



Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 14th April 2025
at the Market Hall, High Street, Saxmundham at 7:00 pm.

Minutes

1/25TC Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice Chair)
Cllr Nick Jackson
Cllr Marianne Kiff
Cllr John Fisher
Cllr Jeremy Smith
Cllr David Humphreys
Cllr James Sandbach
Cllr Georgina Burns
Cllr Laura Purina

Apologies

Cllr Elizabeth Clark
Cllr Tim Lock

Also Present

County Cllr Richard Smith
Sharon Smith (Town Clerk/RFO)
3 members of the public

2/25TC Declaration of Interests

None.

3/25TC Open Forum

a) In response to a question from a member of the public, the Town Clerk advised that the District Council had not yet responded to enquiries regarding the appointment of a street cleanser. District Councillor John Fisher agreed to follow the matter up.

b) A member of the public raised a concern that a High Street business had been incorrectly associated with the criminal activity identified during the recent multi-agency inspection. In response to a request for the Town Council to issue a positive statement clarifying the matter, the Chair advised that it would be more appropriate for a statement to come from the police or the Community Officer at East Suffolk Council, who were involved in the inspection. County Councillor Richard Smith advised that the matter could also be raised with the Police and Crime Commissioner.

c) In response to a question from a member of the public, the Town Clerk confirmed that there had been no further progress on the proposed improvements at the Memorial Field. The member of the public also asked whether the Council had taken up an offer from a resident to present options for pedestrianising the High Street. Cllr Marianne Kiff clarified that the resident concerned was her husband, but that no proposals had yet been submitted. The Chair advised that AECOM had been commissioned to undertake a feasibility study for pedestrianisation, the results of which informed the Neighbourhood Plan. He also outlined the challenges associated with pedestrianisation but emphasised the Council's aspiration to create a more pedestrian-friendly environment. County Cllr Richard Smith added that full pedestrianisation was not feasible due to the absence of suitable alternative routes.

d) County Councillor Richard Smith welcomed the two new Councillors and explained that, as several of

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the other parishes he represents meet on the same evening as the Council, he is unable to attend every meeting, but he remains available by email. Cllr Smith expressed his support for communities opposing LionLink, the proposed energy interconnector between the UK and the Netherlands, and stated that he would be happy to assist if needed. Cllr Smith reported that the County Council's budget for the next financial year has been approved. Although the outturn for last year's budget is not yet available for publication, it is expected to show a slight surplus, meaning funds will not need to be drawn from reserves. Cllr Smith also provided each Councillor with a copy of the County Council's Resident's Summary regarding Local Government Reorganisation. The County Council is proposing the creation of a single unitary authority for Suffolk, which it believes would deliver greater savings than establishing two or more unitary authorities. The next deadline for submitting proposals to government is September 2025, with a decision anticipated towards the end of the year. Cllr Smith also noted that an election for the combined Mayoral Authority of Norfolk and Suffolk is scheduled for May 2026, although the powers of the new Mayor have yet to be confirmed. He outlined the potential scope of these powers but advised that further details are expected from the government later this year.

Cllr Geraldine Barker welcomed Councillor Smith's support for communities affected by the LionLink project. However, she emphasised that the immediate priority was to oppose Sealink, the proposed energy interconnector between Suffolk and Kent. She noted that National Grid Electricity Transmission's application for Development Consent is expected to be accepted for examination later this month, and therefore urgent support is needed from both the County and District Councils to ensure appropriate mitigation measures are secured should Sealink be approved and before National Grid Ventures submits its application for LionLink. Cllr Barker requested the names of the relevant Officers at the County and District Councils responsible for energy projects to enable direct liaison with the Town Council. She also advocated for the provision of paid support, or at minimum, an expert review of the Council's draft responses to the energy developers and the Examining Authority. Cllr Richard Smith responded that it would not be appropriate to contact Officers directly, and that all communication should be conducted through him.

Cllr Jeremy Smith commented that, while there may be a logical argument for creating a single unitary authority, it would increase the distance between tiers of local government. He emphasised the need for a form of "districtisation" to ensure that Suffolk's market towns are not overlooked. Cllr Richard Smith responded that market towns remain a priority, noting that in other counties with a single unitary authority, mechanisms have been introduced to maintain strong connections with local communities. He added that there may be opportunities for Town Councils to gain additional powers, and he assumed measures would be introduced to help bridge any resulting gaps. The Chair suggested that further debate on this issue would be valuable, as it could present an opportunity for Town Councils to develop as local hubs.

In response to a question from Cllr James Sandbach, Cllr Richard Smith advised him to take up with central government the issue of whether County Council elections would be postponed for a further year. He acknowledged the logic of Cllr Sandbach's question, noting that while it is likely that a shadow authority will be elected, it will need an existing structure to shadow.

e) District Cllr John Fisher reported that the District Council has adopted a different position on local government reorganisation. Although the six district councils initially put forward separate proposals, they were required to agree an interim proposal acceptable to all, therefore collectively agreed that they do not support the creation of a single unitary authority. Cllr Fisher noted that if Norfolk were to propose two or

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more unitary authorities, they would consequently have greater representation on the combined mayoral authority. County Cllr Richard Smith responded that representation would be proportional. Cllr Fisher also expressed his support for Cllr Smith's stance on energy projects but observed that, at present, their ability to act is largely limited to raising questions with Officers.

4/25TC Minutes

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

5/25TC Matters Arising

Cllr Jeremy Smith requested further information on the reports submitted to the District Council's Planning Enforcement team. The Town Clerk outlined the various reports concerning alleged infringements by businesses within the Conservation Area, along with the responses received from the District Council to date. The Town Clerk agreed to circulate a summary report to all members and expressed the view that, in some cases, the District Council's response had been less than satisfactory. Cllr Nick Jackson agreed and commented that it was unclear whether responsibility for compliance with the Conservation Area requirements lies with the leaseholder, freeholder, or tenant, making it difficult to know who should be contacted. Cllr Geraldine Barker explained that the Planning and Development Control Committee had agreed not to submit a formal letter of complaint to the District Council at this time, as some of the alleged breaches are still under investigation or under notice to rectify. Cllr Jackson suggested, however, that a letter of complaint could be issued immediately in relation to those cases where the District Council has acknowledged a breach but is not taking further action.

6/25TC Reports

- a) The Chair of the Town Council reported that he had raised concerns regarding the process for considering applications for funding from the Aldeburgh, Leiston and Saxmundham Community Partnership. This followed a meeting where three bids for funding were neither included on the agenda nor circulated to members in advance. Cllr Findlay explained that he had abstained from voting, as the papers were only tabled at the meeting, leaving insufficient time for proper consideration. Following receipt of Cllr Findlay's concerns, which were submitted to both the Chair and the Officer responsible for the Community Partnership, the District Council confirmed that, in future, financial bids will be considered by a Committee panel supported by the District Council's Funding Manager and the Community Partnership Manager.
- b) Cllr Jeremy Smith, as Chair of the Neighbourhood Plan Steering Group (NPSG), reported that work is progressing on finalising new chapters addressing the South Saxmundham Garden Neighbourhood and introducing mitigatory policies relating to the proposed converter stations. Cllr Smith also advised that members of the NPSG, representatives from Pigeon (the proposed developer) and their consultants LDA, along with East Suffolk Council planners, met earlier this month to discuss several key issues concerning the Garden Neighbourhood. Pigeon and the East Suffolk Council planners are now engaged in a series of six workshops, running until mid-June.

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The Chair granted a request from County Cllr Richard Smith to speak. Referring to Cllr Jeremy Smith's earlier point regarding the importance of the former secondary school site as a connection between the Garden Neighbourhood and the existing town, Cllr Richard Smith explained that the site is now under the guardianship of the Department for Education. He noted that the County Council wishes to repurpose the site for Special Educational Needs and Disabilities (SEND) provision but it currently lacks the necessary funding. They are awaiting the outcome of the central government's forthcoming Spending Review to determine if funding will be made available.

c) Cllr Geraldine Barker, as Chair of the Fromus Energy Projects Team, summarised her written report, which had been previously circulated to members and published on the Town Council's website. Cllr Barker also reported that she had attended a recent meeting of the East Suffolk Energy Partnership, a group of Town and Parish Councils working collaboratively to support one another in response to local energy projects. She recommended that the Town Council formally supports and endorses the Partnership, noting that it provides a valuable source of factual information and is working to influence both local and central government. Cllr Barker further advised that the Town Council will shortly register as an Interested Party for the Sealink examination and encouraged all members to register individually, in order to enable them to speak at hearings if they wish. She and the Town Clerk also intend to organise drop-in sessions to assist residents with registering as Interested Parties.

d) The Town Clerk summarised her previously circulated reported, which included Crime Statistics.

e) The Council received a previously circulated report from the Community Officer.

f) The Council considered a report from the Town Clerk regarding proposed Committee restructuring. Cllr Jeremy Smith noted that, in light of the proposed changes — particularly with Committees meeting less frequently and the Resources Committee assuming greater responsibility for policy review — he wished to reiterate the importance of Councillors scrutinising Committee meeting minutes during full Council meetings. Cllr Nick Jackson commented that the Committee structure risks creating silos, and highlighted that full Council meetings are currently the only opportunity for all members to meet collectively, albeit in a formal setting with the public present. He suggested that informal meetings could be beneficial to allow more in-depth debate on key issues, particularly concerning the delivery of the Strategic Plan 2025–2030, while stressing that all decisions would continue to be made formally at public meetings. Cllr David Humphreys expressed his support for the idea of Strategic Plan review meetings, noting they would provide a valuable opportunity to assess progress and identify and address any obstacles. He also supported the proposal for fewer Committee meetings, recognising the need to allow Officers more time to deliver on actions arising from Committee decisions.

7/25TC Financial Year 2024-2025

a) The Council received 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) It was **unanimously resolved** to accept the Resources Committee recommendations to approve the:

- i. Community Infrastructure Levy Report 2024-2025
- ii. Internal Auditor Letter of Engagement 2024-2025.

8/25TC Financial Year 2025-2026

Signed _____ Date _____

It was **unanimously resolved** to accept the Resources Committee recommendations to:

- a) transfer an ESC grant of £5,000 to an Earmarked Reserve for staffing resource for events.
- b) transfer £1,000 to an Earmarked Reserve for elections contingency.

9/25TC Policies

- a) It was **unanimously resolved** to accept the Resources Committee recommendations to approve the:
 - i. updated Financial Regulations
 - ii. the annual review of the Investment Strategy
 - iii. the annual review of the Reserves Policy
 - iv. a new CCTV policy.
- b) Cllr Marianne Kiff raised concerns regarding persistent illegal parking adjacent to the pedestrian crossing on the High Street. She requested that the Council consider the potential installation of CCTV in the area to support enforcement efforts. Cllr Kiff also suggested that funding may be available through the Sizewell C Community Fund, in light of increased traffic associated with the construction project.

10/25TC Correspondence

The Council noted the correspondence received since the last meeting.

11/25TC Next Meetings

The Council noted the date and time of the:

- a) Annual Meeting scheduled for Monday 12th May 2025 at 7:00 pm.
- b) Annual Town Meeting scheduled for Thursday 22nd May 2025 at 6:00 pm. The Chair informed the Council that Jenny Riddell-Carpenter MP had agreed to attend as a guest speaker.

The meeting closed at 8:40 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 17th April 2025 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

1/25AS

Apologies

Cllr Tim Lock (Chair)
Cllr Elizabeth Clark
Cllr Marianne Kiff
Cllr David Humphreys

Present

Sharon Smith (Town Clerk)

The Town Clerk declared the Committee meeting inquorate and closed the meeting.

The meeting closed at 5:35 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on
22nd April 2025 at 12.00 pm at the Town House, Station Approach, Saxmundham

Minutes

010/25PD

Attendees

Cllr Geraldine Barker
Cllr Marianne Kiff
Cllr John Findlay

Apologies

Cllr John Fisher (Chair)

Also Present

Michelle Allen (Assistant Town Clerk)

In the absence of the Chair, Cllr John Findlay was appointed Chair for this meeting

02/25PD

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.

03/25PD

Open Forum

None.

04/25PD

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 3rd March 2025 as a true and accurate record.

05/25PD

Planning Applications

- (a) The Committee considered planning application DC/25/1300/FUL – Replacement of windows - 38 Franklin Road - It was **unanimously resolved** there were no objections.
- (b) The Committee considered planning application DC/25/1285/FUL – Two storey extension – 13 Manor Gardens - It was **unanimously resolved** there were no objections.
- (c) The Committee considered planning application DC/25/1286/FUL – Garage extension and creation of utility room – 57 Fairfield Road - It was **unanimously resolved** there were no objections.

06/25PD

Planning Enforcement

The Committee received an update regarding alleged infringements of the Conservation Area recently reported to East Suffolk Council and noted there were no changes.

The meeting closed at 12.20pm

Michelle Allen

Assistant Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 6th May 2025
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

11/25RC Attendees

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

Apologies

Cllr Jeremy Smith – none received

Also Present

Sharon Smith (Town Clerk)

12/25RC Declaration of Interests

Cllr John Findlay declared an interest in item 18/25RC(e).

13/25RC Open Forum

None.

14/25RC Minutes

It was **unanimously resolved** that the minutes of the meeting held on 3rd April 2025 are a true and accurate record.

15/25RC Monthly Finance

- a) It was **unanimously resolved** to approve the payments for April 2025.
- b) The Committee noted the receipts for April 2025, including the first instalments of Precept and Community Infrastructure Levy.
- c) The Committee noted the bank balances as at 30th April 2025.
- d) The monthly bank reconciliations as at 30th April 2025 were not available.
- e) The Committee reviewed the budget versus actual income and expenditure report as at 30th April 2025.

16/25RC Investments

It was **unanimously resolved** 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.

17/25TC Financial Year 2024-2025

- a) The Committee reviewed the Internal Audit Report for the financial year 2024-2025. It was **unanimously resolved** to recommend to the Town Council that it addresses any recommendations therein.
- b) Following a review by the Committee, it was **unanimously resolved** to recommend approval of the following documents to the Town Council:

Signed _____ Date _____

- a) Annual Income and Expenditure Accounts for the financial year 2024-2025.
- b) Annual Balance Sheet as at 31st March 2025.
- c) General and Earmarked Reserves for the year ended 31st March 2025.
- d) Bank Reconciliation for the year ended 31st March 2025.
- e) Internal Audit Effectiveness Review for the financial year 2024-2025.
- f) Annual Governance Statement (Section 1) of the AGAR.
- g) Accounting Statements (Section 2) of the AGAR.
- h) Period for the exercise of public rights from 10 June 2025 to 21 July 2025.
- i) Revised Community Infrastructure Levy Report 2024-2025.

