



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 10th March 2025 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) A fifteen-minute session for members of the public to present concerns or ask questions related 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 approve the minutes of the meeting held on 10th February 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
 - i. Resources Committee meeting held on 4th March 2025.
 - ii. Amenities and Services Committee meeting held on 20th February 2025.
 - iii. Events and Communications Committee on 6th February 2025.
 - iv. Planning and Development Control Committee on 3rd March 2025.
 - v. Staffing Sub-Committee on 28th February 2025.

5. Casual Vacancies

To consider and co-opt eligible applicants to the two Town Councillor vacancies.

6. Wildlife Action Group

To receive a proposal from a Green Team volunteer to create a Saxmundham Wildlife Action Group and to consider his suggested plan to increase the biodiversity of the Memorial Field.

7. Reports

To receive reports from the:

- i. Chair of the Town Council
- ii. Chair of the Neighbourhood Plan Steering Group.
- iii. Chair of the Fromus Energy Projects Team.
- iv. Town Clerk including Crime Statistics.

8. Finance

- a) To receive the payments, receipts and bank balances to 28th February 2025.
- b) To receive the budget versus actual income and expenditure report as at 28th February 2025 including a forecast to the financial year end.

9. Strategic Plan 2025-2026

To approve the draft Strategic Plan for publication and initiate community consultation.

10. Consultations

To consider responding to the government's Mayoral Combined County Authority consultation.

11. Training

To resolve to accept the Staffing Sub-Committee's recommendation to commission training for all Councillors and staff.

12. Policies

- a) To resolve to accept the Resources Committee recommendation to approve the:
 - i. the annual review of the Asset Register
 - ii. the annual review of the Model Publication Scheme
 - iii. the annual review of the Internal Controls Statement
 - iv. the annual review of the Community Grants Policy and Application Form
- b) To receive and consider a new Councillors Representing the Town Council Policy.
- c) To resolve to accept the Staffing Sub-Committee recommendation to approve a new Celebration Leave Policy.

13. Correspondence

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

14. Next Meeting

To note the date and time of the next meeting scheduled for Monday 14th April 2025 at 7:00 pm.

Sharon Smith
Town Clerk
5th March 2025