All Members of the **Resources Committee** are summoned to attend a meeting on

**Monday 26 April 2021 using ZOOM at 2pm.**

**(If a member of the public wishes to attend, please contact the Clerk on the details below)**

**AGENDA**

1. **Apologies for Absence** - To receive and approve apologies for absence.
2. **Pecuniary/Non-Pecuniary Interests** - Councillors to declare any Pecuniary or Non-Pecuniary Interests and consider any requests for dispensation.
3. **Minutes of the Previous Meeting** - To resolve that the minutes of the meeting held on Monday 22 March 2021 are a true and accurate record.
4. **Open Forum**

To invite the public to comment on any item on the agenda. The public may not join in the meeting itself.

1. **Finance**
   1. To note payments and receipts and reconciliation reports for March
   2. To authorise the April for Expenditure for Town Council (previously circulated).
   3. To authorise the April Expenditure for Market Hall (previously circulated).
   4. To receive budget reports For the Town Council and Market Hall.
2. **Financial Regulations – Payments and quotes**
3. To consider and agree that reports to Council should be taken directly from the Rialtas.
4. To consider and agree that the RFO shall prepare and submit a complete schedule of actual payments to the Town Council for ratification each month.
5. To consider an amendment to the Financial Regulations on Payments
6. To consider an amendment to the Financial Regulations to raise the expenditure threshold for requiring 3 estimates.
7. **Year End Issues**
8. To note VAT underclaim of £175. 97 for Market Hall in 2020-2021.
9. To review the risk register.
10. To consider internal control arrangements.
11. **Operational Issues** 
    1. To receive a report on the waste management arrangements for the Market Place.
    2. To consider on the ongoing management arrangements for the website.
    3. To consider IT support arrangements and additional software costs.
12. **Staffing Matters**
    1. To receive report on the Assistant Clerk hours and consider possible adjustment.
    2. To receive a revised version of appraisal scheme guidance.
    3. To receive an update on environment co-ordinator advert.
13. **IP17 Good Neighbours Scheme** - To receive an update on contract arrangements for the IP17 Good Neighbours Scheme.
14. **Small Grants -** To considerapplication for £500 for community Cinema Event.



**Date: 12.03.2021**

**Roz Barnett**

**Clerk to Saxmundham Town Council**

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