



## Saxmundham Town Council

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### Minutes of the AGM followed by the Saxmundham Town Council meeting at the Market Hall on Monday 14<sup>th</sup> May 2018 at 7.15pm.

**Present:** Cllr P. Dunnett elected Chairman at no 1 on agenda – in the chair  
Cllr Mrs A Eves Cllr Miss P MacKay  
Cllr J Fisher Cllr R Plant  
Cllr M Golding Cllr J Sandbach arrived at 8pm  
Cllr Mrs L Jardine Cllr J Smith

**In attendance:** Maddie Gallop- Town Clerk/RFO  
Imogen Green - Assistant Clerk (left at item 12 of AGM due to illness)  
No members of the public attended

## AGENDA

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- 1. ELECTION OF CHAIRMAN:** Cllr Fisher proposed Cllr Dunnett as Chairman- Cllr Mrs Eves seconded. There were no further nominees, unanimously agreed. **Motion carried.**
- 2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT:** Cllr Dunnett signed the Declaration of Acceptance and chaired the meeting.
- 3. ELECTION OF VICE CHAIRMAN:** Cllr Mrs Jardine proposed Cllr Plant, seconded Cllr Mrs Eves. Cllr Fisher proposed Cllr Ewart. No seconder was received. 7 votes received for the nomination of Cllr Plant as Vice Chairman, **Motion carried on majority.** Cllr Fisher voted against.
- 4. APOLOGIES FOR ABSENCE:** Cllr P. Ewart, work commitments, Cllr Turner, work commitments. Cllr Sandbach had previously informed the Town Clerk that he would arrive late due to work commitments.
- 5. TO APPROVE THE FOLLOWING MOTION AS OF TODAY, 14TH MAY 2018, THAT IN STANDING ORDER 19, REFERENCES TO THE PERSONNEL COMMITTEE BE REPLACED BY THE WORDS RESOURCES COMMITTEE, WITH EFFECT FROM 15TH MAY 2018. FURTHER, THAT REFERENCES IN THE FINANCIAL REGULATIONS TO THE FINANCE COMMITTEE BE REPLACED BY THE WORDS RESOURCES COMMITTEE, ALSO WITH EFFECT FROM 15TH MAY 2018.** Cllr Mrs Jardine proposed approval of the Motion, seconded by Cllr Plant. **Motion carried on majority.** Cllr Fisher abstained.

6. **TO APPOINT A COMMITTEE TO BE REFERRED TO AS “SERVICES AND AMENITIES COMMITTEE” WITH EFFECT FROM 15TH MAY 2018:** Cllr Smith proposed this, seconded Cllr Mrs Jardine. **Motion carried on majority.** Cllr Fisher abstained.
7. **TO DISCUSS AND APPROVE THE NEW TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES:** Cllr MacKay thought more Councillors were needed due to the detailed Terms of Reference. An alternative would be to appoint non- Councillors.
- 7.1 Resources Committee. Cllr Mrs Jardine proposed approval of the Terms of Reference for this committee, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**
- 7.2 Services and Amenities Committee: Cllr Golding proposed approval of the Terms of Reference for this committee, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 7.3 Planning Committee: Cllr Plant proposed approval of the Terms of Reference for this committee, seconded Miss MacKay. Unanimously agreed. **Motion carried.**
- 7.4 Market Hall Management Committee: Cllr Fisher queried the need to have Trustees meetings as well as the various other Council meetings. The Council as a body is the Trustee and Councillors set the budget at the full Council meeting. Cllr Dunnett explained that the main reason the Town Council is sole Trustee is because years ago when Village Halls lost their Trustees after a number of years, it was decided that Parish Councils should be accountable. After a lengthy discussion Cllr Smith referred approval of the Terms of Reference for the Market Hall Management Committee to next weeks meeting of the Trustees. Cllr Golding proposed this recommendation, seconded by Cllr Plant. **Motion carried on majority** as Cllr Fisher voted against.
8. **TO DETERMINE THE MEMBERSHIP OF COUNCIL COMMITTEES AND WORK PARTIES AND TO APPOINT THE CHAIRMAN OF THE 4 COMMITTEES (NORMALLY 3 MEMBERS PLUS CHAIR & VICE CHAIR EX OFFICIO):**
- 8.1 Resources Committee: 4 members required plus ex officio, Chairman and Vice Chair. Cllrs Mrs L Jardine, P. Ewart, J. Fisher, Miss MacKay, J. Smith. Cllr Plant proposed Cllr Mrs Jardine to be the Chair, seconded Cllr Mrs Eves. Cllr Fisher proposed Cllr Ewart. No seconder was given. **Motion carried on majority for Cllr Mrs Jardine as Chair.** Cllr Fisher abstained.
- 8.2 Services and Amenities Committee: Cllrs Mrs Eves, M. Golding, Cllr Mrs Jardine and J. Smith plus ex officio. Cllr Smith proposed Cllr Plant as Chairman, seconded Mrs Jardine. Cllr Fisher proposed Cllr Golding. No seconder received. **Motion carried for Cllr Plant to be Chairman.** Cllr Fisher voted against.
- 8.3 Planning Committee: Cllrs P. Ewart, Miss MacKay, M. Golding plus ex officio. Cllr Miss MacKay proposed Cllr Ewart as Chairman, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 8.4 Market Hall Management Committee: Cllr Miss MacKay proposed this is referred to the Trustees Meeting next Monday, seconded Cllr Smith. Unanimously agreed. **Motion carried.**

