



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 7<sup>th</sup> May 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 2<sup>nd</sup> April 2024 are a true and accurate record.

### 5. Town Council

- a) To approve the payments and note the receipts to 30<sup>th</sup> April 2024, including the first instalments of the Precept and Community Infrastructure Levy.
- b) To note the bank balances and bank reconciliations as at 30<sup>th</sup> April 2024.
- c) To review the budget versus actual income and expenditure as at 30<sup>th</sup> April 2024.
- d) To note the nil Rate Demand 2024-2025 for the Town House.
- e) To note the General and Earmarked Reserves 2023-2024.
- f) To delegate authority to the Town Clerk, in conjunction with two authorised signatories, to transfer funds to and from the current and savings bank accounts held at Unity Trust.

### 6. Community Support

- a) To agree to recommend to the Town Council to commit the budgeted amount of £7,500 to IP17 Good Neighbours Scheme.
- b) To receive and consider the income and expenditure account for the Arts Fest and the potential overspend of the Events budget.
- c) To note the recommendation from the Amenities and Services Committee to the Town Council for expenditure of £6,100 (net) on Christmas lights for the High Street and to consider allocating this to the Street Furniture budget.
- d) To consider the recommendation from the Amenities and Services Committee to the Resources Committee to allocate £600 of Community Infrastructure Levy receipts for Blue Spaces Team equipment.

### 7. Market Hall

- a) To note the payments and note the receipts to 30<sup>th</sup> April 2024.
- b) To note the bank balances and bank reconciliation as at 30<sup>th</sup> April 2024.
- c) To review the budget versus actual income and expenditure as at 30<sup>th</sup> April 2024.

### 8. Gannon Institute

- a) To note the payments and note the receipts to 30<sup>th</sup> April 2024.
- b) To note the bank balance and bank reconciliation as at 30<sup>th</sup> April 2024.
- c) To review the budget versus actual income and expenditure as at 30<sup>th</sup> April 2024.

- d) To consider allocating up to £5,000 from the Capital Replacement Fund to the Gannon Institute to replace the double door access to the foyer and related works.

#### **9. Town Council Financial Year End 2023-2024**

To consider and recommend to the Town Council that it approves:

- a) the Annual Income and Expenditure Accounts for the financial year 2023-2024
- b) the Balance Sheet as at 31<sup>st</sup> March 2024
- c) the Annual Governance Statement (Section 1) of the AGAR
- d) the Accounting Statements (Section 2) of the AGAR
- e) the period for the exercise of public rights from 3 June 2024 to 12 July 2024.
- f) the Community Infrastructure Levy report.

#### **10. Reports**

- a) To receive the Local Government Transparency Code Annual Report.
- b) To receive and consider a Scheme of Delegation for the Town Council.

#### **11. Subscriptions**

- a) To consider and recommend for approval to the Town Council the annual subscription to SALC.
- b) To consider and recommend for approval to the Town Council the annual subscription to ESTA.

#### **12. Grants**

- a) To receive a report detailing grant funding for the previous three years.
- b) To consider a request from Saxmundham Museum for a grant for £1,250 for operational costs.
- c) To consider a request from Alde Valley History Group for a grant for £500 for IT hardware.
- d) To consider a request from Art Station for a grant for £6,000 for operational costs.

#### **13. Policies**

To conduct the annual review of the following and recommend approval to Town Council:

- a) Privacy Policy.
- b) Data Protection Subject Access Request Procedure.

#### **14. NALC Local Council Awards Scheme**

To resolve and recommend to Town Council that it meets the criteria to qualify for the Foundation Award.

#### **15. Next Meeting**

To note the date and time of the next meeting which is scheduled for Tuesday 4<sup>th</sup> June 2024 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**1<sup>st</sup> May 2024**