

## Saxmundham Town Council

The Old Police Station, Station Approach, Saxmundham, Suffolk,  
IP17 1BW, Tel: 01728 604595, VAT Registration No: 571060663

Email: [townclerk@saxmundham.org](mailto:townclerk@saxmundham.org)

[www.saxmundham.org](http://www.saxmundham.org)



3<sup>RD</sup> JULY 2019

**TO SAXMUNDHAM TOWN COUNCILLORS,  
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF SAXMUNDHAM TOWN  
COUNCIL FOLLOWED BY A MEETING OF SAXMUNDHAM TOWN COUNCIL AS TRUSTEE OF  
THE MARKET HALL, AT THE MARKET HALL, ON MONDAY 8<sup>TH</sup> JULY 2019 AT 7.15 PM FOR  
THE PURPOSE OF TRANSACTING THE FOLLOWING BUSINESS:**

----- Town Clerk/RFO

**PUBLIC FORUM: (A) A DISCUSSION ON SAXMUNDHAM STATION.  
(B) OTHER MATTERS**

**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.**
- 3. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 10<sup>th</sup> JUNE 2019.**
- 4. TO CONSIDER AND DECIDE ON ANY CO-OPTIONS TO THE COUNCIL.**
- 5. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS.**
- 6. THE NEIGHBOURHOOD PLAN AND LOCAL PLAN.**
  - 6.1 To receive an update report, including the Household Survey Questionnaire.
  - 6.1 To confirm the Town Council's participation in the Local Plan public examination.

**7. TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE AND AGREE THE ITEMS LISTED BELOW:**

- 7.1 To receive the draft minutes of the Resources Committee meeting held Monday 1<sup>st</sup> July 2019.
- 7.2 To note the bank reconciliations for Saxmundham Town Council (STC) and Market Hall (MH) for May 2019.
- 7.3 To authorise listed payments for STC and MH.
- 7.4 To approve in principle the incurring of expenditure in relation to additional Christmas lights and related matters.
- 7.5 To approve expenditure in relation to the household survey questionnaire, including contracted data inputting and analysis work, and to identify and agree any necessary virements.
- 7.6 To defer consideration of requests for grants to voluntary organisations to the September Town Council meeting and to publicise an invitation for applications over the summer.
- 7.7 To note the decision of the Resources Committee to establish a working group to review the Financial Regulations.

**8. TO CONSIDER AND AGREE/AMEND THE DRAFT RESERVES POLICY.**

**9. THE INTERNAL AUDITORS REPORT.**

- 9.1 To receive and note the contents of the report from the Internal Auditor.
- 9.2 To decide on the recommendations in the report.

**10. TO RECEIVE A PROGRESS REPORT ON 32 HIGH STREET.**

**11. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS:**

DC/19/2334/FUL	Mr James Coward	4 Harpers Lane IP17 1BP	Remove conservatory and build single storey sitting room extension.
DC/19/2438/LBC	Mr and Mrs Sanders	Beech House, north entrance	Listed building replacement of poly carbonate roof with natural slate tiles.
DC/19/2146 & 2147	Ms G Harris	Flat 7, 26 High Street, Saxmundham	Replacement of 3 PVCU framed double glazed windows with 3 timber framed double glazed windows. Listed building consent needed too.

**12. REPRESENTATIVES ON OTHER BODIES INCLUDING WORKING PARTIES.**

- 12.1. To receive reports from representatives.
- 12.2. To nominate the Town Council's representative to Leiston and Saxmundham Citizens' Advice.

**13. DATE AND TIME OF NEXT MEETING**