



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Wednesday 15th May 2023, Market Hall, Saxmundham

Councillors

Present: Di Eastman (Chair), John Findlay (Vice-Chair), John Fisher, Charlotte Hawkins, Tim Lock, Jeremy Smith, Benjamin Gulliford and Elizabeth Clark

Also present: Katy Bailey (Town Clerk), Sharon Smith (RFO),

Open Forum: There were no members of the public.

15/23TC

Election of the Chair:

Cllr. John Findlay nominated Cllr. Di Eastman and Cllr. John Fisher seconded the motion. There were no further nominations.

The Council voted unanimously to elect Cllr. Di Eastman.

Resolved: Cllr. Di Eastman was elected as Chair for 2023 - 24 and duly signed the Declaration of Acceptance of Office.

16/23TC

Election of the Vice-Chair:

Cllr. Jeremy Smith nominated Cllr. John Findlay and Cllr. Di Eastman seconded the motion.

Cllr. John Findlay was unanimously elected as Vice-Chair.

Resolved: Cllr. John Findlay was elected as Vice Chair for 2023 - 24

17/23TC

Apologies and Approvals of Absence – Apologies were received and approved from Cllr. James Sandbach and Cllr. Marianne Kiff

18/23TC

Members Declarations of Interests and Consideration of Requests for Dispensations

No Pecuniary or Non-Pecuniary Interests were declared.

Councillors were reminded to complete their Register Of Interests online.

19/23TC

Open Forum

No members of the public were present.

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Committees for 2023-2024

- a) To review Committees and Working Groups Structure.
Resolved: It was unanimously agreed that the structure was accepted.
- b) To review the Terms of Reference for Committees.
It was agreed to add the exclusion of the Gannon Institute Trust from the Amenities and Services Committee Terms of Reference alongside The Market Hall Trust for consistency.
Resolved: That the Terms of Reference are adopted with the amendment made as proposed above.
- c) To appoint Councillors to Committees
Resolved: That the Council appoint the committee members for 2023 - 2024 as listed in Appendix i.
- d) To appoint Councillors to working Groups
Resolved: That the Council appointed Cllr. Jeremy Smith and Cllr. Benjamin Gulliford to the Environment working group for 2023 - 2024.
- e) To appoint Chairs and Vice-Chair of Standing Committees
 - Amenities and Services Committee
Cllr. Jeremy Smith nominated Cllr. Tim Lock, this was seconded by Cllr. Di Eastman and agreed.
Resolved: Cllr. Tim Lock was elected as chair of the Amenities and Services Committee.
 - Planning & Development Control Committee
Cllr. Jeremy Smith nominated Cllr. John Fisher this was seconded by Cllr. Benjamin Gulliford and agreed.
Resolved: Cllr. John Fisher elected as chair of the Planning & Development Control Committee.
 - Resources Committee
Cllr. Di Eastman nominated Cllr. John Findlay, this was seconded by Cllr. Jeremy Smith and agreed.
Resolved: Cllr. John Findlay elected as chair of the Resources Committee.
 - Events and Communications Committee
Cllr. Di Eastman nominated Cllr. James Sandbach, this was seconded by Cllr. Charlotte Hawkins and agreed.
Resolved: Cllr. James Sandbach elected as chair of the Events and Communications Committee.
 - Market Hall Management Committee – chair to be elected when the trustees next meet.
 - Gannon Institute Management Committee – chair to be elected when the trustees next meet.
- f) To appoint Chairs of working groups and Sub-committees:
 - Staffing Sub-Committee
Cllr. Jeremy Smith nominated Cllr. Elizabeth Clark, this was seconded by Cllr. Di Eastman and agreed.
Resolved: Cllr. Elizabeth Clark elected as chair of the Staffing Sub- Committee. Sharon Smith (RFO) queried who should clerk the Staffing Committee, it was agreed that the Town Clerk as proper officer to appoint as appropriate.
 - Climate and Environment Working Group
Resolved: Cllr. Jeremy Smith to coordinate until a Chair is appointed.
- g) To appoint Town Council representatives to the Neighbourhood Plan Steering Group
Resolved: for the current members, Cllr Jeremy Smith, Cllr. Di Eastman, Cllr.

