



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on  
Tuesday 4<sup>th</sup> March 2025 at 12 noon at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 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

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 4<sup>th</sup> February 2025 are a true and accurate record.

### 5. Monthly Reports

- a) To resolve to approve the payments and note the receipts and bank balances as at 28<sup>th</sup> February 2025.
- b) To verify the bank reconciliations as at 28<sup>th</sup> February 2025.
- c) To review the budget versus actual income and expenditure report as at 28<sup>th</sup> February 2025 including the forecast to the financial year end.

### 6. Insurance

- a) To consider a quotation to revalue the Town House for insurance purposes prior to the renewal of the policy.
- b) To note the settlement of a claim made by a resident regarding damage to his property from Memorial Field trees.

### 7. Community Grants

- a) To consider an application from East Suffolk Travel Association.
- b) To consider an application from Saxmundham Judo Club.

### 8. Policies

To resolve to recommend approval of the following policies to the Town Council:

- a) the annual review of the Asset Register
- b) the annual review of the Model Publication Scheme
- c) the annual review of the Internal Controls Statement
- d) the annual review of the Community Grants Policy and Application Form
- e) a new Councillors Representing the Town Council Policy.

## **9. Procurement Act and Transparency Code Update**

To receive a report from the Town Clerk.

## **10. Next Meeting**

To note the date and time of the next meeting which is scheduled for 1<sup>st</sup> April 2025 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**26<sup>th</sup> February 2025**