



## Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting on Monday 11<sup>th</sup> December 2023 at 7:30 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.
- c) To receive a report from County Councillor Richard Smith.
- d) To receive a report from District Councillor John Fisher.

**4. Minutes**

- a) To resolve that the draft minutes of the meeting held on 13<sup>th</sup> November 2023 are a true and accurate record.
- b) To receive the minutes of the Resources Committee meetings held on 7<sup>th</sup> November 2023, 21<sup>st</sup> November 2023 and 5<sup>th</sup> December 2023.
- c) To receive the minutes of the Amenities and Services Committee meeting held on 15<sup>th</sup> November 2023.
- d) To receive the minutes of the Planning and Development Committee meeting held on 6<sup>th</sup> November 2023 and 20<sup>th</sup> November 2023.

**5. Casual Vacancy**

To consider the co-option of a new Councillor with immediate effect.

**6. Energy Projects**

- a) To consider the draft response to the National Grid Sea Link statutory consultation.
- b) To elect a member or the Town Clerk to attend the Sizewell C Northern and Southern Transport Fora.

**7. Neighbourhood Plan**

- a) To receive a report from the Chair of the Steering Group.
- b) To consider whether to seek a modified version of the existing Neighbourhood Plan in light of potential new developments.

**8. Reports**

- a) To receive a report from the Chair of the Town Council.
- b) To receive a report from the Town Clerk.
- c) To receive a Crime Report from the Town Clerk.

**9. Finance**

- a) To note the payments and receipts for November 2023.
- b) To note the bank balances as at 30<sup>th</sup> November 2023.
- c) To review the budgeted versus actual income and expenditure report as at 30<sup>th</sup> November 2023.

**10. Budget and Precept 2024-2025**

- a) To consider the Resources Committee recommendation to adopt the draft income and expenditure budget of £258,864 for the financial year 2024-2025.
- b) To consider the Resources Committee recommendation to set the precept at £252,864 for 2024-2025 which is a 4.5% increase to the 2023-2024 precept of £241,975 to meet necessary expenditure. The cost to a Band D property will be £157.29 per annum which is an increase of £6.99 per annum.
- c) To consider the Resources Committee recommendation that the surplus of £248 in the draft budget be

transferred to the general reserve.

**11. Biodiversity Duty**

To consider and adopt a Biodiversity Statement which sets out the action the Town Council will take to further the objective of conservation and enhancement of biodiversity in England in accordance with the Environment Act 2021 and the Natural Environment and Rural Communities Act 2006.

**12. Correspondence**

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

**13. Staffing Update**

To note the appointment of Lisa Hamon as Deputy Town Clerk from January 2024.

**14. Next Meeting**

To agree to change the date of the next meeting to Monday 15<sup>th</sup> January 2024.

**Sharon Smith**  
**Town Clerk/RFO**  
**6<sup>th</sup> December 2023**