



## Saxmundham Town Council

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**Minutes of the Annual Meeting of Saxmundham Town Council followed by the Ordinary Meeting  
of Saxmundham Town Council and the Meeting of the Market Hall Trustees at the Market Hall  
on  
Monday 13 May 2019 at 7.15 pm**

### ANNUAL MEETING OF SAXMUNDHAM TOWN COUNCIL

(All newly elected Councillors signed the Declaration of Acceptance of Office and Code of Conduct before the meeting began.)

**Present:** Cllr P. Dunnett, Chairman for Item 1 on the agenda  
Cllr J Smith, newly elected Chairman and in the Chair from item 2.1.  
Cllr J Sandbach  
Cllr J. Fisher  
Cllr N. Hiley

**In Attendance:** Maddie Gallop, Town Clerk (TC/RFO)  
Jenny Morcom, Assistant Town Clerk (ATC)

9 members of the public

#### Action

**1.0 ELECTION OF CHAIRMAN:**

- 1.1** Cllr Sandbach proposed Cllr Smith as Chairman.  
Seconded Cllr. Fisher.  
Unanimously agreed.  
**Motion carried.**

Cllr Dunnett left the meeting after this item.

**2.0 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT:**

- 2.1** Cllr Smith signed the Deed of Acceptance of Office and took over the chairing of the meeting. Cllr Smith thanked Cllr Dunnett for his work as Chairman.

**3.0 ELECTION OF VICE CHAIRMAN:**

- 3.1 Cllr Hiley nominated Cllr Fisher as Vice Chairman.  
Seconded Cllr Fisher.  
Unanimously agreed.  
**Motion carried.**

**4.0 APOLOGIES FOR ABSENCE:**

- 4.1 There were no apologies for absence.

**5.0 NOMINATIONS OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS:**

- 5.1 Press correspondent – the Town Clerk was confirmed.

As co-options to the Council have yet to take place some of those agreeing to represent the Council on various bodies will do so on a temporary basis. The Council's representatives on the respective organisations were agreed as follows:

TC to note future agenda items

- 5.2 Suffolk Association of Local Councils (SALC) – To be reviewed in September 2019  
5.3 Citizens Advice – Cllr. Sandbach. To be reviewed in July.  
5.4 East Suffolk Travel Association – Cllr Fisher. To be reviewed in September  
5.5 Sizewell A and B Stakeholder Group – Cllr Hiley.  
5.6 Saxmundham Welfare Charities – No vacancy, Dave Willett to continue in this role.  
5.7 Saxmundham in Bloom – Town Clerk  
5.8 Footpath Warden – Cllr Fisher.  
5.9 Tree Warden – Cllr Fisher  
5.10 Other bodies: Neighbourhood Plan Steering Group – Cllr Smith and Cllr Sandbach. To be reviewed in September. The Chairman expressed the hope that Ms Lyn Jardine may agree to continue as a member of the Steering Group.

**6.0 TO APPOINT THE INTERNAL AUDITOR:**

- 6.1 It was recalled that a tendering process was held in 2017, with SALC as the successful candidate. Cllr Smith felt that in future a short advice note would help Councillors in their decision making.

**The Town Council resolved to re-appoint SALC as the internal auditor.**

**7.0 TO APPOINT THE RESPONSIBLE FINANCE OFFICER (RFO):**

- 7.1 Cllr Smith proposed that the Town Clerk continue as RFO.  
Seconded by Cllr Fisher.  
Unanimously agreed.  
**Motion carried.**

**8.0 TO CONFIRM CHEQUE SIGNATORIES:**

- 8.1 **The Town Council resolved that the Town Clerk, Chairman, Vice Chairman and Cllr Sandbach should be the Council's cheque signatories.**

TC

**9.0 TO REVIEW STANDING ORDERS AND NEW FINANCIAL REGULATIONS:**

- 9.1 It was noted that the outgoing Town Council had requested a review of the Financial Regulations, and that the National Association for Local Councils (NALC) published new model Standing Orders in July 2018.

Cllr Smith proposed a thorough review of the Standing Orders and Financial Regulations in September 2019.  
Seconded Cllr Fisher.  
Unanimously agreed.

