



Saxmundham Town Council

Members of the Resources Committee are summoned to attend a meeting on Tuesday 1st October 2024 at 12 noon at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

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

4. Minutes

- a) To resolve that the minutes of the meeting held on 2nd July 2024 are a true and accurate record.
- b) To resolve that the minutes of the extraordinary meeting held on 6th August 2024 are a true and accurate record.
- c) To resolve that the minutes of the meeting held on 3rd September 2024 are a true and accurate record.

5. Monthly Reports

- a) To approve the payments and note the receipts and bank balances to 31st July, 31st August 2024 and 30th September 2024.
- b) To appoint a non-authorised signatory to verify the bank reconciliations as at 31st July, 31st August 2024 and 30th September 2024.
- c) To review the budget versus actual income and expenditure report as at 30th September 2024.
- d) To receive a report regarding the forecasted reserves and budget outturn for 2024-2025.

6. Financial Year 2023-2024

To receive the External Auditor's Report and Certificate for the year ended 31st March 2024.

7. Savings and Investments

- a) To review the current interest rates applicable to the Town Council's savings accounts.
- b) To consider investing a further £30,000 in the CCLA Public Sector Deposit Fund.

8. Committee Recommendations

To receive a recommendation from the Amenities and Services Committee to progress the proposal to lease the community garden and allotment site at the former Fromus Centre and to consider the financial commitment for legal fees, nominal rent and initial and ongoing grounds maintenance.

9. Community Grants

- a) To consider a request for a grant from Communities Together East Anglia.
- b) To consider a request for a grant from CYDS Youth Services.
- c) To consider a request from Sax Community Fest for a grant from Britten Pears Arts.
- d) To consider a request for a grant from On Y Va French Bal.
- e) To consider a request from Sax Community Fest for an in-principle grant from next year's financial budget.

10. Policies and Procedures

To consider adoption of the following:

- a) Anti-Bullying and Harassment Policy
- b) Operation London Bridge Protocol
- c) Community Events Policy
- d) Investment Strategy.

11. Legal and Licences

- a) To review and approve a lease drafted by Pulhams & Co for land at the Memorial Field for The Scout Association Trust Corporation.
- b) To consider a request from the Saxmundham Men's Shed to extend their operations into the entire Town House outbuildings and to review and approve a revised licence.

12. Staffing Matters

To appoint the Deputy Town Clerk and the Assistant Town Clerk as Service Administrators to enable them to view the Town Council and Charitable Trust bank accounts online and to set up payments for authorisation.

13. Next Meeting

To note the date and time of the next meeting which is scheduled for 5th November 2024 at 12 noon.

Sharon Smith
Town Clerk/RFO
26th September 2024