



Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 30th May 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

44/23R Apologies for Absence.

Cllr. John Fisher.

45/23R Declarations of Interest

None declared.

46/23R Open Forum

No members of the public were present.

47/23R Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 25th April 2023 and 9th May 2023 as true and accurate records.

48/23R Town Council

- a) **It was unanimously RESOLVED** to ratify the payments for May 2023.
- b) The Committee agreed that the invoice received from Rialtas Business Solutions for the close down of the financial year 2022-2023 should be apportioned on a pro-rata basis to the Town Council, Market Hall and Gannon Institute calculated on each entity's annual expenditure to prevent a significant overspend of the Market Hall and Gannon Institute's budgets. The RFO said she hoped to close down the financial year end 2023-2024 for the Market Hall and Gannon Institute without assistance from Rialtas.
- c) The Committee noted the receipts for May 2023.
- d) The Committee noted the bank balance of £50,454.67 at Unity Trust Bank and £160,612.50 at Cambridge Building Society as at 30th April 2023.
- e) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 30th April 2023.
- f) The Committee noted the Trial Balance and the Budget versus Actual Income and Expenditure Report as at 25th May 2023.
- g) The Committee reviewed the decision taken at the meeting held on 25th April 2023 to increase the fidelity guarantee cover to £300,000. The current total bank balances for the Town Council, the Market Hall and the Gannon Institute are £230,436.76 and taking into consideration creditors, debtors, VAT to be recovered and the increase in insurance premium **it was unanimously RESOLVED** not to increase the fidelity guarantee cover at this time and to reconsider when the second instalment of the precept is received in October 2023.
- h) Following due consideration, **it was unanimously RESOLVED** to agree to underwrite all, or part, of the proposed PWLB loan repayments of £2,846.76 per annum if the Gannon Institute Trust are minded to approve the application.

Signed _____ Date _____

- i) The Committee asked for a report to be tabled for its consideration at its next meeting regarding the current Community Infrastructure Levy position and indications for expenditure.

49/23R Market Hall

- a) **It was unanimously RESOLVED** to ratify the payments for May 2023.
- b) The Committee noted the receipts for May 2023.
- c) The Committee noted the bank balance of £15,191.42 at Unity Trust Bank as at 30th April 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliation as at 30th April 2023.
- e) The Committee noted the Trial Balance and the Budget versus Actual Income and Expenditure Reports as at 25th May 2023.

50/23R Gannon Rooms

- a) **It was unanimously RESOLVED** to ratify the payments for May 2023.
- b) The Committee noted the receipts for May 2023.
- c) The Committee noted the bank balances of £3,862.61 at Unity Trust Bank and £315.56 at Barclays Bank as at 30th April 2023.
- d) The Committee accepted Cllr. Di Eastman's recommendation to approve the bank reconciliations as at 30th April 2023.
- e) The Committee noted the Trial Balance and the Income and Expenditure Report as at 25th May 2023.
- f) The Committee noted the Management Committee's intention to recommend that the Trust extends the licence fee free period to ABC Radio for a further six months to December 2023 as recompense for the radio station's financial expenditure on the refurbishment of the Gannon Rooms.

51/23R Small Grants

The Committee considered an application from Leiston Football Club for a financial contribution for a new sports facility to be used by local football clubs. The Committee asked for further information regarding the total project cost, the amount raised to date, an indication of the financial contribution expected from Saxmundham Town Council, and the extent to which Saxmundham's football clubs will use the facility.

52/23R Land Transfer

It was unanimously RESOLVED to proceed with signing the pre-tendered Public Service Framework agreement with Kent Commercial Services and to instruct Birketts to proceed with the conveyancing of the transfer of land adjacent to 32 High Street. The allocation of budget will be considered as part of the Community Infrastructure Levy review noted above.

53/23R Play Equipment Repairs

Following due consideration of a previously circulated report and recommendation by the RFO, **it was unanimously RESOLVED** to proceed with the play equipment repairs identified by ROSPA as 'amber' in the most recent safety inspection reports. The Committee noted the significant overspend of the budget allocated to play equipment repairs.

54/23R Scout Hut Lease

Consideration of this matter was deferred to allow the Town Clerk to circulate a report with recommendations.

55/23R Purchase Order System

Following due consideration of a previously circulated report and recommendation from the RFO, the Committee agreed that implementing a Purchase Order Processing system would be beneficial

Signed _____ Date _____

however, given the overspend of the budget allocated to Rialtas, **it was unanimously RESOLVED** to proceed with trialling a manual system for three months.

56/23R Memorial Field Irrigation System

Following due consideration of a previously circulated report and recommendation from the RFO, **it was unanimously RESOLVED** to accept a quotation from PC Rust Builders to fill the manhole, reroute the water main, and provide an access box for the Green Team's use.

57/23R Disclosure and Barring Service Policy

Following due consideration of a previously circulated report and recommendation from the Assistant Town Clerk, **it was unanimously RESOLVED** to delegate the decision to conduct DBS checks on certain members of staff to the Town Clerk.

58/23R

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.

59/23R Staffing Matter

The Committee received a report from the chairs of the Resources Committee and Town Council. **It was unanimously RESOLVED** to request the Town Clerk to produce a written report, by Friday 9th June 2023, setting out proposals for the Council's management structure (Town Clerk, Responsible Financial Officer, and Assistant Town Clerk) including the possibility of a post of Deputy Town Clerk, with key elements of each of the posts and salary levels, and costings. **It was further RESOLVED** to submit a progress report to the next meeting of the Town Council.

The meeting closed at 2:20 pm

Sharon Smith - RFO

Signed _____ Date _____