



Saxmundham Town Council

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

Minutes

21/25RC Attendees

Cllr Elizabeth Clark (Chair)
Cllr John Fisher
Cllr John Findlay
Cllr Nick Jackson
Cllr David Humphreys

Apologies

Cllr Tim Lock – none received

Also Present

Sharon Smith (Town Clerk)

22/25RC Declaration of Interests

None.

23/25RC Open Forum

None.

24/25RC Minutes

It was **unanimously resolved** that the minutes of the meeting held on 6th May 2025 are a true and accurate record.

25/25RC Monthly Reports

- a) It was **unanimously resolved** to approve the payments and receipts for May 2025.
- b) The Committee noted the bank balances as at 31st May 2025.
- c) Cllr Elizabeth Clark verified the bank reconciliations as at 30th April 2025 and 31st May 2025.
- d) The Committee reviewed the budget versus actual income and expenditure report as at 29th May 2025.

26/25RC Local Council Award Scheme

The Committee received an update on progress against the Continuous Improvement Plan as part of the ambition to achieve the Silver level of the Local Council Award Scheme.

27/25TC HM Land Registry

The Committee noted that HM Land Registry has completed the first registration of title for the Memorial Field and Seaman Avenue playground.

28/25RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 8th July 2025 at 11:30am.

The meeting closed at 12:35 pm.

Sharon Smith, Town Clerk/RFO

Signed _____ Date _____

SAXMUNDHAM TOWN COUNCIL - JUNE 2025

01/06/2025		Balance Brought Forward - Unity Trust Bank Current	£14,361.14
		Balance Brought Forward - Unity Trust Bank Savings	£40,000.00
		Balance Brought Forward - Cambridge Building Society	£85,000.00
		Balance Brought Forward - Public Sector Deposit Fund	<u>£110,000.00</u>
			£249,361.14

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority	
19/06/2025	n/a	Nest	Pensions - Month 3	£513.98	£0.00	£513.98	4000 Pre-Approved Payments List		£0.00
24/06/2025	n/a	Staff Salaries	Salaries - Month 3	£7,750.92	£0.00	£7,750.92	4000 Pre-Approved Payments List		
17/06/2025	n/a	EE	Mobile Phone - Month 3	£19.20	£0.00	£19.20	4260 Pre-Approved Payments List		£0.00
30/05/2025	n/a	The Cleaning Company	Cleaning - Month 2	£382.24	£63.71	£318.53	4200 Pre-Approved Payments List		£0.00
04/06/2025	n/a	Smartest Energy	Electricity - Month 2	£54.62	£2.60	£52.02	4205 Pre-Approved Payments List		£0.00
05/06/2025	n/a	Smartest Energy	Gas - Month 2	£44.22	£2.11	£42.11	4205 Pre-Approved Payments List		£0.00
13/06/2025	n/a	Everflow	Water - Month 3	£35.10	£0.00	£35.10	4205 Pre-Approved Payments List		£0.00
30/06/2025	n/a	Unity Trust Bank	Bank Charges - Month 3	£13.20	£0.00	£13.20	4235 Pre-Approved Payments List		£0.00
09/06/2025	n/a	Red Dune	IT Services - Month 2	£405.60	£67.60	£338.00	4255 Pre-Approved Payments List		£0.00
17/06/2025	n/a	Red Dune	IT Services - Month 3	£405.60	£67.60	£338.00	4255 Pre-Approved Payments List		£0.00
19/06/2025	16/25TC	Red Dune	Laptop Battery Replacement	£54.00	£9.00	£45.00	4265 Pre-Approved Payments List		
30/05/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 3	£258.33	£43.05	£215.28	4240 Pre-Approved Payments List		£0.00
22/05/2025	n/a	ABC Radio	Annual Meeting - PA	£175.00	£0.00	£175.00	4100 Pre-Approved Payments List		£0.00
26/05/2025	12/25TC	Violets	Annual Meeting - Refreshments	£135.00	£0.00	£135.00	4140 Pre-Approved Payments List		
26/05/2025	n/a	Leiston Press	Strategic Plan Booklets	£145.00	£0.00	£145.00	4400 Pre-Approved Payments List		£0.00
31/05/2025	21/25TC	Leiston Press	Sea Link and Empowering Nature Leaflets	£345.00	£0.00	£345.00	4400 Pre-Approved Payments List		£0.00
14/05/2025	n/a	HerringBone Design	Website Amendments	£60.00	£0.00	£60.00	4405 Pre-Approved Payments List		£0.00
31/05/2025	n/a	Design Folk	Website Hosting and Registration	£245.00	£0.00	£245.00	4405 Pre-Approved Payments List		£0.00
01/05/2025	n/a	J T Peggs	Green Team - Town House Planters	£24.00	£4.00	£20.00	4810 Pre-Approved Payments List		£0.00
01/05/2025	n/a	J T Peggs	Wildlife Walk - Boardwalk Materials	£179.13	£29.85	£149.28	4829 Amenities and Services Committee - 121/24AS		£0.00
13/05/2025	n/a	Saxmundham & District CIC	Room Hire	£30.00	£0.00	£30.00	4220 Pre-Approved Payments List		£0.00
17/06/2025	n/a	Saxmundham & District CIC	Room Hire	£24.00	£0.00	£24.00	4220 Pre-Approved Payments List		£0.00
14/05/2025	n/a	Jarrold Training	Training - Town Clerk - Forefront Leadership	£2,220.00	£370.00	£1,850.00	4095 Pre-Approved Payments List		£0.00
14/05/2025	14/25TC	Viking	Stationery	£201.43	£33.57	£167.86	4265 Pre-Approved Payments List		£0.00
29/05/2025	n/a	Viking	Stationery	£74.78	£12.46	£62.32	4245 Pre-Approved Payments List		£0.00
05/06/2025	20/25TC	ESPO	Stationery	£33.60	£5.60	£28.00	4245 Pre-Approved Payments List		£0.00
16/04/2025	n/a	ESPO	Town House Supplies	£35.16	£5.86	£29.30	4265 Pre-Approved Payments List		£0.00
27/05/2025	n/a	Fishers	Town House Supplies	£42.37	£0.00	£42.37	4670 Pre-Approved Payments List		£0.00
20/06/2025	n/a	John E Wright	Modified Neighbourhood Plan - Design Code Booklet	£42.14	£7.02	£35.12	4705 Town Clerk and Town Council Chair		
18/06/2025	26/25TC	John E Wright	Modified Neighbourhood Plan - Booklets and Consultation Response Forms	£628.80	£104.80	£524.00	4705 Town Clerk and Town Council Chair		
18/06/2025	17/25TC	LF Geater & Sons Ltd	Hanging Baskets	<u>£1,536.00</u>	<u>£256.00</u>	<u>£1,280.00</u>	4830 Amenities and Services Committee - TBC		
				£16,113.42	£1,084.83	£15,028.59			

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority	
28/04/2025	n/a	East Suffolk Council	Temporary Event Notice	£21.00	£0.00	£21.00	4505 Events and Communications Committee - 05/25EC		
29/04/2025	n/a	Tesco	Kitchen Supplies	£4.70	£0.00	£4.70	4265 Pre-Approved Payments List		
01/05/2025	n/a	Tesco	Kitchen Supplies	£1.20	£0.00	£1.20	4265 Pre-Approved Payments List		
02/05/2025	n/a	Amazon	VE Day Supplies	£20.68	£2.08	£18.60	4505 Events and Communications Committee - 65/24EC		
10/05/2025	n/a	The Factory Shop	VE Day Supplies	£3.00	£0.00	£3.00	4505 Events and Communications Committee - 65/24EC		
13/05/2025	n/a	Post office Ltd	Stamps	£13.60	£0.00	£13.60	4245 Pre-Approved Payments List		
16/05/2025	n/a	Elementor Ltd	Website Tools	£36.98	£0.00	£36.98	4405 Pre-Approved Payments List		
16/05/2025	n/a	Ebay	Soap Dispensers	£23.96	£0.00	£23.96	4265 Pre-Approved Payments List		
17/05/2025	n/a	Ladybird Nurseries	Compost	£60.20	£0.00	£60.20	4810 Amenities and Services Committee - 48/24AS		
21/05/2025	n/a	Ebay	Paint Brushes	£13.47	£0.00	£13.47	4265 Pre-Approved Payments List		
21/05/2025	n/a	Ebay	Wood Preserve	£26.99	£0.00	£26.99	4265 Pre-Approved Payments List		
21/05/2025	n/a	Ebay	Decking Oil	£34.00	£0.00	£34.00	4265 Pre-Approved Payments List		
21/05/2025	15/25TC	Online Tank Store	110L Water Trolley	£402.00	£67.00	£335.00	4810 Pre-Approved Payments List		
24/05/2025	n/a	Ladybird Nurseries	Plants	£92.80	£0.00	£92.80	4810 Pre-Approved Payments List		
26/05/2025	n/a	Ebay	PAT Tester	£43.10	£0.00	£43.10	4265 Pre-Approved Payments List		
26/05/2025	n/a	Ebay	PAT Tester Lables	£10.99	£0.00	£10.99	4265 Pre-Approved Payments List		
27/05/2025	n/a	Lloyds Bank	Monthly Fee	<u>£3.00</u>	<u>£0.00</u>	<u>£3.00</u>	4235 Pre-Approved Payments List		
				£811.67	£69.08	£742.59			

