

**Saxmundham Town Council**

**Minutes of the Resources Committee Meeting held on Tuesday 27th June 2023**

**at 12:00 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 Clark

**Also Present**:   
Sharon Smith – RFO

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| **64/23R** | **Apologies for Absence**.  Cllr. John Fisher Cllr. James Sandbach |
| **65/23R** | **Declarations of Interest** None declared. |
| **66/23R** | **Open Forum**  No members of the public were present. |
| **67/23R** | The Chairman varied the Order of Business. |
| **68/23R** | **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. |
| **69/23R** | **Staffing Matters**   1. The Committee noted the resignation of the Town Clerk and accepted her notice term to 14th August 2023. She intends to take her remaining holiday allowance therefore her last working day will be 25th July 2023. 2. The Committee agreed to call an Extraordinary Meeting on 30th June 2023 to consider staffing arrangements. 3. **It was unanimously RESOLVED** to recommend to the Town Council to extend the two Town Centre Coordinators fixed-term contracts for a further four months. |
| **70/23R** | **The Chairman closed the private session, and the remainder of the meeting was open to the public.** |
| **71/23R** | **Minutes of the Previous Meeting**  **It was unanimously RESOLVED** to approve the minutes of 30th May 2023 as a true and accurate record. |
| **72/23R** | **Town Council**   * 1. **It was unanimously RESOLVED** to ratify the payments and note the receipts to 22nd June 2023.   2. The Committee noted the bank balance of £130,454.67 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 31st May 2023.   3. The Committee accepted Cllr. Di Eastman’s recommendation to approve the Bank Reconciliation as at 31st May 2023.   4. The Committee noted the Budget versus Actual Income and Expenditure Report as at 22nd June 2023.   5. Following due consideration, **it was unanimously RESOLVED** to appoint the Suffolk Association of Local Councils as internal auditor for the financial year 2023-2024. |
| **73/23R** | **Market Hall**   1. **It was unanimously RESOLVED** to ratify the payments and note the receipts to 22nd June 2023. 2. The Committee noted the bank balance of £15,191.42 at Unity Trust Bank as at 31st May 2023. 3. The Committee accepted Cllr. Di Eastman’s recommendation to approve the bank reconciliation as at 31st May 2023. 4. **It was unanimously RESOLVED** to recommend to the Market Hall Management Committee to write off £100 of bad debts arising from private bookings in the previous financial year. |
| **74/23R** | **Gannon Rooms**   1. **It was unanimously RESOLVED** to ratify the payments and note the receipts to 22nd June 2023. 2. The Committee noted the bank balances of £3,862.61 at Unity Trust Bank and £310.56 at Barclays Bank as at 31st May 2023. 3. The Committee accepted Cllr. Di Eastman’s recommendation to approve the bank reconciliations as at 31st May 2023. 4. The Committee noted the Income and Expenditure Report as at 22nd June 2023. 5. **It was unanimously RESOLVED** to recommend to the Gannon Institute Management Committee to approve a draft budget for the financial year 2023-2024. |
| **75/23R** | **Small Grants**   1. The Committee considered a report regarding an application for a grant from Leiston Football Club. **It was unanimously RESOLVED** to decline this application as there are insufficient benefits to Saxmundham football clubs. 2. The Committee considered a report regarding an application for a grant from Saxmundham Museum. **It was unanimously RESOLVED** to approve a grant of £1,250 towards operating expenditure. 3. The Committee considered a report regarding an application for a grant from Saxmundham Music & Arts CIC. **It was unanimously RESOLVED** to approve a grant of £2,000 to support fundraising efforts and £400 for Market Hall hire for the four-day Real Ale Festival event. It was agreed to review the application for funding for the Sax Music Fest in October 2023. |
| **76/23R** | **Scout Hut Lease**  The Committee considered a report from the RFO regarding the renewal of the Scout Hut Lease. **It was unanimously RESOLVED** to respond positively to the Deben District Scout Council and to instruct the RFO to seek quotations for the legal drafting of a new lease setting out the terms, length, access rights, utility supplies and parking rights for the Committee’s consideration. |
| **77/23R** | **Utilities Report**  The Committee received a report from the RFO regarding the Town Council and Market Hall utility accounts. Several errors occurred when the utility accounts were switched to a new supplier last financial year and the RFO and Caretaker are working to rectify these. |
| **78/23R** | **Policy and Legal**  The Committee agreed that the Environment Coordinator’s authority to spend should follow the budgetary authorities set out in the Council’s Financial Regulations and her minor, general expenditure should be added to the Approved Payments List. |

The meeting closed at 2:20 pm

Sharon Smith - RFO