

**Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday 12<sup>th</sup>  
December 2019 in The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Apologies were received and accepted from Cllr P Wraight and Cllr G Kitching

**Present:**

Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr J Simpson and Cllr J Jones (Chair)

**In attendance:**

Mrs E Coe (Town Clerk/RFO) and two members of the public.

**2. Declarations of Interest:**

None

**3. Minutes of previous meeting:**

**31121219** Cllr Jones proposed approval of the minutes of the meeting held on Thursday 10<sup>th</sup> October (previously circulated in draft form) as an accurate record, and with one abstention due to absence, was seconded by Cllr Eastwood with all in favour.

Cllr Jones then signed the minutes.

**41121219** The Chair adjourned the meeting for the following:

**4. Public Comment:**

One person was present to speak about the Local CIL funding application for FAYAP to fund renovations and modifications to provide a dedicated youth facility within the old Con Club, and how it would help combat the serious drug problem in the town. Activities and services would be made available for young people to access; such as after school activities and structured and informal mentoring including computers and free WiFi, programmed events such as retro-gaming and computer coding workshops, advice and signposting to services as well as a socialising area. One person fully endorsed the application and was fully supportive of the use of the Old Con Club for the purpose, which would enable more contact with the age range and identifying young people in need and helping to signpost them to the services they require and helping to keep them out of trouble. It was confirmed that FAYAP would sign up to an initial lease of five years and funds to support this had been secured. The room could be sub-let to other community groups when not in use by FAYAP

The members asked several questions which were answered satisfactorily.

**42121219** The Chair reconvened the meeting.

The Chair re-ordered the agenda to consider item 6/5 first.

**6/5 FAYAP application for CIL Funding:**

The completed application form and accompanying information had been circulated to members prior to the meeting.

There followed some further discussion.

**61121219** Cllr Jones proposed to recommend approval to award FAYAP £15,000 of Local CIL funding to fund renovations and modifications to provide a dedicated youth facility within the Old Con Club to Full Council, with the caveat that a retrospective CIL application will be submitted by the Town Council to ESC for the full amount, which was seconded by Cllr Eastwood with all in favour. It was also agreed that payment would only be made when FAYAP has signed a five year lease with Paperhouse Properties Ltd.

**5. Budget:**

The final draft Budget and Budget Notes 2020/2021 had been circulated to members prior to the meeting and was considered. Cllr Jones provided a comparison document from 2016/17 – 2020/2021, which was considered and would be presented along with the Budget detail to Full Council.

**551121219** Cllr Jones proposed to recommend approval of the Budget for the financial year 2020/2021 to Full Council, which was seconded by Cllr Garrett with all in favour.

**552121219** Cllr Jones proposed to recommend approval to request a precept of £157,916 (2% increase) for 2020/2021 with the short fall of £521 from EMR 336 to make up the budget figure requirements, which was seconded by Cllr Garrett with all in favour.

## **6. Financial Matters:**

### **6/1 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 and the detail including transfers within budget and to Ear Marked Reserves and payments awaiting invoices noted, and a copy attached to the file copy of these minutes.

The Town Clerk would publish a copy of the Summary Income and Expenditure Report to date on the [www.framlingham.com](http://www.framlingham.com) website, which was noted and agreed.

### **6/2 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.

### **6/3 Local CIL:**

**62121219** Cllr Jones proposed approval of the draft Local CIL Application form (amended) which was seconded by Cllr Garrett with all in favour.

### **6/4 Response from Saxtead Parish Council following the committee's request at the last meeting for more information:**

It was noted that a meeting had been requested and was being arranged.

### **6/6 Annual Review of the Asset and Depreciation Register:**

**63121219** The annual review was completed and approved and would be noted at the next Full Council meeting.

### **6/7 Review of Ear Marked Reserves (EMR):**

A review of EMR was carried out and recommendations agreed. A final version would be presented to the committee at the end of the financial year.

### **6/8 Photocopier:**

Quotations had been received from the current supplier and a new supplier which were considered and compared. It was noted that there was a 90 day termination clause with the current supplier.

