

Saxmundham Town Council

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Minutes of the Resources Committee Meeting held on 7 January 2019 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

Two members of the public were present

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.

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 3 December 2018.

Seconded by Cllr Miss. McKay.

Unanimously agreed.

Motion carried.

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

4.1 Cllr Mrs. Jardine proposed that the cheques tabled by the Town clerk should be agreed and signed.

Seconded Cllr. smith.

Unanimously agreed.

Motion carried.

5.0 TO RECEIVE A REPORT ON THE BANK RECONCILIATIONS TO THE END OF NOVEMBER AND DECEMBER 2018: - deferred to Town Council

6.0 YOUTH PROVISION TENDER: TO RECEIVE AN UPDATE REGARDING THE YOUTH PROVISION TENDER PROCESS TOGETHER WITH TARGET DATES FOR COMPLETION OF THE PROCESS.

6.1 ATC outlined tender timetable as follows:

- STC sends out tender packs by 11 January 2019
- Providers confirm receipt of tender pack and intention to tender Email townclerk@saxmundham.org cc assistanttownclerk@saxmundham.org by 4pm on 18 January 2019
- Deadline for submissions, 12 noon Friday 15 February 2019 hard copy to be locked in tender box.
- Panel select provider based on quality of submission documents week commencing 18 February 2019
- STC provides written confirmation of decision by 4 March 2019
- Contract implementation date 1 April 2019

7.0 BUDGET PLANNING:

7.1 STC Budget 2019/2020:

Cllr Mrs. Jardine explained the draft budget;

- Following the Full Council decision, a grant of £17,000 has been included for the Market Hall.
- £3,000 has been included for website development and maintenance.
- A grant of £9,000 has been included for Saxmundham Music Festival.
- An Earmarked Reserve of £11,941.82 has been set aside as a capital replacement fund.
- An Earmarked Reserve of £2,775.00 is held for Men's Shed.
- This leaves General Reserves of £69,272.00

A 4% increase on the precept would cover the draft budget.

Issues to resolve are:

- Whether it would be prudent to increase Earmarked Reserves
- The increase to the precept
- A request received from Saxmundham Music and Arts Community Interest Company to increase the grant for Saxmundham Music Festival to £10,000.

The meeting closed at 10.25 am to allow a brief discussion with representatives of Saxmundham Music and Arts CIC who had attended the meeting as members of the public.

The meeting reopened at 10.35 am.

Cllr Smith proposed that

- A grant of £10,000 should be allocated to Saxmundham Music Festival providing the organisers undertook to promote local businesses.
- Earmarked Reserves for capital replacement should be increased to £20,000.
- Leaving General Reserves of approximately £60,000.

Seconded Cllr Miss MacKay

Unanimously agreed.

Motion carried.

Members of the public left the meeting at 10.40 am

7.2 STC Precept amount 2019/2020:

There was general agreement that the precept should go up by either 4% or 7%

Cllr Mrs. Jardine proposed that she would produce draft budgets for both a 4% and a 7% increase for discussion and decision at the Town Council meeting to be held 14 January 2019.

Seconded Cllr Mis MacKay.

Unanimously agreed.

Motion carried.

ATC to ask our IT consultant for proposed contract and costs for IT support so these can be added to the budget.

ATC

8.0 REPLACEMENT OF DAMAGED TILES IN MARKET HALL:TO CONSIDER RECOMMENDATION TO REPLACE DAMAGED CEILING TILES TO IMPROVE FIRE SAFETY:

8.1 ATC outlined quotes received.

Cllr Mrs. Jardine proposed that the meeting agree the lower quote of £370.00 with not VAT.

Seconded Cllr Smith

Unanimously agreed.

Motion carried.

ATC to arrange for work to take place before end of January 2019.

ATC

- 9.0 GDPR: TO RECEIVE AN UPDATE REGARDING PROGRESS WITH DATA AUDIT INCLUDING COUNCILLORS' RESPONSE TO REQUEST FOR IT SECURITY AND ANY RELEVANT FILES IN THEIR POSSESSION:**
- 9.1 ATC reported that data audit is now complete and that all councilors had confirmed compliance with good practice advice. Outstanding work includes a full data protection risk assessment and register of processing building on the data audit document. Documents must be sent for sign off by our Data Protection Officer (DPO) and there will be some further work to raise awareness and include a good practice template for all new councilors.
- Cllr Smith proposed that ATC to aim to complete GDPR work and get DPO to sign it off by end March 2019, and check whether town and parish councils must appoint a DPO. (Done: This is not necessary unless they process a lot of sensitive information) ATC
 Seconded Cllr Mrs. Jardine
 Unanimously agreed.
Motion carried.
- 10.0 MANAGEMENT REVIEW 2018/19: TO AGREE THE REQUIRED COMPLETION DATE FOR THE REVIEW:**
- 10.1 The review of the management Risk Assessment will take place in February and be reported to the Resources Committee meeting on 4 March. The review team will comprise TC, Cllr Mrs. Jardine and Cllr Plant (if he agrees).
- ATC to invite Cllr Plant to join the review team and to circulate last year's management risk assessment to members of the Resources Committee.** ATC
- 11.0 CAPABILITY PROCEDURE: TO RECEIVE AND AMEND/RECOMMEND DRAFT PROCEDURE:**
- 11.1 Cllr Smith proposed that the draft capability procedure should be referred to the Town Council for approval.
 Seconded Cllr Mis MacKay
 Unanimously agreed.
Motion carried. TC
- 12.0 PROBATIONARY PERIOD FOR THE ASSISTANT TOWN CLERK: TO RECEIVE AN UPDATE FROM THE TOWN CLERK REGARDING THE COMPLETION OF THE PROBATIONARY PERIOD.**
- 12.1 The TC informed the committee that the ATC had completed her probationary period successfully.
TC to conduct probationary review with ATC. TC
- 13.0 TRAINING REQUIREMENTS: TO DISCUSS AND MAKE RECOMMENDATIONS COVERING STAFF AND COUNCILLOR TRAINING FOR 2019/20:**

Action

13.1 The following courses are recommended for the TC and were discussed at her interim review:

- Grants and funding opportunities – SALC course 19 February costing £26.00.
- Bookkeeping, Audit, Precept and Annual Return – SALC half day course running 14 March costing £31.00.

SALC is running a Clerk’s course 23 and 30 January costing £103.

The following course is recommended for the AST

- Clerks introductory course - SALC course running 5 March and costing £23.00.
- CILCA at a later date.
- Training in our financial package

Course recommended for councillors

- Induction training for new councillors end May/Early June after the council elections.

13.2 **Elections:** It would be useful to include a guide for new councilors in the new councilor information pack.

ATC to research NALC/SALC, LGA publications and send link to ‘Be a Councillor’ to Cllr Smith. ATC

Cllr Dunnett will write a short article aimed at attracting new councilors to be placed in the March edition of Sax news and used as the basis for a flyer to go out to all householders with the Neighbourhood Plan consultation surveys Cllrs D and S

14.0 **DATE AND TIME OF NEXT MEETING: MONDAY 4 FEBRUARY AT 10 am**

Signed

Date