



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 2nd July 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 4th June 2024 are a true and accurate record.

5. Town Council

- a) To approve the payments and note the receipts and bank balances to 30th June 2024.
- b) To approve the bank reconciliations as at 30th June 2024.
- c) To review the budget versus actual income and expenditure report as at 30th June 2024.

6. Market Hall

- a) To note the payments and note the receipts and bank balances to 30th June 2024.
- b) To note the bank reconciliation as at 30th June 2024.
- c) To review the budget versus actual income and expenditure report as at 30th June 2024.

7. Gannon Institute

- a) To note the payments and note the receipts and bank balances to 30th June 2024.
- b) To note the bank reconciliation as at 30th June 2024.
- c) To review the budget versus actual income and expenditure report as at 30th June 2024.

8. Small Grants

To consider a request from Saxons Running Club for a sponsorship package.

9. Policies and Procedures

- a) To receive and consider approval of the NALC revised Financial Regulations.
- b) To receive and consider approval of the revised Scheme of Delegation.
- c) To conduct the biennial review and approval of the Complaints Policy.
- d) To conduct the biennial review and approval of the Vexatious Contacts and Complaints Policy.

10. Legal and Licences

- a) To consider renewing the terms of the Men's Shed licence.
- b) To receive an update regarding the first registration of the Memorial Field and to ratify expenditure of £392 for legal and land registry fees.

11. Staffing Matters

- a) To receive an update regarding the appointment of a Maintenance Officer.
- b) To receive the minutes from the Staffing Sub-Committee meetings held on 17th May 2024, 24th May 2024, 7th June 2024 and 21st June 2024.
- c) To note the Town Clerk's record of the staff responsibilities, and the calculation to inform any apportionment of the staffing budget, for the Town Council, Market Hall and Gannon Institute.

12. Next Meeting

To note the date and time of the next meeting which is scheduled for Tuesday 3rd September 2024 at 12 noon.

Sharon Smith
Town Clerk/RFO
27th June 2024