



Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 10th March 2025
at the Market Hall, High Street, Saxmundham at 7:00 pm.

Minutes

136/24TC Attendees

Cllr John Findlay (Chair)
Cllr Elizabeth Clark
Cllr Nick Jackson
Cllr Marianne Kiff
Cllr John Fisher
Cllr Jeremy Smith
Cllr Tim Lock
Cllr James Sandbach – part of the meeting

Apologies

Cllr Geraldine Barker (Vice-Chair)
Cllr David Humphreys

Also Present

Sharon Smith (Town Clerk/RFO)
10 members of the public

137/24TC Declaration of Interests

None.

138/24TC Open Forum

- a) A member of the public asked the Council to raise awareness about the 3 Communities Cycling Link Project which aims to improve active travel routes through Benhall, Saxmundham and Kelsale. The Chair confirmed the Town Council supports the initiative, and it is embedded within the Neighbourhood Plan. Cllr Jeremy Smith noted the project was championed by Action Sax. Cllr John Fisher added that Benhall Parish Council is leading the charge, and the scheme is now a flagship project support by both East Suffolk Council and Suffolk County Council.
- b) A member of the public reiterated ongoing concerns about litter and encouraged the Council to involve local businesses in keeping their premises tidy.
- c) A representative from the Rapid Relief Team introduced the charity, which provides emergency response support to first responders. He shared recent involvement in a litter pick in Aldeburgh and their open day to raise community awareness at IP17 GNS.
- d) District Cllr John Fisher reported on proposed local government reorganisation. Suffolk County Council has suggested forming a single unitary authority for the county, while District Councils and Ipswich Borough Council are working on alternative proposals involving two or three authorities. He also expressed concern that the proposed Mayoral Combined Authority would centralise power rather than devolve it. Cllr Fisher also shared concerns about the future of Suffolk Libraries. Although Suffolk County Council is responsible for the service, District Council staff are involved. He noted that the County's intention to bring the service in-house appears disingenuous, given that Suffolk Libraries, as a charity, has delivered strong service under financial pressure. Increased costs linked to the minimum wage and national insurance contributions have put the current tender process under strain.

139/24TC Minutes

Signed _____ Date _____

- a) it was **unanimously resolved** to approve the minutes of the meeting held on 10th February 2025.
- b) The Council received 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 Committee meeting held on 3rd March 2025.
 - v. Staffing Sub-Committee held on 3rd March 2025.

140/24TC Casual Vacancies

The Chair reported that four eligible applications had been received for the two vacant Town Councillor seats. The Chair voting process was outlined, and it was agreed that voting would take place by secret ballot. It was **unanimously resolved** to co-opt Georgina Burns to fill the first vacancy and it was **resolved by majority** to co-opt Laura Purina to fill the second vacancy. Both signed their Declarations of Acceptance of Office, witnessed by the Town Clerk, and took their seats immediately.

Cllr James Sandbach joined the meeting and offered apologies for his late arrival.

141/24TC Wildlife Action Group

A Green Team volunteer presented a proposal to establish a Saxmundham Wildlife Action Group, modelled on the successful Kelsale Biodiversity Group. The Council expressed support in principle but requested further clarification on how the new group would align with the established Green Team and Blue Spaces Saxmundham. The volunteer also submitted a proposal to increase biodiversity at the Memorial Field. It was agreed that the Amenities and Services Committee would consider the proposal as part of its broader aspirations for the site.

142/24TC Reports

- a) The Chair of the Town Council attended a recent workshop led by the MP on NHS priorities, where there was renewed optimism around the development of a new medical centre for the town. The Chair also participated in the latest meeting of the Aldeburgh, Leiston and Saxmundham Community Partnership, where funding was awarded to The Art Station to facilitate wellbeing walks.
- b) The Chair of the Neighbourhood Plan Steering Group reported that work is underway to draft new chapters addressing the South Saxmundham Garden Neighbourhood and mitigatory policies for the proposed converter stations.
- c) The Chair of the Fromus Energy Projects Team summarised a written report previously circulated and published on the Town Council website.
- d) The Town Clerk summarised her previously circulated reported, which included Crime Statistics.

143/24TC Finance

- a) The Council received the payments, receipts and bank balances to 28th February 2025.

Signed _____ Date _____

b) The Council received the budget versus actual income and expenditure report as at 28th February 2025 including a forecast to the financial year end.

144/24TC Strategic Plan

Following comments from Councillors, it was **unanimously resolved** to initiate public consultation on the draft Strategic Plan and to amend the document as appropriate in response to feedback received from both the community and Councillors.

145/24TC Consultations

It was agreed that individual Councillors would submit their own responses to the government's consultation on the proposed Mayoral Combined County Authority.

146/24TC Training

It was **unanimously resolved** to accept the Staffing Sub-Committee's recommendation to commission training for all Councillors and staff.

147/24TC Policies

a) It was **unanimously resolved** to approve:

- 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.
- v. a new Celebration Leave Policy

b) The Council also received and considered a draft policy on Councillors Representing the Town Council. It was agreed that the content would be incorporated as guidance within the existing Communications Policy.

148/24TC Correspondence

The Town Council noted the correspondence received since the last meeting.

149/24TC Next Meeting

The Town Council noted the date and time of the next meeting which is scheduled for 14th April 2025 at 7:00 pm.

The meeting closed at 8:35 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 20th March 2025 at the Town House, Station Approach, Saxmundham at 5:40 pm.

Minutes

117/24AS

Attendees

CLlr Tim Lock (Chair)
CLlr Elizabeth Clark
CLlr David Humphreys

Apologies

CLlr Marianne Kiff

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

118/24AS

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

119/24AS

Open Forum

None.

120/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 20th February 2025 as a true and accurate record.

121/24AS

Matters Arising

- a) The Committee received an update that the grant request of £1000 from Nature First towards the cost of the boardwalk at the Wildlife Walk had been approved.
- b) Following a request from the Town Clerk, the Committee **unanimously resolved** that the Adventure Playground could apply for a grant from the Town Council.

122/24AS

Memorial Field

- a) The Deputy Town Clerk updated the Committee, regarding the installation of a roundel at the Memorial Garden and noted that the resident donating funds for the roundel had agreed the extra costs for the roundel to be installed with no concrete jointing for the outer block edges.
- b) The Committee noted the settlement of a claim made by a resident regarding damage to his property from trees. The Committee **unanimously resolved** that preventative measures should be taken in future and asked that the Caretaker should carry out a regular inspection of trees overhanging the Memorial Field fence.

123/24AS

Future Projects

- a) The Town Clerk informed the Committee that community consultation regarding new play equipment at Seaman Avenue was ongoing, a poster had been circulated and a survey sent out to all relevant organisations and disseminated via social media.

Signed _____ Date _____

- b) The Committee received a second quotation for the installation of a circular path, for information. Cllr Lock agreed to compile a draft specification following the Town Clerk's request that a brief be drawn up for this project. The Committee agreed that a naturalised path would be preferable to a steel one.
- c) A date of 25th March at 3pm was agreed by the Committee for a site visit to determine the exact location for the circular path.
- d) The Committee received a report about potential sources for grant funding for future projects, which included CIL finding, East Suffolk Council and Sizewell C grants.

124/24AS Grounds and External Maintenance

- a) The Committee reviewed tender submissions for the Grounds and External Maintenance Contract 2025-2028. Following discussion, the Committee **unanimously resolved** to award the 2025-2028 contract to East Suffolk Services (ESS) but requested that more detailed records are kept monitoring the work carried out by ESS.
- b) The Deputy Town Clerk updated the Committee regarding the provision of two litter bins in Beech Rd and Fairfield Rd. East Suffolk Council is dealing with the order of the bins and street furniture licences.

125/24AS Bicycle/Wheel Maintenance Station

The Deputy Town Clerk informed the Committee that health and safety and risk assessment reports for the maintenance station had been requested from East Suffolk Council, but no response has been received. The Committee **unanimously resolved** to take no further action until a response is received.

126/24AS Christmas Lights

The Committee considered requests from the Events and Communications Committee regarding the date for the Christmas lights switch-on and the colour of the Market Hall and Christmas tree lights. The Deputy Town Clerk informed that Committee that the contractor responsible for the lights has been asked for costs to have warm white lights instead of icy white lights around the Market Hall.; icicle lights added to the Bell Hotel and new lights on the Christmas tree. The Committee **unanimously resolved** that the date of the Christmas light swich should be earlier than the Christmas Fayre date of 6th December, as the town looks brighter and more festive with the lights on. Cllr Lock asked whether the tree could be positioned more centrally and the Deputy Town Clerk will request a quote for this.

127/24AS Next Meeting

The Committee noted the date and time of the next meeting, which is scheduled for Thursday April 17th 2025 at 5.30 pm.

