

Saxmundham Town Council



All Members of Saxmundham Town Council are summoned to attend the Annual meeting of the Town Council
Monday 24 of May 2021, 7.00pm, Market Hall Saxmundham

The public are welcome to attend.

AGENDA

Open Forum: Members of the public are invited to give their views on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.

1 1/21TC	Election of the Chair: To invite nominations and elect a chair for the year 2021-2022 and to receive the Declaration of Acceptance of Office
2 2/21TC	Election of the Vice-Chair: To invite nominations and elect a Vice-Chair for the year 2021-2022
3 3/21TC	Apologies and Approvals of Absence - To receive apologies for absence.
4 4/21TC	Members Declarations of Interests and Consideration of Requests for Dispensations Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
5 5/21TC	Committees for 2021 -2022 <ul style="list-style-type: none"> a) To review Committees and Working Groups Structure (Appendix 1) b) To review terms of reference for Committees (Appendix 2) c) To appoint Councillors to Committees (Appendix 3) d) To appoint Councillors to Working Groups (Appendix 4) e) To appoint Chairs and Vice-Chair of Standing Committees <ul style="list-style-type: none"> • Amenities and Services Committee • Market Hall Committee • Planning & Development Control Committee • Resources Committee • Staffing Committee f) To appoint Chairs of working groups <ul style="list-style-type: none"> • Climate and Environment Working Group • Communications Working Group • Memorial Field Working Group
6 6/21TC	To consider the Town Council representatives for other organisations (Appendix 5):

Citizens Advice Bureau
Community Partnership
East Suffolk Travel Advice (ESTA)
Footpath Warden
Neighbourhood Plan Steering Group
Patient Participation Group
SALC
Sizewell A & B & C

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Tree Warden Any other relevant bodies	
Note the business of the Annual Meeting has been concluded and the rest of the agenda is essential normal business.	
7 7/21TC	Minutes of the Previous Meeting: (Appendix 6) To resolve that the draft minutes of the Saxmundham Town Council meeting held on the 12 April 2021 are a true and correct record.
8 8/21TC	Chair's Report – To receive an oral report from the chair.
9 9/21TC	Minutes of the Previous Committee Meetings: a) To receive and note the draft minutes of the Resources Committee held on the 26 April. (Appendix 7) b) To receive and note the draft minutes of the Market Hall Management Committee held on the 26 April. (Appendix 8) c) To receive and note the draft minutes of the Amenities & Services Committee held on the 19 April. (Appendix 9) d) To receive and note the draft minutes of the planning meeting 14 and 28 of April (Appendix 10)
10 10/21TC	Financial Matters – a) To note the payments and receipts up to the 30 April 2021. (Appendix 11) b) To note April financial report for Town Council and Market Hall. (Appendix 12)
11 11/21TC	<p>a) To consider recommendation from the Resources Committee on the process of authorising/ratifying payments. (Appendix 13)</p> <p>RECOMMENDATION: to the Town Council 'that the RFO shall prepare and submit a complete schedule of actual payments to the Town Council for retrospective ratification each month'.</p> <p>b) To consider recommendation from the Resources Committee on the amendment of the financial regulations (5.4 & 5.5 Page 9) (Appendix 13)</p> <p>RECOMMENDATION: to the Town Council: that to allow for the change above that the financial regulations are amended to:</p> <p><i>The RFO shall prepare and submit a schedule of payments to the Council for each month of the year and payments made shall be reported to the Council for retrospective ratification. (Where there is clear authorisation of the payment and sufficient funds in the budget the Clerk will make any payments). All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. Where the invoice exceeds the authorised expenditure by up to 20%, the Clerk will seek an additional approval from the chair of the Resources Committee. Where the excess amount exceeds the authorised expenditure by more than 20% the RFO will seek Committee approval.</i></p> <p>c) To consider recommendation from the Resources Committee on the amendment of the financial regulation (11h page 16). (Appendix 13)</p>

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	RECOMMENDATION: To the Town Council: that an amendment be made to the Financial Regulations to raise the expenditure threshold to £1000 for the requirement of three estimates. (The Clerk however would be expected to always seek best value in all contract works as stated in the financial regulations).
12 12/21TC	<p>To consider recommendations from the Resources Committee on Year End Issues</p> <p>a) RECOMMENDATION: To the Town Council that the Council agrees not to pursue the VAT underclaim of £175.97 for 2019-20. (Appendix 14)</p> <p>b) RECOMMENDATION: To the Town Council that the Council adopt the revised Risk Register. (Appendix 15)</p> <p>c) RECOMMENDATION: To the Town Council that Council approve the internal control statement and arrangements. (Appendix 16)</p>
13 13/21TC	Internal Auditor: To appoint SALC as the internal auditor for the audit 21/22 at a cost of £423.
14 14/21TC	Co-option – To consider co-option of new councillor (Appendix 17)
15 15/21TC	Events Working Group - To receive an oral report from the first meeting.
16 16/21TC	To consider a motion to exclude the public under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.
17 17/21TC	To consider an oral report from the chair on a request from a local trust
18 18/21TC	To consider the appointment of the Environment Coordinator

R Barnett

Barnett, Town Clerk

18/5/2021

Clerk to Saxmundham Town Council