



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday
6th February 2024 at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

153/23RC

Attendees

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

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk)

154/23RC

Declaration of Interests

None.

155/23RC

Open Forum

None.

156/23RC

Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 9th January 2024 as a true and accurate record.

157/23RC

Town Council

- a) It was **unanimously resolved** to approve the payments, and note the receipts, to 31st January 2024.
- b) The Committee noted the bank balances as at 31st January 2024.
- c) It was **unanimously resolved** to approve the bank reconciliations as at 31st January 2024.
- d) The Committee noted the budget versus actual income and expenditure report as at 31st January 2024.
- e) It was **unanimously resolved** to transfer £19,789.96 to the Cambridge Building Society. Cllr Di Eastman noted that this would bring the total balance to £102,300 which is higher than the £85,000 protected by the Financial Services Compensation Scheme. The Committee agreed to accept this risk in the short term. The Town Clerk was asked to research the interest rates offered by other financial institutions and to make a recommendation to the Committee at the next meeting.
- f) The Committee noted the expenditure under s.137 of the Local Government Act 1972 for the financial year 2023-2024.

Signed _____ Date _____

- g) Following a recommendation from the Town Clerk, it was **unanimously resolved** to increase the fidelity guarantee insurance to the next band of £500,000 with immediate effect.
- h) The Committee agreed to contribute a reasonable amount to the cost of the Memorial Garden roundel, to be generously funded by Cllr Charlotte Hawkins. The amount of the contribution is to be decided by the Committee once the final cost of the roundel is known.
- i) The Committee further considered the budget for the Christmas Fayre and Arts Fest events. Cllr Di Eastman suggested a further meeting with the Art Station to discuss various issues. These included the status of the event, the role of the Town Council, the application for £6,000 of funding and how it might be spent, the proposal for matched funding and which organisations would be party to such funding and associated additional costs such as road closure. It was **unanimously resolved** that, given that the Arts Fest was an Art Station event, fully supported by the Town Council, there should be a further meeting with the Art Station to discuss various issues.
- j) It was **unanimously resolved** to approve the contribution of £1,000 plus VAT towards the seller's conveyancing costs of land adjacent to 32 High Street. Cllr Jeremy Smith reported that the transfer documents have not yet been received from the seller's solicitors.
- k) The Committee received and noted the Town House roof inspection report advising that the roof will require replacement in 2-4 years. The Town Clerk was instructed to obtain a quotation to replace the roof at today's cost to provide the Committee with an estimate of how much to set aside in the Capital Replacement Fund during subsequent financial years. Cllr John Fisher said that the entire roof is made of asbestos sheeting so this will need to be factored into the quote. Cllr John Findlay noted that it would be prudent to replace the roof before it reaches the end of its life to avoid any problems caused by delay. Cllr Elizabeth Clark requested that the Caretaker conducts a visual inspection and provides a condition report every six months as a prolonged spell of bad weather could cause the roof to deteriorate sooner than expected.

158/23RC Market Hall

- a) The Committee noted the payments and receipts to 31st January 2024.
- b) The Committee noted the bank balances as at 31st January 2024.
- c) The Committee noted the bank reconciliations as at 31st January 2024.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 31st January 2024.

159/23RC Gannon Institute

- a) The Committee noted the payments and receipts to 31st January 2024.
- b) The Committee noted the bank balances as at 31st January 2024.
- c) The Committee noted the bank reconciliations as at 31st January 2024.

Signed _____ Date _____

- d) The Committee noted the budgeted versus actual income and expenditure report as at 31st January 2024. The Town Clerk advised that the revenue expenditure would no longer be shown separately from the building works expenditure as it over complicates the accuracy of cash flow forecasting.

160/23

Policy Review

- a) The Committee conducted the annual review of the Standing Orders. The Committee accepted the NALC update to the procurement thresholds in Standing Order 18, agreed to amend the wording from 'shall' to 'may' in Standing Order 16, and accepted the minor improvements to the wording of various Standing Orders suggested by the Town Clerk. It was **unanimously resolved** to recommend approval to the Town Council.
- b) The Committee conducted the annual review of the Model Publication Scheme and noted there were no changes. It was **unanimously resolved** to recommend approval to the Town Council.

161/24RC

Next Meeting

The Committee noted that the next meeting is scheduled for Tuesday 5th March 2024 at 12 noon.

The meeting closed at 2:00 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____