



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 14<sup>th</sup> 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 10<sup>th</sup> March 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
  - i. Resources Committee meeting held on 3<sup>rd</sup> April 2025.
  - ii. Amenities and Services Committee meeting held on 20<sup>th</sup> March 2025.
  - iii. Events and Communications Committee on 19<sup>th</sup> December 2024 and 17<sup>th</sup> March 2025.
  - iv. Planning and Development Control Committee on 3<sup>rd</sup> 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 31<sup>st</sup> 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 12<sup>th</sup> May 2025 at 7:00 pm.
- b) To note the date and time of the Annual Town Meeting scheduled for Thursday 22<sup>nd</sup> May 2025 at 6:00 pm.

**Sharon Smith**  
**Town Clerk**  
**3<sup>rd</sup> April 2025**