



Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 1st October 2024
at the Town House, Station Approach, Saxmundham at 12:00 pm.

Minutes

54/24RC

Attendees

Cllr John Findlay (Chair)
Cllr John Fisher
Cllr Elizabeth Clark

Apologies

Cllr James Sandbach
Cllr Jeremy Smith

Also Present

Sharon Smith (Town Clerk)

Cllr John Findlay reported that he intends to stand down as Chair of the Resources Committee now that he is Chair of the Town Council. A new Chair of the Committee will be appointed at the next Town Council meeting.

55/24RC

Declaration of Interests

None.

56/24RC

Open Forum

None.

57/24RC

Minutes

- a) Following a minor correction, it was **unanimously resolved** that the minutes of the meeting held on 2nd July 2024 are a true and accurate record.
- b) Following a minor correction, it was **unanimously resolved** that the minutes of the extraordinary meeting held on 6th August 2024 are a true and accurate record.
- c) It was **unanimously resolved** that the minutes of the meeting held on 3rd September 2024 are a true and accurate record.

58/24RC

Monthly Reports

- a) It was **unanimously resolved** to approve the payments for July, August and September 2024.
- b) It was **unanimously resolved** to ratify expenditure of £425.20 in July 2024 for the Neighbourhood Plan scoping review.
- c) The Committee noted the receipts, including the second instalment of precept, for July, August and September 2024.
- d) The Committee noted the bank balances as at 30th September 2024.
- e) It was agreed to defer appointing a non-authorized signatory to verify the bank reconciliations as at 31st July, 31st August 2024 and 30th September 2024 until a new member is appointed to the

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Committee.

- f) The Committee reviewed the budget versus actual income and expenditure report as at 30th September 2024.
- g) The Committee reviewed a report from the Town Clerk showing the forecasted reserves and budget outturn for 2024-2025. The Town Clerk was instructed to report the updated forecast to the Committee each quarter.
- h) It was **unanimously resolved** to recommend to the Town Council to adopt the Joint Panel on Accountability and Governance's recommendation to hold three months' equivalent net revenue expenditure in General Reserves.

59/24RC Financial Year 2023-2024

The Committee received and noted the External Auditor's Report and Certificate for the year ended 31st March 2024. The External Auditor raised three minor matters in its limited assurance opinion. The Town Clerk apologised for these errors and reported to the Committee that this was the first time in her experience which she said was a direct consequence of the recent period of turmoil.

60/24RC Savings and Investments

- a) The Committee reviewed and noted the current interest rates applicable to the Town Council's savings accounts.
- b) It was **unanimously resolved** to accept the following recommendations from the Town Clerk:
 - i) Withdraw £17,300 from the Cambridge Building Society to reduce the balance to £85,000 covered by the Financial Services Compensation Scheme.
 - ii) Withdraw £12,700 from the Unity Trust Current Account.
 - iii) Invest £30,000 in the CCLA Public Sector Deposit Fund to increase the balance to £60,000.
 - iv) Transfer £70,000 from the Unity Trust Current Account to the Unity Trust Savings Account.

61/24RC Community Garden Proposal

The Committee considered a recommendation from the Amenities and Services Committee and **unanimously resolved** to progress the proposal to lease the community garden and allotment site at the former Fromus Centre. The Town Clerk was instructed to obtain quotations for legal fees, nominal rent, insurance, and initial and ongoing grounds maintenance, and report back to the Committee.

62/24RC Community Grants

- a) The Committee considered a request for a grant from Communities Together East Anglia. The Town Clerk was instructed to obtain further information and report back to the Committee.
- b) It was **unanimously resolved** to approve a grant of £5,000 to CYDS Youth Services for youth activities. The Committee asked for assurance that the youth workers will focus their activities on anti-social behaviour and anger management.
- c) It was **unanimously resolved** to approve a grant of £1,000 to Britten Pears Arts to fund Market Hall booking fees for the Participate sessions.

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- d) It was **unanimously resolved** to approve a grant of £61 to On Y Va for leaflet printing to promote the French Bals at the Market Hall.
- e) It was **unanimously resolved** to approve a grant of £5,000, in principle, to Saxmundham Music and Arts CIC from next year's financial budget to support Sax Community Fest 2025. The Committee agreed that, if the need arises, the CIC may submit a further request for funding from next year's Community Grants' budget.

63/24RC Policies and Procedures

It was **unanimously resolved** to recommend to the Town Council that it adopts the following:

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

Cllr John Findlay advised that it would be courteous to consider the Operation London Bridge Protocol in a closed session.

64/24RC Legal and Licences

- a) The Committee considered a lease drafted by Pulhams & Co for land at the Memorial Field for The Scout Association Trust Corporation. The Town Clerk was instructed to obtain the plan for the extent of the land to be leased and report back to the Committee.
- b) It was **unanimously resolved** to approve a request from Saxmundham Men's Shed to extend their operations into the entire Town House outbuildings and it was **unanimously resolved** to approve the revised licence.

65/24RC Staffing Matters

It was **unanimously resolved** 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. It was also **unanimously resolved** to instruct Unity Trust Bank to send authorisation codes to the Town Council's landline rather than the Town Clerk's mobile phone.

66/24RC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for 5th November 2024 at 12 noon.

The meeting closed at 1:20 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____