



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 - NOVEMBER 2025

01/11/2025

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

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
19/11/2025	n/a	HMRC	PAYE - Month 7	£2,208.89	£0.00	£2,242.04	4000	Pre-Approved Payments List
19/11/2025	n/a	Nest	Pensions - Month 8	£532.93	£0.00	£532.93	4000	Pre-Approved Payments List
24/11/2025	n/a	Staff Salaries	Salaries - Month 8	£7,883.21	£0.00	£7,883.21	4000	Pre-Approved Payments List
09/11/2025	n/a	EE	Mobile Phone - Month 8	£19.60	£0.00	£19.60	4260	Pre-Approved Payments List
31/10/2025	n/a	The Cleaning Company	Cleaning - Month 7	£382.24	£63.71	£318.53	4200	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Electricity - Month 7	£73.17	£3.48	£69.69	4205	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Gas - Month 7	£88.79	£4.23	£84.56	4205	Pre-Approved Payments List
13/11/2025	n/a	Everflow	Water - Month 9	£47.28	£0.00	£47.28	4205	Pre-Approved Payments List
30/11/2025	n/a	Unity Trust Bank	Bank Charges - Month 9	£14.10	£0.00	£14.10	4235	Pre-Approved Payments List
17/11/2025	n/a	Red Dune	IT Services - Month 8	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
31/10/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 8	£148.32	£24.72	£123.60	4240	Pre-Approved Payments List
03/11/2025	75/25TC	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£288.00	£0.00	£288.00	4505	Civic and Community Committee - 15/25CC
03/11/2025	n/a	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£40.00	£0.00	£40.00	4505	Civic and Community Committee - 15/25CC
10/11/2025	63/25TC	East Suffolk Council	Christmas Fayre - Temporary Events Notice (reimburse to Market Hall)	£21.00	£0.00	£21.00	4505	Pre-Approved Payments List
03/11/2025	67/25TC	Whimsy Circus - Joanna Ferreday	Christmas Fayre - Entertainment - 50% Remainder	£375.00	£0.00	£375.00	4505	Civic and Community Committee - 15/25CC
12/11/2025	n/a	Risus Wholesale	Christmas Fayre - Santa's Grotto Presents	£664.21	£110.69	£553.52	4505	Civic and Community Committee - 15/25CC
11/11/2025	n/a	Karen Forster	HR Independent Note Taking	£150.00	£0.00	£150.00	4705	Staffing Committee - 24/25SC
31/10/2025	n/a	WorkNest	HR Support	£405.00	£67.50	£337.50	4705	Staffing Committee - 24/25SC
10/11/2025	97/25TC	The Art Station	Community Grant	£5,000.00	£0.00	£5,000.00	4555	Civic and Community Committee - 29/25CC
10/11/2025	98/25TC	The Women's Institute	Community Grant	£50.00	£0.00	£50.00	4555	Civic and Community Committee - 29/25CC
31/10/2025	n/a	Leiston Press	Tent Card	£24.00	£4.00	£20.00	4245	Pre-Approved Payments List
31/10/2025	n/a	Design Folk	Events Calendar	£125.00	£0.00	£125.00	4405	Pre-Approved Payments List
06/11/2025	n/a	Lisa Hamon	Training - Mileage	£38.70	£0.00	£38.70	4095	Pre-Approved Payments List
10/11/2025	83/25TC	Information Commissioners Office	Annual Registration	£47.00	£0.00	£47.00	4250	Pre-Approved Payments List
18/11/2025	102/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - December 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	103/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - January 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	104/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - February 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	105/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - March 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
28/10/2025	92/25TC	The Saxmundham and District CIC	Hall Hire - Staffing Committee - November 2025	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
03/11/2025	96/25TC	The Saxmundham and District CIC	Hall Hire - Civic and Community Committee - November 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	n/a	Viking Ltd	Stationery	£129.09	£21.52	£107.57	4245	Pre-Approved Payments List
19/11/2025	79/25TC	Suffolk Treescape	Annual Tree Maintenance	£1,104.00	£184.00	£920.00	4821	Amenities and Services Committee - 31/25AS
21/11/2025	n/a	Restore Datashred	Shredding	£128.70	£21.45	£107.25	4210	Pre-Approved Payments List
24/11/2025	35/25TC	Xtrahead	Destination Website	£2,475.00	£0.00	£2,475.00	4405	Town Council - 53/25TC
19/11/2025	n/a	Unity Trust Bank Current	Transfer	£35,000.00	£0.00	£35,000.00	n/a	n/a
				£58,072.83	£572.90	£57,533.08		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
10/11/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£3.00	£0.00	£3.00		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
14/11/2025	n/a	Cambridge Building society	Transfer	£50,000.00	
04/11/2025	TC64	Stall Holder	Monthly Market - October	£15.00	1100
17/11/2025	TC68	Stall Holder	Monthly Market - November	£15.00	1100
19/11/2025	TC72	Stall Holder	Weekly Market - October	£40.00	1100
24/11/2025	TC75	Stall Holder	Weekly Market - October	£20.00	1100
21/11/2024	TC59	Stocks Fun Fair	Memorial Field Hire	£600.00	1110
06/11/2025	n/a	Greener Sax Community Garden	Annual Subscriptions	£185.00	EMR
14/11/2025	n/a	Men's Shed	Annual Lease	£1.00	1110
04/11/2025	n/a	CCLA	Interest	£413.91	1090

07/11/2025	n/a	Society of Local Council Clerks	Town Clerk - Membership Subscription Overpayment Reimbursed	£40.00	4095
				<u>£51,329.91</u>	

Transfers from Cambridge Building Society

Received	Invoice No	Payee	Description	Amount
14/11/2025	n/a	Unity Trust Bank Current	Transfer	£50,000.00
				<u>£50,000.00</u>