The meeting closed at 6.55 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday 19th December 2024 at the Town House, Station Approach, Saxmundham at 11:30am.

Minutes

39/24EC

Attendees

Cllr Nick Jackson
Cllr Geraldine Barker
Cllr John Findlay (Ex Officio)

Apologies

Cllr Benjamin Gulliford
Cllr James Sandbach

Also Present

Jess Palmer (Community Officer)
Sharon Smith (Town Clerk)

40/24EC

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

41/24EC

Open Forum

There were no members of the public present.

42/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 3rd October 2024 and 7th November 2024 as true and accurate records.

43/24EC

Christmas Fayre 2024

a) The Committee noted the income and expenditure report for the event and the savings made due to the cancellation of traffic management and outdoor entertainment. Cllr John Findlay recorded a vote of thanks to the staffing team, particularly for their skill in quickly turning the event around due to the adverse weather forecast. Cllr Geraldine Barker recorded a vote of thanks to the small team of volunteers who decorated the Market Hall. Cllr Nick Jackson congratulated the staff on keeping the budget under strict control, given the uncertainty of the circumstances.

b) The Community Officer shared a post-event analysis document in draft form and invited the Committee's contribution. A discussion took place around what worked well, what did not work, and how to move forward with the event.

44/24EC

Budget 2025 - 2026

The Town Clerk delivered a report on this financial year's budget versus actual income and expenditure and draft proposals for next financial year's budget. Newsletter costs were highlighted and options for communicating with residents were discussed. Website development costs were considered and the Community Officer relayed advice from East Suffolk Council's Digital Consultant that a revised website is likely to cost around £2,000 more than is currently budgeted for. The Committee gave unanimous support to allocating £24,500 for community grants and £12,000 for community events.

Signed _____ Date _____

45/24EC Civic Year 2025 - 2026

The Committee discussed ideas for the events calendar in 2025. Cllr John Findlay noted that larger events pose a resourcing challenge for the Council.

Action: The Community Officer to compile a list of suggestions with considerations for each option.

46/24EC Branding Workshop

The Committee noted the date and time of the planned branding workshop and the invited attendees.

47/24EC Digital Review

The Town Clerk updated the Committee on progress with East Suffolk Council and reported the decision by the Town Council to match the available funding to review the Town Council's website.

Action – The Community Officer to arrange an informal meeting with East Suffolk Council's Digital Consultant with the Events and Communications Committee to consider ideas for the website.

48/24EC Committee Restructuring

This item was deferred until next meeting.

49/24EC Town Council Logo

Following a recommendation from the Town Clerk, it was **unanimously resolved** to postpone previously agreed expenditure to create a Town Council logo.

50/24EC Monolith Totem Sign

The Town Clerk reported correspondence from East Suffolk Lines Community Rail Partnership Officer requesting the Town Council's input on a proposed monolith totem sign for the train station. The Town Clerk noted that the is likely to require planning permission as it is within the Conservation Area. Cllr Nick Jackson suggested that the Committee defer their consideration of content for the sign until planning permission and funding is received.

Action: The Community Officer to liaise with the Community Rail Partnership Officer.

51/24EC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 6th February 2025 at 11:30am.

The meeting closed at 1:00 pm.

Jess Palmer
Community Officer

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
17th March 2025 at the Town House, Station Approach, Saxmundham at 2:30 pm.

Minutes

61/24EC

Attendees

Cllr Nick Jackson
Cllr Geraldine Barker
Cllr John Findlay (Ex Officio)

Apologies

Cllr James Sandbach

Also Present

Jess Palmer (Community Officer)
Sharon Smith (Town Clerk)

62/24EC

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

63/24EC

Open Forum

There were no members of the public present.

64/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 6th February 2025 as a true and accurate record.

65/24EC

Matters Arising

- a) The Community Officer delivered an update on the status of the website project and plans to commission designs for Committee symbols, both projects are ongoing.
- b) The Committee noted that the Communications Policy had been approved by the Town Council despite not being recommended by the Committee. The Town Clerk explained that the policy required further review and will therefore be tabled for approval by the Committee shortly.

65/24EC

Events

- a) VE Day: It was **unanimously resolved** to hold a VE Day picnic to coincide with the Saturday market on 10th May. Subject to the landowner's permission, the Committee identified the fenced area in Fromus Square as their preferred location. The Committee noted the short timescales and agreed that, if possible, a band should be hired, bunting erected, and they suggested key people to invite.
- b) The Committee noted that a bid for funding from the East Suffolk Council Arts and Culture Grant Scheme was unsuccessful. However, a grant of £5,000 has been awarded from the Town Economic Development Team for increased staffing resource to support events.

66/24EC

Next Meeting

The next meeting is scheduled for Thursday 1st May at 11:30am.

Signed _____ Date _____

The meeting closed at 12:15 pm

Jess Palmer
Community Officer

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on
3rd March 2025 at 10:15 am at the Town House, Station Approach, Saxmundham

Minutes

64/24PD

Attendees

Cllr John Fisher (Chair)
Cllr Geraldine Barker
Cllr Marianne Kiff

Apologies

None

Also Present

Michelle Allen (Assistant Town Clerk)

65/24PD

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

66/24PD

Open Forum

None.

67/24PD

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 13th January 2025 as a true and accurate record.

68/24PD

Planning Applications

The Committee considered planning application DC/25/0509/ADI – various illuminated signs, totem, other signs, vinyl signs and projecting sign – Waitrose Supermarket, Church Street. It was **unanimously resolved** there were no objections.

69/24PD

Planning Enforcement

The Committee received an update regarding alleged infringements of the Conservation Area recently reported to East Suffolk Council.

The meeting closed at 10:55 am.

Michelle Allen

Assistant Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 3rd April 2025
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

- 1/25RC Attendees**
- Cllr Elizabeth Clark (Chair)
Cllr John Fisher
Cllr John Findlay
- Apologies**
- Cllr Jeremy Smith
- Also Present**
- Sharon Smith (Town Clerk)
Cllr Georgina Burns
- 2/25RC Declaration of Interests**
- None.
- 3/25RC Open Forum**
- None.
- 4/25RC Minutes**
- It was **unanimously resolved** that the minutes of the meeting held on 4th February 2025 are a true and accurate record.
- 5/25RC Monthly Finance**
- a) It was **unanimously resolved** to approve the payments for March 2025.
b) The Committee noted the receipts for March 2025.
c) The Committee noted the bank balances as at 31st March 2025.
- 6/25RC Financial Year 2024-2025**
- It was **unanimously resolved** 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.
- 7/25TC Financial Year 2025-2026**
- a) It was **unanimously resolved** to recommend approval of the following to the Town Council:
- i. To allocate £1,100 from the General Reserve to the Grounds Maintenance budget line, to cover the increased costs quoted by the contractor.
ii. To allocate £500 from the General Reserve to the Councillor Training budget line, to cover the cost of Code of Conduct training.
iii. To transfer £5,000 from the ESC's Town Development Fund to provide staffing resource for events to an Earmarked Reserve.

Signed _____ Date _____

- iv. To transfer £1,000 for Elections Contingency to an Earmarked Reserve.
- b) The Committee noted a £1,000 grant from ESC's Nature First Fund to provide a boardwalk at the Wildlife Walk.
- c) The Committee noted the deadline of October 2025 to spend Community Infrastructure Levy receipts of £2,795.
- d) It was **unanimously resolved** to authorise the list of Approved Payments and Direct Debits 2025-2026.

8/25TC Insurance

- a) The Committee noted the recent revaluation of the Town House for insurance purposes. It was **unanimously resolved** to increase the insurance cover to the recommended amount. Additionally, it was agreed to recommend that both the Market Hall Trust and the Gannon Institute Trust undertake revaluations of their respective buildings for insurance purposes.
- b) It was **unanimously resolved** to renew the revised insurance policy with Clear Council for one year.

9/25TC Policies

It was **unanimously resolved** 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.

10/25RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 6th May 2025 at 12 noon.

The meeting closed at 1:05 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____

Energy Projects Report - 14 April 2025

Introduction:

Whereas the last report was sparse on information, this is not mirrored in March! Lion-Link held a community 'drop-in' on 14 March 2025 in the Market Hall, Saxmundham plus webinar sessions for parish councils and the general public on 17 and 19 March respectively. The Fromus Energy Project Team provided an opportunity to discuss energy projects. The bi-annual Sizewell C Community Forum on 27 March was well attended and delivered some lively dialogue, but was somewhat overshadowed by the Planning Inspectorate's (PINs) announcement that National Grid Electricity Transmission had submitted their Sea-Link Development Consent Order for acceptance.