18/25RC Community Grants

- a) The Committee received the four-year Grant Report.
- b) It was **unanimously resolved** to approve the allocation of in principle grant of £5,000 to Saxmundham Community Festival.
- c) It was **unanimously resolved** to approve an application from Saxmundham Museum for £1,350 for operational costs.
- d) It was **unanimously resolved** to approve an application from the Women's Institute for £150 for VE Day decorations. The Committee noted that the decorations would be made available for the Town Council's use at its VE Day event.
- e) The Committee noted that it was inquorate for this item due to Cllr John Findlay's prior declaration of interest. It was therefore agreed to refer the application from IP17 GNS for £10,000 towards operational costs to the Town Council for consideration.

19/25TC Policies

It was **unanimously resolved** 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.

20/25RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 3rd June 2025 at 12 noon.

The meeting closed at 1:15 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____

Councillor Attendance Analysis - 2024-2025

Councillor	Summoned	Attendance	Attendance %	Non-Attendance	Non-Attendance %
CLlr Di Eastman*	20	18	90%	2	10%
CLlr John Findlay	37	36	97%	1	3%
CLlr John Fisher	55	52	95%	3	5%
CLlr Jeremy Smith	32	20	63%	12	38%
CLlr Elizabeth Clark	42	36	86%	6	14%
CLlr Benjamin Gulliford	32	15	47%	17	53%
CLlr Charlotte Hawkins*	19	18	95%	1	5%
CLlr James Sandbach	47	10	21%	37	79%
CLlr Marianne Kiff	39	30	77%	9	23%
CLlr Geraldine Barker	40	37	93%	3	8%
CLlr Tim Lock	23	18	78%	5	22%
CLlr Nick Jackson**	16	14	88%	2	13%
CLlr David Humphreys***	15	11	73%	4	27%
	417	315		102	

Total Number of Meetings Called

77

Average Attendance

76%

Councillor	Town Council	Resources Committee	Amenities and Services Committee	Events and Communications Committee	Planning and Development Control Committee	Market Hall Management Committee	Gannon Institute Management Committee	Staffing Sub-Committee
CLlr Di Eastman*	100%	100%	75%	83%				
CLlr John Findlay	100%	100%				83%		100%
CLlr John Fisher	100%	92%			100%	67%	100%	100%
CLlr Jeremy Smith	50%	58%				83%	100%	
CLlr Elizabeth Clark	92%	75%	82%					100%
CLlr Benjamin Gulliford	67%			44%	50%	0%		
CLlr Charlotte Hawkins*	100%		100%	83%		100%	100%	
CLlr James Sandbach	58%	0%	9%	9%				20%
CLlr Marianne Kiff	75%		91%		62%		100%	
CLlr Geraldine Barker	92%			100%	92%		80%	
CLlr Tim Lock	58%		100%					
CLlr Nick Jackson**	86%					75%		
CLlr David Humphreys***	60%		80%			100%		50%

* Resigned August 2024

**Appointed September 2024

***Appointed November 2024

Saxmundham Town Council

Committee Meeting	Town Council
Meeting Date	12 May 2025
Item Number	6b
Report Title	Committee Restructure Proposal
Report Author	Sharon Smith

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

Resources Committee

To strengthen the Committee's role in overseeing financial management, it is proposed that the Chairs of the other Committees become members of the Resources Committee. This would enable them to bring forward challenges and priorities from their respective areas to help inform budgetary and expenditure decisions.

Staffing Sub-Committee: Proposal for Change

It is proposed that the Staffing Sub-Committee be converted into a full Staffing Committee with revised Terms of Reference. This change would raise the profile and importance of staffing matters and enable more transparent governance by the Town Council.

Committee Meeting Frequency

To reduce the number of meetings, it is proposed that the Civic and Community Committee and the Amenities and Services Committee would move from monthly meetings to a bi-monthly schedule.

Strategic Plan Review – Informal Quarterly Meetings

During discussions, concerns were raised regarding the risk of the revised Committee structure leading to siloed working, and the lack of opportunities for collective, in-depth member discussion outside of formal Council meetings.

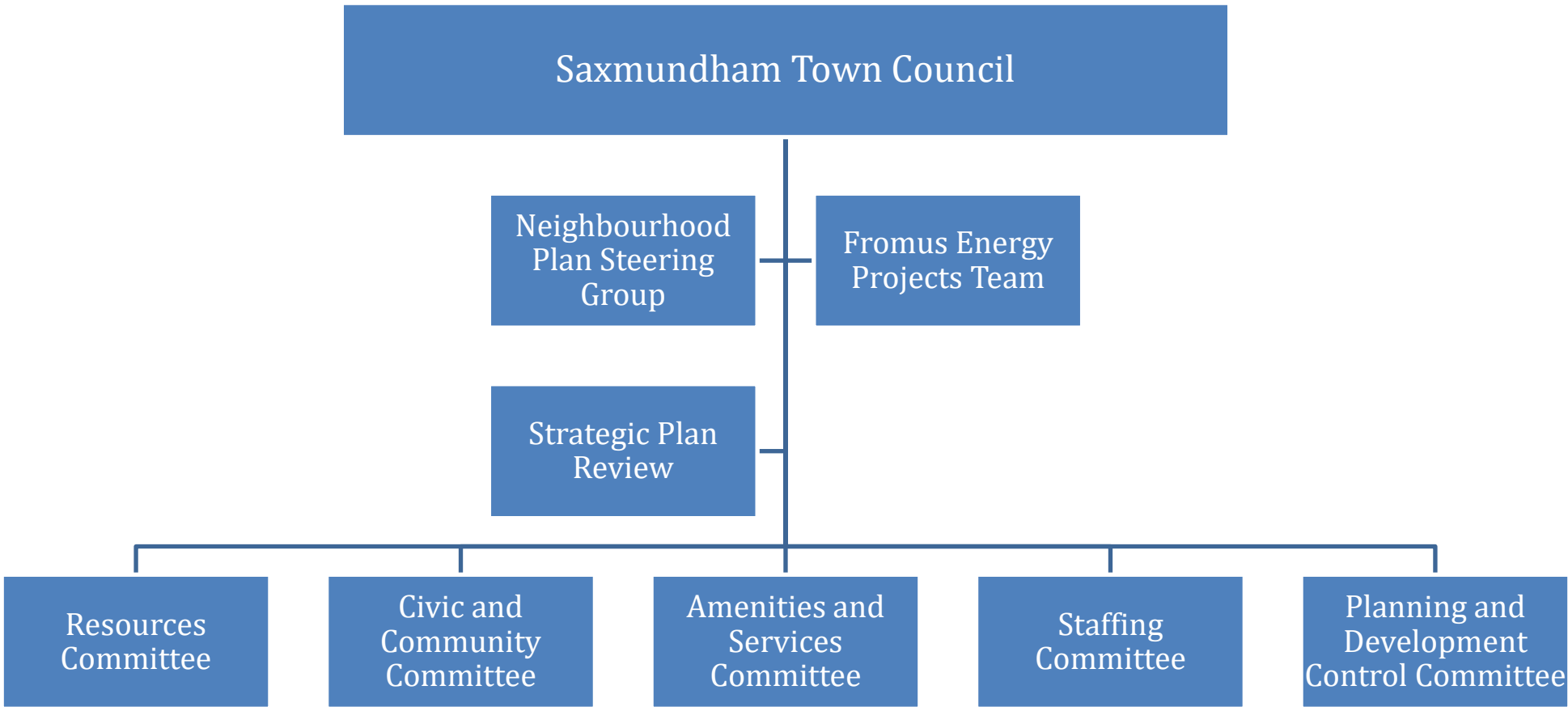
In response, it is proposed that informal Strategic Plan Review meetings be held on a quarterly basis, open to all members. These sessions would provide a space for collaborative reflection on the progress of the Strategic Plan 2025–2030, identification of barriers to delivery, and shared strategic thinking.

While no decisions would be made at these meetings, the discussions would inform the formal decision-making process and help ensure cohesive, long-term planning.

Recommendation

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

Appendix: Proposed Committee Structure Diagram





Saxmundham Town Council

Scheme of Delegation incorporating Committee and Working Groups Terms of Reference

Annual Approval:

Minute Item:

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1. Introduction

Under the Local Government Act 1972 s.101, the Town Council has the power to arrange for the discharge of its functions by a Committee, Sub-Committee, Working Groups or Officer of the Council.

This Scheme of Delegation authorises the Town Council's Committees and Working Groups and the Proper Officer to act within the delegated authority in the specific circumstances described.

The purpose of this Scheme is to clearly define the parameters within which the Town Council's Committees, Working Groups and the Proper Officer can act without reference to the Town Council.

Where consultation with others is required, it is clearly set out with whom that consultation should take place.

Any deviation from this Scheme should be reported to the Town Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

This Scheme forms part of the Town Council's Standing Orders and Financial Regulations and shall be reviewed annually by the Town Council.

2. Town Council Reserved Powers

Each Committee has delegated authority to decide matters within their Terms of Reference except for the following matters, which are to be resolved only by the Town Council:

- a) Appointing the Chair and Vice Chair of the Town Council.
- b) Amending and re-adopting the Standing Orders, Financial Regulations, Scheme of Delegation, and other Town Council adopted policies and procedures.
- c) Approving the annual budget and setting the precept.
- d) Approving the Annual Governance and Accountability Return and Annual Accounts.
- e) Considering the external auditor's report made in the public interest.
- f) Addressing recommendations in any report from the internal or external auditors.
- g) Decisions regarding an outcome of a review of the effectiveness of the internal controls.
- h) Additions to, or withdrawals from, any earmarked reserve.
- i) Determining the Town Council's strategic plan.
- j) Determining the Terms of Reference for Committees and Working Groups, and deciding on their composition and making appointments to them.
- k) Filling any casual vacancies occurring on the Town Council.
- l) Adopting the schedule of meetings for the ensuing year.
- m) Declaring the eligibility of, and adopting, the General Power of Competence.
- n) Adopting and reviewing the LGA Model Councillor Code of Conduct.
- o) Approving any grant or financial commitment exceeding £5,000 in accordance with the Financial Regulations.
- p) Appointing or nominating Council representatives to outside bodies.
- q) Approving the take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant Committee.
- r) Determining matters involving expenditure for which budget provision is not made, or where budgets may be moved to other budget headings, or to an earmarked reserve in accordance with the Financial Regulations.
- s) Determining matters affecting, or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- t) Determining any matters referred to it by a Committee in accordance with Standing Orders.
- u) Approving borrowing.
- v) Determining matters which do not fall within the remit of any Committee.
- w) Receiving statutory reports from the Proper Officer and Responsible Financial Officer.
- x) Considering all other matters which must, by law, be considered by the Town Council.

3. Delegation to Committees and Working Groups

- a) The following Terms of Reference set out the matters that are delegated to the Committees and Working Groups to make decisions and recommendations respectively on behalf of the Town Council.
- b) The delegated decision making by the Committees must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations, and any approved policy and budget.
- c) Where decision making is delegated to a Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Town Council.
- d) The Town Council may, at any time, revoke any power delegated to a Committee, without prejudice to any action already taken.
- e) In accordance with the Standing Orders, the Town Council may, under specified conditions, reverse a Committee or Town Council decision within six months by special motion by four Councillors.
- f) Members will be advised by the Town Clerk, or other specified Officer, or the Chair of the Committee whether or not a particular item under discussion is within the Committee's delegated authority.
- g) In any case where the Town Clerk, or other specified Officer, or the Chair of the Committee is either unsure whether or not any matter falls within delegated authority, or whether or not any matter should be determined by them, or where any matters constitutes a change in Town Council policy, they should always refer that matter to the Town Council. The Town Clerk, or other specified Officer, will then add the recommendation to the next Town Council agenda for consideration.
- h) Committees and the Proper Officer should note that a power delegated does not always have to be exercised.
- i) The members of a Committee may include non-Councillors with the exception of the Policy and Resources Committee which controls and regulates the finances of the Town Council.
- j) The appointment of non-Councillors will be strictly on an advisory and non-voting basis.
- k) The Town Council and each Committee are authorised to establish a Sub-Committee and Working Groups and to appoint advisers as and when necessary to assist in its work.
- l) A Committee can arrange for the discharge of any of its delegated functions to a Sub-Committee. The decision-making responsibilities of the Sub-Committee are limited by Terms of Reference of the parent Committee.
- m) The appointment of members to a Sub-Committee shall comprise members appointed to the parent Committee.
- n) The Chair of the Sub-Committee may be elected by the Sub-Committee from among its members.
- o) The main purpose of a Working Group is to conduct investigation work as set out by the Town Council or Committee.
- p) Working Groups will report with recommendations to the Town Council or parent Committee.

- q) Working Groups shall hold informal meetings which are not open to members of the public.
- r) The Town Clerk, or other specified Officer, will draw up agendas for Working Groups and attend and take notes of the discussion and decisions at meetings.
- s) The Town Council's Standing Committees shall be:
 - Policy and Resources
 - Civic and Community
 - Amenities and Services
 - Planning and Development Control
 - Staffing
- t) The Town Council's Standing Working Groups shall be:
 - Neighbourhood Plan Working Group – Parent Town Council
 - Fromus Energy Projects Team – Parent Town Council
- u) The Town Council shall formally appoint members to Committees by formal resolution at the Annual Meeting and the names shall be recorded in the minutes.
- v) Appointment of Councillors and non-Councillors shall continue on an annual basis until the next Annual Meeting.
- w) The Chair and Vice-Chair of the Town Council will be a full member of each Standing Committee, Sub-Committee and Working Group in their capacity as Ex-Officio but only one voting right will be exercised on each Committee.

4. Delegation to the Policy and Resources Committee and Terms of Reference

Prime Objectives

The Policy and Resources Committee is responsible for the effective management of the Town Council's financial resources. It ensures that good financial practices are followed, finance is deployed effectively, and that the Council operates in a lawful, transparent, and strategic manner.

The Committee also reviews Town Council policies and makes recommendations to the Town Council as appropriate.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and Vice-Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items where appropriate.

The Committee will meet monthly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit, including financial commitments within its budget. Responsibilities include:

1. Financial Management

- To consider and prepare the draft budget and precept request for the following financial year and make recommendations to Town Council.
- To monitor the Town Council's income and expenditure throughout the year, referencing the agreed budget.
- To recommend budget virements to the Town Council as required.
- To review the Council's banking arrangements and make investments in accordance with agreed policy.
- To oversee and review the Town Council's statutory financial compliance.

2. Legal, Statutory and Strategic Oversight

- To review and make recommendations to the Town Council on legal and regulatory procedures.
- To review and make recommendations to the Town Council on key financial and operational policies.
- To oversee the development and implementation of facilities and technology systems.
- To review proposals for future projects or income generation opportunities and make recommendations to the Town Council.

3. Policy Review

- To review the Town Council's policies and procedures on a rolling basis or as required, and make recommendations to the Town Council for adoption, amendment, or repeal.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Town Council before action is taken.

