



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of Saxmundham Town Council on Monday 10<sup>th</sup> February 2025 at 7:00 pm at the Market Hall, High Street, Saxmundham

## Agenda

### 1. Attendance and Apologies

To receive any apologies and note any absences.

### 2. Declaration of Interests

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

### 3. Open Forum

- a) A fifteen-minute session for members of the public to present concerns or ask questions related to the town.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

### 4. Minutes

- a) To approve the minutes of the meeting held on 13<sup>th</sup> January 2025 as a true and accurate record.
- b) To receive the draft minutes from the:
  - i. Resources Committee meeting held on 4<sup>th</sup> February 2025.
  - ii. Amenities and Services Committee meeting held on 16<sup>th</sup> January 2025.
  - iii. Events and Communications Committee on 19<sup>th</sup> December 2024.
  - iv. Planning and Development Committee meeting held on 13<sup>th</sup> January 2025.

### 5. Casual Vacancies

To review applications from eligible candidates and consider their co-option to fill the Council's casual vacancies.

### 6. Reports

- a) To receive a report from the Chair of the Neighbourhood Plan Steering Group.
- b) To receive a report from the Town Clerk including Crime Statistics.

### 7. Energy Projects

- a) To receive a report from the Chair of the Fromus Energy Projects Team.
- b) To approve a draft response from the Chair of the Fromus Energy Projects Team to the House of Lords Energy Grid and Grid Connections Inquiry.

### 8. Strategic Plan 2025-2026

To receive and review the draft Strategic Plan and to invite feedback prior to its publication for community consultation.

### 9. Finance

- a) To review the payments, receipts and bank balances to 31<sup>st</sup> January 2025.

- b) To examine the budget versus actual income and expenditure report as at 31<sup>st</sup> January 2025 including a forecast to the financial year end.
- c) To accept the Resources Committee recommendation to adopt the revised budget for the financial year 2025-2026.
- d) To accept the Resources Committee recommendation to adopt the forecasted budget for the financial years 2026-2027 and 2027-2028.

**10. Policies and Procedures**

- a) To approve the Resources Committee recommendation for a new Sexual Harassment Policy.
- b) To approve the Events and Communications Committee recommendation for the biennial review of the Communications Policy and the Website Accessibility Statement.

**11. Correspondence**

To review and acknowledge correspondence received since the last meeting and determine any necessary action.

**12. Next Meeting**

To confirm the next meeting scheduled for 10<sup>th</sup> March 2025 at 7:00 pm.

**Sharon Smith**  
**Town Clerk**  
**5<sup>th</sup> February 2025**