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
17/06/2025	n/a	Unity Trust Bank Savings	Transfer	£10,000.00	

10/06/2025	TC19	Stall Holders	Monthly Market - May	£15.00	1100
17/06/2025	TC30	Stall Holders	Monthly Market -June	£15.00	1100
23/06/2025	TC31	Stall Holders	Monthly Market -June	£15.00	1100
18/06/2025	TC32	Stall Holders	Monthly Market -June	£15.00	1100
01/06/2025	TC26	Stall Holders	Weekly Market - June	£40.00	1100
03/06/2025	n/a	CCLA	Interest	£297.37	1090
25/06/2025	n/a	Sax Community Fest	Memorial Field Hire	£50.00	1110
				£10,447.37	

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
30/06/2025	n/a	Unity Trust Bank	Interest - Quarter 1	£112.35
				£112.35

Transfers from Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
17/06/2025	n/a	Unity Trust Bank Current	Transfer	£10,000.00
				£10,000.00

30/06/2025	Balance Carried Forward - Unity Trust Bank Current	£7,883.42
	Balance Carried Forward - Unity Trust Bank Savings	£30,112.35
	Balance Carried Forward - Cambridge Building Society	£85,000.00
	Balance Carried Forward - Public Sector Deposit Fund	£110,000.00
		£232,995.77












































**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Unity Trust Bank - Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	30/06/2025		7,883.42
			<u>7,883.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,883.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,883.42
		Balance per Cash Book is :-	7,883.42
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon Q. Smith Date 02/07/25**Councillor:**

Name Signed Date

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Unity Trust Bank - Current

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2025			297.37	297.37		R 	Receipt(s) Banked
09/06/2025	match01	345.00		345.00		R 	Leiston Press Publishing
09/06/2025	match02	245.00		245.00		R 	Design Folk digital media & gr
09/06/2025	match03	74.78		74.78		R 	Viking Ltd.
09/06/2025	match04	33.60		33.60		R 	Eastern Shires Purchasing Orga
09/06/2025	match05	258.33		258.33		R 	Office flow
09/06/2025	match06	175.00		175.00		R 	ALDE & BLYTHE COMMUNITY RADIO
09/06/2025	match07	145.00		145.00		R 	Leiston Press Publishing
09/06/2025	match08	135.00		135.00		R 	Violets - Clare Newman
09/06/2025	match09	60.00		60.00		R 	Herring Bone Design Ltd.
09/06/2025	match10	42.37		42.37		R 	Fishers Ironmongers
09/06/2025	match11	203.13		203.13		R 	J T Pegg & Sons Ltd.
09/06/2025	match12	30.00		30.00		R 	Sax and District Community Int
09/06/2025	match13	405.60		405.60		R 	Red Dune Ltd.
09/06/2025	match14	201.43		201.43		R 	Viking Ltd.
09/06/2025	match15	2,220.00		2,220.00		R 	Jarrold Training
10/06/2025	lloyds	811.67		811.67		R 	Unity Trust Bank Multipay Card
10/06/2025			15.00	15.00		R 	Receipt(s) Banked
16/06/2025	match01	54.62		54.62		R 	Smartest Energy Business Ltd
16/06/2025	match02	44.22		44.22		R 	Smartest Energy Business Ltd
17/06/2025	match03	19.20		19.20		R 	EE
17/06/2025	match04	405.60		405.60		R 	Red Dune Ltd.
17/06/2025	match05	382.24		382.24		R 	The Cleaning Company Suffolk L
17/06/2025	TRANSFER	1,012.70		1,012.70		R 	Robert Ross
17/06/2025	transfer		10,000.00	10,000.00		R 	Receipt(s) Banked
17/06/2025			15.00	15.00		R 	Receipt(s) Banked
17/06/2025			15.00	15.00		R 	Receipt(s) Banked
19/06/2025	TRANSFER	513.98		513.98		R 	NEST Pensions
24/06/2025	TRANSFER	441.13		441.13		R 	Amy Rayner
24/06/2025	TRANSFER	1,277.18		1,277.18		R 	Jess Palmer
24/06/2025	TRANSFER	2,996.25		2,996.25		R 	Sharon Smith
24/06/2025	TRANSFER	965.85		965.85		R 	Lisa Hamon
24/06/2025	TRANSFER	1,057.81		1,057.81		R 	Michelle Allen
25/06/2025	MATCH1	35.10		35.10		R 	EVERFLOW Water
25/06/2025	MATCH2	54.00		54.00		R 	Red Dune Ltd.
25/06/2025	MATCH3	24.00		24.00		R 	FROMUS Centre
25/06/2025	MATCH4	35.16		35.16		R 	Eastern Shires Purchasing Orga
25/06/2025	MATCH5	670.94		670.94		R 	John E Wright
25/06/2025	MATCH6	1,536.00		1,536.00		R 	L F Geater & Sons Ltd.
25/06/2025			15.00	15.00		R 	Receipt(s) Banked
25/06/2025			50.00	50.00		R 	Receipt(s) Banked
25/06/2025			40.00	40.00		R 	Receipt(s) Banked
30/06/2025	DD	13.20		13.20		R 	Unity Trust Bank
		16,925.09	10,447.37				

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Unity Trust Bank - Current

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon Q. Smith Date 02/07/25

Councillor:

Name Signed Date

Saxmundham Town Council
Town Council
 60-83-01 • 20458603

Balance Available
£ 7,883.42 £ 7,883.42

Balances are correct as of 14:21 on 02 Jul 2025.

↓ Date	Description	Paid in	Paid out	Balance
30/06/25	Service Charge		-12.60	7,883.42
30/06/25	Manual Credit - Handling Charge		-0.60	7,896.02
30/06/25	K Hilliard • PITCH FEES20-24-25	40.00		7,896.62
26/06/25	B/P to: John E Wright • SAX NEIGH PLAN		-42.14	7,856.62
26/06/25	B/P to: John E Wright • SAX NEIGH PLAN		-628.80	7,898.76
26/06/25	B/P to: L F GEATER AND SON • INV 1748		-1,536.00	8,527.56
26/06/25	B/P to: RED DUNE • INV 4598		-54.00	10,063.56
25/06/25	Transfer from 20458593	50.00		10,117.56
25/06/25	B/P to: THE SAXMUNDHAM • INVOICE & D 25/115		-24.00	10,067.56
25/06/25	B/P to: EASTERN SHIRES PUR • 7674423		-35.16	10,091.56
24/06/25	B/P to: JESSICA ALICE PALM • STC SALARY		-1,277.18	10,126.72
24/06/25	B/P to: M Allen • STC SALARY		-1,057.81	11,403.90
24/06/25	B/P to: AMY RUTH RAYNER • STC SALARY		-441.13	12,461.71
24/06/25	B/P to: Lisa Hamon • STC SALARY		-965.85	12,902.84
24/06/25	B/P to: Sharon Smith • STC SALARY		-2,996.25	13,868.69
23/06/25	HOWARD & WIGGINS • BAKE ME AWAY	15.00		16,864.94
23/06/25	Direct Debit (EVERFLOW LIMITED) • D253689A		-35.10	16,849.94
19/06/25	Direct Debit (NEST) • IT000005044336		-513.98	16,885.04
18/06/25	CRUM-EWING AG • TC32	15.00		17,399.02
17/06/25	Transfer from 20506092	10,000.00		17,384.02
17/06/25	B/P to: The Cleaning Compa • INV 4714		-382.24	7,384.02
17/06/25	B/P to: RED DUNE • INV 11268		-405.60	7,766.26
17/06/25	B/P to: Robert Ross • JUNE SALARY		-1,012.70	8,171.86

