



Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 8th December 2025
at the Fromus Centre, Street Farm Road, Saxmundham at 7:00 pm.

Minutes

89/25TC Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice Chair)
Cllr Marianne Kiff
Cllr John Fisher
Cllr James Sandbach
Cllr David Humphreys
Cllr Steve Peck
Cllr Georgina Burns
Cllr Laura Purina
Cllr Tim Lock

Apologies

Cllr Jeremy Smith - accepted
Cllr Elizabeth Clark - accepted

Also Present

Sharon Smith (Town Clerk)

90/25TC 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.

91/25TC Open Forum

County Cllr Richard Smith sent apologies for absence. District Cllr John Fisher had nothing to report. There were no members of the public present.

92/25TC Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 10th November 2025

93/25TC National Association of Local Councils Star Council Awards

The Council noted that it has been shortlisted as finalists for 'Council of the Year' in the NALC Star Council Awards 2025-2026. The winners will be announced at a Parliamentary Reception in February 2026 at the House of Lords.

94/25TC Committee Minutes

The Council received the draft minutes from the:

- a) Civic and Community Committee meeting held on 6th November 2025.
- b) Planning and Development Control Committee meeting held on 10th November 2025.
- c) Amenities and Services Committee meeting held on 20th November 2025.

Signed _____ Date _____

95/25TC Nationally Significant Infrastructure Projects

- a) Cllr Geraldine Barker presented her written report on energy projects, which had been circulated in advance and is published on the Town Council's website. She further updated the Council on the outcomes of the most recent Sizewell C Southern Transport Forum, including updates on roadworks and the planned opening of the Park and Ride sites. Cllr Barker reported that she had raised a concern at the Forum regarding the potential for increased fly-parking arising from Sizewell C's provision of bus services collecting workers from Saxmundham railway station, which may encourage workers from neighbouring villages to park in the town. The Forum advised that the Fly-Parking Response Unit would respond promptly to any issues identified.
- b) The Council noted the Written Representation submitted for the Sea Link examination which had a deadline before the meeting date.
- c) It was **unanimously resolved** to approve responses to the East Suffolk Council and Suffolk County Council Local Impact Reports for the Sea Link examination.
- d) It was **unanimously resolved** to approve the response to the applicant's change request for the Sea Link examination regarding the proposed B1119 diversion route.
- e) It was **unanimously resolved** to approve the response to the Suffolk Water Recycling, Transfer and Storage Project non-statutory consultation.

96/25TC Local Government Reorganisation

- a) The Council received a report from the Town Clerk on Opportunities for Devolved Assets and Services and **unanimously resolved** to approve the recommendations set out in the report. It was noted that, should the proposed Garden Neighbourhood be approved, this could result in an increase in the number of Town Councillor seats and, on that basis, it was not approved to pursue this matter at this time.
- b) The Council noted the government's consultation on proposals for Local Government Reorganisation for Norfolk and Suffolk which closes on 11th January 2026.

97/25TC Strategic Planning

The Council reviewed and noted progress against the current year's Annual Delivery Plan. Following consideration of member contributions on future priorities, it was **unanimously resolved** to approve the Annual Delivery Plan for the forthcoming year.

98/25TC Finance

- a) The Council noted the schedule of payments and receipts together with the bank balances as at 30th November 2025.
- b) The Council received the budget versus actual income and expenditure report to 30th November 2025, including the year-end forecast.
- c) It was **unanimously resolved** to create new earmarked reserves to hold grant funding for the Destination Website - £4,275 and the Saxon Road Allotment Garden - £3,000.

Signed _____ Date _____

99/25TC Financial Year 2026-2027

- a) The Council received a report from the Town Clerk setting out the outcome of the staffing review and the recommended staffing restructure, as endorsed by the Resources Committee.
- b) It was **resolved by majority** to adopt the draft balanced budget of £312,781 for the financial year 2026–2027.
- c) It was **resolved by majority** to set the precept at £304,121 for 2026–2027, representing a 10% increase on last year’s precept, principally to increase staffing capacity to address current operational pressures. The cost to a Band D property will be £181.65 per annum (£3.49 per week), representing an increase of £16.51 per annum (£0.31 per week) compared with last financial year.
- d) The Council received an update from the Town Clerk regarding the Resources 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.

100/25TC Policies

- a) It was **resolved by majority** to approve the annual review of the Community Events Policy.
- b) The Council conducted the annual review of the Civility and Respect Pledge and the Model Councillor-Officer Protocol.

101/25TC Next Meeting

The Council noted the date and time of the next meeting which is scheduled for Monday 12th January 2026 at 7:00 pm.

The meeting closed at 8:30 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday
8th January 2026 at the Town House, Station Approach, Saxmundham at 11:30 am

Minutes

32/25CC

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina

Also Present

Jess Palmer (Community Officer)

Apologies

Cllr Geraldine Barker
Cllr James Sandbach – none received
Cllr Steve Peck
Cllr Tim Lock
Cllr Georgina Burns – none received

The Chair declared the Committee meeting inquorate and closed the meeting.

The meeting closed at 11:40 pm

Jess Palmer
Community Officer

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday 22nd January 2026 at the Town House, Station Approach, Saxmundham at 11:30 am

Minutes

33/25CC

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina
Cllr Geraldine Barker

Apologies

Cllr James Sandbach – none received
Cllr Tim Lock – none received
Cllr Steve Peck – none received
Cllr Georgina Burns – accepted

Also Present

Jess Palmer (Community Officer)

34/25CC

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.

35/25CC

Open Forum

There were no members of the public present.

36/25CC

Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 6th November 2025 and 8th January 2026 as true and accurate records.

37/25CC

Finance

The Committee noted the budget versus actual and expenditure report to 31st December 2025.

38/25CC

Events

- a) The Committee accepted the post-event analysis compiled by the Community Officer. Cllr John Findlay noted the document's usefulness, both for Councillors to understand the event's inner workings and for review purposes. Cllr Geraldine Barker praised the success of the event and suggested that the analysis did not fully reflect all the positives. She also provided feedback on Santa's Grotto, including a proposal for an earlier finish time.
- b) The Committee **unanimously resolved** that the Christmas Fayre will take place on Saturday 5 December 2026.
- c) The Committee **unanimously resolved** to delegate authority to the Community Officer to make all necessary arrangements for the Christmas Fayre 2026. Any financial delegation will remain subject to the Council's Financial Regulations, with oversight by the Town Clerk.

39/25CC

Communication

Signed _____ Date _____

The Committee reviewed the work-in-progress designs for the new Saxmundham destination website and noted the work undertaken to date.

40/25CC Markets

The Committee noted that operational responsibility for delivery of the weekly and monthly markets has transferred to the Deputy Town Clerk.

41/25CC Community Grants

- a) The Committee noted the five-year Grants Awarded Report and endorsed the Community Officer's intention to increase outreach work next year to identify a wider variety of projects/community groups which might benefit.
- b) An application from Saxmundham Music and Arts CIC for £5,000 towards digital promotion of the Saxmundham Community Festival 2026 was considered. It was **unanimously resolved** to approve the grant request in full, with the funds to be drawn from the 2026-2027 Community Grants budget.
- c) Two applications from Young People Taking Action totalling £7,624 for staffing to support young people not in employment, education or training and the evening youth club were considered.

The Committee agreed to treat the two applications as a single application, in accordance with the Grants Policy, which permits only one application per organisation per financial year. The Committee endorsed the application; however, as the total award exceeds £5,000, **unanimously resolved** to recommend the application to Full Council for approval in line with the Council's Financial Regulations.

