

Saxmundham Town Council

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Minutes of the Resources Committee Meeting held on 3 December 2018 at 10am in the Old Police Station.

Present: Cllr Mrs. L Jardine, Chair person
Cllr P Dunnett
Cllr Mrs. P MacKay
Cllr J Fisher
Cllr J Smith

In attendance: M Gallop, Town Clerk
J. Morcom, Assistant Town Clerk

Action

1.0 TO RECEIVE DECLARATIONS OF INTEREST:

- 1.1 Amendments to the register – **None declared.**
- 1.2 Declarations of pecuniary interest in respect of items on the agenda – **None declared**
- 1.3 Declaration of non-pecuniary interest in respect of items on the agenda – **None declared**
- 1.4 To consider full/partial dispensations of pecuniary interests declared – **N/A.**

2.0 TO RECEIVE APOLOGIES FOR AND CONSENT FOR ABSENCE:

- 2.1 Apologies were received from: Cllr Plant, holiday, Cllr Ewart business commitments.
Cllr Fisher explained that he would leave at 12 noon.

3.0 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD 3 DECEMBER 2018:

- 3.1 There were no amendments to the minutes.

Cllr Smith proposed that the minutes should be authorised and signed as a true record of the Resources committee meeting held 2 November 2018.

Seconded by Cllr Mrs. Jardine

Four in favour and one against, Cllr. Fisher.

Motion carried on majority.

4.0 TO CONSIDER AND AGREE THE AUTHORISATION OF PAYMENTS AS CIRCULATED:

- 4.1 An invoice has been received from Vernon Readhead itemized for work on the Police Station, Memorial Field and Youth Booth and totaling £858.75.

		Action
	Councillors felt that it would be helpful if Mr. Readhead could submit invoices at the time work is carried out. The Town Clerk will ask Mr. Readhead to submit invoices earlier in future.	TC (done)
	Cllr Mrs. Jardine proposed that the cheque for Mr. Readhead should be signed. Seconded Cllr. Miss MacKay. Unanimously agreed. Motion carried.	
5.0	TO RECEIVE A REPORT ON THE BANK RECONCILIATIONS TO THE END OF OCTOBER 2018:	
5.1	It was noted that the total cost of repairing the wall to the Old Police Station Car Park was £2,950, and that the online payment of £250 was for the silhouette. The Town Clerk will check whether the entire sum will be covered by the council's insurance.	TC - ongoing
	The Town Clerk reported that SCDC have agreed a partial refund of the business rates for the Old Police Station on appeal. The Town Clerk will inform the Chair of the Resources Committee of the exact balance to be paid on the Business Rates.	TC (done)
	It was noted that the Council's record of payments balances with the bank statements received.	
	Cllr Miss MacKay proposed that the bank reconciliation should be accepted as correct. Seconded Cllr Dunnett. Unanimously agreed. Motion carried.	
6.0	TO AGREE AN INCREASE PER ANNUM FOR PROVISION OF THE YOUNG PEOPLES CONTRACT AND AGREE THAT THE PERIOD OF TIME FOR THE CONTRACT RUNS FOR EITHER THREE OR FIVE YEARS:	
6.1	The meeting noted that funding for Youth Provision had been £20,000 per year for the last three years and that inflation is now 2.4% (CPI). Councillors agreed that the inclusion of annual sums rather than percentage increases would give providers a clearer basis on which to tender. Concerns were expressed regarding monitoring the current contract, and Councillors noted that the new contract will be monitored by the Services and Amenities Committee on a quarterly basis.	S&AC
	Cllr Smith proposed that the Youth Provision Contract should be for three years with payments of: £22,000 – year 1. £24,000 – year 2. £26,000 – year 3. Seconded Cllr Miss MacKay Unanimously agreed	

Motion carried.**7.0 BUDGET PLANNING:**

- 7.1 To receive a report from the Town Clerk/RFO regarding estimates covering receipts, payments and reserves for the budget 2019/2020 according to Section 3.2 of the Financial Regulations:

The Town Clerk presented a draft budget plan which was considered alongside a report on receipts and payments to 3 December 2018 and estimated out-turns for the year.

Cost Centre	Suggested budget 2019/20	Further action
Agencies services	£300.00	
Clerks expenses	£200.00	
TC and ATC salaries, tax and NI	£56,300.00	
Hire of hall for meetings	£1,500.00	
Advertising	£500.00	
Audit fees	£1,400.00	
Bank charges	£50.00	
Chairperson's allowance	£200.00	
Cllrs expenses	£350.00	
Postage	£300.00	
Printing and stationary	£3,500.00	
Subscriptions; SALC, LCPAS, CAS, SLCC	£1,700.00	
Telephone and broadband	Out turn likely to be in region of £1,900 but this includes one-off expenses due to the move	Budget for next year should be lower.
Training	£2,000.00	
Equipment	£2,000.00	
Insurance	£2,400.00	TC to check whether premium will be increased because of claims for wall
Capital replacement		An earmarked reserve for repair and renewal of large essential/structural items was suggested of £10,000/yr. Could this be created from existing reserves in the first year?
Loan repayment	£21,400.00	
Youth provision	£22,000.00	And £2K increase per year/3 years
Other Grants	£8,000.00	
Market	£1,400.00	
Newsletter/publicity	£1,000.00	
Website	£7,000.00	
Chairperson's reception	£250.00	
Consultant fees	£9,000.00	
Christmas lights	£6,500.00	If business community want more lights they may need to help with costs.
Events	£12,000.00	
Property maintenance	£25,000.00	
Market hall	£17,000.00	
Sax in bloom	£5,500.00	TC to get quotes for Norse and safety check for all brackets for hanging baskets.
Election	£1,500.00	Any underspend to be transferred to earmarked reserve.
Misc.	£200.00	

