

# 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**  
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DEPUTY TOWN CLERK

**James Overbury**  
CILCA BA (HONS)  
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**2<sup>nd</sup> December 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 9<sup>th</sup> December 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/87845767656?pwd=OVVWRmRMVWgrc0I2OUNRNk1CaS83QT09>

Meeting ID: 878 4576 7656

Passcode: 257896

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

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Framlingham Town Council**  
**Finance and HR Committee – Thursday 9<sup>th</sup> December 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:**

Budget 2022/2023 final for recommendation to Full Council

Precept requirement for 2022/2023 for recommendation to Full Council

**5.5 Review of Effectiveness of Internal Audit:**

**5.6 Amazon Business Account:**

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

**6.1 To consider the following reviewed and revised Town Council policies – circulated prior to the meeting**

- Child Protection
- CCTV
- Terms of Reference for Working Groups
- Delegated Powers (Town Clerk)
- Risk Assessment Record and Guidance - No changes

- Ban of Mass Balloons and Sky lanterns from Town Council owned land - No changes
- Review the risks of Legionnaires Disease - No changes
- Illegal Fly Posting - No changes
- Retention of Documents Policy - No Changes
- Third Party use of Town Council Resources - No Change
- Tree Policy - No Changes
- Information Protection Policy and Information Security, protection and removable information storage policy. Combined to form new: Information Policy
- Press Policy
- Filming Videoing, photographing and Audio Recording at Council Meetings Policy
- Social Media Policy
- Internal Communications Strategy
- External Communications Strategy
- Community Engagement Policy
- Grant Policy - revised
- Grant Application form – revised
- Standing Orders
- Financial Regulations

**6.2 Terms of Reference for Committee's and Sub-Committee's** – to be reviewed by individual committees at January meetings and returned to the Town Clerk for collating into one document for consideration at the February meeting.

### **7.Town Council Office:**

### **8.Correspondence:**

To note any correspondence received relevant to this meeting:

**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:**

**10.2.1 To consider the following new and revised policies reviewed by the sub-committee-circulated prior to the meeting:**

- **Training and Development Policy:**

Revisions

- **Disciplinary Procedure (NALC Model)**

New policy

- **Grievance Procedure (NALC Model):**

New policy

- **Complaints Procedure:**

Revisions

- **Health and Safety Policy and Statement:**

Revisions.

- **Equal Opportunities Policy:**

- **Equality Policy Statement:**

New policy incorporating both 6.6 and 6.7 as Equality Policy

- **Lone Worker Policy:**

Revisions

- **Training Statement of Intent:**

Incorporated into the Training and Development Policy

- **Training Report Form:**

Revisions

➤ **Annual Pay Policy Statement:**  
Revisions

**10.2.2** To approve the sub-committee's recommendation for the purchase of Speechy Pro at £6.99 per month plus a battery pack.

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

Financial Management and Control – Cllr Carter  
Town Council Office -Cllr Collins  
HSBC Credit Card- Cllr Eastwood  
GDPR – Cllr Garrett  
Lone Worker – Cllr Culemann

**12. Action Plan:**

Updates

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

**14. Date of next meeting:**

Thursday 13<sup>th</sup> January 2022 at 7.00pm