Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 13th October 2025 at the Fromus Centre, Street Farm Road, Saxmundham at 7:00 pm.

Minutes

70/25TC Attendees

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

Apologies

Cllr Georgina Burns

Also Present

Sharon Smith (Town Clerk/RFO)
2 members of the public

71/25TC Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

72/25TC Open Forum

a) A member of the public, representing a local Neighbourhood Watch Association scheme, informed the Town Council that Suffolk Police have launched a new community alert service called Suffolk Connected, which is a free messaging platform providing local crime updates, safety advice, and news from neighbourhood policing teams. He also reported that the local Neighbourhood Watch scheme has recently secured National Lottery funding to provide new street signs, stickers, and leaflets, which will be displayed around Saxmundham to raise awareness and encourage participation in the scheme.

b) Following a concern raised by the Town Clerk, District Cllr John Fisher agreed to register the Town Council's concerns with East Suffolk Council regarding the recent expenditure decision to change the colour of household bin lids.

Cllr David Humphreys said that he was unaware of any request from East Suffolk Council to meet with the Town Council to discuss its proposals for Local Government Reorganisation, as had been the case with Suffolk County Council. Cllr Fisher responded that the County Council had a larger budget to promote its position. Cllr Humphreys clarified that the County Council had not sought to promote its own views but had instead held a consultation with the Town Council to hear its feedback, and he expressed disappointment that the District Council had not adopted a similar approach.

Signed_____ Date_____

73/25TC Minutes

a) It was **unanimously resolved** to approve the minutes of the meeting held on 8th September 2025

b) The Council received the draft minutes of the Resources Committee meeting held on 7th October 2025.

c) The Council received the draft minutes from the Civic and Community Committee meeting held on 4th September 2025.

d) The Council received the draft minutes from the Amenities and Services Committee meeting held on 18th September 2025.

e) The Council received the draft minutes from the Staffing Committee meeting held on 2nd September 2025.

74/25TC Casual Vacancy

a) The Chair reported that one application had been received from an eligible candidate for the vacant Town Councillor seat. It was **unanimously resolved** to co-opt Steve Peck to fill the vacancy. The Declaration of Acceptance of Office was signed by Cllr Steve Peck and witnessed by the Town Clerk.

b) It was **unanimously resolved** to appoint Cllr Steve Peck as a member of the Civic and Community Committee.

75/25TC Council of the Year Award

The Council formally acknowledge the achievement in being jointly awarded Council of the Year at the Suffolk Community Awards, and noted the contribution of Councillors, staff, and volunteers to this success.

76/25TC Reports

a) Cllr Geraldine Barker presented her written report on the energy projects, which had been circulated in advance and is available on the Town Council's website. She outlined the Sea Link proposals affecting the railway bridge at Benhall, which will require modification to accommodate Abnormal Indivisible Loads. It was agreed that the Town Council will consult Benhall and Sternfield Parish Council with a view to aligning its response to the three options currently under consideration by National Grid Electricity Transmission.

Cllr James Sandbach joined the meeting and offered his apologies to the Chair for his late arrival.

b) Cllr Jeremy Smith presented an update on the Modified Neighbourhood Plan and the proposed Garden Neighbourhood development by Pigeon Investment Management. He reported that the Pigeon had undertaken public consultation but that the results have not been made publicly available. The developer intends to submit an outline planning application before Christmas. There has been no communication between Pigeon and ESC planners over the summer period. ESC has confirmed that an Environmental Impact Assessment will not be required for the outline application.

It is also the view of ESC that a referendum will be necessary for the Modified Neighbourhood Plan. Cllr Smith advised that the Town Council should maintain its current position, so that two contrary views can be presented to the independent examiner.

Signed_____ Date_____

ESC has been set an increased housing requirement by central government, which is adding pressure to identify additional development land. ESC has commenced its review of the Local Plan, including a 'Call for Sites', meaning that neighbouring land adjacent to the Garden Neighbourhood may also be put forward for future allocation.

The Neighbourhood Plan Steering Group has considered the timing of the Modified Plan, with the aim of ensuring it is 'made' in time to secure the higher neighbourhood proportion of Community Infrastructure Levy receipts - increasing from 15% to 25%. To achieve this, the plan must be made before ESC determines the final reserved matters relating to any outline planning approval. The Chair of the Steering Group is confident that this timeline remains achievable.

c) The Town Clerk summarised her written report including Crime Statistics. She highlighted the launch of the new Marmot Place Programme, led by ESC and partner agencies, which aims to reduce health inequalities through data-led, community-based action.

77/25TC Finance

a) The Town Council noted the schedule of payments and receipts, including the second instalment of the precept, together with the bank balances as at 30 September 2025.

b) The Town Council received the budget versus actual income and expenditure report to 30th September 2025. Cllr Jeremy Smith requested sight of the Earmarked Reserves position, which the Town Clerk undertook to present at the next meeting.

c) The Town Council received the External Auditor's Report and Certificate for the year ended 31st March 2025.

d) It was **unanimously resolved** to accept the Resources Committee's recommendation to establish new Earmarked Reserves: one for the Greener Sax Community Garden funds, and one for a Green Micro-Grants fund to be created from the Council of the Year prize money.

e) It was **unanimously resolved** to accept the Resources Committee's recommendation that up to £7,000 be drawn down from the Project Consultancy reserve and budget to commission professional consultancy for a feasibility study into the redevelopment of the Market Hall, following a request from the Market Hall Trust.

78/25TC Digital and Data Compliance

The Town Council received a report on the new Assertion 10 – Digital and Data Compliance, introduced in the 2025 Practitioners' Guide, and noted the Resources Committee's decision to commission a compliant Town Council website to ensure adherence to the requirements.

79/25TC Policies

Following questions from Cllr Jeremy Smith, he was invited to submit amendments to a new Information Technology Policy, drafted to ensure compliance with the new Assertion 10. These amendments would be considered by the Resources Committee at their next meeting.

Signed_____ Date_____

80/25TC Leases

The Town Council considered the draft lease with The Scout Association Trust Corporation for land on the Memorial Field currently occupied by the Scout Hut.

Cllr Jeremy Smith drew attention to an inconsistency within the document, noting that paragraph 2 of the First Schedule refers to 'the free passage of soil, water and electricity through the drains, pipes or cables and associated apparatus mentioned in the preceding paragraph', yet there is no reference to these services in the preceding paragraph. Cllr Smith further observed that the lease makes no reference to the existing informal arrangement whereby the Youth Booth draws its electricity supply from the Scout Hut, which is separately metered.

These matters were noted for clarification, and it was **resolved by majority** to accept the recommendation from the Resources Committee to authorise the signing of the lease.

81/25TC Exclusion of the Public

It was **unanimously resolved** 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.

82/25TC Proposed Staffing Restructure

The Town Council received the business case presented by the Staffing Committee for a proposed staffing restructure. It was **resolved by majority** to approve the first three recommendations contained therein.

83/25TC Next Meeting

The Town Council noted the date and time of the next meeting which is scheduled for Monday 10th November 2025 at 7:00 pm.

The meeting closed at 9:25 pm.

Sharon Smith
Town Clerk

Signed_____ Date_____

Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 4th November 2025 at the Town House, Station Approach, Saxmundham at 12:05 pm.

Minutes

61/25RC **Attendees**

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

Apologies

Cllr Tim Lock – none received

Also Present

Sharon Smith (Town Clerk)

62/25RC **Declaration of Interests**

None.

63/25RC **Open Forum**

None.

64/25RC **Minutes**

It was **unanimously resolved** that the minutes of the meeting held on 7th October 2025 are a true and accurate record.