17/06/25	Direct Debit (SMARTESTENERGY BUS)	• 44503-002	-44.22	9,184.56
17/06/25	Direct Debit (EE LIMITED)	• Q53129644629249079	-19.20	9,228.78
17/06/25	ANA DE LUIS ALAS	• TC30	15.00	9,247.98
16/06/25	Direct Debit (SMARTESTENERGY BUS)	• 100011163161	-54.62	9,232.98
10/06/25	TEMPRD LTD	• TC19. TEMPRD	5.00	9,287.60
10/06/25	TEMPRD LTD	• TC19. TEMPRD	10.00	9,282.60
10/06/25	Direct Debit (LLOYDS CORP CARD)	• 5563140313646822	-811.67	9,272.60
09/06/25	B/P to: Jarrold Training	• INV 0049016	-2,220.00	10,084.27
09/06/25	B/P to: Viking	• INV 5824328	-201.43	12,304.27
09/06/25	B/P to: RED DUNE	• INV 11128	-405.60	12,505.70
09/06/25	B/P to: THE SAXMUNDHAM& DI	• STCINV-25/059	-30.00	12,911.30
09/06/25	B/P to: J T PEGG & SONS LT	• INV 11687	-203.13	12,941.30
09/06/25	B/P to: S A SMITH & G R SM	• APRIL ITEMS	-42.37	13,144.43
09/06/25	B/P to: HERRINGBONE DESIGN	• INVOICE 6365	-60.00	13,186.80
09/06/25	B/P to: Clare Newman	• INV 12/25	-135.00	13,246.80
09/06/25	B/P to: Leiston Press	• INV 68534	-145.00	13,381.80
09/06/25	B/P to: ABC RADIO CIC	• INV ABCR101	-175.00	13,526.80
09/06/25	B/P to: office flow	• INV 332655	-258.33	13,701.80
09/06/25	B/P to: EASTERN SHIRES PUR	• INV 7710679	-33.60	13,960.13
09/06/25	B/P to: Viking	• INV 5883451	-74.78	13,993.73
09/06/25	B/P to: DESIGNFOLK UK LI	• INV 03186	-245.00	14,068.51
09/06/25	B/P to: Leiston Press	• INV 68650	-345.00	14,313.51
03/06/25	CCLA Investment Management Limited	• PS1007269 Saxmundh	297.37	14,658.51
31/05/25	Service Charge		-14.70	14,361.14
30/05/25	K Hilliard	• PITCH FEES20-24-25	40.00	14,375.84
27/05/25	SJI GREENGROCERS LTD	• TC13	40.00	14,335.84
23/05/25	B/P to: Sharon Smith	• SAX TC SALARY	-2,996.25	14,295.84

01/06/2025

Balance Brought Forward - Unity Trust Bank Current
Balance Brought Forward - Unity Trust Bank Savings
Balance Brought Forward - Cambridge Building Society
Balance Brought Forward - Public Sector Deposit Fund

£14,361.14
£40,000.00
£85,000.00
£110,000.00
£249,361.14

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17/06/2025	n/a	EE	Mobile Phone - Month 3	£19.20	£0.00	£19.20	4260	Pre-Approved Payments List
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22/05/2025	n/a	ABC Radio	Annual Meeting - Refreshments	£135.00	£0.00	£135.00	4140	Pre-Approved Payments List
26/05/2025	12/25TC	Violets	Strategic Plan Booklets	£145.00	£0.00	£145.00	4400	Pre-Approved Payments List
26/05/2025	n/a	Leiston Press	Sea Link and Empowering Nature Leaflets	£345.00	£0.00	£345.00	4400	Pre-Approved Payments List
31/05/2025	21/25TC	Leiston Press	Website Amendments	£60.00	£0.00	£60.00	4405	Pre-Approved Payments List
14/05/2025	n/a	HerringBone Design	Website Hosting and Registration	£245.00	£0.00	£245.00	4405	Pre-Approved Payments List
31/05/2025	n/a	Design Folk	Green Team - Town House Planters	£24.00	£4.00	£20.00	4810	Pre-Approved Payments List
01/05/2025	n/a	J T Peggs	Wildlife Walk - Boardwalk Materials	£179.13	£29.85	£149.28	4829	Amenities and Services Committee - 121/24AS
01/05/2025	n/a	J T Peggs	Room Hire	£30.00	£0.00	£30.00	4220	Pre-Approved Payments List
17/06/2025	n/a	Saxmundham & District CIC	Training - Town Clerk - Forefront Leadership	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
14/05/2025	14/25TC	Janold Training	Stationery	£370.00	£37.00	£1,850.00	4095	Pre-Approved Payments List
29/05/2025	n/a	Viking	Stationery	£201.43	£33.57	£167.86	4265	Pre-Approved Payments List
06/06/2025	n/a	ESPO	Stationery	£12.46	£2.46	£62.32	4245	Pre-Approved Payments List
16/04/2025	20/25TC	ESPO	Town House Supplies	£35.60	£5.60	£28.00	4265	Pre-Approved Payments List
27/05/2025	n/a	Fishers	Town House Supplies	£35.16	£3.86	£29.30	4265	Pre-Approved Payments List
20/06/2025	n/a	John E Wright	Modified Neighbourhood Plan - Design Code Booklet	£42.37	£0.00	£42.37	4670	Pre-Approved Payments List
18/06/2025	26/25TC	John E Wright	Modified Neighbourhood Plan - Booklets and Consultation Response Forms	£42.14	£7.02	£35.12	4705	Town Clerk and Town Council Chair
18/06/2025	17/25TC	LF Geater & Sons Ltd	Hanging Baskets	£628.80	£104.80	£524.00	4705	Town Clerk and Town Council Chair
Lloyds Bank Multi Card				£16,113.42	£1,084.83	£15,028.59	4830	Amenities and Services Committee - TBC

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
28/04/2025	n/a	East Suffolk Council	Temporary Event Notice	£21.00	£0.00	£21.00	4505	Events and Communications Committee - 05/25EC
29/04/2025	n/a	Tesco	Kitchen Supplies	£4.70	£0.00	£4.70	4265	Pre-Approved Payments List
01/05/2025	n/a	Tesco	Kitchen Supplies	£1.20	£0.00	£1.20	4265	Pre-Approved Payments List
02/05/2025	n/a	Amazon	VE Day Supplies	£20.68	£2.08	£18.60	4505	Events and Communications Committee - 65/24EC
10/05/2025	n/a	The Factory Shop	VE Day Supplies	£3.00	£0.00	£3.00	4505	Events and Communications Committee - 65/24EC
13/05/2025	n/a	Post office Ltd	Stamps	£13.60	£0.00	£13.60	4245	Pre-Approved Payments List
16/05/2025	n/a	Elementor Ltd	Website Tools	£36.98	£0.00	£36.98	4405	Pre-Approved Payments List
16/05/2025	n/a	Ebay	Soap Dispensers	£23.96	£0.00	£23.96	4265	Pre-Approved Payments List
17/05/2025	n/a	Ladybird Nurseries	Compost	£60.20	£0.00	£60.20	4810	Amenities and Services Committee - 48/24AS
21/05/2025	n/a	Ebay	Paint Brushes	£13.47	£0.00	£13.47	4265	Pre-Approved Payments List
21/05/2025	n/a	Ebay	Wood Preserve	£26.99	£0.00	£26.99	4265	Pre-Approved Payments List
21/05/2025	15/25TC	Ebay	Decking Oil	£34.00	£0.00	£34.00	4265	Pre-Approved Payments List
24/05/2025	n/a	Online Tank Store	110L Water Trolley	£402.00	£67.00	£335.00	4810	Pre-Approved Payments List
26/05/2025	n/a	Ladybird Nurseries	Plants	£92.80	£0.00	£92.80	4810	Pre-Approved Payments List
26/05/2025	n/a	Ebay	PAT Tester	£43.10	£0.00	£43.10	4265	Pre-Approved Payments List
26/05/2025	n/a	Ebay	PAT Tester Lables	£10.99	£0.00	£10.99	4265	Pre-Approved Payments List
27/05/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
Receipts to Unity Trust Bank Current				£811.67	£69.08	£742.59		

Received	Invoice No	Payer	Amount	Code
17/06/2025	n/a	Unity Trust Bank Savings	£10,000.00	

10/06/2025	TC19	Stall Holders	Monthly Market - May	£15.00	1100
17/06/2025	TC30	Stall Holders	Monthly Market - June	£15.00	1100
23/06/2025	TC31	Stall Holders	Monthly Market - June	£15.00	1100
18/06/2025	TC32	Stall Holders	Monthly Market - June	£15.00	1100
01/06/2025	TC26	Stall Holders	Weekly Market - June	£40.00	1100
03/06/2025	n/a	CCIA	Interest	£297.37	1090
25/06/2025	n/a	Sax Community Fest	Memorial Field Hire	£50.00	1110

£10,447.37

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
30/06/2025	n/a	Unity Trust Bank	Interest - Quarter 1	£112.35
				£112.35

Transfers from Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
17/06/2025	n/a	Unity Trust Bank Current	Transfer	£10,000.00
				£10,000.00

30/06/2025		Balance Carried Forward - Unity Trust Bank Current	£7,883.42
		Balance Carried Forward - Unity Trust Bank Savings	£30,112.35
		Balance Carried Forward - Cambridge Building Society	£85,000.00
		Balance Carried Forward - Public Sector Deposit Fund	£110,000.00
			£232,995.77

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 5 - Unity Trust Bank - Savings**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - Savings	30/06/2025		30,112.35
			<u>30,112.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,112.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,112.35
		Balance per Cash Book is :-	30,112.35
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon Q. Smith Date 02/07/25**Councillor:**

Name Signed Date

Bank Reconciliation up to 30/06/2025 for Cashbook No 5 - Unity Trust Bank - Savings

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
17/06/2025	transfer	10,000.00		10,000.00		R <input type="checkbox"/>	Unity Trust Bank - Current
25/06/2025			112.35	112.35		R <input type="checkbox"/>	Receipt(s) Banked
		<u>10,000.00</u>	<u>112.35</u>				

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25**Councillor:**

Name Signed Date




Saxmundham Town Council

Town Council

60-83-01 • 20506092

Gross interest rate

2.25 % 

Balance

£ **30,112.35**

Available

£ **30,112.35**

Balances are correct as of 14:20 on 02 Jul 2025.

