



# Saxmundham Town Council

Minutes of the meeting of the Resources Committee held on Tuesday 4<sup>th</sup> February 2025  
at the Town House, Station Approach, Saxmundham at 12:00 pm.

## Minutes

### 98/24RC Attendees

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

### Apologies

Cllr Jeremy Smith

### Also Present

Sharon Smith (Town Clerk)

### 99/24RC Declaration of Interests

None.

### 100/24RC Open Forum

None.

### 101/24RC Minutes

It was **unanimously resolved** that the minutes of the meeting held on 7<sup>th</sup> January 2025 are a true and accurate record.

### 102/24RC Monthly Finance

- a) It was **unanimously resolved** to approve the payments for January 2025.
- b) The Committee noted the receipts for January 2025.
- c) The Committee noted the bank balances as at 31<sup>st</sup> January 2025. The Town Clerk provided an update on cash flow management until the next precept instalment.
- d) Cllr Elizabeth Clark verified the bank reconciliations as at 31<sup>st</sup> January 2025.
- e) The Committee reviewed the budget versus actual income and expenditure report as at 31<sup>st</sup> January 2025 along with the forecast for the General and Earmarked Reserves through to the year-end.

### 103/24RC Bank Transfer

It was **unanimously resolved** to transfer the annual interest of £2,696.34 earned on the Cambridge Building Society account to the Unity Trust Bank current account.

### 104/24RC Budget 2025-2028

- a) It was **unanimously resolved** to recommend to the Town Council to adopt the revised budget for the financial year 2025-2026.
- b) It was **unanimously resolved** to recommend to the Town Council to adopt the forecasted budget for the financial years 2026-2027 and 2027-2028. The Committee acknowledged that the forecasted budget was a requirement of the Financial Regulations and was not binding.

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

**105/24RC Policies**

It was **unanimously resolved** to recommend to the Town Council to approve the new Sexual Harassment Policy.

**106/24RC Next Meeting**

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

The meeting closed at 1:40 pm.

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

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