Sea-Link:

PINs have until 24 April 2025 to confirm if they will accept the Sea-Link application for approval. Thereafter, councils, residents and other bodies have 28 days to register to become an Interested Party (IP) and submit their proposals (the Relevant Representations, RRs) for examination. All involved are working extremely hard to get the responses ready for review by the Town Council prior to submission to PINs. Moreover, the Town Council hopes to run drop-in sessions to help residents register and submit their RRs. Concurrently with dealing with the Sea-Link DCO, Lion-Link will likely submit their statutory consultation in late summer.

Lion-Link:

Councillor Tim Lock and I attended the National Grid Ventures, (NGV) Lion-Link drop in session at the Market Hall on 14 March 2025 and had a long discussion with the Project Manager, Phil (Spain). Whilst objecting to the project, it is vital to keep lines of communication, friendly and open. The Lion-Link exhibition was rather paltry with few visuals. Primarily the event was held to confirm that Walberswick was the preferred landfall site. The proposed project connects the Netherlands via a Dutch windfarm with an inter-connector in the North Sea before landfall at Walberswick with cables to a new converter site on the east side of Saxmundham. Whilst bringing Dutch wind generated energy to Britain, it also transmits carbon fuel generated electricity from Europe.

Sharon Smith, Town Clerk and I also attended the webinar on 17 March 2025. Disappointingly the presenters concentrated on Walberswick landfall site. I specifically asked about traffic routes and requested that vehicles should not enter Saxmundham. The presenter said that she could not guarantee this. Obviously this will be a significant issue for the Fromus Project Energy Team during the statutory consultation.

Fromus Energy Projects Team:

The group discussed 'Why not Saxmundham' for the Sea Link converter with the responses being the starting point for the forthcoming Written Representation, (WR). It was good to learn that SEAS will share their expert's reports for utilisation in the WR. SEAS's traffic report is very interesting and highlights the necessity of insisting that NGET provide traffic data for the peak flow month of August. Undoubtedly some parts of the A12 and A1094 will be under great stress from the cumulative impacts of multiple Nationally Significant Infrastructure Projects, (NSIPs). This issue is not lost on Sizewell C.

Sizewell C Community Forum:

Sizewell C advised that during a meeting facilitated by OFGEM, they met all NSIP developers a fortnight earlier (seemingly the start of March) to discuss cumulative impacts. 'All' being, Scottish Power Renewables (SPR) – EA1N, EA2 and the Friston Substation, NGET Sea Link, NGV Lion Link. One questions why it has taken so long for all of them to sit around a table and discuss the implications of cumulative impacts of their projects on such a small geographical area! Apparently discussions included collaboration; the possibility of utilising offsite freight management, park and ride facilities and possibly accommodation.

Accommodation was a key question during the Forum with contractors living in Aldeburgh holiday lets and also the increasing number of Leiston properties being used as serviced houses for contractors. Increased costs of rental properties in Leiston were the subject of a BBC Look East report screened on 31 March 2025. The paucity of rental properties will affect Saxmundham too, especially should Sea Link proceed. This plays into rural poverty, with low wages in comparison to property prices. This is just one issue that will be raised in Saxmundham's WR to NGET.

Gnb/02/04/2025

Saxmundham Town Council

Committee Meeting	Town Council
Meeting Date	14 April 2025
Item Number	5d
Report Title	Town Clerk Report and Crime Statistics
Report Author	Sharon Smith

Town Council – Day-To-Day Enquiries and Reports

Beyond the projects led by the Town Council and its Committees, staff also handle a wide range of enquiries, reports, and complaints from members of the public. These come through in-person visits, telephone calls, and emails to the Town House. Below is the combined data for the previous four months:

Type	Detail	Method	Response
Request	Planning advice	Email	Signposted to ESC
Request	Recruitment opportunities for Leading Lives	Email	Suggested market stall
Request	Use of Sizewell C hydrogen bus when dormant	Email	Signposted to SZC
Complaint	Local accommodation capped for SZC workers	Email	Signposted to SZC
Request	Information about devolution and LGR	Email	Link to government website
Complaint	Vagrancy camp at Brook Farm Road	Email	Reported to ESC and Police
Request	Permission to hold Bruisyard car show	Email	Signposted to Parish Council
Request	Resident asked for meeting with Chair	Email	Meeting arranged and held
Report	Two deceased dogs buried on Memorial Field	In Person	Location noted!
Request	Date refurbished playground open	Email	Signposted to ESC
Request	'Resident only' parking on Fairfield Road	Email	Signposted to ESC
Request	Onward travel information x 6	Door/Email	Leaflet to be produced
Complaint	Ambulance collided with parked car	Email	Signposted to Ambulance Service
Report	Traffic light timing x 3	Email	Reported to SCC
Request	Apply for a blue badge	Phone	Signposted to SCC
Request	Looking for sports premises	Door/Email	Signposted to SCC/Offered MH
Request	Help with Council Tax x 2	Phone	Signposted to ESC
Request	Additional street lighting	Phone	Liaised with Flagship Housing
Complaint	Dangerous tree overhanging Tesco car park	Phone	Reported to landowner
Request	Searching for deceased next of kin	Phone	Circulated to Councillors
Complaint	Children playing noisily on Fromus Green	Phone	Signposted to Police
Request	Witness signature x 2	Door	Obliged
Complaint	Sizewell C workers staying in caravan park	Door	Signposted to SZC/ESC

Suffolk Constabulary - Local Crime Statistics

Crime Definition	Qtr 3 2023	Qtr 4 2023	Qtr 1 2024	Qtr 2 2024	Qtr 3 2024	Qtr 4 2024	Jan 2025	Feb 2025
Violence and Sexual Offences	43	31	39	39	31	39	11	17
Anti-Social Behaviour	32	10	10	13	17	1	1	2
Public Order	12	4	5	7	12	4	0	0
Criminal Damage and Arson	9	9	9	12	18	11	1	9
Burglary/Theft/Other/Weapons	21	20	22	20	14	18	6	10
Drugs	4	1	1	4	0	4	2	0
Totals	121	75	86	95	92	77	21	38

Saxmundham Town Council

Committee Meeting	Town Council
Meeting Date	14 th April 2025
Item Number	5e
Report Title	Community Engagement and Communications (March 2025)
Report Author	Jess Palmer (Community Officer)

External Communications Output:

Website articles published	2
Saxmundham News Articles published	1
Social Media posts published	39
Press releases/stories offered to external media	2
External media appearances (that we are aware of)	3
Digital newsletters sent (from STC or ESC)	1

Social Media Statistics:

		Compared to previous month
Reach	8,300	+556%
Views	44,400	+782%
Interactions	602	+1,100%
Link Clicks	221	+370%
Page Visits	1,100	+190%
New Followers	26	+225%

Most engaging content: Community litter pick, Sealink DCO, return of Saturday markets, new cover photo, play park consultation.

Community Engagement

- Community litter picks
- Strategic Plan consultation
- Seed and plant swap stall
- Playpark consultation
 - On website
 - On social media
 - On East Suffolk One Radio and website
 - With Saxmundham Primary School
 - With Cyds Youth Group
 - By visiting Gather and Grow play group

ALL WELCOME - FREE OF CHARGE

Pop-Up
**SEED & PLANT
SWAP STALL**

Fromus Square

10am – 1pm
Wednesday Market 9th April

**donations of seeds and plants on the day only please.*

Saxmundham
GREEN TEAM
On behalf of Saxmundham Town Council



**Help us design
a new
park!**

Take our short survey about new equipment for the play park at Seaman Avenue.

Help us to ensure it is a safe, accessible and fun place for children of all ages to play.

We want to hear from you!

...YOUR FREE LOCAL NEWS

MARCH 2025

**SAXMUNDHAM
NEWS**

PART OF THE TIDE COLLECTION

Have your say on the plan that will guide our work for the next five years...

Strategic Plan
2025 - 2030

The draft Strategic Plan is available to read now.

It set outs our aims which are structured around four key themes:

- A thriving and prosperous town
- A safe and healthy town
- An attractive and distinctive town
- A biodiverse and sustainable town

Tell us what you think!

Read it online at saxmundham.org or pick up a printed version at Saxmundham Library, or the Market Hall, or the Town House.

Share your views using a comment slip, or by email to townclerk@saxmundham-tc.gov.uk, or in person at Saxmundham Market in Fromus Square on Saturday 12 April from 10am - 2pm.



 Saxmundham Town Council





**SAXMUNDHAM
MARKET**

Saxmundham Town Council

Committee Meeting	Town Council
Meeting Date	14 April 2025
Item Number	5f
Report Title	Committee Restructure – Revised Proposal
Report Author	Town Clerk

Introduction

Following discussions with members and staff regarding the previously circulated Committee Restructure proposals, I have concluded that distributing the responsibilities of the Charitable Trusts among other Committees may not be the best approach. Primarily, this would lead to significantly longer meetings, which I believe members would not welcome.

