



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 14th October 2024 at 7:00 pm at the Market Hall, High Street, Saxmundham

Agenda

1. Attendance and Apologies

To receive any apologies and note any absences.

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

- a) Up to fifteen minutes is set aside to allow members of the public to make representations or put questions to the Council on any matter relating to the town.
- 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 9th September 2024 are a true and accurate record.
- b) To receive the minutes of the Resources Committee meeting held on 1st October 2024.
- c) To receive the minutes of the Amenities and Services Committee meeting held on 3rd October 2024.
- d) To receive the minutes of the Planning and Development Committee meeting held on 3rd October 2024.

5. Vacancies

- a) To consider the co-option of David Humphries to fill a casual vacancy.
- b) To consider the co-option of Laura Bonnett to fill a casual vacancy.
- c) To invite nominations and elect a Vice-Chair for the remainder of the civic year.

6. Committees

- a) To note that Cllr John Findlay has resigned as Chair of the Resources Committee and to invite nominations to appoint a new Chair for the remainder of the civic year.
- b) To note that Cllr Benjamin Gulliford has resigned as Chair of the Events and Communications Committee and to invite nominations to appoint a new Chair for the remainder of the civic year.
- c) To receive a half-year report regarding members' attendance at Committee meetings and to consider adopting a policy to remove members from Committees following six months of consecutive absences.
- d) To consider any member nominations to Committees.

7. Outside Bodies

- a) To appoint a member as a representative to the ESC Walking, Cycling and Wheeling Working Group.
- b) To consider Town Council affiliation to the East Suffolk Planning Alliance.

8. Reports

- a) To receive a report from the Chair including an update from the ALS Community Partnership meeting.

- b) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- c) To receive a report from the Town Clerk including Crime Statistics.

9. Energy Projects

- a) To receive a report from the Chair of the Energy Projects Working Group.
- b) To approve the Terms of Reference for the Energy Projects Working Group.
- c) To approve a proposal to hold an Energy Projects Community Exhibition in November 2024.

10. Finance

- a) To receive the payments, receipts and bank balances to 31st July, 31st August and 30th September 2024.
- b) To receive the budget versus actual income and expenditure report as at 30th September 2024.
- c) To receive the forecasted reserves and budget outturn report for 2024-2025.
- d) To receive the External Auditor's Report and Certificate for the year ended 31st March 2024.
- e) To resolve to accept the Resources Committee's recommendation to hold three months' equivalent net revenue expenditure in General Reserves.
- f) To resolve to accept the Resources Committee's recommendation to allocate the Locality Budget grant of £10,000 for the Neighbourhood Plan to an Earmarked Reserve.

11. Policies

To accept the Resources Committee's recommendation to approve the:

- a) Anti-Bullying and Harassment Policy
- b) Community Events Policy
- c) Investment Strategy.

12. Scheme of Delegation

- a) To delegate authority to the Proper Officer, in consultation with the Chair of the Planning and Development Control Committee, to use their discretion not to call meetings to consider planning applications for proposed works to trees subject to a Tree Preservation Order or trees in the Conservation Area.
- b) To delegate authority to the Proper Officer, in conjunction with the Chair of the Energy Projects Working Group, to endorse correspondence and proposals, on behalf of the Town Council, from the Anglian Energy Planning Alliance.

13. Correspondence

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

14. Confidential Matters

- a) To consider a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the following business.
- b) To accept the Resources Committee's recommendation to approve the Operation London Bridge Protocol.
- c) To note that a second report has been made by the Town Clerk to ESC's Monitoring Officer regarding alleged breaches of the Code of Conduct by one Councillor.

15. Next Meeting

To note the date and time of the next meeting which is scheduled for 11th November 2024 at 7:00 pm.

Sharon Smith, Town Clerk
9th October 2024