



Saxmundham Town Council

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6th June 2018

Saxmundham Town Councillors, you are hereby summoned to attend a SAXMUNDHAM TOWN COUNCIL MEETING at the Market Hall on Monday 11th JUNE 2018 at 7.15pm for the purpose of transacting the following business.

_____ Town Clerk/RFO

PUBLIC FORUM:

REPORT FROM THE COUNTY COUNCILLOR:

REPORT FROM THE DISTRICT COUNCILLORS:

AGENDA

1. TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register:
- To receive declarations of pecuniary interest in respect of items on the agenda:
- To receive declarations of non-pecuniary interest in respect of items on the agenda:
- To consider full/partial dispensations for pecuniary interests declared:

2. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ewart, work commitments

3. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 14TH MAY 2018:

4. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

5. TO RECEIVE AN UPDATE REGARDING NEIGHBOURHOOD PLAN:

6.. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS:

| | | | |
|-----------------------|------------------|---|---|
| DC/18/1979/VOC | Ryan Gander | The Red House, 11 South Entrance Saxmundham | Variation of Condition no 2 of DC/17/4246/FUL |
| DC/17/2965/FUL | Mr & Mrs Roberts | Hall Farmhouse, Church Street, Saxmundham | Appeal under Section 78 for refusal |

7. TO DISCUSS THE PREVIOUSLY CIRCULATED NEW TRAFFIC REGULATION ORDER AND GIVE OUR COMMENTS:

8. TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE

- 8.1 to receive the report from the internal auditor for the recently completed audit 2017/2018 and approve its recommendations:
- 8.2 to note an update to the budget 2018/2019 information year to date to include detailed payments and receipts information from the nominal ledger report:
- 8.3 to note training has taken place in usage of the lone-worker device for members of

staff according to the agreed lone working policy:

- 8.3 to approve the committee's recommendation regarding the allocation of expenditure category funding to the services and amenities committee:
- 8.4 to approve the committee's recommendation for a three-year financial budget plan for stc:
- 8.5 to note the update on the office move to the old police station (previously circulated):
- 8.6 to approve the committee's recommendation regarding the recently received update to nalc standing orders:
- 8.7 to approve the committee's recommendations regarding the general data protection regulation 2018:

- 8.71 information protection policy:
- 8.72 email protocol policy:
- 8.73 contact privacy statement:
- 8.74 employee privacy statement:

8.8 To approve the committee's recommendation regarding the following risk assessments:

- 8.81 risk assessment for the town council staff:
- 8.82 risk assessment for users/staff of police station:
- 8.83 risk assessment for porta-kabin building:
- 8.84 risk assessment for the weekly market:

8.9. to approve the committee's recommendations regarding the health and safety policy for Saxmundham Town Council in 2018:

9. to approve the committee's recommendations regarding the fire risk assessment for the police station:

10. TO AGREE AND SIGN CHEQUES FOR THE TABLED EXPENDITURE AS CIRCULATED FOR BOTH SAXMUNDHAM TOWN COUNCIL AND THE MARKET HALL:

11.DECISION AND RESOLUTION BY TOWN COUNCIL ON SUPPORT FOR SUBMISSION OF APPLICATION FOR A GRANT OF £1.9 MILLION TO THE HERITAGE LOTTERY FUND FOR MAJOR IMPROVEMENTS TO THE MARKET HALL AND COMMUNITY HERITAGE PROGRAMME. DRAFT RESOLUTION ON THIS MATTER, PROPOSED BY CLLR SMITH, AS FOLLOWS, SAXMUNDHAM TOWN COUNCIL:

- 11.1. notes that the town council as trustee of the market hall expressed its support for the council to submit an application to the heritage lottery fund in the sum of £1.9 million, for a project of circa £2.8 million, which it considered to be in the interests of the trust and beneficiaries:
- 11.2. considers that submission of this application to the heritage lottery fund would also be in the overall interests of the town and its population, in particular having regard to its anticipated benefits in terms of regeneration and community cohesion, and decides to make the application as proposed by the market hall working group:
- 11.3. authorises the practical online submission of the full detailed application to be sent to the heritage lottery fund on or before 14th June 2018 on behalf of the council by the market hall working group, the final detailed application wording to be approved by the chairman of the council and the chair of the market hall management committee:

12. To pass a resolution to exclude the Press and Public due to the confidential nature of the items to be Discussed (Public (Admission to Meetings) Act 1960)

12.1 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS REGARDING THE DRAFT, REPLACEMENT EMPLOYMENT CONTRACT FOR THE TOWN CLERK:

12.2 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS FOR THE PERSONAL OBJECTIVES FOR 2018/2019 FOR THE TOWN CLERK AND ASSISTANT TOWN CLERK:

12.3 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS REGARDING COUNCILLOR TRAINING:

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

14. DATE AND TIME OF NEXT MEETING: 9TH JULY 2018