TC

TC

		Action
7.2	Agreed:	
	<ul style="list-style-type: none"> • TC should go ahead and install 4g broadband in Market Hall for a cost of £10.00 per month with a cap on usage. 	TC
	<ul style="list-style-type: none"> • TC should also investigate whether STC is still paying for a phone line to MH and, if so, end the contract. 	TC
7.3	<p>Cllr Jardine proposed a new budget category of running costs for police station, to include cleaning, utilities, business rates etc. Tc to send proposals to Cllr Jardine.</p> <p>Seconded Cllr Dunnett. Unanimously agreed.</p> <p>Motion carried</p>	TC
7.4	Cllr Smith pointed out that in future a more detailed expected outturn report and draft budget should be prepared for the November meeting, including the impact on the precept in line with the Council's Financial Standing Orders.	
7.5	TC to research SCDC Council Tax charges for Band D equivalent properties.	TC
	Cllr Fisher left the meeting at 12 noon.	
7.6	TC to work with Chairperson to produce a summary budget sheet for STC meeting on 10 December	TC/Cllr J
8.0	TO DISCUSS AND AGREE DONATIONS COVERING GRANT APPLICATIONS TO END 2018/2019:	
8.1	One grant application for £1,000 has been received from CATS. £4,100 has been paid out in grants so far this year.	
	<p>Cllr Smith proposed that the council pay CATS £1,000 (£500 for general costs and £500 for special licensing).</p> <p>Seconded Cllr Miss MacKay Unanimously agreed</p> <p>Motion carried</p>	
9.0	SAXMUNDHAM CHRISTMAS EVENT: TO RECEIVE AN UPDATE REGARDING INCOME, EXPENDITURE AND PREPARATIONS FOR THE EVENT 07/12/2018	
9.1	Approximately £3,500 has been spent so far leaving a balance of around £800.00. It was noted that next year fundraising must begin earlier, and funds will be more limited.	
10.0	GDPR: TO RECEIVE A REPORT REGARDING THE PROGRESS OF THE DATA AUDIT.	
10.1	ATC reported that the data audit had been completed and sent to our DPO for comment. A risk assessment/risk management plan is underway as well as a register of processing. The Council is compliant, but these documents will evidence this. The final step will be to raise awareness among staff and Councillors.	

- Action**
- 11.0 MANAGEMENT REVIEW 2018/2019: TO AGREE MEMBERS OF THE WORKING PARTY, INCLUDING TC/RFO, TOGETHER WITH THE COMPLETION DATE FOR THE REVIEW**
- 11.1 This must go the full Council meeting in March and so must be completed in February. TC, chair of Resources Cttee and Cllr Plant will be on the working group. **TC to invite Cllr Plant to join the working group.** TC
- 12.0 CAPABILITY PROCEDURE: TO RECEIVE AN UPDATE FROM THE TOWN CLERK REGARDING EQUIVALENT PROCEDURES USED BY OTHER TOWN COUNCILS**
- 12.1 ATC to use simple template followed by Brixham and Lostwithiel TCs checking that nothing contained in the SALC model procedure has been missed. **Draft procedure to be brought to January meeting of the Resources Committee.** ATC
- 13.0 STAFF SALARIES 2019/2020: TO DISCUSS AND MAKE A RECOMMENDATION CONCERNING NJC/NALC PAY AWARD FOR 2019/20**
- 13.1 Cllr Smith proposed that a budget increase of 2% for staff salaries in line with NJC pay award.
 Seconded Cllr Mrs. Jardine
 Unanimously agreed. **Motion carried.**
- 14.0 DRAFT EMPLOYMENT CONTRACT FOR TOWN CLERK: TO MAKE A RECOMMENDATION REGARDING THE DRAFT EMPLOYMENT CONTRACT.**
- 14.1 The draft contract has been sent to Tc for comment, and TC and Chair of the Resources Committee have met and discussed the draft. Tc will not be asked to opt out of the EU working time directive. Sunday working is to be discouraged.
TC must send revised working hours to Chair. TC
- Cllr Mrs. Jardine proposed that the Resources Committee recommend the new Contract to the full council.
 Seconded Cllr Dunnett.
 Unanimously agreed. **Motion carried.**
- 15.00 STAFF DEVELOPMENT AND PERFORMANCE REVIEW (SPDR): TO RECEIVE AN UPDATE CONCERNING THE FIRST, INTERIM REVIEW.**
- 14.1 The meeting noted:
- Work to update Health and safety procedures is underway.
 - Better support is now available to the Neighbourhood Plan Steering group.
 - GDPR work is now underway.
 - Policy framework is being updated.
- The next review date will be in January.
- 16.0 DATE AND TIME OF NEXT MEETING MONDAY 7 JANUARY maybe 10AM.**

Signed

Date