



Saxmundham Town Council

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15th January 2018

Minutes of an Extraordinary meeting of Saxmundham Town Council at the Market Hall on Monday 15th JANUARY 2018 at 7.15pm.

Present:

Cllr P. Dunnett, Chairman	Cllr P. MacKay
Cllr A. Eves	Cllr R. Plant
Cllr P. Ewart	Cllr J. Smith (left at 8.45pm)
Cllr J. Fisher	
Cllr L. Jardine	

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
Richard Smith SCC Councillor
Emma Ratzer Chief Executive Access Community Trust
Rob Fawcett Access Community Trust, Youth Svcs Co-ordinator
Clare Palmier Saxmundham Arts Station
7 members of the public

AGENDA

The Chairman, Cllr Dunnett welcomed everyone to the meeting.

PUBLIC FORUM :

TO RECEIVE AN UPDATE FROM OUR PROVIDER OF YOUTH SERVICES, ACCESS COMMUNITY TRUST:

Rob Fawcett Youth Services Co-Ordinator for Access Community Trust advised that he had inherited a fantastic project to oversee the Saxmundham services and run the Youth Booth:

- The Youth Booth provides a range of activities for ages 10-16, based at Saxmundham Memorial Field. Circus skills, vintage fashions, smoothie making, rounders, den building, app design, coding, website development, arts and crafts, table football, pool and much more.
- They have produced a video of all their achievements from April 2016 and have left 2 copies of their Annual Review for the new services that they operate
- Hoping to open the Youth Booth an extra evening – Friday nights. A questionnaire has been circulated to all the young people to ascertain their wishes and they have liaised with 186 young people. This was done about a year ago and the response came out that they did not wish to have a Friday night. However there has been indications that this feeling has changed.
- Various courses are held eg Mental Health, Sexual training, C Card Suffolk contraception
- Volunteers are needed

Cllr Plant advised that Saxmundham Town Council produced a Service Level Agreement with Access Community Trust, based on a comprehensive survey and report compiled by Ormiston Trust, in conjunction with Rachel Rowe, the then SCC Officer responsible for young people in the area, for an initial period of two years.

Saxmundham Town Council have, based on ACT's performance during that initial 2 year period voted to renew the SLA for a further 12 months and are very satisfied with their performance and STC don not see any reason to change unless

ACT are not up to standard. Currently the funding for Saxmundham Youth Services is fixed within our budget as to what is affordable. Cllr Plant advised that the only problem with opening the Youth Booth on a Friday evening is there could be a problem with the supply of electricity as the Scouts will also be using their facilities on the Memorial Field. The power is almost at a ceiling but Emma Ratzer advised that their maintenance team are looking at this. Cllr Plant said that STC were very happy with ACT's consultations conversation with Orwell Housing who provide support for Swann House, supported accommodation for the elderly, and they are putting together a project where ACT's young people will go into Swann House in the evening and cook for the older people which will bring together all ages to share their stories and break down some of the barriers. Emma advised that this is the next big project and she is also an integral part of our proposed Neighbourhood Plan. She has joined of the Business Association and continues to search for more space within the town and has managed to get some funding for this social enterprising in Saxmundham which is their aim.

Cllr Dunnett asked how the proposed Park Run was doing and Rob Fawcett replied that hopefully in April 2018 the Park Run will launch on Sizewell Beach. Rob has been in touch with Park Run UK who have measured the course but have to get permission from RSPB. However, he advised that despite every effort, together with Terry Barrow who was instrumental in attempting to achieve a site for a Park Run, in supporting Rob having a Park Run in Saxmundham. Every plan they came up with failed due to many obstacles and even opposition which has prevented them at present. There was a problem with rights of way round Carlton Woods but there is a possibility that this could be created at the back of the Free School. It has to be on public footpaths or roads. Carlton Park would have been the ideal place with parking facilities but it had much opposition regarding access to a field from there. However, Rob advised that it took 18 months to launch a Park run in Lowestoft.

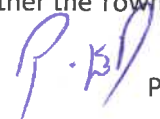
The question of the proposed café alongside the Youth Booth was raised and Emma is currently working on that plan but one of the issues, along with the electricity on the field is whether the site can sustain another building with electricity, water, sewage and also the car park and pathway. ACT are having a site survey done at present to ascertain this. They have however a Plan B if this is not possible. Ideally ACT would like a place solely for their own use as they will be employing people and delivering training to them.

