

Saxmundham Town Council



**All Members of Saxmundham Town Council are summoned to attend the
Annual Meeting of the Town Council
Monday 15th May 2023, 7.00pm, Market Hall Saxmundham**

The public are welcome to attend.

AGENDA

1	Election of the Chair: To invite nominations and elect a Chair for the year 2023-2024 and to receive the Declaration of Acceptance of Office
2	Election of the Vice-Chair: To invite nominations and elect a Vice-Chair for the year 2023-2024.
3	Apologies and Approvals of Absence - To receive apologies for absence.
4	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	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
6	Committees for 2023-2024 <ol style="list-style-type: none">a) To review Committees and Working Groups Structureb) To review terms of reference for Committeesc) To appoint Councillors to Committeesd) To appoint Councillors to Working Groupse) To appoint Chairs and Vice-Chair of Standing Committees<ul style="list-style-type: none">• Amenities and Services Committee• Market Hall Management Committee• Gannon Institute Management Committee• Planning & Development Control Committee• Resources Committee• Events and Communications Committeef) To appoint Chairs of working groups and Sub-committees:<ul style="list-style-type: none">• Staffing Sub-Committee• Climate and Environment Working Groupg) To appoint Town Council representatives to the Neighbourhood Plan Steering Grouph) To receive expressions of interest to be members of:<ul style="list-style-type: none">• The Market Hall Management Committee

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	<ul style="list-style-type: none"> • The Gannon Institute Management Committee
7	<p>To consider the Town Council representatives for other organisations:</p> <ul style="list-style-type: none"> a) CAB b) Community Partnership c) IP17 GNS d) East Suffolk Travellers' Association e) Footpath Warden f) Tree Warden g) Patient Participation Group h) Suffolk Association of Local Councils i) Sizewell A and B j) Saxmundham Welfare Charities
8	<p>Councillors</p> <ul style="list-style-type: none"> a) To receive any applications for co-option to the Council. b) To readopt the LGA Model Council Code of Conduct.
9	<p>Minutes of the Previous Meeting</p> <p>To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 5 April 2023 are a true and correct record.</p>
10	<p>Minutes of the Previous Committee Meetings</p> <ul style="list-style-type: none"> a) To receive the draft minutes of the Resources Committee held on the 25 April 2023 and 9 May 2023 b) To receive the draft minutes of the Amenities & Services Committee held on the 10 May 2023 c) To receive the draft minutes of the Events and Communications Committee held 14 April 2023 d) To receive the draft minutes of the Planning and Development Committee meeting 3 May 2023 e) To note the draft minutes of the Market Hall Management Committee meeting 22 March 2023 f) To note the draft minutes of the Gannon Institute Management Committee meeting 22 March 2023
11	<p>County Councillor's Report: To receive a report from County Councillor</p>
12	<p>District Councillor's Report: To receive a report from District Councillor</p>
13	<p>Chair's Report: To receive a report from the Town Council Chair</p>
14	<p>Clerk's Report</p> <ul style="list-style-type: none"> • Update on the Thermal Imaging Cameras • Church Street, Saxmundham – Installation of New Dropped Crossing Point • Update on the Memorial Field • Election Expenses
15	<p>Financial Matters 2022-2023</p> <ul style="list-style-type: none"> a) To note the budgeted versus actual income and expenditure at 31st March 2023. b) To note the Internal Audit Report for the financial year 2022-2023 and to accept the Resources Committee's recommendations.

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	<p>c) To note the Internal Audit Effectiveness Review for the financial year 2022-2023.</p> <p>d) To resolve to accept the Resources Committee's recommendations to approve the:</p> <ul style="list-style-type: none"> • Income and Expenditure Accounts for the financial year 2022-2023 • Balance Sheet as at 31st March 2023 • Bank Reconciliation for the financial year 2022-2023 • Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return • Accounting Statements (Section 2) of the Annual Governance and Accountability Return • Period for the exercise of public rights from 5th June to 14th July 2023
16	<p>Financial Matters 2023-2024</p> <p>a) To note and ratify the payments and receipts for April 2023 for the Town Council, Market Hall and Gannon Institute.</p> <p>b) To note the receipt of the first instalment of the precept of £120,987.57.</p> <p>c) To note the bank balances at 30th April 2023 for the Town Council, Market Hall and Gannon Institute.</p> <p>d) To appoint the Suffolk Association of Local Councils as the Internal Auditor for the financial year 2023-2024.</p> <p>e) To accept the Resources Committee's, in principle, recommendation to create a full business case, for the Council's consideration at its next meeting, to apply for a loan of £20,000 from the Public Works Loan Board.</p>
17	<p>To consider recommendations from the Amenities Committee for expenditure for necessary remedial work in relation RoSPA inspections.</p>
18	<p>Neighbourhood Plan: To receive an update from Cllr Jeremy Smith.</p>
19	<p>Energy Projects: To receive an update from Responsible Financial Officer</p>
20	<p>Appointment of Solicitors: To receive an update from Cllr. Jeremy Smith</p>
21	<p>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 business being transacted.</p>
22	<p>To consider staffing matters.</p>

Katy Bailey

Clerk to Saxmundham Town Council

Wednesday, 10 May 2023