



Saxmundham Town Council

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

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

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

4. Minutes

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

5. Monthly Reports

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

6. Investments

To approve the following investments:

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

6. Financial Year 2024-2025

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

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

7. Community Grants

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

8. Policies

To recommend approval of the following to the Town Council:

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

9. Next Meeting

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

Sharon Smith
Town Clerk/RFO
1st May 2025



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 3rd April 2025
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

1/25RC

Attendees

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

Apologies

Cllr Jeremy Smith

Also Present

Sharon Smith (Town Clerk)
Cllr Georgina Burns

2/25RC

Declaration of Interests

None.

3/25RC

Open Forum

None.

4/25RC

Minutes

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

5/25RC

Monthly Finance

- a) It was **unanimously resolved** to approve the payments for March 2025.
- b) The Committee noted the receipts for March 2025.
- c) The Committee noted the bank balances as at 31st March 2025.

6/25RC

Financial Year 2024-2025

It was **unanimously resolved** to recommend approval of the following to the Town Council:

- a) Budget Outturn Report for the financial year 2024-2025.
- b) Community Infrastructure Levy Report 2024-2025.
- c) Transparency Code Annual Report 2024-2025
- d) Internal Auditor Letter of Engagement 2024-2025.

7/25TC

Financial Year 2025-2026

- a) It was **unanimously resolved** to recommend approval of the following to the Town Council:
 - i. To allocate £1,100 from the General Reserve to the Grounds Maintenance budget line, to cover the increased costs quoted by the contractor.
 - ii. To allocate £500 from the General Reserve to the Councillor Training budget line, to cover the cost of Code of Conduct training.
 - iii. To transfer £5,000 from the ESC's Town Development Fund to provide staffing resource for events to an Earmarked Reserve.

Signed _____ Date _____

- iv. To transfer £1,000 for Elections Contingency to an Earmarked Reserve.
- b) The Committee noted a £1,000 grant from ESC's Nature First Fund to provide a boardwalk at the Wildlife Walk.
- c) The Committee noted the deadline of October 2025 to spend Community Infrastructure Levy receipts of £2,795.
- d) It was **unanimously resolved** to authorise the list of Approved Payments and Direct Debits 2025-2026.

8/25TC Insurance

- a) The Committee noted the recent revaluation of the Town House for insurance purposes. It was **unanimously resolved** to increase the insurance cover to the recommended amount. Additionally, it was agreed to recommend that both the Market Hall Trust and the Gannon Institute Trust undertake revaluations of their respective buildings for insurance purposes.
- b) It was **unanimously resolved** to renew the revised insurance policy with Clear Council for one year.

9/25TC Policies

It was **unanimously resolved** to recommend approval of the following to the Town Council:

- a) updated Financial Regulations
- b) the annual review of the Investment Strategy
- c) the annual review of the Reserves Policy
- d) a new CCTV policy.

10/25RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 6th May 2025 at 12 noon.

The meeting closed at 1:05 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____

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					

Internal Audit Report for Saxmundham Town Council

for the year ending 31 March 2025

Clerk	Sharon Smith
RFO (if different)	-
Chairperson	Councillor J Findlay
Precept	£ 254,050
Income	£ 273,605
Expenditure	£ 272,963
General reserves	£ 87,222
Earmarked reserves	£ 72,134
Audit type	Annual – non-exempt authority
Auditor name	Victoria Waples

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption

- the integrity and reliability of information, accounts, and data

Methodology

When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2024/25 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned

Section 1 – proper bookkeeping The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.		
Evidence		<i>Internal auditor commentary</i>
<i>Is the ledger maintained and up to date?</i>	Yes	The council continues with it's of the Omega Financial Software accounting package which produces a suite of tools to allow for reporting on an Income and Expenditure basis. The software is cloud based allowing for the software to be accessed via a browser with centrally managed back-ups and upgrades thereby adding an extra layer of encryption and security measures. As has previously been stated, the accounting procedure used by the RFO gives a more accurate presentation of the authority's true financial position by ensuring that there is detailed focus on the balance of economic benefits under the council's control, rather than just its bank balance. The financial software used by the Council allows the automation of many of its transactions involving income and expenditure and employee payroll, as well as reports and financial statements.
<i>Is the ledger on the correct basis in relation to the gross income/expenditure?</i>	Yes	Council operates on an Income and Expenditure accounting processes and understands that the accounting statements will include all of the transactions for the year where the council has received economic benefits or given other economic benefits irrespective of the year in which they are paid.
<i>Is the cash book up to date and regularly verified?</i>	Yes	The cashbook is reconciled on a monthly basis, regularly verified against bank statements and contains entries from day to day of all sums of money received and expended by the council along with matters to which the income and expenditure relates.
<i>Is the arithmetic correct?</i>	Yes	Spot checks were made and were found to be correct. In accordance with good practice, the accounting records also contain a record of income and expenditure in relation to claims made for contribution, grant or subsidies from a government department or other public body.

Section 2 – Financial Regulation and Standing Orders The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes.		
Evidence		<i>Internal auditor commentary</i>
Have Standing Orders been adopted, up to date and reviewed annually?	Yes	Council's Standing Orders were reviewed and adopted at a meeting of 10 th June 2024 and are based on the latest model published by the National Association of Local Councils (2022) with appropriate amendments. <i>Comment: at the next annual review, Council might wish to note that NALC have updated Model Standing Order (England) section 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. NALC have also updated Model Standing Order (England) section 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. NALC have also changed the language in the document to gender-neutral terms to align with their policy and the Civility and Respect Project.</i>
Are Financial Regulations up to date and reviewed annually?	Yes	Council's Financial Regulations were reviewed at a full council meeting of 8 th July 2024. Those on the website show a further review date of April 2025. The reviewed regulations are based on those produced by NALC in March of this year and relate to changes necessitated by the Procurement Act 2023.
Has the Council properly tailored the Financial Regulations?	Yes	The Council's Financial Regulations have been tailored to the Parish Council.
Has the Council appointed a Responsible Financial Officer (RFO)? ¹	Yes	The Council, in accordance with proper practices and with reference to section 151 of the Local Government Act 1972, has employed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority. Council's Financial Regulation 1.5 confirms that the clerk is so appointed.
Additional comments:		

¹ Section 151 Local Government Act 1972 (d)

Section 3 – Payment controls

The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.

Evidence		Internal auditor commentary
Is there supporting paperwork for payments with appropriate authorisation?	Yes	In accordance with its own Financial Regulations covering Banking and payments, expenditure is presented to council on a monthly basis for review and authorisation for payment is made by resolution. Council has ensured that, for the settlement of its invoices by the BACS system, and in accordance with Financial Regulation 7.1, there is a two-tier authorisation system which ensures that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories. A review of the procedures followed for receipt of invoices, agreement of invoice detail and confirmation of goods or services delivery along with approval for payments was undertaken on a sample of individual payments. In the actions undertaken in committing the council's resources, Council is operating within Financial Regulations 7.1 through to 7.12. <i>Comment: with reference to council's own Financial Regulation 6.7 payments made in relation to a continuing contract or obligation (which have been authorised in advance) are reported to the next appropriate meeting of the council for information only.</i>
Where applicable, are internet banking transactions properly recorded and approved?	Yes	Council continues with its procedure, in accordance with Council's Financial Regulation 7.1, of retaining a two-tier security system for payments which are settled by the BACS system. In the case of BACS payments, the RFO may set up transactions online for approval in advance, once the accounts for payment are approved by the Council, two bank signatories shall authorise the transactions online using their own unique ID. The system ensures that two authorised bank signatories sign the instructions for each payment.

		<p><i>Comment: the system in place not only protects the RFO and fulfils an internal control objective to ensure the safeguarding of public money, but it also allows the council to have in place specific control procedures for payments by bank transfer or other electronic means and a process and mitigating action to protect the council against payment of invoices which may show fraudulent bank account details.</i></p> <p>Council is reminded that Financial Regulation 7.9 states that the approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.</p> <p>Recommendation: council might wish to consider resolving to approve the continued use of the BACS system at its next the Annual Council meeting scheduled for May 2025.</p>
Is VAT correctly identified, recorded, and claimed within time limits?	Yes	<p>VAT is identified in the cash book and reclaimed on an quarterly basis. The VAT Assessment File as produced by the accounting package operated by the RFO was reviewed and verified. The year-end recoverable VAT figure of £4,005.88 was seen and interrogated and reflects that which is shown on the Balance Sheet, as submitted.</p> <p>It is confirmed that the VAT reclaims for Quarters 3 (£5,654.44); 2 (£3,902.22) and 1 (£3,290.07 for the year of 2024-2025 were settled in January 2025, October and July 2024, respectively. The year-end balance of VAT owed from the year 2023-2024 in the sum of £8,237.06 was settled in May 2024.</p> <p>The Internal Auditor undertook sample tests to ensure that the VAT element within payments is being clearly identified and appropriately accounted for within the accounting system. For the period under review, the Finance Officer has ensured that VAT has been appropriately identified in relation and correctly coded according to the council's business and non-business activities within the financial records of the software used thereby confirming that robust arrangements are in place for managing its responsibilities regarding VAT.</p> <p><i>Comment: for the year 2024-2025 VAT has been appropriately identified in relation and correctly coded according to the Council's business and non-business activities within the financial records of the software used by council and the Council has robust arrangements in place for managing its responsibilities regarding VAT.</i></p>

Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? ²	Yes	<p>Council, having declared that it fulfilled the eligibility criteria to use the general power of competence (at least two-thirds elected members and a qualified Clerk (CiLCA or higher)), resolved at the meeting of 13th November 2023, to use the power until the next relevant Annual Council Meeting (May 2027).</p> <p>Council continues to ensure that the Grant Scheme offered by the Council has clear evidence supporting requests and payments made. Payments incurred under this category totalled £50,776 against budgeted expenditure of £43,000 and reserves (Capital Replacement Fund) of £9,300. (budget £19,950).</p>
Are payments under s.137 ³ separately recorded, minuted and is there evidence of direct benefit to electorate?	N/A	Council uses the discretionary power to do anything that an individual can do unless specifically prohibited by law.
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	Yes	<p>The council has the following Public Works Board Loans:</p> <ol style="list-style-type: none"> 1. PW504085 £190,000 which was drawn down in March 2015. Interest repayments are to be made twice yearly on the nearest working day to 2nd May and 2nd November. The half yearly annuity payments of £10,688.62 were made on 14th May and 1st November 2024. Balance outstanding as at 31st March 2025 was seen and verified as £10,567.19. 2. PW659006 £20,000 (net £19,975) which was drawn down in September 2023, following the submission of a full business case, for the renovation of the Gannon Institute. Payments terms are under a EIP for a 10-year term period. Half yearly payments of £1,519.65 and £1,492.30 were made on 12th September 2024 and 12th March 2025, respectively. Balance outstanding as at 31st March 2025 was £17,000.00.
Additional comments:		

² Localism Act

³ Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £10.81 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

Section 4 – Risk management The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.		
Evidence		Internal auditor commentary
Is there evidence of risk assessment documentation?	Yes	<p>At the meeting of 13th January 2025, full council formally reviewed and approved its Risk Management Documents and Procedures for the year 2024 – 2025. Council is aware that its risk assessment needs to focus on the safety of the parish council's assets and in particular its money, and that it needs to demonstrate on an annual basis that it has taken actions to identify and assess those risks and that it has considered what actions or decisions it needs to take during the year to manage in order to avoid financial or reputational consequences.</p> <p><i>Comment: council has ensured that it has annually reviewed the risks associated with the functioning of a smaller relevant body and that it has ensured that measures are fully utilised throughout the year to provide assurance to members that there is a robust system in place which is effective and adequate for preventing members from approving or authorising fund transfers that are not supported by appropriate documentation.</i></p>
Is there evidence that risks are being identified and managed?	Yes	<p>A review of the Council's financial risk assessment documentation shows that there are in place specific control procedures for payments made by direct bank transfer, which, if reviewed on a regular basis, will provide reassurance that the Council has taken steps to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences. Council has shown best practice by ensuring that it conducts control and compliance tests of the systems in operation by a non-signatory, thereby separating the roles of overview from that of authorisation. Appropriate mitigation measures are in place to address the risks associated with the management of public finances.</p>

		<i>Comment: Council has noted that in accordance with Regulation 6 of the Accounts and Audit Regulations 2015, it should conduct a formal review of its system of internal control and should have in place monitoring documents which would identify the risks involved with and the potential for improvements to its arrangements to protect public money.</i>
<i>Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee and has been reviewed on an annual basis?</i>	Yes	<p>During the period under review, council had insurance in place under a Local Councils policy with Clear Council which shows core cover for the following: Public liability: £10million; Employers Liability: £10million; Hirers' Liability £2million and Fidelity Guarantee of £500thousand. Premise cover is identified on a number of properties in the ownership / remit of the council for insurance purposes.</p> <p><i>Comment: it is confirmed that council followed guidance which recommends that the Fidelity Cover is sufficient to provide cover that was equal to at least the sum of the year-end balances plus 50% of the precept/grants to be received in the following April/May thereby reducing the council's exposure to the risks associated with the handling of money, securities and property.</i></p> <p>During the year, being aware that it is the responsibility of the Council as a whole to satisfy itself that insurances are adequate and that all steps have been taken to mitigate and manage identified risks with appropriate insurance, annual reviews of the council's insurance were undertaken prior to renewal. From paperwork seen, council is able to demonstrate that it has reviewed the risks facing the council in transacting its business and has taken out appropriate insurance to manage and reduce the risks relating to property, cash and legal liability (amongst other things), and has satisfied itself that there are no materials facts which might influence the acceptance or assessment of the risks covered by the policy.</p> <p><i>Comment: currently council's insurance policy covers the needs of not only the council but also the Market Hall Trust and the Gannon Institute Trust with cross charges being made to the relevant charity by the town council. Council should be aware that for a body to be a charity it must be independent and undertake its own decision making in terms of administrative responsibilities. Council should understand that there are legal and administrative differences in the manner in which the parish council and the trusts should operate.</i></p>