**9. NOMINATIONS OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS:**

- 9.1 Footpath Warden Cllr Miss MacKay proposed Cllr Fisher, seconded Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**
- 9.2 Saxmundham Welfare Charities – 2 representatives Cllrs Sandbach and Turner – Cllr Plant proposed they continue in this role. Seconded Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**
- 9.3 SALC – Cllr Miss MacKay proposed Cllr Golding, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried. Cllr Sandbach arrived at 8pm**
- 9.4 Sizewell A and B Stakeholder Group – Cllr Miss MacKay proposed Cllr Sandbach remain the representative, seconded Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**
- 9.5 Press Correspondent – Cllr Fisher proposed the Town Clerk remain the representative, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 9.6 ESTA – Cllr Fisher proposed Cllr Golding, seconded Cllr Miss MacKay. Unanimously agreed. Motion carried.
- 9.7 Saxmundham in Bloom – Cllr Dunnett proposed the Town Clerk remains in this role, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 9.8 Communications Working Party - This will now be covered under the Services and Amenities Committee.
- 9.9 Citizens Advice Bureau – Cllr Miss MacKay proposed Cllr Sandbach remain in this role, seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- 9.10 Tree Warden Cllr Miss MacKay proposed Cllr Fisher, as he is the Footpath Warden and the two roles would tie in together, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 9.11 Other bodies requiring a representative  
The steering Group of the Neighbourhood Plan will continue as it is with Cllr Smith as Chairman. Proposed by Cllr Golding, seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- 10. TO APPOINT AN INTERNAL AUDITOR:** Cllr Mrs Jardine proposed SALC for this coming year 2018- 2019. Seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- 11. TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER- (THE TOWN CLERK):** Cllr Plant proposed that the Town Clerk continue in this role, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 12. TO CONFIRM CHEQUE SIGNATORIES:** Cllr Miss MacKay proposed the present signatories continue, Namely Cllrs Dunnett, Plant, Fisher and Mrs Jardine with the Town Clerk signing them off. Seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**

## **TO BE FOLLOWED BY AN ORDINARY MEETING OF SAXMUNDHAM TOWN COUNCIL:**

**PUBLIC FORUM.** No public attended

**REPORT FROM THE COUNTY COUNCILLOR:** County Councillor Richard Smith had sent his apologies as it was essential he attended the meeting of Bramfield & Thorington Parish Council.

**REPORT FROM THE DISTRICT COUNCILLORS:** Cllr Fisher said that work is continuing on the merger of SCDC and Waveney District Councils. The proposal is for Saxmundham to have a single member ward. There will be a consultation with the public from June to August. He informed everyone that he has £6500 in his Enabling Budget for any new projects.

