

Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday 12th July 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm

1. Apologies:

Apologies were received and accepted from Cllr C Eastwood, Cllr G Kitching and Cllr L Clouting

Present:

Cllr S Bennell, Cllr S Garrett and Cllr J Jones (Chair)

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Bennell declared an interest in the Grant Applications and signed the Interest Book.

3. Minutes of previous meeting:

3112718 Cllr Jones proposed approval of the minutes of the meeting held on Thursday 10th May, (previously circulated in draft form), which was seconded by Cllr Garrett with all 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.

VAT/TAX Consultancy:

Costs and information from Elysian Associates were considered and following some discussion it was agreed to defer this item to next meeting in order for Cllr Jones to provide more information.

Investments:

5112718 The maturity of 6 month fixed deposit of £29,311.33 on 17th July was noted and it was agreed to re-invest the total plus interest for a further 6 months.

Grant Applications: (Budget £3,000)

Royal British Legion – Framlingham Branch - £750.00

Towards activities for the 100th anniversary of WW1

Framlingham Youth and Arts Centre - £509

Funding for 2 new tyres and Road tax for the mobile youth club van

Friends of St Michael’s Church - £250

Towards the purchase of Christmas trees for the annual festival

Framlingham Business Association - £750

Late night shopping: £250 requested to cover printing of raffle tickets which will be used at all events, Funding will also go towards entertainment and activities at late night shopping, partial road closure, insurance and capital, if required, for Santa’s grotto.

Christmas and Charity Market: £250 requested to go towards entertainment and staging plus PA costs. The music stage is used as a platform for young musicians to gain performance experience.

Installation of Christmas trees: £250 requested to go towards new lights as the plug in versions are all replaced by battery operated ones to assist in installation and dismantling, up to 100 small trees and one large tree.

Due to interest this item on the agenda was inquorate. Therefore the grant applications would be considered at the next meeting.

The Town Clerk/RFO suggested changing the deadline for grant applications from 30th June to 31st August to allow more time for organisations to submit applications for Christmas events. The January 31st deadline would remain the same. It was agreed to implement this change during the Policy reviews in September.

In the meantime the current applications and any others received would be considered at the next meeting in September. The Town Clerk/RFO would notify the current applicants and advertise the revised deadline on the website and Town Council Newsletter.

6. General Data Protection Regulations (GDPR):

The cost for a lockable cupboard at £199.00 from Budget 1126 was agreed.

7. Action Plans 2018/2019:

➤ Action Plans:

The Town Clerk would update the Action Plans to reflect the new committee structure.

➤ Issues raised at the recent Annual Parish Meeting – circulated to members with the agenda All the issues had been addressed/responded to at the APM and were noted.

8. Correspondence:

1/7 The Mills Charity

Letter informing the Town Council, for the avoidance of any doubt, that the Trustees resolved at their meeting on 14th June to withdraw all and any offer relating to the use of the Brook Lane/Vyces Road site. Also requesting that the Neighbourhood Plan be amended as soon as practicable as NP Policy FRAM 22 earmarks the site in Brook Lane for both housing and community use.

It was agreed for the Town Clerk to respond advising that these comments would be taken into consideration as and when the NP would require a statutory revision, which was expected to happen within the next 3-5 years.

2/7 The Local Government Boundary Commission

Electoral review of East Suffolk – Recommendations consultation deadline 27th August. Circulated to all Councillors. Noted.

9. St Michaels Rooms Working Group:

No business.

10. Employment Matters:

The Town Clerk reported that the formal 3 month appraisal of the Deputy Town Clerk had been completed and a date set for the final 6 month appraisal, following which a recommendation for appointment would be made to Full Council in October.

The Town Clerk reported on her attendance at the SLCC Conference in Norwich which had provided an opportunity to ask legal advice from a NALC representative, along with GDPR updates as well as a very interesting presentation on Positive Psychology.

11. Matters of report or items for next agenda:

None.

12. Date of next meeting:

NO MEETING IN AUGUST

Next meeting Thursday 13th September at 7.30pm

Meeting closed at 20.40