<i>Evidence that internal controls are documented and regularly reviewed⁴</i>	Yes	<p>Confirming that the council is operating within its own internal control, formal evidence (via a minute reference) was given at the meeting of full council on 10th January 2025 that council had formally reviewed the effectiveness of its review as outlined in its Statement of Internal Control for the year ending 31st March 2025.</p> <p><i>Comment: in accordance with Regulation 6 of the Accounts and Audit Regulations 2015, council has understood the requirement to undertake a formal review of its internal controls to enable it to demonstrate that it has taken steps to identify, assess and record the control mechanisms in place to ensure that all reasonable steps are taken to safeguard and protect public finances.</i></p>
<i>Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment⁵</i>	Yes	<p>In accordance with the Accounts and Audit Regulations 2015, the council formally reviewed the scope and effectiveness of its internal audit arrangements, as well as the competence and independence of those conducting the internal audit review.</p> <p><i>Comment: the review of the terms of reference and effectiveness of internal audit are demonstration that Council has understood that the role of internal audit is to evaluate and report on the adequacy of the system on internal control.</i></p>
Additional comments:		

⁴ Accounts and Audit Regulations

⁵ Practitioners Guide

Section 5 – Budgetary controls		
The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed		
Evidence		Internal auditor commentary
Verify that budget has been properly prepared and agreed	Yes	<p>The budget for the year 2024 - 2025 was approved at the council meeting of 15th January 2024, with the minutes demonstrating that the council resolved to accept the Resources Committee recommendation to adopt the draft budget of £257,550 for the financial year 2024-2025.</p> <p>The budget for the year 2025 - 2026 was approved at the Council meeting of 16th January 2025 with council accepting the recommendation from the Resources Committee to adopt the draft balanced budget of £284,000.</p> <p><i>Comment: in accordance with proper practices, council should seek to evidence, within the minutes, the actual budget being set alongside the reasoning for such a budget thereby ensuring transparency in the budgetary process followed by the council.</i></p>
Verify that the precept amount has been agreed in full Council and clearly minuted	Yes	<p>The precept for the year 2024 – 2025 was discussed and approved at the meeting of 15th January 2024 with the minutes demonstrating that council resolved to accept the recommendation from the Resources Committee recommendation to set the precept at £254,050 for 2024-2025 which would be a 4.99% increase to the 2023-2024 precept to meet necessary expenditure and level of reserves. The minutes state that this would equate to a Band D Council Tax of £158.03 which would be an increase of £7.73 per annum when compared to that for 2022-2023.</p> <p>The precept for the year 2025 – 2026 was set at the meeting of 16th January 2025 with the minutes confirming that the council accepted the recommendation from the Resources Committee to set the precept at £278,037. The minutes demonstrate that this would equate to a 4.5% increase on a Band D Council Tax and was needed to meet necessary expenditure and maintain the level of reserves. The cost to a Band D property would be £165.14 per annum which would be an increase of £7.11 per annum compared with the previous financial year.</p>

<i>Regular reporting of expenditure and variances from budget</i>	Yes	<p>The minutes evidence that the council conducted reviews covering the budgets for the current year with a review of income and expenditure against budget at relevant periods throughout the year. Monitoring statements produced include breakdown of all receipts and payments balance against the bank.</p> <p><i>Comment: Council in accordance with its own standing order 17c produces regular statements showing evidence of comparisons between budgeted and actual income and expenditure to form the basis of approval for virements in accordance with council's own Standing Orders and Terms of Reference.</i></p>
<i>Reserves held – general and earmarked⁶</i>	Yes	<p>The Council, as at year-end, had Earmarked Reserves totalling £72,133.51 and General Reserves of £87,221.60.</p> <p>Council has, within its own Reserve Policy, (as reviewed and adopted by Council at its meeting in April 2025) set a limit to be held for its general reserve and is aware that this will be subject to further reviews to include cash flow requirements, inflationary and interest rates, diversification of funds to spread risk and optimize interest returns. The adopted policy states that the town council will hold at least three months' equivalent expenditure and that the level of general reserves must be reviewed at least annually during budget setting. Reasoning for the holding of general reserves is given as follows:</p> <ul style="list-style-type: none"> • To cover unexpected shortfalls in income or emergency spending. • To provide working capital for cash flow needs. • To manage risks, such as legal claims or loss of a revenue source. <p><i>Comment: Council has noted guidance, as issued by Proper Practices (March 2024), which states that it is regarded as acceptable for a council's general (non-earmarked revenue) reserves to be maintained at between three and twelve months of Net Revenue Expenditure and that it should ensure that the level of general reserves adopted is in accordance with its general reserve policy. It is still generally held that councils with income and expenditure in excess of £200,000 should plan towards three months equivalent general reserve and that those councils with self-generated</i></p>

⁶ In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure

		<p><i>income, should take into account situations that may lead to a loss of revenue as well as increased costs.</i></p> <p>Whilst there is no upper or lower limit to EMRs, save only that they must be held for genuine and identifiable purposes and projects, council has ensured that the levels set are subject to regular review and justification (at least annually and at budget setting) and that they are separately identified and enumerated.</p>
<i>Additional comments:</i>		

Section 6 – income controls		
The internal auditor will seek evidence to ensure income is correct managed – recorded, banked, and reported and test mechanisms used to achieve this.		
Evidence		Internal auditor commentary
Is income properly recorded and promptly banked?	Yes	<p>During the year under review, Council received income from a number of identified sources all of which was banked intact with the transactions identified within the accounting system operated by the RFO.</p> <p>In accordance with Financial Regulation 13.2, Council understands that it should review all fees and charges annually, with increases as deemed appropriate. Full council, at its meeting of 8th July 2024 accepted the recommendation from the Amenities and Services Committee to approve revised Market Regulations for the weekly and monthly markets. Under delegated powers, further amendments were made to market rents at the meeting of the Amenities and Services Committees of 3rd October 2024 and 21st November 2024.</p> <p><i>Comment: council is aware that fee reviews are essential to ensure that the council's income module remains competitive as well as ensuring profitability is maintained. This will ensure that the council's revenue streams are fully optimized allowing for adjustments where necessary.</i></p> <p>A sample review of the control rents for market and land rentals was undertaken during the internal audit visit and all expected income was found to be based on the correct price, properly recorded and promptly banked with VAT (where appropriate) accounted for.</p> <p><i>Comment: in accordance with proper practices, Council has ensured that there are appropriate control procedures in place along with documentation to provide a clear audit trail through to invoicing and recovery of all such income.</i></p> <p>Further spot checks during the internal audit visit on further items paid under BACS / Direct Credit into the Council's Accounts were cross checked against cashbook, bank statements and invoices raised by the Council.</p>
Is income reported to full council?	Yes	A review of the financial transaction reports was undertaken to ensure income was coded to the appropriate nominal income code and all were

		<p>found to be in order with appropriate control procedures and documentation to provide a clear underlying audit trail through to invoicing and recovery of all such income.</p> <p><i>Comment: Council is aware that Proper Guidance states that uncollectible amounts, including bad debts, should only be written off with the approval of members, or under delegated authority by the Responsible Financial Officer and that such approval should be shown in the accounting records.</i></p>
<i>Does the precept recorded agree to the Council Tax Authority's notification?</i>	Yes	<p>Council received precept in the sum of £254,050 from East Suffolk Council for the period under review in April and September 2024 as reported within the Income and Expenditure Reports for the months of April and September. Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council's Bank Account.</p>
<i>If appropriate, are CIL reporting schedules in accordance with the Regulations?⁷</i>	Yes	<p>For the period under review Council received CIL Receipts in the sum of £1,045.91. CIL receipts are reported to full Council as part of its overall Income and Expenditure Reports.</p>
<i>Is CIL income reported to the council?</i>	Yes	<p>CIL receipts received are reported within the financial reports submitted to full council.</p>
<i>Does unspent CIL income form part of earmarked reserves?</i>	Yes	<p>The CIL financial overview report for 2024-2025 shows a year-end balance of £42,693.51 which is retained in Earmarked Reserves specifically allocated, in accordance with the Regulations.</p>
<i>Has an annual report been produced?</i>	Yes	<p>The Annual CIL Statement for 2024-2025 has been produced and presented to full Council for formal approval.</p>
<i>Has it been published on the authority's website?</i>	Yes	<p>The statement for the year ending 31st March 2025 was confirmed as being present on the council's website and reflects the sums incurred, expended and retained by the council.</p> <p><i>Comment: council is aware that the Regulations provide clarity on the timing of the reports, and by which date they should be brought into the public domain.</i></p>
Additional comments:		

⁷ Community Infrastructure Levy Regulations 2010

Section 7 – petty cash The Internal Auditor will seek evidence that the Council has followed its own policies, procedures, and verification processes and that these are up to date.		
Evidence		Internal auditor commentary
<i>Is petty cash in operation?</i>	<i>No</i>	The council does not operate a petty cash system.
<i>If appropriate, is there an adequate control system in place?</i>	<i>N/A</i>	
Additional comments:		

Section 8 – Payroll controls		
The Internal Auditor will check salaries were approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips.		
Evidence		Internal auditor commentary
<i>Do all employees have contracts of employment?</i>	Yes	Council had 6 employees on its payroll at the period end of 31 st March 2025. Employment contracts were not reviewed during the internal audit visit for the year ending 31 st March 2025, but the Clerk has confirmed that all staff have an employment contract.
<i>Has the Council approved salary paid?</i>	Yes	Council ensures that there are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the council has complied with its duties under legislation.
<i>Minimum wage paid?</i>	No	No member of staff is paid the minimum wage.
<i>Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?</i>	Yes	There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the council has complied with its duties under legislation.
<i>Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?</i>	Yes	The payroll function for the year under review is operated in accordance with HM Revenue and Customs guidelines and outsourced. Cross-checks were completed on payments covering salary and PAYE were found to be in order. Deductions paid to HM Revenue and Customs during the year under review were made in accordance with timescales as set out in the regulations. The meeting of 10 th February 2025 resolved that the town clerk would sign up to an HR and Health and Safety software package to streamline process which would also be used for the payroll function.
<i>Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?⁸</i>	Yes	Council is aware of its pension responsibilities and payments are made in accordance with timescales agreed with the council's Pension Providers.

⁸ The Pension Regulator – [website click here](#)

<i>Have pension re-declaration duties been carried out</i>	Yes	Council's re-declaration of compliance with regards to re-enrolment was confirmed as having been undertaken on 11 th October 2022.
<i>Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council?</i>	Yes	There is a satisfactory expense system in place and all staff expenses claimed are approved in accordance with Council's Financial Regulations. <i>Comment: it is noted during the year under review, council was, on occasions, in breach of its own financial regulation 9.4 with staff using personal credit or debit cards to purchase items on behalf of the town council.</i>
<p><i>Comment: the clerk has confirmed that the above practice relating to staff use of person credit or debit cards has now ceased and that effective 1st April 2025, the town council and the Gannon Institute Charity and Market Hall Chairty have their own corporate credit cards. The cards have an appropriate monthly limit along with a single transaction maximum value of £500 unless authorised by the Resources Committee in writing before any order is placed. The clerk has ensured that there is a 2-factor authentication process involved for all payment.</i></p> <p>Recommendation: council should ensure that each payment is recorded in a separate control account with the total of such payments each calendar month reported in the cashbook. The cashbook account specifically set up for the newly acquired debit cards should be reviewed by two members to ensure that the correct payments have been made.</p>		

Section 9 – Asset control		
The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location, and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.		
Evidence		Internal auditor commentary
<i>Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?⁹</i>	Yes	The Asset Register is held on a computerised system and covers those items listed under insurance and within the parish council's remit for maintenance and ownership. Council's asset policy defines fixed assets as items of machinery and equipment which have a useful life of more than one year. The Asset Register currently stands at £487,422.79 and shows overall movement to that declared at the year-end of 31 st March 2024 (£486,202.83) taking into account acquisitions and disposals during the year under review. The Internal Auditor reviewed the Asset Register to allow the spot check to be conducted.
<i>Is the value of the assets included? (Note value for insurance purposes may differ)</i>	Yes	The RFO has ensured that the council has a formal asset register which is routinely updated to record new assets at historic cost price, net of VAT along with removal of any assets disposed of / no longer serviceable. Where assets have been gifted or where there is no known value, assets have been given the proxy value of £1. This value has also been applied to community assets, which, in accordance with guidance, are treated in the same manner as gifted assets. <i>Comment: This current valuation for assets commonly known as community assets is in line with requirements for smaller authorities to record each asset at its original purchase cost or where the original purchase cost is unknown at the time of first recording on the asset register, a current value is recorded, which acts as a proxy value to the original cost and will remain unchanged until disposal.</i>

⁹ Practitioners Guide

<i>Are records of deeds, articles, land registry title number available?</i>	N/A	Records of deeds, articles, land registry title number were not reviewed during the internal audit review.
<i>Are copies of licences or leases available for assets sited at third party property?</i>	N/A	Council has declared that it does not have any assets located on third party property.
<i>Is the asset register up to date and reviewed annually?</i>	Yes	The asset register is still to be signed off by the council but the values on the Asset Register seen on the website equal that detailed at Line 9 on the DRAFT Accounting Statements of the AGAR. The council continues to use the preferred value for exiting assets as the original acquisition cost and has ensured that the fixed asset value for any individual item will not usually be altered from year to year (unless a material enhancement has taken place). As such the change in the total value for fixed assets (in box 9 of the Council's accounting statements) indicates the acquisition of new assets of significance.
<i>Cross checking of insurance cover</i>	Yes	The Asset Register was reviewed during the Internal Audit Visit and a spot check of assets against the insurance schedule was undertaken to ensure that all assets are recorded appropriately and under insurance. Council has insurance under all risks cover for its assets as specified under the headings on the insurance schedule including furniture, fixtures and fittings at four premises listed on the insurance schedule.
<i>Additional comments:</i>		