↓ Date	Description	Paid in	Paid out	Balance
30/06/25	Credit Interest	112.35		30,112.35
17/06/25	Transfer to 20458603		-10,000.00	30,000.00
21/05/25	Transfer to 20458603		-10,000.00	40,000.00
15/05/25	Transfer from 20458603	50,000.00		50,000.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/06/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date

Bank Reconciliation up to 30/06/2025 for Cashbook No 7 - Unity Trust Bank Multipay Card

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/06/2025	match01	21.00		21.00		R <input checked="" type="checkbox"/>	East Suffolk District Council
10/06/2025	match02	4.70		4.70		R <input checked="" type="checkbox"/>	TESCO
10/06/2025	match03	1.20		1.20		R <input checked="" type="checkbox"/>	TESCO
10/06/2025	match04	20.68		20.68		R <input checked="" type="checkbox"/>	AMAZON
10/06/2025	match05	3.00		3.00		R <input checked="" type="checkbox"/>	The Factory Shop
10/06/2025	match06	13.60		13.60		R <input checked="" type="checkbox"/>	POST OFFICE
10/06/2025	match07	36.98		36.98		R <input checked="" type="checkbox"/>	ELEMENTOR
10/06/2025	match18	23.96		23.96		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	match09	60.20		60.20		R <input checked="" type="checkbox"/>	LADYBIRD NURSERIES (Snape) Ltd
10/06/2025	match10	13.47		13.47		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	match11	26.99		26.99		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	match12	34.00		34.00		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	match13	402.00		402.00		R <input checked="" type="checkbox"/>	ONLINE TANK STORE
10/06/2025	match14	92.80		92.80		R <input checked="" type="checkbox"/>	LADYBIRD NURSERIES (Snape) Ltd
10/06/2025	match15	43.10		43.10		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	mkatch16	10.99		10.99		R <input checked="" type="checkbox"/>	EBAY
10/06/2025	match17	3.00		3.00		R <input checked="" type="checkbox"/>	Lloyds Bank
10/06/2025	lloyds		811.67	811.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>811.67</u>	<u>811.67</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date



SAXMUNDHAMTOWNCOUNCIL
THE TOWN HOUSE
STATION APPROACH
SAXMUNDHAM
IP17 1BW

Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE

Tel: 0800 0964496

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 27/05/2025

Card ending** * 6192**

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£811.67 DR
Statement Balance	£811.67 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
28 Apr 25	EAST SUFFOLK COUNCIL GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED		21.00 DR
29 Apr 25	TESCO STORES 6608 GROCERY STORES, SUPERMARKETS		4.70 DR
01 May 25	TESCO STORES 6608 GROCERY STORES, SUPERMARKETS		1.20 DR
02 May 25	AMAZON* WJ2B32RN5 MISCELLANEOUS GENERAL MERCHANDISE STORES		20.68 DR
10 May 25	TOFS 176 Saxmundham DEPARTMENT STORES		3.00 DR
13 May 25	POST OFFICE COUNTER POSTAGE STAMPS		13.60 DR
16 May 25	ELEMENTOR.COM COMPUTER SOFTWARE STORES	49.00 USD@ 1.325040	36.98 DR
16 May 25	eBay O*23-13066-89915 DEPARTMENT STORES		23.96 DR
17 May 25	Ladybird Nurseries NURSERIES, LAWN AND GARDEN SUPPLY STORES		60.20 DR
21 May 25	eBay O*18-13093-20442 DEPARTMENT STORES		13.47 DR
21 May 25	eBay O*19-13091-88439 DEPARTMENT STORES		26.99 DR

21 May 25	eBay O*20-13090-57337 DEPARTMENT STORES	34.00 DR
21 May 25	ONLINE TANK STORE LTD COMMERCIAL EQUIPMENT, NOT ELSEWHERE CLASSIFIED	402.00 DR
24 May 25	Ladybird Nurseries NURSERIES, LAWN AND GARDEN SUPPLY STORES	92.80 DR
26 May 25	eBay O*03-13131-30721 DEPARTMENT STORES	43.10 DR
26 May 25	eBay O*17-13113-39370 DEPARTMENT STORES	10.99 DR
27 May 25	MONTHLY FEE	3.00 DR

Date: 02/07/2025

Saxmundham Town Council

Page 1

Time: 14:28

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 6 - CCLA - PSDF**

User: 7430.S.SMITH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA - PSDF	30/06/2025		110,000.00
			<u>110,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			110,000.00
		Balance per Cash Book is :-	110,000.00
		Difference is :-	0.00

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date

Subscription contract note

Mrs Sharon G Smith
The Town House
Station Approach
Saxmundham
Suffolk
IP17 1BW



000072

19 May 2025

Account name: **SAXMUNDHAM TOWN COUNCIL**
Account number: **PS1007269-001**

Subscription transaction details

Contract reference	7985587
Order date and time	14 May 2025 13:12:00
Valuation date and time	19 May 2025 11:30:00
Settlement date	19 May 2025
Fund name	The Public Sector Deposit Fund SC4
International Securities Identification Number (ISIN)	GB00B3LDFH01
Name/designation	SAXMUNDHAM TOWN COUNCIL
Order type	Value
Number of units/shares	50,000.000
Value	£50,000.00
Unit/share price	100 pence

Please retain this document for future reference as evidence of the transaction(s) stated above.

We wish to maintain up-to-date records of your account. Should there be any changes to your account details, please contact Client Services.

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Statement of Account

Mrs Sharon G Smith
The Town House
Station Approach
Saxmundham
Suffolk
IP17 1BW

5 May 2025

Account name: **SAXMUNDHAM TOWN COUNCIL**
Account number: **PS1007269-001**
Statement period: **31/03/2025 to 30/04/2025**

Account summary

Total valuation as at 30 April 2025 **£60,000.00**
Total valuation as at last statement at 31 March 2025 **£60,000.00**

Holdings as at 30 April 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	60,000.0000	£1.00	£60,000.00
			Total value
			£60,000.00

The average Fund yield for this period was 4.46% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2025	02/05/2025	Paid to Nominated Bank Details	£220.06	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Cambridge Building Society

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge Building Society	30/06/2025		85,000.00
			<u>85,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.00
		Balance per Cash Book is :-	85,000.00
		Difference is :-	0.00

Responsible Financial Officer:

Name SHARON SMITH Signed Sheron G. Smith Date 02/07/25

Councillor:

Name Signed Date

Name: Karen Forster

Mr Jeremy Smith

14/05/2025 6000.00 (HOF)

ACCOUNT NO. **CB01404371**

Council Saver

2		Date	Details	Receipts	Withdrawals	Balance
01	09/04/2025	Cheque Withdrawal			10,000.00	75,000.00
02	25/04/2025	Cheque Withdrawal			10,000.00	65,000.00
03	14/05/2025	Cheque		20,000.00		85,000.00
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

If an entry seems to be wrong, please tell us as soon as possible so that we can resolve matters.

