



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Thursday 3rd April 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 4th March 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 31st March 2025.
- b) To verify the monthly bank reconciliations as at 31st March 2025.

6. Financial Year 2024-2025

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

- a) Budget Outturn Report for the financial year 2024-2025.
- b) Community Infrastructure Levy Report 2024-2025.
- c) Transparency Code Annual Report 2024-2025
- d) Internal Auditor Letter of Engagement 2024-2025.

7. Financial Year 2025-2026

- a) To consider allocating £1,100 from the General Reserve to the Grounds Maintenance budget line, to cover the increased costs quoted by the contractor.
- b) To consider allocating £500 from the General Reserve to the Councillor Training budget line, to cover the cost of Code of Conduct training.
- c) To note the receipt of a £5,000 grant from ESC's Town Development Fund to provide staffing resource for events and to consider recommending to Town Council to transfer this sum to an Earmarked Reserve.
- d) To consider recommending to Town Council to transfer £1,000 for Elections Contingency to an Earmarked Reserve.
- e) To note the receipt of a £1,000 grant from ESC's Nature First Fund to provide a boardwalk at the Wildlife Walk.

- f) To note the deadline of October 2025 to spend Community Infrastructure Levy receipts of £2,795.
- g) To authorise the list of Approved Payments and Direct Debits 2025-2026.

8. Insurance

- a) To note the revaluation of the Town House for insurance purposes.
- b) To note the renewal the insurance policy with Clear Councils.

9. Policies

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

- a) updated Financial Regulations
- b) the annual review of the Investment Strategy
- c) the annual review of the Reserves Policy
- d) a new CCTV policy.

10. Next Meeting

To note the date and time of the next meeting which is scheduled for 6th May 2025 at 12 noon.

Sharon Smith
Town Clerk/RFO
26th March 2025