Section 10 – bank reconciliation The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.		
Evidence		Internal auditor commentary
<i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i>	Yes	<p>Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the detailed financial reports submitted to both full council and the Finance and Governance Committee.</p> <p>A review of sample of transactions from the cashbooks from the months of April 2024 to March 2025 across the accounts held by the council was undertaken to verify the detail held within the cashbooks to that shown on the bank statement. There were no matters arising from the review which suggested that there were errors in the entries and there was no identification of signs of fraud or duplicate entries (for which explanations or corrections were not forthcoming).</p> <p><i>Comment: The reconciliations conducted allow for the process of comparing internal records against statements from financial institutions and other external sources to ensure money that exits in an account matches money spent.</i></p>
<i>Do bank balances agree with bank statements?</i>	Yes	<p>Bank balances as of 31st March 2025 agree with the year-end bank statements and at year end stood at £164,926.01 across the accounts held in the council's name.</p> <p>Saxmundham Town Council currently holds investments with the Cambridge Building Society and CCLA and both current and savings accounts with Unity Bank. Council is aware that in accordance with proper practices it is required to ensure that it has assessed the counterparty and is satisfied that the sum invested is not subject to unreasonable risk. Council has adopted and annually reviews its Investment Policy & Strategy. The adopted policy reflects the statutory guidance on Local Government Investments (3rd Edition) issued under Section 15(1)(a) of the Local Government Act 2003 and sets out the Town Council's objectives, practices and reporting arrangements for the effective management and control of treasury activities</p>

		and associated risks. Clear reporting and monitoring procedures are outlined within the policy with any departures being brought back to the Resources Committee for review and approval.
<i>Is there regular reporting of bank balances at Council meetings?</i>	Yes	<p>Overall there is regular reporting of bank balances within the detailed financial reports submitted to the council. Council continues with the system whereby the monthly reconciled bank accounts are presented to the council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based.</p> <p><i>Comment: Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a safeguard for the Responsible Financial Officer and fulfils one of the authority's internal control objectives.</i></p>

Section 11 – year end procedures		
Evidence		Internal auditor commentary
Are appropriate accounting procedures used?	Yes	The Internal Auditor confirms that, having reviewed the year-end files, there is a full underlying financial trail from financial records to the accounts produced.
Financial trail from records to presented accounts	Yes	<p>The RFO has ensured that the Council's accounting software contains and records details on its assets and liabilities including the asset and investment register and other debts. The accuracy of the year-end bank reconciliation detail is verified along with the correct disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.</p> <p>Year-end balances agree with cash book and bank reconciliations:</p> <p>Debtors: £160.00 Prepayments £3,589.32 VAT Account: £4,005.88 Bank Accounts: £164,926.01 Charitable Trusts VAT (Liability): £2,083.67 Creditors (Liability): £9,892.43 Accruals (Liability): £350.00 Receipts in advance (Liability): £1,000.00 Represented by: Total Reserves: £159,355.111</p>
Has the appropriate end of year AGAR ¹⁰ documents been completed?	Yes	<p>As Council is a smaller authority with gross income and expenditure exceeding £25,000 it will be required to complete Part 3 of the AGAR. Section 2 - Accounting Statements of the AGAR were completed and signed by the RFO at the time of Internal Audit.</p> <p>It should be noted that given its level of income, the Council meets the requirement for an intermediate level review. Details of the additional submission requirements for those meeting this level of review can be found within the Detailed Instructions Update for the year ending 31st March 2025.</p>

¹⁰ Annual Governance & Accountability Return (AGAR)

<i>Did the Council meet the exemption criteria and correctly declared itself exempt?</i>	N/A	As the Council was a smaller authority with gross income and expenditure exceeding £25,000 during the year 2023-2024, it was not able to certify itself as an exempt authority.
<i>During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?</i>	No	<p>The internal auditor is able to confirm that the notice of the public rights was seen on the website and can confirm that the dates set were 3rd June to 12th July 2024 with the form dated 29th May 2024. However, although the AGAR was signed on 13th May 2024, proper practices requires the council to review the effectiveness of internal audit relating to the audit work carried prior to signing off the annual Governance Statement within the AGAR. As such the AGAR was brought back to council on 10th June 2024 and so signed. This therefore meant that the period for the exercise of public rights began after that period.</p> <p><i>Comment: Within the Annual Internal Audit Report, internal control objective test M requires the internal auditor to establish whether the parish council correctly provided for the exercise and published a copy of the required "Public Notice" by ensuring that it clearly identified the statutory 30 working day period when the Authority's records are available for public inspection. Whilst this was initially evidenced by the notice on the website which contained the period for the exercise of public right; details of the manner in which the documents can be inspected; the name and address of the external auditor and the provisions as contained under section 25 and section 27 of the Act, a new form should have been produced after the meeting of 10th June to ensure compliance with the regulations.</i></p> <p>Recommendation: as Council is unable to demonstrate that it correctly provided for the exercise of the public rights during Summer of 2024, it should answer in the negative to Assertion 4 on the Annual Governance Statement for the year under review.</p>
<i>Have the publication requirements been met in accordance with the Regulations?¹¹</i>	Yes	<p>The Internal Auditor is able to confirm that the Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and published the following for the year 2023/24 on a public website:</p> <p>Section 1 – Annual Governance Statement of the AGAR Section 2 – Accounting Statements of the AGAR</p>

¹¹ Accounts and Audit Regulations 2015

		Section 3 – The External Auditor Report and Certificate Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. Notice of Conclusion of Audit Section 3 – External Auditor Report and Certificate Sections 1 and 2 of the AGAR as audited.
Additional comments:		
Section 12 – internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.		
Evidence		<i>Internal auditor commentary</i>
<i>Has the Council considered the previous internal audit report?</i>	Yes	The Internal Audit Report for the year ending 31 st March 2024 was considered and adopted at a meeting of full Council on 10 th June 2024.
<i>Has appropriate action been taken regarding the recommendations raised?</i>	Yes	Members received the internal audit report and noted the one recommendation and accepted the Resources Committee's recommendations to address any recommendations therein. 1. Review of VAT assessment file versus that declared as at year-end. <i>Comment: Council has followed guidance which confirms that, in accordance with Proper Practices, the annual review of internal audit should be received and recorded as such by the Council (or delegated committee). Any actions planned from the outcomes of the tests undertaken along with the narrative reports from the Internal Auditors should be the subject of an audit plan detailing actions to be undertaken, members or officers responsible for delivering improvement and deadlines for the completion of the actions.</i>
<i>Has the Council confirmed the appointment of an internal auditor?</i>	Yes	At the meeting of 10 th June 2024, full council, having reviewed the effectiveness of its internal audit arrangements with full regard to the statutory requirements for internal audit in terms of size, scope and current financial arrangements, resolved to appoint SALC as its internal auditor for the year 2024-25 on the basis of Section 4 of the Accountability and Governance Practitioner's Guide 2024. The letter of engagement was signed at the meeting of 14 th April 2025.

<i>Has the letter of engagement been approved by full council?</i>	Yes	<i>Comment: by approving the letter of engagement, Council will be following Proper Practices by ensuring it has clarity on the provision of internal audit including the roles and responsibilities, audit planning and timing of visits, reporting requirements, rights to access to information, members and officers, period of engagement and remuneration.</i>
<i>Additional comments:</i>		

Section 13 – external audit for the period under review		
The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be considered.		
Evidence		Internal auditor commentary
Has the Council considered the previous external audit report? ¹²	Yes	The External Audit Report and Certificate for the year ending 31 st March 2024 was submitted to and considered by Full Council with formal adoption at the meeting of 14 th October 2024.
Has appropriate action been taken regarding the comments raised?	yes	<p>The report from the external auditors details a certification which was completed with an exception.</p> <p>The certificate dated 18th September 2024 makes the following comment:</p> <p>“The AGAR was not accurately completed before submission for review:</p> <ul style="list-style-type: none"> • The smaller authority has not restated the prior year figure when removing assets that it never owned from the asset registry in Section 2, Box 9. <p>The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:</p> <ul style="list-style-type: none"> • The AGAR does not contain the correct minute reference for Section 2, which should read 38/24TCf”. <p>Other matters not affecting their opinion which they draw to the attention of the authority:</p> <p>“We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2024/25 and ensure that it makes proper provision for the exercise of public rights during 2025/26”.</p>

¹² Regulation 20 Accounts and Audit Regulations 2015 – following completion of an audit the Council should note that it is the Council as a whole (i.e., All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received.

		<p>The Internal Auditor is able to verify that the external auditor report and certificate along with the conclusion of the external audit have been published on the Council's website in accordance with the prescribed timescales. Details as to how copies may be purchased have also been included.</p> <p><i>Comment: Council has noted Regulation 16 and 20 (in part) which states that the annual audit letter received from the auditor must be considered by the authority and published (including publication on the authority's website) and to permit copies to be purchased.</i></p>
<p><i>Additional comments: council is aware that it must comply with the instruction given by the external auditor in relation to Assertion 4 of the Annual Governance Statements for the year 2024-2025.</i></p>		

Section 14 – additional information		
The internal auditor will look for additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.		
Evidence		Internal auditor commentary
Was the annual meeting held in accordance with legislation? ¹³	Yes	Council held a meeting of the council on 13 th May 2024 at which the Chair was elected for the civic year. <i>Comment: Council is aware that Section 15 of LGA Act 1972, requires local councils to appoint a Chair (Mayor) as the first business to be transacted at the Annual Council Meeting which is to be held in May.</i>
Is there evidence that Minutes are administered in accordance with legislation? ¹⁴	Yes	Council is aware that that under LGA 1972 schedule 12, paragraphs 41(1) and 44 the draft minutes of a meeting should be formally approved (with any necessary amendments) at the next meeting. At each meeting, the Chair is given formal approval to sign the minutes.
Is there a list of members' interests held?	Yes	Evidence was seen on the council's website of the Register of Interests for all current parish councillors. <i>Comment: Council has followed guidance under the Openness and Transparency on personal interests – a guide for Councillors – August 2012 -which recommends that where a parish (town) council has their own website, its register of interests must be published on that website. A direct link from the council's website to the District's would also satisfy the guidance issued.</i>
Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document?	Yes	The Council acts as sole trustees for the Market Hall, Saxmundham Charity (Charity Number 235072) and Gannon Institute, Saxmundham Charity (Charity Number 242679). The Council holds separate meetings to discuss matters covering the Trusts' transactions in accordance with the trusts' documents. <i>Comment: it is noted that the minutes of the Staffing Sub-Committee of 13th September 2024 received a report in consideration of the estimate of percentage time spent on the Town Council and the Charitable Trusts, to</i>

¹³ The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)

¹⁴ Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011

		<i>inform any consideration of apportioning the staffing budget. It is confirmed that the budget set for the Town Council for the year 2025-2026 itemises the approximate costs incurred for the two trusts. As has been previously mentioned, council might wish to review the support costs incurred in the general running of the Trusts such as administrative costs and ensure that they are shared (apportioned) across the town council and trust to ensure longer-term financial sustainability.</i>
<i>Has the Transparency Code been correctly applied, and information published in accordance with current legislation?</i>	Yes	<p>Council has shown compliancy with the minimum datasets that should be published on a quarterly basis as per the requirements as set out in the Local Government Transparency Code (2015), with a range of documents relating to the current year being able to view on the Council's website.</p> <p>For Saxmundham Town Council, the transparency code requirements include the publication of quarterly reporting of spending transactions valued over £500; quarterly reporting of invitation to tender for contracts over £5,000; quarterly publication of details of every transaction on a government procurement card; the annual reporting of organisational charts; annual reporting of all grants made to voluntary, community and social enterprise organisations and the annual reporting of the location of public land and assets.</p> <p><i>Comment: Appendix A of the Local Government Transparency Code 2015 (published February 2015) provides further details of all information to be published along with relevant timescales.</i></p> <p><i>A link to the guide can be found at: Transparency Code 2015</i></p>
<i>Has the Council registered with the Information Commissioner's Office (ICO)?¹⁵</i>	Yes	<p>The Council is correctly registered with the Information Commissioner's Office (ICO) as a Data Controller in accordance with the Data Protection Legislation.</p> <p>The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by this scheme. Council has such a scheme, which sets out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information and is available to view on the council's website.</p>

¹⁵ Data Protection Act 2018

<i>Is the Council compliant with the General Data Protection Regulation requirements?</i>	Yes	Council has taken active steps to ensure compliancy with the GDPR requirements and has reviewed its GDPR Policies during the year ensuring that at all times it is able to provide clear responsibilities and obligations of the Council in respect of the collecting, using and protecting of personal information in accordance with the provisions of the GDPR. Appropriate Data Protection policies and procedures are in place along with the lawful basis for the processing of data covered by the regulations as well as policies that deal with the effective management of its records thereby demonstrating that the Council has acted in compliance with its legal and regulatory obligations.
<i>Has the Council published a website accessibility statement on their website in line with Regulations?¹⁶</i>	Yes	The Regulations of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 was enacted on 23rd September 2018. The regulations aim to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. Council's Accessibility Statement details how information will be produced on a website and how to gain access to content that is readily accessible to view as well as detailing the technical information of the website along with the methods used for testing the website; the steps being taken to improve accessibility and how the site is being improved to ensure that content meets the WCAG 2.1 Standard under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
<i>Does the council have official email addresses for correspondence?¹⁷</i>	Yes	Council has a GOV.UK domain for its council website which also supports a secure and digitally managed email system. Council is aware of the importance of ensuring that it uses a secure e-mail system with a gov.uk address thereby identifying that it has local government status and demonstrating authenticity when building trust and credibility with the public.
<i>Is there evidence that electronic files are backed up?</i>	Yes	Council's day to day records are subject to regular back-ups to a cloud-based secure system.
<i>Do terms of reference exist for all committees and is there evidence these are regularly reviewed?</i>	Yes	Council reviewed the Terms of Reference for its standing committees in July 2024, details of which, including areas of responsibility and delegated authority, are published on the website.

