

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

TOWN COUNCIL OFFICE  
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TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

**Mrs Eileen A Coe**  
CILCA AICCM PSLCC  
[townclerk@framlingham.com](mailto:townclerk@framlingham.com)

DEPUTY TOWN CLERK

**James Overbury**  
CILCA BA (HONS)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**4<sup>th</sup> November 2021**

**MEMBERS OF THE FINANCE & HR COMMITTEE:**

**Cllr D Carter (Chair), Cllr P Collins, Cllr J Culemann, Cllr C Eastwood, Cllr S Garrett,  
Cllr M Hine and Cllr J Jones,**

You are hereby summoned to attend a Meeting of the:  
**Town Council Finance and HR Committee**

To be held on:

**Thursday 11<sup>th</sup> November 2021 at 7.00pm in the Town Council Meeting Room 10c Church  
Street**

For the transaction of the business on this Agenda.

**Public Attendance:**

Members of the public and press are welcome to join the meeting in person or via the zoom link below and will be invited to speak under item 4 of the Agenda.

Eileen Coe is inviting you to a scheduled Zoom meeting.

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/82863150099?pwd=Rmp1akx4L2hRUFRlOW1aN3Y2UjBqUT09>

Meeting ID: 828 6315 0099

Passcode: 857043

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

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Framlingham Town Council  
Finance and HR Committee – Thursday 11<sup>th</sup> November 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 A 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 Income and Expenditure Report to date – Town Clerk/RFO**

**5.2 Ear Marked Reserves**

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

**5.4 Budget and Precept 2022/2023:**

Draft Budget 'Wish List' to be circulated prior to the next meeting

**6. Annual Review of Town Council Policies:**

Update on progress

New Community Grant

**7. Town Council Office:**

Update on microphone system for meetings.

New touch pad for laptop - £92.50

**8. Correspondence:**

To note any correspondence received relevant to this meeting:

8.1 Clarke & Simpson

Email advising that Clarke and Simpson have agreed to assist with the Christmas Day Event organised by HOUR Community and requesting the supply of 35-40 Fram Bags for hamper gifts put together by them for the lonely and isolated at Christmas.

**9. 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 10.1 because of the confidential nature of the business to be transacted.**

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

**10.1 Employment Matters:**

**10.2 HR Sub-Committee:**

**Staff Appraisals:**

To agree Appraisers

**11. Annual Review of Risk Assessments:**

To appoint Councillors to review the following documents to be circulated prior to the next meeting:

Financial Management and Control

Town Council Office

HSBC Credit Card

GDPR

**12. Action Plan:**

Updates

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

Budget 2022/2023 final for recommendation to Full Council

Precept requirement for 2022/2023 for recommendation to Full Council

**14. Date of next meeting:**

Thursday 9<sup>th</sup> December 2021 at 7.00pm