5. Delegation to the Civic and Community Committee and Terms of Reference

Prime Objectives

The Civic and Community Committee is responsible for promoting civic pride, strengthening community engagement, and developing the identity and vitality of Saxmundham, including but not limited to:

- Town development and promotion initiatives
- An annual events programme
- Community welfare and grant schemes
- Civic services and ceremonial functions
- Proactive, two-way community engagement and consultation
- Communication with residents through all forms of media
- The promotion of Town Council activities
- Development of the Town Council's new website
- Review of relevant policies and makes recommendations to the Town Council.

Membership and Frequency of Meetings

The Committee shall comprise up to six voting members of the Town Council.

The quorum for meetings shall be three members.

The Chair and Vice-Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items or participate as non-voting representatives.

The Committee will meet bi-monthly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit, including financial commitments within its budget. Responsibilities include:

1. Civic Pride and Community Engagement

- Develop initiatives that foster civic pride and enhance community spirit.
- Promote the activities and initiatives of the Town Council.
- Develop two-way communication channels between the Town Council and the community.
- Manage Meet-and-Greet sessions, public engagement events, and similar initiatives.

2. Town Development and Promotion

- Develop strategies to promote Saxmundham as a thriving and prosperous town.
- Oversee the creation and maintenance of the 'Visit Saxmundham' website.
- Support branding initiatives to improve the town's identity and profile.

3. Annual Events Programme

- Plan and oversee the delivery of the Town Council's programme of community events.
- Coordinate the organisation and promotion of regular weekly and monthly markets, encouraging local traders, producers, and artisans to participate and enhancing footfall in the town centre.
- Support and promote community-led events where appropriate.

4. Communications and Public Relations

- Create and oversee communication strategies using all available media, including print, online, and social media platforms.
- Ensure timely and accurate communication of Town Council news, activities, and consultations.

5. Community Welfare and Grants

- Administer the Town Council's Community Grants Scheme.

6. Policy Review

- Review Town Council policies relevant to civic matters, community engagement, events, and communications.
- Recommend new policies or amendments to existing policies for approval by Full Council.

Financial Limitations

The Committee has delegated authority to manage expenditure within its approved budget.

Any unbudgeted expenditure over £500 must be referred to the Policy and Resources Committee or the Town Council for approval.

6. Delegation to the Amenities and Services Committee and Terms of Reference

Prime Objectives

The Amenities and Services Committee is responsible for all matters relating to grounds, premises, amenities, and services with Saxmundham over which the Town Council has control or influence.

The Market Hall and the Gannon Rooms are excluded from the Committee's remit unless assistance is specifically requested by the Market Hall Trust or the Gannon Institute Trust respectively.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report to the Committee on specific items or may join this Committee as non-voting representatives.

The Committee will meet bi-monthly, or as required, depending on the volume and urgency of business.

Delegated Business

The Committee is authorised to manage and make decisions on all matters within its remit, including financial commitments within its approved budget. Responsibilities include:

- Notice boards
- Benches
- Dog, grit bins and litter bins
- Christmas lights
- Memorial Field
- Grounds, hedges, and ditches
- ~~Weekly and monthly markets~~
- Town House
- Skate park
- Play areas and equipment
- War memorial
- Signage
- Street lighting
- Community gardens and allotments
- Oversight of Green Team and Blue Spaces Saxmundham initiatives
- Environment, biodiversity, and sustainability
- Traffic calming measures

The Committee may also address any other appropriate matters as delegated by the Town Council.

Representation and Advocacy

For matters relating to services and amenities not owned nor controlled by the Town Council, but which affect the public domain, the Committee has delegated authority to make proposals and representations on behalf of Town Council. These include, but are not limited to:

- Highways, footpaths, and pavements
- Parking
- Public Rights of Way

- Railway station facilities
- Public street furniture and signage

Financial Limitations

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Policy and Resources Committee or the Town Council before action is taken.

7. Delegation to the Planning and Development Control Committee and Terms of Reference

Prime Objectives

The Planning and Development Control Committee is responsible for considering all matters of planning, including:

- Planning applications
- Planning decisions
- Enforcement issues

The Committee does not have responsibility for strategic planning matters such as the Neighbourhood Plan or the Local Plan.

Membership and Frequency of Meetings

The Committee shall comprise up to 6 voting members of the Town Council.

The Quorum for meetings shall be 3 members.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights.

Members of the public may be invited to report on specific items or may join the Committee as non-voting representatives.

The Committee will meet as required depending on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on all matters within its remit. Responsibilities include:

- To consider and submit the Town Council's views on planning applications received for consultation from the local planning authority or other authorised body.
- To consider and submit the Town Council's view on alleged infringements of the Conservation Area.
- To review and consider planning decisions made by the local planning authority
- To consider and respond to any planning appeals, appeal decisions, and enforcement cases.
- To review and respond to consultations on street naming and numbering proposals.
- To produce and publish information relating to planning matters for the public within the Town Council's legal powers.
- To liaise with the Neighbourhood Plan Steering Group as necessary.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

The Committee has no delegated authority to incur expenditure. Any expenditure proposals must be referred to the Policy and Resources Committee or the Town Council for approval prior to any commitment being made.

8. Delegation to the Staffing Committee and Terms of Reference

Prime Objectives

The Staffing Committee is responsible for the strategic oversight and effective management of the Town Council's staffing matters. Its principal objectives are:

- To support the delivery of high-quality public services by ensuring the Council has the necessary staffing structure, skills, and leadership in place.
- To manage all aspects of the employment of the Town Clerk, including recruitment, supervision, appraisal, and contractual matters.
- To oversee the recruitment, terms and conditions, development, and welfare of all other Town Council staff.
- To ensure that appropriate policies and procedures are in place for staff performance, conduct, grievance, and discipline, and that these are applied fairly and lawfully.
- To foster a positive, supportive, and legally compliant working environment that enables Town Council staff to thrive and deliver their best work.

Membership and Frequency of Meetings

The Committee shall comprise up to 4 voting members of the Town Council.

The quorum for meetings shall be 3 members.

The Chair and the Vice-Chair of the Town Council shall be ex-officio members with voting rights.

The Committee will meet quarterly, or as required, based on the volume and urgency of business.

Delegated Authority

The Committee is authorised to manage and make decisions on the following matters within its remit. Responsibilities include:

- To determine and review the Town Council's staffing structure.
- To oversee the recruitment of staff, including the appointment process for the Town Clerk
- To review and monitor staff contracts, salary scales and conditions of employment.
- To approve and oversee programmes of training, development and wellbeing programmes.
- To approve and oversee staff training, development, and wellbeing programmes.
- To consider grievance or disciplinary matters for all staff in accordance with the Town Council's grievance and disciplinary policies (excluding any appeal process).
- To manage the performance supervision and appraisal of the Town Clerk, including monitoring leave and absence.
- To make recommendations to the Town Council regarding the performance, salary and conditions of employment of the Town Clerk.

The Committee may also address any other appropriate matters as delegated by the Town Council.

Financial Limitations

~~The Committee has no delegated authority to incur expenditure. Any expenditure proposals must be referred to the Policy and Resources Committee or the Town Council for approval prior to any commitment being made.~~

Any proposed unbudgeted expenditure, exceeding £500, must be referred to the Policy and Resources Committee or the Town Council before action is taken.

9. Delegation to the Neighbourhood Plan Steering Group

Prime Objectives

The Neighbourhood Plan Steering Group is responsible for supporting the Town Council in overseeing the delivery, monitoring, and review of the Saxmundham Neighbourhood Plan, including modification of the Plan following the recent parish boundary change.

The Group will work collaboratively with consultants, the local planning authority, and the local community to ensure that Saxmundham's Neighbourhood Plan remains an up-to-date, robust, and a community-led planning document.

Membership and Frequency of Meetings

The Group shall comprise Town Councillors and an unlimited number of community representatives.

Membership of Town Councillors shall be agreed by the Town Council and reviewed annually.

The Group shall appoint a Chair and Vice-Chair from among its members.

The Group will meet as required depending on the stage and progress of the Plan review.

Delegated Authority

The Steering Group is authorised to undertake the following on behalf of the Town Council:

- Lead the preparation, consultation, and drafting of modifications to the existing Plan.
- Commission and work with consultants as agreed by the Town Council.
- Develop and review the evidence base required to support the Plan.
- Design and oversee community consultation activities, ensuring compliance with statutory requirements.
- Prepare documentation required for Regulation 14 (pre-submission) consultation.
- Review responses to Regulation 14 consultation and advise the Council on revisions to the draft Plan.
- Draft the submission version of the Plan and supporting documents (Basic Conditions Statement and Consultation Statement).
- Liaise with East Suffolk Council throughout the submission and examination stages.
- Recommend final adoption of the Plan to the Town Council following a successful referendum.
- Ensure the Town Council is regularly informed of progress, decisions, and issues arising.
- Ensure timely communication and engagement with the community through a variety of inclusive methods.

Financial Limitations

The Steering Group has no delegated authority to incur expenditure or enter into contracts. All expenditure proposals must be approved by the Policy and Resources Committee or the Town Council prior to any commitment being made.

10. Delegation to the Fromus Energy Projects Team

Prime Objectives

The Fromus Energy Projects Team is responsible for considering all matters relating to energy projects.

Membership and Frequency of Meetings

The Team will comprise five voting members of the Town Council and an unlimited number of non-Town Councillors with voting rights within the Team.

The quorum for meetings shall be two Town Councillors and two non-Councillors.

The Chair and the Vice Chair of the Town Council are ex-officio members with voting rights..

The Team will meet as required depending on the volume and urgency of business.

Delegated Authority

1. To deal with all matters concerning Nationally Significant Energy Infrastructure projects in or around Saxmundham.
2. To make reports and recommendations to the Town Council.
3. To take a lead role in the pre-examination stage by:
 - responding in an appropriate and timely manner to Non-Statutory and Statutory Consultations issued by the infrastructure developers
 - responding in an appropriate and timely manner to Scoping Opinions from the Planning Inspectorate
 - engaging with the Statements of Community Consultation and Local Impact Reports issued by the District Council.
 - providing Town Council responses to any other interested parties, as appropriate.
4. To take a lead role in the Examining Authority's stage by:
 - registering the Town Council as an Interested Party by submitting a Relevant Representation
 - appropriately qualified and experienced Working Group members attendance at the Preliminary Meetings
 - submitting Statements of Common Ground and Written Representations in an appropriate and timely manner
 - appropriately qualified and experienced Working Group members engagement with relevant Issue Specific Hearings
 - attending Accompanied Site Visits
 - answering relevant Examining Authority questions and requests for further information
 - providing Town Council responses to any other interested parties, as appropriate.
5. To take a lead role in the post-decision stage by responding to notifications of non-material and material change applications issued by the infrastructure developers.
6. To consider making arrangements for joint working with other affected town and parish councils to exchange views, share knowledge, and where required, to enable expert advice to be made more affordable (and noting that any formal decision including funding needs to be made or approved by the Town Council). A formal joint committee may be formed under s.102 of the Local Government Act 1972.
7. To monitor all Nationally Significant Energy Infrastructure projects for development in or around Saxmundham, and/or likely to have a significant economic, social or environmental impact on the town or parish, and to report to the Town Council as appropriate on issues arising.

8. To ensure effective information to and consultation and engagement with the local community, in its diversity, in developing significant policies, proposals or responses to nationally significant energy infrastructure projects.
9. To attend briefings, webinars and forums led by infrastructure developers, local authorities and non-government organisations.
10. To coordinate and share information with such other Town Council Committees or bodies as may be relevant, with a view to efficient and coherent decision-making on nationally significant energy infrastructure project matters.

Financial Limitations

The Team has no delegated authority to incur expenditure. Any expenditure proposals must be referred to the Policy and Resources Committee or the Town Council for approval prior to any commitment being made.

11. Delegation to the Proper Officer

Ordinary Delegations

That the Town Clerk, as Proper Officer, be authorised to conduct the business affairs of the Town Council subject to the actions taken being lawful, achieving value for money, and complying with the policies, procedures and budget approved by the elected members of the Town Council.

The Town Clerk is authorised to act with delegated authority in the specific circumstances detailed below:

- a) Exercise the delegations of the Proper Officer contained within the Town Council's Standing Orders.
- b) Receive declarations of acceptance of office.
- c) Receive and record notices disclosing personal and prejudicial interests.
- d) Receive and retain plans and documents.
- e) Sign notices or other documents on behalf of the Town Council.
- f) Sign summonses to attend meetings of the Town Council.
- g) Sign on behalf of the Town Council any document to give effect to any decision of the Town Council.
- h) Undertake the day-to-day administration of the Town Council.

The Town Clerk may authorise another Officer to exercise the powers of the Town Clerk in her absence without removing the overall responsibility of the Town Clerk for any such decisions.

Specific Delegations

The Town Council or Committees acting with delegation, may at any time do one of the following:

- a) Authorise the Town Clerk, or other specified Officer, to implement a particular course of action or determine a specific matter as a temporary authorisation; and
- b) Delegate to the Town Clerk, or other specified Officer, to exercise certain powers or functions on behalf of the Town Council as a permanent authorisation unless modified or removed by the Town Council or appropriate Committee.

1. Contracts

That the Town Clerk be granted delegated authority to enter into the following contracts, subject to periodic value for money reviews, on behalf of the Town Council:

- a) Contracts for standard business services. Examples of such services shall include IT support, photocopier, telephone, refuse and sanitary disposal, financial software, payroll service, and website support.
- b) Contracts for utilities. Examples of such services shall include electricity, water and gas.

2. Banking

That the Town Clerk be granted delegated authority on behalf of the Town Council to:

- a) If necessary, renew the banking arrangements under the terms of agreement with the existing providers.
- b) Enter into new banking arrangements subject to approval by the Policy and Resources Committee.

3. Insurance

That the Town Clerk be granted delegated authority on behalf of the Town Council to renew arrangements for insurance cover subject to approval by the Policy and Resources Committee.

4. Payments

That the Town Clerk be granted delegated authority on behalf of the Town Council to make payments detailed on the annual lists of Approved Payments and Direct Debits.

Resources Committee Minute References 166/23RC, 167/23RC and 168/23RC

5. Savings

That the Town Clerk be granted delegated authority on behalf of the Town Council to transfer, in conjunction with two authorised signatories, funds to and from the current and savings accounts held with Unity Trust Bank.

Resources Committee Minute Reference 15/24RC

6. Fees and Charges

That the Town Clerk be granted delegated authority to vary the Town Council's schedule of fees and charges with regard to a long-term agreement with a customer or a trial period with a new customer. Examples include stallage fees at the weekly and monthly markets.

This delegation shall not permit the revision of fees and charges for all customers. Any modifications to, or during an annual review of, fees and charges will be subject to approval by the respective Committees. Examples include charges for markets and open spaces.