¹⁶ Website Accessibility Regulations 2018

¹⁷ Practitioners Guide

Additional comments:

The Internal Auditor offers her appreciation for the assistance given by the Town Clerk and her staff in completing this audit. The year-end files were extremely well presented for review and council's staff are to be commended.

Council is to be commended as it continues to be able to demonstrate effective governance arrangements and can show evidence of strong governance and good financial practice.

The examination of the year-end accounts and supporting documentation has further confirmed that the Responsible Financial Officer has satisfactorily undertaken the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

Recommendations made and/or commentary provided are to enhance the systems in place as opposed to detract from the positive assurance that can be given as to the manner in which the Council's finances are managed.

For further information and for the year effective 1st April 2025 please refer to Governance and Accountability for Smaller Authorities in England - [A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2025](#).

Signed: ***V S Waples***

Date of Internal Audit Visit: 22.04.25

Date of Internal Audit Report: 24.04.25

On behalf of Suffolk Association of Local Councils

31st March 2024

31st March 2025

31st March 2024		31st March 2025	
Current Assets			
190	Debtors	160	
8,331	VAT Control	4,006	
4,768	Prepayments	3,589	
67,798	Unity Trust Bank - Current	9,762	
82,510	Cambridge Building Society	85,000	
0	Unity Trust Bank - Savings	10,164	
0	CCLA - PSDF	60,000	
163,597		172,681	
163,597	Total Assets	172,681	
Current Liabilities			
3,812	Charitable Trusts VAT	2,084	
802	Creditors	9,892	
270	Accruals	350	
0	Receipts In Advance	1,000	
4,884		13,326	
158,713	Total Assets Less Current Liabilities	159,355	
Represented By			
81,880	General Reserves	87,222	
76,833	Earmarked Reserves	72,134	
158,713		159,355	

The above statement represents fairly the financial position of the authority as at 31/03/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Saxmundham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Current A/C	9,762.42
31/03/2025	Cambridge Building Society	85,000.00
31/03/2025	Unity Trust Bank - Savings	10,163.59
31/03/2025	CCLA - PSDF	60,000.00

164,926.01

Receipts not on Bank Statement

0.00

Closing Balance

164,926.01

All Cash & Bank Accounts

1	Unity Trust Bank - Current	9,762.42
3	Cambridge Building Society	85,000.00
4	Closed Account	0.00
5	Unity Trust Bank - Savings	10,163.59
6	CCLA - PSDF	60,000.00

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 164,926.01

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Saxmundham Town Council**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024

31st March 2025

Operating Income

274,187	Precept	254,050
0	Community Infrastructure Levy	1,046
0	Bank Interest	5,280
0	Market Stallage Fees	2,628
0	Land Hire Fees	602
0	Grants	10,000
274,187	Total Income	273,605

Running Costs

108,372	Staff Salaries & Related Costs	114,873
325	Councillor Expenses	470
29,437	Office and Administration	30,717
22,903	Loan Repayments	24,389
3,075	Communication and Promotion	4,908
13,625	Community Grants	50,776
45,701	Community Events	14,954
1,355	Neighbourhood Plan	10,485
19,270	Parks and Recreation	18,347
44,066	Maintenance	3,042
288,130	Total Expenditure	272,963

General Fund Analysis

81,213	Opening Balance	81,880
274,187	Plus : Income for Year	273,605
355,400		355,485
288,130	Less : Expenditure for Year	272,963
67,269		82,522
(14,610)	Transfers TO / FROM Reserves	(4,699)
81,880	Closing Balance	87,222

CIL REPORT - SAXMUNDHAM TOWN COUNCIL

1 April 2024 to 31 March 2025

A	Total CIL income carried over from previous years	£46,832.83
B	Total CIL income received (receipts)	£1,045.91
C	Total CIL spent (expenditure)	£445.23
	Total CIL requested to be repaid in the year	£0.00
	Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid	£0.00
D	Total CIL repaid in the year following a Repayment Notice	£0.00
E	Total CIL retained at year end (A+B-C-D)	£47,433.51

CIL Expenditure

Items to which CIL has been applied:	Date of Spend	Amount spent £
River Fromus Clean-Up Project Equipment	28/05/2024	£134.94
River Fromus Clean-Up Project Equipment	04/10/2024	£68.74
River Fromus Clean-Up Project Equipment	22/10/2024	£18.44
River Fromus Clean-Up Project Equipment	02/12/2024	£71.50
River Fromus Clean-Up Project Equipment	27/01/2025	£151.61
Total spent		£445.23

Signed: _____ Position: Responsible Financial Officer

Verified: _____ Position: Chair

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital Replacement Fund	25,000.00	-9,300.00	15,700.00
324 EMR - CIL 20/21	7,979.95	-7,979.95	0.00
326 EMR - Project Improvement Fund	5,000.00	0.00	5,000.00
327 EMR - CIL 21/22	31,308.92	-31,308.92	0.00
328 EMR - CIL 22/23	6,438.25	-6,438.25	0.00
331 EMR - CIL 23/24	1,105.71	-1,105.71	0.00
333 EMR - Project Consultancy	0.00	4,000.00	4,000.00
400 EMR - CIL 20/21	0.00	7,534.72	7,534.72
401 EMR - CIL 21/22	0.00	31,308.92	31,308.92
402 EMR - CIL 22/23	0.00	6,438.25	6,438.25
403 EMR - CIL 23/24	0.00	1,105.71	1,105.71
404 EMR - CIL 24/25	0.00	1,045.91	1,045.91
	76,832.83	-4,699.32	72,133.51



SAXMUNDHAM TOWN COUNCIL

INTERNAL AUDIT

EFFECTIVENESS REVIEW 2024-2025

Annual Approval:

Minute Item:



Legislative Background

This review is undertaken in accordance with Regulation 5 of the Accounts and Audit Regulations 2015, which requires relevant authorities to:

“...undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Guidance issued by the Joint Panel on Accountability and Governance (JPAG) states that authorities should undertake an annual review of the effectiveness of internal audit as part of the consideration of the system of internal control, which supports the Annual Governance Statement.

Scope and Objectives of Internal Audit

Internal audit is an independent and objective assurance process designed to add value and improve the Council's operations. Its core objectives are to review whether:

- Proper accounting records have been kept;
- Financial regulations and standing orders have been followed;
- The Council's assets are safeguarded;
- Adequate measures are in place to prevent and detect fraud and corruption;
- Financial management and budgetary control are effective;
- Risk management processes are in place and functioning appropriately.

Independence and Competence

The internal audit function is carried out by an independent organisation - Suffolk Association of Local Councils - with no involvement in the financial decision-making, management, or preparation of records. This ensures the necessary degree of independence and objectivity.

The appointed auditor is suitably qualified and experienced to undertake internal audit duties for a local authority of this size and complexity.

Audit Planning and Coverage

The internal audit work plan is agreed in advance and covers key risk and control areas, including:

- Cashbook/bank reconciliations
- Income and expenditure
- VAT returns
- Payroll
- Asset register



- Budget setting and monitoring
- Compliance with relevant laws and regulations
- Year-end procedures and the Annual Governance and Accountability Return (AGAR)

Coverage for the 2024-2025 audit was appropriate and proportionate, with adequate evidence of risk-based sampling and control testing.

Reporting and Follow-up

The internal auditor provides a written report to the Council with detailed findings and any recommendations for improvement. The report is reviewed at a full Council meeting and any recommendations are noted and acted upon as appropriate.

Effectiveness Assessment

The Council assesses the effectiveness of the internal audit function using the following criteria:

Criteria	Assessment
Independent and objective	✓ Yes
Competent and suitably qualified	✓ Yes
Works to agreed audit programme	✓ Yes
Provides detailed written reports	✓ Yes
Recommendations acted upon	✓ Yes
Adds value to financial governance	✓ Yes

Recommendation

It is recommended that the Council confirms its satisfaction with the internal audit arrangements and notes this review as part of the evidence base for the Annual Governance Statement.

Grants Awarded - Four 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		£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		£11,400
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		£3,500
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
ESTA	Operating Costs				£120		£120
French Dance Music Club	Events Support			£72	£61		£133
Total		£39,296	£40,960	£38,702	£41,476		£160,434

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

COMMUNITY GRANTS APPLICATION FORM

Annual Approval: March 2025

Minute Item: 146/24TC



1. Applicant Details

Organisation Name: Saxmundham Music & Arts CIC (Sax Fest)

Contact Person: Terry Barrow

Position in Organisation: Director

Address: 34 Tennyson Road, Saxmundham. IP171WU

Email: saxcommunityfest@btinternet.com

Phone: 07771 877454

Registered Charity? (No) **Charity Number (if applicable):** _____

2. Project Information

Project Title: Saxmundham Community Festival (Known locally as Sax Fest)

Project Start Date: Friday 8th August 2025

Project End Date: Saturday 9th August 2025

Describe the project and its objectives:

Saxmundham Community Festival is a two-day free entry event with the initial intention offerings music to local musicians. The festival always has a finale of a tribute band on each evening to put on a 'show' to the visiting families. In addition, free activities are laid on and includes community display zones such as: Economic Zone. Social Info Zone. Health and Wellbeing Zone. Children's Zone and a local community Café.

A selection of various organisations and agencies are involved to support local people by signposting the key support available in the community as shown above. In addition, for the families, there will be free music workshops, free circus skills workshops, free ballon modelling and free fun magic shows. The District Council BeWell bus will be in attendance supplying information on local health checks, green schemes, food distribution help and many other projects. There is also a private consultation room at the rear of the bus.

The aim of the festival is to maintain an inclusive spirit allowing people not only to enjoy music but primarily bring people together to gain all the necessary support they may need. The Information zones will contain a range of services and in doing so, we specifically signpost the elements addressing our intended priorities of:-

- a) Bringing people together
- b) Supporting people
- c) Assisting with information regarding cost of living
- d) Helps address local Health and Wellbeing



How will this project benefit Saxmundham residents?

The event is a showcase of the town's diversity and traditions. It allows a number of local people to volunteer and become part of the largest annual event in the IP17 area. There is always a buzz around the town during the weekend it takes place, as whole families and individuals living in Saxmundham and the surrounding area gather to attend the festivities. Sax Fest creates a space where new and existing residents can interact through shared experiences, the festival reduces social tensions and fosters a sense of belonging. This approach is aligned with the identified need for activities that support mental wellbeing and community resilience. Events that focus on well-being, such as mindfulness sessions, arts and crafts, or music therapy, can provide much-needed mental and emotional support. The festival is free and attracts some 1500 to over 2000 people over the two-day period. So that no-one is disadvantaged by low/no income it is a free entry, free workshops and affordable by all. We energise people, offer them new ways of local engagement, enjoyment and promote local community participation. We focus on economic support, community cohesion, environmental awareness, and infrastructure advocacy.

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

The community's support for the Saxmundham Community Music Festival is evident through feedback collected during previous festivals and consultations with local residents. Overwhelmingly, residents have expressed a desire for more inclusive, community-oriented events. Local businesses benefit significantly from these events, reporting increased footfall and sales, which further bolsters community support for the CIC. Additionally, positive feedback from attendees and local leaders reflects a shared commitment to maintaining and growing Saxmundham as a cultural hub. The CIC's efforts to make events inclusive and accessible, often offering free admission, also resonate well with the community, ensuring broad participation and a strong base of support.

The support for volunteers is evident through the community's enthusiastic participation each year, which is crucial for the smooth operation of the festival. This also helps to foster a sense of community and belonging, making the event a true reflection of local spirit and collaboration. The Fest is advertised extensively with posters and flyers in shop windows. Local shopkeepers and



supermarkets have commented on their increased sales and footfall during the weekend that the festival takes place. Local people invite their families from far and wide to visit the area for the festival. Saxmundham has always had an abundance of musicians, artists and sculptors, some of which are based in the town centre shops. Sax Music Fest works closely in developing ties with key voluntary organisations, such as the Town Council, East Suffolk District Council and the County Council in this deprived, rural area, characterised by a lack of entertainment, few social facilities and poor public transport. We work with groups representing those with learning disabilities, the elderly and youth groups.

Have you received funding from Saxmundham Town Council before? (Yes)

If yes, please provide details:

Saxmundham Music & Arts have received a welcomed annual grant for the Town Council from inception of the event.

3. Financial Information

Total Cost of Project: £40,000

Amount of Grant Requested: £5000.

The grant of £5000 from the Town Council was explained in the Sizewell application back in 2024. Extract from grant application, per. **(Please provide details of the other funding you are seeking, if applicable - Saxmundham Town Council £5000 (Jan 2025))** We had dialogue with all our stakeholders, to ensure total solidarity in this event over the long term with a view to sustain it. The £5000 from the Town Council is to ensure our marketing/social media and important first year input was professional. This grant is to pay for these facilities to outside agencies. This cost was not factored in to the Sizewell budget. The Sax Fest team is very small on the governance side. The object is to sustain the event over a period of the three years, take on board other younger personnel to maintain the legacy of Sax Fest. Sizewell grant team stated they also appreciate the support by local authorities for future strengthened commitment and sustainability.

Breakdown of Costs (please provide details):

Please see copy of management accounts attached.



Have you applied for funding from other sources? (Yes)

If yes, please provide details:

Sizewell C grant – CORE COSTS - £34,067

Will you still proceed with the project if only partial funding is received? (Yes)

4. Supporting Documentation

Please attach the following documents to support your application:

- A recent financial statement or bank statement.
- A copy of your organisation's constitution or governing document.
- Any additional supporting information (optional).