However, it remains important to find a model that reduces the number of Committee meetings, thereby minimising the burden on members, reducing administration, and allowing staff more time to implement Committee decisions.

Charitable Trusts

It is still proposed that the two Management Committees of the Charitable Trusts be disbanded. Instead, the two Trusts would meet to consider all charity-related business. The quorum would remain at four members, with any available members participating. Meetings could be scheduled in the afternoon or evening but should not follow Town Council meetings to avoid excessively long sessions.

Planning and Development Control Committee

It is recommended that the membership of the Planning and Development Control Committee is expanded to include all twelve members. As meetings are often brief and sometimes address only a single item, they could be scheduled directly before or after other Committee meetings. The quorum would remain at four, with any available members participating. Attendees could appoint a Chair for each meeting as needed.

Events and Communications Committee

It is still proposed to rename the Events and Communications Committee as the Civic and Community Committee. Given its public-facing nature, it is recommended that membership includes the Chair and Vice-Chair of the Council.

Resources Committee

To better reflect its role in policy setting and financial management, it is proposed to rename the Resources Committee as the Policy and Resources Committee. Additionally, the Chairs of the Amenities and Services Committee and the Civic and Community Committee should be members. This would enable them to raise challenges and aspirations from their respective Committees, contribute to policy direction, and inform budgetary and expenditure decisions.

Committee Meeting Frequency

To reduce the number of meetings, it is proposed that certain Committees meet less frequently:

- The Civic and Community Committee and the Amenities and Services Committee would move from monthly meetings to a bi-monthly schedule.
- The Charitable Trusts would move from meeting every two months to quarterly meetings.

There are no proposed changes to the meeting frequency of the Policy and Resources Committee (monthly) or the Staffing Sub-Committee (quarterly).

The Planning and Development Committee, Market Hall Redevelopment Group, and Fromus Energy Projects Team will continue to meet as required.

Recommendation

To further consider these proposals with a view to accepting them at the Annual Meeting held in May 2025.

SAXMUNDHAM TOWN COUNCIL - MARCH 2025

01/03/2025	Balance Brought Forward - Unity Trust Bank Current	£9,754.66
	Balance Brought Forward - Unity Trust Bank Savings	£25,000.00
	Balance Brought Forward - Cambridge Building Society	£87,696.34
	Balance Brought Forward - Public Sector Deposit Fund	<u>£60,000.00</u>
		£182,451.00

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
18/03/2025	n/a	Nest	Pensions - Month 12	£464.35	£0.00	£464.35	4000	Pre-Approved Payments List
10/03/2025	n/a	HMRC	PAYE - Month 11 Additional	£74.17	£0.00	£74.17	4000	Pre-Approved Payments List
24/03/2025	n/a	HMRC	PAYE - Month 12	£1,527.28	£0.00	£1,527.28	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 1	Salary - Month 12	£2,850.17	£0.00	£2,850.17	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 2	Salary - Month 12	£1,016.58	£0.00	£1,016.58	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 3	Salary - Month 12	£1,012.70	£0.00	£1,012.70	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 4	Salary - Month 12	£972.53	£0.00	£972.53	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 5	Salary - Month 12	£965.85	£0.00	£965.85	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 6	Salary - Month 12	£449.33	£0.00	£449.33	4000	Pre-Approved Payments List
24/03/2025	n/a	EE	Mobile Phone - Month 12	£1.80	£0.00	£1.80	4260	Pre-Approved Payments List
28/02/2025	n/a	The Cleaning Company	Cleaning - Month 11	£266.40	£44.40	£222.00	4200	Pre-Approved Payments List
03/03/2025	n/a	Smartest Energy	Electricity - Month 11	£88.87	£4.23	£84.64	4205	Pre-Approved Payments List
04/03/2025	n/a	Smartest Energy	Gas - Month 11	£251.15	£11.96	£239.19	4205	Pre-Approved Payments List
17/02/2025	n/a	Red Dune	IT Services - Month 11	£392.40	£65.40	£327.00	4255	Pre-Approved Payments List
17/03/2025	n/a	Red Dune	IT Services - Month 12	£392.40	£65.40	£327.00	4255	Pre-Approved Payments List
28/02/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 12	£121.19	£20.20	£100.99	4240	Pre-Approved Payments List
31/03/2025	n/a	Unity Trust Bank	Bank Charges - Month 12	£10.50	£0.00	£10.50	4235	Pre-Approved Payments List
17/02/2025	370/24TC	Public Works Loan Board	Gannon Institute - Loan Repayment	£1,492.30	£0.00	£1,492.30	4300	Pre-Approved Payments List
17/02/2025	382/24TC	Saxmundham & District CIC	Room Hire - Fromus Energy Projects Team	£18.00	£0.00	£18.00	4220	Pre-Approved Payments List
17/02/2025	378/24TC	Restore Datashred	Confidential Paper Shredding	£128.70	£21.45	£107.25	4210	Pre-Approved Payments List
10/03/2025	308/24TC	Ryan Sanderson - Clear Councils	Insurance Excess - Memorial Field Tree	£250.00	£0.00	£250.00	4270	Amenities and Services Committee - 62/24AS
24/02/2025	n/a	Herring Bone Design	Website Support	£130.00	£0.00	£130.00	4405	Pre-Approved Payments List
07/03/2025	395/24TC	Sharon Smith - Amazon	Stationery	£7.99	£1.33	£6.66	4245	Pre-Approved Payments List
07/03/2025	395/24TC	Sharon Smith - Doodle Poll	Monthly Subscription - February	£12.36	£0.00	£12.36	4250	Pre-Approved Payments List
24/03/2025	405/24T6	Sharon Smith - Doodle Poll	Monthly Subscription - March	£11.88	£0.00	£11.88	4250	Pre-Approved Payments List
25/03/2025	408/24TC	Sharon Smith - Alamy	Photograph	£28.80	£4.80	£24.00	4400	Pre-Approved Payments List
24/03/2025	405/24T6	Sharon Smith - Tesco	Kitchen Supplies	£5.25	£0.00	£5.25	4265	Pre-Approved Payments List
10/03/2025	397/24TC	Saxmundham Judo Club	Community Grant - Veterans Breakfast	£100.00	£0.00	£100.00	4555	Resources Committee - 114/24RC
10/03/2025	398/24TC	East Suffolk Travel Association	Community Grant - Leaflets	£120.00	£0.00	£120.00	4555	Resources Committee - 114/24RC
10/03/2025	399/24TC	East Suffolk Travel Association	Membership Subscription	£7.00	£0.00	£7.00	4250	Pre-Approved Payments List
04/03/2025	396/24TC	Binder Ltd	Youth Booth - Service	£110.40	£18.40	£92.00	4675	Pre-Approved Payments List
10/03/2025	400/24TC	Amy Rayner	Green Team - Refreshments	£3.95	£0.00	£3.95	4810	Pre-Approved Payments List
01/02/2025	404/24TC	J T Peggs	Green Team - Bark	£76.00	£12.66	£63.34	4810	Pre-Approved Payments List
18/03/2025	402/24TC	Sax Computers	Photographs x 2	£180.00	£30.00	£150.00	4405	Events and Communications Committee - 58/24EC
21/03/2025	405/24TC	Rialtas Business Solutions Ltd	Sales Ledger Launch Consultancy	£96.00	£16.00	£80.00	4228	Pre-Approved Payments List
17/03/2025	401/24TC	John Casson Survey Services	Town House - Insurance Valuation	£720.00	£120.00	£600.00	4270	Resources Committee - 113/24RC
24/03/2025	n/a	East Suffolk Services Ltd	Memorial Field and Chantry Road - Grass Cutting	£649.34	£108.22	£541.12	4815	Pre-Approved Payments List
25/03/2025	406/24TC	Saxmundham and District CIC	Room Hire - Training	£42.00	£0.00	£42.00	4220	Pre-Approved Payments List
26/03/2025	407/24TC	Leiston Press	Tent Cards x 2	£42.00	£7.00	£35.00	4245	Pre-Approved Payments List
27/03/2025	n/a	Stall Holders	Christmas Fayre - Stall Refunds	£130.00	£0.00	£130.00	1100	Chair of Events and Communications Committee/Town Clerk
				£15,219.64	£551.45	£14,668.19		

