

Saxmundham Town Council



**All Members of Saxmundham Town Council are summoned to attend the
Annual meeting of the Town Council
Monday 9 of May 2022, 7.00pm, Market Hall Saxmundham**

The public are welcome to attend.

AGENDA

Open Forum: Members of the public are invited to give their views on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.

1/221TC	Election of the Chair: To invite nominations and elect a chair for the year 2022-2023 and to receive the Declaration of Acceptance of Office
2/22TC	Election of the Vice-Chair: To invite nominations and elect a Vice-Chair for the year 2022-2023
3/22TC	Apologies and Approvals of Absence - To receive apologies for absence.
4/22TC	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.
5/22TC	Committees for 2022-2023 <ol style="list-style-type: none"> a) To review Committees and Working Groups Structure (Appendix 1) b) To review terms of reference for Committees (Appendix 2) c) To appoint Councillors to Committees (Appendix 3) d) To appoint Councillors to Working Groups (Appendix 4) e) To appoint Chairs and Vice-Chair of Standing Committees <ul style="list-style-type: none"> • Amenities and Services Committee • Market Hall Committee • Planning & Development Control Committee • Resources Committee • Staffing Committee f) To appoint Chairs of working groups <ul style="list-style-type: none"> • Climate and Environment Working Group • Communications Working Group • Memorial Field Working Group • Gannon Institute
6/22TC	To consider the Town Council representatives for other organisations (Appendix 5):

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Note the business of the Annual Meeting has been concluded and the rest of the agenda is essential normal business.	
7/22TC	Co-option – To consider co-option of new councillor (Appendix 6)
8/22C	Minutes of the Previous Meeting: To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 11 April 2022 are a true and correct record. (Appendix 7)
9/22TC	Minutes of the Previous Committee Meetings: a) To receive and note the draft minutes of the Resources Committee held on the 25 April. (Appendix 8) b) To receive and note the draft minutes of the Amenities & Services Committee held on the 25 April. (Appendix 9) c) To receive and note the draft minutes of the planning meeting 21 of April (Appendix 10)
10/22TC	Financial Matters – a) To note and ratify the payments and receipts up to the 30 April 2022. (Appendix 11) b) To note the end of year financial report for Town Council and Market Hall. (Appendix 12) c) To agree approved payment list for 2022-2023 (Appendix 13) d) To add Sharon Smith the Finance Officer on to the Unity bank account mandate to authorise 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. f) To approve the internal control statement and arrangements. (Appendix 14) g) To consider pay award for staff of 1.75%, backdated to 1 April 2021 at an approx cost of £ 1,252 h) To consider Resources Committee recommendations: <ul style="list-style-type: none"> • To increase the Capital Reserve to £35,000 • To create a new reserve called Capital Projects £40,000 • To transfer an additional £50,000 from the Unity Bank to the Cambridge Building Society Account.
11/22TC	To consider recommendations from the Amenities Committee on the Memorial Field Project (appendix a) To consider and approve design for memorial entrance b) To consider and approve design for memorial stone c) To consider and approve design for memorial gates d) To agree the publication of tender for the Memorial Field Improvements and note outline specification costs
12/22TC	Events - To receive an update on arrangements for the Jubilee and 750 celebrations and agree delegation of financial decisions.
13/22TC	Staffing Arrangements a) To note the appointment of Sharon Smith as Finance and Administration Officer. b) To receive an oral report on the appointment of the Town Clerk and agree interview arrangements. c) To consider interim arrangements for Town Clerk and RFO

R Barnett

Roz Barnett
Clerk to Saxmundham Town Council
Tuesday, 03 May 2022