Town Council Budget Versus Actual Income and Expenditure 2025-2026											
Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 30/06/25	Committed 30/06/25	Budget Under/Overspend 30/06/25	Percentage			
			INCOME								
			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	£ -	£ 4,770	£ -	£ 4,770				
4	103	1090	Bank Interest	£ 4,000	£ 859	£ -		11%			
			Total	£ 282,037	£ 154,447	£ 139,019	£ 4,770				
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES								
5	110	1305	Civic Grants	£ -	£ 5,000	£ -	£ 5,000				
6	105	1100	Market Stallage Fees	£ 1,800	£ 514	£ 261		35%			
			Total	£ 1,800	£ 5,514	£ 261	£ 5,000				
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION								
7	107	1110	Land Rental	£ 603	£ 50	£ 20					
8	106	1310	Project Grants	£ -	£ 1,000	£ -	£ 1,000				
			Total	£ 603	£ 1,050	£ 20	£ 1,000				
			TOTAL INCOME	£ 284,440	£ 161,011	£ 139,300	£ 10,770				
			EXPENDITURE								
			STAFFING COMMITTEE - STAFFING RESOURCE								
9	120	4000	Town Council Salaries (82%)	£ 101,008	£ 23,516	£ 77,492		93%			
10	120	4055	Payroll Service	£ 350	£ -	£ -		0%			
11	120	4060	Recruitment	£ 100	£ -	£ -		0%			
12	120	4095	Staff Training and Development	£ 2,500	£ 2,178	£ 36		89%			
13	140	4120	Councillor Training and Development	£ 300	£ 798	£ 650	£ 1,148	483%			
			Total	£ 104,258	£ 26,492	£ 78,178					
			RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY								
14	140	4105	Councillor Expenses	£ 50	£ 10			20%			
15	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000		100%			
16	160	4200	Town House Cleaning	£ 3,000	£ 616	-£ 113		9%			
17	160	4205	Town House Utilities	£ 3,200	£ 375	£ -		8%			
18	160	4210	Town House Refuse Collection	£ 1,250	£ 862	£ -		36%			
19	160	4220	Meeting Room Hire	£ 600	£ 94	£ 35		18%			
20	160	4228	Financial Software	£ 3,500	£ 3,261	£ -		93%			
21	160	4230	Internal and External Audit	£ 1,250	£ 524	£ 630		92%			
22	160	4235	Bank Charges	£ 153	£ 64	£ -		20%			
23	160	4240	Photocopier Lease and Toner	£ 2,000	£ 612	£ 746		57%			
24	160	4245	Stationery	£ 1,300	£ 264	£ -		12%			
25	160	4250	Subscriptions	£ 1,800	£ 1,125	£ -		63%			
26	160	4255	IT Support	£ 4,050	£ 1,014	£ 3,042		93%			
27	160	4260	Telephone and Broadband	£ 1,000	£ 237	£ 648		87%			
28	160	4265	Town House Equipment and Supplies	£ 1,000	£ 571	£ -		34%			
29	160	4270	Insurance	£ 1,800	£ 4,953	£ -	£ 3,153	275%			
30	310	4615	Legal Consultancy	£ 1,000	£ -	£ -		0%			
31	310	4705	Project Consultancy	£ 6,000	£ 559	£ 273		5%			
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	£	47,556	£	25,830	£	9,165	£	3,153		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES										
34	200	4400	Newsletter & Publicity	£	1,500	£	490	£	-		10%		
35	200	4405	Website Support and Development	£	4,000	£	402	£	240		8%		
36	140	4100	Chairs Civic Allowance	£	400	£	310	£	-		78%		
37	200	4825	Markets Support	£	500	£	-	£	-		0%		
38	300	4555	Community Grants	£	34,500	£	16,500	£	-		48%		
39	320	4505	Events	£	10,000	£	673	£	-		6%		
40	320	4560	Christmas Trees and Lights	£	6,700	£	-	£	6,700		100%		
			Total	£	57,600	£	18,375	£	6,940	£	-		
			AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE										
41	600	4670	Building Maintenance	£	250	£	476	£	-	£	226	190%	
42	160	4285	Health and Safety	£	1,100	£	1,077	£	-	-£	23	98%	
			Total	£	1,350	£	1,553	£	-	£	203		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION										
43	500	4829	Memorial Field	£	6,000	£	1,950	£	420		24%		
44	500	4830	Street Furniture	£	3,000	£	2,127	£	451		43%		
45	500	4810	Green Team Activities	£	3,000	£	508	£	-		1%		
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	£	-	£	-		0%		
49	600	4675	Youth Booth Maintenance	£	200	£	60	£	-		30%		
50	500	4824	Traffic Calming	£	2,500	£	-	£	-		0%		
51	500	4820	Play Equipment Inspection and Maintenance	£	4,501	£	-	£	-		0%		
			Total	£	26,101	£	4,645	£	871	£	-		
			MARKET HALL TRUST										
52	300	4500	Contingency	£	5,000	£	-	£	-		0%		
53	120	4000	Salaries (13%)	£	18,477	£	3,728	£	15,823	£	-	100%	
54	160	4285	Health and Safety	£	1,100	£	1,077	£	-	-£	23	98%	
				£	24,577	£	4,805	£	15,823	-£	23		
			GANNON INSTITUTE TRUST										
55	300	4500	Contingency	£	5,000	£	-	£	-	£	-	0%	
56	120	4000	Salaries (5%)	£	6,198	£	1,434	£	5,177	£	-	100%	
57	160	4285	Health and Safety	£	1,100	£	1,077	£	-	-£	23	98%	
				£	12,298	£	2,511	£	5,177	-£	23		
			TOTAL EXPENDITURE	£	273,740	£	84,211	£	116,154	£	3,310		
			TOTAL INCOME	£	284,440	£	161,011	£	139,300	£	10,770		
			TOTAL EXPENDITURE	£	273,740	£	84,211	£	116,154	£	3,310		
			VARIANCE	£	10,700	£	76,800	£	23,146	£	7,460		
			PLUS TRANSFER FROM EARMARKED RESERVES	£	-	£	943	£	202				
			LESS TRANSFER TO EARMARKED RESERVE	£	-	£	14,799	£	14,799				
			MOVEMENT TO GENERAL RESERVES	£	10,700	£	62,944	£	8,549				

Saxmundham Town Council

Committee Meeting	Resources Committee
Meeting Date	8 July 2025
Item Number	6
Report Title	Community Garden
Report Author	Sharon Smith, Town Clerk

Purpose

This report is submitted to advise the Committee on a request from the Chair of Greener Sax, asking the Town Council to assist with financial management arrangements for the community garden following the imminent closure of Greener Sax's bank account.

Background

Greener Sax is a community gardening group responsible for managing the community garden plots at the former Fromus Centre site. The group currently collects annual subscriptions from plot holders and uses these funds primarily to pay for public liability insurance, water bills, infrastructure improvements, and minor general expenses.

Greener Sax has been notified that its existing HSBC bank account will be closed. The group has therefore requested permission to transfer its remaining funds into an account held by the Town Council. This proposal includes:

- Moving all existing funds into a ring-fenced reserve held by the Town Council, dedicated solely for community garden use.
- Requesting that the Town Council take responsibility for collecting annual subscriptions from plot holders going forward.
- Requesting that the Town Council pay garden-related expenses (such as water bills, insurance and minor improvements) directly from this ring-fenced reserve.

Current Funds

As of the last report, Greener Sax held £1,924 in its account.

Officer Considerations

Managing community group funds through a ring-fenced reserve would provide greater financial oversight and administrative support, ensuring transparent use of funds. However, it also introduces additional responsibilities for Town Council officers, including:

- Administering annual invoicing and collection of plot subscriptions.
- Managing payments for water bills and other approved expenses.
- Providing annual financial reporting to Greener Sax and the Council to ensure proper use and accountability.

Importantly, this proposal aligns with the Council's Annual Delivery Plan objective 2.5: *'Lease the Community Garden at the old Fromus Centre from Suffolk County Council and licence to Greener Sax to maintain.'*

Taking responsibility for managing Greener Sax's funds represents an early step toward the Town Council's anticipated future role as leaseholder of the site. It demonstrates proactive support for the group and helps lay the groundwork for the Council to ultimately assume formal responsibility for the community garden.

If approved, a clear protocol will need to be established outlining how expenditure is approved, documented, and reported. The Council's financial regulations would also apply to any transactions from this reserve.

Recommendation

Officers recommend that the Council approves the request from Greener Sax to:

- Close its independent bank account and transfer existing funds to a dedicated Town Council ring-fenced reserve for the community garden.
- Allow the Town Council to collect annual plot subscriptions on its behalf and manage payment of bills and other related expenses from this reserve.

A detailed agreement should be drafted to formalise arrangements and clarify responsibilities between the Council and Greener Sax.

Conclusion

The proposed arrangement offers an opportunity to support the ongoing success of the community garden, strengthen governance and financial transparency, and build capacity for the Town Council's future responsibility for the site.

Councillors are asked to consider and approve the recommendation.

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Saxmundham Town Council

Committee Meeting	Resources Committee
Meeting Date	8 July 2025
Item Number	7
Report Title	3 Communities Link Project
Report Author	Sharon Smith, Town Clerk

Purpose

This report is to inform Councillors of the current funding position for the 3 Communities Link project and to consider the allocation of Community Infrastructure Levy (CIL) funds to support its delivery, in line with Annual Delivery Plan objective 1.4 *‘Work with neighbouring parishes and principal authorities to develop the 3 Communities Link Project by creating a cycling, walking and wheeling route from Kelsale through Saxmundham to Benhall’.*

Background

The 3 Communities Link is a long-standing, community-led initiative to create a continuous, safe, and accessible active travel route connecting Benhall, Saxmundham, and Kelsale. The project is designed to improve infrastructure for pedestrians, cyclists, wheelchair users, and mobility scooter users.

The route follows the B1121, addressing a significant infrastructure gap that currently forces users onto narrow pavements and busy roads. The project directly responds to concerns identified in the Saxmundham Town survey and is endorsed by Benhall and Sternfield Parish Council and Kelsale-cum-Carlton Parish Council.

Funding Context

The total project cost is £451,259 to support the delivery of the Benhall to Saxmundham section of the route. Works include upgrading Footpath 19 to a shared bridleway, creating a new crossing to School Lane, and associated landscaping and accessibility improvements. Suffolk County Council has contributed £48,818 and has submitted a formal District CIL bid to East Suffolk Council for the remaining £402,841.