- d) The Committee discussed monitoring and evaluation of grant funding and noted that, while the Grants Policy provides for feedback on impact, this is not consistently implemented in practice. Councillors requested that the Community Officer introduce a formal follow-up process for all grants awarded over £500, requiring a written report after six months outlining how the funding was spent and the impact achieved.

42/25CC Visitor Economy Support Scheme

The Committee noted an update from East Suffolk Council's Place-Based Economic Development Lead regarding the town mystery visitor audit and market health check, commissioned at the Town Council's request.

The Committee received the Saxmundham Mystery Shopper Audit report, which had been delivered the previous day and was therefore not included in the meeting papers. The Committee agreed to review the report in full and requested that it be included on the agenda for discussion at the next meeting.

43/25CC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 5th March 2026 at 11:30 am.

The meeting closed at 12:40 pm

Jess Palmer
Community Officer

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on 5th January 2026 at 1:00 pm at the Town House, Station Approach, Saxmundham

Minutes

42/25PD

Attendees

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

Apologies

Cllr Marianne Kiff - accepted

Also Present

Lisa Hamon (Deputy Town Clerk)

43/25PD

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.

44/25PD

Open Forum

No members of the public were present.

45/25PD

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 10th November 2025 as a true and accurate record.

46/25PD

Planning Applications

The Committee considered planning applications **DC/25/4344/LBC** and **DC/25/4343/FUL** for refurbishment of the first floor of a listed property, forming a 4-bedroom flat with kitchen and bathroom and realignment of an external metal staircase at Zorbas Kebab Cafe, 16 Market Place, Saxmundham. It was **unanimously resolved** that there were no objections to the application.

47/25PD

Base Station Upgrade at Saxmundham Treatment Works

The Committee considered the consultation regarding the proposed upgrade to the existing mobile base station at Saxmundham. They noted safety concerns but concluded that these were mitigated by the compound's separation from the Memorial Field.

48/25PD

Planning Enforcement

The Committee received an update regarding alleged infringements of the Conservation Area and noted the comments from East Suffolk Council that application reference DC/25/3605/FUL has been permitted and that any further action will be determined after a visit in the New Year has been carried out.

Signed _____ Date _____

49/25PD Planning Determinations

The Committee received a report on planning application determinations issued by East Suffolk Council for applications within the parish during 2025. The Committee noted that the decision by East Suffolk Council to permit or refuse a planning application differed from that of Saxmundham Town Council on two occasions.

The meeting closed at 1.40 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____

Local Council Award Scheme – Criteria Evidence

This continuous improvement plan is based on the NALC Local Council Award Scheme framework. Meeting all these criteria ensures the Town Council meets its statutory obligations, is at the forefront of demonstrating good governance and best practice, and achieves excellence in community engagement and community leadership.

Level	Criterion	Current Status	Action Required
Bronze	Standing Orders		Current policy approved May 2025. Uploaded to website.
Bronze	Financial Regulations		Current policy approved April 2025. Uploaded to website.
Bronze	Code of Conduct		Current policy approved May 2025. Uploaded to website.
Bronze	Link to Registers of Interest		All links on website and up-to-date.
Bronze	Website Accessibility Statement		Current policy approved February 2025. Uploaded to website.
Bronze	Publication Scheme		Current policy approved March 2025. Uploaded to website.
Bronze	Complaints Procedure		Current policy approved July 2025. Uploaded to website.
Bronze	Privacy Notice		Current policy approved May 2024. Uploaded to website.
Bronze	Latest Annual Return		2025-2026 uploaded to website.
Bronze	Transparent Payments		Uploaded to website.
Bronze	Calendar of All Meetings		Uploaded to website.
Bronze	Minutes of All Meetings		Uploaded to website.
Bronze	Current Agendas		Uploaded to website.
Bronze	Budget and Precept Information		Uploaded to website.
Bronze	Biodiversity Policy		Current policy approved January 2025. Uploaded to website.
Bronze	Published Councillor Contact Details		Uploaded to website.
Bronze	Action Plan for Current Year		Strategic Plan 2025-2030 approved May 2025. Uploaded to website. Annual Delivery approved June 2025. Uploaded to website.
Bronze	Evidence of Community Consultation		Six consultations issued recently. Neighbourhood Plan/Seaman Avenue Play Park/Empowering Nature/Saxon Road Allotments/Fromus Boardwalk
Bronze	Publicity of Council Activities		Annual Report 2025-2026 approved September 2025. Uploaded to website. Regular Facebook posts. Regular Sax News articles. Regular website blogs.
Bronze	Participation in Town and Country Planning		Neighbourhood Plan 'made' July 2023. Modified Neighbourhood Plan at Regulation 16. Responses to planning applications available on ESC website.

Bronze	Publicity of Elections and Vacancies		Full complement of Councillors. Vacancies publicly advertised on social media, newsletters and noticeboards.
Bronze	Risk Management Strategy		Current policy approved in January 2025. Uploaded to website.
Bronze	Register of Assets		Current record approved in March 2025. Uploaded to website.
Bronze	Insurance Policy		Current policy approved April 2025.
Bronze	Evidence of Considering Crime and Disorder		Monthly crime statistics and reports noted at Town Council meetings.
Bronze	Disciplinary Policy		Current policy approved in May 2025.
Bronze	Grievance Policy		Current policy approved in May 2025.
Bronze	Staff and Councillors' Training and Development Policy		Current policy approved March 2024. Uploaded to website.
Bronze	Staff and Councillors' Training and Development Records		Staff and Councillor records up-to-date.
Bronze	Town Clerk Achieves 12 CPD Points in Current Year		CPD Record up-to-date,
Bronze	Civility and Respect Pledge Adopted		Current policy approved December 2025. Uploaded to website.
Bronze	Dignity at Work Policy		Current policy approved December 2025. Uploaded to website.
Silver	Health and Safety Policy		Current policy approved September 2025.
Silver	Equality Policy		Current policy approved July 2025. Uploaded to website.
Silver	Co-option Policy		Current policy approved September 2025. Uploaded to website.
Silver	Community Engagement Policy		Current policy approved in September 2025. Uploaded to website.
Silver	Councillor Profiles		Uploaded to website.
Silver	Grant Awarding Policy		Current policy approved in March 2025. Uploaded to website.
Silver	Evidence of Elector Contribution at Annual Town Meeting		Electors invited and attend.
Silver	Strategic Plan and Related Budget Responding to Community Engagement and Timetable for Action and Review		Strategic Plan 2025-2030 approved May 2025. Uploaded to website. Annual Delivery Plan 2026-2027 approved December 2025. Uploaded to website.
Silver	Evidence of Community Engagement, Council Activities, and Promotion of Democratic Processes in an Annual Report		Annual Report 2024-2025 approved. Uploaded to website.
Silver	Evidence of Community Engagement, Council Activities, and Promotion of Democratic Processes in Online Material		Social media and website up-to-date and active.
Silver	Evidence of Community Engagement, Council Activities, and Promotion of Democratic Processes in Regular News Bulletins		Sax News monthly articles.
Silver	Evidence of Helping the Community Plan for its Future		Strategic Plan 2025-2030 approved May 2025. Uploaded to website. Annual Delivery Plan 2026-2027 approved December 2025. Uploaded to website.

