



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on
Tuesday 10th February 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 6th January 2026 are a true and accurate record.

5. Monthly Reports

- a) To approve the payments and note the receipts and bank balances as at 31st January 2026.
- b) To verify the monthly bank reconciliations as at 31st January 2026.
- c) To review the budget versus actual income and expenditure report as at 31st January 2026 including the forecast to the financial year end.

6. Budget 2026-2029

To consider recommending to Full Council the approval of the forecasted budget for the financial years 2027-2028 and 2028-2029.

7. Data Protection – Assertion 10

- a) To note the completion of a personal data audit, which identifies the categories of personal data held by the Council, how that data is used, and confirms that it is being processed lawfully in accordance with data protection requirements.
- b) To note that all staff are booked to receive training on data protection principles and practices.
- c) To consider recommending to Full Council the approval of:
 - i) a new Data Protection Policy
 - ii) a new Data Retention and Disposal Policy
 - iii) a new Data Breach Policy
 - iv) a new Website and Cookie Policy

8. Market Hall Trust

- a) To consider approval of a £5,000 bridging loan to the Market Hall Trust to fund the rear door refurbishment, pending the receipt of a heritage grant and an insurance claim for lost hall hire income.
- b) To consider a grant request from the Market Hall Trust for the remaining balance of £684.62 towards the refurbishment of the rear door and windows.

9. Audit 2025-2026

To consider and accept the Letter of Engagement from Suffolk Association of Local Councils for the onsite internal audit.

10. Next Meetings

- a) To consider the timing of future Committee meetings and whether an evening meeting would be more appropriate for members.
- b) To note the date of the next meeting which is scheduled for 3rd March 2026.

Sharon Smith
Town Clerk/RFO
5th February 2026