



Saxmundham Town Council

Minutes of the Resources Committee meeting held on Tuesday 5th December 2023
at 12:00 pm at the Town House, Station Approach, Saxmundham

Committee Members in Attendance:

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

Also Present:

Sharon Smith – Town Clerk/RFO

134/23R Apologies for Absence

Cllr James Sandbach
Cllr Jeremy Smith

135/23R Declarations of Interest

None declared.

136/23R Open Forum

None present.

137/23R Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 7th November 2023 and 21st November 2023 as true and accurate records.

138/23R Town Council

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 27th November 2023, attached as Appendix I.
- b) The Committee noted the bank balance of £144,771.67 at Unity Trust Bank and £80,612.50 at Cambridge Building Society as at 27th November 2023.
- c) The Committee noted the Budget versus Actual Income and Expenditure Report as at 27th November 2023.
- d) Following due consideration, **it was unanimously RESOLVED** to invest £30,000 in the CCLA Public Sector Deposit Fund.

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139/23R **Budget 2024-2025**

- a) The Committee received a report from the Town Clerk about the Christmas 2023 event. The Committee recorded a vote of thanks to the staff for organising a highly successful event. **It was unanimously RESOLVED** to accept the following recommendations in the report:
 - i) For the Resources Committee to set an overall budget for events.
 - ii) For the Events and Communications Committee to determine the ideas and budgets for events subject to approval from full Council.
- b) The Committee further considered the draft budget, and **it was unanimously RESOLVED** to recommend to full Council to adopt the draft income and expenditure budget of £258,864 for the financial year 2024-2025.
- c) The Committee considered the precept level, and **it was unanimously RESOLVED** to recommend to full Council to set the precept at £252,864 for the financial year 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.
- d) The Committee **unanimously RESOLVED** to recommend to full Council that the surplus of £248 in the draft budget be transferred to the general reserve.
- e) The Committee agreed to postpone further consideration of Community Infrastructure Levy priorities to a future meeting to allow circumstances to develop.
- f) The Committee considered the forecasted opening balance of earmarked and general reserves for 2024-2025 and **it was unanimously RESOLVED** to maintain the current level of reserves.

140/23R **Market Hall**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 27th November 2023, attached as Appendix II.
- b) The Committee noted the bank balance of £15,701.94 at Unity Trust Bank as at 27th November 2023.
- c) The Committee noted the Budget versus Actual Income and Expenditure Report as at 27th November 2023.

141/23R **Gannon Institute**

- a) **It was unanimously RESOLVED** to ratify the payments and note the receipts to 27th November 2023, attached as Appendix III.
- b) The Committee noted the bank balances of £23,876.42 at Unity Trust Bank and £310.56 at Barclays Bank as at 27th November 2023.
- c) The Committee noted the Budget versus Actual Income and Expenditure Report as at 27th November 2023. They supported the RFO's modification to budget separately for revenue and building works to ensure that the £20,000 Town Council grant and the £20,000 PWLB loan are not drawn upon to support revenue expenditure.
- d) The Committee noted the RFO's concerns that the annual revenue expenditure of the Gannon Institute was forecasted to be £4,388 and its annual revenue income to be £1,200 this financial

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year. The RFO advised the Committee that, next financial year, revenue income will need to increase to meet budgeted expenditure of £3,627 plus loan repayments of approximately £3,500. If revenue income does not increase the Town Council may need to consider making a financial contribution to the revenue budget.

142/23R **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.

143/23R **Staffing Matters**

- a) **It was unanimously RESOLVED** to backdate the staff salaries to the agreed National Joint Council for Local Government Services pay rates applicable from 1 April 2023.
- b) **It was unanimously RESOLVED** to delegate authority to the Staffing Sub-Committee Chair and the Town Clerk to appoint a Deputy Town Clerk.

The meeting closed at 1:25 pm
Sharon Smith – Town Clerk/RFO

Signed _____ Date _____