65/25RC **Monthly Reports**

a) It was **unanimously resolved** to approve the payments and note the receipts for October 2025.

b) The Committee noted the bank balances as at 31st October 2025.

c) The Chair verified the bank reconciliations as at 31st October 2025.

d) The Committee noted the Earmarked Reserves forecast to 31st March 2026.

e) The Committee reviewed the Budget versus Actual Income and Expenditure Report as at 30 October 2025, including the year-end forecast. The Committee noted a forecasted surplus of £17,633 and **unanimously resolved** to recommend to Full Council that £10,000 of this surplus be transferred to the Capital Replacement Fund earmarked reserve.

66/25RC **Policies**

a) It was **unanimously resolved** to recommend to Full Council to adopt an amended Information Technology Policy. It was agreed that the Town Clerk would seek clarification from Red Dune on whether Councillors who cease to be members of the Council would continue to have access to existing emails via Apple Mail or similar applications after their Town Council accounts are deleted, as this was uncertain at the time of the meeting.

b) It was **unanimously resolved** to recommend to Full Council to adopt a new Councillor Absence Policy.

Signed_____ Date_____

67/25RC Next Meeting

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

The meeting closed at 12:40 pm.

Sharon Smith, Town Clerk/RFO

Signed_____ Date_____

Saxmundham Town Council

Minutes of the extra ordinary meeting of the Staffing Committee held on Tuesday 4th November 2025 at the Fromus Centre, Station Approach, Saxmundham at 12:40 pm.

Minutes

26/25SC **Attendees**

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

Apologies

Cllr Tim Lock – none received

Also Present

Sharon Smith (Town Clerk)

27/25SC **Exclusion of the Public**

It was **unanimously resolved** 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.

28/25SC **Declaration of Interests**

Cllr John Fisher declared an interest in item 29/25SC.

29/25SC **Staffing Restructure**

The Chair provided an update on the staff consultation meetings held in relation to the proposed staffing restructure. He reported that the consultation process has not yet concluded as several matters were raised that require further consideration.

It was noted that the notes from the consultation meetings, taken by an independent note-taker, will be shared with each consulted staff member for their review and comment. Once approved, the Chair agreed to summarise the notes and share the summary with the Staffing Committee and the Town Clerk.

It was **unanimously resolved** to contract WorkNest HR for a further block of hours to advise the Committee and provide specialist professional support regarding the next steps in the staffing restructure process.

The meeting closed at 1:50 pm.

Sharon Smith
Town Clerk

Signed_____ Date_____

Saxmundham Town Council

Minutes of the extra ordinary meeting of the Staffing Committee held on Thursday 16th October 2025 at the Fromus Centre, Station Approach, Saxmundham at 5:00 pm.

Minutes

21/25SC **Attendees** **Also Present**

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

Sharon Smith (Town Clerk)

22/25SC **Exclusion of the Public**

It was **unanimously resolved** 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.

23/25SC **Declaration of Interests**

Cllr John Fisher declared an interest in item 24/25SC.

24/25SC **Staffing Restructure**

The Committee noted the Town Council's decision to proceed to staff consultation on the proposed staffing restructure and agreed the next steps in the process. It was further agreed that the Committee will reconsider the proposal following completion of the consultation period.

25/25SC **Staffing Report**

The Committee noted a confidential report from the Town Clerk regarding staffing matters. The Committee requested that a further report be brought to a future meeting setting out recommendations for the Committee's action.

The meeting closed at 6:15 pm.

Sharon Smith
Town Clerk

Signed_____ Date_____

Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on 9th October 2025 at 2.00 pm at the Town House, Station Approach, Saxmundham

Minutes

21/25PD **Attendees** **Apologies**

Cllr Marianne Kiff — Cllr John Fisher (none received)
Cllr Geraldine Barker
Cllr David Humphreys — **Also Present**
Cllr Elizabeth Clark
Cllr Laura Purina — Lisa Hamon (Deputy Town Clerk)

In the absence of Cllr John Fisher, Cllr Geraldine Barker was appointed as Chair for the meeting.

22/25PD **Declaration of Interests**

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

23/25PD **Open Forum**

No members of the public were present.

24/25PD **Minutes**

It was **unanimously resolved** to approve the minutes of the meeting held on 5th August 2025 as a true and accurate record.

25/25PD **Planning Applications**

The Committee considered planning application DC/25/2596/FUL – Removal of existing prefab portacabin and replace with single storey flat roof extension to the main building – The Meadows Children Centre, Seaman Avenue. It was **unanimously resolved** there were no objections to the revised site plan.

26/25PD **Trees**

a) The Committee noted TPO/204/2025 on land adjacent to the Sports Ground at North Entrance.
b) The Committee noted tree works at the rear of Tesco car park.

27/25PD **Planning Enforcement**

The Committee received an update regarding alleged infringements of the Conservation Area and noted the comments from East Suffolk Council. The Committee requested more information regarding further unauthorised changes of use, which has resulted in an extended period of compliance.

The meeting closed at 2.30 pm.

Lisa Hamon
Deputy Town Clerk

Signed_____ Date_____

Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on 23rd October 2025 at 12.00 pm at the Town House, Station Approach, Saxmundham

Minutes

28/25PD **Attendees**

Cllr John Fisher
Cllr Geraldine Barker
Cllr David Humphreys
Cllr Elizabeth Clark
Cllr Laura Purina

Apologies

Cllr Marianne Kiff

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

29/25PD **Declaration of Interests**

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

30/25PD **Open Forum**

No members of the public were present.

31/25PD **Minutes**

It was **unanimously resolved** to approve the minutes of the meeting held on 9th October 2025 as a true and accurate record.

32/25PD **Planning Applications**

a) The Committee considered planning application DC/25/3709/LBC - to seek listed building consent to replace old wooden front door to Albion Street side with new wooden front door at 3 Albion Street, Saxmundham. It was **unanimously resolved** that there were no objections to the application.

b) The Committee considered planning application DC/25/3713/LBC - to seek retrospective listed building consent for a back door which needed urgently replacing due to wet rot at 3 Albion Street, Saxmundham. It was **unanimously resolved** that there were no objections to the application.

c) The Committee considered planning application DC/25/3605/FUL – to seek retrospective consent for the change of use from suis generis to Retail Class E - Saxmundham Hand Car Wash, High Street, Saxmundham. It was **unanimously resolved** to object to the application because the area is identified in the Saxmundham Neighbourhood Plan for development predominantly comprising public car parking to serve the town centre.

d) The Committee considered planning application DC/25/3635/FUL - to seek change of use from betting shop (sui generis) to hot food takeaway (sui generis), installation of extract and ventilation equipment and minor external alterations at Unit 2, Church Place Retail Park, Church

Signed_____ Date_____

Street, Saxmundham. It was **unanimously resolved** to support the application whilst noting the impact of increased traffic in the area and the need to restrict hours of use to prevent disturbance to residents.

33/25PD Trees

The Committee noted DC/25/3798/TCA **-** Birch crown lift to 2.5 metres and prune back from property to give 0.5 metres of clearance at Unit 1, Church Place Retail Park, Church Street, Saxmundham and DC/25/3969/TCA – fell 7 mixed species plus north westernmost and north easternmost specimens in parcel. It was **unanimously agreed** that there were no objections.

34/25PD Planning Enforcement

The Committee received an update regarding alleged infringements of the Conservation Area and noted the comments from East Suffolk Council. The Committee requested more information regarding further unauthorised changes of use, which has resulted in an extended period of compliance.

The meeting closed at 1:00 pm.

