

Saxmundham Town Council

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27 NOVEMBER 2018

**TO ALL COUNCILLORS ON THE RESOURCES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE RESOURCES
COMMITTEE IN THE OLD POLICE STATION ON MONDAY 7 JANUARY 2019 AT 10am.**

SIGNED _____ Town Clerk/RFO

AGENDA

1. TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register-
- To receive declarations of pecuniary interest in respect of items on the agenda –
- To receive declarations of non-pecuniary interest in respect of items on the agenda -
- 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 THE RESOURCES COMMITTEE MEETING HELD ON 3RD DECEMBER 2018:

4. TO CONSIDER AND AGREE THE AUTHORISATION OF PAYMENTS. LIST TO BE PROVIDED BY TOWN CLERK/RFO:

5. TO RECEIVE A REPORT ON THE BANK RECONCILIATIONS TO THE END OF NOVEMBER 2018:

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

7. BUDGET PLANNING:

- STC budget 2019/2020: to discuss and make recommendation based on:
 - Agreed budget category amounts for 2019/20120
 - Any further information available to date.
- STC precept amount 2019/20120: To discuss and provide recommendation for the required precept amount.

- 8. REPLACEMENT OF DAMAGED CEILING TILES IN MARKET HALL: TO CONSIDER RECOMMENDATION TO REPLACE DAMAGED CEILING TILES TO IMPROVE FIRE SAFETY:**
- 9. 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:**
- 10. MANAGEMENT REVIEW 2018/2019: TO AGREE THE REQUIRED COMPLETION DATE FOR THE REVIEW:**
- 11. CAPABILITY PROCEDURE: TO RECEIVE AND AMEND/RECOMMEND DRAFT PROCEDURE:**
- 12. PROBATIONARY PERIOD FOR THE ASSISTANT TOWN CLERK: TO RECEIVE AN UPDATE FROM THE TOWN CLERK REGARDING THE COMPLETION OF THE PROBATIONARY PERIOD:**
- 13. TRAINING REQUIREMENTS: TO DISCUSS AND MAKE RECOMMENDATIONS COVERING STAFF AND COUNCILOR TRAINING REQUIREMENTS FOR 2019/20:**
- 14. DATE AND TIME OF NEXT MEETING: Monday 4 February 2019– time to be confirmed**