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payer	Description	Amount
19/11/2025	n/a	Unity Trust Bank Current	Transfer	£35,000.00
				<u>£35,000.00</u>

30/11/2025	Balance Carried Forward - Unity Trust Bank Current	£2,051.22
	Balance Carried Forward - Unity Trust Bank Savings	£85,054.69
	Balance Carried Forward - Cambridge Building Society	£20,000.00
	Balance Carried Forward - Public Sector Deposit Fund	£150,000.00
		<u>£257,105.91</u>

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 30/11/25	Committed 30/11/25	Actual Plus Committed 30/11/25	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%	
4	103	1090	Bank Interest	£ 4,000	£ 2,856	£ -	£ 2,856	71%	£ 2,840	£ 5,696	142%	£ 1,696
			Total	£ 282,037	£ 280,893	£ -	£ 280,893		£ 2,840	£ 283,733		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES									
6	105	1100	Market Stallage/Christmas Event	£ 1,800	£ 1,320	£ -	£ 1,320	73%	£ 782	£ 2,102	117%	£ 302
			Total	£ 1,800	£ 1,320	£ -	£ 1,320		£ 782	£ 2,102		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION									
7	107	1110	Land Rental	£ 603	£ 651	£ 2	£ 653	108%	£ -	£ 653	108%	£ 50
			Total	£ 603	£ 651	£ 2	£ 653		£ -	£ 653		
			TOTAL INCOME	£ 284,440	£ 282,864	£ 2	£ 282,866		£ 7,244	£ 286,488		£ 2,048
			EXPENDITURE									
			STAFFING COMMITTEE - STAFFING RESOURCE									
9	120	4000	Salaries	£ 125,683	£ 83,046	£ 39,474	£ 122,520	97%	£ -	£ 122,520	97%	£ 3,163
10	120	4050	Staff Expenses	£ -	£ 39	£ -	£ 39		£ -	£ 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	£ 2,901	£ 252	£ 3,153	126%	£ -	£ 3,153	126%	£ 653
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%	£ -	£ 1,454	485%	£ 1,154
			Total	£ 128,933	£ 87,626	£ 39,912	£ 127,538		£ 100	£ 127,638		
			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	£ 1,734	£ -	£ 1,734	58%	£ 1,266	£ 3,000	100%	£ 0
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 1,728	£ -	£ 1,728	54%	£ 1,472	£ 3,200	100%	£ -
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,268	£ 150	£ 1,418	113%	£ -	£ 1,418	113%	£ 168
20	160	4220	Meeting Room Hire	£ 600	£ 801	£ -	£ 801	134%	£ 48	£ 849	142%	£ 249
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	£ 136	£ -	£ 136	89%	£ 60	£ 196	128%	£ 43
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,378	£ 249	£ 1,627	81%	£ 500	£ 2,127	106%	£ 127
25	160	4245	Stationery	£ 1,300	£ 433	£ -	£ 433	33%	£ 150	£ 583	45%	£ 717
26	160	4250	Subscriptions	£ 1,800	£ 2,047	£ 7	£ 2,054	114%	£ -	£ 2,054	114%	£ 254
27	160	4255	IT Support	£ 4,050	£ 3,599	£ 1,783	£ 5,382	133%	£ -	£ 5,382	133%	£ 1,332
28	160	4260	Telephone and Broadband	£ 1,000	£ 664	£ 244	£ 908	91%	£ -	£ 908	91%	£ 92
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	£ 3,803	£ 2,000	£ 5,803	97%	£ 500	£ 6,303	105%	£ 303
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%	£ 0
			Total	£ 47,556	£ 41,298	£ 2,150	£ 43,448		£ 3,996	£ 47,443		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES									
35	200	4400	Newsletter and Publicity	£ 1,500	£ 1,055	£ -	£ 1,055	70%	£ -	£ 1,055	70%	£ 445
36	200	4405	Website Support and Development	£ 4,000	£ 4,563	£ 2,625	£ 7,188	180%	£ -	£ 7,188	180%	£ 3,188
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ 108	£ 418	105%	£ -	£ 418	105%	£ 18
38	200	4825	Markets Support	£ 500	£ 289	£ -	£ 289	58%	£ 211	£ 500	100%	£ -
39	300	4555	Community Grants	£ 34,500	£ 26,300	£ -	£ 26,300	76%	£ 8,200	£ 34,500	100%	£ -
40	320	4505	Events	£ 10,000	£ 3,650	£ 5,600	£ 9,250	92%	£ 750	£ 10,000	100%	£ 0
41	320	4560	Christmas Lights and Trees	£ 6,700	£ -	£ 6,630	£ 6,630	99%	£ -	£ 6,630	99%	£ 70
			Total	£ 57,600	£ 36,167	£ 14,963	£ 51,130		£ 9,161	£ 60,291		
			AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE									
42	600	4670	Building Maintenance	£ 250	£ 1,323	£ 820	£ 2,143	857%	£ -	£ 2,143	857%	£ 1,893
43	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	£ 1,077	98%	£ -	£ 1,077	98%	£ 23
			Total	£ 1,350	£ 2,400	£ 820	£ 3,220		£ -	£ 3,220		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION									
44	500	4829	Memorial Field	£ 6,000	£ 2,045	£ 3,188	£ 5,233	87%	£ -	£ 5,233	87%	£ 767
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	£ 1,000	£ 2,023	67%	£ 977	£ 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	£ 1,760	£ -	£ 1,760	32%	£ -	£ 1,760	68%	£ 840
49	600	4650	General Town Maintenance	£ 1,000	£ 316	£ -	£ 316	32%	£ 150	£ 466	47%	£ 534