TC to note agenda item/ATC

	<b>Motion carried.</b>	<b>Action</b> to prepare report.
<b>10.0</b>	<b>TO REVIEW THE DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES:</b>	
10.1	<p>Cllr Smith suggested that the Town Council retain the Resources Committee and Market Hall Management Committee, with the same terms of reference, and with all current Councillors as members of both Committees pending a review in September once new Councillors have been co-opted.</p> <p>Cllr Smith proposed these arrangements for the <b>Resources Committee</b>.  Seconded Cllr Fisher.  Unanimously agreed.  <b>Motion carried.</b></p> <p>Cllr Smith proposed Cllr Fisher as <b>Chair of the Resources Committee</b>.  Seconded Cllr Hiley.  Unanimously agreed.  <b>Motion carried.</b></p> <p>Cllr Smith proposed these arrangements for the <b>Market Hall Management Committee</b> with the addition of the existing lay members of the Committee (Ms R Hoare, Ms C Cecil, Mr T Barrow).  Seconded Cllr. Sandbach  Unanimously agreed.  <b>Motion carried.</b></p> <p>Cllr Sandbach proposed Cllr Smith as <b>Chair of the Market Hall Management Committee</b>.  Seconded Cllr Hiley.  Unanimously agreed.  <b>Motion carried.</b></p>	TC to note future agenda item.
10.2	<p>Further consideration of delegation and other arrangements for Committees was deferred to the September meeting of the Town Council.</p> <p>Cllr Smith proposed that in the meantime the Town Clerk should have the delegated power to give the Town Council's views on Planning Applications and matters in consultation with the Chair and Vice Chair.  Seconded Cllr Fisher.  Unanimously agreed.  <b>Motion carried.</b></p>	TC to note future agenda item
<b>11.0</b>	<b>TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES:</b>	
11.1	This was deferred to the meeting of the Town Council in September.	TC to note future agenda item
<b>12.0</b>	<b>TO DISCUSS THE ARRANGEMENTS TO EXISTING COMMITTEES AND ANY ADDITIONAL COMMITTEES THAT MAY BE NECESSARY:</b>	
12.1	This was deferred to the meeting of the Town Council in September.	

The meeting ended at 7.43 pm

## ORDINARY MEETING OF SAXMUNDHAM TOWN COUNCIL

Present: Cllr J. Smith (Chairman)  
Cllr J. Fisher (Vice-Chairman)  
Cllr N. Hiley  
Cllr J. Sandbach  
Cllr J. Findlay (co-opted as Councillor from Item 8)

In attendance: Ms M. Gallop (Town Clerk)  
Ms J. Morcom (Assistant Town Clerk)

### PUBLIC FORUM:

- Mrs Rosie Hoare voiced disappointment that so few local people had attended the Annual Town Meeting. People she had spoken to had said they didn't know anything about it. She mentioned that Leiston Town Council had partnered with a community organisation and received £43,000 to create information points.
- Miss Penny MacKay raised concerns about the Market which now only has three regular stalls. She suggested that the Council consider moving it to Fromus Square.
- Cllr Smith explained that the Household Survey for the Neighbourhood Plan contains questions about the Market including location and that the Town Council would follow up on the idea of the Fromus Square.
- Mr Plant added that signage for the Market is an issue and that Suffolk County Council would charge £5,000 to change it.
- Cllr Fisher explained that the charge of £5,000 would be to change the parking orders not just the signage, and Cllr Smith suggested that a full review of the Market in terms of days, location and parking orders was needed.
- Mr Batho said that the Town Council seemed to be deferring everything until September rather than getting on with solving pressing problems. He asked why for example hadn't co-options been sorted out in advance?
- Cllr Smith explained that the Council was deferring decisions about Committees in the main because there are only 4 Councillors and time was needed to co-opt and train new Councillors. Cllr Sandbach added that by September the Council would have a full complement of Councillors and would be able to take on more work.
- Cllr Hiley said he had approached people he knew about becoming a Councillor and there was little interest.
- Cllr Smith added that it is good practice for Town Councils to advertise widely for co-opted Councillors, but in the meantime work would be proceeding on many issues including the Neighbourhood Plan, Household Survey and the Council's website.
- Mr Batho clarified that he was critical of the people who did not put themselves forward as Councillors, not the people who did.