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John Findlay and Cllr. Tim Lock, to continue as part of the group until the referendum is complete.

h) To receive expressions of interest to be members of:

- The Market Hall Management Committee - expressions of interest received from Cllr. Jeremy Smith, Cllr. Di Eastman, Cllr. John Fisher, Cllr. Charlotte Hawkins and Cllr. Tim Lock
- The Gannon Institute Management Committee - expressions of interest received from Cllr. Jeremy Smith, Cllr. Di Eastman, Cllr. John Fisher, Cllr. Charlotte Hawkins and Cllr. Tim Lock

21/23TC

To consider the Town Council representatives for other organisations:

Resolved: That the Council appointed Town Council representatives for other organisations for 2023-2024 as listed below.

- a) **CAB James Sandbach**
- b) **Community Partnership Di Eastman**
- c) **IP17 GNS** it was agreed to remove IP17 GNS from the list
- d) **East Suffolk Travel Association** - John Fisher
- e) **Footpath Warden** - Elizabeth Clark
- f) **Tree Warden** - John Fisher possibly a member of the public?
- g) **Patient Participation Group** - Tim Lock & James Sandbach
- h) **Suffolk Association of Local Councils** Di Eastman
- i) **Sizewell A, B** - James Sandbach and Sharon Smith RFO
- j) **Saxmundham Welfare Charities - Trustee** - James Sandbach

22/23TC

Councillors

a) To receive any applications for co-option to the Council.

There were no applications.

b) To readopt the LGA Model Council Code of Conduct

Resolved: It was unanimously agreed to readopt the LGA Model Council Code of Conduct.

23/23TC

Minutes of the Previous Meeting

It was unanimously resolved to accept that the minutes of the Saxmundham Town Council meeting held on the 5 April 2023 as a true and correct record.

It was agreed to adopt a system when minuting to note Councillors present and apologies for those who are absent.

24/23TC

Minutes of the Previous Committee Meetings

- a) The draft minutes of the Resources Committee held on the 25 April 2023 have been received - In the minutes on the 25 April 2023, the appointment of solicitors Item 20 - noted on 42/23 R - on minutes should have been removed. The minutes for 25 April 2023 had been updated, but an earlier version had been sent out to the Council. The updated minutes to be received at the

Signed



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next meeting.

The draft minutes of the Resources Committee held on the 9th May were received.

- b) The draft minutes of the Amenities & Services Committee held on the 10 May 2023 were received.
- c) The draft minutes of the Events and Communications Committee held 14 April 2023 were received.
- d) The draft minutes of the Planning and Development Committee meeting 3 May 2023 were received.
- e) The draft minutes of the Market Hall Management Committee meeting 22 March 2023 were noted.
- f) The draft minutes of the Gannon Institute Management Committee meeting 22 March were noted. It was highlighted to check 54/22 MHC, where there is a typo.

25/23TC

County Councillor's Report:

County Councillor Richard Smith MVO

He expressed congratulations to councillors for having been elected and gave thanks for their hard work, especially John Fisher for being elected as District Councillor.

The County Council goes on during Pre-Election Period. The budget has been approved with over £680 million to spend in the upcoming year. They are anticipating an overspend of £20 million from last year's budget which was £640 million because inflation was set at 3% which is lower than actual inflation.

He spoke about Church Street – Roger Hedley Lewis, the Church Warden emailed about difficulties of sight lines near the Church when crossing the road. It was agreed to put a drop curb crossing which will be paid for from the County Councillor's Highways budget.

Sizewell C is still waiting for judges' opinion following the legal review – in the meantime actions by EDF carry on behind the scenes, the County Councillor will be trying to get as much financial compensation from EDF as possible. He noted that the main aim for Councillors is to work in the best interests of the people in the area.

He also added that he is fully supportive of the Neighbourhood Plan.

Cllr. Jeremy Smith asked how we are joining up plans through the town. Cllr. Richard Smith had a budget to spend and was keen to cover another Highways plan costing £5,000 - £ 6,000 within Saxmundham.

26/23TC

District Councillor's Report: No report

Next Full Council Meeting is on the 24th May 2023 where the new councillors will be sworn in.

Cllr. Jeremy Smith asked if Cllr. John Fisher will be a member of the GLI coalition group that seeks to form the administration.

