



Saxmundham Town Council

Minutes of the Resources Committee Meeting held on Tuesday 5th September 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 (part of the meeting)

Cllr John Fisher

Also Present:

Sharon Smith – RFO

90/23R Apologies for Absence.

Cllr James Sandbach

Cllr Elizabeth Clark

91/23R Declarations of Interest

Cllr. Di Eastman declared an interest in 97/23Ra.

92/23R Open Forum

The Project Director of CYDS Youth Club addressed the Committee. The organisation was granted National Lottery funding for the previous three years however they are seeking financial support to continue delivering youth work in Saxmundham. They support young people in and out of school and run two after school clubs from the Youth Booth on the Memorial Field. Their overall expenditure budget for running costs, principally for employing two members of qualified staff, is approximately £25,000 per annum for Saxmundham. They intend to submit a further bid for Children in Need lottery funding but, if awarded, this will need to be split across Leiston, Yoxford, Saxmundham and Wickham Market. For the bid to be successful, it is important to demonstrate that the Town Council supports the service, particularly financially. The Chair responded that the Committee is supportive of the service and sympathetic to their request for funding and asked the Project Director to submit a written grant application form for the Committee's consideration.

93/23R Minutes of the Previous Meeting

a) **It was unanimously RESOLVED** to approve the minutes of 25th July 2023 as a true and accurate record.

b) With reference to item 84/23Re, Cllr Jeremy Smith offered the Acting Town Clerk, for her consideration, draft amendments to the Financial Regulation relating to the authorisation of emergency expenditure by the Deputy and Assistant Town Clerks. **It was unanimously RESOLVED** to recommend the amended Financial Regulation for adoption to the Town Council at its next meeting.

94/23R Town Council

a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 25th August 2023.

Signed _____ Date _____

- b) The Committee noted the bank balance of £99,167.29 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 31st July 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliation as at 31st July 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 25th August 2023.
- e) The Committee noted the duplication of the budget for election expenses and the underspend of the actual election expenses budget. **It was unanimously RESOLVED** to vire the duplicate budget for £789, and the remaining budget of £677, to the budget for youth activities.

95/23R **Market Hall**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 25th August 2023.
- b) The Committee noted the bank balance of £11,239.62 at Unity Trust Bank as at 31st July 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the bank reconciliation as at 31st July 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 25th August 2023.
- e) The Chair of the Management Committee informed the Committee that ABC Radio were licenced to occupy the Webster Room for £200 per month. The Town Council had considered providing ABC Radio with a grant to cover the first year of licence fees, and this intention had been communicated, however this was not formally approved. ABC Radio have not been invoiced for the two years they have occupied the Webster Room; however, it was noted that they had paid £600. Given this background, the Management Committee agreed that an equitable way forward is to charge ABC Radio for the remaining £1,800 for the second year of occupation and to forgo the licence fee income for the first year.

96/23R **Gannon Rooms**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 25th August 2023.
- b) The Committee noted the bank balances of £2,658.66 at Unity Trust Bank and £310.56 at Barclays Bank as at 31st July 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the bank reconciliations as at 31st July 2023.
- d) The Committee noted the Income and Expenditure Report as at 25th August 2023.
- e) The Chair of the Management Committee reported that the loan from the PWLB is expected before the end of the month and the Management Committee intend to recommend to the Trustee to formally agree to proceed with the refurbishment works and to request the funds to be transferred from the Town Council.

Signed _____ Date _____

- f) The Chair of the Management Committee reported that the Committee intends to recommend to the Trustee to open further discussions with IP17 GNS, as a valued community organisation, to offer preferential use but not exclusive use of the main hall, including for the social supermarket, as the Management Committee consider it appropriate to be free to hire the hall to other users when not required by IP17 GNS for its community purposes.

97/23R **Small Grants**

- a) The Committee considered an application for a grant from Saxmundham Bowls Club. **It was RESOLVED** to approve a grant of £250 for mats. Cllr Di Eastman, having previously declared an interest, took no part in the discussion or vote.
- b) The Committee considered an application for a grant from On y va! French Dance and Music Club. **It was unanimously RESOLVED** to approve a grant for £72 for leaflets.
- c) **It was unanimously RESOLVED** to ratify a grant of £100 for a charitable school uniform event at the Market Hall. The decision to approve the grant was previously taken by the Assistant Town Clerk, acting on behalf of the Acting Town Clerk, in conjunction with the Chair of the Resources Committee.

99/23R **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.

100/23R **Staffing Matters**

The Committee received the draft minutes from the Staffing Sub-Committee meeting held on 22nd August 2023. **It was unanimously RESOLVED** to approve the Sub-Committee's recommendation to recommend the Staffing and Structure Review, as modified by the Sub-Committee, for formal adoption to Town Council at its next meeting.

The meeting closed at 1:30 pm
Sharon Smith – Acting Town Clerk/RFO

Signed _____ Date _____