



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday  
9<sup>th</sup> January 2024 at the Town House, Station Approach, Saxmundham at 12 noon.

## Minutes

145/23RC

### 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)

146/23RC

### Declaration of Interests

None.

147/23RC

### Open Forum

None.

148/23RC

### Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 5<sup>th</sup> December 2023 as a true and accurate record.

149/23RC

### Town Council

- a) It was **unanimously resolved** to approve the payments, and noted the receipts, to 31<sup>st</sup> December 2023.
- b) The Committee noted the bank balances as at 31<sup>st</sup> December 2023.
- c) It was **unanimously resolved** to approve the bank reconciliations as at 30<sup>th</sup> November and 31<sup>st</sup> December 2023.
- d) The Committee noted the budget versus actual income and expenditure report as at 31<sup>st</sup> December 2023. The Clerk explained the increase to the staffing budget.
- e) The Committee agreed to defer consideration of an application for a grant from Citizens Advice East Suffolk until April 2024 as there are no funds remaining in the grants budget for the current financial year and it was noted that the organisation received a grant of £1,500 in March 2023.

150/23RC

### Financial Year 2024-2025

- a) The Committee further considered the draft budget, and it was **unanimously resolved** to recommend to full Council to adopt the draft budget of £257,550 for the financial year 2024-2025.
- b) The Committee considered the precept level, and it was **unanimously resolved** to recommend to full Council to set the precept at £254,050 for the financial year 2024-2025 which is a 4.99% increase to the 2023-2024 precept to meet necessary expenditure and level of reserves. The cost to a Band D property will be £158.03 per annum which is an increase of £7.73 compared with last financial year. Cllr Jeremy Smith noted that in real terms the value of the precept has declined as it was frozen during the Covid-19 pandemic

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and increases over the last two years have been less than inflation.

- c) The Committee considered the forecasted opening balance of earmarked and general reserves for 2024-2025 and, taking into considered the Internal Auditor's recommendation to review the level of general reserves held, it was **resolved** to recommend to full Council to transfer the surplus of £3,809 in the draft budget to the general reserve.

**151/23RC Market Hall**

- a) The Committee noted the payments and receipts to 31<sup>st</sup> December 2023.
- b) The Committee noted the bank balances as at 31<sup>st</sup> December 2023.
- c) The Committee noted the bank reconciliations as at 30<sup>th</sup> November and 31<sup>st</sup> December 2023.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 31<sup>st</sup> December 2023.

**152/23RC Gannon Institute**

- a) The Committee noted the payments and receipts to 31<sup>st</sup> December 2023.
- b) The Committee noted the bank balances as at 31<sup>st</sup> December 2023. The Committee agreed to transfer the remaining £10.56 in the Barclays Bank account to the Unity Trust Bank account, to close the Barclays account, and to seek to wind up the Saxmundham and District Welfare Association.
- c) The Committee noted the bank reconciliations as at 30<sup>th</sup> November and 31<sup>st</sup> December 2023.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 31<sup>st</sup> December 2023.

**152/24RC Next Meeting**

The Committee noted that the next meeting is scheduled for Tuesday 6<sup>th</sup> February 2024 at 12 noon.

The meeting closed at 12.55 pm.

**Sharon Smith**  
**Town Clerk**

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