



Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 3rd October 2023
at 12:00 pm at the Town House, Station Approach, Station Road, Saxmundham

Committee Members in Attendance:

Cllr John Findlay (Chair)
Cllr Di Eastman
Cllr Jeremy Smith
Cllr John Fisher
Cllr Elizabeth Clark

Also Present:

Sharon Smith – Acting Town Clerk/RFO

101/23R Apologies for Absence.

Cllr James Sandbach

102/23R Declarations of Interest

- a) Cllr Di Eastman and Cllr John Findlay declared a non-pecuniary interest in 108b/23R.
- b) Cllr Di Eastman, having previously declared an interest in matters concerning IP17 GNS, informed the Committee that she has resigned as Trustee.

103/23R Open Forum

None present.

104/23R Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 5th September 2023 as a true and accurate record.

105/23R Town Council

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 28th September 2023.
- b) The Committee noted the bank balance of £76,333.88 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 28th September 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliation as at 31st August 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 28th September 2023.

Signed _____ Date _____

- e) To Committee received and noted the External Auditor's Report and Certificate for the year ended 31st March 2023.
- f) The Committee considered a request from the Amenities Committee to purchase one or two Speed Indicator Devices funded from Community Infrastructure Levy. Following review of two quotations, the Committee agreed, in principle, to buy one device but asked the Acting Town Clerk to check the agreed CIL Priorities and report back at the next meeting. It was further agreed for the Acting Town Clerk to progress the application for permission to site poles for Speed Indicator Devices from SCC Highways.
- g) The Committee conducted the annual review of the Risk Management Strategy and, following an amendment, **it was unanimously RESOLVED** to recommend approval to Full Council.
- h) The Committee conducted the annual renewal of the licence between the Town Council and IP17 GNS which expired on 31/03/23. **It was unanimously RESOLVED** to renew the licence for a further year to 31/03/24 for the sum of £750 per annum and to inform IP17 GNS that there would be no further extension beyond this date.
- i) The Committee received a report from the Acting Town Clerk and **it was unanimously RESOLVED** to progress the legal matters pertaining to the Memorial Field, Scout Hut and High Street Land Transfer. Cllr Jeremy Smith agreed to research the historical papers regarding the Memorial Field to progress first registration of the title. Cllr John Fisher asked the Acting Town Clerk to ascertain whether riparian fees might be due in connection with the High Street Land Transfer and it was agreed to seek further confirmation regarding the Public Right of Way.

106/23R **Market Hall**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 28th September 2023.
- b) The Committee noted the bank balance of £10,637.91 at Unity Trust Bank as at 28th September 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the bank reconciliation as at 31st August 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 28th September 2023.
- e) Cllr Jeremy Smith, as Chair of the Management Committee, informed the Committee about ongoing repairs to the roof, income from recent events, and that the Deputy Town Clerk and Caretaker have been tasked with drawing up a list of necessary repairs to inform the budget for next financial year.

107/23R **Gannon Institute**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 28th September 2023.
- b) The Committee noted the bank balances of £23,882.29 at Unity Trust Bank and £310.56 at Barclays Bank as at 28th September 2023.

Signed _____ Date _____

- c) The Committee accepted Cllr Di Eastman’s recommendation to approve the bank reconciliations as at 31st August 2023.
- d) The Committee noted the Income and Expenditure Report as at 28th September 2023.
- e) The Committee noted the terms for the repayment of the PWLB loan. The annual interest rate is 5.47% and the total amount payable is £25,722.46 over a term of 10 years. The repayment of the loan will be front loaded, as the interest payment is largest in the first year and becomes smaller as the principal gradually reduces.
- f) Cllr Jeremy Smith, as Chair of the Management Committee, reported that the second phase of capital works has been briefly delayed to ensure that due process has been adhered to during the contract tender process.

108/23R **Small Grants**

- a) The Committee received a report detailing grants awarded during the financial year to date.
- b) The Committee considered an application for a grant from Saxmundham & District Community Interest Company. **It was unanimously RESOLVED** to approve a grant of £1,000 for chairs for the Fromus Centre. Cllr Di Eastman and Cllr Jeremy Smith, having previously declared an interest, took no part in the discussion or vote.
- c) The Committee considered an application for a grant from Saxmundham Adventure Playground Committee. **It was unanimously RESOLVED** to approve a grant for £1,000 for playground improvements.
- d) The Committee declined an application for a grant from St Johns Church, Saxmundham for improvements to car park infrastructure and tree surgery.

109/23R **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.

110/23R **Staffing Matters**

- a) The Committee received a report from the interview panel, and **it was unanimously RESOLVED** to recommend the appointment of Sharon Smith as Town Clerk with immediate effect to Full Council.
- b) The Committee noted an application received for the Assistant Town Clerk vacancy and it was agreed to invite the applicant to interview with the Acting Town Clerk and the Chair of the Staffing Sub Committee.
- c) **It was unanimously RESOLVED** to approve a request from the Town Centre Coordinator to leave the Town Council’s employment on 30th September 2023 and to be paid for one month in lieu of notice.

The meeting closed at 2:00 pm
Sharon Smith – Acting Town Clerk/RFO

Signed _____ Date _____