7. Capital Works

In accordance with the budgetary authorities to spend, set out in the Town Council's Financial Regulations, capital expenditure of a value higher than £5,000, shall be approved in full, or in principle, by the Town Council, prior to the commencement of a project.

For capital expenditure of a value lower than £5,000, that the Town Clerk be granted delegated authority to seek approval from a relevant Committee in order to expedite the delivery of a capital project.

8. Consultations

That the Town Clerk be granted delegated authority to determine, in consultation with the Chair of the Town Council, which consultations the Town Council will prioritise and respond to and whether the Town Council will be determined through:

- a) Full Council;
- b) A relevant Committee;
- c) The Town Clerk, in consultation with members;
- d) A Working Group constituted for the purpose.

Or whether the Town Council will rely upon, or support, the representations made by another body. Examples of such include the National Association of Local Councils, the Suffolk Association of Local Councils, and the East Suffolk Communities Energy Partnership

9. Land and Property

That the Town Clerk be authorised to enter into a lease or licence on behalf of the Town Council in consultation with the Town Council or a relevant Committee.

10. Press and Social Media

- a) That the Town Clerk be authorised to release press statements on any activities of the Town Council in consultation with the Town Council Chair and in accordance with the Town Council's policies.
- b) That the Town Clerk be authorised to retain responsibility for the editorial control of the Town Council website and social media accounts in accordance with the Town Council's policies.

- c) That the Town Clerk be authorised to retain responsibility for the editorial content of the Town Council's articles to regular newsletters.

11. Staffing

- a) That the Town Clerk be authorised to undertake the line management of all Officers employed by the Town Council.
- b) That the Town Clerk be authorised to identify and implement training and development for all Officers within the approved budget.

12. Responsible Financial Officer

- a) That the Town Clerk, as Responsible Financial Officer, be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- b) That the Town Clerk, as Responsible Financial Officer, be responsible for ensuring that the approved precept request is issued to the billing authority and shall supply each member with a copy of the approved annual budget for the Town Council.

13. Notices of Intent

That the Town Clerk be authorised, in consultation with the Chair of the Planning and Development Control Committee, to use their discretion not to call meetings to consider and respond to notices of intent for proposed works to trees subject to a Tree Preservation Order or trees in the Conservation Area.

Town Council Minute 83/24TC

14. Anglian Energy Planning Alliance

That the Town Clerk be authorised to endorse correspondence and proposals, on behalf of the Town Council, from the East Suffolk Communities Energy Partnership following email consultation and approval from all members of the Town Council.

Town Council Minute 83/24TC

Urgent Actions

That the Town Clerk and the Deputy Town Clerk be granted delegated authority to take urgent action and revenue expenditure on behalf of the Town Council in cases of serious risk to the delivery of council services or to public safety on council premises.

The Town 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 Town Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

Town Council Minute 150/23TC



SAXMUNDHAM TOWN COUNCIL - MEETING SCHEDULE 2025-2026

Committee	Town Council	Market Hall Trust	Gannon Institute Trust	Policy and Resources Committee	Amenities and Services Committee	Civic and Community Committee	Staffing Committee	Strategic Plan Review
Frequency	Monthly	Bi-Monthly	Bi-Monthly	Monthly	Bi-Monthly	Bi-Monthly	Quarterly	Quarterly
Schedule	Second Monday at 7:00pm	First Monday at 2:00pm	Second Thurs at 2:00pm	First Tuesday at 12 noon	Third Thursday at 5:30pm	First Thursday at 11:30am	Last Friday at 1:00pm	Fourth Monday at 12 noon
MAY	12 th	12 th *	12 th *	6 th	15 th	1 st	30 th	
JUNE	9 th			3 rd				23 rd
JULY	14 th	7 th	10 th	1 st	17 th	3 rd		
AUGUST								
SEPTEMBER	8 th	1 st	11 th	2 nd	18 th	4 th	5 th	22 nd
OCTOBER	13 th			7 th				
NOVEMBER	10 th	3 rd	13 th	4 th	20 th	6 th	28 th	
DECEMBER	8 th			2 nd				22 nd
JANUARY	12 th	5 th	8 th	6 th	15 th	1 st		
FEBRUARY	9 th			3 rd			27 th	
MARCH	9 th	2 nd	12 th	3 rd	19 th	5 th		23 rd
APRIL	13 th			7 th				

Town Council meetings are held in the Market Hall. Trust and Committee meetings are held in the Town House.

The Annual Town Meeting will be held on 22nd May 2025 at 6:00pm at the Market Hall.

*To be held on Monday 12th May 2025 at the Market Hall on the rising of the Town Council.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

ENERGY PROJECTS REPORT – Town Council Meeting, 12 May 2025

Whilst other projects are not being ignored, it is vital that Sea Link takes precedence until the Relevant Representation is prepared for council approval. Members of the Fromus Energy Project Team are currently scouring the documents to identify issues that need review by the Examiners.

The **Relevant Representation** should not be a lengthy document but clearly state the issue that requires examining and why.

An example is the **Public Right of Way** across the Converter site that is being diverted. Instead of the route traversing the fields, it will be re-routed adjacent to the Saxmundham to Leiston road. Not only is it **considerably longer**, it will be most **unattractive** with heras fencing, therefore the **visual amenity** will be lost.

There are four proposed site compound, one of which is only at the nearest points only 200 metres from one dwelling on Manor Gardens. Residents will suffer from **noise, light and dust pollution** aggravated by proposed seven day a week working that will increase stress and affect their **Health and Wellbeing** – thus, in this scenario, residents will be subjected to **intra-project cumulative effects**.

SEA LINK:

The Planning Inspectorate issued a notification that they had accepted the application for examination for an order granting development consent on 23 April 2025. National Grid now has six weeks from the 23 April 2025 to make arrangements to allow people to register as an Interested Party (IP) and submit their Relevant Representation (RR). Once this window is open, there are just 30 days to act. (At the time of writing, 1 May 2025, we have not received a notification that National Grid Electricity Transmission is ready to receive the RRs.)

The link below will take you to the Sea Link Planning Inspectorate website:

[Documents | Sea Link \(planninginspectorate.gov.uk\)](#)

You will note that there are already a huge number of documents! This will increase as the examination proceeds. I would advise everyone to register as an IP and submit a RR and to help you navigate the plethora of paperwork I've attached some Planning Inspectorate Sea Link web-links to help:

The link below navigates to the Examination Library. You will find a full list of the documents (starting on page 3) with the Planning Inspectorate's unique number. These numbers are hyper-linked and will take you to the document.

[EN020026-000502-Sea Link Examination Library PDF.pdf \(planninginspectorate.gov.uk\)](#)

The following documents may be of interest to you (in no particular order):

[EN020026-000226-6.1 Environmental Statement Non Technical Summary.pdf \(planninginspectorate.gov.uk\)](#) . This is the summary document that also includes the reference numbers of the issue specific documents, i.e. traffic, socio economic, ecology, etc.

[EN020026-000207-7.5.3.2 CEMP Appendix B Register of Environmental Actions and Commitments \(REAC\).pdf \(planninginspectorate.gov.uk\)](#) This document states the mitigations that NGET will do.

[5.1.6 Appendix E Statutory Consultation Part 4 of 4 \(planninginspectorate.gov.uk\)](#) See pp. 510-538 if searching the pdf document, otherwise it is: Table 1.14 Saxmundham Town Council, pp.160-188. This is the response to the statutory consultation with responses from NGET.

[5.1.7 Appendix F Targeted Consultation Part 2 of 2 \(planninginspectorate.gov.uk\)](#) See pp. 412-422 if searching in the pdf document, otherwise it is: Table 1.19 Saxmundham Town Council, pp. 117-127. You will find responses to the targeted statutory consultation with responses from NGET.

[EN020026-000179-7.4.8 Draft Statement of Common Ground East Suffolk Council and Suffolk County Council.pdf \(planninginspectorate.gov.uk\)](#) Common Ground document, where you will find the responses from Suffolk County Council and East Suffolk Council.

[Document 7.11.1 Design Approach Document - Suffolk \(planninginspectorate.gov.uk\)](#) . This is a lengthy illustrative document with design concepts.

[2.14.1 Indicative General Arrangements Plans - Suffolk \(planninginspectorate.gov.uk\)](#) Site plans

[EN020026-000292-6.3.2.3.C ES Appendix 2.3.C Site Photos.pdf \(planninginspectorate.gov.uk\)](#) Site photos

If you have questions please email me and I will endeavour to answer them.

Gnb/1 May 2025

Empowering Nature

Sharing our vision for a greener future for the Fromus communities



Our Town, Our choice

National Grid's plans for converter stations outside Saxmundham will permanently alter our town and the neighbouring communities of Kelsale, Carlton, Benhall and Sternfield. No mitigation can fully offset the ecological damage to this precious and ancient landscape. Productive, arable land will be lost, soil composition altered, and irreplaceable habitats destroyed. Yet, we believe if we can set aside our differences and come together, these projects could also become a catalyst for positive change – both for our people and for the many species that rely on this beautiful natural environment. This is our proposal to the National Grid companies: we need a future landscape which will allow all of us to thrive. And this is our invitation to the residents of Saxmundham, Kelsale, Carlton, Benhall and Sternfield to shape that future - by sharing their views about what this new landscape should become.



Our Vision

- **A green corridor from Saxmundham to the sea, where wildlife can thrive along the route of the proposed bridge and cable trench, and where people can walk and cycle.**
- **A Fromus boardwalk where residents can engage with the river and surrounding nature.**
- **A community fund for new wildlife havens in our gardens: nature-friendly improvements for all, including water butts, bat boxes and ponds.**
- **Healthy, affordable food grown in a community orchard and allotment.**
- **Water harvesting to support biodiversity and to protect us from flooding.**
- **Restoration of the Great Wood for community use and biodiversity.**
- **Converter stations that also support locally-commissioned art projects, wildlife habitats and solar panels.**
- **Training and support for local people to manage these initiatives.**

Project Proposal Map



Artist's Impression - For illustrative purposes only
This image represents a conceptual visualisation of a proposed large-scale landscape intervention. The design is subject to ongoing development and will evolve through further design, consultation, and planning processes.



A green corridor from Saxmundham to the sea

Farmland, compulsorily purchased for cable trenches, will not be able to go back into food production. We envision it taking on a new purpose as a nature corridor, featuring hedgerows and wildflower margins, and offering an accessible route to the sea for cyclists, walkers, and wheelers. The required bridge over the River Fromus should be future-proofed as a rewilded, living structure and include an otter ledge to ensure safe passage for wildlife. The project will support local wellbeing, boost our tourism economy and enable other species to move in and out of the Suffolk Coast and Heaths National Landscape. We would also like to offer free bike hire from Saxmundham Station to promote sustainable and active travel.

A Fromus boardwalk and nature trail

After construction concludes, we propose a River Fromus boardwalk and a nature trail linking Fromus Green to the town centre. These features will allow the community to reconnect with nature and encourage sustainable tourism and footfall in the High Street via a circular route. Visitors will be encouraged to spend more time in our town—shopping locally and using it as a base for exploring the surrounding countryside on foot or by bike. The boardwalk, which will include a pontoon for safe river access, will put the river back at the heart of our community and enable the people who live here and who visit us to appreciate the rich diversity of the species it supports.

Community funds for all to support nature

We propose a Fromus Communitites Scheme funded through a toll on energy transmission passing through the converter stations and revenue from solar panels on their roofs. This fund would offer all households in the five affected communities a choice of nature-supporting products with free installation (to support the wildlife species affected by the National Grid proposals).

Residents would select from a list of items which would include:

- Hedgehog highways
- Native hedgerow saplings
- Ponds
- Bughouses
- Hedgehog hibernation and feeding stations
- Bat boxes
- Swift boxes
- Draught excluding products
- Water butts

The fund should also support solar and battery storage for community buildings.



Growing our own food

We propose creating an inclusive market gardening zone surrounding the converter station site. This can include allotments and a community orchard run on permaculture principles to support and feed local people as well as visiting swifts, pollinating insects, hedgehogs and other wildlife. Our new green space will support health and wellbeing, and reduce food miles and packaging waste. It can be irrigated by water harvested from hard surfaces and will benefit from native hedgerows, scrub and carefully managed wildflower meadows.

Managing our water to protect us and to improve our environment

Our water is a precious resource. The new bridge and converter stations will create hard surfaces which cannot absorb water. This could provide an opportunity for water harvesting solutions such as attenuation ponds, swales or bio-retention basins, which could be fully landscaped. This could help prevent runoff - reducing flood risk and mitigating the risk of pollution to the River Fromus.

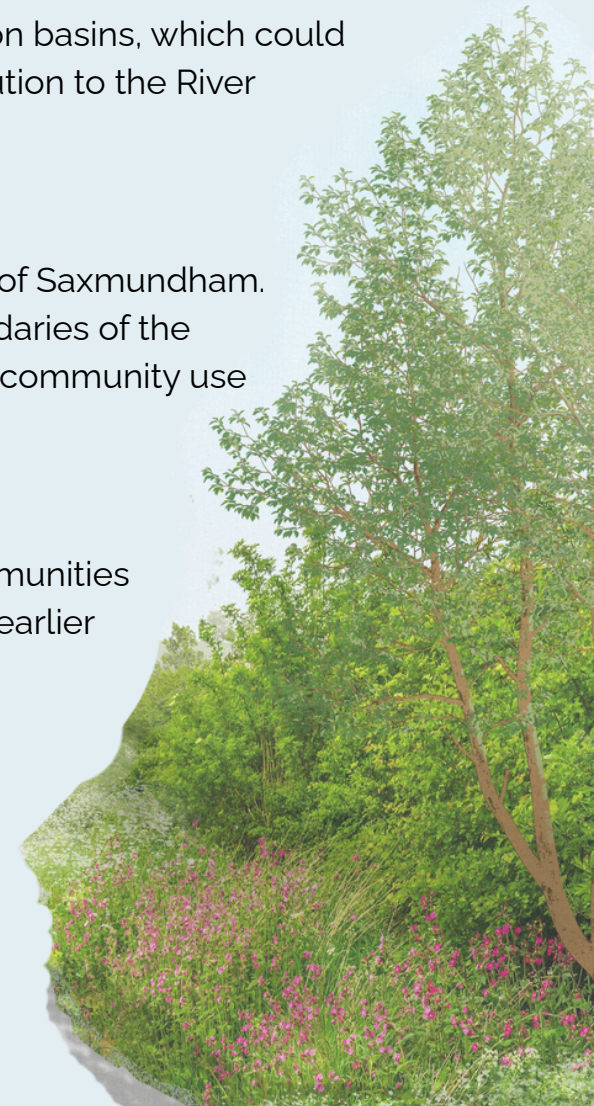
Restoration of the Great Wood

The Great Wood lay to the south of Leiston Road, and historically was a place of leisure for the people of Saxmundham. Some years ago most of the trees were cut down to increase farmland, and it now lies within the boundaries of the Sea Link proposal. Post-construction, we propose that native trees are planted to restore the wood for community use and biodiversity.