Silver	Evidence of Encouraging Public Engagement in Local Democracy		Six consultations issued recently. Open Forums at all meetings.
Silver	Scheme of Delegation		Current policy approved May 2025. Uploaded to website.
Silver	Two-Third of Councillors Stood for Election or Significant Evidence of Advertising Vacancies		Full complement of Councillors. Two-thirds elected.
Silver	Evidence of Customer Service		Noticeboard in Town House.
Silver	Current Qualified Clerk		Qualified March 2024.
Silver	Formal Appraisal Process		Current policy and form approved July 2027.
Gold	Business Plan Covering a Three-Year Financial Forecast Linked to Revenue and Capital Plans for the Town Council and its Community		Three-year financial forecast approved February 2025. Due for review and approval February 2026. Strategic Plan 2025-2030 approved May 2025. Uploaded to website. Annual Delivery Plan 2026-2027 approved December 2025. Uploaded to website
Gold	Annual Report, Online Material, News Bulletins and other Communications with Evidence of Engaging with Diverse Groups using a Variety of Methods		Facebook/Instagram/Sax News/Email Newsletters/Website Blogs/Noticeboards/Hand Delivered Leaflets/Press Releases/Annual Report. Require evidence of engaging with diverse groups.
Gold	Annual Report, Online Material, News Bulletins and other Communications with Evidence of Community Engagement Influencing Council Activity and Priorities		Regular community consultations.
Gold	Annual Report, Online Material, News Bulletins and other Communications with Evidence of a Wide Range of Council Activities Including Innovative Projects that Produce Positive Community Outcomes		Empowering Nature/Rainwater Harvesting/Allotments/Market Hall Redevelopment/Play Equipment/Wildlife Walk.
Gold	Annual Report, Online Material, News Bulletins and other Communications with Evidence of Co-operating Constructively with Other Organisations		Empowering Nature/Nature Town Accreditation. Require further evidence.
Gold	Annual Report, Online Material, News Bulletins and other Communications with Evidence of Active Promotion of Elections including Two-Thirds of Councillors Stood for Election		Two-Thirds stood for election. Require evidence of promotion of elections.
Gold	Evidence that the Town Council Ensures it Delivers Value for Money		For contracts over £3,000, three quotations are considered. Require guidance about how to further evidence.
Gold	Evidence that the Town Council Provides Leadership in Planning for the Community's Future		Neighbourhood Plan and Strategic Plan.
Gold	Evidence that the Town Council Engages with the Community On Environment and Climate Change		Empowering Nature
Gold	Evidence that the Town Council Manages the Performance of Staff and the Town Council to Achieve its Strategic Plan		Appraisals formally linked to the Strategic Plan and Annual Delivery Plans.
Gold	Evidence that the Town Council Supports a Culture of Civility and Respect		Civility and Respect Pledge adopted. Training delivered to all Councillors and Staff.

LOCAL COUNCIL AWARD SCHEME — SILVER AWARD ACHIEVEMENT

February 2026

Dear Sharon

As chair of the National Association of Local Councils (NALC), it is with great pleasure that I confirm that **Saxmundham Town Council** has achieved the Silver Award.

Receiving the Silver Award is an excellent achievement showing that your town council achieves good practices in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further. Therefore, the council is to be congratulated immensely.

I want to express my sincere thanks to you **Sharon Smith**, for your hard work submitting the Silver Award application and the additional work throughout the assessment process.

My expression of thanks is also given to **Saxmundham Town Council**. Your service to your community and supporting your Local Council Award Scheme application are recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Saxmundham Town Council** applying for the Gold Award and celebrating more achievements.

Yours sincerely,



NALC Chair

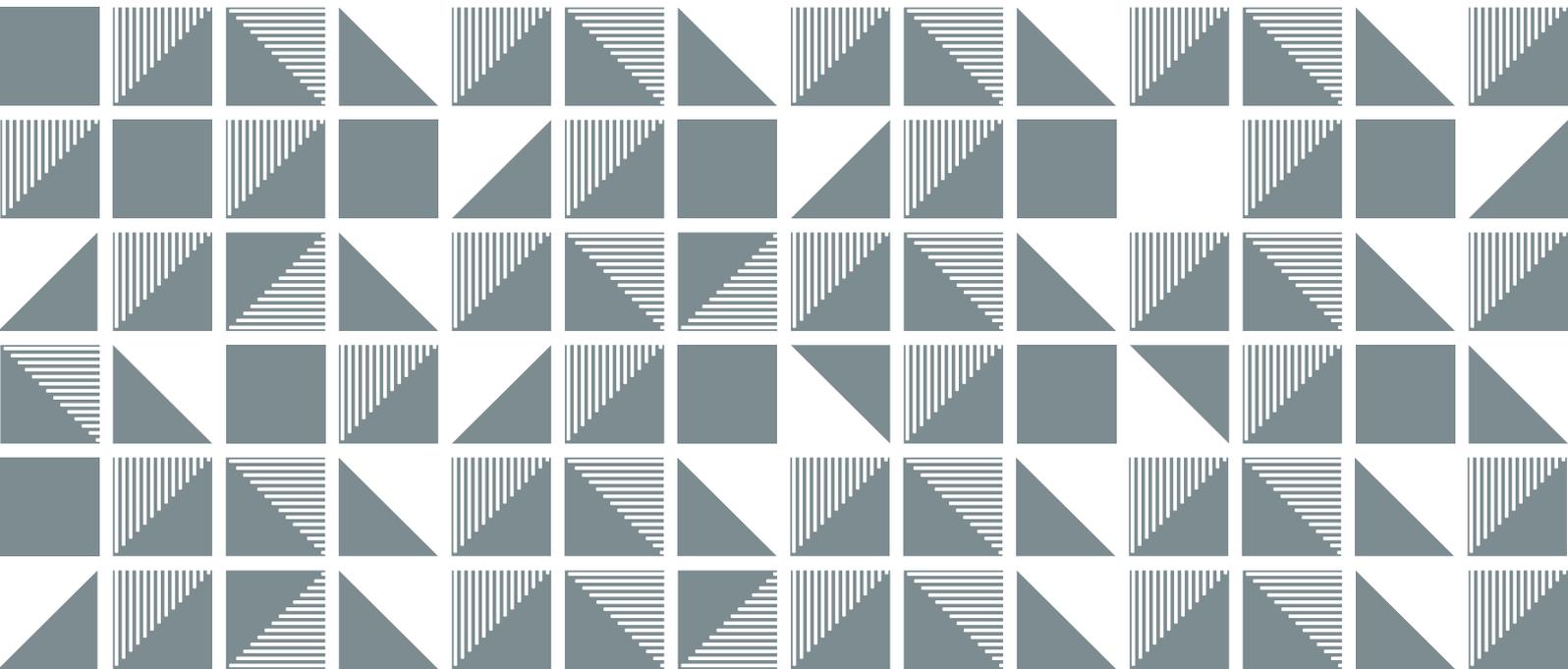


LOCAL COUNCIL AWARD SCHEME SILVER

NALC Chair

start date
valid until

The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.



Energy Projects Report, Saxmundham Town Council, Meeting, 9 February 2026

Writing this on 1 February, I can only reflect that January was the busiest month I have experienced thus far dealing with Nationally Significant Infrastructure Projects. This resulted from a combination of Issue Specific Hearings for National Grid Electricity Transmission (NGET), Sea Link and the Statutory Consultation for National Grid Ventures (NGV) Lion Project.