Lisa Hamon
Deputy Town Clerk

Signed_____ Date_____

Essex & Suffolk Water
Sandon Valley House
Canon Barnes Road
East Hanningfield
Essex
CM3 8BD

20 October 2025

Saxmundham Town Council
The Town House
Station Approach
Saxmundham
IP17 1BW

Dear Saxmundham Town Council

Essex & Suffolk Water
Licence for surveys (Ref: ESW-SWRSE-SMO-0131)

Further to correspondence in April 2025, Essex & Suffolk Water is building on our initial work to explore long-term water supply options in East Anglia. To help us develop these proposals, we need to carry out a series of non-intrusive surveys, which will begin in October 2025.

Why we are writing to you

We believe you own some land we would like to survey, both from an environmental and an engineering perspective. Having access does **not** mean your land will necessarily form part of any future project. No decisions have yet been made about the final options, which may include pipelines and/or partially buried clean water storage tanks.

Voluntary Licence Agreement

To make the process straightforward, we have enclosed a **voluntary licence agreement**. This will allow Essex & Suffolk Water (part of Northumbrian Water Limited) and/or their appointed contractors to carry out the listed non-intrusive surveys over the next 12 months.

The licence includes:

- details of the surveys to be undertaken (see Clause 1);
- the payment you will receive for entering into the agreement;
- your ability to recover any reasonable losses caused by the survey work; and,
- confirmation that you are entitled to professional representation from a Chartered Surveyor, with a set level of fees being reimbursed.

Once the licence is in place, we will contact you to agree access dates, routes, and any areas to avoid. Our aim is to keep disruption to a minimum and work with you to find practical solutions.

Importance of timing

Because some surveys can only be carried out in the autumn and winter seasons, it is important that we move forward promptly. Returning the signed licence quickly will help us to plan the survey programme and give you early notice of proposed dates.

Northumbrian Water Limited
Registered in England and Wales No 2366703
Registered office: Northumbria House,
Abbey Road, Pity Me, Durham, DH1 5FJ

Next steps

We would be grateful if you could:

1. review the enclosed licence;
2. return a signed copy to us at your earliest convenience using the enclosed envelope; and,
3. contact us if you would like to discuss the terms, the survey programme, or have any concerns.

Savills have been appointed by Essex & Suffolk Water to liaise with you. They are very happy to answer any questions you may have about the licence. You can contact them via the following.

- Email: swsp@savills.co.uk
- Freephone number: 0800 567 7760 (quoting the reference number ESW-SWRSE-SMO-0131)

Thank you in advance for your co-operation. We look forward to working with you and making this process as straightforward as possible.

Yours sincerely

Daniel Wilson
Project Manager
Essex & Suffolk Water

Enc.

Dated.....

Non-Intrusive Site Investigation Licence

between

Saxmundham Town Council

and

Northumbrian Water Limited

This Licence is made on the 2025

Between .....of .....(Licensor) and **NORTHUMBRIAN WATER LIMITED** incorporated and registered in England and Wales with company number 02366703 whose registered office is at Northumbria House, Abbey Road, Pity Me, Durham, DH1 5FJ (NWL).

1. **Use of land** — Northumbrian Water Limited (**"NWL"**) its agents and contractors require entry onto the Licensor's land as shown on the attached plan outlined in red (for identification purposes only) (**"the Property"**), to carry out non-intrusive surveys. These activities could include, but are not limited to; ecological, habitat, environmental or engineering walkover surveys; inspections; measurements (this may involve the use of small pegs, poles or similar inserted into the ground); obtaining photographic and video records (including the use of drones) or taking soil samples (using a hand-held auger or similar) (**"Investigation"**). Access will not be required into any residential dwellings. If access is required inside any non-residential buildings or residential gardens/curtilage this will be subject to prior agreement (such agreement not to be unreasonably withheld or delayed).

2. **Licence period** — The duration of this Licence is for a period of 12 months from and including the date of this Licence (**"Licence Period"**). If NWL at their sole discretion requires an extension to the duration of the initial period, they will serve 1 month's prior written notice on the Licensor confirming the need for an additional 12 months from the initial Licence Date (**"Extension Licence Period"**)

3. **Payment and extension** — An advance compensation payment of £250 will be made in respect of this Licence to cover the initial 12-month Licence period (**"Licence Fee"**). The payment will be made within 28 days of NWL receiving a copy of this Licence signed by the Licensor along with confirmation of payment details. A countersigned copy of this Licence will be returned to the Licensor by NWL. If an extension is required NWL will make a further advance compensation payment of £250 before the Licence anniversary date to cover a further 12 months from the anniversary of the initial Licence Date.

4. **Night-time surveys** — If access is required to undertake night-time surveys (between the hours of 21:00 and 06:00), a further advance compensation payment of £100 will be made. This payment ("Further Licence Fee") shall cover any and all night-time access required for the remainder of the existing licence term.

5. **Access** — Access to the Property will be taken by foot, with vehicles restricted to existing roads and tracks and access routes and parking areas as shall first be approved by the Licensor (such approval not to be unreasonably withheld or delayed). Subject to prior approval by the Licensor either on the day of accessing or prior (such approval not to be unreasonably withheld or delayed) NWL shall be permitted to use suitable vehicles (such as quad bikes or similar) to undertake the Investigation. Anyone taking access under the terms of this Licence will carry personal identification and a letter of authority from NWL.

6. **Notification** — The Licensor will be notified by email, telephone call or text message using the contact details provided to NWL, a minimum of 48 hours prior to each access being taken on to the Property. If the Licensor has appointed a nominated land agent and notified NWL of such appointment, notice will be provided to them by email not less than 5 working days before access is taken.

7. **Shooting** — The Licensor will provide written details of any intended shoot days on the Property, as soon as is reasonably practicable. NWL will use reasonable endeavours to minimise any impact to shooting activities taking place on the Property, including not accessing the Property on the day or 24 hours before the shoot day. NWL will check with the licensor 48 hours before access is taken to confirm no shooting activities will be undertaken during the planned access by NWL to the Property.

8. Site rules and regulations

Any reasonable site rules and regulations will be adhered to when taking access, providing these have been provided a minimum of 48 hours prior to access being taken, this includes any site health and safety and Bio-security measures. Copies of the Health and Safety Risk Assessments and working methodologies relating to the access can be provided to the Licensor on request.

9. Equipment

There may be times during the Licence period where minor equipment, including but not limited to wildlife cameras or noise monitoring equipment (**"Minor Equipment"**), may be left on the Property for a period of time. NWL shall notify the Licensor if Minor Equipment is to be left on the Property and the parties shall co-operate to agree a suitable location for the Minor Equipment to be left where applicable. No equipment will be left on site beyond the "Licence period" or "Extension Licence Period" as set out in Clause 2.

10. Damage or loss

NWL shall indemnify the Licensor against any direct physical damage to the Property arising from the Investigation carried out under this Licence, subject to the Licensor providing reasonable evidence and proof of loss. This indemnity shall not cover the Licensor to the extent that a claim under it results from the Licensor's negligence or wilful misconduct.

NWL shall not be liable for any indirect, consequential or economic losses, including but not limited to loss of profit, loss of business, loss of reputation, or any interest, penalties, legal costs (on a full indemnity basis), or other professional expenses.

NWL shall indemnify the Licensor for any loss of crop arising from the Investigation carried out under this Licence together with agent's fees based on Rydes Scale 1996 plus 40% and disbursements and unrecoverable VAT.

The total liability of NWL under this Licence shall be capped at £1,000,000, except in cases of fraud, willful misconduct, or liability which cannot be excluded or limited by law.