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: Terry Barrow

Position: Event Director

Terry Barrow

Signature:

Date: 31/3/2025

6. 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: _____

Application: OGA474529 Wed Oct 02 17:14:56 GMT 2024 We always collaborate with local schools, community groups, and cultural organisations to ensure broad community participation and inclusivity. Partnerships with these groups will help us reach a wider audience, including those who may be most affected by the Sizewell C project. For example, we work with a local disability organisation (SMILE Café) to enhance the festival's accessibility and with youth groups to involve younger residents in the planning and execution of festival activities. The local youth group (CYDS) is based on the site of the Memorial Field where the festival takes place and attend as a group. We work annually with BBC Radio Suffolk with Wayne Bavin from the breakfast show as M.C. This is always a great opportunity to make announcements over the radio to plug the festival. We are working on a plan in collaboration with Saxmundham Town Council to hold an artisan/farmers' market on an adjoining piece of land. Saxmundham Town Council our local governing body, assist in organising and providing insights on community needs, and help with outreach to residents. Partnering with local businesses can create sponsorship opportunities, increase engagement, and boost the local economy. The association can also help coordinate activities that involve local shops and services. Local Theatres and Music Groups: Involving local performers, choirs, and bands can provide entertainment and showcase local talent, drawing in wider audiences. RSPB Minsmere: As a significant nearby nature reserve, we could ask RSPB Minsmere to offer guided walks, bird-watching activities, or talks on the local ecosystem and its preservation. Our local Town Green Team attended in 2024, and as a group, focus on Town Council land and hold work parties on projects to make Saxmundham a greener, more pleasant place to live.

Application: OGA474529 Wed Oct 02 17:14:56 GMT 2024 Saxmundham Music & Arts CIC has been a cornerstone of the local cultural scene for over a decade, since 2014, with a proven track record of delivering successful community events. Sax Fest (local name) is organised by individuals and groups who are deeply embedded in the local community. This means they understand the town's history, culture, and unique needs better than any outside organisation. This local insight allows the festival to be tailored specifically to Saxmundham's character and the concerns of its residents. As a community-driven event, the festival already enjoys the trust and support of local residents. This trust is crucial in uniting the community, especially in the face of potential challenges brought on by the Sizewell C project. We have extensive experience and knowledge managing local logistics, such as traffic control, waste management, and coordination with local authorities. This expertise is invaluable for infrastructural, health and safety and risk assessments. The festival started up in 2014 and the event Director, Terry Barrow soon became recognised as a community ambassador for Saxmundham. East Anglia Daily Times reported "The support from the Town Council has not only resulted in funding but also recognition of Terry Barrow, Voluntary director and founder of the festival (and his team) by the awarding of the Saxmundham shield known as S.A.B.R.E. (Saxmundham Award for Business and Resident Enterprise) for going that 'Extra mile' for the benefit of the people of the Town." In 2018, Saxmundham Music & Arts CIC, made a significant impact at the Suffolk Coastal Business and Community Awards. The organisation was recognised for its community-driven initiatives, particularly with Sax Fest, which had grown into a major event celebrating local talent and arts. Being community-led, all directors and volunteers are unpaid. The festival can directly address specific concerns of Saxmundham residents regarding the Sizewell C project. This might include workshops, forums for discussing the project, or activities that promote community resilience.

Application: OGA474529 Wed Oct 02 17:14:56 GMT 2024 Yes - Only include VAT in your project costs below if you CANNOT claim it back from HMRC. How much has been raised so far? 9800 Please give details of where the funding raised so far has come from, if applicable Raised from Sax Fest 2024 - Outlets and bar revenue. Are you in the process of applying for other funding for this project? Yes, Please provide details of the other funding you are seeking, if applicable Saxmundham Town Council £5000 (Jan 2025) - Please download and complete our budget template document to this application. , and attach the completed Have you completed and attached the project budget? Yes, I confirm that I've completed the Project Budget excel template provided by Suffolk Community Foundation,

THE COMPANIES ACT 2006

Community Interest Company
Limited by Guarantee

Memorandum of Association of

Saxmundham Music & Arts CIC (SMART CIC)

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

1. Objects

The Objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to the residents of Saxmundham and the nearby towns and villages in Suffolk. Specifically, to provide greater access to music and the creative arts.

Your Statement

Mr Terry Barrow
Saxmundham Music & Arts CIC
74 Brook Farm Road
Saxmundham
Suffolk
IP17 1WL



Account Summary

Opening Balance	42,222.92
Payments In	250.00
Payments Out	5,281.48
Closing Balance	37,191.44

16 February to 15 March 2025

International Bank Account Number
GB36HBUK40350924263081

Branch Identifier Code
HBUKGB4108M

Account Name
Saxmundham Music & Arts CIC

Sortcode Account Number Sheet Number
40-35-09 24263081 102

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
15 Feb 25	BALANCE BROUGHT FORWARD			42,222.92
21 Feb 25	BP All Seasons Marque Sax Fest	899.50		41,323.42
22 Feb 25	CR Tabner Susan FLIPPIN MARVELLOUS		250.00	41,573.42
24 Feb 25	VIS AMAZON* R80A07Y84 LONDON	4.98		41,568.44
25 Feb 25	BP Gearhire Sound & Sax Fest	3,467.00		38,101.44
26 Feb 25	SO MICHAEL WHITELOCK SAX FEST	20.00		38,081.44
04 Mar 25	BP Ainsley Dowell 001156	400.00		37,681.44
05 Mar 25	VIS EE TOPUP VESTA EE.CO.UK	5.00		37,676.44
06 Mar 25	DD PAYPAL PAYMENT	40.80		
	DD PAYPAL PAYMENT	59.20		
	BP The Bridge Marketi SMARTCIC	330.00		37,246.44
08 Mar 25	DR TOTAL CHARGES TO 14FEB2025	5.00		37,241.44
13 Mar 25	BP Saxmundham Town Co MH357	50.00		37,191.44
15 Mar 25	BALANCE CARRIED FORWARD			37,191.44

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

16 February to 15 March 2025

Your Statement

Account Name
Saxmundham Music & Arts CIC

Sortcode **Account Number** **Sheet Number**
40-35-09 24263081 103

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

Business Banking Customers

Interest and Charges

Your Business Banking Terms & Conditions cover how and when we apply interest and charges.

Details of our charges are available in our Business Price List or your individual price list if we've agreed one with you. Details of the debit interest we charge and credit interest we pay are available from our website – see Additional Information below. None of our business current accounts pays interest when in credit unless we individually agree a rate with you.

Overdrafts

Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

Additional Information

A copy of our Business Price List and the Business Banking Terms & Conditions can be found on our website at business.hsbc.uk/legal.

Information on our savings accounts interest rates and Business Standard Debit Interest Rate can be found on our website at business.hsbc.uk/interest-rates.

This information is also available in our branches or by calling us on 03457 60 60 60 (+44 122 626 0878 if you're calling from outside the UK). Lines are normally open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Details of the interest rates we pay and charges are also separately available through these channels.

To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

Business and Personal Banking Customers

Lost and Stolen Cards

If any of your cards are lost or stolen and you're a business account customer, please call 0800 032 7075. If you're a personal account customer, please call 0800 085 2401 or call 0800 085 2403 if you're a Private Banking client or Premier customer. If you're calling from outside the UK, please call us on +44 1442 422 929. Lines are open 24 hours.

Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you're not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you don't take up your problem with us first, you won't be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Accessibility

Do you need this information in a different format?

Our online banking services can be used with your own personal assistive technology. You can access your information and contact us via live chat in a way that suits you. Find out more about our online banking at: hsbc.co.uk/ways-to-bank/online-banking.

We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit hsbc.co.uk/accessibility to find out more. Business Banking customers can visit business.hsbc.uk/accessibility or business.hsbc.uk/contact-us. Personal Banking customers can visit hsbc.co.uk/accessibility or hsbc.co.uk/contact.

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Personal Banking Customers

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable.

Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

Overdrafts

Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
 - going overdrawn when you have not arranged an overdraft; or
 - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
 - interest and fees for going over/past your arranged overdraft limit;
 - fees for each payment your bank allows despite lack of funds; and
 - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.



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)

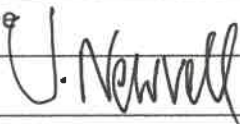
4. Supporting Documentation
Please attach the following documents to support your application: <ul style="list-style-type: none">• A recent financial statement or bank statement. (Attached as Appendix 1)• A copy of your organisation's constitution or governing document. (Attached as Appendix 2)• Any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

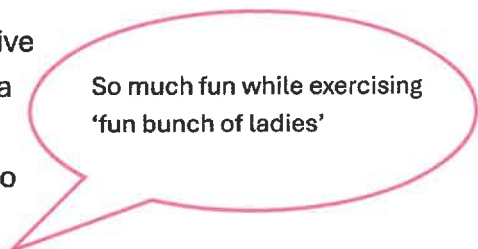
Jack & The Beanstalk 5th January 2025

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

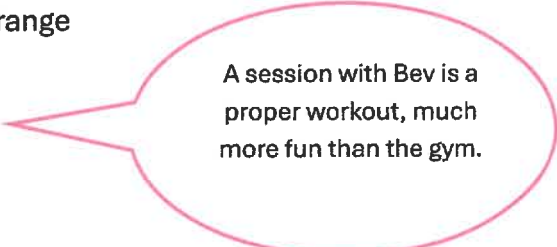
New things

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



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Annual Approval: March 2025

Minute Item: 146/24TC



1. Applicant Details

Organisation Name: Saxmundham Museum
Contact Person: Peter Minta
Position in Organisation: Trustee and Chair of Management Committee
Address: 49 High Street, Saxmundham IP17 1AJ
E-mail: peterminta123@gmail.com
Phone: 07968 711135
Registered Charity? (Yes Charity Number (if applicable): Yes, Charity No: 1089661

2. Project Information

Project Title: Museum Town Council Grant 2025
Project Start Date: May 2025
Project End Date: April 2026

Describe the project and its objectives:

The project is to assist The Museum in its day to day running costs in delivering its objectives, as outlined in its Declaration of Trust, namely,

- I) The provision and maintenance of a public Museum in Saxmundham for the preservation and exhibition of items of historical value illustrative of the character and history of the local area.
- II) The acquisition and display of suitable local material and its proper conservation for the purposes of education, preservation, display and research

How will this project benefit Saxmundham residents?

The Museum is a central community hub for the whole of Saxmundham. As well as local individuals and families we were closely with local schools, societies and community groups, all of whom visit The Museum. In 2024 we attracted over 2,500 visitors, the vast majority of which were local to Saxmundham. In addition we have a team of 40+ volunteers, some with learning difficulties.



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

- Potentially all local residents
- Local schools
- Local Community Groups (WI, Top Time, Library, GP Practice, U3A, British Legion, to name just a few)

Have you received funding from Saxmundham Town Council before? Yes

If yes, please provide details

2024 £1,250

2023 £1,250

3. Financial Information

Total Cost of Project: £10,000

Amount of Grant Requested: £1,350

Breakdown of Costs (please provide details):

- £500 Insurance
- £1,500 Utilities
- £2,500 Repairs and re-decoration
- £2,500 New Displays and Exhibits
- £1,500 Publicity
- £1,500 IT and licences

Have you applied for funding from other sources? Yes

If yes, please provide details:

The Museum currently acquires its income from public donations, membership subscriptions and our own fundraising activities such as quiz nights, film evenings, cinema hire etc. We also receive a small annual grant of £200 from the Association of Suffolk Museums, to which we are affiliated.



Will you still proceed with the project if only partial funding is received? (Yes/No)

It will be very difficult for the Museum to continue its current "modus operandi" without financial support from The Town Council.

4. Supporting Documentation

Please attach the following documents to support your application:

- A recent financial statement or bank statement. (a copy of our latest accounts is attached)
- A copy of your organisation's constitution or governing document (attached)
- Any additional supporting information (optional).

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: PETER MINTA

Position: TRUSTEE + CHAIR OF MANAGEMENT COMMITTEE

Signature: 

Date: 15 April 2024

6. 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: _____

SAXMUNDHAM MUSEUM

Registered Charity No: 1089661

ACCOUNTS

1st April 2023 – 31st March 2024

Filed @ Charity Commission
on 9th Sept 2024

Charity Commission
Password: Georgina171195

SAXMUNDHAM MUSEUM

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 MARCH 2024

I report on the accounts for the year ended 31 March 2024, which are set out on the prior pages.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and whilst acknowledging that an independent examination is not required, have elected to have this carried out.

It is my responsibility to examine the accounts under section 145 of the 2011 Act; follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENTS

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C PAGE FCCA
ENSORS ACCOUNTANTS LLP
BLYTH HOUSE
SAXMUNDHAM
IP17 1WA

SUMMARY

	1 st April 2023 – 31 st March 2024	1 st April 2022 – 31 st March 2023
TOTAL INCOME	£6,889.81	£9,141.98
TOTAL EXPENDITURE	£9,348.68	£5,586.38
NET LOSS	£2,458.87	£1,309.73

BANK / BUILDING SOCIETY BALANCES

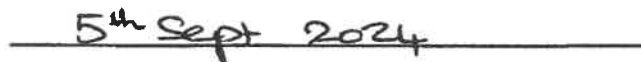
HSBC Bank Balance as at 1 st April 2023	£5,586.38
HSBC Bank Balance as at 31 st March 2024	£4,291.97
Suffolk Building Society Reserves as at 1 st April 2023	£11,887.01
Suffolk Building Society Reserves as at 31 st March 2024	£10,722.55

Approved on behalf of the Trustees:

Mr P Minta:



Date:



Total Income**1st April 2023 –
31st March 2024****1st April 2022 –
31st March 2023**

Friends Subscriptions	£740.00	£510.00
Cash Donations	£1,330.20	£1,842.87
Card Payments (Shop sales, donations, inc books)	£1,322.21	£894.31
Fundraising (Film Nights, Quiz Nights etc)	£1,411.86	£1,236.00
Grants	£1,750.00	£4,658.80
Bank Interest	£335.54	-
TOTAL	£6,889.81	£9,141.98

<u>Total Expenditure</u>	1st April 2023 – 31st March 2024	1st April 2022 – 31st March 2023
Gas	£609.42	£470.95
Electric	£419.01	£323.80
Water	£207.19	£207.30
Rent	£240.00	£240.00
Insurance	£372.44	£576.00
Computer / Internet / Phone	£1,680.38	£1,631.42
Bank Charges	£97.46	£149.13
Subscriptions (Afsm, AIM etc)	£50.00	£115.00
Shop Stock	£619.54	£452.79
Stat & Supplies	£234.01	£360.01
Repairs & Redecoration	£1,542.89	£924.40
Fire Extinguisher Service	£69.60	£159.66
Electrical Survey & Repairs	-	£1,645.52
Room Hire	£40.00	£24.00
Boiler Service & Repairs	-	£2,382.91
Publicity/Signage & Display	£2,498.70	£362.40
Fundraising Expenses	£408.50	£195.00
Cleaning	£76.80	£226.80
Sundries	-	£4.62
Audit Fee	£96.00	-
Provisions	£59.24	-
Gift	£27.50	-
TOTAL	£9,348.68	£10,451.71

THIS DECLARATION OF TRUST IS MADE

the...13th..... day of...November.....2001 by

- a) Richard Crisp, Humblebee House, Sweffling, Suffolk.
Marion Andrews, 31, Albion Street, Saxmundham.
Gary Eves, 28, High Street, Saxmundham.
Helen Revell, 7, St. John's Road, Saxmundham.