Lion Link:

Firstly a reminder that responses to the Statutory Consultation should be made by 10 March 2026. Thus far, after reviewing the Preliminary Environmental Information Report (PEIR), it is obvious that a great amount of detail is lacking. As a brief example, there is no traffic assessment or traffic modelling data and no health and wellbeing assessment. Developers are not required to provide this data until the Environmental Statement stage at the start of the Development Consent Order proceedings. Regrettably the lack of information at this stage, equates to rushed responses later. The Town Council proposes to express our disappointment concerning these omissions in Statutory Consultation response.

It is intended to submit the draft response to councillors at the end of February for their comments and/or amendments. Thereby, the document can be ratified by the full council on 9 March 2026 for submission to NGV on 10 March. Whilst some concerns are noted above, it is gratifying to note that in NGV's *Lion Link, Converter Station – Background to Potential Design Approaches, January 2026*, [download \(nationalgrid.com\)](https://www.nationalgrid.com), some of Saxmundham Town Council's *Empowering Nature* proposals are included. This is good news and commendable, however, the design and landscape mitigations for NGET's Sea Link are still very vague.

Sea Link:

During the Issue Specific Hearings (ISH2) it was obvious that the final exterior design of the converter station was not available. Magnanimously, I hope that this is due to a desire to incorporate Lion Link's proposals. Both East Suffolk Council (ESC) and Suffolk County Council (SCC) expressed their concerns regarding the absence of design information, which as one Saxmundham contributor noted, was unbelievable, considering that NGET had during the Statutory Consultation requested residents' opinions on a choice of six different design options. This matter is yet to be resolved along with issues including:

- Cumulative impacts and the validity of the Applicants assessment
- Traffic modelling at junctions, especially the B1121 at Benhall (I also requested that the B1119/A12 Rendham Road junction should be considered for re-modelling)
- Weekend, especially Sunday working
- Impact on tourism
- Impact on accommodation (temporary and private rental)
- Landscape mitigation including tree planting
- Operational noise

Our upper tier councils, SCC and ESC admirably argued for residents during the hearings. Both councils engaged KCs and alongside council specialist planners, provided professional and knowledgeable input. I would suggest that we write to both authorities and express our thanks and satisfaction with their efforts. As a final note, Kent County Council, the authority that covers the Pegwell Bay Converter Station in Kent, failed to attend either in person or virtually.

Gnb/1 February 2026

Saxmundham Town Council

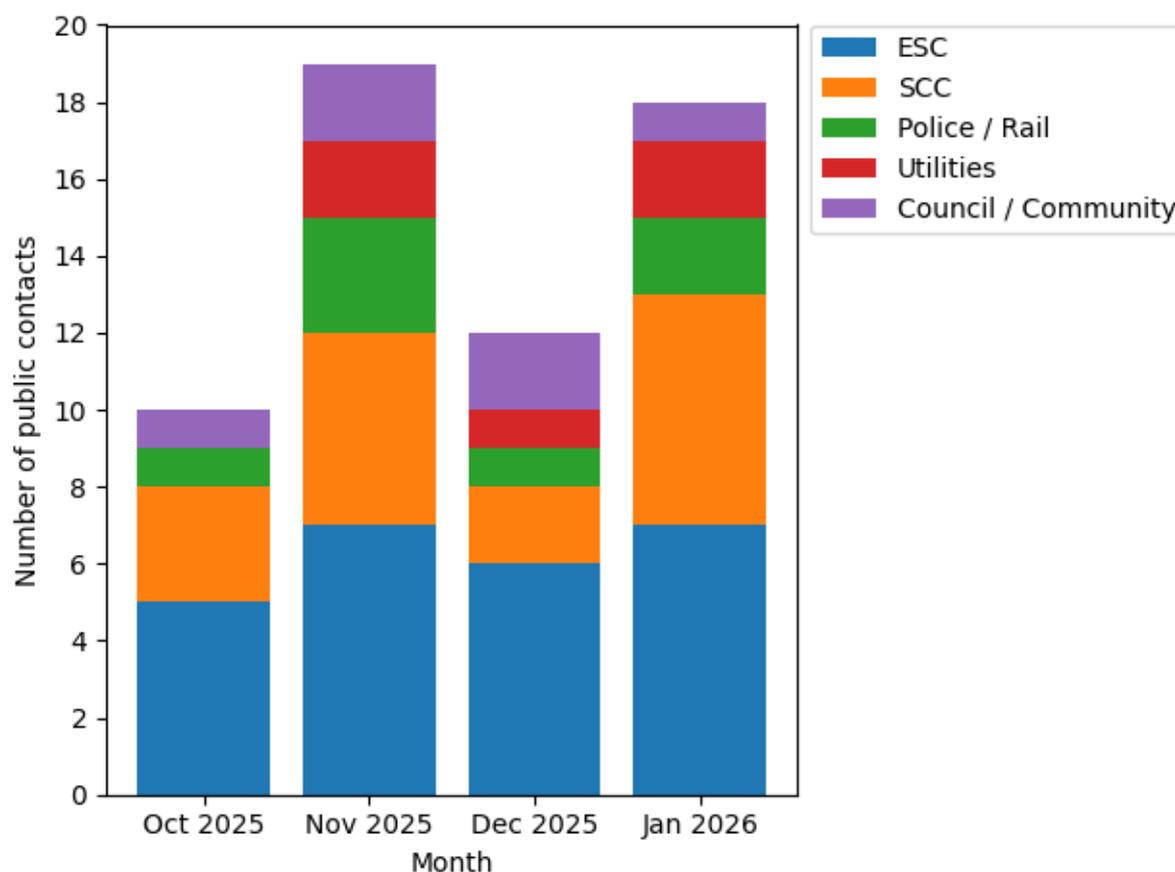
Committee Meeting	Town Council
Meeting Date	9 February 2026
Item Number	7c
Report Title	Town Clerk Report
Report Author	Sharon Smith, Town Clerk

1. Public Enquiries, Complaints and Reports - October 2025 to January 2026

During the reporting period, Officers responded to a wide-ranging volume of public contact, including walk-in enquiries, telephone calls, emails and social media messages.

These matters frequently related to services for which the Town Council is not the statutory authority, but where residents reasonably view the Town Council as their first point of contact.

This activity demonstrates the Town Council's frontline role in providing advice and signposting, reporting issues to statutory bodies, and coordinating responses with principal authorities and partner organisations, as well as the significant level of non-statutory but essential community support undertaken to maintain public confidence in local governance.



Key Themes Identified:

- Highways, Traffic & Parking

Speeding, fly-parking, faded crossings, HGV movements, signage, roadworks diversions, grit bins.

- Waste, Cleansing & Environment

Fly-tipping, graffiti, bins, leaves, dead wildlife, river pollution.

- Parks, Open Spaces & Assets

Play equipment, Memorial Field access, flags, cemetery records, public toilets.

- Planning, Development & Utilities

Planning enquiries, consultations, utilities work, tree removal, EV chargers.

- Community Support & General Assistance

Homelessness, benefits, community meals, family history, lost property, directions and general advice.

2. Social Media Performance Summary - January 2026

During January 2026, the Town Council published 25 Facebook posts, primarily relating to highways matters, environmental issues, consultations, community information and updates on reported concerns.

Key metrics for the month were:

- **Total impressions:** 91,211
- **Total views:** 137,482
- **Total interactions:** 329 (reactions, comments and shares)
- **Net follower increase:** +59
- **Total followers:** 1,371

This reflects strong visibility and steady engagement across the month.

The highest-performing posts in January were those:

- providing updates following issues raised by residents
- relating to highways, verges and infrastructure works
- confirming outcomes or action taken.

Posts reporting visible progress or resolution consistently generated the highest reach and interaction, indicating that practical, outcome-focused updates are of greatest interest to residents.

