



# Saxmundham Town Council

Minutes of the Resources Committee Meeting Monday 27<sup>th</sup> February 2023  
12 noon at the Town House, Station Approach, Station Road, Saxmundham

## Committee Members in Attendance:

Cllr. John Findlay (Chair)  
Cllr. Di Eastman  
Cllr. John Fisher  
Cllr. Jeremy Smith  
Cllr. Elizabeth Clark

## Also Present:

Sharon Smith – Committee Clerk/RFO

### 12/23R Apologies for Absence.

Cllr. James Sandbach

### 13/23R Declarations of Interest

None declared.

### 14/23R Open Forum

No members of the public were present.

### 15/23R Minutes of the Previous Meeting

- a) The Committee agreed to expand item 05/23R f to include the words 'up to a maximum of £6,000'.
- b) **It was unanimously RESOLVED** to approve the amended minutes of 30<sup>th</sup> January 2023 as a true and accurate record.

### 16/23R Town Council

- a) **It was unanimously RESOLVED** to ratify the payments for February 2023.
- b) The Committee asked for a review of the arrangements for payment of the electricity supply to the Youth Booth from the Scouts Hut as part of the review of the Scouts Hut lease.
- c) The Committee noted the receipts for February 2023.
- d) The Committee noted the bank balance of £26,081.47 at Unity Trust Bank and £160,612.50 at Cambridge Building Society as at 31<sup>st</sup> January 2023.
- e) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 31<sup>st</sup> January 2023.
- f) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> February 2023.
- g) The Committee agreed that the Youth Booth electricity payments should be recorded under the budget heading 'Youth Activities' instead of 'Utilities'.
- h) **It was unanimously RESOLVED** to withdraw £80,000 from the Cambridge Building Society account and deposit the amount in a 100 Day Notice account with United Trust Bank.
- i) The Committee agreed to conduct a quarterly review of the Town Council's investments and interest rates.

### 17/23R Market Hall

- a) **It was unanimously RESOLVED** to ratify the payments for February 2023.
- b) The Committee noted the receipts for February 2023.
- c) The Committee noted the bank balance of £15,621.58 as at 31<sup>st</sup> January 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 31<sup>st</sup> January 2023.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> February 2023.
- f) The Committee noted the Internal Audit report for the financial year ended 31<sup>st</sup> March 2022.

#### **18/23R Gannon Rooms**

- a) **It was unanimously RESOLVED** to ratify the payments for February 2023.
- b) The Committee noted the receipts for February 2023.
- c) The Committee noted the bank balances of £4,664.13 at Unity Trust Bank and £324.83 at Barclays Bank as at 19<sup>th</sup> January 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliations as at 31<sup>st</sup> December 2022.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> February 2023.
- f) The Committee discussed the Platinum Village Halls grant application which was tabled for consideration at the Town Council meeting on 13<sup>th</sup> February 2023. The Committee agreed that a special meeting of the Trustees of the Gannon Rooms will be required to consider the implications of committing the Town Council to 80% of the refurbishment costs detailed in the bid. It was further agreed that the Committee had no authority to commit further Town Council expenditure for the Gannon Rooms refurbishment before the Trustees had resolved to proceed with the bid and had requested a further financial commitment from the Town Council for the Committee's consideration.

#### **19/23R Small Grants**

- a) **It was unanimously RESOLVED** to support Disability Advice Service (East Suffolk)'s request for £1,000. (LGA 1972 s.137)
- b) **It was unanimously RESOLVED** to commit the budgeted amount of £7,500 to the Sax Music fest. (LGA 1972 s. 145)
- c) **It was unanimously RESOLVED** to support Citizens Advice East Suffolk's request for £1,500. (LGA 1972 s.142)

#### **20/23R Administration**

- a) The Committee deferred the annual review and approval of the Internal Controls Statement until the Town Council meeting on 13<sup>th</sup> March 2023.
- b) The Committee deferred the annual review and approval of the Asset Register until the Town Council meeting on 13<sup>th</sup> March 2023.

**21/23R It was unanimously RESOLVED 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.

#### **22/23R Possible Land Transfer**

Cllr. Jeremy Smith updated the Committee about the possible transfer to the Council of land adjacent to 32 High Street. Cllr. Smith asked the Officers to review firms of solicitors in terms of skills, strengths, rates, etc and to recommend which solicitors to engage, not only for the conveyancing of the land transfer, but also with a view to building a relationship and handling all of the Town Council's legal matters. **It was unanimously RESOLVED** to delegate power to Cllr. Smith to proceed with engaging a firm of solicitors if there is an urgent need to proceed with the land transfer conveyancing.

The meeting closed at 1:20 pm

**Sharon Smith Committee Clerk/RFO**

Signed \_\_\_\_\_ Date \_\_\_\_\_