



Saxmundham Town Council

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

Minutes

11/25RC Attendees

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

Apologies

CLlr Jeremy Smith – none received

Also Present

Sharon Smith (Town Clerk)

12/25RC Declaration of Interests

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

13/25RC Open Forum

None.

14/25RC Minutes

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

15/25RC Monthly Finance

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

16/25RC Investments

It was **unanimously resolved** to approve the following investments:

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

17/25TC Financial Year 2024-2025

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

Signed _____ Date _____

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

18/25RC Community Grants

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

19/25TC Policies

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

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

20/25RC Next Meeting

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

The meeting closed at 1:15 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____