("the first trustees" who together with the future trustees or trustee of this deed are referred to as "the trustees").



WHEREAS the first trustees hold

b) 49, High Street Saxmundham
on the trusts declared in this deed and it is contemplated that further money or assets may be paid or transferred to the trustees upon the same trusts.

NOW THIS DEED WITNESSES AS FOLLOWS:

A Administration.

The Charitable trust constituted by this deed ("the Charity") and its property ("the trust fund") shall be administered and managed by the trustees under the name of:

THE SAXMUNDHAM MUSEUM

or by such other name as the trustees from time to time decide with the approval of the Charity Commission for England and Wales ("the Commission")

B Objects.

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects ("the objects") in the Suffolk Coastal area.

The charity's objects ("the objects") are:

(1) The provision and maintenance of a public museum in Saxmundham, in the Suffolk coastal area, for the preservation and exhibition of items of historical value illustrative of the character and history of the said area; and

(2) The acquisition of suitable regional material and its proper conservation for the purposes of education, preservation, display and research."

C Powers.

In furtherance of the objects but not otherwise the trustees may exercise any of the following powers.

- (i) to raise funds and invite and receive contributions: provided that in raising funds the trustees shall not undertake any permanent trading activity and shall conform to any relevant statutory regulations.
- (ii) to buy, take on lease in exchange, hire or otherwise acquire any property necessary for the achievement of the objects and to maintain and equip it for use.
- (iii) subject to any consents required by law, to borrow money and to charge the whole or any part of the trust fund with repayment of the money so borrowed.

- (iv) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- (V) to establish or support any charitable trusts, associations or institution formed for the objects or any of them.
- (vi) to appoint and constitute such advisory committees as the trustees may think fit.
- (vii) to delegate to any one or more of the trustees the transaction of any business or the performance of any act required to be transacted or performed in the execution of the trusts of the Charity and which is within the professional or business competence of such trustee or trustees: Provided that the trustees shall exercise reasonable supervision over any trustee or trustees acting on their behalf under this provision and shall ensure that all their acts and proceedings are fully and promptly reported to them.
- (viii) to do all such other lawful things as are necessary for the achievement of the objects.

D Appointment of trustees.

- (1) There shall be at least three trustees. Every future trustee shall be appointed by a resolution of the trustees passed at a special meeting called under clause K.
- (2) In selecting persons to be appointed as trustees, the trustees shall take into account the benefits of a person who through residence, occupation, employment or otherwise has special knowledge of the area or benefit or who is otherwise able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects or management of the Charity.
- (3) When any new trustee is appointed the trustees shall ensure that any land belonging to the Charity which is not vested or about to be vested in the Official Custodian for Charities or in a custodian trustee or a nominee is effectively vested in the persons who are the trustees following such appointment.
- (4) If for any reason trustees cannot be appointed in accordance with the foregoing positions the statutory power of appointing new or additional trustees shall be exercisable.

E Eligibility for trusteeship.

- (1) No person shall be appointed as a trustee:
 - (a) if they are under the age of 18 years unless the charity is a limited company.
 - (b) in circumstances such that, had he or she already been a trustee, he or she would have been disqualified from office under the provisions of the following clause.
- (2) No person shall be entitled to act as a trustee whether on a first or any subsequent entry into office until after signing in the minute book of the trustees a declaration of acceptance and willingness to act in the trusts of the Charity.

F Determination of trusteeship.

A trustee shall cease to hold office if he or she becomes:

- (1) is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision.)

- (2) becomes incapable by reason of mental disorder, illness or injury managing and administering his or her own affairs.
- (3) is absent without permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated; or
- (4) notifies to the trustees a wish to resign (but only if at least two trustees will remain in office when the notice of resignation is to take effect).

G Vacancies.

If a vacancy occurs the trustees shall note the fact in their minute book at their next meeting. Any eligible trustee may be re-appointed. So long as there be fewer than two trustees none of the powers or discretions hereby or by law vested in the trustees shall be exercisable except for the purpose of appointing a new trustee or trustees.

H Ordinary meetings.

The trustees shall hold at least two ordinary meetings in each year.

I Calling meetings.

The first meeting of the trustees shall be called by
Richard Crisp

or if no meeting has been called within 3 months after the date of this deed by any two of the trustees. Subsequent meetings shall be arranged by the trustee at their meetings or may be called at any time by the chairman or any two trustees upon not less than ten days' notice being given to the other trustees.

J Chairman.

The trustees at their first ordinary meeting in each year shall elect one of their number to be chairman of their meetings until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election. If the chairman is not present within ten minutes after the time appointed for holding a meeting or there is no chairman the trustees present shall choose one of their number to be chairman of the meeting.

K Special meetings.

A special meeting may be called at any time by the chairman or any other two trustees upon not less than four days' notice being given to the other trustees of the matters to be discussed, but if the matters include an appointment of a trustee or a proposal to amend any of the trusts of this deed then upon not less than 21 days' notice being so given. A special meeting may be called to take place immediately after or before an ordinary meeting.

L Quorum.

There shall be a quorum when at least one third of the number of trustees for the time being or two trustees, whichever is the greater, are present at a meeting.

M Voting.

Every matter shall be determined by majority of votes of the trustees present and voting on the question. The chairman of the meeting shall have a casting vote whether he or she has or has not voted previously on the same question but no trustee in any other circumstances shall give more than one vote.

N Minutes.

The trustees shall keep minutes, in books kept for the purpose, of the proceedings at their meetings.

O Accounts.

The trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity
- (2) the preparation of annual statements of account for the Charity.
- (3) the auditing or independent examination of the statements of account of the Charity;
and
- (4) the transmission of the statements of account of the Charity to the Commissioners.

P Annual Report.

The trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

Q Annual Return.

The trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

R General power to make regulations.

Within the limits of this deed the trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business, including the calling of meetings, the deposit of money at a bank and the custody of documents.

S Bank account.

Any bank account in which any part of the trust fund is deposited shall be operated by the trustees and shall be held in the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

W T Trustees not to be personally interested.

No trustee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a trustee) in any contract entered into by the trustees.

U Repair and insurance.


The trustees shall keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity which are not required to be kept in repair and insured by the tenant and shall also insure suitably in respect of public liability and employer's liability.

V Amendment of trust deed.

- (1) the trustees may amend the provisions of this deed, provided that:
 - (a) no amendment may be made to clause B (the objects clause) unless it appears to the trustees that the objects can no longer provide a suitable and effective method of using the trust fund.
 - (b) no amendment may be made to clause B (the objects clause), clause T (trustees not to be personally interested clause) or this clause without the prior consent in writing of the Commissioners; and
 - (c) no amendment shall be made which has the effect of the charity ceasing to be a charity at law.
- (2) Any amendment shall be made by deed under the authority of a special meeting of the trustees.
- (3) Any amendment shall be made by deed under the authority of a resolution passed at a special meeting of the trustees.
- (4) The trustees should promptly send to the Commissioners a copy of any amendment made under this clause.

IN WITNESS whereof the parties hereto have hereunto set their respective hands the day and year first before written.

Signed as a deed by the said:


.....
N. T. Andrews
.....
Helen Revell
.....

in the presence of:


.....

Witness's name:

PETER ALEXANDER BUSH
.....

Witness's address:

BERK LODGE
HARRIS LANE
SAXMUNDHAM
SUFFOLK IP17 1BP
.....



Registered Charity: 1089661

49 High Street
Saxmundham
Suffolk
IP17 1AJ
Info@SaxmundhamMuseum.org.uk

Saxmundham Town Council
The Old Police Station
Station Approach
Saxmundham
IP17

11th April 2025

Dear Town Council

I am writing on behalf of The Trustees and Management Committee of Saxmundham Museum. As you are aware, Saxmundham Town Council has been an active supporter of The Museum over recent years and we are greatly appreciative of this support. I am writing to inquire whether this important financial contribution would again be forthcoming in 2025.

The Museum has undertaken quite a lot of maintenance over the winter months, including work to ease the ongoing damp situation and a refurbishment of the model railway in the front window. We have also created new displays for 2025, such as a VE /VY board, updating the wireless programmes in the Reference Room and an exciting new AV presentation in the courtyard area.

We are also delighted that we have increased our opening days for 2025 to five mornings a week.

It currently costs around £7,500 a year to run The Museum (rent, insurance, utilities and ongoing maintenance). Our costs continue to rise inexorably. The support of The Town Council is vital to us, alongside our own fundraising initiatives, such as Film Nights, Quiz Nights, Friends' Evenings etc.

As you are aware, The Museum is totally run and managed by a team of local volunteers. We also include people with special needs to help us. The Museum really does play an important part as a local community hub.

We also liaise and work closely with other community groups (e.g. Top Time, The Library, The Art Station, The Women's Institute, local schools and other clubs and societies, such as U3A etc.).

We would only be looking for support to the tune of £1,350 to maintain our operation over the coming twelve months.

We look forward to hearing from you.

Kind Regards

A handwritten signature in black ink, appearing to read 'Peter Minta', is written over the 'Kind Regards' text.

Peter Minta
Trustee & Chairman of Management Committee Saxmundham Museum

WI



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Annual Approval: March 2025

Minute Item: 146/24TC



1. Applicant Details

Organisation Name: SAXMUNDHAM W.I.
Contact Person: ANIN SARGENT
Position in Organisation: SECRETARY
Address: 11 BEECH ROAD, SAXMUNDHAM IP17 1KQ
Email: an.sargent1@btinternet.com
Phone: 07931 233198
Registered Charity? (Yes/~~No~~) Charity Number (if applicable): 1025356 - SEFWI

2. Project Information

(Regional W.I.)

Project Title: VE80 COMMEMORATION DAY
Project Start Date: 08 MAY 2025 10 a.m.
Project End Date: 08 MAY 2025 4 p.m.

Describe the project and its objectives:

THERE IS A NATIONWIDE PROGRAMME OF EVENTS ON 8 MAY TO COMMEMORATE END OF WAR IN EUROPE VE DAY NOW 80 YEARS ON. BASED IN MUSEUM WITH FILMS + GREAT DEAL OF INFO + PHOTOS ON END OF WWII

How will this project benefit Saxmundham residents?

OUR EVENT WILL INVOLVE SAX RESIDENTS LOCALLY WITHOUT HAVING TO TRAVEL TO OTHER EVENTS + ALSO INFORM THEM + INCREASE

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

TARGET GROUPS FROM ALL DEMOGRAPHICS — COMMUNITY EVENT FOR OLDER RESIDENTS TO JOIN TOGETHER + EDUCATIONAL FOR YOUNGER RESIDENTS. SIMILAR EVENT LAST YEAR FOR D-DAY 80 HAD 86 VISITORS + LOCAL RADIO COVERAGE



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

If yes, please provide details:

SMALL CONTRIBUTIONS TOWARDS PROVIDING
CAKES + BISCUITS + TEAS FOR REMEMBRANCE
DAY PARADES - LAST 3 YEARS

3. Financial Information

Total Cost of Project: £ 250

Amount of Grant Requested: £ 150

Breakdown of Costs (please provide details):

DECORATIONS - BUNTING + FLAGS + TABLEWARE 95.00

PRINTING POSTERS 34.00

COST OF REFRESHMENTS + CAKES (MILK, EGGS) 36.00.

INGREDIENTS

121.00.

TO BE MADE BY W.I. LADIES

Have you applied for funding from other sources? (~~Yes~~/No)

INCLUDING CENTREPIECE
CAKE.

If yes, please provide details:

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:

- A recent financial statement or bank statement. ✓
- A copy of your organisation's constitution or governing document. ✓
- Any additional supporting information (optional).

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: JOSEPHINE NORRIS

Position: PRESIDENT OF SAXMUNDHAM W.I.

Signature: J Norris

Date: _____

6. 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: _____

LLOYDS BANK



Your account statement

Issue date: 1 April 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

Sort code: 30-99-50 Account number: 67624860

BIC: LOYDGB21287

IBAN: GB59 LOYD 3099 5067 6248 60

023131 PDOEA02-20250402-16560-027354

SAXMUNDHAM WOMENS INSTITUTE
20 ST. JOHNS ROAD
SAXMUNDHAM
SUFFOLK
IP17 1BE

35700 C

TREASURERS ACCOUNT

SAXMUNDHAM WOMENS INSTITUTE

Our records indicate that your business is eligible for FSCS deposit protection.

Further details can be found on the Useful Information page.