Jobs and training for local people

The converter stations will not result in long-term job creation therefore we propose the Fromus Communities Scheme is expanded to enable businesses and community groups to manage the proposals outlined earlier and to support new initiatives such as:

- Training and employing local people to run the Fromus Communities Scheme.
- Employing local people to develop a website and an app to support the scheme as well as other projects such as citizen science, energy and water management.
- Green space management of wildflower meadows and hedgerows.



Creating community benefits from the converter stations

We propose three key ways that National Grid companies can improve the visual amenity of the converter stations:

1. Art Spaces: large-scale nature-themed murals commissioned by the community to reflect the local environment and to highlight flagship species.

2. Living Walls: two sides of each building should feature vertical planting to create habitat for pollinators, swifts and bats.

3. Solar Energy: rooftops could host solar panels to contribute to clean energy generation and feed the Fromus Communities Scheme.

A call for collaborative, nature-positive infrastructure

Dr Andy Tickle supports many of the principles at the heart of these proposals. His report '*Greening the Great Grid Upgrade*', published by the Campaign for the Protection of Rural England, calls for a more strategic and environmentally responsible approach to infrastructure delivery. He urges a new planning culture that aligns grid expansion with long-term social and ecological priorities.

It echoes our call for local voices to help shape how infrastructure is embedded into landscapes, ensuring places like Saxmundham and its neighbouring villages are not simply altered, but actively improved - with nature, community wellbeing, and heritage at the centre of design and delivery.

We are calling on National Grid companies to work with us; to go beyond the statutory minimums and show real leadership by delivering infrastructure that can enhance, rather than erode, the landscapes and communities it affects.



Empowering Nature

A community-driven project, in collaboration with Local Storytelling Exchange and Saxmundham Town Council.



Have your say - we welcome community feedback on this proposal.

Share your views by email to townclerk@saxmundham-tc.gov.uk, or in person at Saxmundham Market in Fromus Square on Saturday 14 June from 10:00am to 2:00pm.

The closing date for all feedback is Saturday 14 June 2025.



SAXMUNDHAM TOWN COUNCIL - APRIL 2025

01/04/2025

Balance Brought Forward - Unity Trust Bank Current	£9,762.42
Balance Brought Forward - Unity Trust Bank Savings	£10,163.59
Balance Brought Forward - Cambridge Building Society	£85,000.00
Balance Brought Forward - Public Sector Deposit Fund	£60,000.00
	£164,926.01

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
25/04/2025	n/a	Nest	Pensions - Month 1	£496.56	£0.00	£496.56	4000 Pre-Approved Payments List	
22/04/2025	n/a	HMRC	PAYE - Month 1	£2,038.19	£0.00	£2,038.19	4000 Pre-Approved Payments List	
24/04/2025	n/a	Staff Salaries	Salaries - Month 1	£7,571.96	£0.00	£7,571.96	4000 Pre-Approved Payments List	
17/04/2025	n/a	EE	Mobile Phone - Month 1	£20.65	£0.00	£20.65	4260 Pre-Approved Payments List	
28/04/2025	n/a	BT	Phone charges	£19.12	£0.00	£19.12	4260 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	
30/03/2025	n/a	Smartest Energy	Electricity - Month 12	£96.99	£4.62	£92.37	4205 Pre-Approved Payments List	
28/03/2025	n/a	Smartest Energy	Electricity - Month 12 - Credit	-£88.87	-£4.23	-£84.64	4205 Pre-Approved Payments List	
03/04/2025	n/a	Smartest Energy	Electricity - Month 12	£148.63	£7.08	£141.55	4205 Pre-Approved Payments List	
15/04/2025	n/a	Smartest Energy	Gas - Month 12	£213.15	£10.15	£203.00	4205 Pre-Approved Payments List	
13/04/2025	n/a	Everflow	Water - Month 1	£31.04	£0.00	£31.04	4205 Pre-Approved Payments List	
30/04/2025	n/a	Unity Trust Bank	Bank Charges - Month 1	£13.65	£0.00	£13.65	4235 Pre-Approved Payments List	
17/04/2025	n/a	Red Dune	IT Services - Month 1	£405.60	£67.60	£338.00	4255 Pre-Approved Payments List	
01/04/2025	n/a	Red Dune	Broadband - Quarter 1	£162.00	£27.00	£135.00	4260 Pre-Approved Payments List	
01/04/2025	n/a	Red Dune	Line Rental Quarter 1	£28.21	£4.70	£23.51	4260 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	
22/03/2025	n/a	Grenke	Photocopier Lease - Quarter 1	£298.51	£49.75	£248.76	4240 Pre-Approved Payments List	
14/04/2025	n/a	Clear Councils	Insurance	£4,953.08	£0.00	£4,953.08	4270 Pre-Approved Payments List	
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	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	
07/04/2025	4/25TC	Lisa Hamon - Waitrose	Mileage and Office Supplies	£20.90	£0.00	£20.90	4265 Pre-Approved Payments List	
27/01/2025	n/a	Fishers Hardware	Supplies	£89.84	£0.00	£89.84	4265 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	Designfolk	Website 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	
25/04/2025	6/25TC	Suffolk Association of Local Councils	Internal Audit	£629.04	£104.84	£524.20	4230 Pre-Approved Payments List	
03/04/2025	n/a	Suffolk Association of Local Councils	Annual Membership Subscription	£1,124.73	£0.00	£1,124.73	4250 Pre-Approved Payments List	
22/04/2025	1/25TC	Historical Productions Ltd	VE Day - Entertainment	£558.00	£93.00	£465.00	4505 Events and Communications Committee Chair and Town Clerk	
19/04/2025	n/a	Market Hall	VAT Recovery - Quarter 4	£717.79	£0.00	£717.79	106 n/a	
22/04/2025	n/a	Gannon Institute	VAT Recovery - Quarter 4	£1,365.88	£0.00	£1,365.88	106 n/a	
31/03/2025	307/24TC	East Suffolk Services Ltd	Bus Stop Bench - Fit	£915.60	£152.60	£763.00	4830 Amenities and Services Committee - 57/24AS	
01/04/2025	5/25TC	East Suffolk Services Ltd	Refuse Collection - Qtr 1	£179.41	£29.90	£149.51	4210 Pre-Approved Payments List	
31/03/2025	n/a	Herring Bone Design Ltd	Website Amendments	£60.00	£0.00	£60.00	4405 Pre-Approved Payments List	
04/04/2025	n/a	Rialtas Business Solutions Ltd	Year End Closedown	£1,286.40	£214.40	£1,072.00	4228 Pre-Approved Payments List	
01/04/2025	n/a	Rialtas Business Solutions Ltd	Cloud User Fee	£1,216.80	£202.80	£1,014.00	4228 Pre-Approved Payments List	
01/04/2025	n/a	Rialtas Business Solutions Ltd	Making Tax Digital Annual Subscription	£139.20	£23.20	£116.00	4228 Pre-Approved Payments List	
01/04/2025	n/a	Rialtas Business Solutions Ltd	Cashbook and Ledgers Fee	£1,270.80	£211.80	£1,059.00	4228 Pre-Approved Payments List	
09/04/2025	n/a	Bayfield Electrical Ltd	Town House - Emergency Call Out	£354.00	£59.00	£295.00	4670 Pre-Approved Payments List	
				£29,853.29	£1,390.12	£28,463.17		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
09/04/2025	n/a	Lloyds Bank	Credit Card Charge - Month 1	£3.00	£0.00	£3.00	4235 Pre-Approved Payments List	
				£3.00	£0.00	£3.00		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
11/04/2025	n/a	East Suffolk Council	Town Economic Development Grant - Event Coordinator	£5,000.00	1305
30/04/2025	n/a	East Suffolk Council	Precept - First Instalment	£139,018.50	1076
25/04/2025	n/a	East Suffolk Council	Community Infrastructure Levy	£9,798.78	1150
03/04/2025	n/a	Unity Trust Bank Savings	Transfer	£10,163.59	n/a
17/04/2025	n/a	Cambridge Building Society	Transfer	£10,000.00	n/a
08/04/2025	n/a	HM Revenue and Customs	VAT Recovery - Quarter 4	£4,005.88	105
02/04/2025	n/a	CCLA	Interest - Month 1	£229.31	1090
04/04/2025	20-24-25	Stall Holders	Weekly Market - March	£40.00	1100

17/04/2025	TC4	Stall Holders	Monthly Market - April	£15.00	1100
07/04/2025	TC5	Stall Holders	Monthly Market - April	£15.00	1100
07/04/2025	TC6	Stall Holders	Monthly Market - April	£15.00	1100
10/04/2025	TC7	Stall Holders	Monthly Market - April	£15.00	1100
07/04/2025	TC8	Stall Holders	Monthly Market - April	£15.00	1100
14/04/2025	TC10	Stall Holders	Weekly Market - April	£50.00	1100
23/04/2025	TC11	Stall Holders	Weekly Market - April	£50.00	1100
22/04/2025	n/a	Market Hall	Insurance Reimbursement	£2,148.67	1105
22/04/2025	n/a	Gannon Institute	Insurance Reimbursement	£673.29	1105
22/04/2025	n/a	Market Hall	Rialtas Cloud User Fee Reimbursement	£405.60	1105
22/04/2025	n/a	Gannon Institute	Rialtas Cloud User Fee Reimbursement	£353.00	1105
22/04/2025	n/a	Market Hall	Rialtas Year End Fee Reimbursement	£120.00	1105
17/04/2025	n/a	Market Hall	Rialtas Cashbook and Ledgers Fee Reimbursement	£408.60	1105
22/04/2025	n/a	Gannon Institute	Rialtas Cashbook and Ledgers Fee Reimbursement	£353.00	1105
				£182,893.22	

Transfers from Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount	Code
	n/a	Unity Trust Bank Current	Transfer	<u>£10,163.59</u>	n/a
				£10,163.59	

Transfers from Cambridge Building Society

Received	Invoice No	Payee	Description	Amount	Code
17/04/2025	n/a	Unity Trust Bank Current	Transfer	<u>£10,000.00</u>	n/a
				£10,000.00	

30/04/2025

Balance Carried Forward - Unity Trust Bank Current	£162,799.35
Balance Carried Forward - Unity Trust Bank Savings	£0.00
Balance Carried Forward - Cambridge Building Society	£75,000.00
Balance Carried Forward - Public Sector Deposit Fund	<u>£60,000.00</u>
	£297,799.35

Town Council Budget Versus Actual Income and Expenditure 2025-2026											
Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 30/04/25	Committed 30/04/25	Budget Overspend 30/04/35	Percentage			
			INCOME								
			POLICY AND RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY								
1	100	1076	Precept	£ 278,037	£ 139,019	£ 139,019		100%			
2	101	1150	Community Infrastructure Levy	£ -	£ 9,799	£ -					
3	102	1105	Charitable Trusts' Reimbursement	£ -	£ 4,462						
4	103	1090	Bank Interest	£ 4,000	£ 229	£ -		6%			
			Total	£ 282,037	£ 153,508	£ 139,019					
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES								
5	110	1305	Civic Grants	£ -	£ 5,000	£ -					
6	105	1100	Market Stallage Fees	£ 1,800	£ 149	£ -		8%			
			Total	£ 1,800	£ 5,149	£ -					
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION								
7	107	1110	Land Rental	£ 603	£ -	£ -		0%			
8	106	1310	Project Grants	£ -	£ 1,000	£ -					
			Total	£ 603	£ 1,000	£ -					
			TOTAL INCOME	£ 284,440	£ 159,657	£ 139,019	£ -				
			EXPENDITURE								
			STAFFING SUB-COMMITTEE - STAFFING RESOURCE								
9	120	4000	Town Council Salaries (82%)	£ 101,008	£ 8,288	£ 81,573		89%			
10	120	4055	Payroll Service	£ 350	£ -	£ -		0%			
11	120	4060	Recruitment	£ 100	£ -	£ -		0%			
12	120	4095	Staff Training and Development	£ 2,500	£ 328	£ 36		15%			
			Total	£ 103,958	£ 8,616	£ 81,609					
			POLICY AND RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY								
13	140	4105	Councillor Expenses	£ 50	£ -	£ 10		21%			
14	140	4120	Councillor Training and Development	£ 300	£ -	£ 798		266%			
15	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000		100%			
16	160	4200	Town House Cleaning	£ 3,000	£ 44	£ 789		28%			
17	160	4205	Town House Utilities	£ 3,200	£ 64	£ -		2%			
18	160	4210	Town House Refuse Collection	£ 1,250	£ 939	£ -		75%			
19	160	4220	Meeting Room Hire	£ 600	£ -	£ 158		26%			
20	160	4228	Financial Software	£ 3,500	£ 3,261	-£ 1,640		46%			
21	160	4230	Internal and External Audit	£ 1,250	£ 524	£ 630		92%			
22	160	4235	Bank Charges	£ 153	£ 17	£ -		11%			
23	160	4240	Photocopier Lease and Toner	£ 2,000	£ 249	£ 894		57%			
24	160	4245	Stationery	£ 1,300	£ -	£ 192		15%			
25	160	4250	Subscriptions	£ 1,800	£ 1,125	£ -		63%			
26	160	4255	IT Support	£ 4,050	£ 338	£ 3,718		100%			
27	160	4260	Telephone and Broadband	£ 1,000	£ 198	£ 476		67%			
28	160	4265	Town House Equipment and Supplies	£ 1,000	£ 128			13%			
29	160	4270	Insurance	£ 1,800	£ 4,953	-£ 2,822	£ 331	118%			
30	310	4615	Legal Consultancy	£ 1,000	£ -	£ -		0%			
31	310	4705	Project Consultancy	£ 6,000	£ -	£ -		0%			
32	170	4300	Town House - PWLB Repayment	£ 10,700		£ 10,689		100%			

