



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 4<sup>th</sup> June 2024 at 12 noon at the Town House, Station Approach, 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

Members of the public may give their views on items on this agenda or raise items for future consideration.

### 4. Minutes

To resolve that the minutes of the meeting held on 7<sup>th</sup> May 2024 are a true and accurate record.

### 5. Town Council

- a) To approve the payments and note the receipts and bank balances to 31<sup>st</sup> May 2024.
- b) To receive a report from the Town Clerk regarding water usage at the Memorial Field.
- c) To approve the bank reconciliations as at 31<sup>st</sup> May 2024.
- d) To review the budget versus actual income and expenditure report as at 31<sup>st</sup> May 2024.
- e) To review the Internal Audit Report for the financial year 2023-2024 and recommend to Town Council that it addresses any recommendations.
- f) To review the Internal Audit Effectiveness Review for the financial year 2023-2024 and recommend to Town Council.
- g) To approve a recommendation to Town Council to appoint the Suffolk Association of Local Councils as internal auditor for the financial year 2024-2025.
- h) To consider allocating further funding for capital refurbishment at the Gannon Institute, within the previously agreed maximum of £5,000 for the front door, from the Capital Replacement Fund.

### 6. Market Hall

- a) To note the payments and note the receipts and bank balances to 31<sup>st</sup> May 2024.
- b) To note the bank reconciliation as at 31<sup>st</sup> May 2024.
- c) To review the budget versus actual income and expenditure report as at 31<sup>st</sup> May 2024.
- d) To note the Annual Income and Expenditure Accounts for the financial year 2023-2024
- e) To note the Annual Balance Sheet as at 31<sup>st</sup> March 2024.
- f) To note the Independent Examiner's Report for the financial year 2023-2024.

### 7. Gannon Institute

- a) To note the payments and note the receipts and bank balances to 31<sup>st</sup> May 2024.
- b) To note the bank reconciliation as at 31<sup>st</sup> May 2024.
- c) To review the budget versus actual income and expenditure report as at 31<sup>st</sup> May 2024.
- d) To note the Annual Income and Expenditure Accounts for the financial year 2023-2024
- e) To note the Annual Balance Sheet as at 31<sup>st</sup> March 2024.
- f) To note the Independent Examiner's Report for the financial year 2023-2024.

## **8. Small Grants**

- a) To consider a request from Suffolk Accident Rescue Services for £500 to support their activities.
- b) To consider a request from Citizen Advice for £2,000 to support their activities.

## **9. Policies and Procedures**

- a) To receive and consider the NALC revised Financial Regulations.
- b) To note the correction to the Standing Orders arising from the internal audit report.
- c) To receive and consider the revised Scheme of Delegation.

## **10. Staffing Matters**

To receive an update regarding the appointment of a Maintenance Officer.

## **11. Next Meeting**

To note the date and time of the next meeting which is scheduled for Tuesday 2<sup>nd</sup> July 2024 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**30<sup>th</sup> May 2024**