### AGENDA

#### **5242. TO RECEIVE DECLARATIONS OF INTEREST:**

1.1 To Receive Amendments to the Register: **None declared**

1.2 Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda: **None declared**

1.3 To Receive Declarations of Non- Pecuniary Interest in Respect of items on the Agenda: **None declared**

1.4 To Consider Full/Partial Dispensations for Pecuniary Interests Declared: **None received**

**5243 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:** Cllr Ewart, work commitments, Cllr Turner, work commitments

**5244. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 12 MARCH AND 9th APRIL 2018 TOWN COUNCIL MEETING PREVIOUSLY CIRCULATED:** Cllr Smith proposed approval of the March 2018 meeting, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.** Cllr Mrs Jardine proposed approval of the April 2018 minutes, seconded Cllr Plant. Unanimously agreed. **Motion carried.**

**5245. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING: None to report**

**5246. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:** Cllr Dunnett said that he was horrified to see on the BBC website that the Co-op Pharmacy in Saxmundham is due for closure. Saxmundham Town Council had not been notified and will be writing to the Co-op. This news will be of grave concern to the residents in our town.

**5247. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT TOGETHER WITH THE ACCOUNTING STATEMENTS 2017 – 2018, PAPERS HAD BEEN CIRCULATED:** After a minor amendment Cllr Fisher proposed approval of the Annual Governance Statement together with the Accounting Statements for 2017 2018, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

#### **5248. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING:**

7.1 To agree all expenditure to the end of April 2018 – Cllr Mrs Jardine had checked the reconciliation of all accounts and proposed approval for them, seconded Cllr Plant. Cllr Fisher abstained. **Motion carried on majority.**

7.2 To agree and sign cheques for the tabled expenditure as circulated for both Saxmundham Town Council and the Market Hall: Cllr Mrs Jardine proposed approval for both accounts, seconded Cllr Sandbach. Cllr Fisher abstained. **Motion carried on majority.**

7.3 To agree the NALC recommended pay scales for 2018 2019 (not to hand at the beginning of April). Cllr Mrs Jardine explained that at the time of the salary review the Town Council had not received the Employment Briefing from NALC which arrived on the 18<sup>th</sup> April. The pay scales for 2018 for those under the terms of the model contract, which is relevant to our admin staff, is the Clerk is on LC2 33

and the Assistant Town Clerk is on SCP (Spinal Column Point) 17. The Town Council increased these figures by 1% but Cllr Mrs Jardine proposed that the Council agree the 2% increase which will be a

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- 7.4 To approve the Management Review: After two minor amendments Cllr Smith proposed approval, seconded Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 7.5 To approve the Information Protection Policy: Deferred to go to Resources Committee
- 7.6 To approve the Press Policy – Cllr Golding proposed approval, seconded by Cllr Plant. Cllr Smith abstained. **Motion carried on majority.**
- 7.7 To approve the email protocol policy – Deferred to go to Resources Committee

**5249. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE:** The following application was approved by the Planning Committee last week.

27/04/2018	DC/18/1683/FUL	16 Chapel Road, Saxmundham	Single storey rear extension to create open-plan sitting room and kitchen/diner, together with internal alterations to create ground floor bedroom and wet room.	The Councillors thought that the proposed application was not obtrusive. Cllr Plant proposed support, seconded Cllr Mrs Jardine. Unanimously agreed. <b>Motion carried.</b>
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Cllr Plant said that we had received the Officer advice from SCDC regarding our pre-application regarding the proposed Men’s Shed Project. It would appear that full planning will need to be approved for this and Cllr Plant would liaise with others in the morning at a Men’s Shed meeting.

**5250. TO DISCUSS THE YOUTH BOOTH STEPS FOR SAFETY REASONS – Recommendation-** Non- slip surface On the steps leading from the Youth Booth (recommendation pressure washing followed by application of 2 pack anti -slip paint: Cllr Plant advised that this is a Health and Safety issue and we had received quotations earlier in the year regarding this. Cllr Mrs Jardine proposed approval for the Clerk to sort this out, seconded Cllr Golding. Unanimously agreed. **Motion carried.**

**5251. TO RECEIVE AN UPDATE ON THE POSSIBLE INSTALLATION OF OUTDOOR GYM EQUIPMENT:** Cllr Mrs Eves had previously circulated papers on this. She advised the following:-

- Carlton Park have given permission for equipment to be installed on their land.
- Cllr Mrs Eves is working alongside Sarah Shinnie to complete the paperwork to either give or loan the piece of land alongside the Thurlow Close park to be used for this equipment. SCDC would give us a License of around 25 years for Thurlow Close. Cllr Smith would like to look at this.
- 2 quotations have been requested and received from Fresh Air Fitness and the Big Rig who would supply fifteen pieces of equipment.
- The Town Council would need to insure this project.

