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**Minutes of the Finance Committee Meeting held on Thursday 22<sup>nd</sup> September 2016 in the Town Council Office, 10 Riverside at 7.30pm**

**1. Apologies:**

Apologies for absence were received and accepted from Cllr S Bennell

**Present:**

Cllr L Barrett, Cllr S Garrett, Cllr J Jones (Chair), Cllr G Kitching and Cllr J Tanner

**In attendance:**

Mrs Eileen Coe (Town Clerk/RFO) and Mrs Amanda Scott (Office Assistant)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

Cllr Garrett proposed approval of the minutes of the meeting held on Thursday 21<sup>st</sup> July, (previously circulated in draft form), which was seconded by Cllr Barrett, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

**4. Public Comment:**

None.

**5. Financial Matters:**

**Alpha Finance Report of Income and Expenditure to date:**

The Town Clerk/RFO provided the Alpha Report of Income and Expenditure to date which was considered and noted, and a copy attached to the file copy of these minutes.

**Bank balances and bank reconciliations to date:**

The Town Clerk/RFO provided an HSBC printed copy of the bank balances to date which was noted and a copy attached to the file copy of these minutes.

The Town Clerk/RFO provided details of all the bank reconciliations to date, and it was noted that all the reconciliations were completed and up to date. The Town Clerk/RFO advised that all financial documents were available to Councillors to view during Office hours.

**VAT:**

The Town Clerk/RFO advised of the completed VAT claim to date, which was noted.

**The following Grant applications for funding towards Christmas events were considered:**

- Christmas Lunch Group - £250

The Committee recommended a grant of £250 to be approved by Full Council on 6<sup>th</sup> October.

- Christmas Tree Festival - £250

The Committee recommended a grant of £250 to be approved by Full Council on 6<sup>th</sup> October.

**6. Staff Matters:**

Arrangements were discussed regarding the annual Appraisal of Town Council employees in accordance with the Finance Committee Terms of Reference. Cllrs Tanner, Barrett and Kitching agreed to undertake the appraisal and report back to the Committee.

**7. Annual Review of Policies:**

**Draft Policies:**

It was noted that there had not been sufficient time for all committee members to read the documents circulated prior to the meeting and there were still one or two policies which needed further amendments. Therefore, it was agreed for Cllr Jones and the Town Clerk/RFO to finalise the remaining drafts and send all draft policies together prior to the next meeting, when they would be considered as an agenda item.

**Local Council 'Quality' Award application:**

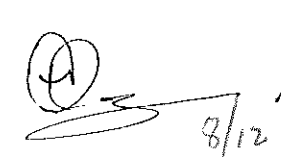
The Town Clerk/RFO provided an update on progress to date and advised that once all the new/revised policies had been approved, the application could then be considered for submission.

Cllr Barrett, Cllr Jones and the Town Clerk/RFO were thanked for their hard work in reviewing the policies and LCA documents.

**8. Annual review of the Effectiveness of Internal Audit:**

The review of the Effectiveness of Internal Audit was considered.

8122916 Cllr Jones proposed to recommend approval of the annual review of the Effectiveness of the Internal Audit to Full Council on 6<sup>th</sup> October, which was seconded by Cllr Kitching, with all in favour. The Town Clerk/RFO would circulate the document with the Full Council agenda.



**9. 2016/17 Action Plan:**

How the Action Plans tie together:

Cllr Kitching advised that now was a good time to take stock as a Town Council and plan what the objectives were for the coming year.

Following some discussion it was agreed for the Town Clerk to arrange an informal meeting at the beginning of December to be attended by all Councillors with updates from Working Groups and Chairmen of all Committees, stating what the key action/priorities were for 2017/18 and beyond.

**10. Lease:**

The future arrangements for the Town Council Office was discussed and options would be considered further at the next meeting.

**11. Correspondence:**

**HOOR Community 4/09**

Letter of thanks for the recent grant. Noted.

**Framlingham Business Association 9/09**

Thank you letter for the recent grant. Noted.

**Essex and Suffolk Water 2/10**

Letter advising of Government plans from April 2017 to introduce more competition for non-household customers in England under the Water Act 2014. (Affects Cemetery, Allotments and 10 Riverside). Noted.

**HSBC 4/10**

Letter advising of changes to the credit interest rates for FTC accounts held from 26<sup>th</sup> September 2016. Noted.

**Rev M Vipond 8/10**

Application for grant funding for the Christmas Lunch Group. Noted.

**Ken Musgrave 21/10**

Email regarding the Town Councils funding towards the Christmas tree lights. Forwarded to FBA as requested. Noted.

**SCDC Annual Town and Parish Liaison - Budget Review Meeting 33/10**

Invite for 28th November 6.30pm SCDC Offices, Melton Hill

It was agreed for Cllr Jones and the Town Clerk/RFO to attend.

**12. Matters of report or items for next agenda:**

**Budget 2017/18**


Cllr Jones reported that each committee would finalise its budget requirements during October and the Finance Committee would consider the figures at the November meeting, in order to make a recommendation to Full Council on 1<sup>st</sup> December.

Cllrs Barrett and Garrett gave apologies for the next meeting.

**13. Date of next meeting:**

Thursday 13<sup>th</sup> October 7.30pm

Meeting closed at 9.10 pm

  
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