



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 7th May 2024 at 12 noon at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

4. Minutes

To resolve that the minutes of the meeting held on 2nd April 2024 are a true and accurate record.

5. Town Council

- a) To approve the payments and note the receipts to 30th April 2024, including the first instalments of the Precept and Community Infrastructure Levy.
- b) To note the bank balances and bank reconciliations as at 30th April 2024.
- c) To review the budget versus actual income and expenditure as at 30th April 2024.
- d) To note the nil Rate Demand 2024-2025 for the Town House.
- e) To note the General and Earmarked Reserves 2023-2024.
- f) To delegate authority to the Town Clerk, in conjunction with two authorised signatories, to transfer funds to and from the current and savings bank accounts held at Unity Trust.
- g) To consider a quotation from Leiston Press to format and print 2,500 copies of the Annual Report.

6. Community Support

- a) To agree to recommend to the Town Council to commit the budgeted amount of £7,500 to IP17 Good Neighbours Scheme.
- b) To receive and consider the income and expenditure account for the Arts Fest and the potential overspend of the Events budget.
- c) To note the recommendation from the Amenities and Services Committee to the Town Council for expenditure of £6,100 (net) on Christmas lights for the High Street and to consider allocating this to the Street Furniture budget.
- d) To consider the recommendation from the Amenities and Services Committee to the Resources Committee to allocate £600 of Community Infrastructure Levy receipts for Blue Spaces Team equipment.

7. Market Hall

- a) To note the payments and note the receipts to 30th April 2024.
- b) To note the bank balances and bank reconciliation as at 30th April 2024.
- c) To review the budget versus actual income and expenditure as at 30th April 2024.

8. Gannon Institute

- a) To note the payments and note the receipts to 30th April 2024.
- b) To note the bank balance and bank reconciliation as at 30th April 2024.
- c) To review the budget versus actual income and expenditure as at 30th April 2024.

- d) To consider allocating up to £5,000 from the Capital Replacement Fund to the Gannon Institute to replace the double door access to the foyer and related works.

9. Town Council Financial Year End 2023-2024

To consider and recommend to the Town Council that it approves:

- a) the Annual Income and Expenditure Accounts for the financial year 2023-2024
- b) the Balance Sheet as at 31st March 2024
- c) the Annual Governance Statement (Section 1) of the AGAR
- d) the Accounting Statements (Section 2) of the AGAR
- e) the period for the exercise of public rights from 3 June 2024 to 12 July 2024.
- f) the Community Infrastructure Levy report.

10. Reports

- a) To receive the Local Government Transparency Code Annual Report.
- b) To receive and consider a Scheme of Delegation for the Town Council.

11. Grants

- a) To receive a report detailing grant funding for the previous three years.
- b) To consider a request from Saxmundham Museum for a grant for £1,250 for operational costs.
- c) To consider a request from Alde Valley History Group for a grant for £500 for IT hardware.
- d) To consider a request from Art Station for a grant for £6,000 for operational costs.

12. Policies

To conduct the annual review of the following and recommend approval to Town Council:

- a) Privacy Policy.
- b) Data Protection Subject Access Request Procedure.

13. Confidential Matters

- a) To consider a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.
- b) To receive a staffing update.

14. Next Meeting

To note the date and time of the next meeting which is scheduled for Tuesday 4th June 2024 at 12 noon.

Sharon Smith
Town Clerk/RFO
1st May 2024