

Saxmundham Town Council

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Minutes of the Resources Committee Meeting held on 4 February 2019 at 10am in the Old Police Station.

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

In attendance: M Gallop, Town Clerk (TC)
J. Morcom, Assistant Town Clerk (ATC)

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 Dunnett, travelling from weekend away and then district council meeting, Cllr Ewart business commitments.

3.0 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD 7 JANUARY 2019:

- 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 7 January 2019.

Seconded by Cllr Miss. McKay.

Unanimously agreed.

Motion carried.

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

4.1 Saxmundham Town Council (STC): Cllr Mrs. Jardine proposed that the cheques listed by the Town Clerk for STC should be agreed and signed.

Seconded Cllr. Miss MacKay.

Unanimously agreed.

Motion carried.

4.2 Market Hall (MH): Cllr Mrs. Jardine proposed that the cheques listed by the Town Clerk for the MH should be agreed and signed.

Seconded Cllr. Miss MacKay.

Unanimously agreed.

Motion carried.

5.0 TO RECEIVE A REPORT ON THE BANK RECONCILIATIONS TO THE END OF DECEMBER 2018:

5.1 Cllr Smith proposed that the bank reconciliation should be recommended as correct.

Seconded Cllr Mrs Jardine

Unanimously agreed.

Motion carried.

6.0 TO DISCUSS AND MAKE A DECISION REGARDING THE RECENT APPLICATION OF BANK CHARGES ACROSS VARIOUS STC ACCOUNTS

6.1 STC is charged £6/month/account and 63p/cheque. This seems to be normal practice. The consensus was that STC should move to full online banking.

Cllr Mrs Jardine proposed that:

- The management risk working group look at this issue in relation to STC's financial regulations.
- TC/RFO consult Leiston, Woodbridge and Framlingham Town Councils for examples of authorisation and control systems for on line payments.

MR
group

TC

And report to the Resources committee in March.

Seconded Cllr Miss MacKay

Unanimously agreed.

Motion carried.

7.0 TO DISCUSS AND RECOMMEND SUITABLE EXPENDITURE FOR THE CIL FUNDING RECEIVED 2019/2020

7.1 The sum is £1,431.82 and must be spent within 5 years.

Cllr Mrs. Jardine proposed that the money be put towards the outdoor gym.

Seconded Cllr Miss Mackay.

Unanimously agreed.

Motion carried.

8.0 TO DISCUSS FUTURE REQUIREMENT FOR INCOME AND EXPENDITURE ACCOUNTING TO REPLACE CURRENT RECEIPTS AND PAYMENTS SYSTEM:

8.1 Councils with budgets in excess of £200,000 for a third consecutive financial year, must move to income and expenditure (accrual basis) accounting by the start of that year. STC's will be in this position at the start of 2020/21.

The TC/RFO was instructed to:

- Ask the supplier of the council's financial package for advice on the switch to income/expenditure accounting.
- Consult with SALC and other larger town councils regarding how to plan for the change in practical terms.

TC

TC

And report back to the March meeting of the Resources Committee

Cllr Smith proposed that the change to income expenditure accounting should occur at the start of the 2020/21 financial year.

Seconded Mrs Jardine

Unanimously agreed.

Motion carried.

9.0 TO DISCUSS AND MAKE A DECISION REGARDING THE PROPOSED CONTRACT FOR IT SYSTEMS SUPPORT FROM EBE SYSTEMS:

9.1 The draft contract from EBE was unclear in terms of response times, although it was understood that it may be unreasonable to tie these in for such a small contract sum.

The ATC was instructed to:

- Consult EBE on there normal response times for a critical and a less critical IT issue on the understanding that these would be a guide rather than a contractual obligation.

ATC

And report back to the March meeting of the Resources Committee.

10.0 TO CONSIDER AND AMEND/AGREE TO RECOMMEND TO FULL COUNCIL THE DRAFT COMPLAINTS PROCEDURE:

10.1 Cllr Smith proposed that the draft procedure should be recommended to full Council.

Seconded Cllr Plant.

Unanimously agreed.

Motion carried.

11.0 TO RECEIVE AN UPDATE REGARDING COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION:

11.1 All relevant documents have been sent to our Data Protection Officer (DPO) with a plan to address any weaknesses and our DPO has accepted that STC is now complaint. An action plan has been drawn up to ensure continued compliance and awareness of data protection issues and good practice.

Cllr Miss MacKay proposed that the GDPR Action Plan should go to Full Council.

Seconded Cllr Mrs Jardine

Four in favour with one abstention, Cllr Fisher.

Motion carried on majority.

12.0 TO RECEIVE AN UPDATE REGARDING THE YOUTH PROVISION PROCESS

12.1 Tender packs have been sent to three agencies and any responses will be kept securely until all tenders are opened on 18 February.

13.0 TO RESOLVE THE ISSUE OF THE FREESTYLE INVOICE FOR THE SUM RETAINED ON COMPLETION OF THE SKATE PARK:

13.1 The TC/RFO was instructed to contact Freestyle and request a formal invoice or letter of claim and, if necessary, explain that the Council must have sight of either TC of these in order to decide and process the claim.

Proposed Cllr Smith.

Seconded Cllr Mrs Jardine.

Unanimously agreed.

Motion carried.

14.0 DATE AND TIME OF NEXT MEETING: Monday 4 March time to be confirmed.

Signed

Date