



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday
5th March 2024 at the Town House, Station Approach, Saxmundham at 12:00pm.

Minutes

162/23RC

Attendees

Cllr John Findlay (Chair)
Cllr Jeremy Smith
Cllr John Fisher (arrived at 12:30pm)
Cllr Di Eastman
Cllr Elizabeth Clark

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk)

163/23RC

Declaration of Interests

Cllr Jeremy Smith declared an interest in item 171/23TC.

164/23RC

Open Forum

None.

165/23RC

Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 6th February 2024 as a true and accurate record.

166/23RC

Town Council

- a) It was **unanimously resolved** to approve the payments, and note the receipts, to 29th February 2024.
- b) The Committee noted the bank balances as at 29th February 2024.
- c) It was **unanimously resolved** to approve the bank reconciliations as at 29th February 2024.
- d) The Committee noted the budget versus actual income and expenditure report as at 29th February 2024. Following a recommendation from Cllr Jeremy Smith, it was **unanimously resolved** to recommend to Town Council to transfer the £5,000 donation from Cllr Charlotte Hawkins to an Earmarked Reserve named Project Improvements Fund and to honour her requests for expenditure from this reserve fund.
- e) The Committee approved the appointment of Cllr John Findlay, Cllr John Fisher and Cllr Elizabeth Clark as signatories to the CCLA Public Sector Deposit Fund account.
- f) The Committee noted the deadline of October 2025 to spend Community Infrastructure Levy receipts of £8,695.95. The Clerk was instructed to review the previously agreed priorities for CIL expenditure for the Committee's consideration and for the purposes of community consultation.

Signed _____ Date _____

- g) The Committee agreed to upgrade the Rialtas financial software to a cloud-based version from 1st April 2024.
- h) The Committee authorised the list of Approved Payments and Direct Debits 2024-2025. The Clerk was instructed to ascertain the remaining duration of the PHS contracts and report back.
- i) The Committee agreed to register for the NALC Local Council Award Scheme – Foundation Level.

167/23RC Market Hall

- a) The Committee noted the payments and receipts to 29th February 2024.
- b) The Committee noted the bank balances as at 29th February 2024.
- c) The Committee noted the bank reconciliations as at 29th February 2024.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 29th February 2024.
- e) The Committee authorised the list of Approved Payments and Direct Debits 2024-2025.
- f) The Chair of the Management Committee reported that further expenditure was necessary to repair the roof due to vandalism. The Clerk was instructed to ascertain whether it would be prudent to submit an insurance claim to recoup the loss and to report to the Management Committee.

168/23RC Gannon Institute

- a) The Committee noted the payments and receipts to 29th February 2024.
- b) The Committee noted the bank balances as at 29th February 2024.
- c) The Committee noted the bank reconciliations as at 29th February 2024.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 29th February 2024.
- e) The Committee authorised the list of Approved Payments and Direct Debits 2024-2025.
- f) The Chair of the Management Committee advised that a request had been received from IP17 GNS for a rent free licence period for the Management Committee's consideration.

169/23RC Policy Review

- a) The Committee conducted the annual review of the Financial Regulations. The Committee noted the update to the procurement thresholds and agreed to further review the Financial Regulations following receipt of NALC's new draft. It was **unanimously resolved** to recommend approval to the Town Council.

Signed _____ Date _____

- b) The Committee conducted the annual review of the Asset Register. Cllr Di Eastman advised that several dog waste bins need to be added. Cllr John Fisher advised that the Town Council acquired the bus shelters at the top of Church Hill and opposite Street Farm Road from the Urban District Council. The Committee also agreed to add the newly acquired land adjacent to 32 High Street for a nominal value of £1.00 and to note that the Town Council holds the Market Hall and Gannon Rooms on behalf of the Charitable Trusts. Following these amendments, it was **unanimously resolved** to recommend approval to the Town Council.
- c) The Committee conducted the annual review of the Internal Controls Statement. It was **unanimously resolved** to recommend approval to the Town Council.
- d) Following a review, it was **unanimously resolved** to recommend adoption of a Training and Development Policy to the Town Council.

170/23RC Legal Matters

- a) Cllr Jeremy Smith informed the Committee that both parties had signed the Transfer Documents for the land adjacent to 32 High Street.
- b) The Committee agreed to form a working group comprising Cllr Jeremy Smith and Cllr John Fisher to consider the terms for the renewal of the Scout Hut lease.

171/23TC Small Grants

The Committee approved a grant application for £500 from Greener Sax. Cllr Jeremy Smith, who previously declared an interest, took no part in the discussion nor the vote. The Clerk was instructed to review the Grants Policy for the Committee's consideration.

172/23TC Confidential Matters

- a) The Committee approved 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) The Committee received the minutes of the Staffing Sub-Committee meeting held on 27th February 2024.

173/23RC Next Meeting

The Committee noted that the next meeting is scheduled for Tuesday 2nd April 2024 at 12 noon.

The meeting closed at 1:40 pm.

**Sharon Smith
Town Clerk/RFO**

Signed _____ Date _____