



Saxmundham Town Council

Members of the Town Council are summoned to attend the Annual Meeting of Saxmundham Town Council on Monday 12th May 2025 at 7:00 pm at the Market Hall, High Street, Saxmundham

Agenda

1. Election of Chair

To invite nominations and elect a Chair for the year 2025-2026.

2. Election of Vice-Chair

To invite nominations and elect a Vice-Chair for the year 2025-2026.

3. Attendance and Apologies

To receive any apologies and note any absences.

4. 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.

5. Minutes

- a) To approve the minutes of the meeting held on 14th April 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
 - i. Resources Committee meeting held on 6th May 2025.
 - ii. Amenities and Services Committee meeting held on 17th April 2025.
 - iii. Planning and Development Control Committee on 24th April 2025.

6. Council and Committees

- a) To note the Councillors' Attendance at Meetings Report 2024-2025.
- b) To review and approve the Committees and Working Groups structure for 2025-2026.
- c) To conduct the review and approval of the Scheme of Delegation including the revised Terms of Reference.
- d) To appoint Councillors and Chairs to the Committees and Working Groups.
- e) To review and approve the schedule of ordinary meetings of the Council and Committees for 2025-2026.

7. Code of Conduct

- a) To note the requirement for members to conduct the annual review of the Model Councillor Code of Conduct.
- b) To note the requirement for members to conduct the annual review of their Registers of Interest.

8. External Bodies

To review Councillors' representations on, or work with, external bodies and arrangements for reporting back.

9. Energy Projects

- a) To receive a report from the Fromus Energy Projects Team.
- b) To receive an 'Empowering Nature' proposal and consider endorsing for inclusion within response to the Planning Inspectorate and National Grid companies.
- c) To consider delegating authority to the Chair of the Fromus Energy Projects Team in conjunction with the Chair of the Town Council and the Town Clerk to respond to the Sealink Development Consent Order examination following email approval of circulated reports.

10. Strategic Plan 2025-2026

- a) To receive a summary of the results of the community consultation.
- b) To approve the final version of the Strategic Plan 2025-2030.

11. Finance

- a) To receive the payments, receipts and bank balances to 30th April 2025.
- b) To receive the budget versus actual income and expenditure report to 30th April 2025.
- c) To confirm the continued use of the BACS system for online payments.
- d) To note the four-year grant report and consider an application from IP17 Good Neighbours Scheme for a grant.

12. Policies

To resolve to accept the Resources Committee recommendation to approve the:

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

13. Staffing

To note the resolution of the Staffing Sub-Committee to increase the Town Clerk's weekly hours by two, moving the role to a full-time position, from 1 April 2025.

14. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 9th June 2025 at 7:00 pm.

Sharon Smith
Town Clerk
7th May 2025