

signed file copy

**Minutes of the Finance Committee Meeting held on Wednesday 26th July 2017 in The Cell,
The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

All present.

Present:

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

Cllr Clouting was welcomed to her first meeting.

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Bennell declared an interest in the grant application to the Friends of Framlingham Library and Friends of St Michaels Church and signed the Interest Book

Cllr Clouting declared an interest in the grant application for the Friends of Framlingham Library and signed the Interest Book

3. Minutes of previous meeting:

Cllr Jones proposed approval of the minutes of the meeting held on Thursday 8th June, (previously circulated in draft form), which was seconded by Cllr Kitching, and with two abstentions 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 in detail, 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. She reported that she had submitted a VAT reclaim for the period 1st April – 6th July 2017.

Lap top computers x 2:

The current two computers used by the Town Clerk and Office Assistant purchased in 2011 were now in need of replacement. Cllr Garrett had agreed to investigate options and costs which were considered. The Town Clerk/RFO advised that funds in budgets 1126 and 1127 were available along with Reserve Budget 337, totalling £1400.

It was agreed to recommend to Full Council approval to spend up to £1400 on two new lap top computers. Cllr Garrett would assist with the purchase along with the Town Clerk.

Office move expenditure:

The expenditure details for the Office move were considered and noted. The expenditure was funded from Contingency Reserves as previously agreed.

It was agreed to transfer £50 from reserve Budget 326 to 325.

Ear Marked Reserves:


The Town Clerk/RFO provided a copy of the current EMR and transfers within reserves were agreed.

Asset Register:

The Town Clerk/RFO provided a copy of the current Asset Register and the updated document was approved and a copy attached to the file copy of these minutes.

BT Essentials telephone line package:

It was agreed for Cllr Jones and the Town Clerk to review and report back to the next meeting.

 21/9/17

E-On Energy:

Following a review of the current contract it was agreed to renew the fixed price plan for two years.

Due to Interests for item 6 it was agreed to change the order of business:

7. Staff Matters:

Committee members and the Town Clerk/RFO had attended a bespoke LCPAS Employment Training course on 25th July, which had been most useful and productive.

Following discussion on staff matters and succession planning, further investigation would be carried out by the Committee for consideration at the next meeting.

Cllr Bennell declared an interest in the next item and left the meeting at this point.

6. Grants:

The following grant applications received by the deadline of 30th June: (next deadline 31st January) were considered (Total budget for 2017/18 £3,000)

➤ **Framlingham United Free Church - £250.00**

Towards upgrading of the Church premises (modernising heating and lighting, secondary glazing and other routine repairs.

It was felt that the application was too generalised and unspecific. As funds were limited it was agreed to invite a revised application which could then be considered after the next deadline (31st January) for a more specific purpose.

➤ **Framlingham Business Association - £500.00**

Towards the delivery of Christmas events and decorating the town appropriately for the season.

Following consideration a grant of £250 was agreed, which would be recommended to Full Council for approval.

➤ **Friends of St Michael's Church - £250.00**

Towards the cost of trees for the annual Christmas Tree Festival

Following consideration a grant of £250 was agreed, which would be recommended to Full Council for approval.

➤ **Late Night Shopping Event - £199.20**

Cost of insurance and raffle ticket printing for retailers event on 1st December

Following consideration a grant of £100 was agreed, which would be recommended to Full Council for approval.

➤ **Rev M Vipond (Christmas Lunch Group) - £150**

Towards the provision of Christmas lunch for solitary and/or aged townspeople

Following consideration a grant of £150 was agreed, which would be recommended to Full Council for approval.

➤ **FAYAP Youth & Arts Centre - £208.00**

Cost of 2 refurbished PC's to help young people after school

Following consideration a grant of £208 was agreed, which would be recommended to Full Council for approval.

Cllr Clouting declared an interest in the next item and left the room.

➤ **Friends of Framlingham library - £500.00**

Towards re-decorating, re-carpeting and installation of smaller counter plus new seating area in the main public library

Following consideration a grant of £500 was agreed, which would be recommended to Full Council for approval.

Cllr Clouting returned to the room.

8. Action Plan:

2017/18 – updates via committees were considered and the document would be published on the website.

9. Correspondence:

HSBC

Confirmation of investment for a further 6 months to 17th January 2018 as agreed at last meeting.
Noted

10. Matters of report or items for next agenda:

The Town Clerk reported that HSBC had provided a Business Deposit Card to enable cash deposits to be paid into the Post Office. The Deposit Card cannot be used to any purchases or cash withdrawals.

Annual review of Town Council Policies and Documents – Agenda item next meeting

Review of Effectiveness of Internal Audit – Agenda item next meeting

11. Date of next meeting:

NO MEETING IN AUGUST

Next meeting Thursday 14th September 2017 at 7.30pm
9.20pm