

Saxmundham Town Council

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1st OCTOBER 2019

**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 OCTOBER 2019 AT 11.00am.**

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 2nd SEPTEMBER 2019.**

4. FINANCIAL REPORTING:

4.1 To agree the September 2019 bank reconciliations for both STC and the Market Hall

4.2 To receive a copy of the most recent detailed Receipts and Payments report

4.3 To authorise the payments listed in the Payment Authorisation sheets (STC and Market Hall)

4.4 To consider and agree the 2019/20 budget report, virements and outturn projections to 30 September 2019.

5. BUDGET PLANNING.

5.1 To consider the first draft three-year forward plan from 2020-21, including first draft of budget for 2020/21 (Report of Town Clerk)

- 5.2 To note and consider proposals or realistic options for income/spending increases or decreases in relation to budget for 2020/2021, including
- Budgetary impact of any potential staffing changes, including the full year cost of caretaker post
 - Other possible Market Hall expenditure issues to be reflected in Town Council grant to MH
 - Planned increase in youth services budget
 - Proposal from Sax Music and Arts CIC
 - Loss of income from Market
 - Changes in maintenance and/or capital replacement budgets
 - Other potential initiatives or changes

6. FINANCIAL REGULATIONS:

6.1 To consider and make recommendations on draft changes to the Regulations, together with a draft flow chart for financial authorisations, (first draft to be prepared by Chairman of the Council)

6.2 Draft Reserves Policy (short draft to be prepared by Town Clerk)

- 7. TO CONSIDER THE COST IMPLICATIONS OF FILLING THE VACANT POSITION OF A CARETAKER FOR THE MARKET HALL AND AGREE THE RECOMMENDATIONS TO THE COUNCIL.**
- 8. TO CONSIDER STAFFING NEEDS FOR THE FUTURE DEVELOPMENT OF THE COUNCIL.**
- 9. TO DISCUSS AND MAKE RECOMMENDATIONS REGARDING THE FEES FOR THE MARKET TRADERS AND ALSO THEIR SAFETY WHEN SETTING UP AND DISMANTLING STALLS.**
- 10. TO NOTE THE EXTERNAL AUDITOR'S REPORT and refer it with any recommendations to the Town Council.**
- 11. DATE AND TIME OF NEXT MEETING: Monday 4th November, time to be determined.**