East Suffolk Council has advised that, as the Town Council receives Neighbourhood CIL funding to deliver Neighbourhood Plan priorities, it is expected to contribute to this project. The 3 Communities Link is identified as a priority in Saxmundham’s Neighbourhood Plan, making it an appropriate and eligible use of CIL funds.

Suffolk County Council has requested a contribution of £2,000 from Benhall and Sternfield Parish Council and indicated that a similar amount from Saxmundham Town Council would also be helpful. However, as a larger council with greater resources and a broader community responsibility, Saxmundham Town Council can offer a proportionately higher contribution to support this strategic project.

The Town Council currently holds £57,232 in CIL funds, of which £42,240 has been provisionally earmarked for other future projects. Many of these projects are also expected to be supported through alternative grants and match funding. This leaves £14,992 currently unallocated.

Recommendation

That the Town Council allocates £3,000 from CIL funds to support delivery of the project, reflecting its capacity to contribute a reasonable amount more than the smaller neighbouring parish council.

Conclusion

The 3 Communities Link project represents an opportunity to improve active travel in Saxmundham. A CIL contribution would demonstrate commitment to community priorities and help to unlock external funding necessary to deliver the scheme.

Councillors are asked to consider and approve the recommendation.

FUNDING OF REMAINING STAGES OF MODIFIED NEIGHBOURHOOD PLAN

NOTE TO TOWN CLERK

FROM: Jeremy Smith, Chair Neighbourhood Plan Steering Group

DATE: 4th July 2025

The issues

I am writing as requested to explain the current situation in relation to funding the remaining work of the NP Steering Group for the remaining stages of the proposed Modified Neighbourhood Plan, to include policies for the Garden Neighbourhood, and also (in the event they are given government approval) for mitigatory policy for major energy infrastructure in our area.

I reported at the last Town Council on the state of play, and the Council approved the Regulation 14 version of the draft Modified NP for consultation.

In short, on the financing (a) funding was received from 1st August 2024 in the last financial year from Locality (which acts on behalf of the government) for work on the Modified NP, in line with the costs in a proposal from our consultants updated on 19th July, (b) the draft Plan timetable up to end March 2025 set out in our consultants' proposal – an extremely ambitious timetable – was not fully achieved, and the non-invoiced element had to be returned, (c) we understood that the Locality funding would probably re-commence from July 2025 and that a further bid could then be made, but (d) the government announced in June that the funding for Neighbourhood Planning would not now be continued.

The Steering Group needs either (a) to continue the next stages without consultants' support, which would be difficult and risky given the complexities of the statutory process as well as the actual content of the NP, (b) discontinue the process now, in midstream, or (c) receive the necessary financial support to continue to engage our consultants to assist with the final stages, as set out below. There might also be a small additional element for ancillary costs, e.g. any printing of leaflets if required, including in relation to any local referendum if so required by the Examiner.

The only likely source of such financial support is from the Town Council, and I would therefore request that the relevant organ(s) of the Town Council consider allocating such support, which in discussion we considered likely to be in the region of £5,000.

The next steps for the NPSG, with consultants' support if possible, are:

From mid-August, considering the results of the current consultation; deciding on whether to accept or not accept points made, with reasons;

From early September, redrafting in the light of this, getting STC approval of the next version of the Modified NP, and submitting it (the "Submission version") to East Suffolk Council, together with other formally required documentation.

From that time on, the process is mainly in the hands of ESC, who must engage (with STC agreement) a professionally engaged Examiner who decides on what is or is not legally acceptable in the final version of the Modified Plan. The Examiner also decides whether a Local Referendum on the final version is to be required, which would also affect the extent of our work.

Reasons for slippage

- (a) The timetable proposed by our consultants in their proposal last year was in any event ambitious. The stages as foreseen are set out in the extracts from their updated proposal. It provided for Sept to Nov 2024 for agreeing the new policies and getting the text drafted with any necessary changes from the current NP, and then having the Reg 14 consultation on the “autumn” of 2024. A 6 week period is allowed for this which is the minimum statutory period of consultation, and the timetable did not allow any time for the actual organisation and publicity for the consultation and public exhibition. In any event, as I understand it, the cost of this element, despite the slippage in timetable, has been already met via the Locality grant.
- (b) The timetable assumed that the Submission version would be in early 2025, with the Examination in Spring 2025. How rapidly the Submission version is dealt with by East Suffolk is largely down to them (it includes a mandatory consultation by them) , as is the timing of the Examination, so the possibility of e.g. the Examination falling in the last financial year was extremely remote. In short, it was always virtually certain that not all stages would be carried out within the past financial year.
- (c) In the event, there were many complicating actors for the NPSG, including the fact that in parallel, Pigeon were seeking to engage with us on their masterplanning of the Garden Neighbourhood sites, and this required a lot of administration and coordination, all carried out by us as volunteers. In addition, after a problem caused for a good while by the near absence of ESC from the process, in 2025 ESC planning officers have actively been involved, and meetings with them also required. Annex 2 below sets out a list of meetings organised by or participated in by the NPSG up to April 2025, and is included show the scale of activity of the Steering Group over the relevant period.

Conclusion

The Garden Neighbourhood once completed (assuming it goes ahead with 800 homes) will add nearly 40% to our town’s population and affect our town’s future in a major way for decades to come. The energy projects, with proposed Converter Stations close to the town, if approved, add other major changes to our town. In addition, there are CIL issues involved, with the local (parish council) element rising from 15% to 25% for developments where a NP is in place prior to the relevant planning consents being granted – assuming the current scheme continues. On behalf of the NPSG, I would request that the Council considers the SG’s current work on the Modified NP to be a priority justifying financial support to see through the current process.

ANNEX 1 – CONSULTANTS’ INDICATIVE TIMETABLE (from July 2024 update)

STAGE 1: GETTING STARTED		
Half day scoping workshop with Steering Group: <ul style="list-style-type: none"> Review of policies from existing NP and R16 version to establish scope of reviewed NP content. Scope the potential process for NP production. Review existing evidence base to see if suitable for this NP. Establish what additional evidence or technical reports may be required. Establish next steps. 	1 AL COMPLETE	July 2024
Updated Data profile developed to include Census 2021 and other new data.	2 EH	Sept 2024
TOTAL for Stage 1	0 AL 2 EH	3 days = £1200

NOTE: The following stages will depend on the scope set out in the day workshop with the Steering Group. The following stages should act as a menu from which to choose appropriate work needed.

STAGE 2: DRAFTING THE NEIGHBOURHOOD PLAN		
Write pre-submission draft of the Neighbourhood Plan. <ul style="list-style-type: none"> Draft Neighbourhood Plan in liaison with Steering Group by AL. Graphics, mapping and layout by RL. Meeting/liaison with East Suffolk Council to ensure conformity with Local Plan. 	6 AL 1.5 RL	September to November 2024
Consultation 1: pre-submission draft consultation (Regulation 14) <ul style="list-style-type: none"> Design of consultation response form, online response form and publicity for 6-week consultation process. Consult statutory bodies and community on draft Neighbourhood Plan. Design and delivery of exhibition. Design and delivery of explanatory leaflet Steering Group to type up all consultation results. 	2 RL and 1 AL	Autumn 2024 (for 6 weeks)

<i>NOTE: an exhibition is not a requirement at this stage, however it is good practice and given the complexities of this Neighbourhood Plan would be an opportunity to explain the reason for this NP to the public and answer any questions. An exhibition enables the community to ask questions and our experience is that a higher response rate is achieved. This is highly recommended.</i>		
TOTAL	3.5 RL 7 AL	10.5 days = 4,200

STAGE 3: SUBMISSION		
Steering group meetings – consider all Regulation 14 responses and make amendments to the Neighbourhood Plan.		
<ul style="list-style-type: none"> Guide and collate decisions on consultation responses from pre-submission stage. Make amendments to the Neighbourhood Plan, and issue Submission version of the Plan. 	1 RL 2 AL	Early 2025
Preparation of Basic Conditions Statement (submission document)	1 AL	Early 2025
Preparation of Consultation Statement (submission document).	1 RL	Early 2025
TOTAL	2 RL 3 AL	5 days = £2000

STAGE 4: EXAMINATION, REFERENDUM, ADOPTION		
Steering group meetings – to guide Steering Group through examination and make any amendments required.		
<ul style="list-style-type: none"> Amendment to the Neighbourhood Plan. Liaison with East Suffolk Council. 	3 AL 1 RL	Spring 2025
OPTIONAL: Preparation for referendum , including design of summary document of the Neighbourhood Plan and further publicity requirements.	1 RL	Spring 2025
	2 RL 3 AL	5 days = £2000

TOTAL	7.5 RL 13 AL 2 EH	22.5 = £9,000
Contingency for extra meetings and costs that are beyond the scope of this proposal.		
£500		

