



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 5<sup>th</sup> March 2024 at 12 noon at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

### 3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

### 4. Minutes

To resolve that the minutes of the meeting held on 6<sup>th</sup> February 2024 are a true and accurate record.

### 5. Town Council

- a) To approve the payments and note the receipts to 29<sup>th</sup> February 2024.
- b) To note the bank balances as at 29<sup>th</sup> February 2024.
- c) To approve the bank reconciliation as at 29<sup>th</sup> February 2024.
- d) To note the budget versus actual income and expenditure report as at 29<sup>th</sup> February 2024.
- e) To approve the appointment of signatories to the CCLA Public Sector Deposit Fund account.
- f) To note the deadline of October 2025 to spend Community Infrastructure Levy receipts of £8,6
- g) 95.95.
- h) To consider upgrading the Rialtas financial software to a cloud-based version from 1<sup>st</sup> April 2024.
- i) To authorise the list of Approved Payments and Direct Debits 2024-2025.
- j) To agree to register for the NALC Local Council Award Scheme – Foundation Level.
- k) To receive any recommendations regarding financial matters from the Amenities and Services Committee.
- l) To receive any recommendations regarding financial matters from the Events and Communications Committee.

### 6. Market Hall

- a) To note the payments and note the receipts to 29<sup>th</sup> February 2024.
- b) To note the bank balances as at 29<sup>th</sup> February 2024.
- c) To note the bank reconciliation as at 29<sup>th</sup> February 2024.
- d) To note the budget versus actual income and expenditure report as at 29<sup>th</sup> February 2024.
- e) To authorise the list of Approved Payments and Direct Debits 2024-2025.
- f) To receive any recommendations regarding financial matters from the Management Committee.

### 7. Gannon Institute

- a) To note the payments and note the receipts to 29<sup>th</sup> February 2024.
- b) To note the bank balances as at 29<sup>th</sup> February 2024.
- c) To note the bank reconciliation as at 29<sup>th</sup> February 2024.
- d) To note the budget versus actual income and expenditure report as at 29<sup>th</sup> February 2024.
- e) To authorise the list of Approved Payments and Direct Debits 2024-2025.

f) To receive any recommendations regarding financial matters from the Management Committee.

**8. Policy Review**

- a) To conduct the annual and review of the Financial Regulations.
- b) To conduct the annual review of the Asset Register.
- c) To conduct the annual review of the Internal Controls Statement.
- d) To review and recommend approval of a Training and Development Policy.

**9. Legal Matters**

- a) To receive an update regarding the transfer of land adjacent to 32 High Street.
- b) To consider the terms for the renewal of the Scout Hut lease including break clauses, parking provision and utilities.

**10. Small Grants**

To consider a grant application from Greener Sax.

**11. Confidential Matters**

- a) To consider a motion 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.
- b) To receive the minutes of the Staffing Sub-Committee meeting held on 27<sup>th</sup> February 2024 and approve any recommendations therein.

**12. Next Meeting**

To note the date and time of the next meeting which is scheduled for Tuesday 2<sup>nd</sup> April 2024 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**29<sup>th</sup> February 2024**