ACT were thanked for all their continuing hard work with our young people and we look forward to future updates.

TO RECEIVE AN UPDATE OF THE WORK OF THE ART STATION AND POSSIBLE USE PART OF THE OLD POLICE STATION:

Clare Palmier advised the following:

- She would like to propose that the Art Station have use of the Police Station for the duration of time, up to two years, before they can inhabit the Saxmundham Railway Station building. They would be using it as an art project space essentially which could provide one or two studios and a resident studio for an artist who could do a large scale long project for the town, art therapy sessions, working with Leiston and Saxmundham Children's Society and working with Access Community Trust. It would give them the ability to get things happening immediately and essentially provide work project space. They had been renting the log cabin at the Primary School but this space is no longer available. The Art Station have been doing work in the waiting room and have a full programme this year but no space. They need a hub in order to network with other creative people and have open space. Clare thought it would make good use of the building and directly opposite the Railway Station. Cllr Smith asked aside from the Disability Services use, whether they are looking at use of the whole building with free space or modestly paid space. The Art Station's preferred option would be to have it for the whole duration free until they can inhabit the Railway Station. Cllr Smith advised that STC proposed to have our staff installed in the Old Police Station which would result in shared space and at some point it would be appreciated if Clare could have this fed into our Employment and Economy work on the Neighbourhood Plan. Cllr Plant advised that there would be Terms and Conditions for leases, break clause and rent breaks. STC are repaying a loan on the Police Station and would require some kind of return. Clare said that maybe there could be some rent -free arrangement at the beginning. This would have to be for community advantage with minimal rent and also shared space with the Town Council and Disability Services. Cllr Dunnett advised that at this point we would have to get back to Clare Palmier as this needs to be discussed at our Finance Committee in February for consideration.
- Representatives from Leave the Layers alone campaign asked how the proposed Neighbourhood Plan was progressing because it could affect their campaign on that particular space and also whether the Town Council



had received any news on the Leave the Layers Alone. Cllr Dunnett doubted whether we had anymore information than they did as we are just a consultee. Cllr Smith advised that having had a second steering group meeting this afternoon they will be establishing a small working group on the housing. They are proposing a household survey to get residents views on a variety of issues in the coming weeks. We did put in as a Town Council to the District Council a review of their plan particularly with regard to the scale of future housing development which could be changed on the outcome of consultation, but did express some doubts about the problems on the Layers site. We realise there will be an increase of population within the town in the future and only a small amount of places for new houses to go – e.g. up Church Hill, the Layers or a new town on the other side of the A12. These issues need to be balanced with landscape balanced. Cllr Dunnett advised that whatever decisions are made by the Town Council these are not the final decision as that lies with the Planning Authority at SCDC and our Neighbourhood Plan has to sit alongside the Local Plan. The STC will do what they can for the benefit of our town but we have to accept that some of the yellow dots that you may have seen on the Local Plan document are outside our control because our Neighbourhood Plan is defined by the Ordnance Survey Parish Boundary divisions and some of those yellow dots are actually in Benhall which is outside our control. Cllr Dunnett advised that he understood their concerns about the Layers but in the end we have to accept whatever the District Council comes back with. Cllr Smith advised that within a Neighbourhood Plan we will receive a requirement for housing for Saxmundham and with our Neighbourhood Plan we would have some power to do this. Cllr Dunnett advised that we have to agree with more building as we cannot expect other parishes to accept further growth but we do not.

REPORT FROM THE COUNTY COUNCILLOR: Cllr Richard Smith reported the following:

