

Saxmundham Town Council



All Members of the Resources Committee are summoned to attend a meeting on
Tuesday 31 May 2022 at 2pm at the Town House

AGENDA

- 1) **Apologies for Absence** - To receive and approve apologies for absence.
- 2) **Pecuniary/Non-Pecuniary Interests** - Councillors to declare any Pecuniary or Non-Pecuniary Interests and consider any requests for dispensation.
- 3) **Minutes of the Previous Meeting** - To resolve that the minutes of the meeting held on Monday **22 April 2022** are a true and accurate record (Appendix 1).
- 4) **Operational Issues**
 - a) To note progress on bank account changes.
 - b) To receive an oral report from the Town Clerk on the WorkNest inspection and consider impact on health and safety management across the Council.
 - c) To consider the LGA/NALC/SALC Model Councillor Code of Conduct and recommend its adoption to full council (Appendix 2).
 - d) To receive an update on the mobile phone for the Clerk and consider any financial implications.
- 5) **Finance**
 - a) To note payments and receipts and reconciliation reports for April for the Town Council (Appendix 3)
 - b) To note payments and receipts and reconciliation reports for April for the Market Hall (Appendix 4)
 - c) To note May payments and authorise any payments outside of the Clerk's delegated powers for the Town Council and Market Hall (Appendix 5).
 - d) To agree annual approved payments list and list of direct debits.
 - e) To receive a verbal report on internal audit and AGAR arrangements.
- 6) **Small Grants** - To consider any applications under £5000 (Standing agenda item).
 - a) British Legion
 - b) Arts Station
 - c) Sax Community Fest – to agree release of final payment
 - d) Football Club
- 7) **Committee Structure** - To review interim committee structure
- 8) **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 following business being transacted.
- 9) **Staffing Matters**
 - a) To receive an oral report on the appointment of the Town Clerk.
 - b) To note the interim arrangements.

R Barnett

Roz Barnett

Clerk to Saxmundham Town Council Date: Tuesday, 21 March 2023

Tel: 01728 604595 Email: townclerk@saxmundham-tc.gov.uk