27/23TC

Chair's Report

Chair's report attached as Appendix ii

Thanks were expressed from Cllr. Jeremy Smith to Chair for all she does.

Signed



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28/23TC

Clerk's Report

- Update on the Thermal Imaging Camera – this project will need to be postponed until the winter as there were problems with using the cameras and the fact that the weather had warmed up.
- Church Street, Saxmundham – Installation of New Dropped Crossing Point – this was addressed earlier in the meeting. Cllr. Jeremy Smith and Cllr. John Fisher asked for clarification for what a dropped crossing was and why it should be there.
- Update on the Memorial Field – The irrigation system is in and working. There is still a permanent link up to be sorted but Colin Hathway (Caretaker) has this in hand. The Green team are part way through weeding, which is set to continue.
- Election Expenses – a reminder was given about the expenses that need to be returned and that the Register of Interests needs to be updated by everyone.

29/23TC

Financial Matters 2022-2023 (Cllr. John Findlay chaired)

- a) The budgeted versus actual income and expenditure at 31st March 2023 was noted. A deficit of £22,551 was reported but it was noted that this was less than the budgeted deficit of £23,799 following the reforecast during the financial year.
- b) The Internal Audit Report for the financial year 2022-2023 was noted and it was resolved to accept the following recommendations from the Resources Committee:
 - Income and expenditure totals shown in the approved budget are to be minuted by the Resources Committee and Full Council.
 - The Resources Committee will review the Reserves Policy during the course of the financial year.
- c) The Council recorded its thanks to the RFO for her work on the financial year end and audit.
- d) The Council approved the Internal Audit Effectiveness Review for the financial year 2022-2023.
- e) It was proposed by Cllr. John Findlay, seconded by Cllr. John Fisher, and unanimously agreed, to resolve to accept the Resources Committee's recommendations to approve the following:
 - 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.
 - The period for the exercise of public rights from 5th June to 14th July 2023.

30/23TC

Financial Matters 2023-2024

- a) The payments and receipts for April 2023 for the Town Council, Market Hall and Gannon Institute were noted and ratified.
- b) The receipt of the first instalment of the precept of £120,987.57 was noted.
- c) The bank balances at 30th April 2023 for the Town Council £281,121.39, Market Hall £12,415.41 and Gannon Institute £4,459.06.
- d) It was unanimously agreed to appoint the Suffolk Association of Local Councils as the Internal Auditor for the financial year 2023-2024.
- e) The Council accepted the Resources Committee's recommendation for the RFO to create a full

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business case to apply for a loan of £20,000 from the Public Works Loan Board to fund further necessary capital works at the Gannon Rooms for the Gannon Institute Trust's and the Council's consideration at their next meetings.

31/23TC To consider recommendations from the Amenities Committee for expenditure for necessary remedial work in relation RoSPA inspections.

It was resolved to refer to Resources Committee to review the proposed expenditure and how it should be funded.

32/23TC Neighbourhood Plan: To receive an update from Cllr Jeremy Smith

Cllr. Jeremy Smith had hoped that the amended plan had been signed off, unfortunately it has not been. However, we have received a booking for The Market Hall for a referendum.

The steering group was part of the Saturday market on the 13th May 2023 in the Market Hall and there will be a public meeting on the 19th May in the Market Hall 18:30, Cllr. Jeremy Smith to put information on social media to promote. An article has been produced for the Saxmundham News June addition by two members of the steering group.

The two main arguments that are being put forward is that the community will have more influence planning and shaping of the town's future and the CIL that we will receive will increase from 15% to 25%.

33/23TC Energy Projects

The Council noted a previously circulated report from the RFO regarding Sizewell C, Sizewell B, Scottish Power Renewables, National Grid and the Energy Projects Cumulative Impact Group. Andrew Bowie, Minister of State for the Department for Energy, Security and Net Zero has arranged to meet with local council representatives and our MP later this month to discuss community benefits for the electricity transmission network infrastructure.

34/23TC Appointment of Solicitors

The Council noted a previously circulated report from the RFO regarding the initial meeting she and Cllr. Jeremy Smith held with Birketts LLP to discuss not only the conveyancing of the land adjacent to 32 High Street but with a view to building a relationship and handling all the Council's future legal matters. The Council agreed 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 land transfer.