- Over 200 pages for the budget are in the public domain today – 1st stage is to get it approved - a cabinet meeting is being held tomorrow week and then it will go to full Council meeting on the 8th February 2018. No great changes since last time.
- Cllr Smith has met with a local Police Constable about the possible use of automatic number plate renewal cameras to help counter speeding problems. Unfortunately, there are data protection issues but the Officer thought these could be overcome. Cllr Smith is very eager to support the Officer and the cameras have come down in price and it is hoped that will be available for wider use.
- County Buildings on Street Farm Road, Saxmundham - possible options for this site including demolition and rebuilding. The problem of demolition on this site is as it is on a flood plain the footprint would remain the same. Car parking for Officers is allowed. If the building was demolished and rebuilt it would be very expensive and would need piling on the whole site. Officers have come up with some ideas – Cllr Smith had a detailed look round the buildings and the space formally occupied by Highways. – he wishes to take the ideas brought forward with a group of people from Saxmundham after the budget meeting in February is completed. Cllr Smith will call a meeting during February with two Town Councillors and put forward some ideas for redevelopment. He thought that the plans should be seriously considered and could be achieved within a reasonable time - within 18 months to two years. Cllr Smith will have a meeting with Jeremy Smith regarding the Neighbourhood Plan and requested some dates after February.
- £1000 Locality grant has been given to Saxmundham Museum to help support them in their project turning their back room into a Reference Library and some of that money will be used for publicity material. More money still in the budget this year – but Cllr Smith does have 12 parishes to spread the money around. Cllr Plant asked whether it is the intention of SCC to withdraw assisted transport to schools as it will cause problems with some families in Saxmundham. Cllr Smith encouraged him to look on the SCC website for more details. A consultation will take place. Cllr Smith will probably not be in attendance at the next STC meeting in February.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher reported that the planning committee at SCDC had approved 2000 homes at Adastral Park and although it doesn't directly affect us it does reduce the ability of other developers bringing forward inappropriate schemes by claiming that we don't have a five year land supply. The plan behind the Market Place – referral has been requested from Cllr Fisher and the Town Clerk. Highways are objecting and we objected for the same reason. Cllr Dunnett advised that we objected for the parking issue and also we had serious concerns about access in the case of emergency. Cllr Fisher went through the report from Ray Herring – Civil parking enforcement - the District Council are still minded to go ahead with this in 2019. Legislation is necessary but apparently there is no parliamentary time to discuss this. Every single Order has to be checked to ensure that it is legal and will be completed by Spring next year and the revenue will go back to the Council.

J. RD

District Council are offering Warm Homes Grant.

The Secretary of State is minded to support the creation of a new council in East Suffolk and has announced that those interested can make further representation to him until 8 January 2018. He will then make his final decision which will be subject to Parliamentary approval.

Introduction of Garden Waste Collection charging (£43.00 per year) will take place in the 2018/2019 financial year.

Someone from Saxmundham was successfully found guilty of dumping rubbish in the countryside.

Cllr Dunnett advised he still had some grant funding left in the pot as did Cllr Fisher.

AGENDA

5187: TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register: - **None received.**
- To receive declarations of pecuniary interest in respect of items on the agenda: - **None received.**
- To receive declarations of non-pecuniary interest in respect of items on the agenda: - **None received.**
- To consider full/partial dispensations for pecuniary interests declared: - **None declared.**

5188: TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Mrs Eves, previous commitment, Cllr M. Golding, illness, Cllr J Sandbach, bereavement, Cllr M. Turner, coaching

5189. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 11th December 2017: Cllr Plant proposed as correct, seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

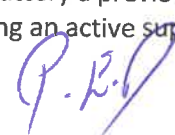
5190. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:

Action	By	Status
5185 – Letter of thanks to be sent to Gary of Fishers Hardware Store for his co-operation in providing ongoing assistance to the Christmas light Contractors	Town Clerk	Completed
Letter from CYDS	Town Clerk	Response sent and copy will be sent to all Councillors

5191. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

- The Clerk advised that a number of cars had been keyed in Long Avenue on Friday evening, and Cllr Dunnett advised that a whole series of cars were keyed from St. Johns Terrace into Fairfield Road. Cllr Dunnett advised that PC Lewis is aware of this.
- To receive an update on the Sizewell Parishes Liaison Group (SPLG) – Cllr Dunnett advised that Roy Dowding, newly elected Acting Chairman of the SPLG had voiced his concerns about the build in such a sensitive area. He wishes to maintain contact with us, EDF and the media, and asked why we withdrew from the group. Cllr Plant advised that SPLG is not an official group and met in all sorts of places. The Council voted against continuation of our membership. Leiston Town Council are not members either. Questions were asked whether we should rejoin them. Would we hear anymore that we do now – we receive feedback from JLAG. SPLG were originally a lobbying group and the problem that STC has is that our interests are not the same as other parishes who live on the proposed route.