**REPORT FROM THE COUNTY COUNCILLOR:** None. Cllr R Smith sent his apologies.

**REPORT FROM THE DISTRICT COUNCILLOR:** Cllr Fisher explained that he had been elected as an Independent to East Suffolk Council (ESC). In answer to questions from the public about his position and manifesto, he explained that he felt his role was to put forward the views of his constituents. He said that ESC committee places would be distributed proportionally, but that any ESC Councillor could attend any Committee and put forward views. Only Committee members may vote.

The first full ESC council meeting will be on 22 May 2019.

There is an informal opposition group which works together to influence decisions made by the ruling group, and ESC Councillors also have access to Council Officers.

### AGENDA

5402.00 TO RECEIVE DECLARATIONS OF INTEREST:

Action

- To receive amendments to the register: The Clerk advised that new Councillors must complete information required on ESC's website. **The Town Clerk was asked to send the link to all Councillors.**
- To receive declarations of pecuniary interest in respect of items on the agenda: **None declared.**
- To receive declarations of non-pecuniary interest in respect of items on the agenda: **None declared**
- To consider full/partial dispensations for pecuniary interests declared: **n/a**

**5403.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:**

5403.01 There were no apologies for absence.

**5404.00 TO APPROVE AND SIGN AS A TRUE RECORD THE EXTRAORDINARY TOWN COUNCIL MEETING MINUTES HELD ON THE 8 APRIL 2019:**

There were no amendments to the minutes.

Cllr Fisher proposed that the minutes should be approved and signed as a true record of the meeting.

Seconded Cllr Smith.

Unanimously agreed.

**Motion carried.**

**5405.00 CHAIRMAN'S/TOWNCLERK'S ANNOUNCEMENTS:**

5405.01 The Town Clerk announced that Judy Chesterfield was retiring from her post as Market Hall Caretaker after many years' service and will be sorely missed. Those present recorded their thanks to Judy for all her hard work.

5405.02 Cllr Smith advised that the next Sax Jazz night will be on Friday 21 June and thanked Rosie for all her excellent work to organise these events. The first Sax Jazz night was a great success.

5405.03 Cllr Smith mentioned that he was drafting 5 broad aims for the Town Council:

- Effective and positive engagement with all parts of the local community.
- Sustainable development and regeneration of Saxmundham.
- Promotion of Saxmundham and the interests of its people.
- Effective Council administration.
- Good stewardship of community assets and facilities and support for local public services.

**5406.00 TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT:**

5406.01 The Town Clerk reported that the internal audit included a review all policies. These were thoroughly reviewed in 2017 and the internal audit of 2018 found all to be in order.

Cllr Smith requested a written report on this item in future.

This was noted by the Town Council.

**5407.00 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR YEARS 2018/19:**

5407.01 Cllr Smith noted that generally this would go before the Resources Committee for full consideration before being presented to the Town Council, but that this had not been possible as this is an election year.

Cllr Fisher considered that the former Resources Committee had checked and agreed all end of year figures. He proposed that the Council approve the Annual Governance Statement as drafted by the Town Clerk.

Seconded Cllr. Sandbach

**Three in favour, with one abstention, Cllr Hiley.**

**Motion carried on majority.**

**5408.00 TO APPROVE SECTION TWO ACCOUNTING STATEMENT FOR YEAR 2018/19:**

5408.01 Cllr Fisher proposed that the Accounting Statement should be approved.

Seconded Cllr Sandbach.

**Three in favour, with one abstention, Cllr Hiley.**

**Motion carried on majority.**

**5409.00 TO CONSIDER ANY CO-OPTIONS AND THE PROCESS FOR CO-OPTIONS AS APPROPRIATE:**

5409.01 Cllr Smith explained that with only four elected councillors there are seven places on the Town Council to be filled. In general, it is good practice to have a public call for nominations, but with only four councillors there is a danger of that the Council will not be able to continue to conduct its business should any Councillor be absent as the quorum for decisions is also four.

