the Committee agreed to use Community Infrastructure Levy receipts for the Saxmundham Football Club grant, subject to further review by the Neighbourhood Plan/Community Infrastructure Levy working group.**
- e) **RESOLVED: That the Committee approved the payments for June 2022 for the Market Hall.**
- f) Councillor Jeremy Smith raised the issue of the window repairs at the Market Hall and recommended that the Clerk is authorised to obtain a further quotation from a professional builder.
RESOLVED: That the Committee agreed to delegate up to £2,000 of expenditure to the Clerk for this issue.
- g) The Clerk explained that she had moved the income from the Saturday Markets from the Market Hall account to the Town Council account.
RESOLVED: That the Committee asked the Clerk and Finance Officer to review methods of managing payments received from the Saturday Markets.
- h) The Clerk stated that the current bank balances as at 27/7/22 for the Town Council to be £ 172,476.35 in Current Account & £ 110,091.46 in Reserves account totalling £282,567.35.
- i) The current bank balance for the Market Hall Account is £ 14,080.76.
- j) **RESOLVED: That the Committee noted the receipt of the first instalment of the Precept.**

13/22R Management Accounts

- a) The Clerk explained the Trial Balance and Income and Expenditure Phased Budget for June 2022 for the Town Council and answered the Committee's questions.
- b) **RESOLVED: That the Committee agreed to vire £3,500 per month from the Salary Cost Centre to the Agency/Interim Services Cost Centre each month for the Clerk.**
- c) The Clerk explained the Trial Balance and Income and Expenditure Phased Budget for June 2022 for the Market Hall and answered the Committee's questions.
- d) **RESOLVED: That the Committee noted the Trial Balance and Income and Expenditure Phased Budget for June 2022 the Town Council and Market Hall.**

14/22R Gannon Rooms

- a) The Finance Officer updated the Committee on the financial position.
- b) **RESOLVED: That the Committee noted the financial position and agreed to pay an outstanding invoice and an upcoming invoice from the Barclays current account.**
- c) **RESOLVED: That the Committee agreed to close the two Barclays accounts and to open a new account at Unity Trust Bank, subject to approval from Full Council and the Trustees.**
- d) **RESOLVED: That the Committee agreed to transfer the balance of Community Infrastructure Levy receipts to the Unity Trust bank account.**

Signed _____ Date _____

15/22R Bank Signatories

RESOLVED: That the Committee agreed to ask Full Council for two further signatories to be added to the Town Council and Market Hall and, in due course, to the Gannon Rooms.

16/22R Financial Regulations

The Clerk asked the Committee to consider a change to section 4 of the Financial Regulations to delegate budgeted spending to the approved committee. The Financial Regulations state:

'At the time of budget creation, the relevant committee...will be identified and the authority to commit to expenditure of that budget will be delegated to that committee.'

However, the Clerk explained that the current practice is for the approved committee to table any expenditure under the agreed budget for further approval from Full Council despite this only being required, under the Financial Regulations, if the budget is insufficient.

Councillor Jeremy Smith noted that perhaps the Financial Regulations do not need to be changed just current practices.

RESOLVED: That the Committee agreed that the Clerk and Councillor Jeremy Smith review section 4 of the Financial Regulation and, if necessary, submit a revised form of words to the Committee for consideration at the next meeting.

17/22R The Committee passed 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 following business being transacted.

The chair of the Appointments Panel reported that a suitable candidate had been found however, the candidate turned down the opportunity. It was agreed to bring this back to full council with the suggestion that the job description and advert be reviewed and that a new advert be placed in August/September.

Meeting finished 13.48
Karen Forster Clerk/RFO

Signed _____ Date _____

Appendix A: Town Council Receipts and Payments – June 2022

Payments for Approval

Invoice Date	Supplier	Description	Gross
06/06/2022	Neon Content & Copy	750 Event - Poster Design	£106.07
16/06/2022	Leiston Press	750 Event - Correx Boards x 20	£344.40
16/06/2022	The Art Station	750 Event - Stage	£500.00
18/06/2022	Archant	750 Event - EADT Advertisement	£1,230.24
12/06/2022	IP17 GNS	750 Event - Flyer Delivery	£502.25
05/06/2022	Chrisalis Clowning	750 Event - Entertainment	£150.00
31/05/2022	Leiston Press	Jubilee/750 Events - Programmes	£192.60
01/06/2022	Dean Wilkins	Jubilee Event - Bunting and Flags	£80.00
07/06/2022	IP17 GNS	Jubilee Event - Refreshments	£400.00
07/06/2022	Truffles Et Al	Jubilee Event - Cakes	£60.00
13/06/2022	Jeremy Smith	Jubilee Event - Refreshments	£102.00
10/06/2022	Churchill Support Services	Jubilee Event - Licenced Officers	£768.00
09/06/2022	St John's Church	Jubilee Event - Loan of Gazebos	£50.00
13/06/2022	Rosalind Barnett	Town Clerk Expenses	£166.52
10/05/2022	About Media	E-News Slot	£36.00
22/06/2022	Suffolk County Council	Village Gateway Designs	£4,453.32
20/06/2022	Judy Chesterfield	Cleaning	£114.00
24/06/2022	Salary 6	Salary	£3,417.00

