



Saxmundham Town Council

Minutes of the Annual Meeting of Saxmundham Town Council held on
Monday 12th May 2025 at the Market Hall, High Street, Saxmundham at 7:00 pm.

Minutes

12/25TC Election of Chair

Nominations for Chair were invited. Cllr Elizabeth Clark nominated Cllr John Findlay. The motion was seconded by Cllr David Humphreys. It was **unanimously resolved** to elect Cllr John Findlay as Chair for the civic year 2025-2026. Cllr John Findlay signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

13/25TC Election of Vice-Chair

Nominations for Vice-Chair were invited. Cllr John Findlay nominated Cllr Geraldine Barker. The motion was seconded by Cllr John Fisher. It was **unanimously resolved** to elect Cllr Geraldine Barker as Vice-Chair for the civic year 2025-2026.

14/25TC Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice Chair)
Cllr Nick Jackson
Cllr Marianne Kiff
Cllr John Fisher
Cllr Elizabeth Clark
Cllr David Humphreys
Cllr Tim Lock
Cllr Georgina Burns
Cllr Laura Purina
Cllr Jeremy Smith (part of the meeting)

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk/RFO)
1 member of the public

15/25TC Declaration of Interests

Cllr John Findlay declared an interest in item 23/25TCd.

16/25TC Open Forum

The Chair noted that, due to the volume of business, there was no Open Forum included on the agenda. However, he agreed to a request from a member of the public to address the Council. The member of the public reported being disturbed by night-time works carried out by contractors clearing foliage as part of the railway line upgrades for the Sizewell C project. He stated that he intervened, and the contractors agreed to cease operations, as local residents had not been given prior notice of the activity. The Chair confirmed that the Council would raise the matter with Sizewell C.

17/25TC Minutes

Signed _____ Date _____

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 14th April 2025.
- b) The Council received 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 Committee meeting held on 24th April 2025.

18/25TC Council and Committees

- a) The Council noted the Councillors' Attendance at Meetings Report for the previous civic year.
- b) The Council approved the revised Committee and Working Group structure for the civic year 2025–2026.
- c) It was **unanimously resolved** to appoint members to Committees as follows:
 - i. Amenities and Services Committee – Cllr Tim Lock, Cllr Elizabeth Clark, Cllr Laura Purina, Cllr David Humphreys, Cllr Marianne Kiff.
 - ii. Civic and Community Committee – Cllr Nick Jackson, Cllr Geraldine Barker, Cllr Tim Lock, Cllr James Sandbach, Cllr Laura Purina, Cllr Georgina Burns.

Cllr Jeremy Smith joined the meeting and offered his apologies to the Chair for his late arrival.

- iii. Planning and Development Control Committee – Cllr John Fisher, Cllr Marianne Kiff, Cllr David Humphreys, Cllr Geraldine Barker, Cllr Elizabeth Clark, Cllr Laura Purina.
 - iv. Staffing – Cllr David Humphreys, Cllr John Findlay, Cllr Elizabeth Clark, Cllr John Fisher, Cllr Tim Lock.
- d) It was unanimously resolved to make the following appointments to Working Groups for the civic year ahead:
 - i. Neighbourhood Plan Steering Group – Cllr Jeremy Smith, Cllr John Findlay, Cllr Geraldine Barker, Cllr Nick Jackson.
 - ii. Fromus Energy Projects Team – Cllr Geraldine Barker, Cllr Tim Lock, Cllr Nick Jackson, Cllr Georgina Burns, Cllr Laura Purina.
- e) The Council appointed the following Chairs to its Committees for the civic year ahead. Working Groups, who include members of the public, were authorised to appoint their own Chairs from within their membership.
 - i. Amenities and Services Committee – Cllr Tim Lock.
 - ii. Civic and Community Committee – Cllr Nick Jackson
 - iii. Planning and Development Control Committee – Cllr John Fisher
 - iv. Staffing Committee – Cllr David Humphreys

Signed _____ Date _____

- f) It was **unanimously resolved** to appoint the Chairs of all Committees to the Resources Committee, namely: Cllr Tim Lock, Cllr Nick Jackson, Cllr John Fisher, and Cllr David Humphries. In addition, Cllr John Findlay, as Chair of the Town Council, and Cllr Elizabeth Clark, as Chair of the Resources Committee for the previous civic year, were also appointed. Cllr Elizabeth Clark was appointed as Chair of the Resources Committee for the civic year 2025–2026.
- g) Following an amendment to the Terms of Reference of the Working Groups proposed by Cllr Jeremy Smith, it was **unanimously resolved** to approve the Scheme of Delegation including the revised Terms of Reference for the civic year ahead.
- h) It was **unanimously resolved** to approve the schedule of ordinary meetings of the Council and Committees for the civic year ahead.

19/25TC Code of Conduct

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

20/25TC External Bodies

- a) The Council discussed the importance of reviewing its representation on external bodies and agreed that a comprehensive list of relevant organisations should be compiled to support this process. It was agreed that the Town Clerk be instructed to draw up a list of external bodies for consideration at a future meeting, to enable the Council to determine whether it wishes to appoint representatives and establish appropriate reporting arrangements.
- b) Cllr Laura Purina reported that she had represented the Council at Community Rest Centre training delivered by East Suffolk Council.

21/25TC Energy Projects

- a) Cllr Geraldine Barker, Chair of the Fromus Energy Projects Team, summarised her report, which had been previously circulated and is available on the Council's website. Cllr Barker also reported that she and the Town Clerk will represent the Council at a series of meetings with East Suffolk Council and other Town and Parish Councils directly affected by the numerous energy projects.
- b) It was unanimously resolved to endorse the 'Empowering Nature' paper for community consultation and to publish the associated press release.
- c) It was **unanimously resolved** to delegate authority to the Chair of the Fromus Energy Projects Team, in conjunction with the Chair of the Town Council and the Town Clerk, to submit responses to the Sealink Development Consent Order examination, subject to prior email approval by Councillors.

22/25TC Strategic Plan 2025-2026

- a) The Council received a summary of the results of the community consultation,
- b) It was **unanimously resolved** to approve the Strategic Plan for 2025-2030.

Signed _____ Date _____

23/25TC Finance

- a) The Council received the payments, receipts and bank balances to 30th April 2025.
- b) The Council received the budget versus actual income and expenditure report to 30th April 2025.
- c) It was **unanimously resolved** to approve the continued use of the BACS system for online payments.
- d) The Council considered the grant request from IP17 Good Neighbours Scheme and, following discussion, **resolved by majority** to award a grant of £10,000. Cllr John Findlay, having declared an interest, did not participate in the discussion or vote.

24/25TC Policies

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

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

25/25TC Staffing

The Council noted 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.

26/25TC Next Meeting

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

The meeting closed at 8:25 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____