For this reason, Cllr Smith suggested that the Town Council co-opt one additional Councillor immediately, Mr John Findlay, given his deep experience in working with and for parish councils, and have a public call for nominations to the other six places.

Mr Findlay was invited to speak briefly, and he explained that he had many years' experience of working in local government and also as a Councillor and that he would be very pleased to join the Town Council in its efforts to help the town.

Cllr Smith proposed the co-option of Mr Findlay to the Town Council and a public call for nominations to the other six vacancies on the Town Council.

Seconded Cllr Fisher.

Unanimously agreed.

**Motion carried.**

Mr Findlay signed the Declaration of Acceptance of Office and Code of Conduct and joined the meeting as a Town Councillor.

5409.02 Cllr Smith had circulated a draft Process for Co-option prior to the meeting. This included public information aimed at encouraging representation of Saxmundham's diversity among its Councillors in terms of gender, age, skills and experience etc.

Cllr Smith proposed that the Town Council adopt this process in principle, and that he will circulate the wording so that all Councillors may contribute.

Seconded Cllr Hiley

Unanimously agreed.

**Motion carried.**

**5410.00 TO AGREE AUTHORISATION OF PAYMENTS FOR TOWN COUNCIL AND MAKRET HALL:**

5410.01 Cllr Smith proposed that the invoice from Cavendish Laboratories for £174.00 to cover legionella testing on the Council's three sites should be authorised.

Seconded Cllr Fisher

Unanimously agreed.

**Motion carried.**

		<b>Action</b>
<b>5411.00</b>	<b>TO RECEIVE AN UPDATE ON PLANNING DECISIONS</b>	
54.11.01	A planning application for change of use for part of 27 High Street has been received. <b>Town Clerk to circulate as per decision taken at item 10.2 of the Annual Meeting of the Town Council.</b>	TC
<b>5412.00</b>	<b>TO CONSIDER ACTION TO BE TAKEN IN RESPONSE TO THE SUFFOLK COUNTY COUNCIL'S OFFER OF PREMISES IN STREET FARM ROAD:</b>	
5412.01	Cllr R Smith has indicated that the County Council will want a decision on this in September. In the meantime, the Town Council will need further information on the value of the Old Police Station and prospects for its redevelopment. It will also need an analysis of the risks and benefits of moving to Street Farm Road, the County Council's vision of how the community hub will work going forward, as well as negotiating points such as service charges, rent increases and length of lease etc. The Council will need external advice regarding its current site. There are a number of private companies offering site assessment and development potential appraisals.  <b>The Town Council referred this issue to the first meeting of the Resources Committee.</b>	TC to note agenda item. ATC to prepare report.  Resources meeting now fixed for 3 June 2019
<b>5413.00</b>	<b>TO CONSIDER PROVISION OF PUBLIC TRANSPORT INFORMATION OUTSIDE THE OLD POLICE STATION.</b>	
5413.01	A report circulated to the Town Council puts forward two options to consider: <b>Option 1:</b> Move the Town Council's sign from the existing notice board in the Police Station car park to the Police Station building itself. This would free up the notice board which could then be used for taxi and public/community transport information. This would incur very little cost and may not require planning permission.  <b>Option 2:</b> Erect a new freestanding glazed notice board in the Police Station car park, to carry information about taxis, bus services and community transport services will cost between £1,000 and £2,000 (approx.) including labour and planning permission.  Cllr Fisher confirmed that he had spoken to the planning department and Option 1 would not require planning permission.  Cllr Fisher proposed Option 1. Seconded Cllr Hiley Three in favour: Cllr Hiley, Cllr Fisher and Cllr Sandbach. Two against: Cllr Smith and Cllr Findlay. <b>Motion carried on majority.</b>	
<b>5414.00</b>	<b>TO CONSIDER REFURBISHMENT OF REPLACEMENT OF THE BOARD ON THE MEMORIAL FIELD:</b>	
5414.01	Cllr Smith noted that this is the centenary year of the peace treaty following World War 1 and proposed that the Town Council should agree to replace the present notice board, which is in poor condition, and look at the wording at its next meeting. Seconded Cllr Fisher. Unanimously agreed. <b>Motion carried.</b>	TC to note agenda item/ ATC to prepare report.
<b>5415.00</b>	<b>TO CONSIDER ACCESS TO THE OLD POLICE STATION FOR COMMUNITY USERS:</b>	

