



Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 25th April 2023
at 12 noon at the Town House, Station Approach, Station Road, Saxmundham

Committee Members in Attendance:

Cllr. John Findlay (Chair)
Cllr. Di Eastman
Cllr. Jeremy Smith
Cllr. Elizabeth Clerk
Cllr. James Sandbach

Also Present:

Sharon Smith – RFO

33/23R Apologies for Absence.
Cllr. John Fisher.

34/23R Declarations of Interest
None declared.

35/23R Open Forum
No members of the public were present.

36/23R Minutes of the Previous Meeting
It was unanimously RESOLVED to approve the minutes of 28th March 2023 as a true and accurate record.

37/23R Town Council

- a) **It was unanimously RESOLVED** to ratify the payments for April 2023.
- b) The Committee noted the receipts for April 2023.
- c) The Committee noted the bank balance of £9,426.47 at Unity Trust Bank and £160,612.50 at Cambridge Building Society as at 31st March 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 31st March 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 20th April 2023.
- f) The Committee noted the Budgeted versus Actual Income and Expenditure for the financial year 2022-2023 and asked for a summary to be provided to full Council.
- g) **It was unanimously RESOLVED** to authorise the approved payments and direct debits list for 2023-2024.
- h) The Committee reviewed the insurance policy for 2023-2024 and **it was unanimously RESOLVED** to increase the fidelity guarantee cover to £300,000.

38/23R Market Hall

- a) **It was unanimously RESOLVED** to ratify the payments for April 2023.
- b) The Committee noted the receipts for April 2023.
- c) The Committee noted the bank balance of £14,224.04 at Unity Trust Bank as at 31st March 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 31st March 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 20th April 2023.

Signed _____ Date _____

- f) The Committee reviewed the list of debtors and **it was unanimously RESOLVED** that, in future, payment must be made in advance for one-off hall hire such as private parties.

39/23R Gannon Rooms

- a) **It was unanimously RESOLVED** to ratify the payments for April 2023.
- b) The Committee noted the receipts for April 2023.
- c) The Committee noted the bank balances of £4,180.95 at Unity Trust Bank and £324.83 at Barclays Bank as at 31st March 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliations as at 31st March 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 20th April 2023.
- f) The Committee agreed to pay the Rate Demand of £49.27 for the financial year 2023-2024 in full to enable the Barclays Bank account to be closed.
- g) The Committee considered a report from the RFO regarding borrowing from the Public Works Loan Board. **It was unanimously RESOLVED** to recommend, in principle, to full Council to apply for a loan of £20,000 to fund further necessary capital works.

40/32R Small Grants

- a) **It was unanimously RESOLVED** to provide a grant of £1,500 to the Arts Station as a contribution to its core costs, subject to the provision of evidence of meeting the conditions of earlier grant funding.
- b) The Committee instructed the RFO to review the Grants Policy, firstly to consider small grant applications on a twice yearly basis and, secondly, to require the submission of an End of Grant Monitoring Form.

41/23R 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.

42/23R Possible Land Transfer

Cllr. Jeremy Smith updated the Committee on discussions with local solicitors. **It was unanimously RESOLVED** to proceed with the conveyancing of the land transfer with Pulham & Co.

43/23R Staffing Matter

The Committee considered a confidential staffing matter.

The meeting closed at 2:00 pm

Sharon Smith - RFO

Signed _____ Date _____