Cllr Smith proposed that Cllr Mrs Eves continues with this project, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

**5252. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**

Cllr Golding reported that he had received a phone call from Greater Anglia in response to his request for a meeting regarding the Railway Station. Apparently Therese Coffey our local MP is getting involved but we will need some

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 community action to take this forward. Greater Anglia are awaiting a structural survey and their insurance is covered for a three bedroomed house only.  
 A demolition notice was raised to ensure the building was made safe. Cllr Golding is exploring all options and wishes to liaise with SCDC Robert Scrimgeour at the District Council. Cllr Smith thought that the Town Council should issue a Press Release as the Railway Station is of great importance to this town. Cllr Golding will do a draft.  
 Beccles Railway Station is an adopted Station and has been renovated.  
 Cllr Fisher attended the AGM of ESTA on Saturday. They had written a letter to County Cllr Richard Smith regarding the Railway Station. ESTA suggested that the 1<sup>st</sup> stage is to write to the Railway to ensure safety of the building now. Apparently it is not safe where the seats are situated. There are between 2000 to 3000 passengers that go through the Station every week.  
 Cllrs Mrs Eves , Golding and Turner attended the PPG at the Doctor's surgery. They have put in a bid for money and are focusing on social isolation. Dr Havard will have a meeting with Cllr Golding. A report from Frome Compassionate Communities appears to show that when isolated people who have health problems are supported by community groups and volunteers, the number of emergency admissions to hospital falls spectacularly.  
 Cllr Sandbach informed the Council that Citizens Advice Bureau have appointed a new manager this month.  
 Cllr Plant will be attending a meeting of Men's Sheds tomorrow morning. Cllr Golding will pay a visit to Men's Sheds.  
 Cllr Smith had attending a meeting of the Neighbourhood Plan steering group this morning and there are three futures in Sax:-  
 Option 1 Greater Saxmundham – road links/railway , service centre (1200 new homes)  
 Option 2 Growing Sax 500/600 new homes  
 Option 3 Steady State Sax 200/300 new homes  
 There will be a Public Meeting on Wednesday 27<sup>th</sup> June in the Market Hall at 7pm.  
 There will be a further meeting of the NP in the Market Hall on Saturday morning on the 14<sup>th</sup> July with tables for different aspects of the town will be discussed.  
 Cllr Mrs Jardine advised that we had to refund some of the grant we had previously received and will therefore have to re-apply.  
 Cllr Miss MacKay said that the Market Hall steering group are finalising the draft for the Lottery bid.  
 Cllr Fisher attended the Suffolk County Council outlined plan for Library/Fromus Centre and National Health Clinics in Street Farm Road. Cllr Mrs Jardine is concerned about the traffic problems but unfortunately Highways have not been very helpful. Some of the site is on the flood plain.  
 Cllr Plant has a meeting with ACAS tomorrow regarding having a training day. The cost will be £800 plus VAT.

A meeting of the Trustees will be held in the Market Hall next Monday 21st May at 7pm

The next Committee meetings for June 2018 will be held on Tuesday 5<sup>th</sup> June. Neither Cllr Dunnett or Cllr Plant will be able to attend.

**5253.TO CONFIRM THE DATES OF TOWN COUNCIL MEETINGS IN 2018/2019 AND THE DATE OF THE ANNUAL TOWN MEETING IN 2019:**

**11 JUNE; 09 JULY; 10 SEPTEMBER; 08 OCTOBER; 12 NOVEMBER; 10 DECEMBER; 14 JANUARY 2019; 11 FEBRUARY; 11 MARCH; 08 APRIL; 13 MAY: ANNUAL TOWN (PARISH) MEETING – 29 APRIL 2019:**

**5254. DATE AND TIME OF NEXT MEETING: 11 June 2018 -7.15pm**