11. Reinstatement

If any physical damage to the Property is caused by NWL, then the Licensor (or nominated agent) will be notified as soon as is practicably possible. Any such damage is to be made good at NWL's own cost and to the reasonable satisfaction of the Licensor. If NWL fails to make good damage to the reasonable satisfaction of the Licensor, then with written prior agreement from NWL (not to be unreasonably withheld) the Licensor can undertake such reasonable work, and these reasonable and proper costs shall be recoverable from NWL.

12. Land Agent's fees

If instructed, the Licensor's agent shall be entitled to payment of reasonable professional fees up to £250 plus VAT (to the extent that such VAT is not recoverable by the Licensor) by NWL.

13. Other Parties

The Licensor confirms that they will inform NWL of any changes to the title of the Property or any interest in the Property or any person deriving an interest from the Licensor in a timely manner during the period of this Licence. The Licensor further confirms that it has obtained the consent of all occupiers of the Property and any other relevant third parties to the grant of this Licence.

14. Licence agreement

This Licence is not intended by any of the parties to it to grant NWL any right or interest in the nature of a tenancy or exclusive possession or occupation of the Property and no relationship of landlord and tenant is created between the Licensor and NWL by this Licence. This Licence gives no proprietary interest in the Property to NWL.

15.	**Dispute resolution**	In the event of a dispute that cannot be resolved by a third party as agreed and appointed by the Licensor and NWL within 30 days then the matter shall be referred to the Central Association of Agricultural Valuers or Royal Institution of Chartered Surveyors Dispute Resolution Service.
16.	**Governing Law**	This Licence and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of England and Wales.
17.	**Jurisdiction**	The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Licence or its subject matter or formation.
18.	**Confidentiality**	NWL and the Licensor agree to treat as confidential all information obtained in connection with this Licence, including but not limited to any data, findings, reports, photographs, video recordings, or other materials generated or acquired during the course of the Investigation (**"Confidential Information"**). Neither party shall disclose any Confidential Information to any third party without the prior written consent of the other party, except: • where disclosure is required by law or regulatory obligation; • to professional advisers or contractors who are bound by equivalent confidentiality obligations; or • where the information is already in the public domain other than through breach of this clause. This obligation shall survive the expiry or termination of this Licence.
19.	**Further information**	Any information that is to be made known to NWL should be sent by email to SWSP@savills.com unless otherwise confirmed in writing by NWL.

Signed on behalf of the Licensor

Licensor Print Name

.....

.....

Signed on behalf of NWL

NWL Print Name

.....

.....

Licensor's Bank and Contact Details

Licensor Payment Bank Details

Account Name	
Account Number	
Sort Code	
VAT Registered	Yes ☐ No ☐

Contact Name	
Phone Number	
Email Address	

Are the above details the same as to be used when notifying about taking access: Yes ☐ No ☐
If no, please confirm access notification details below.

Contact Name	
Phone Number	
Email Address	

Essex & Suffolk Water
Licence for surveys - ESW-SWRSE-SMO-0131

Survey Access – Questionnaire

In order to assist the survey team please complete the questions below providing as much information as possible. This information will help us better plan the surveys and allow us to try and cause as little disturbance to your day-to-day operations. Please return your response to these questions in the same envelope when returning your signed licence.

#	Question	Response
1	Please confirm the current crop in the field	
2	Please confirm the current approximate crop height	
3	Please confirm planned dates of any proposed crop planting	
4	Please confirm the planned crop harvest date	
5	Please confirm any details on crop rotation for the rest of the year and 2026.	
6	Please confirm whether there are any livestock on the land? If so can they be moved and how much notification needs to be provided?	
7	Are there any procedures survey teams should be aware of such as the use of disinfectant required between fields?	
8	Please provide any other access arrangements including Parking, gate codes or other contacts if necessary.	

Main map scale 1:1,500 at A4

0 20 40 60 80 100 120 m

Co-ordinates at centre:

(x) 637851 , (y) 263126

Produced by:	Date:	Checked by:	Date:
C. Knox	20/10/2025	I. Cutts	20/10/2025

LEGEND

LANDOWNERSHIP AREA

LOCATION PLAN

PROJECT NAME:

Suffolk Water Recycling, Transfer and Storage

PLAN NAME:

SWRTS - Landownership Plan - ESW-SWRSE-SMO-0131

LANDOWNER NAME:

Saxmundham Town Council

TITLE NUMBER:

SK430920

LANDOWNER ID:

ESW-SWRSE-SMO-0131

ESSEX&SUFFOLK WATER *living water*

savills

Plan produced for Essex & Suffolk Water by Savills (UK) Ltd

SAXMUNDHAM TOWN COUNCIL - OCTOBER 2025

01/10/2025	Balance Brought Forward - Unity Trust Bank Current	£143,880.15
	Balance Brought Forward - Unity Trust Bank Savings	£54.69
	Balance Brought Forward - Cambridge Building Society	£70,000.00
	Balance Brought Forward - Public Sector Deposit Fund	£110,000.00
		£323,934.84