- |                |  | <b>Action</b> |
|----------------|--|---------------|
| 5414.01        | The Town Clerk explained that Saxmundham Men's Shed, Citizens Advice and Disability Advice Service all need access to the Old Police Station for the agreed purposes.  |               |
|                | Cllr Smith proposed that the Town Clerk provide a key for their use on a safe basis.<br>Seconded Cllr Fisher.<br>Unanimously agreed.<br><b>Motion carried.</b>   | TC            |
| <b>5416.00</b> | <b>TO CONFIRM DATES OF TOWN COUNCIL MEETINGS IN 2019/2020.</b>   |               |
| 5416.01        | It was agreed that the Town Council will meet at 7.15pm on the second Monday of each month except for August 2019 and April 2020:<br>10 <sup>th</sup> June 2019, 8 <sup>th</sup> July 2019, 9 <sup>th</sup> September 2019, 14 <sup>th</sup> October 2019, 11 <sup>th</sup> November 2019, 9 <sup>th</sup> December 2019, 13 <sup>th</sup> January 2020, 10 <sup>th</sup> February 2020, 9 <sup>th</sup> March 2020, April 2020 TBC as the second Monday clashes with Easter, 11 <sup>th</sup> May 2020. |               |
| <b>5417.00</b> | <b>TO CONFIRM THE DATE OF THE NEXT ANNUAL TOWN MEETING:</b>  |               |
| 5417.01        | It was agreed that the next Annual Town Meeting will be on 27 April 2020.  |               |
| 5418.00        | DATE AND TIME OF NEXT MEETING: 10 <sup>th</sup> June 2019  |               |

Meeting ended at 9.05 pm

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# MEETING OF SAXMUNDHAM TOWN COUNCIL AS TRUSTEE OF THE MARKET HALL

Present: Cllr J. Smith (Chairman)  
Cllr J. Fisher (Vice-Chairman)  
Cllr N. Hiley  
Cllr J. Sandbach  
Cllr J. Findlay

In attendance: Ms M. Gallop (Town Clerk)  
Ms J. Morcom (Assistant Town Clerk)

- |            |   |                |
|------------|---|----------------|
| <b>1.0</b> | <b>TO CONSIDER A RETIREMENT GIFT FOR THE MARKET HALL CARETAKER:</b> (Under s.112 Local government Act 1972)   | <b>Action</b>  |
| <b>1.1</b> | The Town Council resolved that the Town Clerk should purchase a gift card worth £100.00, card and flowers for the Caretaker. Councillors would like to attend a small presentation ceremony for the Caretaker as long as she is comfortable with this idea. The Town Clerk will find out the Caretaker's views on this matter.  | <b>TC</b>      |
| <b>2.0</b> | <b>TO CONSIDER FUTURE SERVICING OF THE MARKET HALL.</b>   |                |
| 2.1        | The Town Clerk suggested that, in the short term, the Council's contract cleaners should be used for cleaning services, and that hirers will need to set out and put away any tables and chairs they use and leave the Hall tidy.<br><br>Cllr Findlay pointed out that a tender exercise may be necessary for cleaning services in the longer term.<br><br>Cllr Smith proposed that the Town Clerk should be authorised to proceed with arranging for Waveney Norse to undertake cleaning of the Hall for the short term, and that the terms of our existing contract with them be adjusted accordingly. <b>This was proposal was agreed.</b> | <b>TC/ATC</b>  |
| 2.2        | Cllr Hiley mentioned that he had spoken with the Deputy Head of Saxmundham Free School and the Annual town Meeting and they had discussed students displaying artwork and performing musical events in the Market Hall.<br><br>This idea will be discussed further at the next meeting of the Market Hall Management Committee.   | <b>Cllr S.</b> |

Meeting ended at 9.25 pm

Signed .....

Date .....