

# FRAMLINGHAM TOWN COUNCIL

**Town Council Office**  
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**Suffolk**  
**IP13 9BH**

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Visit our website:  
[www.framlingham.com](http://www.framlingham.com)



**Town Council Chairman:**  
Cllr Philip Collins

**Town Clerk/ Responsible Financial Officer:**  
Mrs Eileen A Coe CiLCA AICCM PSLCC

**Deputy Town Clerk:**  
James Overbury BA (Hons) CiLCA

[townclerk@framlingham.com](mailto:townclerk@framlingham.com)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**Date: 4<sup>th</sup> March 2021**

## **MEMBERS OF THE FINANCE COMMITTEE:**

**Cllr D Carter (Chair), Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr M Hine, Cllr J Jones, Cllr G Kitching, Cllr P Wraight**

You are hereby summoned to attend a virtual Zoom Meeting of the:

### **Town Council Finance Committee**

To be held on:

**Thursday 11<sup>th</sup> March 2021 at 7.00pm**

For the transaction of the business on this Agenda.

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

### **Public Attendance:**

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item 4 of the Agenda.

### **To Join Zoom Meeting:**

<https://zoom.us/j/92817593627?pwd=dzhUWXNxZldGVW1LbStjeVVxNmQ4Zz09>

**Meeting ID: 928 1759 3627**

**Passcode: 633295**

One tap mobile

+442080806591,,92817593627#,,,,\*633295# United Kingdom

+442080806592,,92817593627#,,,,\*633295# United Kingdom

Dial by your location

+44 208 080 6591 United Kingdom

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Find your local number: <https://zoom.us/u/ac464feuYw>

**Please note this meeting may be recorded.**

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Framlingham Town Council**  
**Finance Committee – Thursday 11<sup>th</sup> March 2021– 7pm**

**AGENDA:**

**All documents relevant for this meeting have been circulated to Councillors:**

**1. Apologies:**

To receive and accept apologies for absence

**Present:**

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

**3. Minutes of previous meeting:**

To approve the minutes of the previous meeting as an accurate record

**4. Public Comment:**

Adjournment

**5. Financial Matters:**

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

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

**5.3 Ear Marked Reserves:**

**5.4 Investments:**

Update on application with Nationwide Building Society

Update on contact with Shawbrook Bank

**5.5 Internal Audit:**

To consider quotations from SALC and Heelis and Lodge

**6. Insurance:**

Zurich Year 3 of 3 year contract – due 1<sup>st</sup> June 2021

**7. Code of Conduct:**

To consider new Code of Conduct LGA version: <https://www.local.gov.uk/local-government-association-model-councillor-code-conduct-2020-0>

(Town Clerk/RFO note: SALC are awaiting notes for guidance under development by LGA, final 'adoption' by NALC and hopefully a Suffolk-wide agreement across all the principal authorities as with the present one).

**8. Town Council Office:**

**9. Correspondence:**

**A resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for item 6 because of the confidential nature of the business to be transacted.**

**Members of the Public and Press will be requested to leave the meeting**

**10. Employment Matters:**

**10.1 Deputy Town Clerk/Interim Staff Appraisal**

**11. HR Sub-Committee:**

To note date of first meeting- 16<sup>th</sup> March at 6.30pm

**12. Action Plan:**

Updates

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

**14. Date of next meeting:**

Thursday 8<sup>th</sup> April 2021 at 7.00pm