



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 1<sup>st</sup> October 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

- a) To resolve that the minutes of the meeting held on 2<sup>nd</sup> July 2024 are a true and accurate record.
- b) To resolve that the minutes of the extraordinary meeting held on 6<sup>th</sup> August 2024 are a true and accurate record.
- c) To resolve that the minutes of the meeting held on 3<sup>rd</sup> September 2024 are a true and accurate record.

### 5. Monthly Reports

- a) To approve the payments and note the receipts and bank balances to 31<sup>st</sup> July, 31<sup>st</sup> August 2024 and 30<sup>th</sup> September 2024.
- b) To appoint a non-authorized signatory to verify the bank reconciliations as at 31<sup>st</sup> July, 31<sup>st</sup> August 2024 and 30<sup>th</sup> September 2024.
- c) To review the budget versus actual income and expenditure report as at 30<sup>th</sup> September 2024.
- d) To receive a report regarding the forecasted reserves and budget outturn for 2024-2025.

### 6. Financial Year 2023-2024

To receive the External Auditor's Report and Certificate for the year ended 31<sup>st</sup> March 2024.

### 7. Savings and Investments

- a) To review the current interest rates applicable to the Town Council's savings accounts.
- b) To consider investing a further £30,000 in the CCLA Public Sector Deposit Fund.

## **8. Committee Recommendations**

To receive a recommendation from the Amenities and Services Committee to progress the proposal to lease the community garden and allotment site at the former Fromus Centre and to consider the financial commitment for legal fees, nominal rent and initial and ongoing grounds maintenance.

## **9. Community Grants**

- a) To consider a request for a grant from Communities Together East Anglia.
- b) To consider a request for a grant from CYDS Youth Services
- c) To consider a request for an in-principle grant from Sax Community Fest from next year's financial budget.

## **10. Policies and Procedures**

To consider adoption of the following:

- a) Anti-Bullying and Harassment Policy
- b) Operation London Bridge Protocol
- c) Community Events Policy
- d) Investment Strategy.

## **11. Legal and Licences**

- a) To review and approve a lease drafted by Pulhams & Co for land at the Memorial Field for The Scout Association Trust Corporation.
- b) To consider a request from the Saxmundham Men's Shed to extend their operations into the entire Town House outbuildings and to review and approve a revised licence.

## **12. Staffing Matters**

To appoint the Deputy Town Clerk and the Assistant Town Clerk as Service Administrators to enable them to view the Town Council and Charitable Trust bank accounts online and to set up payments for authorisation.

## **13. Next Meeting**

To note the date and time of the next meeting which is scheduled for 5<sup>th</sup> November 2024 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**26<sup>th</sup> September 2024**