5192. TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN: Cllr Smith advised that the second steering group meeting had occurred today, representatives -Cllrs Ewart, Mrs Jardine, Plant and Smith, John Findley previously from NALC, Steve Palmer, Chair of the Fromus Centre, Emma Ratzer ACT, Christine Buttery a previous Town Clerk. Both Zoe Botten and Gillian Benjamin of SCDC came to the first meeting playing an active support role. A



recap of where we had got to – we need to look at the evidence and drew attention to various systems of data at ward level. Proposed out of the Public meetings held so far agreed to try and set up six work groups as well as a Communications group. The main short- term target is to do a household survey of all households in Saxmundham around April and hopefully results out by the first half of the year with a view to getting the policy options out of that by the second half of the year. A complicated process will then ensue to get it back to SCDC. On the advice of SCDC colleagues the steering group asked Jeremy to continue in his role as Chair with John Findley and Christine Buttery as community representatives being Vice Chairs. Cllr Smith has adapted some draft Terms of Reference of the steering group and also for the working groups and proposed to send them together with these minutes to the Town Clerk so that they can be circulated and approved formally at the next meeting. Cllr Plant has produced the first draft of a project plan and timetable for this year and onwards. Website development for the NP is progressing which will give a wide range of information including photographs and updated posts of the town. Cllr Smith advised that they are very conscious of the need to reach out to many sections of the community particularly the young. Cllr Mrs Jardine and the Assistant Town Clerk have completed the application for grand aid which is now being assessed. A meeting with SCDC planners which will enable them to be more clear about various issues is planned for early February.

- 5193. TO DISCUSS AND AGREE THE WAY FORWARD REGARDING PROFESSIONAL ADVICE ON THE MARKET HALL VAT and LEGAL SITUATION:** The Assistant Town Clerk advised that clarification is necessary in terms of personal liability. Cllr Smith looked into more detail on this. As we are aware the Town Council is the sole Trustee but not individual Councillors. The real problem is should we reclaim VAT or charge it together with the separate issue of when we do the proposed building works. Cllr Smith explained that we have had some contact with Consultants but thought we should get professional advice on this. Cllr Mrs Jardine said that having liaised with Communication Action Suffolk the Town Council as a Trustee can claim VAT but any construction project needs to be discussed with HMRC as if we cannot claim VAT then we would have to raise funds. Cllr Ewart thought we should receive professional advice before we contact HMRC so therefore we as a Council should receive professional advice. Cllr Fisher thought if we are not in a position to reclaim VAT on a major project then we are not in a position to pay it in the first place. Cllr Miss MacKay proposed that we ask Cllr Sandbach for a definite response to this VAT problem, seconded Cllr Ewart. Unanimously agreed. **Motion carried.** Cllr Ewart proposed if Cllr Sandbach is unable to deliver on this, in principle, we agree to go for professional advice. Seconded by Cllr Miss MacKay. **Motion carried on majority.** Cllr Fisher against. Cllr Smith advised that he had found the Terms of the Trust which any professional body would require.

County Cllr Richard Smith left at 8.25pm

5194. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING: Cllr Mrs Jardine advised.

- To approve the expenditure to the end of DECEMBER 2017: Grants had been given to both Citizens Advice Bureau and the Adventure Playground. Remedial works undertaken by Suffolk Coastal Norse came in under budget. Cllr Mrs Jardine proposed the STC reconciliation as correct, seconded Cllr Plant. Unanimously agreed. **Motion carried.** Cllr Fisher declared an interest in the payment to Fishers on the Market Hall reconciliation. Cllr Mrs Jardine proposed the reconciliation of the Market Hall accounts correct, seconded Miss MacKay. **Motion carried on majority** as Cllr Fisher abstained. Cllr Mrs Jardine advised that when looking through the new financial paperwork to take notice that there are some cheques that have not been presented which were issued in March of last year. The Clerk will investigate.
- To agree the tabled expenditure as circulated: Cllr Mrs Jardine proposed agreement of the tabled expenditure for Saxmundham Town Council, seconded Cllr Ewart. Unanimously agreed. **Motion carried.** Cllr Mrs Jardine proposed agreement of the tabled expenditure for the Market Hall. Seconded Cllr Ewart. Unanimously agreed. **Motion carried.**
- **TO DISCUSS AND RECOMMEND THE PRECEPT AMOUNT FOR THE FINANCIAL YEAR 2018/2019:** Cllr Mrs Jardine had updated the budget details and explained that if we agreed the revised Precept we could put an additional £2000 for grants, and £1000 for community events which we could give to Sax Music Fest. Our total expenditure for the budget would be £203,650.00 and it would allow us to increase the amount in our reserves. In earmarked reserves there is an amount of CIL money and £2725 for Men in Sheds project. If we look at the Precept information by property band and look at example 7 you can see that currently in 2017/2018 the percentage annual increase in the annual amount per property is 4.08% and the weekly amount is £2.43. If we agree on example 7 information and had a proposed precept amount of £189,450.90 this would be a percentage annual increase per property of 3% giving an increase