Audience data confirms that Facebook engagement is predominantly local:

- Saxmundham: approximately 60% of followers

- Neighbouring towns (including Leiston, Woodbridge and Ipswich): the majority of the remaining audience

This reflects the town's wider service and travel catchment and is appropriate for communications relating to highways, transport, consultations and community facilities.

In terms of age profile:

- Around 70% of followers are aged 35–64
- A further 17% are aged 65+

This aligns with Facebook being an effective platform for communicating Town Council information to established and older residents.

The January data demonstrates that Facebook continues to operate effectively as:

- a key channel for local public information;
- a means of closing the loop on reported issues; and
- a cost-effective way of reaching residents most likely to need or act on Council updates.

Saxmundham Town Council

Committee	Town Council
Meeting Date	9 February 2026
Item Number	Item 8
Report Title	Fromus Square Signage
Report Author	Sharon Smith, Town Clerk

Introduction

The Council has a long-standing ambition to encourage greater pedestrian movement from the supermarket area through Fromus Square and onward to the High Street, thereby supporting local businesses and enhancing the vitality of the town centre. This ambition has more recently expanded to include encouraging residents and visitors to make greater use of Fromus Green, including its play area and open space, as part of a more coherent and attractive town centre experience.

To support these objectives, the Amenities and Services Committee previously proposed the creation of a decorative archway sign at Fromus Square, displaying two-way lettering with '*High Street*' on one face and '*Fromus Square*' on the reverse. This concept has since been further developed to include a complementary archway leading towards Fromus Green, displaying '*Fromus Green*' on one face and '*Fromus Square*' on the reverse. It is now proposed to progress this initiative to the next stage.

Illustrations

AI-generated illustrations have been produced to demonstrate the potential appearance, scale, and character of the proposed archway signage. These images are illustrative only and are intended to inform discussion and support the development of a final design, subject to professional input and statutory approvals.

The attached illustrations show how traditional wrought-iron arch signage could be adapted for Saxmundham, using black panels with gold lettering in a heritage style.

The illustrations also indicate how symbolic motifs, such as the crown and the bird, could be incorporated into the final design to reflect and complement the existing historic village signs, helping to reinforce local identity and continuity.

Design and Fabrication

The Town Clerk has met with the metal fabricator from Dark Arc Engineering, who previously designed and installed the Memorial Field gates and bridge. Dark Arc Engineering has confirmed its interest in undertaking this work and has advised that it intends to provide a formal quotation prior to the Council meeting.

The fabricator has outlined a proposed specification whereby the signs would be manufactured from mild steel, hot-dip galvanised for longevity and corrosion resistance, and powder-coated black for durability and visual consistency with existing heritage features. The lettering would be commissioned separately from a specialist signwriter and would be 150mm high, finished in gold leaf and embossed, allowing it to stand out clearly and provide visual depth and prominence.

The Committee resolved to include the optional motifs, and on this basis the fabricator has proposed that the crown motif be formed as a rounded three-dimensional feature, rather than a flat plate, in order to enhance its appearance and heritage character.

In addition, it has been proposed that the Fromus Green sign be bolted rather than fixed rigidly, enabling it to be swung back if required to allow access for high vehicles.

Given Dark Arc Engineering's familiarity with the town, its understanding of heritage-appropriate metalwork, and its proven track record, Officers intend to progress discussions with the company, subject to receipt of a satisfactory quotation and the necessary approvals.

Planning, Listed Building and Other Consents

Fromus Square lies within a conservation area and at least one of the buildings (the former White Hart Hotel) to which the proposed signage would be fixed is Grade II listed. As such, the proposal will require advertisement consent and listed building consent for the associated works.

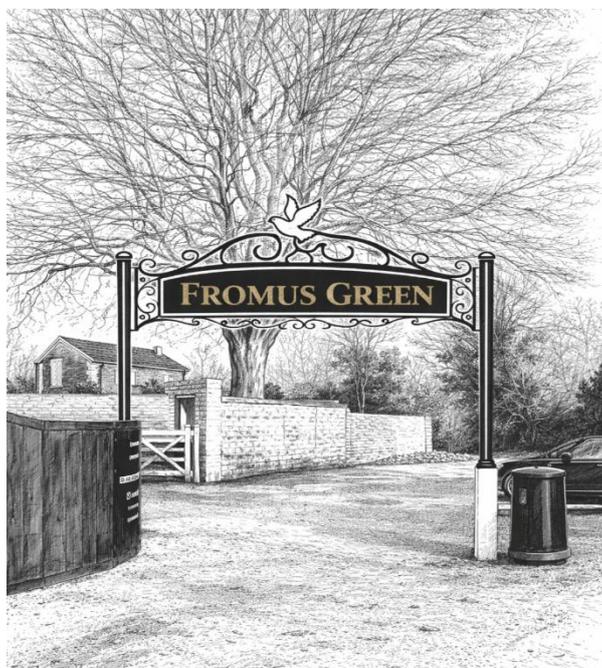
Given the heritage sensitivity of the location, officers propose to appoint a suitably qualified architect to prepare the necessary applications, including detailed drawings, fixing details and a Heritage Impact Statement, to support the submission and maximise the likelihood of approval. The Deputy Town Clerk has approached the architect from Mainstay Architecture, who previously undertook the listed building work for the replacement of the Market Hall rear door, and they have confirmed their willingness to undertake the commission; a formal quotation is awaited.

In addition, permission will need to be obtained from the landowner at Fromus Square, who also owns the former White Hart Hotel, and from HSBC Bank. The Community Officer has an established working relationship with the landowner, and it is anticipated that consent can be secured. HSBC Bank has not yet been approached.

Funding

An application for funding for the archway signage project will be submitted to East Suffolk Council's Visitor Economy Support Scheme (VESS), which provides funding of up to £10,000 for projects that strengthen town centres by enhancing the visitor economy. The scheme funds both capital and revenue projects that improve place identity, wayfinding, signage, visitor experience and footfall, and Saxmundham is an eligible town under the scheme. Should there be any shortfall in funding for the archway signage project, it is proposed that this is met from the Community Infrastructure Levy reserve.

A separate VESS application for £4,000 to support the creation of Art-Deco travel-poster-style imagery for the new Destination Website has been approved.



SAXMUNDHAM TOWN COUNCIL - JANUARY 2026

01/01/2026

Balance Brought Forward - Unity Trust Bank Current	£46,848.97
Balance Brought Forward - Unity Trust Bank Savings	£20,299.49
Balance Brought Forward - Cambridge Building Society	£20,000.00
Balance Brought Forward - Public Sector Deposit Fund	£150,000.00
	£237,148.46