The new supplier had offered a very competitive rate on a refurbished photocopier, with £250 exchange for the old equipment built into the quotation and a free move and installation when the Town Council Office moves location, along with a 12 month warranty and service agreement that includes all toners, parts and maintenance of the device, if the order is placed in December.

In the light of the fact that the current supplier would not service the device any longer due to the age of the machine and the fact that the device is not working properly and could break down anytime it was unanimously agreed to proceed with retrospective approval by Full Council on 2<sup>nd</sup> January.

**64121219** Cllr Jones proposed to accept a 3 year lease with Mayday on refurbished photocopier at a cost of £121.85 per quarter which includes a £250 exchange for the old device, 12 month warranty, all toners, parts and maintenance and free move and installation to the new office in due course, which was seconded by Cllr Collins with all unanimously in favour. Retrospective approval by Full Council on 2<sup>nd</sup> January.

## **7. Employment Matters:**

### ➤ Annual Staff Appraisals:

The Annual Staff Appraisals had been carried out and completed.

A request had been received from Cllr Wraight to defer this item to the next meeting as she would like to discuss the procedure and process of staff appraisals. It was noted that this would not affect the current completed appraisals and after discussion was agreed.

### ➤ DTC CiLCA and SALC support

The Town Clerk/RFO reported that SALC had agreed to assist with the Deputy Clerk's training for the CiLCA and a cost had been requested.

**71121219** Cllr Jones proposed that the Town Council financially supports the completion of the CiLCA training for the DTC with SALC up to a cost of £500 with the authorisation of the RFO, which was seconded by Cllr Eastwood with all in favour.

- Request for 50% training refund from LCPAS

It was noted that the Town Clerk/RFO had written to LCPAS requesting a 50% training refund as the CiLCA training had not been completed, but there had been no response to letters, emails or phone calls. The Town Clerk/RFO had asked SALC for advice on how to proceed.

#### **8. Annual review of Town Council policies:**

The reviewed and revised documents had been circulated to members prior to the meeting.

**81121219** Cllr Jones proposed to recommend approval of the reviewed and revised documents to Full Council for approval, which was seconded by Cllr Collins with all in favour.

**82121219** Cllr Jones proposed to recommend approval to Full Council of the draft Training and Development Policy, which was seconded by Cllr Eastwood with all in favour.

Communications Strategy – deferred to next meeting

#### **9. Correspondence:**

##### **1/12 St John Ambulance:**

Letter advising that the cost of the hire of The Westbury Centre will increase to £15 per hour from 1/1/2020. Noted

##### **2/12 East Suffolk Council**

Precept 2020/2021 information and response form. Noted

##### **3/12 Citizens Advice**

Thank you letter for the recent grant. Noted

##### **4/12 FAYAP**

Thank you letter for the recent grant. Noted

#### **10. Future of Town Council Office:**

##### **Update:**

It was noted that a meeting had been held with Paperhouse Properties and the members were updated on the details.

A valuation as agreed had been carried out by Clarke and Simpson and was noted for future reference. Further information would be obtained and considered in case an opportunity arises in the future to purchase the area which is to be leased to the Town Council.

##### **Official Notice:**

It was agreed to provide official notice to Suffolk Libraries IPS for 31<sup>st</sup> March.2020.

##### **Removal costs:**

Quotations had been sought and received from two companies and were considered.

**101121219** It was agreed to recommend approval of the quotation received from Revells @ £395 to Full Council.

#### **11. Action Plan:**

Updates: None

Identified CIL projects put forward by Committees:

Lands Committee- Floodlighting on the Skatepark - £11,500

FAYAP - £15,000

#### **12. St Michael's Rooms:**

It was noted that reports from the PCC would be made monthly to Full Council.

#### **13. Procedure to initiate new projects:**

There was some discussion on the suggested procedure and it was unanimously agreed that a formal procedure was not required, but a list to include Research/Evidence of need, Funding/Costs/Budget, Communication, Risk Assessment/Presentation to Full Council etc would be useful as an aide memoir for new projects

#### **14. Matters of report or items for next agenda:**

- Investments maturing in January/February

#### **15. Date of next meeting:**

Thursday 9<sup>th</sup> January at 7pm

Meeting closed at 21.12