Payments in Advance

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
05/02/2025	n/a	Worknest	Health & Safety - Year 4	£3,877.22	£646.20	£3,231.02	4285	Pre-Approved Payments List
14/03/2025	387/24TC	Suffolk Association of Local Councils	Training - Deputy Town Clerk - CILCA	£75.60	£12.60	£63.00	4095	Staffing Sub-Committee - TBC
26/03/2025	n/a	Suffolk Association of Local Councils	Training - Caretaker - Play Inspection	£318.00	£53.00	£265.00	4095	Pre-Approved Payments List
20/03/2025	n/a	Everflow	Water - Month 1	£30.30	£0.00	£30.30	4205	Pre-Approved Payments List
				£4,301.12	£711.80	£3,589.32		

Creditors

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
28/03/2025	n/a	Compass Point Planning and Rural Consultants	Neighbourhood Plan - Consultancy	£2,407.00	£0.00	£2,407.00	4705/EMR	Resources Committee - 58/24RC
28/03/2025	n/a	RH Leggett	Neighbourhood Plan - Consultancy	£150.00	£0.00	£150.00	4705/EMR	Resources Committee - 58/24RC
31/03/2025	n/a	Groundworks UK	Neighbourhood Plan - Unspent Funds	£6,376.00	£0.00	£6,376.00	4705/EMR	Resources Committee - 58/24RC
31/03/2025	n/a	Sharon Smith - Amazon	A3 Paper Guillotine	£42.99	£7.17	£35.82	4265	Pre-Approved Payments List
31/03/2025	n/a	Sharon Smith - Tesco	Litter Pick Refreshments	£18.00	£0.00	£18.00	4050	Pre-Approved Payments List
27/03/2025	409/24TC	Viking	Stationery	£126.14	£21.02	£105.12	4245	Pre-Approved Payments List
31/03/2025	n/a	The Cleaning Company	Cleaning - Month 12	£266.40	£44.40	£222.00	4200	Pre-Approved Payments List
28/03/2025	n/a	Office Flow	Photocopier Service Charge - Month 12	£132.70	£22.12	£110.58	4240	Pre-Approved Payments List
31/03/2025	n/a	Designfolk	Web Hosting	£150.00	£0.00	£150.00	4405	Pre-Approved Payments List
31/03/2025	282/24TC	Suffolk Association of Local Councils	Payroll Service - Half Year	£223.20	£37.20	£186.00	4055	Pre-Approved Payments List
				£9,892.43	£131.91	£9,760.52		

Accruals

Invoice Date	PO No	Supplier	Description	Net	Code	Authority
n/a	n/a	Smartest Energy	Electricity - Month 12	£100.00		4205 Pre-Approved Payments List
n/a	n/a	Smartest Energy	Gas - Month 12	£250.00		4205 Pre-Approved Payments List
				<u>£350.00</u>		

Debtors

Invoice Date	PO No	Supplier	Description	Gross	Code
n/a	n/a	Gannon Institute	Cleaning Reimbursement - Month 12	£44.00	4200
04/02/2025	18-24-25	Stall Holders	Weekly Market - February	£36.00	1100
04/03/2025	20-24-25	Stall Holders	Weekly Market - March	£40.00	1100
04/03/2025	21-24-25	Stall Holders	Weekly Market - March	£40.00	1100
				<u>£160.00</u>	

Receipts in Advance

Date	Reference	Payer	Description	Amount	Code
28/03/2025	n/a	East Suffolk Council	Nature First Grant - Wildlife Walk	£1,000.00	1310
				<u>£1,000.00</u>	

Receipts to Unity Trust Bank Current

Date	Reference	Payer	Description	Amount	Code
12/03/2025	03/06/09/10/13-24/25	Stall Holders	Weekly Market - Various	£180.00	
17/03/2025	17-24-25	Stall Holders	Weekly Market - February	£27.00	1100
17/03/2025	19-24-25	Stall Holders	Weekly Market - March	£40.00	1100
10/03/2025	n/a	Gannon Institute	Cleaning Reimbursement - Month 10	£44.00	1100
17/03/2025	n/a	Gannon Institute	Cleaning Reimbursement - Month 11	£55.00	4200
04/03/2025	n/a	CCLA	Interest	£210.18	4200
14/03/2025	n/a	Unity Trust Bank Savings	Transfer	£15,000.00	1090
21/03/2025	n/a	Cambridge Building Society	Transfer	£2,696.34	n/a
28/03/2025	n/a	Rialtas Business Solutions Ltd	Duplicate Payment Refund	£276.00	4095
				<u>£18,528.52</u>	

Transfers from Unity Trust Bank Savings

Date	Reference	Payer	Description	Amount	Code
21/03/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£15,000.00	n/a
				<u>£15,000.00</u>	

Receipts to Unity Trust Bank Savings

Date	Reference	Payer	Description	Amount	Code
31/03/2025	n/a	Unity Trust Bank	Interest - Qtr 4	£163.59	1090
				<u>£163.59</u>	

Transfers from Cambridge Building Society

Date	Reference	Payer	Description	Amount	Code
21/03/2025	n/a	Cambridge Building Society	Transfer to Unity Trust Bank Current	£2,696.34	n/a
				<u>£2,696.34</u>	

31/03/2025			Balance Carried Forward - Unity Trust Bank Current	£9,762.42	
			Balance Carried Forward - Unity Trust Bank Savings	£10,163.59	
			Balance Carried Forward - Cambridge Building Society	£85,000.00	
			Balance Carried Forward - Public Sector Deposit Fund	£60,000.00	
				<u>£164,926.01</u>	

Saxmundham Town Council Budget Versus Actual Income and Expenditure Forecast 2024-2025									
Line Number	Cost Centre	Nominal Code	Item	Budget 2024-2025	Income and Expenditure 31/03/25	Year End Adjustments	Total	Budget Percentage	
			INCOME						
			POLICY AND RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY						
1	100	1076	Precept	£ 254,050	£ 254,050	£ -	£ 254,050	100%	
2	103	1090	Bank Interest	£ 200	£ 5,280	£ -	£ 5,280	2640%	
3	101	1150	Community Infrastructure Levy	£ -	£ 1,046	£ -	£ 1,046		
4	110	1305	Grants	£ -	£ 10,000	£ -	£ 10,000		
				£ 254,250	£ 270,376	£ -	£ 270,376		
			CIVIC SERVICES - CIVIC AND COMMUNITY COMMITTEE						
5	105	1100	Market Stallage Fees	£ 3,000	£ 2,512	£ 116	£ 2,628	88%	
				£ 3,000	£ 2,512	£ 116	£ 2,628		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION						
6	107	1110	Land Rental	£ 300	£ 602	£ -	£ 602	201%	
	106	1310	Project Grants		£ 1,000	£ -1,000	£ -		
				£ 300	£ 1,602	£ -1,000	£ 602		
			TOTAL INCOME	£ 257,550	£ 274,490	£ -884	£ 273,606		
			EXPENDITURE						
			STAFFING SUB-COMMITTEE - STAFFING RESOURCES						
7	120	4000	Town Council Salaries	£ 111,975	£ 113,533	£ -	£ 113,533	101%	
8	120	4050	Staff Expenses	£ -	£ 19	£ -	£ 19		
9	120	4055	Payroll Service	£ 450	£ 355	£ -	£ 355	79%	
10	120	4060	Recruitment	£ 75	£ 111	£ -	£ 111	148%	
11	120	4095	Staff Training and Development	£ 1,000	£ 1,184	£ -328	£ 856	86%	
				£ 113,500	£ 115,202	£ -328	£ 114,874		
			POLICY AND RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY						
12	140	4105	Councillor Expenses	£ 100	£ 47	£ -	£ 47	47%	
13	140	4120	Councillor Training and Development	£ 300	£ 64	£ -	£ 64	21%	
14	160	4200	Town House Cleaning	£ 2,800	£ 3,024	£ -44	£ 2,980	106%	
15	160	4205	Town House Utilities	£ 5,000	£ 4,269	£ 320	£ 4,589	92%	
16	160	4210	Town House Refuse Collection	£ 600	£ 679	£ -	£ 679	113%	
17	160	4220	Meeting Room Hire	£ 420	£ 594	£ -	£ 594	141%	
18	160	4228	Financial Software	£ 2,650	£ 2,795	£ -	£ 2,795	105%	
19	160	4230	Internal and External Audit	£ 1,500	£ 1,126	£ -	£ 1,126	75%	
20	160	4235	Bank Charges	£ 72	£ 106	£ -	£ 106	147%	
21	160	4240	Photocopier Lease and Toner	£ 2,000	£ 2,120	£ -	£ 2,120	106%	
22	160	4245	Stationery	£ 1,000	£ 1,345	£ -	£ 1,345	135%	
23	160	4250	Subscriptions	£ 1,200	£ 1,701	£ -	£ 1,701	142%	
24	160	4255	IT Support	£ 3,700	£ 4,326	£ -	£ 4,326	117%	
25	160	4260	Town House Telephone and Broadband	£ 2,100	£ 1,791	£ -	£ 1,791	85%	
26	160	4265	Town House Equipment and Supplies	£ 500	£ 1,178	£ -	£ 1,178	236%	
27	160	4270	Insurance	£ 950	£ 2,231	£ -	£ 2,231	235%	
	160	4285	Health and Safety Contract	£ 3,037	£ 6,387	£ -3,231	£ 3,156	104%	
28	310	4615	Legal Consultancy	£ -	£ -	£ -	£ -		
29	310	4705	Neighbourhood Plan Consultancy	£ 2,000	£ 10,485	£ -	£ 10,485	524%	