33	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ -	£ 2,903		100%		
			Total	£ 47,856	£ 11,840	£ 17,794	£ 331			
			CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES							
34	200	4400	Newsletter & Publicity	£ 1,500	£ -	£ -		0%		
35	200	4405	Website Support and Development	£ 4,000	£ 60	£ -		2%		
36	140	4100	Chairs Civic Allowance	£ 400	£ -	£ 135		34%		
37	200	4825	Markets Support	£ 500	£ -	£ -		0%		
38	300	4555	Community Grants	£ 34,500	£ -	£ -		0%		
39	320	4505	Events	£ 10,000	£ 465	£ -		5%		
40	320	4560	Christmas Trees and Lights	£ 6,700	£ -	£ 6,700		100%		
			Total	£ 57,600	£ 525	£ 6,835	£ -			
			AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE							
41	600	4670	Building Maintenance	£ 250	£ 295	£ -		118%		
42	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
			Total	£ 1,350	£ 1,372	£ -	-£ 23			
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION							
43	500	4829	Memorial Field	£ 6,000	£ -	£ 800		13%		
44	500	4830	Street Furniture	£ 3,000	£ 763			25%		
45	500	4810	Green Team Activities	£ 3,000	£ -	£ 52		2%		
46	500	4815	Grounds Maintenance	£ 3,300	£ -			0%		
47	500	4821	Tree Survey and Maintenance	£ 2,600	£ -			0%		
48	600	4650	General Town Maintenance	£ 1,000	£ -	£ 61		6%		
49	600	4675	Youth Booth Maintenance	£ 200	£ -			0%		
50	500	4824	Traffic Calming	£ 2,500	£ -			0%		
51	500	4820	Play Equipment Inspection and Maintenance	£ 4,501	£ -			0%		
			Total	£ 26,101	£ 763	£ 913	£ -			
			MARKET HALL TRUST							
52	300	4500	Contingency	£ 5,000	£ -			0%		
53	120	4000	Salaries (13%)	£ 18,477	£ 1,314	£ 15,968		94%		
54	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
				£ 24,577	£ 2,391	£ 15,968	-£ 23			
			GANNON INSTITUTE TRUST							
55	300	4500	Contingency	£ 5,000	£ -	£ -		0%		
56	120	4000	Salaries (5%)	£ 6,198	£ 505	£ 5,363		95%		
57	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
				£ 12,298	£ 1,582	£ 5,363	-£ 23			
			TOTAL EXPENDITURE	£ 273,740	£ 27,089	£ 128,482	£ 262			
			TOTAL INCOME	£ 284,440	£ 159,657					
			TOTAL EXPENDITURE	£ 273,740	£ 27,089					
			VARIANCE	£ 10,700	£ 132,568					
			PLUS TRANSFER FROM EARMARKED RESERVES	£ -	£ 202					
			LESS TRANSFER TO EARMARKED RESERVE	£ -	£ 14,799					
			MOVEMENT TO GENERAL RESERVES	£ 10,700	£ 117,971					



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Annual Approval:

Minute Item:



1. Applicant Details	
Organisation Name: Ipswich 17 Good Neighbour Scheme	
Contact Person: Jacqui Newvell	
Position in Organisation: Managing Trustee	
Address: The Gannon Institute, Station Approach Saxmundham IP17 IBW	
Email: jacqui@ip17gns.com	
Phone: 07999 511 504	
Registered Charity? (Yes/No)	Charity Number (if applicable): 1188755

2. Project Information
Project Title: IP17GNS Support for Core Costs
Project Start Date: Ongoing
Project End Date: Ongoing
Describe the project and its objectives: This application is for a grant to contribute to our core costs, enabling us to continue to support the services that are not fully funded, pilot new activities and protect reserves. The last 2 years have been challenging financially and organisationally with turnover in both staff and Trustees. The relocation to the Gannon Rooms in April 2024 was a significant factor in how we have redirected services and support to the community more effectively, but this has come with significant additional costs. The reserves we have managed to retain derive from a single legacy during 2023-4 and this is unlikely to be repeated. In the financial year 2023-4, we had a sizeable operational deficit which required us to use a significant proportion of our reserves to ensure that services were able to continue. We have just begun the CAS (Community Action Suffolk) Health Check- a portfolio route to assessing the strength of all our policies and procedures including our governance. This will be a very useful process and one that we welcome. It will enable us to short cut some of the considerable administrative burden of making grant applications to East Suffolk and Suffolk County Council funding streams and give confidence to potential funders that we are a well-run organisation.



How will this project benefit Saxmundham residents?

IP17GNS has had a presence on the town since March 2020 initially as a Covid 19 response. As the pandemic ended, its focus was redirected on to what we believe are two of the most enduring crises for people in the town. Acting within our charitable objects, we have directed our efforts to reducing food insecurity and reducing the impact of loneliness and social isolation. Other activities also support residents in financial hardship and help to alleviate the worst impact of the Cost-of-Living Crisis. Appendix 3 which sets out our activities during 2024-5 and information about the members of the community we serve and their feedback.

Most of our service users and volunteers live in Saxmundham as do many of the individuals and businesses that support us. The remainder live in the surrounding villages, Saxmundham being their nearest town. Appendix 3 illustrates the work we do, feedback from service users and volunteers and the range of organisations in the community that support us.

Who will benefit from the project? (e.g., number of residents, target groups)

In line with our charitable objects our target groups include those in financial difficulty, the lonely and isolated and those who suffer poor health, particularly the low-level mental health issues that are exacerbated by financial stress and loneliness. The target groups are not distinct, and their needs frequently overlap. One of the frequent messages we hear from service users is that being chronically short of money has a huge impact on the ability to socialise and contributes to loneliness and low-level mental health issues. IP17GNS does not target those with more significant mental health issues but the inclusive way that we operate means we have contact with a transient group of residents, some living in supported accommodation who do have more serious issues for which they manifestly do not have sufficient support.

During 2024-5 we estimate that around 2,400 residents have participated in our services activities and events. This is based on a combination of known data and an average attendance at specific events. It is not possible to easily provide verifiable data due to a changeover with our database. It is not possible to calculate the number of multiple users. Going forward we will be able to provide detailed and accurate data across all our activities and volunteering.

Have you received funding from Saxmundham Town Council before? (Yes/No)

If yes, please provide details: Over this period STC have contributed to our core costs

2021-2 £13,500 (this figure was to reflect 50% of staff salary costs at the time.)

2022-3 £10,000

2023-4 £7,500

2024-5 £7,500

The council will be aware that of these contributions £5,400 were repaid in licence fee and energy costs in 2024-25. This will increase to £6,600 in 2025-6 due to the doubling of energy costs in a very poorly insulated building.



Financial Information
Total Cost of Project: Based on Financial year 2024-5 outturn and predicted rising costs for 2025-6 we will need to secure in the region of £30,00 to cover our core costs and continue to deliver underfunded or unfunded activities. E.g. Christmas Grotto, Supermarket Café, Friday Boogie. Please see Appendix 1 for more detailed financial information for 2024-5.
Amount of grant requested: £10,000 of unrestricted funds to support core costs and underfunded activities.
Breakdown of Costs (please provide details): Please see attached spreadsheet. Please note that project funding (restricted) for the Men's Breakfast, Gannon Games, Gather & Grow whilst shown as income in 2024-5 most or all the service delivery and therefore the cost will be incurred in 2025-6 and is shown as a carry-over of restricted funds.
Have you applied for funding from other sources? (Yes/No) If yes, please provide details: Last year we secured a 3-year grant of £10,000 for each year for unrestricted funds from the Borrows Trust. This enabled us to purchase furniture, fixtures and fittings for the Gannon Rooms, and to continue providing services the community that are not fully funded. All funding applications for specific projects are now applied for using a Full Cost Recovery Framework (FCC) which supports a proportion of our core costs and overheads. This is based on the Cass Centre for Charity Effectiveness model.
Will you still proceed with the project if only partial funding is received? (Yes/No)

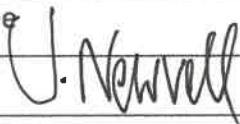
4. Supporting Documentation
Please attach the following documents to support your application: <ul style="list-style-type: none">• A recent financial statement or bank statement. (Attached as Appendix 1)• A copy of your organisation's constitution or governing document. (Attached as Appendix 2)• Any additional supporting information (optional). (Attached as Appendix 3)



5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Jacqui Newvell
Position: Managing Trustee
Signature: 
Date: 28 th April 2025

Submission

Completed application forms should be submitted to:

Town Clerk

Saxmundham Town Council

The Town House

Station Approach

Saxmundham

IP17 3NP

townclerk@saxmundham-tc.gov.uk 01728 604595

Applications must be received by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.



For Office Use Only

Date Received: _____

Decision: Approved/Declined

Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____

Appendix 1

IP17GNS Financial Position at March 31st 2025

General Income (Unrestricted)		
STC Grant	7500	
Borrow's Trust	10000	10pa for 3 years.
Other income	8312	Inc General donations and service user contributions.
Total	25812	
Earmarked (Restricted Income)		
ESC Men's Breakfast	4000	
ESC Gannon Games	2970	
Alan Boswell Trust	6360	
ESC period poverty	500	
Family Fun Donations	4000	
Public donations to Social Supermarket	2370	
Total	20,200	
Total Income	46,012	

Expenditure		
STC Licence Fee	4200	
STC utilities	1200	Rising to 2400 in 2025-6
Staff	14773	This will increase in 2025-6 to cover pay rise, ENI and a necessary increase in staff hours
Professional fees	2619	Inc accountancy & payroll
IT, Comms & media	5317	Broadband, phones, IT hardware, Media services. Exceptional expenditure this year due to database changeover and need to install broadband and digital land line
Stationery	703	
Kitchen supplies	77	
Christmas	658	Inc. Grotto and Christmas lunches
Social Supermarket supplies	5347	
Fixtures & fittings	951	
Project Delivery	4069	
Other	5202	Inc insurance , PAT testing and FRA
Total	45116	
Operating Surplus	896	
Less accrued expenditure due in 2025-6 for project delivery	13604	
Balance	-12708	

Other Funds Held		
CAF investment fund	57961	Minus funds to be repaid to restricted funds shown below
Actual value	45823	57961-45823 RESERVES
Restricted funds	62862	Earmarked funds from 2021-2 to deliver health related project with agreement from donor.
Total	74996	

Note-These figures are taken from the management accounts that are fully entered for the financial year 2024-5 but as yet not verified or audited.

Note on Reserves

1. Our funding is not stable or predictable and we may need to draw on reserves at any point during the year to maintain cashflow
2. Reserves allow us to respond quickly in an emergency and be able to deliver support in the community and allows us some flexibility to pilot a project prior to making a funding application.
3. Our reserves policy aims to retain a minimum of 6 months running costs to enable us to take action should funding dry up or to wind the organisation up in an orderly way and ensure all outstanding commitments are met and vulnerable service users can be put in touch with alternative providers should IP17GNS become unviable
4. An organisation without reserves is not a reliable prospect for funders.
5. We need to ensure that should there be a protracted period of staff sickness we can backfill to maintain services whilst meeting contractual duties regarding sick pay.

Measures we have taken over the last year to reduce operating deficit

The financial year 2023-4 ended with an operating deficit of £42,000. To have continued without taking action would have exhausted most of our reserves by now. We have reduced our staff salaries by 50% from the year before and implemented tight financial controls, focussed on increasing our income through funding applications and have introduced a full cost recovery framework to ensure that grant applications include the real cost of delivering activities. The significant reduction in operating deficit has been achieved despite relocation to the Gannon Rooms and the associated costs including a seven-fold increase in our overheads.



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**CONSTITUTION OF
IPSWICH17 GOOD NEIGHBOUR
SCHEME (IP17GNS)**

**A REGISTERED CHARITY UNDER THE
FOUNDATION CHARITABLE
INCORPORATED ORGANISATION RULES**

**ESTABLISHED ON
TUESDAY, 24 MARCH 2020
(AMENDED WEDNESDAY, 25 MARCH 2020)**

**AS AN INITIAL RESPONSE TO COMBATTING
CORONAVIRUS-19 IN OUR EAST SUFFOLK
COMMUNITY**

- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO; unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the

transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).
- (3) Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO such amount (but not more than £100) as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
- (c) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
- (d) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (e) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].

the purposes of the CIO]

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke

different forms for different purposes.

- (vi) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (b) Unless a proxy notice indicates otherwise, it must be treated as:
 - (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
 - (iii) member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
 - (iv) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
 - (v) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
 - (vi) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011;

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
- who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
- (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission. No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (3) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be
- (4) sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent

- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

this constitution was adopted on 24 March 2020 at a trustee meeting convened on this day by the people whose signatures appear below. They will act as committee members until the first AGM and in line with the above trustee appointment rules.


Signed:



Name: Mr Timothy Edward Roberts, Acting Chair, Ipswich17 Good Neighbour Scheme

Date: Wednesday, 25 March 2020

Signed:



Name: Mr
Scheme

Peter William Ewart, Acting Treasurer, Ipswich17 Good Neighbour

Date: Wednesday, 25 March 2020

Signed:



Name: Mrs Diana Eastman, Acting Managing Trustee and Secretary, Ipswich17 Good Neighbour Scheme

Date: Wednesday, 25 March 2020

Appendix 3

IP17GNS 2024-5

Activities and feedback from the community

Now in our 5th year our roots are becoming more established within the community. Following the pandemic much has changed but not our charitable aims and we continue to support residents with a particular focus on loneliness and social isolation and the impact of the Cost-of-Living Crisis (COL) on food insecurity.

Comments are transcribed from our board where service users can post their feedback

The Social Supermarket & Supermarket Café

The supermarket started in summer 2022 while we were still located at the Town House. While we were able to meet a need in a crisis it was far from ideal for our service users, volunteers or for the Town Council Staff.

When we relocated, we prioritised getting the Supermarket open again as quickly as possible and we only missed one week. There are some seasonal fluctuations in use for example when people are faced with the heating or eating dilemma. The school holidays also see a slight increase due to the added costs of feeding children during the day, but demand seems to have settled into a regular pattern. Shoppers pay £4 per shop and can choose 8-10 food and household items worth around considerably more.

We are now supporting up to 30 shoppers every week, most are regulars, but a few will drop in and out depending on their financial situation. This may not seem like a huge take up, but we are only open from 9.30-11.00 one day a week. We do not ask for proof of need as this is very dependent on individual circumstances rather than a specific benefit threshold. Saxmundham is a small town, and it tends to be self-regulating. We recently served our 2,000th shopper.

In addition to basic food supplies we do our best to ensure a supply of fruit and vegetables which are given free of charge. We have obtained funding to provide free period and incontinence products, and we provide free condoms thanks to the Terence Higgins Trust. Due to the generosity of another local benefactor, we have a supply of quality dog and cat food which is distributed for free. It is not unusual for people to feed their animals before themselves.

I have UC once a month and it doesn't last a month. Places like the Social Supermarket help. My kids have to go without things.

Money's so tight so these shops really help with getting a little extra shopping. Without these shops I would really struggle.

There is no judgement at the Social Supermarket. We see people, have adult conversations, make friends, and have been introduced to new foods.

Following our move to the Gannon Rooms we put the social into social supermarket and introduced the Café. This has proved to be extremely welcome. Shoppers can have a hot drink, and a bacon roll before or after they shop. We have a small number of service users who don't need to shop but come to meet with friends. When we asked service users what they found most difficult about the ongoing COL (Cost of living Crisis) crisis it was clear that the lack of money to go out and meet friends was a real loss for many, along with the predictable concerns over the affordability of basic living costs and lack of access to discount supermarkets.

