

**Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday 10th
October 2019 in The Old Court House, Bridge Street at 7.00pm**

1.Apologies:

Apologies were received and accepted from Cllr P Collins

Present:

Cllr C Eastwood, Cllr S Garrett, Cllr G Kitching, Cllr J Jones (Chair) and Cllr P Wraight

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None

3. Minutes of previous meeting:

31101019 Cllr Jones proposed approval of the minutes of the meeting held on Thursday 12th September (previously circulated in draft form) as an accurate record, and with one amendment in item 11 ('at the next meeting' deleted) and one abstention due to absence, was seconded by Cllr Eastwood with all in favour.

Cllr Jones 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 and the detail including transfers 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 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.

➤ **Local CIL:**

The Town Clerk/RFO had produced a draft Application form which would be circulated and considered at the next meeting.

The response from Saxtead Parish Council following the committee's request at the last meeting for more information was considered. It was agreed for the Town Clerk to respond requesting evidence of need from local residents and suggesting that contact be made with Suffolk County Council Highways for support and to establish whether the proposal is possible as it was felt that the verge would be too narrow to construct a pathway to meet sufficient standards and current guidelines. Once a response was received the committee would consider this matter further.

➤ **HSBC S106 6 month investment:**

The maturity of the above investment which matures on 15th October - £78,1212.45 including interest was noted. It was agreed not to reinvest as the funds would be needed for the new Pavilion on the Pageant Field.

➤ **Internal Audit Effectiveness Review:**

51101019 The annual review was considered and approved.

➤ **VAT:**

Cllr Jones reported on the meeting held with Consultants on 3rd September and the members considered a proposal and costs from Elysian Associates for VAT Registration and Support.

52101019 Cllr Jones proposed to recommend approval to Full Council to appoint Elysian Associates to assist with the online registration process, setting up of accounting process, assistance

with the first quarterly on line quarterly VAT return and helpline services for a period of one year at a cost of £2,120.00 which was unanimously approved.

➤ **Grant Applications: (2019/2020 Total Budget £3,000)**

The following applications were considered:

Greener Fram Community Garden - £350.00

Towards raised beds and picnic benches

It was agreed to recommend approval to Full Council for a grant of £350

Citizens Advice Bureau (CAB) - £162.88

4 x ink cartridges and 2 x lap top cases

It was agreed to recommend approval to Full Council for a grant of £162.88

Friends of St Michael's Church (FOSM) - £250.00

Towards the purchase of trees for the annual Christmas Tree Festival

It was agreed to recommend approval to Full Council for a grant of £250

FAYAP Youth & Arts Centre - £349.90

10 x ceiling lights

It was agreed to recommend approval to Full Council for a grant of £349.90

Robert Mawson – Framlingham Parkrun Community Exercise Project - £200.00

Purchase and installation of a lockable storage box for Parkrun equipment

Withdrawn as funds needed have been donated by another source

Framlingham Business Association - £750

£250 to cover the cost of professional installation of the main Christmas tree on Market Hill and

£500 to cover the costs of the Festive Fram event on 7th December

It was noted that £250 was granted on 7th March towards the Christmas tree

It was agreed to recommend approval to Full Council for a grant of £500

HOUR Community - £150

Towards the costs of providing Christmas Day lunch for those who would otherwise be spending Christmas alone, including delivering meals to those who are unable to leave their homes.

It was agreed to recommend approval to Full Council for a grant of £150

6. Annual review of Town Council policies:

It was noted that Cllr Eastwood, Cllr Wraight and the Town Clerk/RFO were working on the review and all revised documents would be considered at the December Committee meeting.

7. Correspondence:

1/10 East Suffolk Council

Council Tax support consultation. The Town Clerk was requested to circulate the letter to all Councillors for comment and check with ESC to see if this was a public consultation and if so advertise the consultation and link in the Newsletter and on the Website.

2/10 Suffolk County Council

Response regarding traffic flow and road safety in the town. It was agreed to add to the Rights of Way, Highways and Lighting Agenda from an operations point of view and also the agenda for the Strategic Forum on 24th October to consider a Town Transport Strategy.

3/10 East Suffolk Council

Response to questions raised at the last meeting relating to CIL spending criteria. It was agreed for the Town Clerk to respond to HOUR Community with the details.

8. Future of Town Council Office:

Cllr Jones reported that along with Cllr Collins, Cllr Wraight and the Town Clerk he had met with Paper House Properties to discuss options relating to a lease within the Old Con Club further.

It was agreed to consider a lease within the Old Con Club at the next Full Council meeting on 7th November.

9. Action Plan:

Updates: None

Identified CIL projects put forward by Committees:

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

10. St Michael's Rooms:

Councillors had met with PCC representatives prior to this meeting and recommendation would be put forward to Full Council on 7th November.

11. Procedure to initiate new projects:

No business.

12. Strategic Planning/Communication Forum for Councillors:

Thursday 24th October at 7pm

Items for the Agenda were prioritised and Cllr Kitching agreed to facilitate the meeting.

13. Annual review of Risk Assessments:

Town Council Office and Internal Control

Financial Management

Credit Card

Lone Worker

All the above reviewed Risk Assessments would be put forward to Full Council for approval.

14. Annual Staff Appraisals:

The Annual Staff Appraisals would take place in October.

Town Clerk/RFO - Cllr Collins and Cllr Wraight

Deputy Town Clerk and Office Assistant – Town Clerk and Cllr Jones.

A report and any recommendations would be presented to the next meeting.

15. Matters of report or items for next agenda:

- Budget 2020/2021 – December meeting

16. Date of next meeting:

No meeting in November

Thursday 12th December at 7pm

Meeting closed at 8.50pm