

Energy Projects Report, Saxmundham Town Council, 14 July 2025

Introduction:

After submission of the Sea Link Relevant Representation (RR) to the Planning Inspectorate (PINs) we are now awaiting any questions they may wish to ask the Council. To date the Examining Authority (ExA) queries have been addressed to major consultees only (i.e. District and County Councils plus N.G.O.s) and our request to attend the site inspections were unheeded when the ExA undertook unaccompanied visits to the area. During this (relatively) quiet time Councillor Findlay and the Clerk have been busy promoting Empowering Nature.

Empowering Nature:

It is gratifying to read from the Clerk's Report that Empowering Nature is gaining considerable support. Holiday commitments prevented my attendance at many meetings but after attending the meeting with East Suffolk Council officers and Councillor Tom Daly on 8 July, I am reassured that Saxmundham Town Council made the correct decision to support Empowering Nature and include it within the Sea Link Relevant Representation.

National Grid Electricity Transmission, (NGET) Sea Link:

Site Visits:

The ExA visited the area during 25 – 27 June 2025. Locations viewed included:

- Thorpeness to Aldeburgh road, including SSSI, RSPB and AONB sites
- Saxmundham from Church Hill on B1119, Grove Road (Friston), Friston Church, Snape, Sternfield Low Road to Red Lane, Saxmundham to Clay Hills, Leiston to Knodishall Common
- Centre of Saxmundham, along the High Street and Main Road (B1121) to the A12 Junction, HGV route (for cabling) of Yoxford to Theberton then to A1094.
- A1094 Aldeburgh and A12 to B1121 Benhall Rail Bridge 'observing residential and other development fronting onto the road in Benhall and Saxmundham'. The location of the proposed access bridge next to Hurts Hall, construction compound S01 and position of the proposed converter station. Thereafter the ExA travelled on foot from Saxmundham centre up Church Hill, past the church and they noted the position of Manor Gardens. They viewed the proposed converter site, noting position of proposed compounds S02, S03 and veteran trees in Bloomfield's Covert. After extending the walk via Friston they walked back to Church Hill via footpaths to Saxmundham.
- Friston to Sternfield via B1121. Footpath walks around Saxmundham to observe Hurts Hall and the proposed access and bridge and car journey along B1119 from Saxmundham to observe the HGV route.
- For full information see: [Notes of the Examining Authority's Unaccompanied Site Inspections held Monday 23 – Friday 27 June 2025](#)

Communications:

The first letter from the ExA to the applicant (Sea Link) dated 8 July 2025 highlights several concerns:

- The ExA consider the Statements of Common Ground and Local Impact Reports do not fully identify disagreements and thus they are requesting 'Principal Areas of Disagreement Summary Statements' (PADSS). At the present time the County and District Council need to complete PADSS, however Saxmundham Town Council may be requested to undertake this task. This will not be too onerous as our disagreements are recorded within our RR.
- PINs have questioned NGET on a further DCO application for Friston substation where Scottish Power Renewables (SPR) already have a development consent order granted. Importantly, this includes a request for comparison of mitigations already granted for the SPR development compared to NGET's proposals and visualisations of both the converter station and substation.
- Further visualisations are requested to show the visual cumulative effect of the Sea Link and National Grid Venture's Lion Link converter station. (These visualisations were included in the Statutory Consultation documents but excluded from DCO documentation). It is gratifying to note that, irrespective that the DCO is for Sea Link only, the ExA are considering the cumulative effects of Lion Link.

Other issues in the letter of 8 July 2025 relating to Saxmundham and district include a reminder for NGET to adhere to the National Standard for Sustainable Urban Drainage published in June 2025, concerns relating to mistakes in the documentation and the need to adhere to new standards of air quality monitoring. Importantly, the ExA are concentrating on visual issues and considering the impact of more than one monolithic structure in a small geographical area. For full information see: [letter under s89\(3\) of the Planning Act 2008](#)

Next steps:

We envisage that we will be advised shortly about the date of the Preliminary Meeting. This covers:

- The 'Initial Assessment of Principal Issues' (IAP), namely the main issues that may be involved in the examination. This document should be published within 21 days of the deadline for RR, in fact very shortly.
- Draft Timetable
- Details of how people and organisations can register to speak at the preliminary meeting
- Deadline for registering to speak at the preliminary meeting

Whilst the council will not be meeting during August, I will keep Councillors updated by email of important issues.

Gnb/9 July 2025

Saxmundham Town Council

Committee Meeting	Town Council
Meeting Date	14 July 2025
Item Number	6c
Report Title	Town Clerk Report and Crime Statistics
Report Author	Sharon Smith, Town Clerk

Progress Update on 'Empowering Nature - Protecting Saxmundham' Initiative

Since its formal adoption, the initiative has continued to gather momentum and attract widespread interest from a range of key stakeholders. 'Empowering Nature' is gaining strong support from the principal authorities, planning professionals, and environmental groups, reflecting its relevance and potential to shape future environmental and community outcomes.