35/23TC 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.

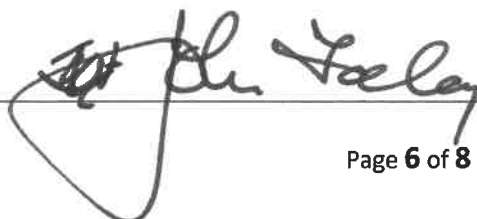
36/23TC Staffing matters were considered

Meeting ended at 21:15

Next meeting on the 15th June 2023

Katy Bailey
Clerk to Saxmundham Town Council

Signed _____



Date _____

20.06.23

Appendix i

COMMITTEE MEMBERS 2023/ 2024

Councillor	Resources	Amenities & Services	Planning & Development	Events & Communications	Market Hall Management	Gannon Institute Management	Staffing Sub-committee
Di Eastman	x	x		x	x	x	
John Findlay	x						x
John Fisher	x		x		x	x	x
Tim Lock		x			x	x	
Jeremy Smith	x				x	x	
Charlotte Hawkins		x		x	x	x	
James Sandbach	x	x		x			x
Elizabeth Clark	x	x					x
Benjamin Gulliford			x	x			
Marianne Kiff		x	x				

Signed _____

JA

Date _____

20/6/2023

Chairman's Report - 15th May 2023

It has been a huge honour for me to be the Chair of Saxmundham Town Council over the past year; a year of historical importance for the country and the town, commencing with the joy of celebrating the Platinum Jubilee of Queen Elizabeth II, only to be mourning her death some three months later upon which it was my duty and privilege to attend Suffolk's Proclamation of King Charles III at Ipswich Town Hall, followed by a public proclamation on the steps of our Market Hall, and of course most recently celebrating his Coronation.

My thanks to all the Councillors for their support and also to the staff team at The Town House, without whom the Councillors' plans would not come to fruition. Some highlights from the year:

750th Anniversary of the town's Market Charter

On a hot summer's day in July, Saxmundham celebrated the 750th anniversary of the granting of its Market Charter by King Henry III in 1272. It was lovely to see so many people out enjoying the sunshine and seeing Fromus Green being used for the first time as an event venue. To build on the success of this, the Town Council, in association with The Art Station, is putting on an Arts Festival on Saturday, 10th June which aims to bring music and the arts to the people with many different activities taking place at a number of venues around the Town.

Memorial Field

Later in the year, on the 100th anniversary of its creation we saw the opening of the new Memorial Garden, with its splendid new gates, at the Memorial Field in Rendham Road. My thanks to Cllr Tim Lock and his team for the work they put in to this project and to Amy Rayner, our Environmental Coordinator, and her team of volunteers for the hours of planting, weeding, mulching and watering undertaken and which continues to be undertaken.

Neighbourhood Plan

Finally, a piece of work not so visible, but carrying equal importance, the completion of the Saxmundham Neighbourhood Plan. Many hours have been put in by Cllr Jeremy Smith and the Neighbourhood Plan Steering Group over the last five years and finally a date for the referendum has been set. My thanks to them for their commitment and resolve in completing this important task.

Community Cohesion

My year as Chair of course culminated in the Coronation of King Charles III and I was very fortunate to be drawn out of the hat by the Suffolk Association of Local Councils (SALC) to attend the Coronation Garden Party at Buckingham Palace on 3rd May. It certainly brought the year to a fabulous close. It was a lovely day accompanied by good weather and Bryony Peall, Operations Manager of the IP17 Good Neighbour Scheme, who I invited as my guest and a thank you for all the work that she has done in the community since the start of the Covid-19 pandemic and continues to do.

On 8th May, the Monday of the Coronation weekend, the Market Hall was full of volunteers enjoying a cream tea kindly donated by local businesses, the WI and individuals, to thank them for the time they give to making Saxmundham a better place to live - 50 residents in the town also received a cream tea delivered to their door. It is people who create a community. Community cohesion is a key objective of this Council and, under my chairmanship, I hope to continue to put on community events which everyone in the town can enjoy and to support those community groups, clubs and charities who do so much to ensure that no one in this town is left isolated or alone.

Cllr Diana Eastman, Chair, Saxmundham Town Council

Signed _____ Date 20/6/2023