



Saxmundham Town Council

**Minutes of the Resources Committee Meeting held on Tuesday 7th November 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 Elizabeth Clark

Also Present:

Sharon Smith – Town Clerk/RFO

116/23R **Apologies for Absence**

Cllr James Sandbach
Cllr Jeremy Smith
Cllr John Fisher

117/23R **Declarations of Interest**

None declared.

118/23R **Open Forum**

Representatives from Sax Music and Arts CIC briefed the Committee about the Sax Music Fest 2024 proposal. They requested financial support and made initial enquires about using the Memorial Field as an alternative venue.

119/23R **Minutes of the Previous Meeting**

It was unanimously RESOLVED to approve the minutes of 3rd October 2023 and 12th October 2023 as true and accurate records.

120/23R **Town Council**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 31st October 2023.
- b) The Committee noted the bank balance of £185,636.51 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 31st October 2023. The Town Clerk agreed to table a recommendation to the Committee to invest surplus funds in a savings account following completion of a cash flow forecast to the financial year end.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliations as at 30th September 2023 and 31st October 2023.
- d) The Committee noted the receipt of the second instalment of precept of £120,987.57 on 29th September 2023.

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- e) The Committee noted the Budget versus Actual Income and Expenditure Report as at 31st October 2023.
- f) The Committee received and noted the RFO's budget forecast to 31st March 2024.
- g) Due to time constraints, the Committee agreed to convene an Extraordinary meeting to consider the outlook for the next financial year and to provide an outline to the Town Clerk in respect of drafting a budget for 2024-2025.
- h) The Committee received a report from the Town Clerk regarding the Christmas Fayre. **It was unanimously RESOLVED** to delegate authority to the Town Clerk to approve the contracts for entertainment and to table the Town Clerk's report at the next Events and Communications Committee meeting for its information.
- i) The Committee received a report from the Amenities and Services Committee regarding Cllr Charlotte Hawkins' proposal and donation for a Memorial Garden roundel. **It was unanimously RESOLVED** to accept the proposal and to table the report at the next Town Council meeting for its information.

121/23R **Market Hall**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 31st October 2023.
- b) The Committee noted the bank balance of £9,562.44 at Unity Trust Bank as at 31st October 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliations as at 30th September 2023 and 31st October 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 31st October 2023.

122/23R **Gannon Institute**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 31st October 2023.
- b) The Committee noted the bank balances of £23,435.18 at Unity Trust Bank and £310.56 at Barclays Bank as at 31st October 2023.
- c) The Committee accepted Cllr Di Eastman's recommendation to approve the Bank Reconciliations as at 30th September 2023 and 31st October 2023.
- d) The Committee noted the Budget versus Actual Income and Expenditure Report as at 31st October 2023.

123/23R **Small Grants**

- a) The Committee considered an application for a grant from CYDS Youth Project. **It was unanimously RESOLVED** to approve a grant of £3,000 to support running costs.

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- b) The Committee considered an application for a grant from the Saxmundham Walking Community for safety clothing. It was agreed to defer any decision until further information is received about the group's application to the District Councillor's Enabling Communities Fund.
- c) The Committee considered an application from the Sax Music & Arts CIC for the Sax Music Fest 2024. It was agreed, in principle, to make a financial contribution but the amount to depend on the forthcoming budget setting process for 2024-2025.
- d) The Committee considered an application for a grant from Citizens Advice. It was agreed to defer any decision until further information is submitted on the Council's grant application form.

124/23R **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.

125/23R **Staffing Matters**

The Committee received and noted a staffing report from the Town Clerk.

The meeting closed at 1:45 pm
Sharon Smith – Town Clerk/RFO

Signed _____ Date _____