The initiative has been promoted through a series of targeted meetings and discussions with:

- Dr Andy Tickle, author of 'Greening the Great Grid Upgrade'.
- Jackie Copley, Planning Director of Campaign to Protect Rural England.
- Christine Luxton, CEO of Suffolk Wildlife Trust.
- Jenny Riddell-Carpenter, MP for Suffolk Coastal.
- Cllr Richard Rout, Suffolk County Council Cabinet Member for Devolution, Local Government Reform and NSIPs.
- Cllr Richard Smith MVO, County Councillor for the Blything division.
- Cllr Andrew Reid, County Councillor for the Wilford division
- Phil Watson, Strategic Energy Projects Manager at Suffolk County Council.
- Cllr Tom Daly, District Councillor for Aldeburgh and Leiston and Cabinet Member for Energy Projects at East Suffolk Council.
- Martyn Fulcher, Head of Energy Planning and Coastal Management at East Suffolk Council.
- Chairs of Aldeburgh Town Council and Benhall and Sternfield Parish Council.
- Jenny Riddell-Carpenter, MP for Suffolk Coastal.
- Lord Deben and Baroness Coffey referencing her opposition to Clause 4 of the Planning and Infrastructure Bill at the House of Lords.
- National Grid Electricity Transmission for Sea Link are keen to meet with us and a meeting is being arranged later this month.

We also plan to involve Scottish Power Renewables for EA1N and EA2, National Grid Ventures for Lion Link and Sizewell C, to ensure the scope and scale of the initiative is deliverable and to explore funding opportunities.

Government Decision on Remote and Hybrid Council Meetings

The government has announced plans to amend legislation to allow local authorities, including parish and town councils, to hold remote and hybrid meetings permanently.

This decision follows strong national advocacy, led by NALC, to reinstate the flexibility lost when temporary COVID-19 provisions expired in May 2021.

The government recognises that in-person meetings remain vital for local democracy but believes hybrid and remote attendance will help councils adopt more modern, accessible, and flexible practices.

Local authorities will be permitted to develop their own locally appropriate policies on remote and hybrid meetings, should they decide to use them. This flexibility aims to better support those with caring responsibilities, disabilities, or work commitments.

The government also plans to allow proxy voting, with requirements differing by authority type:

- Principal councils will be required to implement proxy voting schemes for full council meetings in cases of serious or long-term illness or becoming a new parent.
- For other meetings, proxy voting may be used but will not be mandatory, and alternative arrangements such as substitute or pairing schemes may be more appropriate.
- Other local authorities, including parish and town councils, will be enabled (but not required) to adopt proxy voting schemes in similar circumstances.

The government intends to legislate to support these changes when parliamentary time allows and will work collaboratively with the sector to develop clear and supportive guidance on both remote attendance and proxy voting.

This change represents a major step forward in supporting more inclusive, flexible, and responsive local governance, empowering councils to engage more residents and support wider participation.

Local Government Association Conference Speech — July 2025

The Deputy Prime Minister (also Secretary of State for Local Government) delivered a major speech to the Local Government Association outlining the government's plans for local government reform, funding, and housing.

The government's recent announcements largely focus on principal authorities. Key themes include increased funding for social care and roads, fairer funding formulas, and support for council-led housing delivery.

While these changes do not directly affect town and parish councils, they may influence the wider local government landscape in Suffolk over time.

At this stage, there are no immediate policy changes or new funding streams directly affecting town and parish councils arising from this speech.

Suffolk Constabulary - Local Crime Statistics

Crime Definition	Qtr 3 2023	Qtr 4 2023	Qtr 1 2024	Qtr 2 2024	Qtr 3 2024	Qtr 4 2024	Qtr 1 2025	Apr 2025
Violence and Sexual Offences	43	31	39	39	31	39	42	18
Anti-Social Behaviour	32	10	10	13	17	1	5	2
Public Order	12	4	5	7	12	4	0	5
Criminal Damage and Arson	9	9	9	12	18	11	15	8
Burglary/Theft/Other/Weapons	21	20	22	20	14	18	15	6
Drugs	4	1	1	4	0	4	0	1
Totals	121	75	86	95	92	77	77	40

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		£110,000.00					
				£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	£1,536.00	£256.00	£1,280.00	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	£3.00	£0.00	£3.00	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

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

Staff Development and Appraisal Form

Name:	
Role:	
Review Period:	
Appraiser:	
Review Date:	

Part 1: Self-Assessment

(Employee reflection on performance and development needs)

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Part 2: Objectives and Achievements

(Set and review clear, measurable objectives)

Objectives	Measures	Review of Achievements

The personal data submitted on this form will be processed in accordance with the Data Protection Act 2025. It will be held securely and retained for the minimum period necessary, in line with Saxmundham Town Council's relevant policies.