Account summary

Balance On 28 Feb 2025	£1,917.73
Total Paid In	£550.00
Total Paid Out	£93.00
Balance On 31 Mar 2025	£2,374.73

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Feb 25		STATEMENT OPENING BALANCE			1,917.73
03 Mar 25	FPI	BUDD SALLY SALLY BUDD FP25061000351765 ✓ 070116 10 02MAR25 09:57	48.00		1,965.73
12 Mar 25	FPI	J NORRIS SUBS25 JO NORRIS 600000001522924196 ✓ 775012 10 12MAR25 09:21	48.00		2,013.73
12 Mar 25	FPI	MRS J D THOMAS JOAN THOMAS ✓ 000000000343604181 089286 10 12MAR25 19:39	48.00		2,061.73
13 Mar 25	CHQ	000048		88.00 ✓	1,973.73
21 Mar 25	DEP	P.O. 7 HIGH STREET	214.00 ✓		2,187.73
21 Mar 25	FPI	KOLB MRP MARY KOLB 761746640331123001 ✓ 404020 10 21MAR25 13:30	48.00		2,235.73
21 Mar 25	FPI	JACKSON M CALENDAR RP4659980351079900 ✓ <i>SUBS.</i> 209807 10 21MAR25 13:40	48.00		2,283.73
24 Mar 25	FPI	HARRISON J JENNY HARRISON ✓ RP4659980706732900 209208 10 24MAR25 13:44	48.00		2,331.73
31 Mar 25	CHQ	000049		5.00 ✓	2,326.73
31 Mar 25	FPI	JANE HUDSON JANE HUDSON ✓ 00156325632BBMSHKX 090133 10 31MAR25 12:56	48.00		2,374.73
31 Mar 25		STATEMENT CLOSING BALANCE	550.00	93.00	2,374.73

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

CHQ - Cheque

DEP - Deposit

2021



CONSTITUTION AND RULES
for
WOMEN'S INSTITUTES

Name **SAXUNDHAM**

1. The name of the Institute is "The.....A..... Women's Institute". In this Constitution it is called "the WI". The WI Members may decide to change the name of the WI but only with the consent of the Federation Board of Trustees. A resolution to change the name requires a three-quarters majority of the votes cast by the WI Members.

Values and Objects of the Women's Institute Organisation

Values

2. The Women's Institute organisation is based on the ideals of fellowship, truth, tolerance and justice. With its original roots in rural and agricultural communities, it now embraces the interests of women in both rural and urban communities. All women who are interested in the values and purposes of the Women's Institute organisation may join, no matter what their views on religion or politics may be. The organisation is non-sectarian and non-party political. This does not prevent WIs from concerning themselves with matters of political and religious significance, provided the views and rights of minorities are respected and provided the organisation is never used for party-political or sectarian purposes. WIs are charitable and everything they do must be consistent with that special legal status.

Objects

3. The main purposes of the Women's Institute organisation are:
 - (a) to advance the education of women and girls for the public benefit in all areas including (without limitation):
 - (i) local, national and international issues of political and social importance;
 - (ii) music, drama and other cultural subjects; and
 - (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;

- (b) to promote sustainable development for the public benefit by:

- (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and
 - (ii) promoting sustainable means of achieving economic growth and regeneration;
- (c) to advance health for the public benefit; and
 - (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

4. In Rule 3 "sustainable development" means development which meets the needs of the present generation without compromising the ability of future generations to meet their needs.

5. The Women's Institute organisation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

Constitution

6. A Women's Institute is an association of women with a constitution in the form laid down from time to time for Women's Institutes by the National Federation.
7. A Women's Institute may be formed anywhere where the Federation considers that there is a need for an organisation for women interested in the values and purposes of the Women's Institute organisation. No Women's Institute may be formed unless a WI Adviser is present at the opening.

Objects of the WI

8. The objects of the WI are to further the purposes of the Women's Institute organisation.

Powers of the WI

9. To further its objects, the WI may:
- (a) provide a centre for social engagement and activities and organise courses of instruction, lectures and other educational activities;
 - (b) publish and distribute educational material via any medium;
 - (c) develop co-operative enterprise;
 - (d) promote international understanding among women and girls interested in any aspect of the values and purposes of the Women's Institute organisation;
 - (e) alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions (both nationally and internationally) regarding the reform, development and implementation of appropriate policies, legislation and regulations, provided that all such activities shall be confined to those which a charity governed by the law of England and Wales may properly undertake;
 - (f) raise funds by way of subscription, donation or otherwise, provided that the WI may not undertake any substantial permanent trading activities in raising funds;
 - (g) trade in the course of carrying out the objects of the WI (including making reasonable charges for any services) or as an ancillary activity to carrying out the objects (and incorporate any wholly owned company to carry on such trade);
 - (h) acquire any property and any rights and privileges in and over property and construct, maintain and alter any buildings;
 - (i) make regulations for any property of the WI;

- (j) subject to any consents that may be required by law, dispose of or turn to account all or any of the property or assets of the WI;
- (k) subject to any consents that may be required by law, borrow or raise and secure the payment of money;
- (l) set aside funds for special purposes or as reserves against future expenditure;
- (m) accept (or disclaim) gifts of money and any other property;
- (n) invest the moneys of the WI not immediately required for its objects in or upon such investments, securities or property as may be thought fit and as may be appropriate for the investment of charitable funds;
- (o) insure the property of the WI against any foreseeable risk and take out other insurance policies as are considered necessary by the Committee to protect the WI;
- (p) provide indemnity insurance for the Committee in accordance with, and subject to the conditions in, Section 189 of the Charities Act 2011; and
- (q) do all such other lawful things as may further the objects of the WI.

Limitation on Benefits

- 10. The income and property of the WI must be applied for the purposes of carrying out the objects of the WI and for no other purpose. No Committee Member nor any person Connected to a Committee Member may be appointed to any office paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the WI unless the payment is permitted by Rule 11.
- 11. A Committee Member or any person Connected to a Committee Member may receive the following benefits from the WI:

- (a) a Committee Member or any person Connected to a Committee Member may receive any benefits in money or money's worth in their capacity as a beneficiary of the WI;
- (b) a Committee Member or any person Connected to a Committee Member may be paid reasonable and proper out-of-pocket expenses and allowances for additional expenses; and
- (c) the WI may pay reasonable and proper premiums in respect of indemnity insurance effected in accordance with Rule 9(p).

A Committee Member shall be treated as receiving remuneration or other benefits in money or money's worth from the WI if they or a person Connected to them receives such remuneration or benefits, but not otherwise.

Membership

Admission to Membership

- 12. Membership of the WI is open to women who have reached the Age of Majority.
 - (a) They may join by paying the required subscription.
 - (b) The WI may adopt a bye-law in accordance with Rule 49 below to limit membership.
 - (c) A WI Member is bound by the rules of the National Federation and of the WI for so long as she is a member.

Termination of Membership

- 13. The Committee may terminate the membership of any individual after consulting the Federation Board of Trustees provided that:
 - (a) the individual member concerned may within 28 days of being informed of the Committee's decision give notice to the Committee of her intention to make an oral or

written appeal to the WI Members at the next meeting of the WI; and

- (b) if the WI Members uphold the Committee's decision to terminate membership the individual member concerned may within 28 days of that decision submit a written representation for consideration by the Federation Board of Trustees and the National Federation Board of Trustees. The decision of the National Federation Board of Trustees is final but before reaching that decision it must consult the Federation Board of Trustees.

- 14. A WI Member whose membership is terminated ceases to have any of the rights or privileges of membership.

Dual Membership

- 15. Women who are already members of another WI may become dual members of this WI by paying the required subscription as stated in Rule 17.
 - (a) Dual membership may be terminated by following the procedure described in Rule 13 above.
 - (b) A WI Dual Member may participate and vote at the meetings of both/all WIs but she may only vote on constitutional matters and resolutions on public affairs or stand for election as an Officer, Committee Member or delegate of the WI at her main WI. The WI may alter this provision by adopting bye-laws to permit a WI Dual Member to stand for election as an Officer or Committee Member.

Subscriptions

- 16. Each WI Member must pay a subscription. The National Federation Board of Trustees, in prior consultation with the National Council, will decide the rate or rates of the subscription, the timing and method of payment of the subscription, and the manner of apportionment of the subscription between the WI, the Federation and the National Federation.

17. Each WI Dual Member must pay such additional subscription as may be decided by the National Federation Board of Trustees, in consultation with the National Council.

Committee

Appointment and Retirement of the Committee

18. At the Annual Meeting the WI Members elect in accordance with Rule 40:
- (a) at least three Committee Members; and
 - (b) a President from the elected Committee Members.

19. The elected Committee Members may co-opt up to three additional Committee Members as long as there is always a majority of elected Committee Members.

20. The Committee may fill vacancies in the elected Committee Members by appointing new Committee Members who will serve until the next Annual Meeting (and will be treated as elected Committee Members for the purposes of Rule 19).

21. No person may be a Committee Member unless she is a WI Member and has paid her subscription for the current year.

Officers

22. The Officers of the WI shall be:

- (a) the President;
- (b) a Vice President or Vice Presidents (up to three);
- (c) the Secretary; and
- (d) the Treasurer.

The WI may combine the offices of Treasurer and Secretary or the offices of Treasurer and Vice President if the Federation Board of Trustees consents. No other offices may be combined.

23. The Vice President or Vice Presidents, the Secretary and the Treasurer are elected by the Committee from its members.

24. If the office of President becomes vacant the WI Members may elect a Committee Member to fill the vacancy. If the office of Vice President, Secretary or Treasurer becomes vacant the Committee may elect one of their members to fill the vacancy.

Re-election

25. All Officers and Committee Members may be re-elected subject to any bye-law of the WI limiting terms of office.

Disqualification and Removal of Committee Members

26. The office of a Committee Member shall be vacated if:

- (a) she is disqualified under the Charities Act 2011 from acting as a trustee of a charity;
- (b) she becomes bankrupt or makes any arrangement or composition with her creditors generally;
- (c) the Committee Members reasonably believe she has become physically or mentally incapable of managing her own affairs and they resolve that she be removed from office;
- (d) she resigns her office by notice to the WI;
- (e) she fails to attend a meeting of the Committee for three consecutive meetings without good cause and all the other Committee Members decide that she should be removed for this reason;
- (f) she is removed from office by the WI Members at a Special Meeting; or
- (g) she ceases to be a WI Member.

Meetings of the Committee

27. The Committee Members are the charity trustees of the WI as defined in the Charities Act 2011. Their role is to manage the affairs of the WI, arrange the time and place (or equivalent

virtual means) of meetings, outline the programme and present it to the WI Members for approval, and administer the funds of the WI in consultation with the WI Members.

- (a) The Committee must meet at least six times in the year.
- (b) The quorum at Committee meetings is three or one third of the Committee Members (rounded up) if that is greater than three. (If there are fewer than three Committee Members, the quorum for making decisions to appoint additional Committee Members is the number of Committee Members at that time.)
- (c) The Committee must keep minutes of its meetings.
- (d) The Committee may make rules consistent with this Constitution and any bye-laws made under Rule 49 to govern their proceedings. The rules may relate to:
 - (i) how notice of Committee meetings is given (for example orally, by post or electronically);
 - (ii) how meetings are held;
 - (iii) whether decisions of the Committee may be made without a meeting; and
 - (iv) any other matter relating to the proceedings of the Committee.

- (e) The Committee must ensure that any potential conflicts between the best interests of the WI and the interests of the individual Committee Members (including their personal financial interests and any duties of loyalty they may owe to other individuals or organisations) are properly managed. The Committee must observe guidelines about how to manage these potential conflicts which are issued from time to time by the National Federation. These guidelines will deal with declaring potentially conflicting interests, keeping a record of those interests and when the Committee Members may or may not vote on relevant issues at Committee meetings.

28. Subject to any bye-laws, or rules made under Rule 27(d) above:

- (a) Committee Members need not be in the same place as each other during a Committee meeting, and some or all participants may participate electronically (including by telephone) provided that all participants may hear and be heard (or equivalent) by all the other participants; and
- (b) A decision may also be taken outside of a meeting when all of the Committee Members indicate to each other by any means (including without limitation by telephone or email) that they share a common view on a matter. The Committee Members cannot rely on this provision to make a decision outside of a meeting if one of them is precluded from voting under guidelines referred to in Rule 27(e). A suitable minute must be made of the relevant decision(s).

Sub-committees

29. The Committee may appoint sub-committees of such persons as it thinks fit and determine the terms of reference, powers, duration and composition of any such sub-committee, and may specify how that sub-committee may conduct business.
- (a) The chairman of each sub-committee or someone appointed for the purpose must report the proceedings of each meeting of the sub-committee to the WI Committee.
- (b) Sub-committees may not hold funds or have power to dispose of the funds of the WI.

Delegates

30. At the Annual Meeting or at any other appropriate meeting the WI shall appoint from the WI Members delegates to attend meetings of the Federation Council and of the National Federation.
31. Delegates (and deputies and proxies) are entitled to all reasonable and proper out-of-pocket expenses incurred in representing the WI in accordance with guidelines issued from

time to time by the Federation Board of Trustees. Any dispute concerning the entitlement to or the amount of expenses is to be decided by the Federation Board of Trustees.

Meetings of the WI

WI Meetings

32. A minimum of eleven meetings open to all WI Members should be held each year in whatever month or months and at whatever hour and place as is decided upon by the WI Members or, if necessary, by the Committee. Suitable virtual means (including telephone or video-conference) may be used instead of / in addition to a physical meeting, if considered appropriate taking into account the intended business at the meeting and the desire to maximise inclusivity.

Annual Meeting

33. An Annual Meeting must be held within 15 months of the establishment of the WI and afterwards once in every calendar year.

