



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 9th June 2025 at 7:00 pm at the Market Hall, High Street, Saxmundham

Agenda

1. Attendance and Apologies

To receive any apologies and note any absences.

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

- a) A fifteen-minute session for members of the public to present concerns or ask questions related to the town.
- b) To receive a presentation from the Art Station.
- c) To receive a report from County Councillor Richard Smith.
- d) To receive a report from District Councillor John Fisher.

4. Minutes

- a) To approve the minutes of the Annual Meeting held on 12th May 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
 - i. Resources Committee meeting held on 3rd June 2025.
 - ii. Amenities and Services Committee meeting held on 15th May 2025.
 - iii. Events and Communications Committee meeting held on 1st May 2025.
 - iv. Planning and Development Control Committee held on 12th May 2025.
 - v. Staffing Committee meeting held on 30th May 2025.

5. Reports

- a) To receive a report from the Chair of the Fromus Energy Projects Team.
- b) To receive a report from the Town Clerk including Crime Statistics.

6. Neighbourhood Plan

- a) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- b) To approve the Regulation 14 Pre-Submission Draft Modified Plan for submission to the local planning authority.
- c) To endorse the Statement to Accompany the Pre-Submission Draft Modified Plan.

7. 3 Communities Link - Community Infrastructure Levy Bid

To consider supporting a CIL bid by East Suffolk Council and Suffolk County Council for walking and cycling improvements between Benhall and Saxmundham.

8. Annual Delivery Plan 2025-2026

To consider approval of the draft Annual Delivery Plan for 2025-2026.

9. Financial Year 2024-2025

- a) To resolve to accept the Resources Committee's recommendations to approve the:
 - i. Annual Income and Expenditure Accounts for the financial year 2024-2025.
 - ii. Annual Balance Sheet as at 31st March 2025.
 - iii. Internal Audit Effectiveness Review for the financial year 2025-2025.
 - iv. Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return.
 - v. Accounting Statements (Section 2) of the Annual Governance and Accountability Return.
 - vi. Revised Community Infrastructure Levy Report for the financial year 2025-2026.
- b) To receive the:
 - i. Annual Bank Reconciliation for the year ended 31st March 2025.
 - ii. Annual Earmarked Reserves Report for the year ended 31st March 2025.
 - iii. Period for the exercise of public rights from 10 June 2025 to 21 July 2025.
 - iv. Internal Audit Report for the financial year 2024-2025 and agree to address any recommendations.

10. Financial Year 2025-2026

- a) To receive the payments, receipts and bank balances to 31st May 2025.
- b) To receive the budget versus actual income and expenditure report to 31st May 2025.

11. External Bodies

To review Councillors' representations on the following external bodies and arrangements for reporting back:

- i. East Suffolk Council/Suffolk County Council – Energy Projects Cabinet Members and Officers
- ii. East Suffolk Council – Neighbourhood Plan Officers
- iii. East Suffolk Council - Aldeburgh, Leiston and Saxmundham Community Partnership
- iv. East Suffolk Communities Energy Partnership
- v. East Suffolk Travellers Association
- vi. Sizewell C – Southern and Northern Transport Forums
- vii. Suffolk Association of Local Councils
- viii. Saxmundham Surgery Patient Participation Group

12. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 14th July 2025 at 7:00 pm.

Sharon Smith
Town Clerk
4th June 2025