



# Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on  
Tuesday 6<sup>th</sup> May 2025 at 12 noon at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 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

Members of the public may give their views on items on this agenda or raise items for future consideration.

### 4. Minutes

To resolve that the minutes of the meeting held on 3<sup>rd</sup> April 2025 are a true and accurate record.

### 5. Monthly Reports

- a) To approve the payments and note the receipts and bank balances as at 30<sup>th</sup> April 2025, including the first instalments of the Precept and Community Infrastructure Levy.
- b) To verify the monthly bank reconciliations as at 30<sup>th</sup> April 2025.
- c) To review the budget versus actual income and expenditure report as at 30<sup>th</sup> April 2025.

### 6. Investments

To approve the following investments:

- a) £50,000 in the CCLA Public Sector Deposit Fund.
- b) £50,000 in the Unity Trust Savings Account.
- c) £20,000 in the Cambridge Building Society.

### 6. Financial Year 2024-2025

- a) To review the Internal Audit Report for the financial year 2024-2025 and recommend to the Town Council that it addresses any recommendations.
- b) To review and recommend approval of the following to the Town Council:
  - i. Annual Income and Expenditure Accounts for the financial year 2024-2025.
  - ii. Annual Balance Sheet as at 31<sup>st</sup> March 2025.
  - iii. General and Earmarked Reserves for the year ended 31<sup>st</sup> March 2025.
  - iv. Bank Reconciliation for the year ended 31<sup>st</sup> March 2025.
  - v. Internal Audit Effectiveness Review for the financial year 2024-2025
  - vi. Annual Governance Statement (Section 1) of the AGAR
  - vii. Accounting Statements (Section 2) of the AGAR

- viii. Period for the exercise of public rights from 10 June 2025 to 21 July 2025.
- ix. Revised Community Infrastructure Levy Report 2024-2025.

## **7. Community Grants**

- a) To receive the four-year Grant Report.
- b) To confirm the allocation of in principle grant of £5,000 to Saxmundham Community Festival.
- c) To consider an application from IP17 GNS for £10,000 for operational costs.
- d) To consider an application from Saxmundham Museum for £1,350 for operational costs.
- e) To consider an application from the Women's Institute for £150 for VE Day decorations.

## **8. Policies**

To recommend approval of the following to the Town Council:

- a) updated Standing Orders
- b) the biennial review of the Disciplinary Policy
- c) the biennial review of the Grievance Policy

## **9. Next Meeting**

To note the date and time of the next meeting which is scheduled for 3<sup>rd</sup> June 2025 at 12 noon.

**Sharon Smith**  
**Town Clerk/RFO**  
**1<sup>st</sup> May 2025**