



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 3<sup>rd</sup> September 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.

### 5. Town Council Finance

- a) To approve the payments and note the receipts and bank balances to 31<sup>st</sup> July and 31<sup>st</sup> August 2024.
- b) To appoint a non-authorised signatory to verify the bank reconciliations as at 31<sup>st</sup> July and 31<sup>st</sup> August 2024.
- c) To retrospectively approve expenditure of £425.20 for consultancy services for the modified Neighbourhood Plan.
- d) To note the receipt of a £10,000 grant from Locality for consultancy services for the modified Neighbourhood Plan and to recommend to Town Council to transfer this to an Earmarked Reserve.
- e) To review the budget versus actual income and expenditure report as at 31<sup>st</sup> August 2024.
- f) To receive a forecasted budget outturn and reserves summary for 2024-2025.
- g) To receive a report about current interest rates applicable to the Town Council's savings accounts.

### 6. Small Grants

- a) To consider a request for a grant from Communities Together East Anglia to support their charitable activities.
- b) To consider a request for a grant from CYDS Youth Services to support Youth Booth staffing costs.

- c) To consider a request for grant from Britten Pears Arts to support their Participate Programme.
- d) To consider a request from On Y Va French Dancing to support event advertising.

**7. Policies and Procedures**

To consider recommending to Town Council to adopt the following:

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

**8. Legal and Licences**

- a) 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. To consider the likely financial commitment for legal fees, nominal rent and initial and ongoing grounds maintenance and whether to recommend progression of the proposal to Town Council.
- b) To review a lease drafted by Pulhams & Co for land at the Memorial Field for The Scouts Association and to consider whether to recommend approval to Town Council.
- c) To review the revised licence for the Town House outbuilding for The Saxmundham Men's Shed and to consider whether to recommend approval to Town Council.

**9. Staffing Matters**

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

**10. Next Meeting**

To note the date and time of the next meeting which is scheduled for 1<sup>st</sup> October 2024 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**29<sup>th</sup> August 2024**