



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 4th March 2025
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

107/24RC Attendees

Cllr Elizabeth Clark (Chair)
Cllr John Fisher
Cllr John Findlay
Cllr Jeremy Smith

Also Present

Sharon Smith (Town Clerk)
Khalam Ismaeel (Student Intern)

108/24RC Declaration of Interests

Cllr John Fisher declared a non-registerable interest in item 114/24TCa.

109/24RC Open Forum

None.

110/24RC Minutes

It was **unanimously resolved** that the minutes of the meeting held on 4th February 2025 are a true and accurate record.

111/24RC Monthly Finance

- a) It was **unanimously resolved** to approve the payments for February 2025.
- b) The Committee noted the receipts for February 2025.
- c) The Committee noted the bank balances as at 31st February 2025.
- d) The Town Clerk reported the bank reconciliations as at 28th February 2025 were completed but were not available at the meeting. Cllr Elizabeth Clark agreed to verify and approve them after the meeting.
- e) The Committee reviewed the budget versus actual income and expenditure report as at 28th February 2025 along with the forecast for the General and Earmarked Reserves through to the year-end.

112/24RC Savings Account Transfer

It was **unanimously resolved** to transfer £10,000.00 from the Cambridge Building Society to the Unity Trust Bank current account to ensure sufficient funds are available to meet expected expenditure until the next precept instalment is received.

113/24RC Insurance

- a) It was **unanimously resolved** to accept a quotation to revalue the Town House for insurance purposes.
- b) The Committee noted the settlement of a claim made by a resident regarding damage to his property from Memorial Field trees.

Signed _____ Date _____

114/24TC Community Grants

- a) It was **unanimously resolved** to award a grant of £120 to East Suffolk Travel Association for leaflet printing.
- b) The Committee reviewed an application from Saxmundham Judo Club to fund Veterans' Breakfasts over a five-year period. It was **unanimously resolved** to award a grant of £100 to support the initiative for its first year. Recognising the high demand on the community grants budget, the Committee agreed that the Judo Club may submit annual funding applications for this initiative, each to be considered on its merits.

115/24RC Policies

- a) Following minor amendments, it was **unanimously resolved** to recommend to the Town Council 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.
- b) It was agreed to further consider a new Councillors Representing the Town Council Policy and to circulate it to all members of the Town Council for review.

116/24TC Procurement Act and Transparency Code Update

The Committee received a report from the Town Clerk. The Committee advised the Town Clerk to draw up a Preferred Supplier List for consideration following consultation with the Suffolk Association of Local Councils and East Suffolk Council.

117/24RC Next Meeting

It was **unanimously resolved** to postpone the scheduled date and time of the next meeting by one week to Tuesday 8th April 2025 at 12 noon.

The meeting closed at 1:10 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____