30	310	4835	Project Consultancy	£	4,500	£	-	£	-	0%			
31	170	4300	Town House - PWLB Repayment	£	21,400	£	21,378	£	21,378	100%			
32	170	4300	Gannon Institute- PWLB Repayment	£	3,012	£	3,011	£	3,011	100%			
			Total	£	58,841	£	68,657	-£	2,955	£	65,702		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES										
33	200	4400	Newsletter and Publicity	£	1,500	£	2,529	£	2,529	169%			
34	200	4405	Website Support	£	1,500	£	1,707	£	1,707	114%			
35	140	4100	Chairs Civic Allowance	£	300	£	360	£	360	120%			
36	200	4825	Markets Support	£	300	£	672	£	672	224%			
41	300	4500	Market Hall Contribution	£	16,000	£	16,000	£	16,000	100%			
42	300	4502	Gannon Institute Contribution	£	-	£	9,300	£	9,300				
43	300	4599	IP17 Good Neighbours Scheme	£	7,500	£	7,500	£	7,500	100%			
44	300	4555	Community Grants	£	9,500	£	7,976	£	7,976	84%			
45	320	4550	Youth Activities	£	5,000	£	5,000	£	5,000	100%			
46	320	4505	Arts Fest	£	2,500	£	2,910	£	2,910	116%			
47	320	4505	Christmas Fayre	£	6,400	£	5,819	£	5,819	91%			
48	320	4505	Christmas Lights	£	6,100	£	6,100	£	6,100	100%			
49	320	4505	Remembrance Sunday	£	-	£	125	£	125				
50	320	4515	Sax Community Festival	£	5,000	£	5,000	£	5,000	100%			
			Total	£	61,600	£	70,998	£	70,998				
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION										
49	500	4829	Memorial Field	£	5,000	£	6,122	£	6,122	122%			
50	500	4830	Street Furniture	£	1,800	£	1,895	£	1,895	105%			
51	500	4810	Green Team Activities	£	3,000	£	2,131	£	2,131	71%			
52	500	4815	Grounds Maintenance	£	2,500	£	6,682	£	6,682	267%			
53	600	4650	General Town Maintenance	£	1,000	£	1,216	£	1,216	122%			
	600	4670	Building Maintenance	£	1,000	£	243	£	243	24%			
54	600	4675	Youth Booth Maintenance	£	500	£	386	£	386	77%			
55	500	4824	Traffic Calming	£	1,000	£	1,198	£	1,198	120%			
56	600	4820	Play Equipment Inspection and Maintenance	£	2,500	£	1,517	£	1,517	61%			
57	500	4828	Environment and Climate Action	£	1,500	£	-	£	-	0%			
			Total	£	19,800	£	21,390	£	21,390				
			TOTAL EXPENDITURE	£	253,741	£	276,247	£	272,964				
			TOTAL INCOME	£	257,550	£	274,490	£	273,606				
			TOTAL EXPENDITURE	£	253,741	£	276,247	£	272,964				
			NET INCOME OVER EXPENDITURE	£	3,809	-£	1,757	£	642				
			PLUS TRANSFER FROM EARMARKED RESERVES	£	-	£	19,745	£	19,745				
			LESS TRANSFER TO EARMARKED RESERVES	£	-	-£	11,046	-£	11,046				
			MOVEMENT TO GENERAL RESERVES	£	3,809	£	6,942	£	9,341				

Local Government Transparency Code 2015 Annual Report 2024 - 2025

This Local Government Transparency Code 2015 was issued to meet the government’s desire to place more power into citizens’ hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services. Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

For more information on the Local Government Transparency Code: <https://www.gov.uk/government/publications/local-government-transparency-code-2015>

The Code requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it quarterly, annually or once only, but in many cases encourages more frequent publication. Saxmundham Town Council aims to publish information on a more frequent basis where it considers this would be beneficial. In accordance with the Code, we publish the following reports:

Annually	Quarterly
Local Authority Land and Property – Within This Report	Expenditure Exceeding £500 – All Monthly Transactions Published On Website
Constitution – Standing Orders and Financial Regulations – On Website	Parking Spaces – N/A
Grants to Local Organisations – Within This Report	Parking Account – N/A
Staff Organisation Chart – Within This Report	Procurement Information – Tenders and Contracts – Within This Report
Staff Pay Multiple – N/A	Trade Union Facility Time – N/A
Senior Salaries Exceeding £50,000 – N/A	Government Procurement Card Transactions – N/A
Social Housing Asset Value – N/A	Waste Contracts – Within This Report
Fraud – N/A	

TRANSPARENCY CODE – LAND AND PROPERTY REPORT – 2024-2025

Description	Title Number	Location	Map Reference
Office Building	SK310027	Town House, Station Approach, Saxmundham, IP17 1BW	1.49132 E 52.21486 N
Recreation Ground/Skate Park	SK430920	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N
Play Area	SK430920	Seaman Avenue, Saxmundham, IP17 1FE	1.48240 E 52.21419 N
Play Area	SK221918	Chantry Road, Saxmundham, IP17 1DJ	1.49065 E 52.21391 N
Youth Booth	SK430920	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N
High Street Walkway	SK351135	Part of 32 High Street, Saxmundham, IP17 1AB	1.49261 E 52.21519 N

TRANSPARENCY CODE – GRANTS REPORT – 2024-2025

Date	Organisation	Charity/Voluntary	Grant Awarded	Details
April 2024	Saxmundham Sports Bowls Club	Charity	£445	Equipment
April 2024	Saxmundham Music & Arts CIC	Community Interest Company	£5,000	Sax Community Fest
May 2024	Saxmundham Market Hall	Charity	£8,000	Operating Costs
May 2024	IP17 Good Neighbours Scheme	Charity	£7,500	Charitable Activities
May 2024	The Art Station	Charity	£1,500	Charitable Activities
May 2024	Saxmundham Museum	Charity	£1,250	Charitable Activities
May 2024	Alde Valley Suffolk Family History Group	Charity	£250	Equipment
June 2024	Suffolk Accident Rescue Services	Charity	£500	Charitable Activities
June 2024	Citizens Advice – East Suffolk	Charity	£2,000	Charitable Activities

July 2024	Saxon Running Club	Charity	£250	Charitable Activities
October 2024	Saxmundham Market Hall	Charity	£8,000	Operating Costs
October 2024	Britten Pears Arts	Charity	£1,000	Charitable Activities
October 2024	On Y Va – French Bal	Charity	£61	Equipment
October 2024	Young People Taking Action - CYDS	Charity	£5,000	Charitable Activities
November 2024	Communities Together	Charity	£500	Charitable Activities
March 2025	Saxmundham Judo Club	Charity	£100	Charitable Activities
March 2025	East Suffolk Travel Association	Charity	£120	Equipment

TRANSPARENCY CODE – PROCUREMENT INFORMATION – 2024-2025

Exceeding £5,000 by value

Details of invitations to tender for contracts to provide goods and/or services with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

Date	Organisation	Goods/Services	Amount (Net of VAT)	Dates	Invitation or Published
September 2024	Dark Arc Engineering	Memorial Field - Bridge	£5,420	August 2024 - September 2024	Invitation to Quote
December 2024	Target Animations Ltd	High Street - Christmas Lights	£6,100	March 2024 – March 2027	Invitation to Quote

Town Clerk/Responsible Financial Officer
LC3 SCP 37
37 hours
townclerk@saxmundham-tc.gov.uk

Deputy
Town Clerk

LC2 SCP 22

15 hours
deputytownclerk@
saxmundham-
tc.gov.uk

Assistant
Town Clerk

LC2 SCP 16

15 hours
asstownclerk@
saxmundham-
tc.gov.uk

Community
Officer

LC2 SCP 19

15 hours
community@
saxmundham-
tc.gov.uk

Environment
Coordinator

LC2 SCP 19

8 hours
environment@
saxmundham-
tc.gov.uk

Maintenance
Officer

LC2 SCP 17

15 hours
maintenance@
saxmundham-
tc.gov.uk

Events
Coordinator

LC2 SCP 22

5 hours
(fixed-term)
community@
saxmundham-
tc.gov.uk

WASTE CONTRACTS REPORT – 2024-2025

Exceeding £5,000 by value

Details of waste contracts with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