Saxmundham Town Council

Part 3: Development Plan

(Training and support needs)

Development Need	How and When?	Review of Progress

Part 4: Performance Assessment

(Summary judgment on performance)

Part 5: Next Steps and Agreement

(Confirmation of shared understanding and next steps)

Appraiser:	
Employee:	

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SAXMUNDHAM TOWN COUNCIL

APPRAISAL POLICY



1. Introduction

It is the policy of the Council to maintain a meaningful and effective appraisal system that monitors performance against agreed and achievable objectives and responsibilities. The appraisal process provides an opportunity for each member of staff to have their performance reviewed, strengths recognised, development needs identified, and steps agreed to support continuous improvement.

The Council's aim is to deliver an effective and responsive service, foster a supportive working environment, and offer job satisfaction to all employees.

All appraisals must reflect the priorities of the Council's Strategic Plan and Annual Delivery Plans, ensuring that each employee's work contributes to strategic goals.

2. Responsibilities

The Staffing Committee has overall responsibility for overseeing the operation and effectiveness of the appraisal process.

The Town Clerk is responsible for carrying out appraisals for all staff. The Staffing Committee will oversee the process and ensure the Town Clerk's own appraisal is conducted.

3. Appraisal Cycle

Formal appraisals are conducted annually using a standardised Staff Development and Appraisal Form agreed by the Staffing Committee.

Where appropriate, such as following a change in duties or appointment of a new line manager, an interim appraisal may be conducted.

In addition, the Town Clerk and staff are encouraged to meet regularly for informal catch-ups to: monitor progress on objectives, identify support needs, discuss operational matters, and adjust expectations where needed.

4. Structure of the Appraisal Meeting

Appraisals will be structured using the following sections as outlined in the Staff Development and Appraisal Form:

- Part 1: Self-Assessment – The employee reflects on achievements, challenges, and development needs.
- Part 2: Objectives and Expectations – A review of past objectives and agreement of new, SMART objectives.
- Part 3: Development Plan – Identification of training or support needs and how these will be addressed.
- Part 4: Performance Assessment – Summary assessment using the agreed rating scale.
- Part 5: Next Steps and Agreement – Confirmation of shared understanding, follow-up actions, and sign-off.



5. Record Keeping

Appraisal documentation will be treated confidentially and held in accordance with the Data Protection Act 2025. Access will be limited to the appraiser, the employee, and members of the Staffing Committee (for the Town Clerk's appraisal only).

All records will be handled in accordance with the Data Protection Act 2025 and the Council's data management policies.

6. Seeking Agreement and Managing Disagreements

Wherever possible, the appraiser and appraisee should agree on the content of the appraisal, including objectives and performance ratings.

If agreement cannot be reached, this will be recorded on the Staff Development and Appraisal Form. The matter may be referred to the Staffing Committee for final determination if necessary.



SAXMUNDHAM TOWN COUNCIL

OPEN SPACES POLICY

Annual Approval:

Minute Item:



Saxmundham's Open Spaces

The Town Council manages the Memorial Field as an open space for the benefit of the residents of Saxmundham:

Purpose

- a) To encourage residents and visitors to use and enjoy Saxmundham's open spaces.
- b) To promote activities that enhance quality of life, support active and healthy living, and build community cohesion.
- c) 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 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 are reviewed annually. The aim of the Town Council is not to generate profit but to recover reasonable costs and support the ongoing maintenance and improvement of the Memorial Field.
- d) The fee for hiring the Memorial Field for charities, schools, voluntary groups and local non-profit organisations shall be £50 per session.
- e) The fee for hiring the Memorial Field for commercial events shall be £300 per session.
- f) The Town Clerk has discretion to determine the length of a session and to apply an appropriate fee accordingly.
- g) Registered charities, non-profit making and local community groups may be granted use of the Memorial Field free of charge for fundraising events benefitting local and national charities, subject to approval by the Amenities and Services Committee.
- h) Additional charges may be applied for the use of staff time, materials or equipment supplied by the Town Council during an event.

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) The hirer must make police aware of any 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 because 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 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 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 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.	Event/Activity Planned	
11.	Mobile Telephone Number to be used when the event is happening	



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. It applies to complaints from members of the public about the Town Council as an organisation, as well as complaints regarding the Town Council staff. The aim is to provide a clear process for raising and resolving concerns, ensuring that all complaints are addressed promptly and appropriately in line with the Council's commitment to high standards of service and accountability.

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 on 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

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. 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.



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 in writing 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.

Sharon Smith

From: Laura Sampson <operations@suffolk-alc.gov.uk>
Sent: 23 June 2025 10:50
To: Sharon Smith
Subject: Re: EN7740: Onsite councillor basics training

Hello Sharon

Lesley has provided the following three dates in September for you to select two dates, if suitable:

4 / 11/ 18 Sept

If not, please let me know and i'll obtain further dates.

Best wishes

Laura

Laura Sampson | Operations and Facilities Manager

Email: laura.sampson@salc.org.uk

Suffolk Association of Local Councils - Unit 1 and 2 Hill View Business Park - Old Ipswich Road -Claydon

Ipswich - IP6 0AJ Tel 01473 833713

Website www.salc.org.uk **Twitter** @SuffolkALC **Facebook** @SuffolkAssoc



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