



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 3<sup>rd</sup> 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 4<sup>th</sup> 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 31<sup>st</sup> 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 6<sup>th</sup> May 2025 at 12 noon.

The meeting closed at 1:05 pm.

**Sharon Smith**  
**Town Clerk/RFO**

Signed \_\_\_\_\_ Date \_\_\_\_\_