ANNEX 2 – MEETINGS OF NP STEERING GROUP AUG 2024 TO APRIL 2025

1 Aug 2024 Locality agree grant of £10,000 for revised NP
22 Aug Steering Group (SG) meets with Pigeon & LDA - introduction to LDA, their new Masterplan consultants
9 Sep Chair of NPSG reports in writing to STC
17 Sep Andrea Long circulates data based on 2021 census (old NP = 2011 data)
30 Sept SG meets with Andrea Long, our consultant (AL) to scope the issues for revised NP (this followed consultations on dates for this meeting)
1 Oct Teams meeting Ben Woolnough (ESC head of planning) & Chair of SG
14 Oct Chair of SG reports in writing to STC
15 Oct Teams meeting with Pigeon, SG Chair & Vice-chair Christine Buttery, in which they explained why delay had occurred
23 Oct scheduled meeting with Pigeon postponed at late stage at their request, to
11 Nov Meeting with Pigeon / LDA to unveil draft Masterplan
15 Nov Meeting SG with AL - discussed proposed detailed content of Garden Neighbourhood (GN) chapter
4 Dec AL circulates v1 of GN chapter
9 Dec meeting SG with AL to give feedback on draft GN chapter
16 Jan 2025 meeting with AL postponed at her request
19 Jan AL circulates v2 of GN chapter
23 Jan meeting SG with AL to discuss in particular Energy issues & NP
24 Jan SG meets with Pigeon
24 Feb AL sends v3 of both chapters
26 Feb SG meets with AL to discuss drafts and identify key points remaining (agreed need for more SG discussion on design)
12 March SG meeting without AL to discuss design policy in more detail
13 March Teams meeting Pigeon & Chair SG to debrief re meeting that day with ESC
Late March to mid April - exchange of design policy ideas within SG
28 March Teams meeting ESC planners with SG (at ESC request) to discuss Masterplanning issues for GN
1 April contact from Laura Mundy of ESC (link person on NPs) to propose meeting with SG on 24 or 25 Apr (after consultation, agreed for 25th April)
14 April Meeting ESC, Pigeon/LDA, & SG at Melton to discuss Masterplanning of GN
15 April first (of 6) Teams workshops set up by ESC with Pigeon/LDA & SG reps
22 April second workshop
25th April Meeting SG with Laura Mundy of ESC

The above does not of course include the considerable admin time involved in organising or coordinating all these sessions, finding dates etc. to suit participants.

Saxmundham Town Council

The Town House, Station Approach, Saxmundham,
Suffolk, IP17 1BW, Tel: 01728 604595,
Email: townclerk@saxmundham-tc.gov.uk



Authorised Bank Signatories 2024-2025

Unity Trust Bank

Cllr John Findlay
Cllr John Fisher
Cllr Elizabeth Clark
Cllr Jeremy Smith

Cambridge Building Society

Cllr John Findlay
Cllr John Fisher
Cllr Elizabeth Clark
Cllr Jeremy Smith

CCLA

Cllr John Findlay
Cllr John Fisher
Cllr Elizabeth Clark





SAXMUNDHAM TOWN COUNCIL

OPEN SPACES POLICY

Annual Approval:

Minute Item:



Saxmundham's Open Spaces

The Town Council manages the following open spaces for the benefit of the residents of Saxmundham:

- Memorial Field
- Seaman Avenue Play Park
- Chantry Road Play Park

Purpose

- To encourage residents and visitors to use and enjoy Saxmundham's open spaces.
- To promote activities that enhance quality of life, support active and healthy living, and build community cohesion.
- To celebrate Saxmundham's strong historical and environmental heritage alongside its vibrant contemporary culture.

Activities that will be considered

- a) Events organised by registered charities for the purpose of raising money for local and national charities.
- b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- c) Commercial events of local, national and international importance or significance that promote the town to a wider audience and encourage visitors to Saxmundham.
- d) Events and activities that aim to enhance the environment of the park or open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- e) Civic events.

Prohibited Events

The Town Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the UK (i.e. horses, dogs, cats, birds used in falconry, caged birds and rabbits), which may be used as an ancillary part of a performance. No live animals are to be used as prizes.
- c) Any event that would cast doubt on the integrity of the Town Council.
- d) Any event the Town Council believes may be of questionable public morality.



- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.

Fees And Application Process

- a) The Amenities and Services Committee will have the discretion and ultimate decision to determine whether a proposed event falls within the programme exclusions.
- b) Applications for small community events should be submitted where possible 6 weeks before the event. Large events should be submitted 12 weeks before the event and East Suffolk Council should be notified of the details of the event. Events submitted outside the dates will be considered at the discretion of the Town Council.
- c) Fees and service charges will be applied for the use of parks and open spaces and are reviewed and approved annually by the Amenities and Services Committee. The aim of these charges is not to generate profit but to recover reasonable costs and to support the ongoing maintenance and improvement of the town's open spaces.
- d) Registered charities, non-profit making and local community groups may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Amenities and Services Committee. Charges may be made for the use of staff, materials and equipment supplied by the Town Council during the event.

Open Spaces	Charity, schools, voluntary groups & local non-profit organisations	Commercial Events
Sites	Charge	Charge
Play Park	£20 small activities £50 larger activities	£75
Memorial Field	£20 small activities £50 larger activities	£300

Terms and Conditions

- a) The hirer will keep the Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- b) The hirer must observe any directions that the Town Council may make from time to time, governing their land.
- c) The hirer at the hirers expense must immediately make good any damage to any part of the Town Council's land or any part of it.



- d) Police must be made aware of your car parking arrangements and cones must be placed on the roads, around the land in order that residents' drives are not blocked.
- e) The Town Council requires that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.
- f) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Any residents within the vicinity should have a letter posted through their door advising of the event, and a contact number to call for queries.
- g) The protection of the park environment, wildlife and features will be a primary consideration when planning and approving events. A refundable ground deposit may be required in advance to cover costs for refuse removal, reinstatement, or repairs following an event.
- h) In the case of severe weather, including very wet ground conditions or high winds creating dangerous conditions (particularly around trees), the Town Council reserves the right to cancel the event or require the event organiser to introduce appropriate safety or ground protection measures. Where it is necessary to cancel an event for safety or environmental reasons, this will be done in consultation with the hirer. The Town Council will not be liable for any costs or losses incurred as a result of such cancellation. Any decision to cancel an event on these grounds will be final.
- i) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it comply with the relevant licensing and planning legislation. Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected.
- j) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down).
- k) Applications for events in parks and open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- l) The Town Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Town Council accepts no responsibility for the impact of refusing an event.
- m) Event organisers cannot hold an event in the Town Council's parks and open spaces without the Town Council's written permission. This permission will be granted at the discretion of the Town Council and only following satisfactory completion of the Open Space application documents.
- n) Evidence of adequate insurance and risk assessment will also be required. Organisers will be required to obtain and provide evidence to the Town Council of Public and Employers Liability Insurance to a minimum value of £10 million. For organisations that do not have this level of cover the Amenities and Services Committee has discretion to accept lower public liability coverage if this is approved by the Town Council's insurers.
- o) Hirers must comply with all relevant Health and Safety Legislation and provide a site specific risk assessment for any activities.



- p) Hirers must provide a copy of their safeguarding policy where activities involve children, young people, or vulnerable adults and demonstrate that staff or volunteers have appropriate DBS checks were required.
- q) If collecting money, a Street Collection Permit must be obtained from East Suffolk Council and a copy submitted to the Town Council.
- r) If alcohol is being sold the appropriate licence from East Suffolk Council must be in obtained.



SAXMUNDHAM TOWN COUNCIL
APPLICATION FOR USE OF OPEN SPACES

1.	Name of Organisation	
2.	Type of organisation Eg community or commercial	
3.	Name of applicant	
4.	Address of applicant	
5.	Email of applicant	
6.	Role in organisation	
7.	Date Requested	
8.	Times Requested Including set up time and clear up time	
9.	Registered Charity Number (if applicable)	
10.	Area Requested	
11.	Event/Activity Planned	



12.	Mobile Telephone Number to be used when the event is happening	
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I confirm I have read the "Saxmundham Open Spaces Policy" and I have provided the following information in order that the application can be processed without delay (please tick):

- ☐ Application form with all questions completed.
- ☐ A copy of the organisation's Public Liability Insurance Certificate for the amount of £10,000,000.
- ☐ A completed risk assessment for the activity to be carried out on the performance area.
- ☐ If collecting money, a copy of the Street Collection Permit issued by East Suffolk Council.
- ☐ A copy of the child safeguarding policy or vulnerable adults' policy if relevant to the activities on site
- ☐ Details of East Suffolk's Event Licence if required.

DECLARATION

- I have read the Saxmundham Open Spaces Policy and I agree to the terms and conditions as specified.
- I also agree to keep Saxmundham Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- I certify that, to the best of my knowledge and belief, the information provided is correct and complete.

Signed.....

Date.....

Print Name.....

Position.....

