

Approved Minutes of the Finance Committee Meeting held on Thursday 8th February 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm

1. Apologies:

None, all present.

Present:

Cllr S Bennell, Cllr L Clouting, Cllr C Eastwood, Cllr S Garrett, Cllr J Jones (Chair) and Cllr G Kitching

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

Cllr Jones proposed approval of the minutes of the meeting held on Thursday 11th January, (previously circulated in draft form), which was seconded by Cllr Kitching and with one abstention due to absence all were in favour.

The Chairman then signed the minutes.

4. Public Comment:

None.

5. Financial Matters:

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 in detail, 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 website, which was noted and agreed.

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.

Appointment of Internal Auditor for 2017/18 financial year:

It was unanimously agreed to recommend approval to Full Council to appoint LCPAS to carry out the 2017/18 Internal Audit at a cost of £300 (same as last year) A date had been provisionally booked for Wednesday 2nd May.

End of Year accounts information – Town Clerk/RFO:

The Town Clerk/RFO reported that she had attended a Briefing Session by the new External Auditor PKF Littlejohn LLP, which had been very informative. She noted that the deadline for submission was 11th June and the Full Council meeting 7th June. Therefore, she would endeavour to complete the accounts and internal audit for presentation at the Full Council meeting on 3rd May.

RBS Software had provided a date of Thursday 12th April for the end of year close down (cost approved by Full Council 2/11/17)

CIL Investment account:

Cllr Jones and the Town Clerk/RFO reported on interest rates for the investment of £50k x 3 from Barclays Bank which was noted.

It was agreed to recommend approval to Full Council to open an account with Barclays Bank and to invest 3 x £50k of CIL funds for a period of one year each.

Ear Marked Reserves:

Cllr Jones and the Town Clerk/RFO reported on allocations to date. A transfer from contingency to a new code for CCTV was agreed. Once the end of year transfers had been completed the Town Clerk/RFO would provide an updated spreadsheet for consideration.

Asset Register:

The Town Clerk/RFO provided an updated copy of the register and Cllr Jones noted items to be added and items to be written off, which was agreed.

Grant Applications (Remaining Budget: £1,292)

The following grant applications had been received by the deadline of 31st January and were considered:

➤ **Citizens Advice Bureau - £500**

To support the outreach project in Framlingham (rent and general running costs)

Declined as the application did not meet the criteria (Grants will only be given to support specific projects and local fundraising events, and not routine running costs) The Town Clerk advised that the CAB had been informed of this before, but she would re-iterate the criteria and encourage them to apply again in the next financial year for a specific purpose.

➤ **HOOR Community £1,000**

Towards the purchase of a Trishaw.

It was unanimously agreed to recommend approval to Full Council to award a grant of £1,000.

➤ **Sir Robert Hitcham's Primary School – £250**

To support the purchase of books for the School Library

It was unanimously agreed to recommend approval to Full Council to award a grant of £292.00, which was the remaining funds in the budget.

6. General Data Protection Regulations (GDPR):

The Town Clerk/RFO provided draft templates which had been supplied by LCPAS. She advised that consent forms would be required for the Cemetery (Burials and Memorials) Allotments (Tenancy agreement) Market Traders, Contact Information, Councillor and Employees Privacy Notices etc along with an Information Protection Policy

The Town Clerk/RFO reported that the Information Commissioner's Office had recommended that the Town Clerk should not be appointed the Data Protection Officer, as there may be a conflict of interest. For the same reason no other member of staff or Councillor could hold this position.

Costs from the Suffolk Association of Local Councils (SALC) and Local Council Public Advisory Service (LCPAS) were considered.

It was unanimously agreed to recommend approval to Full Council to appoint LCPAS as the Data Protection Officer at a cost of £500 per year. LCPAS would provide a professional and comprehensive service and had already provided templates and advice and guidance.

Following some further discussion it was agreed to circulate the Information Protection Policy with a view to recommending approval to Full Council on 1st March. This would enable the Town Clerk to send the Policy along with the relevant consent forms to Allotment tenants and Market traders prior to the renewals on 1st April.

It was noted that GDPR training by LCPAS for Councillors and Staff had been arranged for Thursday 15th March at 10am in the Old Court Room. The Town Clerk would remind all Councillors to attend.

7. Action Plan:

No business.

8. Correspondence:

None.

9. Employment Matters:

The wording for the Deputy Town Clerk Contract of Employment was approved.

The Town Clerk/RFO reported on the bespoke LCPAS Staff Management Course she had attended on 6th February, which had been very informative. A Sickness Absence Policy, Internet and IT Equipment Policy and Lone Worker Policy were recommended and she would present these for consideration at the next meeting.

The purchase of 2 x Hard drive back-ups for the lap tops was agreed.

The purchase of Microsoft office 16 for the lap top was agreed.

10. Matters of report or items for next agenda:

None.

11. Date of next meeting:

NO MEETING IN MARCH

Next meeting Thursday 12th April at 7.30pm

Meeting closed at 20.40