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
20/10/2025	n/a	HMRC	PAYE - Month 6	£2,242.04	£0.00	£2,242.04	4000	Pre-Approved Payments List
23/10/2025	n/a	Nest	Pensions - Month 7	£532.95	£0.00	£532.95	4000	Pre-Approved Payments List
20/10/2025	n/a	Staff Salaries	Salaries - Month 7	£7,883.50	£0.00	£7,883.50	4000	Pre-Approved Payments List
19/10/2025	n/a	EE	Mobile Phone - Month 7	£19.60	£0.00	£19.60	4260	Pre-Approved Payments List
09/10/2025	n/a	Smartest Energy	Electricity - Month 7	£62.61	£2.98	£59.63	4205	Pre-Approved Payments List
02/10/2025	n/a	Smartest Energy	Gas - Month 7	£39.04	£1.86	£37.18	4205	Pre-Approved Payments List
21/10/2025	n/a	Everflow	Water - Month 7	£10.00	£0.00	£10.00	4205	Pre-Approved Payments List
31/10/2025	n/a	Unity Trust Bank	Bank Charges - Month 8	£12.75	£0.00	£12.75	4235	Pre-Approved Payments List
13/10/2025	n/a	Unity Trust Bank	Bank Charges - Bulk Payment - Month 1	£1.80	£0.00	£1.80	4235	Pre-Approved Payments List
17/10/2025	n/a	Red Dune	IT Services - Month 7	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
01/10/2025	n/a	Red Dune	Line Rental - Quarter 2	£39.23	£6.54	£32.69	4260	Pre-Approved Payments List
01/10/2025	n/a	Red Dune	Broadband - Quarter 2	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
20/10/2025	25/25TC	Red Dune	Councillor Tablets x 6	£1,033.78	£172.30	£861.48	4255	Town Council - 65/27TC
30/09/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 6	£125.58	£20.93	£104.65	4240	Pre-Approved Payments List
01/10/2025	58/25TC	East Suffolk Services	Refuse Collection - Quarter 3	£179.41	£29.90	£149.51	4210	Pre-Approved Payments List
01/10/2025	60/25TC	Grenke	Photocopier Lease - Quarter 3	£298.51	£49.75	£248.76	4240	Pre-Approved Payments List
29/09/2025	78/25TC	East Suffolk Services	Grounds Maintenance - Half Year	£1,787.22	£297.87	£1,489.35	4815	Amenities and Services Committee - 124/24AS
30/09/2025	81/25TC	Suffolk Association of Local Councils	Payroll Service - Half Year	£223.20	£37.20	£186.00	4055	Pre-Approved Payments List
17/10/2025	n/a	Lee's Window Cleaning	Town House - Window Cleaning	£30.00	£0.00	£30.00	4200	Pre-Approved Payments List
30/09/2025	n/a	Worknest	HR Support	£599.40	£99.90	£499.50	4705	Staffing Committee - 19/25SC
02/10/2025	n/a	ESPO	General Supplies	£42.84	£7.14	£35.70	4265	Pre-Approved Payments List
17/06/2025	n/a	ESPO	General Supplies	£35.16	£5.86	£29.30	4265	Pre-Approved Payments List
10/09/2025	n/a	The Saxmundham and District CIC	Hall Hire - Neighbourhood Plan	£18.00	£0.00	£18.00	4705	Pre-Approved Payments List
02/10/2025	n/a	The Saxmundham and District CIC	Hall Hire - Town Council Meetings	£126.00	£0.00	£126.00	4220	Pre-Approved Payments List
16/10/2025	n/a	The Saxmundham and District CIC	Hall Hire - Staffing Committee	£12.00	£0.00	£12.00	4220	Pre-Approved Payments List
28/10/2025	n/a	The Saxmundham and District CIC	Hall Hire - Neighbourhood Plan	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
03/10/2025	65/25TC	MJ Training	Christmas Fayre - First Aid	£360.00	£60.00	£300.00	4505	Civic and Community Committee - 15/25CC
13/10/2025	n/a	Jess Palmer	Christmas Fayre - Santa's Grotto Stickers	£2.98	£0.50	£2.48	4505	Civic and Community Committee - 15/25CC
14/10/2025	67/25TC	Whimsy Circus - Joanna Ferreday	Christmas Fayre - Entertainment - 50% Deposit	£375.00	£0.00	£375.00	4505	Civic and Community Committee - 15/25CC
22/09/2025	n/a	123 Reg (Market Hall Reimbursement)	Destination Website - Domain Registration	£111.17	£19.13	£92.04	4405	Town Council - 53/25TC
13/10/2025	n/a	Jess Palmer	Destination Website - USB Stick	£5.99	£1.00	£4.99	4405	Town Council - 53/25TC
20/10/2025	87/25TC	Aubergine	New Town Council Website	£1,078.80	£179.80	£899.00	4405	Resources Committee - 58/25RC
16/10/2025	n/a	Herring Bone Design	Website Amendments	£30.00	£0.00	£30.00	4405	Pre-Approved Payments List
09/10/2025	19/25TC	Suffolk Association of Local Councils	Training - Councillor Basics	£786.90	£131.15	£655.75	4120	Staffing Committee - 40/24SSC
13/10/2025	n/a	Suffolk Association of Local Councils	Training - Asset Transfer Workshop	£42.00	£7.00	£35.00	4095	Pre-Approved Payments List
09/10/2025	n/a	Leiston Press	Council of the Year - Banner	£61.20	£10.20	£51.00	4400	Pre-Approved Payments List
13/10/2025	n/a	Jess Palmer	Council of the Year - Market Stall Refreshments	£102.92	£15.76	£87.16	4400	Pre-Approved Payments List
13/10/2025	n/a	Jess Palmer	Council of the Year - Window Display Frames	£15.21	£2.54	£12.67	4400	Pre-Approved Payments List
18/10/2025	30/25TC	Compass Point Planning and Rural Consultants	Neighbourhood Plan - Consultancy	£1,200.00	£0.00	£1,200.00	4705/400	Resources Committee - 36/25RC
12/09/2025	57/25TC	ESP Play	Seaman Avenue - Play Park Equipment - Deposit	£18,000.00	£3,000.00	£15,000.00	4829/320	Town Council - 62/25TC
01/10/2025	n/a	Fisher's Ironmongers	Seaman Avenue - Play Park Equipment	£34.68	£0.00	£34.68	4820	Pre-Approved Payments List
30/09/2025	89/25TC	Playsafety Ltd	Play Equipment Safety Inspections	£403.20	£67.20	£336.00	4820	Pre-Approved Payments List
10/09/2025	28/25TC	Market Hall	Fire Alarm Panel - Contingency Fund Transfer	£5,000.00	£0.00	£5,000.00	4500/400	Resources Committee - 45/25RC
22/10/2025	n/a	Market Hall	VAT Recovery - Quarter 2	£555.20	£0.00	£555.20	106	Pre-Approved Payments List
23/10/2025	n/a	Gannon Institute	VAT Recovery - Quarter 2	£457.12	£0.00	£457.12	106	Pre-Approved Payments List
10/09/2025	n/a	Unity Trust Bank Savings	Transfer	£50,000.00	£0.00	£50,000.00	n/a	Resources Committee - 55/25RC
23/10/2025	n/a	CCLA Public Sector Deposit Fund	Transfer	£40,000.00	£0.00	£40,000.00	n/a	Resources Committee - 55/25RC
22/10/2025	85/25TC	Sharon Smith	Survey Monkey - Annual Subscription	£396.00	£66.00	£330.00	4250	Pre-Approved Payments List
23/10/2025	n/a	Sharon Smith	Councillor Tablet Covers x 6	£40.98	£7.20	£33.78	4255	Pre-Approved Payments List
25/10/2025	50/25TC	Easyspace	Website Domain Renewal	£53.69	£8.95	£44.74	4405	Pre-Approved Payments List
24/10/2025	30/25TC	Rachel Leggett	Neighbourhood Plan Consultancy	£600.00	£0.00	£600.00	4705/400	Resources Committee - 36/25RC
22/10/2025	34/25TC	Suffolk County Council	3 Communities Link Project - Contribution	£3,000.00	£0.00	£3,000.00	12	Town Council - 33/35TC
27/10/2025	n/a	Binder Ltd	Youth Booth - Septic Tank Maintenance	£110.40	£18.40	£92.00	4875	Pre-Approved Payments List

01/10/2025	n/a	Royal British Legion Poppy Appeal	Remembrance Sunday - Wreaths	£75.00	£0.00	£75.00	4505	Civic and Community Committee
				£138,844.66	**£4,421.66**	**£134,423.00**		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
02/09/2025	52/25TC	Parkers Bulbs	Green Team - Bulbs	£138.75	£23.12	£115.63	4810	Pre-Approved Payments List
08/09/2025	53/25TC	Ladybird Nurseries	Green Team - Plants	£73.65	£0.00	£73.65	4810	Pre-Approved Payments List
08/09/2025	53/25TC	Ladybird Nurseries	Green Team - Plants	£15.84	£0.00	£15.84	4810	Pre-Approved Payments List
10/09/2025	62/25TC	Society of Local Council Clerks	Town Clerk - Membership Subscription (overpayment to be reimbursed)	£435.00	£0.00	£435.00	4250	Staffing Sub-Committee - 17/25SC
10/09/2025	n/a	East Suffolk Council	Christmas Fayre - Temporary Events Notice	£21.00	£0.00	£21.00	4505	Civic and Community Committee - 15/25CC
16/09/2025	61/25TC	Suffolk County Council	Christmas Fayre - Road Closure Licence	£150.00	£0.00	£150.00	4505	Civic and Community Committee - 15/25CC
11/09/2025	n/a	Waitrose	Kitchen Supplies	£10.65	£1.78	£8.87	4265	Pre-Approved Payments List
14/09/2025	n/a	Insta Head Shots	Deputy Town Clerk - Photograph	£39.00	£0.00	£39.00	4095	Pre-Approved Payments List
22/09/2025	n/a	Electrical2go	Town House - Light Batten	£36.50	£6.08	£30.42	4265	Pre-Approved Payments List
15/09/2025	n/a	Blinds Direct	Town House - Window Blinds	£68.21	£11.37	£56.84	4670	Pre-Approved Payments List
26/09/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£991.60	**£42.35**	**£949.25**		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
28/10/2025	n/a	East Suffolk Council	Community Infrastructure Levy	£100.55	1150/405
02/10/2025	n/a	CCLA	Interest	£363.90	1090
03/10/2025	n/a	Suffolk Association of Local Councils	Council of the Year - Prize Money	£250.00	1305/336
06/10/2025	n/a	GC & BJ Wright	Christmas Fayre - Santa's Grotto Donation	£20.00	4505
10/10/2025	n/a	HMRC	VAT Recovery - Quarter 2	£3,853.20	105
01/10/2025	TC61	Stall Holders	Weekly Market - September	£30.00	1100
01/10/2025	TC62	Stall Holders	Weekly Market - September	£40.00	1100
07/10/2025	TC20	Stall Holders	Monthly Market - May	£15.00	1100
11/10/2025	TC65	Stall Holders	Monthly Market - October	£15.00	1100
11/10/2025	TC67	Stall Holders	Monthly Market - October	£15.00	1100
31/10/2025	TC60	Gannon Institute Trust	Cleaning Reimbursement - Month 6	£50.60	
				£4,753.25	