Please return the completed form, together with the supporting documents to:

Town Clerk, Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW
Email: townclerk@saxmundham-tc.gov.uk



SAXMUNDHAM TOWN COUNCIL

COMPLAINTS POLICY

Annual Approval:

Minute Item:



1. Purpose

This policy sets out the procedure for handling complaints fairly, consistently, and transparently.

2. Before processing a complaint

All formal complaints about the Town Council must be submitted in writing.

The complainant will be asked at the outset whether they wish the complaint to be treated confidentially.

All personal data will be handled in accordance with the Town Council's Privacy Policy and GDPR obligations.

Complaints should normally be sent to the Town Clerk by e-mail to townclerk@saxmundham-tc.gov.uk.

Complaints concerning the conduct of Town Council staff should be addressed to the Chair of the Town Council. Such complaints will be considered, and any response agreed, by the Staffing Committee at a properly convened meeting. Individual members must not personally respond to complaints regarding staff conduct of behalf of the Town Council.

3. Receipt of the complaint

Receipt of a complaint will be acknowledged in writing within seven working days, indicating the following information:

- Who will be dealing with the complaint (e.g. title of member of staff, a particular committee or sub-committee)
- The timeframe for investigating the complaint
- Whether there will be an opportunity for the complainant to make verbal representations (and bring a friend when doing so) and when this will occur
- The timeframe for determining the complaint
- Whether there is an opportunity to appeal the outcome of the complaint and an explanation of the appeal process
- Whether the complaint will be treated as confidential (most likely)
- Confirm the next steps in the complaints procedure

4. Investigating the complaint

The Town Council will investigate the facts of the complaint and collate relevant evidence.

If the complainant is to be invited to make a verbal representation they will be invited to a meeting with the Town Clerk (or other nominated officer) or to attend a meeting of the Committee dealing with the complaint.

Before the meeting, and within a specified reasonable period, the complainant shall provide the Town Clerk (or nominated officer or Committee as applicable) with any new information or other evidence relevant to the complaint, and the Town Clerk (or nominated officer), or the Chair of the relevant



Committee, shall provide the complainant with new information or evidence relevant to the complaint.

5. Meetings with the complainant (if applicable)

If the complainant is invited to a meeting, the Town Clerk, nominated officer or Chair of the Committee dealing with the complaint should explain how the meeting will proceed.

The complainant should outline the grounds for complaint and, thereafter, questions may be asked by the Town Clerk (or other nominated officer), or by members if a meeting is held by Committee.

The Town Clerk (or other nominated officer) or the Chair of the Committee will have an opportunity to explain the Town Council's position and questions may be asked by the complainant.

The Town Clerk (or other nominated officer), or the Chair of the Committee, and then the complainant should be offered the opportunity to summarise their respective positions.

The complainant should be advised when a decision is likely to be made and when it will be communicated.

6. After the complaint has been decided

Within four weeks of receipt of the complaint, the Town Council will write to the complainant with the outcome of the complaint, to include the following:

- Whether it has upheld or rejected the complaint
- The reasons for the decision
- Details of any action to be taken

If a more complex complaint requires longer, the complainant will be advised of revised timescales.

7. Record Keeping

Adequate records of complaints and any actions taken will be securely retained by the Town Council, in accordance with data protection regulations and the Town Council's retention policy.



SAXMUNDHAM TOWN COUNCIL

ABUSIVE, PERSISTENT OR VEXATIOUS CONTACTS AND COMPLAINTS POLICY

Annual Approval:
Minute Item:



1. Introduction

The aim of this Policy is to contribute to the Town Council's overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable. It sets out how the Town Council will decide which complainants will be treated as vexatious or unreasonably persistent, and what the Town Council will do in those circumstances.

The Town Council will not normally limit the contact that complainants have with the Town Council. However, the Town Council does not expect staff to tolerate unacceptable behaviour from any complainant or customer.

Unacceptable behaviour includes (but is not limited to)

- Using abusive, threatening or foul language
- Sending persistent or harassing communications by any channel

The Town Council will take action to protect staff from unreasonably persistent or vexatious behaviour.

Dealing with a complaint can be a straightforward process, but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the Town Council. This can happen either while their complaint is being investigated, or once the Town Council has finished dealing with the complaint.

Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.

Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

2. Definitions

The Town Council has adopted the Local Government Ombudsman's (LGO) definition of "unreasonable complainant behaviour" and "unreasonable persistent complaints".

The Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Town Council, hinder our consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3. Managing Unreasonably Persistent and/or Vexatious Complainants

Before any action is taken, the Town Clerk will ensure that the complaint is being, or has been, investigated properly according to the Town Council's agreed Complaints Policy.

When a complainant begins to demonstrate behaviours such as listed above, the Town Clerk will consult with the Chair and the Vice Chair. The Town Clerk will provide sufficient information to them for them to determine whether the complaint fulfils the definition as shown above.



If it is agreed that the complaint fulfils the definition the Town Clerk will issue a warning to the complainant about their behaviours. The Town Clerk will contact the complainant either by phone, in writing or by email to explain why this behaviour is causing concern and ask them to change this behaviour. The Town Clerk will explain the actions that the Town Council may take if the behaviour does not change.

If following this letter, the behaviour continues the Town Clerk will inform the Chair and Vice Chair. They will then determine what restrictions are to be imposed on the complainant and for how long. This will be communicated to the complainant in writing.

Any restriction that is imposed on the complainant's contact with the Town Council will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between 3 and 6 months but in exceptional cases may be extended. In such cases the restrictions would be reviewed on an annual basis.

In the event of the Chair or Vice Chair being actively involved in investigating a complaint under the Complaints Policy, the consultation and decision-making process will fall to two other Committee Chairs if they are not involved.

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party e.g. solicitor/Town Councillor/friend acting on their behalf.
- Banning the complainant from sending emails to individuals and/or all Town Council officers and insisting they only correspond by letter.
- Banning the complainant from using any of the Town Council's services.
- Banning the complainant from accessing any Town Council building except by appointment.
- Requiring contact to take place with one named member of staff only.
- Restricting telephone calls to specified days / times / duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Letting the complainant know that the Town Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff should be identified who will read future correspondence, this will usually be the Town Clerk)

When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing to explain:

- Why the Town Council have taken the decision,
- What action the Town Council are taking,
- The duration of that action,
- The review process of this policy, and
- The Town Clerk will enclose a copy of this policy in the letter to the complainant.



Where a complainant continues to behave in a way which is unacceptable, the Town Clerk, in consultation with the Chair and Vice-Chair, may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the Town Council will consider other options, for example reporting the matter to the police or taking legal action. In such cases, the Town Council may not give the complainant warning of that action.

4. New Complaints from Complainants who are Treated as Abusive, Vexatious or Persistent

New complaints from individuals who have previously been subject to this policy will be considered on their merits. The Town Clerk will decide whether any restrictions remain appropriate and necessary in relation to the new complaint. The Town Council does not support a blanket policy of ignoring genuine service requests or complaints where they are founded.

The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on our contact with them, will be recorded and notified to those who need to know within the Town Council.

5. Review

The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Town Clerk after three months and at the end of every subsequent three months within the period during which the Policy is to apply. The complainant will be informed of the result of this review if the decision to apply this Policy to them has been changed or extended.

6. Record Keeping

Adequate records will be retained by the Town Clerk of the details of the case and the action that has been taken.



SAXMUNDHAM TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

Biennial Review:

Minute Item:



Policy Aim

The aim of this policy is to set out the Town Council's commitment, shared by its members and officers, to meeting the Public Sector Equality Duty, which came into force on 5 April 2011. This commitment underpins the Council's wider vision of fostering an inclusive, fair, and cohesive community.

The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; accessible to all; and which meet different people's needs.

The Town Council is committed to providing representation, information, facilities, services, and employment to all, regardless of:

- Sex, gender identity, or gender reassignment
- Marital or civil partnership status
- Pregnancy or maternity status
- Dependants or caring responsibilities
- Sexual orientation
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Age
- Socio-economic status

The Town Council is opposed to all forms of unlawful and unfair discrimination. Everyone will be treated fairly and with respect, and no-one will be discriminated against on any of these grounds. The Town Council recognises that supporting equality is of primary importance.

This policy aims to support members and officers in developing sound and effective policies that positively impact the town and surrounding areas.

The Town Council aims to create a culture that respects and values individual differences, promotes dignity and equality, and celebrates diversity. We aim to remove barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to the community, helping to develop a culture that positively values diversity. The Town Council will challenge discrimination. It aims to provide equality and



fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

Equality Commitments

The Town Council is committed to:

- Promoting equality of opportunity for all.
- Fostering an environment in which everyone is treated with dignity and respect.
- Preventing unlawful discrimination, harassment, and victimisation.
- Fulfilling legal obligations under equality legislation and relevant codes of practice.
- Taking lawful positive action where appropriate to address disadvantage.

Monitoring and Review

The Town Council will establish appropriate information and monitoring systems to support the effective implementation of this policy. The policy will be reviewed regularly to ensure it remains relevant and effective.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010. Complaints will be taken seriously and addressed promptly.