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
05/01/2026	n/a	HMRC	PAYE - Month 9	£2,408.84	£0.00	£2,408.84	4000	Pre-Approved Payments List
24/01/2026	n/a	Nest	Pensions - Month 10	£506.72	£0.00	£506.72	4000	Pre-Approved Payments List
24/01/2026	n/a	Staff Salaries	Salaries - Month 10	£7,668.22	£0.00	£7,668.22	4000	Pre-Approved Payments List
10/01/2026	n/a	EE	Mobile Phone - Month 10	£19.20	£3.20	£16.00	4260	Pre-Approved Payments List
29/12/2025	n/a	The Cleaning Company	Cleaning - Month 9	£229.75	£38.29	£191.46	4200	Pre-Approved Payments List
05/01/2026	n/a	Smartest Energy	Electricity - Month 9	£58.60	£2.79	£55.81	4205	Pre-Approved Payments List
05/01/2026	n/a	Smartest Energy	Gas - Month 9	£161.75	£7.70	£154.05	4205	Pre-Approved Payments List
13/01/2026	n/a	Everflow	Water - Month 10	£8.52	£0.00	£8.52	4205	Pre-Approved Payments List
05/01/2026	n/a	Wave	Water - Recreation Ground	£2.68	£0.00	£2.68	4205	Pre-Approved Payments List
31/01/2026	n/a	Unity Trust Bank	Bank Charges - Month 10	£14.10	£0.00	£14.10	4235	Pre-Approved Payments List
17/12/2025	n/a	Red Dune	IT Services - Month 9	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
01/01/2026	n/a	Red Dune	Broadband - Quarter 3	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
01/01/2026	n/a	Red Dune	Line Rental - Quarter 3	£37.09	£6.18	£30.91	4260	Pre-Approved Payments List
24/12/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 10	£109.07	£18.18	£90.89	4240	Pre-Approved Payments List
01/01/2025	59/25TC	East Suffolk Services	Refuse Collection - Quarter 4	£179.41	£29.90	£149.51	4210	Pre-Approved Payments List
19/12/2025	61/25TC	Grenke	Photocopier Lease - Quarter 4	£298.51	£49.75	£248.76	4240	Pre-Approved Payments List
08/12/2025	50/25TC	Target Animations	Christmas Lights	£7,320.00	£1,220.00	£6,100.00	4560	Pre-Approved Payments List
19/12/2025	64/25TC	Palmers Fencing	Christmas Fayre - Traffic Management	£1,536.00	£256.00	£1,280.00	4505	Civic and Community Committee - 15/25CC
19/12/2025	91/25TC	Ingham Pinnock Associates	Market Hall Feasibility Study (50%)	£3,600.00	£600.00	£3,000.00	4705/EMR 333	Town Council - 77/25TC
20/01/2026	n/a	Market Hall	Stationery	£9.98	£1.66	£8.32	4245	Pre-Approved Payments List
20/01/2026	n/a	Market Hall	Councillor Tablet Covers x 3	£21.57	£3.60	£17.97	4255	Pre-Approved Payments List
20/01/2026	n/a	Market Hall	Green Team - Tools	£121.52	£0.00	£121.52	4810	Pre-Approved Payments List
20/01/2026	n/a	Market Hall	General Supplies	£122.21	£20.37	£101.84	4265	Pre-Approved Payments List
20/01/2026	n/a	Market Hall	General Supplies	£3.02	£0.50	£2.52	4265	Pre-Approved Payments List
20/01/2026	n/a	Market Hall	Christmas Fayre - Street Decorations	£47.59	£7.93	£39.66	4505	Civic and Community Committee - 15/25CC
20/01/2026	n/a	Market Hall	Christmas Fayre - Santa's Grotto Presents	£16.24	£2.71	£13.53	4505	Civic and Community Committee - 15/25CC
19/01/2026	94/25TC	Rookery Farm	Christmas Fayre - Trees	£636.00	£106.00	£530.00	4505	Amenities and Services Committee - 47/25AS
13/01/2026	n/a	SL Plumbing and Heating	Town House Maintenance	£113.00	£0.00	£113.00	4670	Pre-Approved Payments List
12/01/2026	n/a	Viking	Stationery	£107.94	£18.00	£89.94	4245	Pre-Approved Payments List
06/01/2026	n/a	Viking	Stationery	£29.32	£4.89	£24.43	4245	Pre-Approved Payments List
12/01/2026	n/a	ESPO	General Supplies	£41.88	£6.98	£34.90	4265	Pre-Approved Payments List
01/01/2026	n/a	Fishers	General Supplies	£72.99	£0.00	£72.99	4265	Pre-Approved Payments List
11/01/2026	n/a	Aubergine	Annual Town Council Website Domain	£120.00	£20.00	£100.00	4405	Pre-Approved Payments List
30/11/2025	n/a	WorkNest	HR Support	£275.40	£45.90	£229.50	4705	Staffing Committee - 24/25SC
16/01/2026	n/a	Gipping Occupational Health Ltd	Management Referral	£324.00	£54.00	£270.00	4705	Staffing Committee - 35/25SC
16/01/2025	n/a	Breakthrough Communications	Data Protection Training - All Staff/Councillors	£594.00	£99.00	£495.00	4095	Resources Committee - 84/25TC
19/01/2026	n/a	The Saxmundham and District CIC	Hall Hire	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
13/05/2025	n/a	The Saxmundham and District CIC	Hall Hire	£30.00	£0.00	£30.00	4220	Pre-Approved Payments List
23/09/2025	n/a	The Saxmundham and District CIC	Hall Hire	£45.00	£0.00	£45.00	4220	Pre-Approved Payments List
18/02/2025	78/25TC	East Suffolk Services	Grounds Maintenance Contract - October 2025 to March 2026	£1,787.22	£297.87	£1,489.35	4815	Pre-Approved Payments List
19/01/2026	52/25TC	Suffolk Association of Local Councils	Training - CiLCA - Deputy Town Clerk	£302.40	£50.40	£252.00	4095	Staffing Sub-Committee - 40/24SSC
20/01/2026	n/a	Unity Trust Bank	Transfer to Savings Account	£19,700.51	£0.00	£19,700.51	n/a	n/a
26/01/2026	n/a	Unity Trust Bank	Transfer to Savings Account	£10,000.00	£0.00	£10,000.00	n/a	n/a
26/01/2026	n/a	Market Hall	VAT Recovery - Quarter 3	£613.38	£0.00	£613.38	106	n/a
26/01/2026	n/a	Gannon Institute	VAT Recovery - Quarter 3	£290.27	£0.00	£290.27	106	n/a
				£60,187.50	£3,066.40	£57,121.10		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
29/12/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
21/12/2025	n/a	Amazon	Charged in Error - Reimbursed by Deputy Town Clerk	£0.99	£0.00	£0.99	4245	n/a
21/12/2025	n/a	Amazon	Charged in Error - Reimbursed by Deputy Town Clerk	£19.92	£0.00	£19.92	4245	n/a
				£23.91	£0.00	£23.91		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
05/01/2026	n/a	CCLA	Bank Interest	£497.56	1090
20/01/2026	n/a	HMRC	VAT Recovery - Quarter 3	£16,710.50	105
20/01/2026	TC104	Gannon Institute Trust	Cleaning Reimbursement - Month 9	£50.60	4200
15/01/2026	TC66	Stall Holder	Monthly Market - October	£15.00	1100
15/01/2026	TC69	Stall Holder	Monthly Market - November	£15.00	1100
07/01/2026	TC101	Stall Holder	Weekly Market - December	£27.00	1100
12/01/2026	TC102	Stall Holder	Weekly Market - December	£27.00	1100
16/01/2026	TC80	Stall Holder	Christmas Fayre	£30.00	1100
15/01/2026	TC85	Stall Holder	Christmas Fayre	£20.00	1100
15/01/2026	TC88	Stall Holder	Christmas Fayre	£30.00	1100
19/01/2026	TC94	Stall Holder	Christmas Fayre	£30.00	1100
19/01/2026	TC100	Stall Holder	Christmas Fayre	£20.00	1100
30/01/2026	TC86	Stall Holder	Christmas Fayre	£30.00	1100
16/01/2026	n/a	Deputy Town Clerk	Credit Card Reimbursement	£20.91	4245
28/01/2026	n/a	Sax Community Fest	Memorial Field Hire	£50.00	1110
				£17,573.57	

