



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 14th July 2025 at 7:00 pm at the Market Hall, High Street, Saxmundham

Agenda

1. Attendance and Apologies

To receive any apologies and note any absences.

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

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

4. Minutes

- a) To approve the minutes of the meeting held on 9th June 2025 as a true and accurate record.
- b) To approve the minutes of the extraordinary meeting held on 16th June 2025 as a true and accurate record.

5. Committee Minutes

- a) To receive the draft minutes from the Resources Committee meeting held on 8th July 2025.
- b) To receive the draft minutes from the Civic and Community Committee meeting held on 3rd July 2025.

6. Reports

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

7. Finance

- a) To receive the payments, receipts and bank balances to 30th June 2025.
- b) To receive the budget versus actual income and expenditure report to 30th June 2025.

8. Policies

To approve the recommendation from the Staffing Committee and the Resources Committee to approve:

- a) the revised Appraisal Policy and Form.
- b) the annual renewal of the Open Spaces Policy
- c) the annual renewal of the Complaints Policy
- d) the annual review of the Vexatious Contacts Policy
- e) the biennial review of the Equality and Diversity Policy

9. Councillor Training

To agree a date in September 2025 for group Councillor training delivered by SALC.

10. Exclusion of the Public

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be transacted.

11. Destination Website

To approve a recommendation from the Civic and Community Committee to accept a quotation for the delivery of a 'Visit Saxmundham' website, and to agree to establish a Working Group to oversee and expedite its development, ensuring timely progress and Councillor involvement. (*Annual Delivery Plan 1.1*)

12. Acquisition of Fromus Green

To receive a report from the Town Clerk and to consider approving the pursuit of the potential acquisition of Fromus Green, including the play park, from East Suffolk Council. (*Annual Delivery Plan 1.12*)

12. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 8th September 2025 at 7:00 pm.

Sharon Smith
Town Clerk
9th July 2025