



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 10<sup>th</sup> June 2024 at 7:00 pm at the Market Hall, High Street, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any interests and consider requests for dispensations.

### 3. Open Forum

- a) Members of the public may give their views on agenda items or raise items for future consideration.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

### 4. Minutes

- a) To resolve that the minutes of the meeting held on 13<sup>th</sup> May 2024 are a true and accurate record.
- b) To receive the minutes of the Resources Committee meeting held on 4<sup>th</sup> June 2024.
- c) To receive the minutes of the Amenities and Services Committee meeting held on 16<sup>th</sup> May 2024.
- d) To receive the minutes of the Events and Communications Committee meetings held on 2<sup>nd</sup> and 31<sup>st</sup> May 2024.
- e) To receive the minutes of the Planning and Development Committee meeting held on 4<sup>th</sup> June 2024.

### 5. Reports

- a) To receive a report from the Chair.
- b) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- c) To receive a report, including crime statistics, from the Town Clerk.
- d) To receive a report from the Chair of the Energy Projects Working Group.

### 6. Finance Report

- a) To note the payments, receipts and bank balances as at 31<sup>st</sup> May 2024.
- b) To note the budget versus actual income and expenditure report as at 31<sup>st</sup> May 2024.
- c) To accept the Resources Committee's recommendation to approve the Internal Audit Effectiveness Review for the financial year 2023-2024.
- d) To receive the Internal Audit Report for the financial year 2023-2024 and to accept the Resources Committee's recommendations to address any recommendations.
- e) To resolve to accept the Resources Committee's recommendation to approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return.
- f) To resolve to accept the Resources Committee's recommendation to approve the Accounting Statements (Section 2) of the Annual Governance and Accountability Return.

g) To accept the Resources Committee's recommendation to approve the appointment of the Suffolk Association of Local Councils internal auditor for the financial year 2024-2025.

**7. Policies and Procedures**

To approve the correction to the Standing Orders recommended in the internal audit report.

**8. External Bodies**

To appoint a Councillor as representative to the Saxmundham Surgery Patient Participation Group.

**9. Communication**

To note the correspondence received since the last meeting and take any necessary action.

**10. Next Meeting**

To note the date and time of the next meeting which is scheduled for 8<sup>th</sup> July 2024 at 7:00 pm.

**Sharon Smith**  
**Town Clerk**  
**5<sup>th</sup> June 2024**