



Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 25th July 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

79/23R Apologies for Absence.

Cllr John Fisher
Cllr James Sandbach

80/23R Declarations of Interest

None declared.

81/23R Open Forum

No members of the public were present.

82/23R Minutes of the Previous Meeting

It was unanimously **RESOLVED** to approve the minutes of 23rd, 27th and 30th June 2023 as true and accurate records.

83/23R Town Council

- a) It was unanimously **RESOLVED** to ratify the payments and note the receipts to 20th July 2023. The Acting Town Clerk informed the Committee that controls for salary payments had been enhanced.
- b) The Committee noted the bank balance of £117,397.45 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 30th June 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliation as at 30th June 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 20th July 2023.
- e) Cllr Di Eastman informed the Committee that the Christmas event may need a higher budget. It was agreed to seek local business sponsorship for the lights and to ascertain the budget for lights for similar sized Councils.

84/23R Market Hall

- a) It was unanimously **RESOLVED** to ratify the payments and note the receipts to 20th July 2023.
- b) The Committee noted the bank balance of £12,470.82 at Unity Trust Bank as at 30th June 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the bank reconciliation as at 30th June 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 20th July 2023.
- e) Cllr Jeremy Smith informed the Committee about a discussion held by the Market Hall Management Committee. Licence fees of £2,400 per annum for the Webster Room are due from Alde and Blyth Community Radio for the past two years. The Market Hall Management

Signed _____ Date _____

Committee recall that a grant to cover the first year of licence fees was awarded but this decision does not appear to be minuted and the funds have not been transferred from the Town Council to the Market Hall Trust. This matter is to be further considered in consultation with Alde and Blyth Radio.

85/23R

Gannon Rooms

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 20th July 2023.
- b) The Committee noted the bank balances of £3,247.29 at Unity Trust Bank and £310.56 at Barclays Bank as at 30th June 2023.
- c) The Acting Town Clerk informed the Committee that Barclays Bank had refused to close the account as the signatures on the instruction did not match their records. It was agreed to pay small invoices from the Barclays account to reduce the balance to nil.
- d) The Committee accepted Cllr Di Eastman's recommendation to approve the bank reconciliations as at 30th June 2023.
- e) The Committee noted the Income and Expenditure Report as at 20th July 2023.
- f) The Acting Town Clerk informed the Committee that the loan application had been submitted to the Public Works Loan Board and a provisional date of 23rd August 2023 had been indicated for approval.

86/23R

Small Grants

- a) The Committee considered an application for a grant from Smile Community Cafe. **It was unanimously RESOLVED** to approve a grant of £450 to support three entertainment events.
- b) The Committee considered an application for a grant from Britten Pears Arts. **It was unanimously RESOLVED** to approve a grant of £1,000 to offset the cost of Market Hall hire for one year for the Participate group.

87/23R

Business Resilience

- a) **It was unanimously RESOLVED** to recommend to Town Council to amend the Financial Regulations to allow the Assistant Town Clerk to authorise revenue expenditure on behalf of the Council, which in her judgement it is necessary to carry out in cases of emergency, subject to a limit of £2,000, and to extend this authority to the Market Hall and Gannon Institute.
- b) The Committee consider a quotation from Red Dune to replace the unsecure Caretaker's laptop for £345.99 and to install a locked server cabinet, to prevent tampering, for £131.98. **It was unanimously RESOLVED** to accept the quotation for a server cabinet and to restrict the Caretaker's access to files necessary for his work to mitigate the risk should his laptop be lost or stolen and to delegate the decision to replace the laptop to the Acting Town Clerk.

88/23R

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.

89/23R

Staffing Matters

The Committee received the draft Staffing and Structure Review and asked for modifications regarding the Town Centre Coordinators' roles and the current and subsequent financial years' budgets. Following these amendments, the Committee accepted the review and recommendations and asked for the next version to be considered by the Town Council.

The meeting closed at 1:50 pm
Sharon Smith – Acting Town Clerk/RFO

Signed _____ Date _____