



# Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 28<sup>th</sup> March 2023  
at 11 am 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

## Also Present:

Sharon Smith – Committee Clerk/RFO

### 23/23R Apologies for Absence.

Cllr. James Sandbach and Cllr. Elizabeth Clark.

### 24/23R Declarations of Interest

None declared.

### 25/23R Open Forum

No members of the public were present.

### 26/23R Minutes of the Previous Meeting

- a) The Committee agreed to amend item 22/23R - the power to engage a firm of solicitors cannot be delegated to a Councillor and must be undertaken by an Officer, therefore the last sentence which delegated authority to Cllr. Jeremy Smith was deleted.
- b) The Committee agreed to amend item 19/23R – the Committee has delegated authority to approve small grants up to £5,000 therefore it was agreed to recommend to Full Council that the budgeted amount of £7,500 is committed to the Sax Music Fest.
- c) Following these amendments, it was **unanimously RESOLVED** to approve the minutes of 27<sup>th</sup> February 2023 as a true and accurate record.

### 27/23R Town Council

- a) It was **unanimously RESOLVED** to ratify the payments for March 2023.
- b) The Committee asked for a review of the health and safety contract with Worknest to determine whether the service received during the first year, of a three-year term, is good value.
- c) The Committee noted the receipts for March 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 28<sup>th</sup> February 2023.
- e) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 28<sup>th</sup> February 2023.
- f) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> March 2023.
- g) The RFO gave a verbal report on the preparation for the year end and audits.
- h) It was **unanimously RESOLVED** to approve the revised Community Infrastructure Levy Reports for the financial years 2016-2023, with an additional expenditure item added to the current year's report. Cllr. Jeremy Smith offered to assist the RFO to improve the expenditure descriptions.
- i) The Committee noted a re-forecasted budget for the financial year 2023-2024 but declined to adopt the changes as it was considered premature to revise the budget.

Signed \_\_\_\_\_

Date \_\_\_\_\_

27.04.23

**28/23R Market Hall**

- a) **It was unanimously RESOLVED** to ratify the payments for March 2023. The RFO agreed to check the accuracy of the amount paid to PPL/PRS for the music licence.
- b) The Committee noted the receipts for March 2023.
- c) The Committee noted the bank balance of £16,234.75 as at 28<sup>th</sup> February 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 28<sup>th</sup> February 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> March 2023.
- f) The Committee noted a re-forecasted budget for the financial year 2023-2024 but declined to adopt the changes as it was considered premature to revise the budget.

**29/23R Gannon Rooms**

- a) **It was unanimously RESOLVED** to ratify the payments for March 2023.
- b) The Committee noted the receipts for March 2023.
- c) The Committee noted the bank balances of £4,232.67 at Unity Trust Bank and £315.83 at Barclays Bank as at 28<sup>th</sup> February 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliations as at 31<sup>st</sup> January 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 22<sup>nd</sup> March 2023.
- f) The Committee noted the Rate Demand for 2023/2024 at £49.27 per annum.
- g) The Committee considered a recommendation from the Management Committee to the Town Council, via the Resources Committee, to allocate an additional sum of £5,000 towards the Gannon Rooms' capital works programme for commissioned works which exceed the allocated funding by £4,578. It was noted that the Gannon Rooms' bank balance was needed to cover ongoing costs such as utilities and rates. **It was unanimously RESOLVED** to recommend to Town Council that £5,000 is allocated from the Capital Replacement Fund to the Gannon Rooms' capital works programme.
- h) The Committee considered a second recommendation from the Management Committee regarding funding for further necessary capital works which will cost in the region of £25,000. The Management Committee recommended, via the Resources Committee, that the Town Council considers possible financing sources, in particular, borrowing from the Public Works Loan Board. **It was unanimously RESOLVED** to recommend to Town Council that the RFO makes preliminary enquiries as to the feasibility and terms of a loan from the PWLB.

**30/23R** **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.**

**31/23R Possible Land Transfer**

The Committee considered the Town Clerk's review of firms of solicitors. **It was unanimously RESOLVED** to ask the RFO, in conjunction with Cllr. Jeremy Smith, to approach Birketts LLP by letter, 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.

**32/23R Staffing Matters**

The Committee discussed and agreed the process for conducting the Town Clerk's probationary review. **It was unanimously RESOLVED** that Cllr. John Findlay, as Vice-Chair of the Town Council, will conduct the review, assisted by Cllr. Jeremy Smith as a member of the Resources Committee. Their report will be tabled for consideration firstly by the Resources Committee and then by the

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

Town Council.

The meeting closed at 12:40 pm  
Sharon Smith Committee Clerk/RFO

Signed \_\_\_\_\_

JS

Date \_\_\_\_\_

27.04.23