

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
Framlingham
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TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CILCA AICCM PSLCC
townclerk@framlingham.com

DEPUTY TOWN CLERK

James Overbury
CILCA BA (HONS)
dtc@framlingham.com

7th October 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 14th October 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.

To Join Zoom Meeting:

<https://us06web.zoom.us/j/83566881784?pwd=Z2RHWnVDRVgyWFB0SmI1SVFTVm4rUT09>

Meeting ID: 835 6688 1784

Passcode: 787215

Please note this meeting may be recorded.

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

Framlingham Town Council
Finance and HR Committee – Thursday 14th October 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 Investments

6. Grant Applications:

To consider the following grant applications received by the deadline of 30th September (Budget £3,000)

6.1 Marie Curie – To help pay for Marie Curie Nurses working in Suffolk - £ any

6.2 Citizens Advice Bureau – Printed workbooks for the Financial Capability Project - £250.00

6.3 Friends of St Michael's Church – towards the cost of purchasing Christmas trees for the Annual Christmas Tree Festival – £250.00

6.4 Greener Fram Community Garden – 3 spade and 2 pairs of shears - £120.00

6.5 Framlingham Town Football Club – to help with transport costs (HOUR Community mini-bus @ £100 per trip) due to a restructure of the leagues - £500.00

6.6 Royal British legion - Framlingham Branch – towards providing refreshments for Remembrance Sunday and RBL AGM - £250

7. Annual Review of Town Council Policies:

Update on progress

8. Town Council Office:

Update on microphone system for meetings.

9. Correspondence:

To note any correspondence received relevant to this meeting.

10. 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:

11. Action Plan:

Updates

12. Matters of report or items for next agenda:

13. Date of next meeting:

Thursday 11th November 2021 at 7.00pm