



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 11<sup>th</sup> March 2024 at 7:00 pm at the Market Hall, High Street, 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

- a) Members of the public may give their views on items on this agenda or raise items for future consideration.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

### 4. Minutes

- a) To resolve that the minutes of the meeting held on 12<sup>th</sup> February 2024 are a true and accurate record.
- b) To receive the minutes of the Resources Committee meeting held on 5<sup>th</sup> March 2024.
- c) To receive the minutes of the Amenities and Services Committee meeting held on 21<sup>st</sup> February 2024.
- d) To receive the minutes of the Events and Communications Committee meeting held on 22<sup>nd</sup> February 2024.
- e) To receive the minutes of the Planning and Development Committee meeting held on 5<sup>th</sup> March 2024.
- f) To receive the minutes of the Staffing Sub-Committee meeting held on 27<sup>th</sup> February 2024.

### 5. Reports

- a) To receive a report from the Town Council Chair.
- b) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- c) To receive a report from the Town Clerk, including a Crime Report.

### 6. Energy Projects

- a) To receive an Energy Projects Report from the Town Clerk.
- b) To consider responding to the LionLink Environmental Impact Assessment Scoping Notification and Consultation by 4<sup>th</sup> April 2024.

### 7. Finance Report

- a) To note the payments and receipts for February 2024.
- b) To note the bank balances as at 29<sup>th</sup> February 2024.
- c) To note the budgeted versus actual income and expenditure report as at 29<sup>th</sup> February 2024.
- d) To note the forecast to the financial year end.
- e) To agree 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.

### 8. Communication

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

**9. Policies**

- a) To accept the Resources Committee recommendation to approve the Financial Regulations 2024.
- b) To accept the Resources Committee recommendation to approve the Asset Register as at 31<sup>st</sup> March 2024.
- c) To accept the Resources Committee recommendation to approve the Internal Controls Statement for 2023-2024.
- d) To accept the Resources Committee recommendation to approve a Training and Development Policy.

**10. Next Meeting**

To agree the date and time of the next meeting which is scheduled for Monday 8<sup>th</sup> April 2024 at 7:00 pm.

**Sharon Smith**  
**Town Clerk/RFO**  
**6<sup>th</sup> March 2024**