



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 7<sup>th</sup> May 2024  
at the Town House, Station Approach, Saxmundham at 12:00 pm.

## Minutes

11/24RC

### 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)

12/24RC

### Declaration of Interests

Cllr John Findlay declared a non-registerable interest in item 16/24RCa.

13/24RC

### Open Forum

None.

14/24RC

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 2<sup>nd</sup> April 2024 as a true and accurate record.

15/24RC

### Town Council

- a) It was **unanimously resolved** to approve the payments, and note the receipts, to 30<sup>th</sup> April 2024.
- b) The Committee noted the receipt of the first instalments of the Precept and the Community Infrastructure Levy and the bank balances as at 30<sup>th</sup> April 2024.
- c) It was **unanimously resolved** to approve the bank reconciliations as at 30<sup>th</sup> April 2024.
- d) The Committee reviewed the budget versus actual income and expenditure as at 30<sup>th</sup> April 2024.
- e) The Committee noted the nil Rate Demand 2024-2025 for the Town House.
- f) The Committee noted the General and Earmarked Reserves 2023-2024.
- g) It was **unanimously resolved** to recommend to the Town Council 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.
- h) The Committee approved a quotation from Leiston Press to format and print 2,500 copies of the Annual Report 2023-2024. The Clerk was instructed to obtain a quotation from Royal Mail for postal delivery.

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

16/24RC

### Community Support

- a) It was **unanimously resolved** to recommend to the Town Council to commit the budgeted amount of £7,500 to IP17 Good Neighbours Scheme.
- b) The Committee received and considered the income and expenditure account for the Arts Fest and, in conjunction with the Christmas Fayre projected income and expenditure account, the Committee noted the potential overspend of the Events budget.
- c) The Committee noted 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.
- d) Following due consideration, it was **unanimously resolved** to allow the Events budget to be overspent by £2,300. £6,100 was allocated for Christmas Lights, £3,200 was allocated for the Arts Fest, and £8,000 was allocated for the Christmas Fayre. It is anticipated that the overspend will be offset by the receipt of annual bank interest.
- e) The Committee agreed to consider allocating the Christmas Lights expenditure to the Street Furniture budget next financial year.
- f) It was **unanimously resolved** to allocate £600 of Community Infrastructure Levy receipts to the Blue Spaces Team for the 'River Fromus Clean Up Project' as the river is in a poor condition due to the growing town.

17/24RC

### Market Hall

- a) The Committee noted the payments and receipts to 30<sup>th</sup> April 2024.
- b) The Committee noted the bank balance as at 30<sup>th</sup> April 2024.
- c) The Committee noted the bank reconciliation as at 30<sup>th</sup> April 2024.
- d) The Committee reviewed the budget versus actual income and expenditure as at 30<sup>th</sup> April 2024.

18/24RC

### Gannon Institute

- a) The Committee noted the payments and receipts to 30<sup>th</sup> April 2024.
- b) The Committee noted the bank balances as at 30<sup>th</sup> April 2024.
- c) The Town Clerk informed the Committee that the bank reconciliation and the budget versus actual income and expenditure report as at 30<sup>th</sup> April 2024 was not available as the financial year end does not yet balance. The Town Clerk is investigating the discrepancy and will report back at the next meeting.
- d) Following a report from the Town Clerk, it was **unanimously resolved** to allocate the actual cost, up to £5,000 as required, from the Capital Replacement Fund to the Gannon Institute to replace

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

the double door access to the foyer and related works.

#### 19/24RC Town Council Financial Year End 2023-2024

It was **unanimously resolved** to 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, following an amendment to the description of an expenditure item.

*The Chair varied the order of business on the agenda.*

#### 20/24RC Grants

- a) The Committee received a report detailing grant funding for the previous three years.
- b) The Committee considered a request from Saxmundham Museum for a grant for £1,250 for operational costs. It was **unanimously resolved** to approve a grant for £1,250.
- c) The Committee considered a request from Alde Valley History Group for a grant for £500 for IT hardware. It was **unanimously resolved** to approve a grant for £250.
- d) The Committee considered a request from Art Station for a grant for £6,000 for operational costs. It was **unanimously resolved** to approve a grant for £1,500.
- e) The Committee agreed to review the Town Council's financial support for local key organisations when considering next financial year's budget.

#### 21/24RC Confidential Matters

- a) It was **unanimously resolved** to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.
- b) The Committee received a staffing update from the Town Clerk and the Chair of the Staffing Sub-Committee. The Committee instructed the Town Clerk to take necessary action.
- c) It was **unanimously resolved** to reopen the meeting to the public.

*Cllr Elizabeth Clark left the meeting.*

#### 22/24RC Policies

The Committee conducted the annual review of the following and it was **unanimously resolved** to recommend approval to the Town Council:

- a) Privacy Policy.

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

b) Data Protection Subject Access Request Procedure.

**23/24RC**

**Reports**

- a) The Committee received and noted the Local Government Transparency Code Annual Report.
- b) The Committee received a draft Scheme of Delegation for the Town Council. It was agreed to defer approval of the Scheme until the next meeting to allow for further consideration and drafting.

**24/24RC**

**Next Meeting**

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

The meeting closed at 2:20 pm.

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

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