



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 6th January 2026 at 12:00 noon at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

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

Members of the public may give their views on items on this agenda or raise items for future consideration.

4. Minutes

To resolve that the minutes of the meeting held on 2nd December 2025 are a true and accurate record.

5. Monthly Reports

- a) To approve the payments and note the receipts and bank balances as at 31st December 2025.
- b) To verify the monthly bank reconciliations as at 31st December 2025.
- c) To review the budget versus actual income and expenditure report as at 31st December 2025 including the forecast to the financial year end.

6. Precept Increase 2026-2027

To note an update from the Town Clerk regarding the Committee's original recommendation for an 11% precept increase for 2026–2027, and the subsequent use of an earmarked reserve which enabled the Town Council to approve a revised 10% increase.

7. Budget Overspends

- a) To consider and approve expenditure of £495 for bespoke data protection training from Breakthrough Communications for all staff to support compliance with the requirements of AGAR Assertion 10, noting that the staff training budget for 2025-2026 is already overspent and that approval of this expenditure will increase that variance.
- b) To consider and approve a revised request from the Assistant Town Clerk to reduce her contracted hours from 15 to 12 hours per week, noting that the Staffing Committee previously noted an intended reduction to 10 hours per week (on which the 2026/27 staff budget was prepared), that the contract has not yet been formally varied and remains at 15 hours per week, and that the revised reduction to 12 hours will result in a projected overspend of £2,076, and to determine whether this variance should be approved.

8. Earmarked Reserve Expenditure

To receive an update on the earmarked reserve expenditure on new play equipment for Seaman Avenue play park.

9. Next Meeting

To consider and agree the rescheduling of the Committee meeting currently scheduled for 3rd February 2026 to 10th February 2026 due to the Town Clerk's approved study leave.

Sharon Smith

Town Clerk/RFO

30th December 2025