We have an arrangement with the Two Magpies Bakery who donate pastries from the previous day which shoppers can enjoy. Many shoppers will be with us the whole time we are open, and we have observed friendship groups forming and being sustained.


The supermarket is supported by 5-6 volunteers each contributing at least 3 hours. In addition, an estimated 6 hours a week of volunteer and staff time goes to shopping, collecting donated food and maintaining proper stock control and food hygiene.

Apart from restricted grants and donations to purchase food stocks this activity is unfunded. To be fully funded we would need an additional £5,000 a year to meet overheads, staff and the subsidised food. We continue to work with the Community Fridge, donating end of shelf-life stock when we know it will otherwise be wasted. The Community Fridge forward funds a small number of free shops for individuals at the social supermarket. We have a delivery from Fare Share fortnightly for which we pay. The delivery is variable in the usefulness and quality of the food, and we opt to do a supplementary shop rather than have additional Fare Share deliveries. This has been reported in the national press as a concern, and we are very mindful of the amount of poor-quality food we are distributing and are currently looking at ways we can improve the nutritional value of what we offer.

Overall, this is a happy, welcoming experience not one tainted by shame or embarrassment.

Gather & Grow

This is a longstanding activity taking place weekly during term time. It is aimed at under-fives and their grown-ups. It provides a social space for isolated parents & carers as well as activities for small children in a



Lovely group, with lots to explore. All volunteers seem great, approachable & friendly. Love the new toys

safe place with activities and toys and importantly, enough space to run around.

This popular activity that has never had dedicated funding and has been delivered using scarce unrestricted funds. The main cost is the hire of the Market Hall and a limited amount of staff time, it is mostly delivered by a dedicated and consistent team of volunteers who this year have contributed more than 400 hours of their time. Following a recent grant application to the Alan Boswell Trust we have secured funding to pay for all the costs associated with it and funds for new toys as well as a modest amount to provide more enrichment experiences and support those who are due start school. This funding is for 2 years from April 2025.

My almost 3 yr old loved the variety of toys and activities available! Very welcoming open space. I think it's a great idea to move away from squash & biscuits, offering fruit, milk and water instead. Megan

The best group we have ever been to. So many toys for all ages. The staff are lovely too. Snack is yummy and healthy.

Gannon Games

This is a relatively new activity designed to provide a social opportunity for those in the community who experience loneliness and social isolation. It was initially piloted by funds from the John Lewis Foundation and has subsequently been funded for a year by ESC and will continue until end of March 2026. We have selection of board games, designed for fun, and to keep minds active. We provide refreshments at each session.

Our weekly outlet for chat games +good company From Janet & Christine. Well Done All X

The Men's Breakfast (Gannon & Eggs)

This activity is funded for a year and began in February 2025. It is designed to provide an opportunity for men to come together in an all-male environment. We are aware of the reluctance by men to seek help with physical and mental health issues and we hope by providing a relaxed environment with a quality breakfast we can support the development of friendships which may help to reduce loneliness and address low level mental health needs. We are particularly pleased that we have now recruited 6 male volunteers to support this monthly activity.

Nice community spirit
Fantastic Breakfast

Simon

School Uniform Exchange/Warm Rail (Both unfunded)

We declined to apply for funding last year to support this due to the lack of time we had left on our licence agreement which made us ineligible to apply. We were also unhappy that we would have had to

means test service users which we felt was unhelpful, bearing in mind that the second-hand uniform is donated by the community. We have noticed that it is becoming increasingly difficult to obtain second hand uniform. A new school blazer will cost a family around £50.00 from the school outfitters which is in Ipswich. We organised an event last summer and we were able to provide a new set of stationery to all children transferring to secondary school. We are in discussions with Alde Valley High School to explore what if any additional help we can give.

As winter arrives, we swap the school uniform for a selection of donated warm coats, hats, scarves, gloves and blankets that anyone who needs one can help themselves. The lack of space makes it difficult to have both out at the same time, but we find this flexible solution works.

The Warm Welcome

A grant application was successfully made to ESC in 2022 to support a Warm Room (subsequently re-branded as Warm Welcome). This could not be delivered as we did not have a room. Now that we are in the Gannon Rooms, we were able to provide a Sunday Warm Welcome. It was a little late starting due to issue with the Gannon Rooms heating but we opened for 12 weeks, for 6 hours a day providing games, newspapers, magazines and a homemade vegetable-based soup with take-out cartons for users to take home leftovers to re-heat the next day. Informal feedback suggests that a major motivation for coming is not the weather but the opportunity to spend what can be a long and lonely day, in the company of others, with some hot food.

A lovely friendly group. Nice to get out of the house when living alone. A shame only running to the end of March.

Lovely afternoon at Gannon Rooms. Friendly, fun & great hospitality.

Family Fun (Making happy memories and supporting family well-being)

Due to a very generous regular donation from an anonymous donor, we can deliver fun activities for children and families so they can make happy memories. Whatever we provide is free or genuinely affordable so that no child is left out because their family is short of money. A further request by the donor is that we make as much use of the Market Hall as possible, keeping things in the heart of the town. We organised a Pantomime in the Market Hall in early January and this was sold out.

Had a brilliant day, both boys loved the Bingo

Brilliant arts & crafts session. Really cool crafts. Great afternoon. Thank you!

It was very satisfying to see so many local families having a lovely afternoon before returning to school after the Christmas break.

At Easter we provided an afternoon of low-cost family focused activities including Easter arts and crafts and ending with a session of 'Choccy Bingo'. We are planning a trip to the seaside with transport and a picnic provided during the summer. (Sadly, there are many children in the town who have never visited the seaside).

Many local families had a hard time during lockdown and the cost-of-living crisis shows no sign of getting better. This puts a huge strain on everyone. This important initiative supports family well-being, by creating opportunities for families to have quality time together, engaging screen free without having to worry about the cost. The activities are open to all and gives opportunities for families from different social backgrounds to mix.

Christmas

This is an important time of year for IP17GNS and it's great to be able to start a new Panto tradition in the Town which we hope to continue. We also deliver Santa's Grotto during the Christmas Fair and do our best to provide an affordable and fun event for children and families. Last Christmas due to adverse weather conditions the Grotto was constructed inside the Gannon Rooms and our tireless Santa and his Elf met 84 children, their parents and sometimes grandparents as well, providing lots of photo opportunities. With support from the Family Fun funds, we were able to keep costs low and provide treats and a gift for every child.

IP17GNS provides a traditional home cooked Christmas lunch to those who are on their own at Christmas and/or unable to cook a festive meal. This is prepared with quality local ingredients. Some of it donated by local businesses and is delivered on Christmas morning by our volunteers ready to be reheated. For many, the volunteer will be the only person they see or speak to over the Christmas period. Much of the food costs are covered by donations through an online mini campaign, and the meals are provided free of charge.

I really enjoyed the opportunity to paint and enjoy some arts & crafts with my daughter. Brilliant afternoon

It was a fantastic afternoon. Thankyou for all your hard work IP17. Can't wait until the next one!!!!

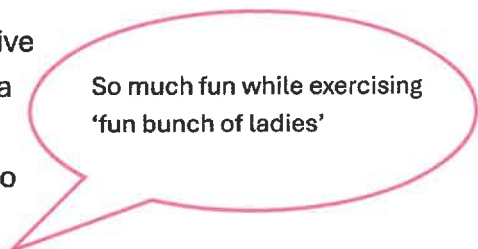
Jack & The Beanstalk 5th January 2025

Well done to IP17 GNS for putting on the panto. There was much laughter and participation from the older children - lovely to see!

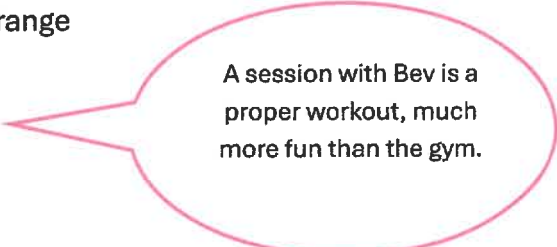
New things

The Friday Boogie

We recently piloted the Friday Boogie. This is an informal, very inclusive dance session, with mirror ball, lights and disco classics. It is led by a volunteer who is a qualified dance instructor. It is not presented as a dance class and doesn't take itself too seriously, but it's a great way to exercise, have fun, meet people and enjoy the endorphin rush that music and dance brings. It has been popular, and we plan to start again in June. This activity is currently unfunded and is supported by scarce unrestricted funds, and we are looking for opportunities to cover our costs. It has attracted a wide age group and a diverse range of mobilities and social backgrounds.



So much fun while exercising
'fun bunch of ladies'



A session with Bev is a
proper workout, much
more fun than the gym.

Cookery classes

We have secured a grant from the ESC Food Resilience Fund for 2025-2026. This will not support the purchase of food but is designed to make the supermarket set up and its users more resilient. IP17GNS will deliver a series of cookery demonstrations and the creation of a set of community recipe cards with dishes using food that is generally available at a foodbank, social supermarket or at low cost from mainstream shops. We will involve service users fully in developing the programme and home testing the recipes. This will inform our supplementary food shopping for the social supermarket and help us put together meal deals with a recipe card that will encourage balanced meals instead of snacking. We have secured the services of a local chef to support the activity. Supporting families to cook and eat together is so much more than just the food and contributes to family wellbeing.

Gaps we would like to fill

Expanding the Social Supermarket.

We would like to expand the social supermarket and be able to offer an evening or weekend slot to support the working poor, but this is currently not financially possible. We would have no problem with volunteers, but the cost of food currently makes this unaffordable without a significant injection of funds.

Whilst we do our best to provide fresh fruit and vegetables and ingredients to make meals rather than ultra processed foods. An

ongoing concern for us is that due to costs we are distributing food that is often nutritionally poor and lacks diversity. An injection of ring-fenced funds to supplement our stock with a regular supply of lean protein and more vegetables would go some way to improving access to a healthier diet.

Evidence from the Food Foundation Report 2025 estimates that the poorest households would have to spend more than 50% of disposable income on food, rising to more than 70% for households with children to meet the basic government (Eatwell) guidelines on nutrition. This is particularly concerning as the District Council embarks upon its mission for Saxmundham to become a Marmot Town. We need to move away from victim blaming by suggesting that households are struggling because they cannot cook, don't know how to budget etc. For those on the lowest incomes this is an impossible task, and an incorrect generalisation. We would need to attract an estimated additional income of around £5,000 per year to provide our regular shoppers with an item of lean protein and additional fruit and vegetables each week.

Access by the community

We would like to be open and available to the community for more hours each week. We have service users who need help to deal with what many would consider to be simple issues, but they are unable due to digital exclusion, poor literacy and mental health issues including acute anxiety. Sometimes callers just want to talk and have someone ask them how they are.

IP17GNS can provide a basic emergency food parcel and databank sim cards to those in acute need, and we can also make referrals to the Foodbank where issues are likely to persist- we can only do this when we are open and staffed.

School Holiday Provision

There is a serious shortage of affordable school holiday activities in Saxmundham and the surrounding villages. This is not just an issue for working parents but also for those who are struggling to afford to pay for activities to keep children occupied. This is an expensive activity to deliver but an important one.

Homework Club

IP17GNS has not historically provided activities for older children/young people. We have developed some ideas that will be worked on including an after-school homework club that will give those

in overcrowded housing or without reliable Broadband to complete homework in a supported and calm environment, as well as well as providing a hot meal or an after-school snack. We have volunteers who have expressed an interest in this, some of whom are retired teachers. The project has been fully costed but it remains for us to find a funder who would support this. A conversation with the headteacher at Alde Valley High School confirms an interest in this and we would hope to work collaboratively.

Our volunteers

Most of our current volunteers live in the community they serve. They have a diverse range of backgrounds, skills and experience and we are very fortunate to have built such a great team of people who make a real difference in their community. The majority have been recruited in the last year. We have 28 registered with us who regularly contribute time and skills to help others. This includes directly supporting service users during activities as well as other valuable backroom tasks. Our new database will allow us to collect data on volunteer hours, individually, by activity, and across the whole operation. Our volunteers contribute for a range of reasons, but they also gain from the experience and in many ways, the work we do with volunteers makes a positive difference to their lives too. There is a fine line between service user and volunteer, and we have several volunteers who are also service users.

We estimate that last year alone we benefited from an estimated 1800 hours of volunteering which is an amazing act of generosity. If we are able to obtain funding in the future we would like to develop our volunteer base and include provision for some supported volunteering to allow vulnerable members of the community to make a positive contribution and /or allow a safe space to prepare for entering the workplace by building confidence, perhaps as a first job or a returning to work after a significant period of ill health, or years of caring for others. We can offer support with CV writing, completing job applications and providing references.

Great atmosphere caters for all. Encouraging making new friends, not judgemental. Danielle

I am a new volunteer, and I love it. You meet lots of people and enjoy the chats. Tina

It's lovely to meet and chat to the people who come to use the Social Supermarket- and to help them choose what to cook for their families. The time flies! Catherine

I moved into the Sax area last Summer, as part of my orientation and integration I volunteered for the Social Supermarket and the men's Breakfast. Looking back, I feel it is a very worthwhile endeavour and looking forward to a continual association with the Group! Bob

Our Supporters

We are fortunate to be well regarded in the community and have benefited from support by local businesses, grant makers and individuals. This may include direct donations, reduced costs for some goods, helping us to cook elements of the Christmas lunches, providing top notch turkey, and local vegetables, providing bread and pastries, making cash donations, raffle prizes and turning out to support our fund raising events. We are very keen for IP17GNS to be an organisation that doesn't just serve the community but is also **of** the community and this is a fantastic reflection on the level of positivity, generosity and sense of community that exists in Saxmundham and surrounding villages. We are currently developing a funding proposal that would give us the opportunity to have much greater stakeholder involvement.

Funders 2024-5

Saxmundham Town Council
East Suffolk Council
Suffolk Community Foundation
John Lewis Foundation
The Borrows Trust
The Alan Boswell Trust

People in the Community

We have a small but growing number of private individuals who contribute each month by standing order, and we thank them for their quiet, generous support.

Thankyou also to all the people who take part in the reverse advent calendar and those that, out of the goodness of their hearts, turn up with bags of shopping.

