



Saxmundham Town Council

Members of the Town Council are summoned to attend the Annual Meeting of Saxmundham Town Council on Monday 13th May 2024 at 7:00 pm at the Market Hall, High Street, Saxmundham

Agenda

1. Election of Chair

To invite nominations and elect a Chair for the year 2024-2025.

2. Election of Vice-Chair

To invite nominations and elect a Vice-Chair for the year 2024-2025.

3. Attendance and Apologies for Absence

4. Declaration of Interests

Councillors to declare any interests and consider requests for dispensations.

5. Open Forum

- a) Members of the public may give their views on agenda items or raise items for future consideration.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

6. Minutes

- a) To resolve that the minutes of the meeting held on 8th April 2024 are a true and accurate record.
- b) To receive the minutes of the Resources Committee meeting held on 7th May 2024.
- c) To receive the minutes of the Amenities and Services Committee meeting held on 18th April 2024.
- d) To receive the minutes of the Events and Communications Committee meeting held on 2nd May 2024.
- e) To receive the minutes of the Planning and Development Committee meetings held on 11th April, 18th April and 7th May 2024.

7. Committee Membership 2024-2025

- a) To review the Committees and Working Groups structure including consideration of a new Energy Projects Working Group.
- b) To appoint Councillors to the Committees and Working Groups.
- c) To appoint Chairs to the Committees and Working Groups.

8. Councillors

- a) To conduct the annual review of the LGA Model Councillor Code of Conduct.
- b) To conduct the annual review of the Councillors' Registers of Interest.
- c) To appoint Councillors as Tree Warden and Footpath Warden.

9. External Bodies

To appoint Councillors as representatives to the following:

- a) Neighbourhood Plan Steering Group
- b) Aldeburgh, Leiston, Saxmundham and Villages Community Partnership
- c) Suffolk Association of Local Councils
- d) East Suffolk Travellers' Association
- e) Sizewell C Forums

10. Community Engagement

Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW
www.saxmundham.org 01728 604595 townclerk@saxmundham-tc.gov.uk

- a) To consider the format of the Annual Town Meeting.
- b) To review and approve the draft Annual Report for 2023-2024.
- c) To agree a rota of Councillors to attend a monthly surgery in the library with the District and County Councillors.
- d) To agree a rota of Councillors to attend the Sax Music Fest at an activity stall in the information tent.

11. Reports

- a) To receive an Annual Report from the outgoing Chair.
- b) To receive a report from the Neighbourhood Plan Steering Group.
- c) To receive a report from the Town Clerk, including a Crime Report.
- d) To receive an Energy Projects Report from the Town Clerk.

12. Finance Report

- a) To note the payments, receipts and bank balances as at 30th April 2024, including the first instalments of the Precept and Community Infrastructure Levy.
- b) To note the budget versus actual income and expenditure report as at 30th April 2024.
- c) To resolve to accept the Resources Committee recommendation 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.

13. Community Support

- a) To resolve to accept the Amenities and Services Committee's recommendation to enter into a three-year contract with Target Animations Ltd to provide Christmas lights on the High Street for £6,100 per annum.
- b) To resolve to accept the Resources Committee recommendation to commit the budgeted amount of £7,500 to IP17 Good Neighbours Scheme.

14. Financial Year 2023-2024

To resolve to accept the Resources Committee's recommendations to approve the:

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

15. Policies and Procedures

To resolve to accept the Resources Committee's recommendation to approve the:

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

16. NALC Local Council Awards Scheme

To resolve that the Town Council meets the criteria to qualify for the Foundation Award.

17. Communication

To note the correspondence received since the last meeting and take any necessary action.

18. 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.

19. Next Meeting

- a) To approve the meetings schedule for 2024-2025.
- b) To note the date and time of the next meeting which is scheduled for 10th June 2024 at 7:00 pm.

Sharon Smith
Town Clerk/RFO
8th May 2024