There were no waste contracts in excess of £5,000 in 2024/2025

CIL REPORT - SAXMUNDHAM TOWN COUNCIL

1 April 2024 to 31 March 2025

A	Total CIL income carried over from previous years	£46,832.83
B	Total CIL income received (receipts)	£1,045.91
C	Total CIL spent (expenditure)	£5,185.23
	Total CIL requested to be repaid in the year	£0.00
	Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid	£0.00
D	Total CIL repaid in the year following a Repayment Notice	£0.00
E	Total CIL retained at year end (A+B-C-D)	£42,693.51

CIL Expenditure

Items to which CIL has been applied:	Date of Spend	Amount spent £
River Fromus Clean-Up Project Equipment	28/05/2024	£134.94
River Fromus Clean-Up Project Equipment	04/10/2024	£68.74
River Fromus Clean-Up Project Equipment	22/10/2024	£18.44
River Fromus Clean-Up Project Equipment	02/12/2024	£71.50
River Fromus Clean-Up Project Equipment	27/01/2025	£151.61
Fromus Square Lighting	Committed	£4,740.00
Total spent		£5,185.23

Signed: _____ Position: Responsible Financial Officer

Verified: _____ Position: Chair

SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

SALC is committed to providing a high-quality internal audit service which aims to assist local councils to maintain and improve internal controls in accordance with proper practices as set out in the Accounts and Audit Regulations.

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in the minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2024 - 31st March 2025.

Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).

- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. **Please be aware that if the council are late reporting for the present year, the council will fail the public rights test on the AGAR for the following year.**

Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.

Data protection

This internal audit offer is an additional service provided by SALC as described in our published privacy notice (section 6) [available on our website here](#). When booking this service you are providing consent to proceed. The delivery of the internal audit service involves the handling of some personal data supplied by the member council.

For the purposes of data protection legislation SALC is the data controller and the internal auditor is the data processor. SALC and internal auditors, whilst separate entities, work in partnership to deliver a service that seeks to support and improve local councils. SALC and the internal auditor have entered into a data sharing agreement as part of their terms of engagement.

Audit fees for 2025

Income/expenditure, whichever is higher (excl. VAT)

Up to £5,000	£124.00
£5,001 - £15,000	£183.00
£15,001 - £25,000	£230.00
£25,001 - £50,000	£282.00
£50,001 - £100,000	£332.00
£100,001 - £200,000	£407.00
£200,001 - £300,000	£490.00
£300,001 - £400,000	£542.00
£400,001 - £500,000	£600.00
£500,001 +	£692.00
Onsite visits will incur mileage expenses at 45p per mile.	
£28 hourly rate for meetings/ad-hoc training/development of materials	

AUDIT PROCEDURE

SALC continues to offer onsite audits to town and larger councils. The SALC admin team will contact you to arrange a suitable date and confirm which auditor will be carrying out the onsite audit.

When allocated the internal auditor shall:

- process the documents in line with SALC's policies and procedures
- raise queries or points of clarification as soon as possible direct with you

The signed AIAR (page 4 of the AGAR) will be signed and presented to you by the auditor on the day of the on-site visit. On receipt of the report admin@suffolk-alc.gov.uk will provide a link to an electronic copy which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.

Saxmundham Town Council

Committee Meeting	Town Council
14 th April	14 th April 2025
Item Number	9
Report Title	Correspondence
Report Author	Sharon Smith, Town Clerk

1. ESC - Visitor Footfall Headline Report – March 2025.
2. AEPA – Invitation to Town and Parish Councils Energy Projects Meeting – Snape Maltings, 10 April.
3. ESC - Energy Projects Team - Staffing and Sealink DCO Engagement.
4. ESC – Here For You Roadshows 2025.
5. NGET – Sealink DCO Application Submitted.
6. ESC – Sealink Adequacy of Community Consultation Response.
7. SALC – Weekly News Bulletins.
8. SALC – Devolution and LGR Update.
9. ESC – Nature at Work.



SAXMUNDHAM TOWN COUNCIL

FINANCIAL REGULATIONS 20254

Annual Approval:

Minute Item:



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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;



- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**



- **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than an authorised signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Resources Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 3. Accounts and audit**
- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**



- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.



3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. The budget for salaries, including employer contributions, shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform the Resources Committee of any salary implications before they draft the salaries' budget.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year {along with a forecast for the following year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Resources Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and one-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and one-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.



- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024~~Public Contracts Regulations 2015~~ or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council ~~advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation~~. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of invitations and notices ~~about the award of contracts~~.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split-into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Resources Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £1,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;



Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk, or Deputy Town Clerk, may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank, Cambridge Building Society and the CCLA Public Sector Deposit Fund. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank accounts.



- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the Resources Committee, unless the Resources Committee resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Resources Committee may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Resources Committee for information only.
- 6.8. The Clerk shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. Payments made in this circumstance may also be authorised by the Deputy Town Clerk.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Resources Committee, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
 - iv. Fund transfers within the council's banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.



6.9. The RFO shall present a schedule of payments transacted each month, forming part of the agenda for the meeting, to the Resources Committee. The Resources Committee shall review the schedule for compliance and, having satisfied itself, shall ratify payment by resolution. The ratified schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within and attached to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator may delegate authority to the Assistant Town Clerk to set up all items due for payment online. Copies of the relevant invoices, together with a request for authorisation, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, the Assistant Town Clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained by the council's bank showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next Council meeting.
- 7.9. With the approval of the Resources Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made



by variable direct debit, provided that the instructions are signed/approved online by the RFO in accordance with the Approved Payments List. The approval of the use of each variable direct debit shall be reviewed by the Resources Committee at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Resources Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Resources Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised signatories, evidence of this is retained and any payments are reported to the Resources Committee when made. The approval of the use of a banker's standing order shall be reviewed by the Resources Committee at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two authorised signatories.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Any signatures obtained away from council meetings shall be reported to the Resources Committee at the next convenient meeting.



9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Resources Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Resources Committee. Transactions and purchases made will be reported to the Resources Committee and authority for topping-up shall be at the discretion of the Resources Committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, or other Officer acting under specific authorisation by the Clerk, and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Resources Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Resources Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.



11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Sub-Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the Council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a



report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a Charitable Trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the Charitable Trust to the Council (to meet expenditure already incurred by the authority) will be given by the Management Committee of the Trustee of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Assistant Town Clerk shall be responsible for the care and custody of stores and equipment such as office equipment, consumable stationery, and cleaning products.



- 15.2. The Environment Coordinator shall be responsible for the care and custody of stores and equipment relating to the activities of the Green Team and the Blue Spaces Team.
- 15.3. The Maintenance Officer shall be responsible for the care and custody of all other stores and equipment.
- 15.4. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.5. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.6. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all Title Deeds and Land Registry Certificates of properties held by the Council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance



- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the Resources Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Resources Committee at the next available meeting. The RFO, or duly delegated Officer, shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Resources Committee.

18. Charities

- 18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission.
- 18.2. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The Council shall review these Financial Regulations annually and following any change of Clerk or RFO.
- 19.2. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.3. The Council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.4. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 - Tender Process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



SAXMUNDHAM TOWN COUNCIL

INVESTMENT STRATEGY 2025-2026

Annual Approval:
Minute Item:



1. Introduction

- 1.1 This Investment Strategy has been created in accordance with the Local Government Act 2003.
- 1.2 Statutory guidance was issued by the Ministry of Housing, Communities and Local Government ('MHCLG') in 2018. The guidance applies to all local authorities in England providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.
- 1.3 For each financial year, a local authority should prepare at least one Investment Strategy.
- 1.3 The purpose of the Investment Strategy is to recognise the importance of prudently investing any temporary surplus funds and reserves held by the Town Council.
- 1.4 The Investment Strategy sets out the Town Council's objectives, practices and reporting arrangements for the effective management and control of treasury activities and associated risks.

2. Responsibilities

- 2.1 The Resources Committee, acting on advice from the Town Clerk as Responsible Financial Officer, shall be responsible for the following procedures and for highlighting any amendments necessary to ensure continual improvement.
- 2.2 The Town Clerk, as Responsible Financial Officer, shall be responsible for reviewing credit ratings of financial institutions in which the Town Council holds investments on a quarterly basis. Should the credit rating fall below levels specified in this policy, the Town Clerk shall consult the Resources Committee and take appropriate action.

