



# SAXMUNDHAM TOWN COUNCIL

The Old Police Station, Station Approach, Saxmundham, Suffolk, IP17 1BW

TEL: 01728 604595

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

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

Tuesday 7<sup>th</sup> MAY 2019

TO MEMBERS OF THE COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING  
OF SAXMUNDHAM TOWN COUNCIL AT THE MARKET HALL ON MONDAY 13<sup>th</sup> MAY AT 7.15pm  
FOLLOWED BY ORDINARY MEETINGS OF THE TOWN COUNCIL FOR THE PURPOSE OF TRANSACTING THE  
FOLLOWING BUSINESS:

Maddie Gallop

Clerk to the Council/RFO

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## AGENDA

1. ELECTION OF CHAIRMAN:
2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT:
3. ELECTION OF VICE CHAIRMAN:
4. APOLOGIES FOR ABSENCE:
5. NOMINATIONS OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS:
  - 9.1 Press Correspondent – Town Clerk
  - 9.2 Suffolk Association of Local Councils
  - 9.3 Citizen Advice Bureau
  - 9.4 East Suffolk Travel Association
  - 9.5 Sizewell A and B Stakeholder Group
  - 9.6 Saxmundham Welfare Charities – 2 representatives
  - 9.7 Saxmundham in Bloom – Town Clerk
  - 9.8 Footpath Warden
  - 9.9 Tree Warden
  - 9.10 Other bodies requiring a representative
6. TO APPOINT AN INTERNAL AUDITOR:
7. TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER- (THE TOWN CLERK):
8. TO CONFIRM CHEQUE SIGNATORIES:
9. TO REVIEW THE STANDING ORDERS AND THE NEW FINANCIAL REGULATIONS:
10. TO REVIEW THE DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES:

**11. TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES:**

**12. TO DISCUSS ARRANGEMENTS TO EXISTING COMMITTEES AND ANY ADDITIONAL COMMITTEES THAT MAYBE NECESSARY:**

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

**A PUBLIC FORUM OF UP TO 15 MINUTES WILL BE HELD PRIOR TO THE FORMAL MEETING AT WHICH MEMBERS OF THE PUBLIC CAN RAISE MATTERS FOR FUTURE CONSIDERATION:**

**REPORT FROM THE COUNTY COUNCILLOR:**

**REPORT FROM THE DISTRICT COUNCILLOR:**

### **AGENDA**

**1. TO RECEIVE DECLARATIONS OF INTEREST:**

1.1 To Receive Amendments to the Register:

1.2 Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda:

1.3 To Receive Declarations of Non- Pecuniary Interest in Respect of items on the Agenda:

1.4 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 8th APRIL 2019 TOWN COUNCIL MEETING PREVIOUSLY CIRCULATED:**

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

**5. TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT:**

**6. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR YEAR 2018/ 2019:  
2018 – 2019, PAPERS TO BE CIRCULATED:**

**7. TO APPROVE SECTION TWO ACCOUNTING STATEMENT FOR YEAR 2018/2019:**

**8. TO CONSIDER ANY CO-OPTIONS AND PROCESS FOR CO-OPTIONS AS APPROPRIATE:**

**9. TO AGREE AUTHORISATION OF PAYMENTS FOR TOWN COUNCIL AND MARKET HALL:**

**10. TO RECEIVE AN UPDATE ON PLANNING DECISIONS:**

**11. TO CONSIDER ACTION TO BE TAKEN IN RESPONSE TO SUFFOLK COUNTY COUNCIL'S OFFER OF PREMISES IN STREET FARM ROAD:**

**12. TO CONSIDER PROVISION OF PUBLIC TRANSPORT INFORMATION OUTSIDE THE OLD POLICE STATION:**

**13. TO CONSIDER REFURBISHMENT OR REPLACEMENT ON THE BOARD ON THE MEMORIAL FIELD:**

**14. TO CONSIDER ACCESS TO THE OLD POLICE STATION FOR COMMUNITY USERS:**

**15. TO CONFIRM THE DATES OF TOWN COUNCIL MEETINGS IN 2019/2020**

**10 JUNE; 08 JULY; 09 SEPTEMBER; 14 OCTOBER; 11 NOVEMBER; 09 DECEMBER;  
13 JANUARY 2020; 10 FEBRUARY; 09 MARCH; 13 APRIL; 11 MAY:**

**16. TO CONFIRM THE DATE OF THE NEXT ANNUAL TOWN MEETING: 27 APRIL 2020:**

**17. DATE AND TIME OF NEXT MEETING: 10 June 2019 -7.15pm**

**TO BE FOLLOWED BY A MEETING OF SAXMUNDHAM TOWN COUNCIL ACTING AS TRUSTEE OF THE MARKET HALL:**

- 1. TO CONSIDER A RETIREMENT GIFT FOR THE MARKET HALL CARETAKER: (under s.112 Local Government Act 1972)**
- 2. TO CONSIDER THE FUTURE OF SERVICING THE MARKET HALL:**

**MEMBERS OF THE PUBLIC ARE WELCOME**