



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 7<sup>th</sup> January 2025  
at the Town House, Station Approach, Saxmundham at 12:00 pm.

## Minutes

89/24RC

### Attendees

Cllr John Findlay  
Cllr John Fisher  
Cllr Geraldine Barker (Ex-Officio)

### Apologies

Cllr Elizabeth Clark  
Cllr Jeremy Smith

### Also Present

Sharon Smith (Town Clerk)

In the absence of Cllr Elizabeth Clark, Cllr John Findlay was appointed to Chair the meeting.

90/24RC

### Declaration of Interests

Cllr John Findlay declared a non-registerable interest in item 94/24RCa.

91/24RC

### Open Forum

None.

92/24RC

### Minutes

- a) It was **unanimously resolved** that the minutes of the meeting held on 3<sup>rd</sup> December 2024 are a true and accurate record.
- b) The Committee received the minutes of the Staffing Sub-Committee meeting held on 29<sup>th</sup> November 2024.

93/24RC

### Monthly Finance

- a) It was **unanimously resolved** to approve the payments for December 2024.
- b) The Committee noted the receipts for December 2024.
- c) The Committee noted the bank balances as at 31<sup>st</sup> December 2024.
- d) Cllr Geraldine Barker verified the bank reconciliations as at 31<sup>st</sup> December 2024.
- e) The Committee reviewed the budget versus actual income and expenditure report as at 31<sup>st</sup> December 2024 and the forecast to the year end.
- f) It was **unanimously resolved** to approve a request from the Amenities and Services Committee to overspend the Street Furniture budget to fit an amenity bench at Brook Farm Road. Cllr Geraldine Barker suggested that grant funding may be available from County Cllr Richard Smith's Locality Budget.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**94/24RC Draft Budgets 2025-2026**

- a) The Committee noted the Charitable Trusts' draft budgets for the purpose of informing the Town Council draft budget for the financial year 2025-2026.
- b) It was **unanimously resolved** to recommend to the Town Council to adopt the draft balanced budget of £284,000 for the financial year 2025-2026.
- c) It was **unanimously resolved** to recommend to the Town Council to set the precept at £278,037 for 2025-2026 which is a 4.5% increase to last financial year's precept to meet necessary expenditure and level of reserves. The cost to a Band D property will be £165.14 per annum which is an increase of £7.11 per annum compared with last financial year.
- d) It was **unanimously resolved** to recommend to the Town Council to create an Earmarked Reserve of £4,000 for Energy Projects Consultancy.

**95/24RC Policies**

- a) The Committee noted the biennial Cyber Resilience Review Report.
- b) It was **unanimously resolved** to recommend to the Town Council to approve the Risk Management Strategy.
- c) It was **unanimously resolved** to recommend to the Town Council to approve a new Wildlife, Biodiversity and Environmental Policy.

**96/24RC Local Council Award Scheme**

The Committee reviewed a report from the Town Clerk regarding the Local Council Award Scheme application and a continuous improvement plan to meet the criteria.

**97/24RC Next Meeting**

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 4<sup>th</sup> February 2025 at 12 noon.

The meeting closed at 1:55 pm.

**Sharon Smith**  
**Town Clerk/RFO**

Signed \_\_\_\_\_ Date \_\_\_\_\_