3. Investment Objectives

- 3.1 When considering investment options, the priorities of the Resources Committee will be centred on:
 - security of reserves - protecting the capital sum from loss
 - liquidity of its investments - keeping the money readily available for expenditure when needed
 - return – depending on the investment options available at the time, and
 - where possible, consideration of ethical investment opportunities that seek to contribute positively to the environment taking into account yield.

4. Investment Types



- 4.1 For the prudent management of its treasury balances and to maintain sufficient levels of security and liquidity, the Resources Committee will use deposits with UK banks, UK building societies and other UK public authorities.
 - 4.2 Deposits shall be made in Sterling and mature within one year.
 - 4.3 The Town Council shall only use specified investments as defined by MHCLG guidance.
 - 4.4 The Town Council shall only invest with banks/building societies which it defines as 'High Credit Quality'. This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings.
 - 4.5 The Town Council may also invest in the CCLA Public Sector Deposit Fund subject to it maintaining a credit rating as required above.
- 5. Investment Liquidity**
- 5.1 Subject to retaining no less than three months' average working capital requirement in current and deposit accounts giving immediate access, the Resources Committee will determine the amounts and maximum period for which funds may be prudently invested so as not to compromise liquidity.
 - 5.2 Investments shall be placed with phased end dates to ensure multiple maturation dates.
- 6. Investment Diversification**
- 6.1 The Town Council shall seek to diversify investments with multiple financial institutions to ensure deposits are protected by the Financial Services Compensation Scheme.
 - 6.2 Deposits made by small local authorities with an annual budget up to EUR500,000 are currently protected by the scheme.
- 7. Long-term Investments**
- 7.1 Long-term investments are defined as greater than one year. Any such investment must be accompanied by procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
 - 7.2 The Town Council does not current hold any funds in long-term investments and none are envisaged during the financial year.



SAXMUNDHAM TOWN COUNCIL

RESERVES POLICY

Annual Approval:

Minute Item:



1. Introduction

This policy sets out the framework for the Town Council's management of its financial reserves in accordance with best practices and regulatory guidance.

It ensures that reserves are maintained at an appropriate level to support the Town Council's operational needs, financial risks, and long-term commitments.

2. Types of Reserves

The Town Council maintains two types of reserves:

2.1 General Reserves

General reserves are held to provide financial stability and flexibility to respond to unexpected events, emergencies, or unforeseen expenditure. These reserves act as a contingency fund and support cash flow requirements.

The recommended level of general reserves should be maintained at between three and twelve months of net revenue expenditure.

Smaller authorities are advised to hold a higher proportion, closer to twelve months, while larger authorities (income/expenditure exceeding £200,000) should aim for at least three months' equivalent expenditure.

Therefore, the Town Council will hold at least three months' equivalent expenditure.

The level of general reserves must be reviewed at least annually during budget setting.

2.2 Earmarked Reserves

Earmarked reserves are funds set aside for specific projects, future liabilities, or anticipated expenditure.

- These reserves must be held for genuine and identifiable purposes and regularly reviewed to ensure they remain justified.
- There is no upper or lower limit, but excessive levels may be questioned by auditors.
- The Town Council will review all earmarked reserves annually at budget setting to ensure they align with financial priorities.

3. Purpose and Use of Reserves

The reserves will only be used in the following circumstances:

3.1 General Reserves:



- To cover unexpected shortfalls in income or emergency spending.
- To provide working capital for cash flow needs.
- To manage risks, such as legal claims or loss of a revenue source.

3.2 Earmarked Reserves:

- To finance planned capital projects or significant maintenance work.
- To meet known or anticipated future liabilities.
- To cover contractual obligations, such as staff redundancy or major infrastructure improvements.

4. Monitoring and Reporting

- The Responsible Financial Officer (RFO) will monitor reserve levels and present a report to the Town Council at least annually, as part of the budget-setting process.
- The reserves position will be included in the financial statements and subject to audit.
- Transfers to or from reserves will require Town Council approval and must be minuted.

5. Review of Policy

- This policy will be reviewed annually to ensure it remains relevant and compliant with legal and financial regulations.
- Adjustments to reserve levels will be made in response to changes in financial risks, operational needs, or auditor recommendations.



SAXMUNDHAM TOWN COUNCIL

CCTV POLICY

Annual Approval:

Minute Item:



1. Introduction

This policy sets out the framework for the Town Council's use of Closed-Circuit Television (CCTV) in accordance with the Surveillance Camera Code of Practice and the Protection of Freedoms Act 2012.

The policy ensures compliance with legal obligations and promotes transparency, accountability, and the protection of individual rights.

2. Purpose of CCTV

The Town Council operates CCTV to:

- Prevent and detect crime
- Enhance public safety
- Protect Town Council and its Charitable Trusts' property and assets
- Assist law enforcement agencies in the investigation of crime
- Support regulatory compliance and enforcement where necessary

The use of CCTV must always align with a legitimate aim and be necessary to meet an identified pressing need.

3. Compliance with Legal and Ethical Standards

The Town Council will ensure compliance with:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- The Human Rights Act 1998, ensuring CCTV use does not infringe on privacy rights.
- The Freedom of Information Act 2000, where applicable.
- The Surveillance Camera Code of Practice, including the 12 guiding principles.
- The Regulation of Investigatory Powers Act 2000 (RIPA), for any use of covert surveillance.

4. Transparency and Public Awareness

- The Town Council will install clear signage in areas monitored by CCTV, indicating its purpose and the contact details for further information.
- The CCTV system will not be used for purposes beyond its stated objectives without public consultation and legal review.
- Information about the CCTV system, including locations and monitoring arrangements, will be made available on the Council's website.



5. Governance and Accountability

- The Town Clerk will oversee CCTV operations and ensure compliance with relevant regulations.
- The Town Council will conduct regular reviews and audits of CCTV usage to ensure ongoing justification, proportionality, and effectiveness.
- Any complaints regarding CCTV use will be handled in accordance with the Council's complaints procedure, and the Information Commissioner's Office (ICO) may be contacted where necessary.

6. Data Protection and Storage

- Retention Period: CCTV footage will be retained for no longer than 30 days, unless required for ongoing investigations.
- Access Restrictions: Only designated officers will have access to recorded footage. Requests for access must be justified and documented.
- Disclosure of Footage: Requests for footage from third parties (e.g. law enforcement) will be reviewed on a case-by-case basis, ensuring compliance with legal obligations.
- Data Security: Recorded images and data will be stored securely, with safeguards against unauthorised access.

7. Law Enforcement and Evidence Use

- CCTV footage may be shared with the police or other law enforcement agencies where legally justified.
- The system must produce images of sufficient quality for evidential purposes.
- An audit trail will be maintained for all access and disclosures of CCTV footage.

8. Review and Policy Updates

- The Town Council will review this policy annually to ensure compliance with evolving legal and regulatory requirements.
- The effectiveness of CCTV systems will be evaluated at least once a year to determine whether they remain necessary and proportionate.



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 14th April 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 March 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
 - i. Resources Committee meeting held on 3rd April 2025.
 - ii. Amenities and Services Committee meeting held on 20th March 2025.
 - iii. Events and Communications Committee on 19th December 2024 and 17th March 2025.
 - iv. Planning and Development Control Committee on 3rd March 2025.

5. Reports

- a) To receive a report from the Chair of the Town Council.
- b) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- c) To receive a report from the Chair of the Fromus Energy Projects Team.
- d) To receive a report from the Town Clerk including Crime Statistics.
- e) To receive a report from the Community Officer.
- f) To receive and consider a report from the Town Clerk regarding Committee Restructuring.

6. Financial Year 2024-2025

- a) To receive the:
 - i. Payments, receipts and bank balances to 31st March 2025.
 - ii. Budget Outturn Report for the financial year 2024-2025.
 - iii. Transparency Code Annual Report 2024-2025.
- b) To accept the Resources Committee recommendations to approve the:
 - i. Community Infrastructure Levy Report 2024-2025

- ii. Internal Auditor Letter of Engagement 2024-2025.

7. Financial Year 2025-2026

To accept the Resources Committee recommendations to:

- i. transfer an ESC grant of £5,000 to an Earmarked Reserve for staffing resource for events.
- ii. transfer £1,000 to an Earmarked Reserve for elections contingency.
- iii. transfer £1,100 from the General Reserve to the Grounds Maintenance budget line.
- iv. transfer £500 from the General Reserve to the Councillor Training budget line.

8. Policies

To resolve to accept the Resources Committee recommendations to approve the:

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

9. Correspondence

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

10. Next Meeting

- a) To note the date and time of the Annual Meeting scheduled for Monday 12th May 2025 at 7:00 pm.
- b) To note the date and time of the Annual Town Meeting scheduled for Thursday 22nd May 2025 at 6:00 pm.

Sharon Smith
Town Clerk
3rd April 2025