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payer	Description	Amount
09/10/2025	n/a	Unity Trust Bank Current	Transfer	£50,000.00
				£50,000.00

Receipts to CCLA Public Sector Deposit Fund

Received	Invoice No	Payer	Description	Amount
23/10/2025	n/a	Unity Trust Bank Current	Transfer	£40,000.00
				£40,000.00

31/10/2025	Balance Carried Forward - Unity Trust Bank Current	£8,797.14
	Balance Carried Forward - Unity Trust Bank Savings	£50,054.69
	Balance Carried Forward - Cambridge Building Society	£70,000.00
	Balance Carried Forward - Public Sector Deposit Fund	£150,000.00
		£278,851.83

Town Council Budget Versus Actual Income and Expenditure 2025-2026												
Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 31/10/25	Committed 31/10/25	Actual Plus Committed 31/10/25	Actual Plus Committed Percentage	Forecast Income and Expenditure to 31/03/26	Forecast Total to 31/03/26	Forecast Percentage to 31/03/26	Forecast Surplus/Deficit
			INCOME									
			RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY									
1	100	1076	Precept	£ 278,037	£ 278,037	£ -	£ 278,037	100%		£ 278,037	100%	
2	101	1150	Community Infrastructure Levy	£ -	£ -	£ -	£ -			£ -		
3	102	1105	Charitable Trusts' Reimbursement	£ -	£ -	£ -	£ -			£ -		
4	103	1090	Bank Interest	£ 4,000	£ 2,442	£ -	£ 2,442	61%	£ 1,558	£ 4,000	100%	
			Total	**£ 282,037**	**£ 280,479**	**£ -**	**£ 280,479**		**£ 1,558**	**£ 282,037**		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES									
5	110	1305	Civic Grants	£ -	£ -	£ -	£ -	0%		£ -		
6	105	1100	Market Stallage Fees	£ 1,800	£ 1,180	£ -	£ 1,180	66%	£ 620	£ 1,800	100%	
			Total	**£ 1,800**	**£ 1,180**	**£ -**	**£ 1,180**		**£ 620**	**£ 1,800**		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION									
7	107	1110	Land Rental	£ 603	£ 650	£ 3	£ 653	108%	£ -	£ 653	108%	£ 50
8	106	1310	Project Grants	£ -	£ -	£ -	£ -			£ -		
	103	1320	Greener Sax Community Garden	£ -	£ -		£ -			0		
			Total	**£ 603**	**£ 650**	**£ 3**	**£ 653**		**£ -**	**£ 653**		
			TOTAL INCOME	**£ 284,440**	**£ 282,309**	**£ 3**	**£ 282,312**		**£ 4,356**	**£ 284,490**		**£ 50**
			EXPENDITURE									
			STAFFING COMMITTEE - STAFFING RESOURCE									
9	120	4000	Town Council Salaries (80%)	£ 101,008	£ 55,527	£ 39,497	£ 95,023	94%		£ 95,023	94%	-£ 5,985
10	120	4050	Staff Expenses	£ -	£ 39	£ -	£ 39					
11	120	4055	Payroll Service	£ 350	£ 186	£ 186	£ 372	106%		£ 372	106%	£ 22
12	120	4060	Recruitment	£ 100	£ -	£ -	£ -	0%	£ 100	£ 100	100%	
13	120	4095	Staff Training and Development	£ 2,500	£ 2,862	£ 252	£ 3,114	125%		£ 3,114	125%	£ 614
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%		£ 1,454	485%	£ 1,154
			Total	**£ 104,258**	**£ 60,068**	**£ 39,935**	**£ 100,002**		**£ 100**	**£ 100,063**		
			RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY									
15	140	4105	Councillor Expenses	£ 50	£ 146	£ -	£ 146	292%		£ 146	292%	£ 96
16	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000	£ 1,000	100%		£ 1,000	100%	
17	160	4200	Town House Cleaning	£ 3,000	£ 1,479	£ -	£ 1,479	49%	£ 1,521	£ 3,000	100%	
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 1,526	£ -	£ 1,526	48%	£ 1,674	£ 3,200	100%	
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,161	£ 150	£ 1,311	105%		£ 1,311	105%	£ 61
20	160	4220	Meeting Room Hire	£ 600	£ 597	£ 24	£ 621	104%	£ 420	£ 1,041	174%	£ 441
21	160	4228	Financial Software	£ 3,500	£ 3,261	-£ 1,898	£ 1,363	39%		£ 1,363	39%	-£ 2,137
22	160	4230	Internal and External Audit	£ 1,250	£ 1,154	£ -	£ 1,154	92%		£ 1,154	92%	-£ 96
23	160	4235	Bank Charges	£ 153	£ 116	£ -	£ 116	76%	£ 80	£ 196	128%	£ 43
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,255	£ 249	£ 1,504	75%	£ 650	£ 2,154	108%	£ 154
25	160	4245	Stationery	£ 1,300	£ 305	£ -	£ 305	23%	£ 300	£ 605	47%	-£ 695
26	160	4250	Subscriptions	£ 1,800	£ 1,940	£ 142	£ 2,082	116%		£ 2,082	116%	£ 282
27	160	4255	IT Support	£ 4,050	£ 3,261	£ 1,690	£ 4,951	122%		£ 4,951	122%	£ 901
28	160	4260	Telephone and Broadband	£ 1,000	£ 648	£ 264	£ 912	91%		£ 912	91%	-£ 88
29	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,289	£ -	£ 1,289	129%		£ 1,289	129%	£ 289
30	160	4270	Insurance	£ 1,800	£ 4,953	-£ 2,822	£ 2,131	118%		£ 2,131	118%	£ 331
31	310	4615	Legal Consultancy	£ 1,000	£ 750	£ -	£ 750	75%		£ 750	75%	-£ 250
32	310	4705	Project Consultancy	£ 6,000	£ 3,315	£ 2,000	£ 5,315	89%		£ 5,315	89%	-£ 685
33	170	4300	Town House - PWLB Repayment	£ 10,700	£ 10,689	£ -	£ 10,689	100%		£ 10,689	100%	-£ 11
34	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ 1,465	£ 1,438	£ 2,903	100%		£ 2,903	100%	
			Total	**£ 47,556**	**£ 39,310**	**£ 2,235**	**£ 41,545**		**£ 4,645**	**£ 46,190**		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES									
35	200	4400	Newsletter and Publicity	£ 1,500	£ 1,055	£ -	£ 1,055	70%	£ 300	£ 1,355	90%	-£ 145
36	200	4405	Website Support and Development	£ 4,000	£ 1,983	£ 3,750	£ 5,733	143%		£ 5,733	143%	£ 1,733
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ 100	£ 410	103%		£ 410	103%	£ 10
38	200	4825	Markets Support	£ 500	£ 289		£ 289	58%	£ 211	£ 500	100%	
39	300	4555	Community Grants	£ 34,500	£ 19,250		£ 19,250	56%	£ 15,250	£ 34,500	100%	
40	320	4505	Events	£ 10,000	£ 2,372	£ 6,452	£ 8,824	88%	£ 1,176	£ 10,000	100%	
41	320	4560	Christmas Lights	£ 6,700	£ -	£ 6,700	£ 6,700	100%		£ 6,700	100%	
			Total	**£ 57,600**	**£ 25,259**	**£ 17,002**	**£ 42,261**		**£ 16,937**	**£ 59,198**		
			AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE									
42	600	4670	Building Maintenance	£ 250	£ 1,323		£ 1,323	529%		£ 1,323	529%	£ 1,073
43	160	4285	Health and Safety	£ 1,100	£ 1,077		£ 1,077	98%		£ 1,077	98%	-£ 23
			Total	**£ 1,350**	**£ 2,400**	**£ -**	**£ 2,400**		**£ -**	**£ 2,400**		

