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**Minutes of the Finance Committee Meeting be held on Thursday 8th December 2016 at
7.30pm**

1. Apologies:

Apologies for absence were received and accepted from Cllr L Barrett

Present:

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

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

Cllr Jones proposed approval of the minutes of the meeting held on Thursday 22nd September, (previously circulated in draft form), which was seconded by Cllr Kitching, 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.

The cost from RBS Software Ltd for the annual end of year close down at £495 + mileage was agreed to be recommended to Full Council for approval.

Asset Register:

It was agreed to add the Picton memorial bench in cemetery - £685 net (donated) to the register.

It was agreed to add the Stanbrook memorial bench - £598 net (donated) to the register.

It was agreed that the Lands Committee would carry out an annual review of all Town Council owned seats and benches – agenda item for next Lands Committee meeting.

Community Infrastructure Levy:

CIL receipts to date were noted:

£3,695.45 – Sunview

£7,150.56 – Sunview, Parham House, Atlas Fram

An update from Mark Edgerley at SCDC on expected CIL income was noted. It was noted that there is an annual cap on CIL payments to a town without a Neighbourhood Plan; the cap for Framlingham would be 1590 class B properties at £100 = £159,000 pa.

6. Staff Matters:

It was noted that the Annual Appraisal of Town Council employees in accordance with the Finance Committee Terms of Reference had been completed. Agenda item for the next Finance Committee meeting for further discussion and recommendation to Full Council in February.

7. Budget 2017/18:

The Town Clerk/RFO provided a printed sheet of figures for the next financial year. The final budget figures were considered in detail

Cllr Jones noted the income reductions from current year due to less grants expected, new costs including market electricity upgrade, legal costs, Gravity Go Cart race event and Office equipment etc, plus increased costs for trees, Town Council staff and skatepark as well as general increases across the budget as a whole.

ⓐ 12/1/2017

Following some further discussion a Budget totalling £130,143 for 2017/18 was agreed using £5,463.00 from the Tax Base Contingency reserves leaving a precept figure of £124,680.00 which would be a 2% increase on 2016/17. The Budget would be recommended for approval to Full Council on 5th January 2017.

It was agreed to recommend approval to Full Council on 5th January a figure of £124,680.00 for the 2017/18 precept.

8. Annual Review of Policies:

There followed a discussion on the progress to date and it was agreed to recommend approval to Full Council the following documents, which would be circulated with the agenda:

- 1. Retention of Documents Policy + Document Control Management System
- 2. Community Engagement Policy
- 3. Model Publication Scheme
- 4. Grant Policy
- 5. Health & Safety Policy
- 6. Complaints Procedure
- 7. Disciplinary Procedure
- 8. Equal Opportunities Policy
- 8. Equality Policy Statement
- 9. Risk Assessment Record and Procedure
- 10. Appraisal Process

➤ **Amendment of Standing Orders/Terms of Reference re communications**

It was agreed to add the following wording to the Planning Committee Terms of Reference:
'The Planning Committee shall only comment on applications directly related to, or that effect Framlingham and its amenity and residents'

It was agreed to add the following wording to the Terms of Reference for all committees.

'Chairman of Committees shall not directly communicate with the public, planning applicants or their representatives, council service providers or local authority officials on council business, unless directed to do so by the committee or by agreement with both the Chairman and Vice Chairman of the Town Council. In any event all correspondence and communications shall be sent via the Town Clerk as the Responsible Officer'.

Both the above amendments would be recommended to Full Council for approval

Further amendments to the Planning Committee Terms of Reference would be considered at the next Planning Committee meeting on 12th December and added to the Full Council recommendation.

➤ **Update on progress of Local Council Award 'Quality' application**

Contracts

Delegated Powers

The Town Clerk advised of the progress of the application and had completed the above documents.

It was agreed to circulate to members with the agenda for the next meeting for consideration.

9. 2016/17 Action Plan:

The updated document was approved for publication.

10. Lease:

Following discussion it was agreed to consider the future arrangement and options for the Town Council Office as agenda item at the next Full Council meeting on 5th January. The public would be excluded for this matter.

11. Correspondence:

Framlingham Business Association 6/11

Copy of response sent to Ken Musgrave regarding Christmas lighting. Noted

HSBC 9/11

Changes to banking terms and conditions. Noted

The Friends of St Michael's Church 17/11

Thank you letter for the recent grant. Noted

Anglian Water 11/12

 12/01/17

Changes to the water industry. Noted

Suffolk County Council 16/12

New Employer contribution rates for the next 3 years. Noted

Suffolk Coastal District Council 2/01

Precept request information 2017/18. Noted

Suffolk Association of Local Councils 4/01

Membership fees for 2017/2018. Noted

12. Legal Matters:

Legal advice received from LCPAS was considered in relation to a letter that had been handed to the Town Council Chairman.

It was noted that Full Council and Committee meetings are meetings of the Town Council and not Public Meetings and Committee meetings follow the same procedures as Full Council meetings. It was agreed for the Chairman (Full Council) and Chairmen (Committee's) to clarify the Public Comment item on agendas so that members of the public attending were clear that this was the only opportunity to speak. Other adjournments would be at the Chairman's discretion with the approval of Councillors attending, but would be for information purposes only and not an opportunity for debate.

There followed some discussion on the content of the letter and advice received from LCPAS. It was agreed for the Chairman to draft a response which would be circulated for approval.

13. Matters of report or items for next agenda:

Annual Review of Risk Assessments:

- Town Council Office
- Financial Management
- Credit Card

14. Date of next meeting:

Thursday 12th January 2017 at .30pm

Meeting closed at 9.40pm

 12/01/17