Approved Payments

Invoice Date	Supplier	Description	Gross
08/06/2022	HG Crisp (Whites of East Anglia)	Stationery	£3.94
13/06/2022	Viking	Stationery	£337.69
11/04/2022	ESPO	Stationery	£85.26
07/06/2022	Saxmundham Football Club	Grant (agreed at May 2022 meeting)	£1,000.00
13/06/2022	Saxmundham Museum	Grant (agreed at May 2022 meeting)	£1,000.00
13/06/2022	The Art Station	Grant (agreed at May 2022 meeting)	£1,200.00
25/04/2022	Royal British Legion	Grant (agreed at May 2022 meeting)	£1,000.00
13/06/2022	Sax Community Music Festival	Grant (agreed at May 2022 meeting)	£4,000.00
16/05/2022	SALC	Annual Internal Audit Fee	£518.40
27/05/2022	NALC	Town Clerk Vacancy Advertisement	£120.00
20/05/2022	Red Dune Ltd	IT Services - June 2022	£253.80
20/05/2022	Red Dune Ltd	IT Services - May 2022	£253.80
21/06/2022	Nest Pensions - May 2022	Pension Contributions	£33.54
13/06/2022	HM Revenue and Customs	PAYE Month 1 2022-2023	£1,803.45
13/06/2022	HM Revenue and Customs	PAYE Month 2 2022-2023	£2,502.61
13/06/2022	HM Revenue and Customs	Late Payment Charge 2021-2022	£26.28
13/06/2022	HM Revenue and Customs	Late Payment Charge 2021-2022	£26.27
13/06/2022	HM Revenue and Customs	Late Payment Charge 2021-2022	£28.51
16/06/2022	CN Plumbing & Heating	Plumbing - Blocked Toilet	£72.00
16/06/2022	Bayfields Digital	Wireless Door Bells x 2	£221.90
14/06/2022	British Telecom	Mobile Phone	£33.32
13/06/2022	British Telecom	Telephone/Broadband	£179.57
03/06/2022	Unity Bank	Bank Charges	£18.00
02/06/2022	Smartest Energy	Gas	£98.40
30/05/2022	Herring Bone Design Ltd	Website Amendments	£240.00
30/05/2022	Herring Bone Design Ltd	Website Hosting	£150.00
30/05/2022	Aurora Managed Services Ltd	Printer Ink	£19.38
20/05/2022	Leiston Press	Annual Report Printing	£90.00
30/05/2022	Saxmundham Market Hall	Town Council Meetings x 10	£350.00
08/06/2022	Attend a Lock	Office Door Lock Repair	£393.00

Signed _____ Date _____

Appendix B: Market Hall Receipts and Payments – June 2022

Payments for Approval

Invoice Date	Supplier	Description	Gross
09/06/2022	Suffolk County Council	Market Hall Ceremony Licence	£1,725.00
01/06/2022	Judy Chesterfield	Cleaning	£222.00
Approved Payments			
02/06/2022	Smartest Energy	Gas	£160.26
15/06/2022	Smartest Energy	Electricity	£284.00
14/06/2022	Attend a Lock	Key Code Change	£50.00
13/06/2022	Everflow Water	Water	£16.23
30/06/2022	Unity Trust Bank	Charges	£18.00
09/06/2022	Rosalind Barnett	Planning Application	£149.20
21/06/2022	Saxmundham Town Council	Saturday Markets Income	£181.58
21/06/2022	Saxmundham Town Council	Saturday Markets Income	£199.12
21/06/2022	Saxmundham Town Council	Saturday Markets Income	£209.60
			<u>£3,214.99</u>

Receipts

Received	Payer	Description	Amount
	MH158	Active Adults	£20.00
15/06/2022	MH160	Judo Club	£320.00
21/06/2022	Rosalind Barnett	Refund of Dishwasher	£533.00
23/06/2022	Saxmundham Town Council	Hall Hire - Meetings	£350.00
16/06/2022	Saxmundham Town Council	Contribution	£8,000.00
15/06/2022	Stall Holders	Saturday Markets Income	£199.12
21/06/2022	Stall Holders	Saturday Markets Income	£209.60
			<u>£9,631.72</u>
	30/06/2022	Balance Carried Forward	£12,135.76

Signed _____ Date _____