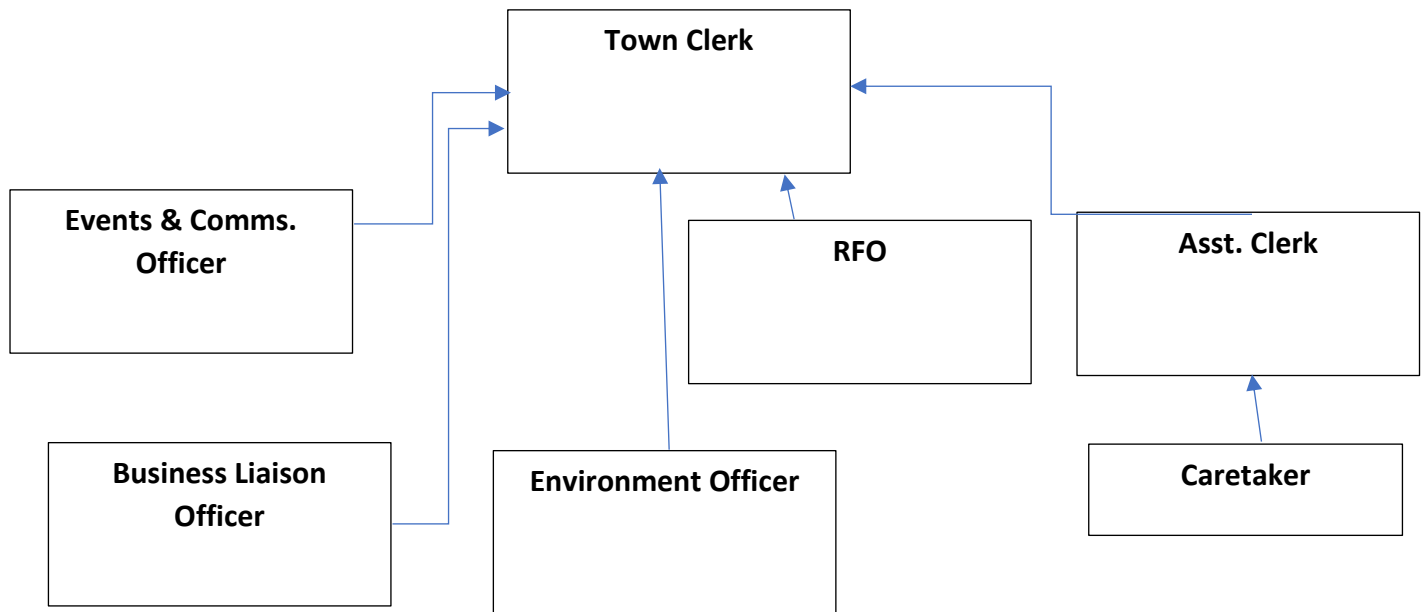


Saxmundham Town Council Staff & Committee Structure



Committees

Committee	Responsible for	Meet	Clerked by
Resources	Financial matters incl. audit and banking. Staffing Reviewing and recommending policy	Monthly	RFO
Amenities & Services	Amenities and services in the town such as play equipment, markets, parks, youth booth, scout hut Maintenance of Town Council assets Street furniture & environment Speeding and traffic management	6 weekly	Town Clerk
Planning & Development	Review of planning applications or development initiatives and consultations	Fortnightly as required	Assistant Town Clerk
Market Hall Management	Ensure that the Market Hall is being maintained and let appropriately	6 weekly	Assistant Town Clerk
Gannon Rooms Institute	Ensure that the Gannon Rooms institute is being maintained & let appropriately	6 weekly	Assistant Town Clerk
Communications & Events	To plan and manage events and communications and publicity for the Council	6 weekly or as required	Town Clerk/Events & Comms. Officer
Market Hall Charity Trust	Council is the sole trustee of the Market Hall charity and meets as required	As required	Town Clerk
Gannon Rooms Institute	Council is the sole trustee of the Gannon Rooms Institute charity and meets as required	As required	Town Clerk