



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 2<sup>nd</sup> April 2024  
at the Town House, Station Approach, Saxmundham at 12:00 pm.

## Minutes

1/24RC

### 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)

2/24RC

### Declaration of Interests

None.

3/24RC

### Open Forum

None.

4/24RC

### Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 5<sup>th</sup> March 2024 as a true and accurate record.

5/24RC

### Town Council

- a) It was **unanimously resolved** to approve the payments, and note the receipts, to 31<sup>st</sup> March 2024. The Committee instructed the Town Clerk to review the Worknest health and safety contract terms again.
- b) The Committee noted the bank balances as at 31<sup>st</sup> March 2024.
- c) It was **unanimously resolved** to approve the bank reconciliations as at 31<sup>st</sup> March 2024.
- d) The Committee noted the budget outturn report for the financial year 2023-2024.
- e) The Committee noted the outstanding balance of £31,342.33 on the PWLB loan which is due to be repaid by May 2025.
- f) It was **unanimously resolved** to instruct the Environment Coordinator to allocate expenditure for the Blue Spaces Team from the Green Team budget. It was further agreed that the Environment Coordinator may bring forward proposals to fund items of equipment from Community Infrastructure Levy receipts for the Committee's consideration.
- g) It was **unanimously resolved** to allocate a saxmundham-tc.gov.uk email address to the Blue Spaces Team lead volunteer.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- h) It was **unanimously resolved** to open a savings account with Unity Trust Bank with Cllr John Findlay, Cllr John Fisher, Cllr Elizabeth Clark and Cllr Jeremy Smith as authorised signatories.
- i) It was **unanimously resolved** to renew the insurance policy with Clear Council for one year. The Town Clerk was instructed to obtain a rebuilding valuation for insurance purposes for the Town House.
- j) The Town Clerk informed the Committee that the Amenities and Services Committee had agreed to progress the replacement of the Memorial Field bridge as part of the previously agreed refurbishment of the Memorial Field. The Town Clerk reported that £5,000 had been allocated in the 2024-2025 budget however the quotation to supply and fit a bridge was for £5,450 and there will be additional costs for security fencing. It was **unanimously resolved** to report this matter to Town Council including a specification for the bridge.
- k) Cllr Jeremy Smith reported that there may be costs arising from the literary element of the Arts Fest. The Town Clerk was instructed to report this to the Events and Communications Committee.

#### 6/24RC

#### Market Hall

- a) The Committee noted the payments and receipts to 31<sup>st</sup> March 2024.
- b) The Committee noted the bank balance as at 31<sup>st</sup> March 2024.
- c) The Committee noted the bank reconciliation as at 31<sup>st</sup> March 2024.
- d) The Committee noted the budget outturn report for the financial year 2023-2024.
- e) It was **unanimously resolved** to recommend to the Market Hall Trust to open a savings account with Unity Trust Bank with Cllr John Findlay, Cllr John Fisher, Cllr Elizabeth Clark and Cllr Jeremy Smith as authorised signatories.

#### 7/24RC

#### Gannon Institute

- a) The Committee noted the payments and receipts to 31<sup>st</sup> March 2024.
- b) The Committee noted the bank balances as at 31<sup>st</sup> March 2024.
- c) The Committee noted the bank reconciliations as at 31<sup>st</sup> March 2024.
- d) The Committee noted the budget outturn report for the financial year 2023-2024.
- e) The Committee noted that the Management Committee had approved a budget for the financial year 2024-2025 and its recommendation for approval from the Gannon Institute Trust.

#### 8/24RC

#### Small Grants

Signed \_\_\_\_\_ Date \_\_\_\_\_

- a) The Committee instructed the Town Clerk to circulate a report on grants approved by the Committee for the previous three years.
- b) The Committee considered a request from Sax Music Fest for additional grant funding of £2,000. It was **unanimously resolved** that the Committee was unable to commit to a further contribution at this time but to offer to transfer the previously agreed allocation of £5,000 immediately.
- c) It was **unanimously resolved** to approve a request from Saxmundham Sports Bowls Club for a grant for £445 for new polo shirts including permission to use the Town Council logo.

**9/24RC**

**Policies**

The Committee reviewed a Volunteer Policy and, following an addition regarding volunteers under the age of 16, it was **unanimously resolved** to recommend its adoption to Town Council.

**10/24RC**

**Next Meetings**

- a) The Committee noted the date and time of the next meeting which is scheduled for Tuesday 7<sup>th</sup> May 2024 at 12 noon.
- b) The Committee reviewed the draft meetings schedule for 2024-2025.

The meeting closed at 1:30 pm.

**Sharon Smith**  
**Town Clerk/RFO**

Signed \_\_\_\_\_ Date \_\_\_\_\_