



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 8th July 2025
at the Town House, Station Approach, Saxmundham at 11:30 am.

Minutes

29/25RC

Attendees

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

Apologies

Cllr Tim Lock – none received
Cllr Nick Jackson

Also Present

Sharon Smith (Town Clerk)

30/25RC

Declaration of Interests

None.

31/25RC

Open Forum

None.

32/25RC

Minutes

It was **unanimously resolved** that the minutes of the meeting held on 3rd June 2025 are a true and accurate record.

33/25RC

Monthly Reports

- a) It was **unanimously resolved** to approve the payments and receipts for June 2025.
- b) The Committee noted the bank balances as at 30th June 2025.
- c) Cllr Elizabeth Clark verified the bank reconciliations as at 30th June 2025.
- d) The Committee reviewed the budget versus actual income and expenditure report as at 30th June 2025.
- e) It was **unanimously resolved** to approve the withdrawal of £15,000 from the Cambridge Building Society to meet expected levels of expenditure until the next instalment of precept.

34/25RC

Community Garden

It was **unanimously resolved** to approve a request from the Chair of Greener Sax for the Town Council to collect annual subscriptions, pay water bills, and manage the funds through an earmarked reserve, following the closure of the organisation's bank account. The Committee noted that such requests will be considered on a case-by-case basis and agreed to support this arrangement on this occasion, given that the Town Council will shortly be taking over the lease of the Community Garden from Suffolk County Council. (*Annual Delivery Plan 2.5*)

Signed _____ Date _____

35/25RC 3 Communities Link Project

Further to a request from East Suffolk Council, it was **unanimously resolved** to allocate £3,000 of Community Infrastructure Levy (CIL) funding to support the delivery of the Benhall to Saxmundham cycling and walking project. *(Annual Delivery Plan 1.4)*

36/25RC Modified Neighbourhood Plan

Further to a request from the Neighbourhood Plan Steering Group, it was **unanimously resolved** to allocate £5,000 of Community Infrastructure Levy (CIL) funding to cover the remaining consultancy fees required to complete the Modified Neighbourhood Plan. *(Annual Delivery Plan 3.14)*

37/25RC Authorised Signatories

It was **unanimously resolved** to replace Cllr Jeremy Smith with Cllr David Humphrey as an authorised signatory for the Town Council and Charitable Trusts' bank accounts.

38/25RC Policies

Following minor amendments and a review of the Open Spaces charges, it was **unanimously resolved** to recommend to the Town Council to approve the following:

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

39/25RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 2nd September 2025 at 12:00 noon.

The meeting closed at 12:35 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____