



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 4th June 2024
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

25/24RC

Attendees

Cllr John Findlay (Chair)
Cllr Jeremy Smith
Cllr John Fisher
Cllr Di Eastman

Apologies

Cllr James Sandbach
Cllr Elizabeth Clark

Also Present

Michelle Allen (Assistant Town Clerk)

26/24RC

Declaration of Interests

None.

27/24RC

Open Forum

None.

28/24RC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 7th May 2024 as a true and accurate record.

29/24RC

Town Council

- a) It was **unanimously resolved** to approve the payments, and note the receipts, for May 2024.
- b) The Committee noted the bank balances as at 31st May 2024.
- c) The Committee noted a report from the Town Clerk regarding water usage at the Memorial Field.
- d) It was **unanimously resolved** to approve the bank reconciliations as at 31ST May 2024.
- e) The Committee reviewed the budget versus actual income and expenditure as at 31st May 2024.
- f) The Committee reviewed the Internal Audit Report for the financial year 2023-2024 and it was **unanimously resolved** to recommend to the Town Council that it addresses the recommendations therein.
- g) The Committee reviewed the Internal Audit Effectiveness Review for the financial year 2023-2024 and it was **unanimously resolved** to recommend approval to the Town Council.
- h) It was **unanimously resolved** to recommend to Town Council to appoint the Suffolk Association of Local Councils as internal auditor for the financial year 2024-2025.

Signed _____ Date _____

- i) The Committee noted that the previously agreed maximum of £5,000 from the Capital Refurbishment Fund to replace the door the Gannon Rooms was sufficient to fund additional refurbishment works. It was therefore **unanimously resolved** to allocate up to £5,000 from the Capital Replacement Fund to replace the door and associated work, for necessary electrical work, to replace the blinds in the main hall, and for carpet tiles in the foyer.

30/24RC Market Hall

- a) The Committee noted the payments and receipts to 31st May 2024.
- b) The Committee noted the bank balance as at 31st May 2024.
- c) The Committee noted the bank reconciliation as at 31st May 2024.
- d) The Committee reviewed the budget versus actual income and expenditure as at 31st May 2024.
- e) The Committee noted the Annual Income and Expenditure Accounts for the financial year 2023-2024.
- f) The Committee noted the Annual Balance Sheet as at 31st March 2024.
- g) The Committee noted the Independent Examiner's Report for the financial year 2023-2024.

32/24RC Gannon Institute

- a) The Committee noted the payments and receipts to 31st May 2024.
- b) The Committee noted the bank balance as at 31st May 2024.
- c) The Committee noted the bank reconciliation as at 31st May 2024.
- d) The Committee reviewed the budget versus actual income and expenditure as at 31st May 2024 and asked the Town Clerk to clarify the amount spent on further refurbishment work.
- e) The Committee noted the Annual Income and Expenditure Accounts for the financial year 2023-2024.
- f) The Committee noted the Annual Balance Sheet as at 31st March 2024.
- g) The Committee noted the Independent Examiner's Report for the financial year 2023-2024. Cllr Jeremy Smith asked for clarification regarding how to calculate administration support costs and how these should be apportioned to the Trusts.

33/24RC Grants

- a) The Committee considered a request from Suffolk Accident Rescue Services for a grant for £500 for charitable activities. It was **unanimously resolved** to approve a grant for £500.

Signed _____ Date _____

- b) The Committee considered a request from Citizens Advice East Suffolk for a grant for £2,000 for charitable activities. It was **unanimously resolved** to approve a grant for £2,000.

35/24RC

Policies and Procedures

- a) It was **unanimously resolved** to defer consideration of the NALC revised Financial Regulations until the next meeting.
- b) The Committee noted the correction to the Standing Orders arising from the internal audit report.
- c) The Committee deferred consideration of the revised Scheme of Delegation until the next meeting.

36/24RC

Staffing Matters

- a) The Committee received an update from the Assistant Town Clerk regarding the appointment of a Maintenance Officer.
- b) Cllr Jeremy Smith wished to raise a further staffing matter.

The Assistant Town Clerk withdrew from the meeting at this point.

Cllr Smith wished to ask questions about the process and procedures adopted by the Staffing Sub-Committee in relation to a confidential staff grievance which it was currently considering. The Chair had to advise Cllr Smith to moderate his comments and behaviour or he would close the meeting. This was not done and the Chair closed the meeting at 1:20pm.

Michelle Allen
Assistant Town Clerk

Signed _____ Date _____