



## Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting on Monday 9<sup>th</sup> October 2023 at 7:00 pm at the Market Hall, 29 High Steet, Saxmundham

### Agenda

**1. Apologies and Approvals for Absence**

**2. Members' Declarations of Interest and Considerations of Requests for Dispensations**

**3. Open Forum**

- a) Public Participation Session.
- b) To receive a briefing from the EDF Sizewell C Community Relations Team.
- c) To receive a report from District Councillor John Fisher.

**4. Minutes**

- a) To resolve that the draft minutes of the meeting held on 11<sup>th</sup> September 2023 are a true and accurate record.
- b) To receive the draft minutes of the Resources Committee meeting held on 5<sup>th</sup> September 2023.
- c) To receive the draft minutes of the Amenities Committee meeting held on 13<sup>th</sup> September 2023.
- d) To receive the draft minutes of the Planning Committee meeting held on 30<sup>th</sup> August 2023.

**5. Neighbourhood Plan**

- a) To receive a report from the Neighbourhood Steering Group.
- b) To consider and approve new terms of reference for the Neighbourhood Steering Group.
- c) To authorise the designation of the new South West Saxmundham Neighbourhood Plan Area.

**6. Reports**

- a) To receive a report from the Chair of the Town Council.
- b) To receive a report from the Acting Town Clerk about the location of the Wednesday markets.
- c) To receive an update from the Acting Town Clerk.
- d) To receive an Energy Projects report from the Acting Town Clerk.
- e) To receive a Crime Report from the Acting Town Clerk.

**7. Finance**

- a) To note the payments and receipts for September 2023.
- b) To note the bank balances as at 30<sup>th</sup> September 2023.
- c) To review the budgeted versus actual income and expenditure report as at 30<sup>th</sup> September 2023.
- d) To receive the External Auditor's Report and Certificate for the year ended 31<sup>st</sup> March 2023.
- e) To consider a recommendation from the Resources Committee to review and approve the annual Risk Management Strategy.

**8. Correspondence**

To note the correspondence received since the last meeting and take any necessary action.

**9. Confidential Matters**

- a) To consider a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.
- b) To receive a recommendation from the Resources Committee and resolve to appoint Sharon Smith as Town Clerk with immediate effect.

**Sharon Smith**  
**Acting Town Clerk/RFO**  
**4<sup>th</sup> October 2023**