			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION											
44	500	4829	Memorial Field	£	6,000	£	2,045	£	493	£	2,538	42%	£ 2,111	£ 4,649	77%	-£ 1,351
45	500	4830	Street Furniture	£	3,000	£	2,127	£	903	£	3,030	101%		£ 3,030	101%	£ 30
46	500	4810	Green Team Activities	£	3,000	£	1,023	£	1,500	£	2,523	84%	£ 477	£ 3,000	100%	
47	500	4815	Grounds Maintenance	£	3,300	£	1,489	£	1,811	£	3,300	100%		£ 3,300	100%	
48	500	4821	Tree Survey and Maintenance	£	2,600	£	840	£	920	£	1,760	68%		£ 1,760	68%	-£ 840
49	600	4650	General Town Maintenance	£	1,000	£	316	£	-	£	316	32%	£ 684	£ 1,000	100%	
50	600	4675	Youth Booth Maintenance	£	200	£	407	£	-	£	407	204%		£ 407	204%	£ 207
51	500	4824	Traffic Calming	£	2,500	£	-	£	630	£	630	25%	£ 2,500	£ 3,130	125%	£ 630
52	500	4820	Play Equipment Inspection and Maintenance	£	4,501	£	709	£	1,003	£	1,712	38%	£ 600	£ 2,312	51%	-£ 2,189
53	500		Saxon Road Allotment Garden	£	-	£	-	£	-	£	-			£ -		
			Total	**£**	**26,101**	**£**	**8,956**	**£**	**7,260**	**£**	**16,216**		**£ 6,372**	**£ 22,588**		
			MARKET HALL TRUST													
54	300	4500	Contingency	£	5,000	£	5,000	£	-	£	5,000	100%	£ -	£ 5,000	100%	
55	120	4000	Salaries (15%)	£	18,477	£	10,863	£	7,699	£	18,562	100%		£ 18,562	100%	£ 85
56	160	4285	Health and Safety	£	1,100	£	1,077			£	1,077	98%		£ 1,077	98%	-£ 23
				£	**24,577**	**£**	**16,940**	**£**	**7,699**	**£**	**24,639**		**£ -**	**£ 24,639**		
			GANNON INSTITUTE TRUST													
57	300	4500	Contingency	£	5,000	£	1,600			£	1,600	32%	£ 2,898	£ 4,498	90%	-£ 502
58	120	4000	Salaries (5%)	£	6,198	£	3,621	£	2,583	£	6,204	100%		£ 6,204	100%	£ 5
59	160	4285	Health and Safety	£	1,100	£	1,077			£	1,077	98%		£ 1,077	98%	-£ 23
				£	**12,298**	**£**	**6,298**	**£**	**2,583**	**£**	**8,881**		**£ 2,898**	**£ 11,779**		
			TOTAL EXPENDITURE	**£**	**273,740**	**£**	**159,231**	**£**	**76,713**	**£**	**235,944**		**£ 30,952**	**£ 266,857**		**-£ 6,883**
			TOTAL INCOME	**£**	**284,440**	**£**	**282,309**	**£**	**3**	**£**	**282,312**			**£ 284,490**	Surplus Budget Lines	**£ 6,933**
			TOTAL EXPENDITURE	**£**	**273,740**	**£**	**159,231**	**£**	**76,713**	**£**	**235,944**			**£ 266,857**	PWLB Overbudget	**£ 10,700**
			VARIANCE	**£**	**10,700**	**£**	**123,078**	**-£**	**76,710**	**£**	**46,368**			**£ 17,633**	Forecasted Surplus	**£ 17,633**

Earmarked Reserves

Forecast Transfers - 2025-2026

		Opening	Transfer	Reason	Closing
320	Capital Replacement Fund	£15,700.00	-£15,700.00	Play Equipment	£0.00
326	Project Improvement Fund	£880.00	-£880.00	Play Equipment	£0.00
329	Town Economic Development Grant	£5,000.00	-£5,000.00	Community Officer Salary Contribution	£0.00
333	Project Consultancy	£4,000.00	-£4,000.00	Market Hall Redevelopment Feasibility Report	£0.00
334	Elections Contingency	£1,000.00	£0.00		£1,000.00
335	Greener Sax Community Garden	£0.00	£2,021.48	Funds Transfer	£2,021.48
336	Green Micro-Grants	£0.00	£250.00	Council of the Year Prize Fund	£250.00
400	CIL 20/21	£7,534.72	-£3,000.00	Play Equipment	£4,534.72
400	CIL 20/21	£4,534.72	-£2,500.00	Market Hall Fire Alarm	£2,034.72
400	CIL 20/21	£2,034.72	-£2,034.72	Neighbourhood Plan Consultancy	£0.00
401	CIL 21/22	£31,308.92	-£898.08	Neighbourhood Plan Consultancy	£30,410.84
401	CIL 21/22	£30,410.84	-£27,410.84	Play Equipment	£3,000.00
401	CIL 21/22	£3,000.00	-£3,000.00	3 Communities Link Project	£0.00
402	CIL 22/23	£6,438.25	-£6,438.25	Play Equipment	£0.00
403	CIL 23/24	£1,105.71	-£1,105.71	Play Equipment	£0.00
404	CIL 24/25	£1,045.91	-£1,045.91	Play Equipment	£0.00
405	CIL 25/26	£9,899.33	-£2,308.29	Play Equipment	£7,591.04
405	CIL 25/26	£7,591.04	-£2,067.20	Neighbourhood Plan Consultancy	£5,523.84

Forecast Closing Balances - 31 March 2026

334	Elections Contingency	£1,000.00
335	Greener Sax Community Garden	£2,021.48
336	Green Micro-Grants	£250.00
405	CIL 25/26	£5,523.84
		£8,795.32

SAXMUNDHAM TOWN COUNCIL

COUNCILLOR ABSENCE POLICY

Review Body: Resources Committee
Policy Approved: Town Council
Approval Date:
Minute Item:
Review Period: Biennial
Next Review:

1. Introduction

Members of Saxmundham Town Council are elected (or co-opted) to serve their community and have a duty to attend meetings regularly.

Active participation is essential for the proper discharge of Council functions and for maintaining effective governance, accountability, and representation.