Transfers to Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
20/01/2026	n/a	Unity Trust Bank Savings	Transfer	£19,700.51
26/01/2026	n/a	Unity Trust Bank Savings	Transfer	£10,000.00
				£29,700.51

Receipts to Cambridge Building Society

Received	Invoice No	Payee	Description	Amount	Code
31/12/2025	n/a	Cambridge Building Society	Bank Interest	£1,395.75	1090
				£1,395.75	
		31/01/2026	Balance Carried Forward - Unity Trust Bank Current	£4,211.13	
			Balance Carried Forward - Unity Trust Bank Savings	£50,000.00	
			Balance Carried Forward - Cambridge Building Society	£21,395.75	
			Balance Carried Forward - Public Sector Deposit Fund	£150,000.00	
				£225,606.88	

Town Council Budget Versus Actual Income and Expenditure 2025-2026

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 31/01/26	Committed 31/01/26	Actual Plus Committed 31/01/26	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												
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	£ 5,540	£ -	£ 5,540	139%	£ 700	£ 6,240	156%	£ 2,240
			Total	£ 282,037	£ 283,577	£ -	£ 283,577		£ 700	£ 284,277		
CIVIC AND COMMUNITY COMMITTEE												
5	110	1305	Civic Grants	£ -	£ -	£ -	£ -		£ -	£ -		
6	105	1100	Market Stallage/Christmas Event	£ 1,800	£ 2,383	£ -	£ 2,383	132%	£ 162	£ 2,545	141%	£ 745
			Total	£ 1,800	£ 2,383	£ -	£ 2,383		£ 162	£ 2,545		
AMENITIES AND SERVICES COMMITTEE												
7	107	1110	Land Rental	£ 603	£ 951	£ 2	£ 953	158%	£ -	£ 953	158%	£ 350
8	106	1310	Project Grants	£ -	£ -	£ -	£ -		£ -	£ -		
	103	1320	Greener Sax Community Garden	£ -	£ -	£ -	£ -		£ -	£ -		
			Total	£ 603	£ 951	£ 2	£ 953		£ -	£ 953		
			TOTAL INCOME	£ 284,440	£ 286,911	£ 2	£ 286,913		£ 700	£ 287,775		£ 3,335
EXPENDITURE												
STAFFING COMMITTEE												
9	120	4000	Salaries	£ 125,683	£ 101,565	£ 20,713	£ 122,278	97%	£ -	£ 122,278	97%	£ 3,405
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%	£ -	£ -	0%	£ 100
13	120	4095	Staff Training and Development	£ 2,500	£ 3,648	£ -	£ 3,648	146%	£ -	£ 3,648	146%	£ 1,148
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%	£ -	£ 1,454	485%	£ 1,154
			Total	£ 128,933	£ 106,892	£ 20,899	£ 127,791		£ -	£ 127,791		
RESOURCES COMMITTEE												
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	£ 2,067	£ 358	£ 2,425	81%	£ -	£ 2,425	81%	£ 575
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 2,190	£ -	£ 2,190	68%	£ 740	£ 2,930	92%	£ 270
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,417	£ -	£ 1,417	113%	£ -	£ 1,417	113%	£ 167
20	160	4220	Meeting Room Hire	£ 600	£ 936	£ -	£ 936	156%	£ -	£ 936	156%	£ 336
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	£ 169	£ -	£ 169	110%	£ 30	£ 199	130%	£ 46
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,822	£ -	£ 1,822	91%	£ 200	£ 2,022	101%	£ 22
25	160	4245	Stationery	£ 1,300	£ 567	£ 20	£ 587	45%	£ 50	£ 637	49%	£ 663
26	160	4250	Subscriptions	£ 1,800	£ 2,047	£ 7	£ 2,054	114%	£ -	£ 2,054	114%	£ 254
27	160	4255	IT Support	£ 4,050	£ 4,417	£ 1,014	£ 5,431	134%	£ -	£ 5,431	134%	£ 1,381
28	160	4260	Telephone and Broadband	£ 1,000	£ 821	£ 38	£ 859	86%	£ -	£ 859	86%	£ 141
29	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,428	£ -	£ 1,428	143%	£ -	£ 1,428	143%	£ 428
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	£ 6,303	£ -	£ 6,303	105%	£ -	£ 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	£ 47,602	£ 1,845	£ 45,757		£ 1,020	£ 46,777		
						£ -						
CIVIC AND COMMUNITY COMMITTEE												
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	£ 4,663	£ 1,275	£ 5,938	148%	£ 150	£ 6,088	152%	£ 2,088
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ -	£ 310	78%	£ -	£ 310	78%	£ 90
38	200	4825	Markets Support	£ 500	£ 289	£ -	£ 289	58%	£ 211	£ 500	100%	£ -
39	300	4555	Community Grants	£ 34,500	£ 26,300	£ 7,624	£ 33,924	98%	£ 576	£ 34,500	100%	£ -
40	320	4505	Events	£ 10,000	£ 7,222	£ -	£ 7,222	72%	£ 2,778	£ 10,000	100%	£ -
41	320	4560	Christmas Lights and Trees	£ 6,700	£ 6,630	£ -	£ 6,630	99%	£ -	£ 6,630	99%	£ 70
			Total	£ 57,600	£ 46,469	£ 8,899	£ 55,368		£ 3,715	£ 59,083		
AMENITIES AND SERVICES COMMITTEE												
42	600	4670	Town House Building Maintenance	£ 250	£ 1,436	£ 620	£ 2,056	822%	£ -	£ 2,056	822%	£ 1,806
43	160	4285	Town House Health and Safety	£ 1,100	£ 1,077	£ -	£ 1,077	98%	£ -	£ 1,077	98%	£ 23
			Total	£ 1,350	£ 2,513	£ 620	£ 3,133		£ -	£ 3,133		
AMENITIES AND SERVICES COMMITTEE												
44	500	4829	Memorial Field	£ 6,000	£ 2,045	£ 1,077	£ 3,122	52%	£ -	£ 3,122	52%	£ 2,878
45	500	4830	Street Furniture	£ 3,000	£ 2,127	£ 452	£ 2,579	86%	£ -	£ 2,579	86%	£ 421



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Review Body: Civic and Community Committee
Policy Approved: Town Council
Review Date: March 2025
Minute Item: 146/24TC
Review Period: Annual
Next Review: March 2026



1. Applicant Details

Organisation Name: Young People Taking Action

Contact Person Stuart Watson

Position in Organisation: Manager

Address: 53 High Street, Leiston, IP164EL

Email: stuart@ypta.co.uk

Phone: 07837646619

Registered Charity? (Yes) **Charity Number (if applicable):** 1102645

2. Project Information

Project Title: NEET Work

Project Start Date: ASAP

Project End Date: for one year.

Describe the project and its objectives:

Some young people find it more difficult than others to get into employment and or training. This may be for a number of reasons: - a lack of confidence, not being able to identify the right course or training for them, not wanting to travel, not understanding the benefits of training or working or just a lack of general motivation. Through the Employability Programme we will help young people who are having problems getting in to employment or training. By giving them opportunities to look at their current skills and interests, to develop new skills, to gain self-confidence and undertake relevant accredited short courses.

How will this project benefit Saxmundham residents?