0.07 pence weekly increase for Band D. In November the CPI was 3.1%. Cllr Dunnett proposed a Precept of £189,450.90 seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.** Cllr Mrs proposed we agree the budget amount for 2018 2019 of £203,650 , seconded Cllr Plant. Unanimously agreed. **Motion carried.** Cllr Smith

gave thanks to Cllr Mrs Jardine for her hard work and Cllr Dunnett advised not to forget our staff for all their hard work.

A short break ensued.

5195. TO AGREE PARKING DOMESTIC VEHICLES ON THE MEMORIAL FIELD DURING SAXMUNDHAM MUSIC FEST:

Cllr Dunnett requested Terry Barrow give a brief description of what is needed for this weekend. The meeting was closed to enable Terry Barrow to speak.

Apparently Mr Lees from the Free School will allow the use of the fields at the back as will Don Tricker at the Fromus Centre.

This event is very successful and open to everyone. If any damage is caused to the Memorial Field Mr Terry Barrow will reinstate. However they must be prepared to find an alternative solution if there is wet weather the week before the event. Meeting re-opened.

Drainage has been completed on the Memorial Field but we have the Fairground on the field so obviously overflow parking would be safe. The amount of cars would be monitored to ensure there are not too many.

Cllr Plant has spoken to our drainage contractor there would not be a problem if it is dry weather. There are a few wet spots but the Music Festival will not use those to park on.

Cllr Plant proposed the Town Council allow Saxmundham Music Festival to park domestic cars on the Memorial Field, providing it has been dry for a few days beforehand, for an overflow car park but reinstate any damage on completion, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

5196. TO AGREE THE AMENDED FIRE RISK ASSESSMENT AND EVACUATION POLICY FOR MARKET HALL (INCORPORATING THE NEW LONE WORKER POLICY):

The Assistant Clerk advised that Cllr Mrs Jardine had completed a Lone Work Policy and it will be presented to the Personnel Committee in February for recommendation to the full Council. Cllr Mrs Jardine advised that if there are any queries we can ask our H&S Consultant.

5197. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT: The Assistant Town Clerk advised that the Active Communities Team at SCDC will have a public meeting in February to try and reconfigures the Men in Sheds and get it off the ground. Cllr Dunnett advised that Doug Mizon UKMSA Eastern Region Ambassador from Halesworth will attend.

5198. TO CONSIDER THE CIRCULATED COMMUNICATIONS STRATEGY: (previously circulated) Deferred to February meeting.

5199 . TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

Cllr Dunnett advised that he understands that an initial meeting had been convened for BOS which Zoe Botten , the Active Communities Officer attended. From that meeting they have appointed Chairperson. Treasurer and Secretary. One of the first things they will get underway is the planning for the next Christmas event here in the High Street.

Cllr Fisher advised that although there is an hourly train service on Saturdays it is not an hourly service in the week. There is a bigger gap around 4ish in the afternoon because there is a path for the Sizewell Waste train that hasn't been running for a while but they do not wish to lose this slot.

Cllr Miss MacKay reported on the Market Hall working party and advised they are getting together the proposal for the Heritage Lottery Fund and having fortnightly meetings. They are hoping to involve other members of the community. Cllr Miss MacKay will contact Richard Crisp for advice as they are working towards a May deadline and hoping to have it ready for the April Town Council meeting.

Cllr Mrs Jardine advised that the Finance working party consisting of Cllrs Mrs Jardine, Plant and Smith are going through the Management Review. It is hoped that further advice will be available for the Data Protection because the Clerk/RFO cannot be the Data Protection Officer.

Cllr Ewart hadn't realized that Zoe Botten was arranging a meeting for February and will liaise with her as he was going to call a meeting regarding Christmas in April - more stalls are needed. Earlier preparation will ensue.