2. Legal Requirement

Under Section 85(1) of the Local Government Act 1972, a Councillor automatically vacates office if they fail to attend a meeting of the Council or a relevant committee for six consecutive months, unless their reason for absence has been formally approved by the Council before the expiry of that period. Approval cannot be granted retrospectively**.**

3. Relevant Meetings

For the purposes of the six-month attendance rule, "relevant meetings" include:

- Meetings of the Full Council;
- Meetings of any Committee or Sub-Committee to which the Councillor has been appointed; and

Attendance at civic or community events, training sessions, informal working groups, advisory panels, or other informal engagements does not count towards the statutory attendance requirement, unless the Council has expressly resolved otherwise.

4. Procedure for Requesting Approval of Absence

Councillors who know in advance that they will be unable to attend a meeting must submit a written request (email is acceptable) to the Town Clerk as soon as possible, giving the reason for their absence.

If no formal request is received but the Council is nevertheless aware of the reason for absence, the Council may still decide whether the absence should be approved.

The decision to approve an absence must be made by resolution of the Council (or relevant Committee) and recorded in the minutes of the meeting.

5. Acceptable Reasons for Absence

The Council will normally consider and may approve apologies for absence for any of the following reasons:

- Illness or medical treatment;
- Bereavement (personal or close family);
- Work commitments;
- Jury service or other civic duty;

- Holiday or pre-arranged travel;
- Family or caring responsibilities;
- Severe weather or transport disruption;
- Training, conferences, or other Council-related duties;
- Other exceptional personal circumstances where the Council considers the reason reasonable and sufficient.
- Periods of suspension or service with the Armed Forces during war or national emergency will be disregarded for the purpose of calculating the six-month period.

The list above is not exhaustive. Approval is at the discretion of the Council, taking into account the reason given and the principle of fairness and consistency.

6. Recording Absences and Data Protection Compliance

The minutes must clearly record whether a Councillor's apology for absence has been received and whether it has been accepted by the Council.

The reason for absence will remain confidential with the Town Clerk in accordance with UK GDPR. The Town Clerk will inform the Council whether the reason falls within an approved category for authorised absence.

If the reason does not fall within an approved category and requires the Council's discretion, the Town Clerk will communicate the reason to the Council verbally or in writing for consideration, but it will not be recorded in the minutes.

7. Consequences of Non-Attendance

If a Councillor fails to attend any relevant meetings for six consecutive months and their absence has not been formally approved, they will automatically cease to be a member of the Council.

The disqualification will be recorded in the minutes of the next Full Council meeting, and the Town Clerk will notify East Suffolk Council's Returning Officer of the resulting vacancy.

The Town Clerk will monitor attendance and alert Councillors approaching the six-month limit, but ultimate responsibility for ensuring compliance remains with the Councillor concerned.

SAXMUNDHAM TOWN COUNCIL

INFORMATION TECHNOLOGY POLICY

Review Body: Resources Committee
Policy Approved: Town Council
Approval Date:
Minute Item:
Review Period: Annual
Next Review:

1. Introduction

Saxmundham Town Council ('Council') recognises the importance of effective and secure information technology ('IT') and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by Council members and staff.

2. Scope

~~This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.~~

This policy applies to all individuals who access or use the Council's information technology resources, including computers, networks, software, mobile devices, data, and email accounts.

In line with paragraph 1.54 of the *Practitioners' Guide 2025*, it sets out how all users - including councillors, officers, and other authorised personnel - must conduct Council business securely, responsibly, and in compliance with legal and regulatory requirements, whether using Council-owned or personal equipment.

3. Acceptable use of IT resources and email

The Council's IT resources and email accounts are to be used for official Council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Council data must be stored and shared only via Council-managed systems (e.g. the @saxmundham-tc.gov.uk Microsoft 365 and SharePoint/OneDrive), with encryption in transit and at rest. Use of personal devices or unapproved third-party cloud services is prohibited. Data must be disposed of using approved secure erasure/destruction methods, in accordance with the retention schedule.

6. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by the Council are for official communication only. Emails should be professional, courteous, and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Particular care must be taken when using email distribution groups. Before sending or replying to a group email, Officers and Councillors should consider whether it is appropriate to use 'Reply All', both for internal and external correspondence, and whether all recipients genuinely need to receive the response.

When communicating externally with multiple recipients, blind carbon copy (BCC) should normally be used to protect individuals' personal data and comply with the UK GDPR by preventing disclosure of private email addresses. In such cases, the salutation should make clear the intended audience (e.g. 'To all market traders).

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Council-issued email addresses (e.g. @saxmundham-tc.gov.uk) and any related data are the property of the Council.

The Council is the data controller for all personal data processed through these systems in accordance with Article 4(7) of UK GDPR).

Councillors act on behalf of the Council when using these accounts for official business and must comply with this Policy, the Data Protection Policy, and the Freedom of Information Act 2000.

All correspondence sent or received during Council business forms part of the Council's official record and may be disclosable under FOI or audit inspection.

When a Councillor leaves office:

- access to the Council email account will be withdrawn;
- the Council's IT provider will securely delete the mailbox and its contents; and
- the departing Councillor must not retain or continue to use personal data obtained through their role.

This procedure ensures compliance with the UK GDPR, the Data Protection Act 2018 and the Accounts and Audit Regulations 2015.

8. Password and account security

Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Instant messaging, SMS and personal email

All Council business must be conducted using Council-controlled systems, primarily the @saxmundham-tc.gov.uk email domain and any other platforms explicitly approved by the Town Clerk. Personal email accounts and consumer messaging apps must not be used to conduct Council business.

Instant messaging apps (e.g. WhatsApp, Signal, iMessage, Facebook Messenger must not be used to make decisions, issue instructions, discuss casework, negotiate contracts or otherwise conduct Council business. Limited, non-substantive use for community signposting or social coordination is permitted in volunteer/community groups (e.g. Green Team, Blue Spaces), but any substantive matter must be moved to Council email.

Operational SMS from the Council mobile may be used for real-time logistics only. Where anything substantive is agreed verbally or by text, the recipient must confirm the outcome by Council email within one working day so there is an auditable record.

Staff and councillors must not process Council information on personal devices unless expressly authorised in writing by the Town Clerk. If a work-related message is received on a personal device, the recipient must direct the sender to their Council email, forward a brief record to the Council mailbox if needed, and delete the personal message after recording.

Communications relating to Council business are information assets and may be disclosable under FOI/EIR or subject access. They must be created and retained on Council systems in line with the retention schedule. Personal messaging apps are not an acceptable records repository; screenshots or exports from such apps are not a substitute for proper records on Council systems.

Users must ensure that personal data and confidential information are only shared through approved systems, with appropriate access controls. Suspected data breaches must be reported immediately to the Town Clerk in accordance with the Data Protection Policy.

10. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Routine retention of Councillor mailboxes after the end of a term of office is not required and may result in unnecessary processing of personal data. Accordingly, when a Councillor's term ends, the Council's IT provider will delete the mailbox securely in line with this Policy.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Town Clerk and the Town Council's IT provider for investigation and resolution. Report any email-related security incidents or breaches to the IT provider immediately.

13 Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All staff and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Failure to comply with this policy may be dealt with under the Code of Conduct/Disciplinary Policy and could lead to withdrawal of IT access. Serious or repeated breaches may be reported to relevant authorities where required.

All users must acknowledge that Council-issued email accounts and related data remain under Council ownership and may be monitored or withdrawn as required to ensure legal compliance and good governance.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

This policy will also be reviewed following any significant change in legislation or the Practitioners' Guide affecting digital or data compliance (e.g. Assertion 10 requirements).

16. Contacts

For IT-related enquiries or assistance, users can contact the Town Clerk or the Town Council's IT provider directly.

All staff and councillors are responsible for the safety and security of the Council's IT and email systems. By adhering to this policy, the Council aims to create a secure and efficient IT environment that supports its strategic objectives.