



Saxmundham Town Council

**All Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council
Monday 13th March 2023, 7.00pm, Market Hall Saxmundham**

AGENDA

- 1. Open Forum:**
 - a) Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Council meeting itself.
- 2. Apologies and Approvals of Absence:** To receive apologies for absence.
- 3. Members Declarations of Interests and Consideration of Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 4. Minutes of the Previous Meeting:**
 - a) To resolve that the draft minutes of the Saxmundham Town Council Full Council meeting held on the 13th February 2023 are a true and correct record.
- 5. Minutes of the Previous Committee Meetings:**
 - a) To note the draft minutes of the Gannon Institute Trust held 13th February 2023.
 - b) To note the draft minutes of the Market Hall Trustee held 13th February 2023.
 - c) To note the draft minutes of the Resources Committee held 27th February 2023.
 - d) To note the draft minutes of the Events and Communications Committee held 3rd March 2023.
 - e) To note the draft minutes of the Planning & Development Committee held 13th February 2023.
- 6. County Councillor's Report:** To receive a report from County Councillor Richard Smith MVO.
- 7. District Councillor's Report:** To receive a report from District Councillor John Fisher.
- 8. Chair's Report:** To receive a report from the Town Council Chair, Cllr Di Eastman.
 - Coronation Plans (06/05/2023 – 08/05/2023)
 - Arts Festival (10/06/2023)
 - Scout Hut
 - Community Policing
- 9. Clerk's Report:** To receive a report from the Town Clerk
 - ROSPA report update
- 10. Financial Matters:**
 - a) To note and ratify the payments and receipts for February 2023 for the Town Council, Market Hall and Gannon Institute.
 - b) To note the bank balances at 28th February 2023 for the Town Council, Market Hall and Gannon Institute.
 - c) To review Town Council budget versus actual income and expenditure at 28th February 2023.
 - d) To note the Resources Committee's recommendations to withdraw £80,000 from the Cambridge Building Society and invest in a 100 Day Notice Account with United Trust Bank.
- 11. Administration**
 - a) To conduct the annual review and approval of the Internal Controls Statement.
 - b) To conduct the annual review and approval of the Asset Register.



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12. Council Election

- a) To note arrangements for the nominations of Councillors.
- b) To note that the Town Clerk has booked an appointment at East Suffolk District Council to deliver nomination forms on the 3rd April 2023.

13. Energy Projects: To receive an update from Responsible Financial Officer

13. Memorial Field: To receive an update from Cllr Tim Lock regarding the progress with the Memorial Field.

14. Neighbourhood Plan: To receive an update from Cllr Jeremy Smith.

15. East Suffolk Democratic Planning Alliance: To receive an update from Cllr Nigel Hiley.

16. Reports from outside bodies

To receive reports from outside bodies:

- a) CAB – Cllr James Sandbach
- b) Community Partnership – Cllr Di Eastman
- c) IP17 GNS – Cllr Di Eastman
- d) East Suffolk Travellers' Association - Cllr John Fisher
- e) Footpath Warden – Cllr John Fisher
- f) Tree Warden – Cllr John Fisher
- g) Patient Participation Group – Cllr Nigel Hiley and Cllr James Sandbach
- h) Suffolk Association of Local Councils – Cllr Di Eastman
- i) Sizewell A and B – Cllr James Sandbach and Cllr Nigel Hiley

K. Bailey
Town Clerk

08/03/2023