Thank you to all the people who take the trouble to donate school uniform and the kind person who provides us with lovely handknitted hats & gloves

Local Businesses and organisations supporting us in 2024-5

The Butchers Block
The Bell Hotel
The Two Magpies Bakery
Laurel Farm
The Parrot & Punchbowl
The Poachers Pocket
The George Farnham Gallery
Adnams Brewery
Low Farm Eggs
Tesco
Saxmundham Pharmacy
Stand Up 4 Foodbanks
RRT- for their open event and providing our Emergency Food Parcels.
Sizewell B- providing bespoke 1:1 IT training for our staff and the generous Christmas goody bags
Benhall Church

Grants Awarded - Five Year Report

Organisation	Reason	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total
Market Hall Trust	Operating Costs	£16,000	£16,000	£16,000	£16,000	£0	£64,000
IP17 Good Neighbours Scheme	Operating Costs	£13,000	£13,000	£10,000	£7,500		£43,500
Saxmundham Music and Arts CIC	Events Support		£4,000	£2,400	£5,000	£5,000	£16,400
Young People Taking Action (CYDS)	Operating Costs			£3,000	£5,000		£8,000
Citizens Advice Service	Operating Costs	£1,500	£1,500		£2,000		£5,000
The Art Station	Operating Costs		£1,200	£1,500	£1,500		£4,200
Saxmundham Adventure Playground	Equipment	£3,000		£1,000			£4,000
Saxmundham Museum	Operating Costs		£1,000	£1,250	£1,250	£1,350	£4,850
Britten Pears Arts	Events Support	£500	£960	£1,000	£1,000		£3,460
Saxmundham and District CIC	Equipment	£2,000		£1,000			£3,000
Disability Advice Service	Operating Costs	£1,000	£1,000				£2,000
Saxmundham Football Sports Club	Equipment		£1,000				£1,000
Royal British Legion	Operating Costs		£1,000				£1,000
St John's Church	Equipment	£850					£850
Greener Sax Community Garden	Equipment	£500		£300			£800
Communities Together	Operating Costs				£500		£500
Marie Curie Care	Operating Costs	£500					£500
Suffolk Accident Rescue Services	Operating Costs				£500		£500
Smile Community Café	Events Support			£450			£450
Mens Sheds	Equipment	£446					£446
Saxmundham Sports Bowls Club	Equipment				£445		£445
Station Adopters	Equipment			£380			£380
Saxmundham Mingle Club	Operating Costs		£300				£300
Saxmundham Bowls Club	Equipment			£250			£250
Alde Valley Family History Society	Operating Costs				£250		£250
Saxon Running Club	Operating Costs				£250		£250
School Uniform Event	Events Support			£100			£100
Saxmundham Judo Club	Events Support				£100		£100
East Suffolk Travellers Association	Operating Costs				£120		£120
French Dance Music Club	Events Support			£72	£61		£133
Saxmundham WI	Events Support					£50	£50
Total		£39,296	£40,960	£38,702	£41,476	£6,400	£166,834

Indicative Allocation:

	2024-2025	2025-2026
IP17 Good Neighbours Scheme	£7,500	£10,000
Saxmundham Music and Arts CIC	£5,000	£5,000
Young People Taking Action (CYDS)	£5,000	£5,000
The Art Station	£1,500	£5,000
Saxmundham Museum	£1,250	£1,500
Other Community Grants Total	£5,226	£0
Unallocated	£1,524	£8,000
	£27,000	£34,500



SAXMUNDHAM TOWN COUNCIL

STANDING ORDERS 2025

Annual Approval:
Minute Item:



HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").



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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion



immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.



- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's**



exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of**



the Council (if there is one).

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is**



subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.



- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;



- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of**



the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and



office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 5 days of having been requested to do so by 3 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.



7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in



writing, to the Proper Officer at least 5 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;



- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●



- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on (date) in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor



with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-**



councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.



15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);



- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning and Development Control Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".



- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:



- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission;
 - v. the opening of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether**



the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the staffing sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they are not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the staffing sub-committee at its next meeting.
- c The chair of the staffing sub-committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the staffing sub-committee or in their absence, the vice-chair of the staffing sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the council or a committee or a sub-committee, this shall be communicated to another member of the council which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or



other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.



26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



SAXMUNDHAM TOWN COUNCIL

DISCIPLINARY PROCEDURE

Biennial Review:
Minute Item:



1. Policy Statement

- 1.1 The aim of this Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which line managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary. The standards of conduct expected of all employees are set out in the Staff Handbook.
- 1.2 It is the Town Council's policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3 This procedure complies with the latest guidance issued by ACAS and relevant employment legislation, including the Employment Rights Act 1996 and the Equality Act 2010.
- 1.4 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. Scope

- 2.1 The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.
- 2.2 This procedure applies to issues of misconduct only. Matters related to performance, absence, or redundancy should be addressed through the appropriate policy.
- 2.1 If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with your Line Manager as soon as possible.

3. Informal Resolution

- 3.1 Minor conduct issues will, where appropriate, be resolved informally by Line Managers. These discussions will be confidential and held without undue delay whenever there is cause for concern.
- 3.2 Where appropriate, a note of any such informal discussions may be placed on your staff file but will be ignored for the purposes of any future capability hearings. In some cases, an informal verbal warning may be given, which will not form part of your disciplinary records.
- 3.3 Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).



4. Formal Procedure

- 4.1 Formal disciplinary procedures will be used where informal resolution is inappropriate or unsuccessful. No formal disciplinary action will be taken without a full and fair investigation and a disciplinary hearing.
- 4.2 You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or you have not yet completed your probationary period.
- 4.3 Employees have the right to be accompanied at all disciplinary and appeal hearings by a trade union representative or work colleague.

5. Confidentiality

- 5.1 Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.
- 5.2 You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure, unless agreed by all parties for reasonable adjustments.
- 5.3 You will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against you, unless we believe that a witness's identity should remain confidential.
- 5.4 All matters relating to disciplinary procedures will be handled with confidentiality and in accordance with the UK GDPR and Data Protection Act 2018.

6. Investigations

- 6.1 The purpose of an investigation is for us to establish a fair and balanced view of the facts relating to any disciplinary allegations against you, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents.
- 6.2 We will appoint a member(s) of the Resources Committee to investigate. In the case of the Town Clerk the member of the Resources Committee conducting the investigation will not take part in the disciplinary hearing.



- 6.3 We will set out a provisional timetable for the investigation, which will be communicated to all parties. The investigation will be thorough, impartial and objective.
- 6.4 We reserve the ability to appoint an independent third party to investigate the allegations made.
- 6.5 Investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.
- 6.6 You do not normally have the right to bring a companion to an investigative interview. However, we may allow you to bring a companion if it helps you to overcome any disability, or any difficulty in understanding English.
- 6.7 You must co-operate fully and promptly in any investigation. This will include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

7. Criminal charges

- 7.1 Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.
- 7.2 We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.
- 7.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.

8. Suspension

- 8.1 In some circumstances we may need to suspend you from work. The suspension will be for no longer than is necessary to investigate the allegations and we will confirm the arrangements to you in writing.
- 8.2 While suspended you should not visit our premises or contact any of our clients, customers, suppliers, contractors or staff, unless you have been authorised to do so by the Town Clerk. If the Town Clerk is suspended they may not visit our premises or contact any of our clients, customers, suppliers,



contractors or staff, unless they have been authorised to do so by the Chair of the Resources Committee.

- 8.3 The person carrying out the suspension may not take part in the Disciplinary Hearing.
- 8.4 Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. You will continue to receive your full [basic] salary and benefits during the period of suspension.

9. Notification of a hearing

- 9.1 Following any investigation, if we consider there are grounds for disciplinary action, you will be required to attend a disciplinary hearing.
- 9.2 We will inform you in writing of the allegations against you, the basis for those allegations, and what the likely range of consequences will be if we decide after the hearing that the allegations are true. We will also include the following where appropriate:
- (a) a summary of relevant information gathered during the investigation.
 - (b) a copy of any relevant documents which will be used at the disciplinary hearing; and
 - (c) a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.
- 9.3 We will give you written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time to prepare your case based on the information we have given you.

10. The right to be accompanied

- 10.1 You may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. You must tell your Line Manager who your chosen companion is, in good time before the hearing.
- 10.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.



10.3 If your choice of companion is unreasonable, we may require you to choose someone else, for example:

- (a) if in our opinion your companion may have a conflict of interest or may prejudice the hearing; or
- (b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or
- (c) if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.

10.4 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) where this will help overcome a disability, or where you have difficulty understanding English.

11. Procedure at disciplinary hearings

11.1 If you or your companion cannot attend the hearing you should inform us immediately and we will arrange an alternative time. You must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason or are persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.

11.2 The hearing will be chaired by the Town Clerk, or the Chair of the Resources Committee if the Town Clerk is the subject of the hearing. You may bring a companion with you to the disciplinary hearing (see paragraph 10).

11.3 At the disciplinary hearing we will go through the allegations against you and the evidence that has been gathered. You will be able to respond and present any evidence of your own. Your companion may make representations to us and ask questions but should not answer questions on your behalf. You may confer privately with your companion at any time during the hearing.

11.4 You may ask relevant witnesses to appear at the hearing, provided you give us sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, we decide that a fair hearing could not be held otherwise.



11.5 We may adjourn the disciplinary hearing if we need to carry out any further investigations such as re-interviewing witnesses in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

11.6 We will inform you in writing of our decision and our reasons for it. Where possible we will also explain this information to you in person.

12. Disciplinary penalties

12.1 The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be considered but should not be treated as a precedent. Each case will be assessed on its own merits.

12.2 **Stage 1 - First written warning** - It will usually be appropriate for a first act of misconduct where there are no other active written warnings on your disciplinary record.

12.3 **Stage 2 - Final written warning** - It will usually be appropriate for:

- (a) misconduct where there is already an active written warning on your record; or
- (b) misconduct that we consider sufficiently serious to warrant a final written warning even though there are no other active warnings on your record.

12.4 **Stage 3 – Dismissal** - It will usually only be appropriate for:

- (a) any misconduct during your probationary period.
- (b) further misconduct where there is an active final written warning on your record; or
- (c) any gross misconduct regardless of whether there are active warnings on your record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out in our Disciplinary Rules, which are contained in the Staff Handbook.

12.5 **Alternatives to dismissal** - In some cases we may at our discretion consider alternatives to dismissal. These will usually be accompanied by a final written warning. Examples include:

- (a) Demotion.
- (b) Transfer to another department or job.



- (c) A period of suspension without pay.
- (d) Loss of seniority.
- (e) Reduction in pay.
- (f) Loss of future pay increment or bonus.
- (g) Loss of overtime.

13. The effect of a warning

- 13.1 Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.
- 13.2 A first written warning will usually remain active for six months and a final written warning will usually remain active for 12 months.
- 13.3 In exceptional cases verging on gross misconduct, a final written warning may state that it will remain active indefinitely. Your conduct may be reviewed at the end of a warning's active period and if it has not improved sufficiently, we may decide to extend the active period.

After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

14. Appeals against disciplinary action

- 14.1 If you feel that disciplinary action taken against you is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to the Town Clerk within one week of the date on which you were informed of the decision.
- 14.2 If the Town Clerk is the subject of the disciplinary action, they must appeal to the Chair of the Resources Committee.
- 14.3 If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.



- 14.4 If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light, we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing, and you or your companion may comment on any new evidence arising during the appeal before any decision is taken.
- 14.5 We will give you written notice of the date, time and place of the appeal hearing.
- 14.6 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at our discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.
- 14.7 Where possible, the appeal hearing will be conducted impartially by three members of the Town Council who have not been previously involved in the case. You may bring a companion with you to the appeal hearing (see paragraph 10).
- 14.8 We may adjourn the appeal hearing if we need to carry out any further investigations in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 14.9 Following the appeal hearing we may:
- (a) confirm the original decision.
 - (b) revoke the original decision; or
 - (c) substitute a different penalty.
- 14.10 We will inform you in writing of our final decision as soon as possible. Where possible we will also explain this to you in person. There will be no further right of appeal.

15. Updates in Line with Legislation

This procedure has been updated to reflect:

- ACAS Code of Practice on Disciplinary and Grievance Procedures (2023 update)
- Employment Relations (Flexible Working) Act 2023
- Relevant provisions of the Equality Act 2010 and UK GDPR



SAXMUNDHAM TOWN COUNCIL

GRIEVANCE PROCEDURE

Biennial Review:
Minute Item:



1. Policy Statement

The Town Council is committed to providing a clear, fair, and timely procedure for employees to raise concerns or complaints relating to their employment.

This Grievance Procedure aims to:

- Encourage prompt resolution of issues at the lowest possible level;
- Support a respectful, supportive working environment;
- Ensure compliance with current employment law, including the Employment Rights Act 1996, the Equality Act 2010, and ACAS Code of Practice (2023).

This procedure may be amended or varied depending on individual circumstances. It does not form part of any employee's contract of employment.

2. Scope

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

It should not be used to appeal disciplinary action (see the Disciplinary Procedure).

3. Grievance Examples

Grievances may relate to, but are not limited to:

- Terms and conditions of employment;
- Health and safety concerns;
- Work relationships or bullying and harassment;
- New working practices or organisational changes;
- Working environment;
- Allegations of discrimination or unfair treatment.

4. Accessibility and Support

Employees requiring adjustments due to a disability or whose first language is not English should inform the Chair of the Staffing Sub-Committee, who will make reasonable arrangements to support participation.

5. Informal Resolution

Where appropriate, employees are encouraged to raise issues informally with their line manager or a member of the Staffing Sub-Committee. Informal resolution will not be recorded on formal staff files.



6. Formal Grievance Procedure

If informal resolution is unsuccessful or inappropriate, a written grievance should be submitted to the Staffing Sub-Committee. If the grievance concerns a member of that Committee, it may be submitted to an alternative Councillor.

The written grievance should contain a brief description of the nature of the complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may need to ask you to provide further information.

7. Investigations

In some cases, it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. The investigation will be carried out by the Staffing Sub-Committee. Employees are expected to co-operate fully and promptly in any investigation.

8. Grievance Meetings

A grievance meeting will normally be held within one week of receiving a written grievance. The purpose is to understand your concern and consider appropriate resolution. Further meetings may be arranged following investigation.

Employees may be accompanied by a trade union representatives or colleague. Companions must not answer questions on the employee's behalf but may make representations.

9. Outcome

The Council will write to the employee usually within one week of the final meeting, confirming the outcome and any further action to be taken. Where appropriate, this will also be communicated in person.

10. Right to Appeal

Employees may appeal in writing to Full Council within one week of the decision, outlining the grounds for appeal. An appeal meeting will be arranged and heard by councillors not previously involved in the case. The decision of the appeal panel is final.

11. Confidentiality and Record-Keeping



All grievance matters will be treated sensitively and in accordance with the UK GDPR and Data Protection Act 2018. Written records will be maintained securely and only for as long as necessary.

12. Legal Compliance

This procedure has been updated to reflect:

- The ACAS Code of Practice on Disciplinary and Grievance Procedures (2023);
- The Equality Act 2010;
- The Employment Relations (Flexible Working) Act 2023;
- The Data Protection Act 2018 and UK GDPR.