5200. DATE AND TIME OF NEXT MEETING: 12th February 2018 at 7.15pm

5201. To pass a resolution to exclude the Press and Public due to the confidential nature of the items to be discussed (Public (Admission to Meetings) Act 1960)

However due to the confidential nature of the some of the agenda items discussed within the Personnel Committee meeting that took place on 8th January the Town Clerk had advised the Council the reasons for excluding the Public. The Chairman advised the Clerk that some of the agenda items on the Personnel Committee which are deemed confidential would be discussed on another day. This then resolved the issue of why this resolution had been raised and allowed the items detailed below to be discussed in public. Item 16 is withdrawn and we will move on to item 17 following the recent Personnel Meeting.

5202. TO AGREE THE DETAILS BELOW FOLLOWING THE RECENT PERSONNEL MEETING:

- **To agree proposed Pay Award, taking into account the Local Advisory Government Pay Offer.**
Cllr Ewart stated that the advisory notice received from NALC indicates consideration of two percent pay increase for the public sector. However, to date, this has not been agreed.
Cllr Ewart stated that consideration should be applied to the grade increases awarded in 2017/2018 and this was taken into account. These awards were made during the period when the one-percent public sector pay cap was still in position. This proposed pay rise will be in budget including the extra hours for the Assistant Town Clerk. Cllr Ewart proposed a 1% pay award for 2018/2019 including 8 extra hours for the Assistant Town Clerk – inclusive of 2 hours per week devoted to the Neighbourhood Plan project. Seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- **To agree the introduction of the performance appraisal system to monitor output against agreed objectives:**
Cllr Ewart advised that this effectively identified a need for being able to connect to performance with pre-set objectives so that appraisals can be more accurately defined and a better outcome for employer and employees as a result. The proposal is to have to set a series of performance related objectives and then a consultation with the staff over their objections prior to implementation at the beginning of the tax year. Cllr Mrs Jardine seconded this. Cllr Smith thought it would be helpful if Councillors were given the performance appraisal system, so they know what is going on. Cllr Ewart advised they had received it albeit in draft form. Cllr Plant advised that he would supply this. Cllr Dunnnett re-iterated the proposal by Cllr Ewart to introduce an appraisal to monitor performance against agreed objectives seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.** This will start in April.
- **To agree a link between performance output and compensation (pay rise and/or bonus)**
Cllr Ewart said having therefore agreed that we would have an appraisal form for which performance could be measured against objectives we felt it was appropriate to have an element of compensation that would be matched against those objectives on the basis that if a worker was actually proven to be very efficient in all areas they should be rewarded with a small bonus for achieving excellence in their work. The proposal is to introduce performance related pay structure in line with a six-monthly performance appraisal relating to a cash bonus and this should not be treated as core salary and therefore not pensionable but payable possibly on a six-monthly basis every year. Cllr Plant advised that he wished to add to that by saying there will be a new appraisable system a not-achieved, achieved and exceeded. The additional cash bonus will only be available by those who have exceeded by their Manager and countersigned by their Managers manager. Cllr Mrs Jardine seconded this proposal. Unanimously agreed. **Motion carried.**
- **To agree the development of a strategy to move the STC office to the Old Police Station by the end of April 2018.**
Cllr Dunnnett advised that the asbestos survey has been completed and works surrounding this have been completed. We are now awaiting the widening of the two doorways. Cllr Plant and his able

Assistant are going to be fitting the disabled toilet suite. This particular item does not stop the office moving up there.

Cllr Fisher didn't think we should be in such a hurry to move the office up there because there is no advantage to the community in us moving especially as we know that the Art Station could make good use of it from the communities point of view. Also we should put this into the Neighbourhood Plan because there are many changes that could take place in the next two years. We have heard about Street Farm Road and there might be a chance to move into Street Farm Road. Also there is a lot of cost involved in moving to the Police Station. Cllr Miss MacKay advised that with the

additional option with the Art Station she agreed with Cllr Fisher and not moving our staff for another twelve months would be advantageous for the Market Hall as they could do with the rent. Cllr Plant thought that access to premises to members of the public would be beneficial at the Police Station. He thought that we have purchased a building for which we are paying a loan on and members of the public can access. The Town Council would be much more visible at the Police Station. If we have to move again in 12 months time then we will have to move. There is also parking available for our staff.