- (a) The Committee will decide on the date, place and time of the Annual Meeting.
- (b) The date and time of the Annual Meeting must be agreed with the Federation Board of Trustees.
- (c) Notice of the Annual Meeting giving the date, place and hour of the meeting must be either:
 - (i) included in the programme of meetings given to each WI Member; or
 - (ii) given to each WI Member at least 21 days in advance.
- (d) The retiring Committee must make available to the Annual Meeting for adoption a report of the work of the year and a signed statement of accounts under Rule 47.

Special Meeting

34. The Secretary must convene a Special Meeting whenever directed to do so by the Committee, or at the written request of at least one-quarter of the WI Members who have paid their subscription for the current year.

35. Notice of a Special Meeting must be sent by the Secretary to each WI Member at least ten days in advance, setting out the date, place and hour of the meeting and a note of the purpose for which it is called. A quorum for a Special Meeting shall be one-quarter of the WI Members unless the Special Meeting is called for the purpose of passing a resolution on the enlargement or termination of the WI under Rule 56, a transfer of the WI's property under Rule 58, or a closure or suspension of the WI under Rule 59, in which case Rule 42 shall apply as to the number of WI Members who must vote for the resolution to be passed.

Procedure

Voting

36. No person may vote at WI meetings unless she is a WI Member who has paid her subscription for the current year.
37. Notwithstanding Rules 33 to 35, the Committee may delay or postpone Annual Meetings (including delaying or postponing them into the following year), decide not to hold an Annual Meeting in a particular year, or delay or postpone Special Meetings where they reasonably consider that this is necessary for the safety of the attendees or the public, or to comply with law or regulation. In such a case where applicable they shall give as much notice of the revised date, place and hour of the meeting as reasonably practicable. For the avoidance of doubt, where this Rule 37 is applied to an Annual Meeting, the existing Committee Members will stay in place until the next Annual Meeting which occurs (unless their position is vacated under Rule 26).

Virtual participation

38. The Committee Members may provide that Annual Meetings and Special Meetings can take place wholly or partly by suitable electronic means (including telephone or video-conferencing facilities). This constitution and rules are then to be interpreted to allow business to be conducted by the relevant means (for example, the reference to a "place" in Rules 33 and 35 should be construed as a reference to providing details of any physical place (if there is one) and suitable telephone / electronic details to allow members to participate; a person participating remotely is present at the meeting and forms part of the quorum thereof).

39. Without prejudice to Rules 40 to 42, the WI may, if the Committee Members so decide (and subject to taking such safeguards as the National Federation shall prescribe), allow the WI Members to vote by post or suitable electronic means (including email) to make a decision on any matter that is being decided at an Annual Meeting or Special Meeting.

Election of Committee Members

40. All elections of Committee Members must be conducted by secret ballot as specified from time to time by the National Federation.

- (a) Each WI Member may nominate candidates for election up to the number of places to be filled on the Committee.
- (b) All candidates must be WI Members.
- (c) Persons employed by the WI are not eligible for nomination.

Delegates for Federation and National Federation Meetings

41. The delegates to attend meetings of the Federation and National Federation must be elected by secret ballot if there are more nominations than vacancies.

Enlargement, transfer and suspension

42. At Special Meetings called for the purpose of passing a resolution on the enlargement or termination of the WI under Rule 56, a transfer of the WI's property under Rule 58, or a closure or suspension of the WI under Rule 59:

- (a) voting will be conducted by secret ballot;
- (b) WI Members may vote at the meeting or may vote in advance by either:
 - (i) sending their vote by post or email (or other suitable electronic means agreed by the Committee) to the President or Secretary to be received by the end of the day before the meeting; or
 - (ii) arranging for their vote to be given to the chairman of the meeting by hand before the start of the meeting;
- (c) at least one-quarter of the WI Members must vote on the resolution;
- (d) the resolution must be approved by a majority of three-quarters of the WI Members voting on the resolution.

NFWI Associates

43. An NFWI Associate may participate at any meeting of the WI on condition that she makes such reasonable contribution to the cost of the meeting as the Committee may decide.

44. Any dispute concerning the status of an NFWI Associate is to be decided by the National Federation Board of Trustees.

Finance

45. The Committee must open a bank account in the name of the WI and authorise at least three Committee Members, one of whom must be an Officer, to sign cheques and authorise payments on behalf of the WI. All cheques or other payments drawn on the account must be signed or authorised by at least two authorised persons.

46. The funds of the WI must be applied for the purpose of carrying out the objects of the WI in accordance with this Constitution and for no other purpose.

47. The Treasurer must keep proper accounts of the finances of the WI. A statement of the accounts for the last financial year must be independently examined or (if so required by law) audited. The accounts (independently examined or audited as appropriate) must be made available by the Committee to the Annual Meeting and be available to all WI Members.

Property

48. The title to all real or personal property which may be acquired by or on behalf of the WI must be vested in at least two and not more than four individuals as Holding Trustees or in the Official Custodian for Charities or in some other corporation lawfully entitled to act as custodian trustee.

Bye-Laws

49. The WI may make, repeal or alter bye-laws in addition to the Constitution by a resolution passed by two-thirds of the WI Members present and voting at an Annual Meeting or a Special Meeting called for the purpose.

(a) The proposed bye-laws, or any resolution for the repeal or amendment of such bye-laws, must be sent to every WI Member together with the notice calling the meeting.

(b) No bye-law is valid if it conflicts with the constitution of the National Federation or of the Federation, or with this Constitution.

(c) Before being put into action, a bye-law, or any resolution for the repeal or amendment of a bye-law, must be approved by the Board of Trustees of the Federation.

(d) Bye-laws may relate to membership, tenure of office, the holding of meetings and any other matter approved by the National Federation Board of Trustees.

Federation Membership

50. On signing (or otherwise authenticating) the Constitution the WI will become a member of the Federation, or if the Federation is incorporated the WI will become entitled to appoint a delegate or delegates to the Council of the Federation, in whose area the WI is situated and must from that time comply with the constitutions for the time being of the National Federation and of the Federation.

(a) After one year the WI may, if desired, be transferred by the National Federation Board of Trustees on the recommendation of the Boards of Trustees of the Federations concerned to whichever Federation is easiest of access.

(b) A transfer may only be authorised in cases of exceptional difficulty.

51. The WI must comply with the following conditions:

(a) *Reports:* The WI must supply membership, financial and statistical returns and reports of meetings to the National Federation and the Federation whenever required to do so.

(b) *Affiliation:* The WI must obtain the sanction of the Board of Trustees of the National Federation before affiliating to the county or central headquarters of any organisation outside the National Federation.

Pooling of Fares

52. The cost of fares of delegates and proxies attending meetings of the Federation Council may be shared by the Federation and WIs in the Federation if the Federation Board of Trustees so decides.

53. The cost of fares of the Federation Representatives and deputies and WI Link Delegates and Proxies attending meetings of the National Federation shall be shared by all Federations and WIs in such manner as the Board of Trustees of the National Federation may decide.

Communications

54. Notices of meetings and any other documents or information may be sent to WI Members by hand, by post, or by such electronic means (such as by email or via a website) as the Committee decides.

- (a) In the case of electronic communications, the recipient must have given their prior consent (either generally or specifically) to receiving communications electronically.
- (b) Electronic communications should only be used to the extent that the Committee is satisfied that this will not prejudice any WI Members who do not wish to use this form of communication.

Alteration of Constitution

55. This Constitution may be altered at a meeting of the National Federation by a resolution passed by two-thirds of the votes cast by or on behalf of the members of the National Federation at that meeting.

- (a) No such alteration may be further altered until three years have expired unless a resolution to alter it is duly proposed at a meeting of the National Federation by the National Federation Board of Trustees, or at least seven Federation Councils.
- (b) If a proposed alteration of the Constitution is defeated at a meeting, neither the proposed alteration nor an alteration which in the opinion of the Chair of the National Federation is similar in substance may be brought forward for three years except by the National Federation Board of Trustees or at least seven Federation Councils.

Enlargement

56. A WI ("the continuing WI") may be enlarged by absorbing a WI ("the terminating WI") provided that:

- (a) The consent of the Federation Board of Trustees to the enlargement has first been obtained.
- (b) Subsequently, each of the terminating WI and the continuing WI at Special Meetings called for the purpose, held in accordance with Rule 42 and attended by a WI Adviser, approves a resolution setting out the terms of the enlargement (including the name of the enlarged WI).

57. When the terminating WI is absorbed by the continuing WI:

- (a) the Treasurer of the terminating WI must first discharge its outstanding liabilities out of the funds of the terminating WI; and
- (b) any remaining property of the terminating WI and the records of the terminating WI must then be transferred to the continuing WI for its free and independent use.

Transfer of Property

58. The WI may transfer property of any kind to a newly formed WI (which WI Members are to transfer or have transferred their membership to, or which potential WI Members are to become members of) provided that:

- (a) the consent of the Federation Board of Trustees has first been obtained; and
- (b) subsequently, the WI at a Special Meeting called for the purpose, held in accordance with Rule 42 and attended by a WI Adviser, approves a resolution to transfer the property.

Closure or Suspension

59. The WI may be closed or its activities suspended provided that:

- (a) the Federation Board of Trustees has first been informed of the intention to close or suspend activities; and

- (b) subsequently, the WI at a Special Meeting called for the purpose, held in accordance with Rule 42 and attended by a WI Adviser, approves a resolution to close or suspend activities.

60. The WI may be closed or its activities suspended on the grounds that its conduct has been contrary to its objects or detrimental to the best interests of the movement by the Federation Board of Trustees after consultation with and in accordance with an authority from the National Federation Board of Trustees having first given the WI the opportunity to submit a written representation for consideration by the Federation Board of Trustees and National Federation Board of Trustees before a final decision is made.

61. If the WI decides at a Special Meeting to close or suspend its activities, or if the Federation Board of Trustees closes or suspends the activities of the WI:

- (a) the Treasurer of the WI must discharge its outstanding liabilities out of the funds of the WI;
- (b) a scheme approved by the majority of the WI Members for the care or disposal of any property owned by the WI other than money or investments, must be submitted to the Federation Board of Trustees for its approval. If the Federation Board of Trustees objects to the scheme, the matter must be referred to the National Federation Board of Trustees, which may amend or alter the scheme as it thinks fit. The decision of the National Federation Board of Trustees is final;
- (c) the WI records must be forwarded for safe custody to the Federation Board of Trustees; and
- (d) the balance of the funds remaining after the payment of all outstanding liabilities shall be handed over to the Board of Trustees of the Federation, to be held by them until the WI is reformed, or for three years or until a new WI is established which in the opinion of the Federation Board of Trustees serves the area formerly served by the WI, whichever is the shorter period. If the WI is

reformed within that time, the funds (excluding interest) will be passed to the reformed WI. If at the end of that time the WI has not been reformed, the funds (including interest) are to be retained by the Federation.

Definitions

62. In this Constitution:

- (a) **“the Age of Majority”** means the age at which a person is entitled to vote in national elections in the jurisdiction in which the WI is based.
- (b) **“the Annual Meeting”** means the annual meeting of the WI held in accordance with Rule 33.
- (c) **“the Committee”** and **“Committee Members”** are the charity trustees of the WI as defined in the Charities Act 2011.
- (d) **“Connected”** in relation to a Committee Member means:
- (i) any spouse or civil partner of a Committee Member;
- (ii) a person living with a Committee Member as if they were their spouse or civil partner where there is any financial interdependency between that person and the Committee Member;
- (iii) any parent, child, step-child, brother, sister, grandparent or grandchild of a Committee Member where there is any financial interdependency between that person and the Committee Member;
- (iv) the spouse or civil partner of any person in (iii);
- (v) a person living with a person in (iii) as if they were their spouse or civil partner where there is any financial interdependency between that person and the person in (iii);

- (vi) any partnership or firm controlled by a Committee Member; or
- (vii) any company in relation to which a Committee Member may exercise more than 50% of the voting power at a general meeting of the company.
- (e) **“the Federation”** means the Federation of Women’s Institutes with a constitution in the form laid down from time to time for Federations by the National Federation and of which the WI is to be a member in accordance with Rule 50 of this Constitution.
- (f) **“the Federation Board of Trustees”** means the board of trustees of the Federation.
- (g) **“Holding Trustees”** are the individuals appointed by the Committee to hold the legal title of property of the WI and who act on the instructions of the Committee.
- (h) **“the National Council”** means the National Council of the National Federation.
- (i) **“the National Federation”** means the National Federation of Women’s Institutes of England, Wales, Jersey, Guernsey and the Isle of Man, a body incorporated under the Companies Act 1985.
- (j) **“the National Federation Board of Trustees”** means the board of trustees of the National Federation.
- (k) **“NFWI Associate”** means a NFWI Associate of the National Federation.
- (l) **“Officers”** means Committee Members elected as the officers of the WI in accordance with Rules 18 to 25.
- (m) **“Special Meeting”** means a special meeting of the WI held in accordance with Rule 34.
- (n) **“Women’s Institute”** has the meaning prescribed by Rule 6 and **“the WI”** means this Women’s Institute.

- (o) **“WI Adviser”** means an individual appointed by the National Federation on the recommendation of a Federation to support Women’s Institutes and who has the powers and functions conferred on her by a Federation’s constitution or otherwise by a Federation.
- (p) **“WI Dual Member”** means a member of another WI who becomes a dual member of this WI in accordance with Rule 15.
- (q) **“WI Member”** means a member of the WI admitted in accordance with Rule 12.
- (r) **“WI Link Delegate”** refers to a representative appointed in accordance with the Articles of Association of the National Federation to represent Women’s Institutes at Annual Meetings of the National Federation.
- (s) **“written”** refers to the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied electronically or otherwise.

References in this Constitution to any legislation include a reference to that legislation as re-enacted or amended from time to time and to any subordinate legislation made under it.

Notes

Signed on behalf of

_____ WI

_____ Federation

_____ President

_____ Secretary

Date: _____ WI Reference: _____

NATIONAL FEDERATION OF WOMEN'S INSTITUTES

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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 of tenders has passed;
 - v. 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.