The Benefits for Young People

- Gaining employment or training
- Finding the right education pathway for them
- More self esteem and greater aspirations
- More employable
- Better able to live independently
- Feeling more supported



The Benefits for Local Community

- Less Young People not in Education or Employment
- Better skilled local work force
- Young People engaged in positive activities
- Somewhere for parents to get advice
- Young People better able to look after themselves

Who will benefit from the project? (e.g., number of residents, target groups)

Young people aged 16 to 25

**Have you received funding from Saxmundham Town Council before? (Yes)
for this type of project**

3. Financial Information

Total Cost of Project: £3,049.60

Amount of Grant Requested: £ £3,049.60

Breakdown of Costs (please provide details):

Staff cost for 2 staff 2 hour per week for 40 weeks (school term time)

Have you applied for funding from other sources? (No)

If yes, please provide details:

Will you still proceed with the project if only partial funding is received? (Yes/No)

4. Supporting Documentation

Please attach the following documents to support your application:



- A recent financial statement or bank statement.
- A copy of your organisation's constitution or governing document.
- Any additional supporting information (optional).

5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Stuart Watson

Position: Manager

Signature: S j Watson

Date: 15/01/2026

6. Submission

Completed application forms should be submitted to:

Town Clerk

Saxmundham Town Council

The Town House

Station Approach

Saxmundham

IP17 3NP

townclerk@saxmundham-tc.gov.uk 01728 604595

Applications must be received by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.

For Office Use Only

Date Received: _____



Decision: Approved/Declined

Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Review Body: Civic and Community Committee
Policy Approved: Town Council
Review Date: March 2025
Minute Item: 146/24TC
Review Period: Annual
Next Review: March 2026



1. Applicant Details

Organisation Name: Young People Taking Action

Contact Person Stuart Watson

Position in Organisation: Manager

Address: 53 High Street, Leiston, IP164EL

Email: stuart@ypta.co.uk

Phone: 07837646619

Registered Charity? (Yes) **Charity Number (if applicable):** 1102645

2. Project Information

Project Title: Evening Drop in Open Access

Project Start Date: ASAP

Project End Date: for one year.

Describe the project and its objectives:

The Open Access service we offer is fundamental to our ethos. It's the 'youth club' bit of our service. Open Access is an open door to any young person to join us for the evening. Through this service the young people build a sense of belonging and ownership as well as creating relationships with the staff, volunteers and other members which can help them feel confident in discussing issues of concern as well as comfortable in developing as individuals the skills and abilities needed to make the most of their potential.

How will this project benefit Saxmundham residents?

The Benefits for Young People

- Increased self-esteem and confidence.
- More positive outlook
- Fun
- Better informed
- Feeling more supported
- Reduced isolation and social marginalisation
- Developed independence and empowerment

The Benefits for Local Community

- Young People engaged in positive activities.
- Somewhere for parents to get advice



- Young People taking part in other local activities
- Less Antisocial Behavior
- Less Young People not in Education or Employment

Figure 1

Who will benefit from the project? (e.g., number of residents, target groups)

Young people aged 11 to 18

**Have you received funding from Saxmundham Town Council before? (Yes)
for this type of project**

3. Financial Information

Total Cost of Project: £4,574.40

Amount of Grant Requested: £ £4,574.40

Breakdown of Costs (please provide details):

Staff cost for 2 staff 3 hour per week for 40 weeks (school term time)

Have you applied for funding from other sources? (No)

If yes, please provide details:

Will you still proceed with the project if only partial funding is received? (Yes/No)

4. Supporting Documentation

Please attach the following documents to support your application:

- A recent financial statement or bank statement.



- A copy of your organisation's constitution or governing document.
- Any additional supporting information (optional).

5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Stuart Watson

Position: Manager

Signature: S j Watson

Date: 15/01/2026

6. Submission

Completed application forms should be submitted to:

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The Town House

Station Approach

Saxmundham

IP17 3NP

townclerk@saxmundham-tc.gov.uk 01728 604595

Applications must be received by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.

For Office Use Only

Date Received: _____

Decision: Approved/Declined



Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____



SAXMUNDHAM TOWN COUNCIL – DRAFT MEETING SCHEDULE 2026-2027

Committee	Town Council	Market Hall Trust	Gannon Institute Trust	Resources Committee	Amenities and Services Committee	Civic and Community Committee	Planning Committee	Staffing Committee
Frequency	Monthly	Bi-Monthly	Bi-Monthly	Monthly	Bi-Monthly	Bi-Monthly	Three-Weekly	Quarterly
Schedule	Second Mon at 7:00 pm	First Mon at 2:00 pm	Second Thu at 2:00 pm	First Tue at 12 noon	Third Thu at 5:30 pm	First Thu at 11:30 am	Thu at 2:00 pm	Last Fri at 1:00 pm
MAY	11 th	4 th	14 th	5 th	21 st	7 th	14 th	29 th
JUNE	8 th			2 nd			4 th /25 th	
JULY	13 th	6 th	9 th	7 th	16 th	2 nd	16 th	
AUGUST							6 th /27 th	
SEPTEMBER	14 th	7 th	10 th	1 st	17 th	3 rd	17 th	25 th
OCTOBER	12 th			6 th			8 th /29 th	
NOVEMBER	9 th	2 nd	12 th	3 rd	19 th	5 th	19 th	27 th
DECEMBER	14 th			1 st			10 th /31 st	
JANUARY	11 th	4 th	14 th	5 th	21 st	7 th	21 st	
FEBRUARY	8 th			2 nd			11 th	26 th
MARCH	8 th	1 st	11 th	2 nd	18 th	4 th	4 th /25 th	
APRIL	12 th			6 th			15 th	

Town Council meetings are held in the Market Hall, High Street. Trust and Committee meetings are held in the Town House, Station Approach.
The Annual Town Meeting will be held on 20th May 2026 at 6:00 pm in the Market Hall, High Street.



Saxmundham Town Council

Members are summoned to attend a meeting of Saxmundham Town Council on Monday 9th February 2026 at 7:00 pm at the Fromus Centre, Street Farm Road, Saxmundham

Agenda

1. Attendance and Apologies

To receive any apologies and note any absences.

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

- a) A fifteen-minute session for members of the public to present concerns or ask questions related to the town.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

4. Minutes

To approve the minutes of the meeting held on 12th January 2026 as a true and accurate record.

5. Committee Minutes

To receive the draft minutes from the:

- a) Civic and Community Committee meetings held on 8th and 22nd January 2026.
- b) Planning and Development Control Committee meeting held on 5th January 2026.

6. Local Council Award Scheme

To note the achievement of the Silver level of the Local Council Award Scheme.

7. Reports

- a) To receive a written report from the Vice-Chair regarding energy projects.
- b) To receive a verbal report from Cllr Laura Purina regarding the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership meeting.
- c) To receive a written report from the Town Clerk.

8. Fromus Square Signage

To note the recommendation from the Amenities and Services Committee to create decorative archway signs at Fromus Square to be funded from the ESC Visitor Economy Support Scheme.

9. Finance

- a) To receive the payments, receipts and bank balances to 31st January 2026.
- b) To receive the budget versus actual income and expenditure report to 31st January 2026.
- c) To accept the recommendation from the Civic and Community Committee to approve an application from Young People Taking Action for a community grant totalling £7,624 for staffing to support young people not in employment, education or training and the evening youth club.

10. Council Meetings

- a) To consider whether to relocate future Town Council meetings permanently from the Market Hall to the Fromus Centre, with the exception of the Annual Town Meeting.
- b) To review and approve the schedule of ordinary meetings of the Council and Committees for 2026-2027.

11. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 9th March 2026 at 7:00 pm.

Sharon Smith
Town Clerk
4th February 2026