Cllr Ewart advised that there are various rooms in the Police Station for our staff and it would still leave other rooms for the Art Station. Cllr Ewart did not see that there would be an issue for room and though we must recognize that we have two valuable members of staff together with the caretaker and with some decorating and new carpets the Police Station would be a far better working environment for them to be in. As a Council we would be much more visible to the public as other communities. Cllr Smith had requested any papers regarding this item but hadn't received any as he didn't know how many rooms were available. On the basis that this improves the range of accommodation he shared many of the points that Cllr Ewart had made as he thought that one of the big problems the Council has is that our present office is hidden away and not visible to the public. In principle Cllr Smith was in favour of this. We would still have the Webster Room which could be used for other purposes and any likely rental. Cllr Mrs Jardine thought we could work out all the options and the detail and it does say that we had to agree on the development of a strategy. Cllr Dunnett explained that we have to understand that we are a Town Council, slightly bigger than a Parish Council, and we do not have the office staff to produce report after report and some of the workings we have to do here on the night with information given to us. Cllr Dunnett explained that he cannot ask the staff here or anybody else to produce pages of reports like we get at a high level it's a question of practicality. Cllr Dunnett understands that some of the Councillors need to dot 'i's and cross 't's to the ultimate extreme but Cllr Dunnett needs, at this moment in time, for the benefit of this Town Council to get a general idea of the direction we want to be travelling in. However, Cllr Smith fully understood the point Cllr Dunnett was making but he thought short introductory remarks to items where the Councillors are expected to give views on the subject would be useful. Cllr Ewart advised that a working party was created and a decision was taken that the Police Station was fit for purpose for the staff to work there but recognize with the Neighbourhood Plan the building is not necessarily long term – maybe home for the next two or three years. This is really a step up from the Webster Room – the best use of space. Cllr Dunnett had listened to all reasons but emphasized the need to make a decision that we stick to. Whatever reason the Police Station has been purchased he has concerns about the Art Station taking over the place and particularly free of charge. We have agreed that the Disability Service can use it and it is our priority. To make the building more accessible Cllr Dunnett thought we should use it. People are parking all over the place and knocking down the walls. We need to put our stamp on the building and a proper meeting for committees and a modest amount of the public to come into and would also be perfect for disabled people to work from there. We cannot have others coming in and using it free of charge. Cllr Miss MacKay advised from the point of view of work going on at the Saxmundham railway station she thought that, for the town generally to see there is a project going on, and what the Art

Station are doing, Saxmundham Town Council would be seen as being supportive to what is an excellent project as we desperately need the Railway Station updated.

Cllr Dunnett agreed in part but if we offer the Art Station permission to use the Police Station he queried what is the incentive for them to push to move into the Railway Station. It could be offered as only temporary use for the Art Station to use our building for a period of six months maximum and see if the Art Station would agree. They have lost the use of the Primary School and there are a number of educational projects ongoing with the schools and Clare is desperate they find somewhere to enable them to continue. Cllr Ewart declared an interest as a Director of Sax Arts Station. Cllr Dunnett questioned why the projects could not be carried out in the schools. Cllr Plant advised that he is very wary of issuing rent books and he thought that the Art Station, although a good a project

as it is, they are still having problems with Abellio and still do not know how long it would be which means they would be using our building when we could use it ourselves. Schools are a small part of their enterprise and they are talking about artisans and individual craft people using our building for nothing. Cllr Plant continued that it does not sit well with us for getting the best value for our residents whose Precept which they pay towards is propping our loan up. Cllr Dunnett advised we have to come to a decision tonight. Cllr Smith thought that the Town Council and staff would be better off in the Police Station and maybe the Arts Station could make use of the Webster Room which would deal with the financial problem here. However, Cllr Dunnett thought that they are looking for somewhere free. The Town Council have a building that we own, access to the public is better and is warm together with a car park, reception area and everything is more secure. Long term strategy is not decided.

Cllr Dunnett requested a proposal:

Cllr Plant proposed that we develop this strategy, seconded by Cllr Mrs Jardine. **Motion carried on majority.** 4 votes for, 2 abstentions and 1 against. Cllr Ewart did not vote due to his declaration of interest.

Cllr Dunnett closed the meeting and thanked the one member of the public who had remained with us all evening.

Meeting closed at 10.05pm.



P. H. Dunnett 12/2/2018

Meeting closed at 10.10pm.