

Framlingham Town Council
Minutes of the Finance Committee Meeting held via Zoom
on Thursday 22nd October at 7.00pm

All documents relating to this meeting were made available to Councillors (Cllr) in advance

1. APOLOGIES:

Apologies were received and accepted from Cllr G Kitching and Cllr J Jones

Present:

Cllr D Carter (Chair), Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr P Wraight

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

31221020 - Cllr Carter proposed the minutes of the meeting held on Thursday 17th September (circulated in draft form prior to the meeting), be approved as an accurate record and with one minor amendment was seconded by Cllr Eastwood and with one abstention due to absence was agreed.

Cllr Carter signed the file copy of the minutes.

4. PUBLIC COMMENT:

None.

5. FINANCIAL MATTERS:

5.1 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 noted.

A copy would be attached to the file copy of these minutes.

The Town Clerk had published a copy of the Payments Sheet approved at Full Council on the website, in accordance with the Transparency Code.

5.2 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 noted that all the reconciliations were complete and up to date.

5.3 Ear Marked Reserves:

There were no changes to the EMR to report.

5.4 Unpaid invoices: (Town Clerk/RFO to report)

It was agreed for the Town Clerk/RFO to make one further attempt to recoup the £250 refund outstanding from LCPAS.

6. GRANT APPLICATIONS: (Budget £3,000 - £2,000 remaining)

It was agreed to consider an application from HOUR Community which had been received after the deadline and was not on the published agenda.

A Pecuniary Interest was declared for the HOUR Community application by Cllr Wraight and she left the meeting. The Town Clerk/RFO would complete the Interest Book on her behalf.

6.1 FAYAP -£670

Towards FAYAP Centre heating system repair £471

Cupboard/Counter for the Pavilion £199

61221020 Cllr Carter proposed to recommend approval to Full Council to grant **£670** to FAYAP for the purposes outlined in their application, which was seconded by Cllr Eastwood with all in favour.

6.2 Headway - £250

Towards support for people with neurological problems and their families

62221020 Cllr Carter proposed to recommend approval to Full Council to grant **£130** to Headway for the purposes outlined in their application, which was seconded by Cllr Eastwood with all in favour.

6.3 HOUR Community - ?

Towards Christmas day lunch for those alone including delivery to those who are unable to leave their homes.

63221020 Cllr Carter proposed to recommend approval to Full Council to grant **£200** to HOUR Community for the purposes outlined in their application, which was seconded by Cllr Eastwood with all in favour.

It was noted that this would leave a total of £1,000 in the Budget which could be awarded after the next grant application deadline of 31st January 2021.

Cllr Wraight returned to the meeting.

7. TOWN COUNCIL OFFICE:

7.1 Network attachment storage for office computers – update

Following Full Council approval Cllr Garrett reported on the options.

It was agreed for Cllr Garrett to provide the information on the preferred options to the Town Clerk/RFO to place the order with Amazon, once arrived he would set the system up.

7.2 Mobile phones:

Cllr Garrett provided options and costs for Town Council mobile phones suitable for the Town Clerk/RFO and Deputy Town Clerk.

71221020 Cllr Collins proposed to recommend approval to Full Council to purchase two mobile phones (exact cost to be confirmed), with contracts costing £11.00 per month, which was seconded by Cllr Carter with all in favour.

7.3 IT support:

It was noted that Cllr Garrett had provided solutions for the recent IT problems with the Town Council lap top computers and Anglia Telephones should provide help and support for any network issues. Cllr Garrett would contact the Deputy Town Clerk to assist with further issues he was having with the new lap top.

It was agreed that external support for IT issues was not required.

8. POLICIES AND DOCUMENTS AND RISK ASSESSMENTS ANNUAL REVIEW:

8.1 Annual Review of Town Council Policies and documents

It was noted that members had completed the review of all documents and the Town Clerk/RFO would circulate the explanatory document along with those documents which contained additions and amendments which she had collated and outlined in red.

It was agreed to consider the additions/amendments at the next meeting.

8.2 Annual Review of the Effectiveness of Internal Audit

Cllr Carter explained the relevance of the document and the responses were considered.

81221020 Cllr Carter proposed to approve the annual review of the Effectiveness of Internal Audit which was seconded by Cllr Eastwood with all in favour.

8.3 Annual Review of Risk Assessments:

Lone Working

Credit Card

Financial Management and Control

It was noted that all the above had been completed and would be put forward for approval to Full Council.

9. BUDGET 2021/2022:

Budget documents circulated to all Councillors 03/09/20.

The Town Clerk/RFO advised that she would circulate the draft Budget document following the 'wish list' entries of all committees for consideration at the next meeting.

10. CORRESPONDENCE:

None.

11. ACTION PLAN:

Updates - None

12. EMPLOYMENT MATTERS:

12.1 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 the next two items because of the confidential nature of the business to be transacted.

Members of the Public and Press will be requested to leave the meeting

No public present.

12.2 Annual Staff Appraisals

The Town Clerk/RFO reported that the Deputy Clerk's Appraisal process was complete and there would be a review in January 2021. It had been suggested that in order to give the Deputy Clerk experience of other committees' work that the clerking of committees is swapped for a period of 6 months at a time.

It was noted that there would be some overlap due to the Town Clerk's delegated powers and responsibilities for certain matters and also it would be necessary to complete projects already started.

It was noted that from the November meetings the clerking responsibilities of the PR&Markets and Strategic Planning Committee would be swapped.

It was noted that the Town Clerk's and Office Assistant's Appraisals would be carried out in November.

12.3 Annual review of contracts and salaries

The Town Clerk advised of the annual process and made some recommendations for enhancement of the Deputy Town Clerk's hours and salary as there was little difference between the DTC and Office Assistant's salary grade but a big difference in responsibilities which had increased over the last year. An increase in hours from 23 to 25 was also suggested from 1/4/20.

It was noted that the DTC was expected to complete the CiLCA qualification by the end of the financial year and that an increment on 1 SCP would then be awarded

121221020 Cllr Carter proposed to recommend approval to Full Council to increase the Deputy Town Clerk's hours from 23 to 25 per week from 1st April 2021, which was seconded by Cllr Garrett with all in favour.

122221020 Cllr Carter proposed to recommend approval to Full Council to increase the Deputy Town Clerks SCP from 11 to 13 (14 on completion of CiLCA) from 1st April 2021, which was seconded by Cllr Garrett with all in favour.

12.4 Covid extra hours

The Town Clerk/RFO suggested a transfer of funds from the COVID-19 income budget (ESC grant) to the DTC salary budget at the year end to support extra hours relating to COVID-19 Response Team work, particularly if there was another lockdown situation. As Line Manager she has discussed the requirements with the DTC and explained these to the Committee.

123221020 Cllr Carter proposed to recommend approval to Full Council to approve up to 10 hours extra per month for the Deputy Town Clerk, subject to prior agreement by the Town Clerk, for work specifically relating to Covid-19, with a transfer of funds from Budget 1199 (Covid-19 Income) to Budget 1100 (DTC Contracted hours), which was seconded by Cllr Garrett with all in favour.

13. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA:

The Town Clerk/RFO reported that a key board and monitor was required for the Town Council Office as the DTC was currently using his own. Costs would be obtained for consideration at the next meeting.

14. DATE OF NEXT MEETING:

Thursday 12th November 2020 at 7.00pm

Meeting closed at 20.08