



Saxmundham Town Council

Members of Saxmundham Town Council are summoned to attend a meeting of the Town Council on Monday 10th July 2023 at 7:00 pm at the Market Hall, 29 High Steet, Saxmundham

AGENDA

1. Open Forum

Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair. They may speak for up to 3 minutes and the session will last no longer than 15 minutes. Members of the public may not take part in the Council meeting itself.

2. Apologies and Approvals of Absence

To receive apologies for absence.

3. Members Declarations of Interests and Consideration of Requests for Dispensations

Councillors to declare any Pecuniary or Non-Pecuniary Interests and consider any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

4. Staffing Matters

- a) To note the resignation of the Town Clerk.
- b) To accept the recommendation from the Resources Committee to approve the appointment of Sharon Smith as Acting Town Clerk with immediate effect for an interim period to be reviewed with three months.
- c) To accept the recommendation from the Resources Committee to renew the Town Centre Coordinators fixed-term contracts with immediate effect for a period of four months.
- d) To receive a report from the Cllr John Findlay regarding the staffing review.

5. Minutes of the Previous Council Meeting

To resolve that the draft minutes of the Town Council meeting held on 12th June 2023 are a true and correct record.

6. Minutes of the Previous Committee Meetings

- a) To receive the draft minutes and extraordinary minutes of the Resources Committee meetings held on 23rd, 27th and 30th June 2023.
- b) To receive the draft minutes of the Planning and Development Committee meeting on 21st June 2023.
- c) To receive the draft minutes of the Amenities and Services Committee meeting held on 28th June 2023.

7. County Councillor's Report

To receive a report from County Councillor Richard Smith MVO.

8. District Councillor's Report

To receive a report from District Councillor John Fisher.

9. Chair's Report

To receive a report from the Town Council Chair.

10. Neighbourhood Plan

To receive a report from Cllr Jeremy Smith.

11. Amenities and Services Committee Report

To receive a report from Cllr Tim Lock.

12. Acting Town Clerk's Report

To receive a report from the Acting Town Clerk.



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13. Energy Projects Report

- a) To discuss correspondence sent to residents of Beech Road regarding the National Grid Sea Link project.
- b) To receive a report from the Acting Town Clerk.

14. Financial Matters

- a) To note the payments and receipts for June 2023 for the Town Council, Market Hall and Gannon Institute.
- b) To note the bank balances at 30th June 2023 for the Town Council, Market Hall and Gannon Institute.
- c) To review Council's budget versus actual income and expenditure at 30th June 2023.

15. Reports from outside bodies

To receive any reports from outside bodies:

- a) Citizens Advice Bureau – Cllr James Sandbach
- b) ESC Community Partnership – Cllr Di Eastman
- c) East Suffolk Travel Association – Cllr John Fisher
- d) Footpath Warden – Cllr Elizabeth Clark
- e) Tree Warden – Cllr Elizabeth Clark
- f) Patient Participation Group – Cllr Tim Lock and Cllr James Sandbach
- g) Suffolk Association of Local Councils – Cllr Di Eastman
- h) Sizewell A and B – Cllr James Sandbach
- i) Saxmundham Welfare Charities – Cllr James Sandbach

**Katy Bailey
Town Clerk
5th July 2023**