

**Minutes of the Finance Committee Meeting held on Thursday 12<sup>th</sup> March 2020 in The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Cllr J Jones, Cllr G Kitching and Cllr P Wraight

**Present:**

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

Cllr J Simpson was not present.

**In attendance:**

Mrs E Coe (Town Clerk/RFO) and one member of the public.

All relevant documents had been made available to members prior to the meeting via the website.

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**3112320** Cllr Carter proposed approval of the minutes of the Finance and Strategic Planning Committee meeting held on Thursday 13<sup>th</sup> February (previously circulated in draft form) as an accurate record, which was seconded by Cllr Eastwood with all in favour.

Cllr Carter then signed the minutes.

**4112320** The Chair proposed to adjourn the meeting for the following, which was agreed.

**4. Public Comment:**

The representative from HOUR Community asked the members to consider the Dementia Support Worker application as a pilot programme for one year, in order to demonstrate the need.

He noted that at the present time the number of people registered with the Medical Practice as having a dementia diagnosis is 574 up 30 from last year. This is 6% of all the registered patients, add to that the carers for these people and there are at least 12% of the registered patients affected by dementia. Having also spoken to a number of professional carers in the community there are a number of people that they are looking after who are struggling to get an diagnosis and are having to seek second opinions. While the increase cannot be directly linked to increased new development common sense would say that if you increase the number of people in this community by 20% then the number of people suffering from or with risk of developing dementia must also increase.

The concerns about salary based grants was appreciated but the Committee is asked to consider the application on a one off basis i.e funding a pilot program as a project for the town not just the salary, that once tested could secure funding from other sources. The Town Council would not be asked to continue funding the project for ever and a day.

Figures were provided from the Framlingham Medical Practice which shows the number of residents affected by some form of dementia is 10/12% of the community.

The representative from HOUR Community advised that they would be content if the funding for the Furniture Project/ Men's Shed application was made subject to Hour Community raising the balance required. HOUR Community is looking for an offer in principal of support and a sum of money, which will act as seed funding for other grants that they will be applying for.

In the event that they were unable to raise any further money the grant would be used to purchase the site which could still provide the same services all be it in slightly less satisfactory buildings (the garages). Once again evidence cannot be obtained to support the need. But again an increase in residents following new development is likely to increase the number of people suffering from mental health issues. He noted that the developers had confirmed that the new houses attract a cross section of ages and he had been made aware that the social housing does not have carpets so the people who by the very nature qualify for these houses would really benefit from having somewhere that they could buy cheap furniture to help them get a start.

**4212320** The Chair proposed to reconvene the meeting, which was agreed.

## **5. Local CIL Applications:**

Both applications and supporting documents had been circulated to members prior to the meeting.

- **HOOR Community – revised application – Framlingham & Surrounding Villages Dementia Support Worker – £21,000 over 2 years**

The response from the applicant as requested at the last meeting was considered along with information provided by Framlingham Medical Practice.

Also considered was the advice received as requested from ESC and SALC. Both organisations had raised concerns as to whether these applications, without evidence, would be an appropriate use of Local CIL funding as this was not deemed infrastructure as such. SALC had advised that the Town Council would have to prove that such a need has been caused by new development and also justify spending funds on this rather than competing infrastructure demands. It was felt that applications such as this would attract close scrutiny and be assessed by the District Council against other needs arising from the specific or Neighbourhood Development Plan. The sustainability of such a service and ongoing funding once the CIL money is used up must also be an issue.

- **HOOR Community – Furniture Project and Men’s Shed - £150,000**

The response from the applicant as requested at the last meeting was considered along with information provided by Framlingham Medical Practice.

Following discussion and taking into account the advice received that the Town Council would have to prove that such a need has been caused by new development and also justify spending funds on this rather than competing infrastructure demands it was agreed that the Strategic Planning Committee should consider what CIL money should be spent on and prioritise infrastructure projects, and then consider the recommendations at Full Council, rather than consider each application in isolation

## **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.

### **Ear Marked Reserves:**

A copy of the document annotated by the Town Clerk/RFO was circulated and considered.

A copy was attached to the file copy of these minutes.

The final EMR would be presented to the Committee along with the End of Year information.

### **End of Year information:**

The Town Clerk/RFO advised that the RBS Accountant was booked for 9<sup>th</sup> April and the Internal Audit was booked for 15<sup>th</sup> April.

### **Business cards:**

The cost for reprinting 500 business cards for the Town Clerk/RFO @ £49.00 from Budget 1120 was agreed.

## **7. Policies and Documents review:**

- Financial Regulations:

The draft document had been circulated to all prior to the meeting and it was agreed to recommend approval to Full Council.

- Information, security, protection and removable information storage:

The draft document had been circulated to all prior to the meeting and it was agreed to recommend approval to Full Council.

➤ Document Disposal Policy:

The draft document had been circulated to all prior to the meeting and it was agreed to recommend approval to Full Council.

➤ Committees Terms of Reference:

The draft document had been circulated to all prior to the meeting and it was agreed to recommend approval to Full Council. (Strategic Planning to amend appropriate page, if needed at the first meeting)

### **GDPR:**

The Town Clerk/RFO reported on her attendance at the recent SALC training and the outcomes. It was noted that Town and Parish Councils do not need to appoint a Data Protection Officer (DPO) and Town Clerk's cannot be appointed as a statutory DPO but can be appointed as the Data Protection Manager.

It was agreed for the Town Clerk to assume the role of DPM.

➤ GDPR Risk Assessment:

The draft document had been circulated to all prior to the meeting and it was agreed to recommend approval to Full Council.

➤ Contact Consent forms:

The updates were noted and agreed. (Change of address and deletion of Data Protection Officer)

➤ Privacy Notice:

The updates were noted and agreed. (Change of address and deletion of Data Protection Officer)

### **8. Employment Matters:**

The reviewed and updated Job Descriptions for all staff were considered and it was agreed to recommend approval to Full Council.

The Town Clerk/RFO reported that there had been some delay in the Deputy Town Clerk completed his CiLCA portfolio due to a lack of Assessors. However, the Assessors comments with regard to Unit 1 were very positive and the committee congratulated the DTC on his achievements to date.

### **9. Town Council Office:**

Network attachment storage for office computers - Cllr Garrett to pursue after 1<sup>st</sup> April.

The Town Clerk/RFO provided an update on the progress with the office move to date.

Internal decorating of the Library Office would be carried out by volunteers.

The revisions to the draft lease were agreed and a response from the Solicitor was awaited.

It was agreed to call a meeting of the Finance Committee members to approve the contents of the final lease, which would then be signed by the Town Clerk/RFO.

### **10. Correspondence:**

#### **1/3 FCCT,FDDT**

Email relating to funds held by the Mills Charity for a Community Hall requesting that the funds be paid to the Town Council and then transferred to the PCC.

Cllr Garrett explained the background and reasons for this action.

The members and the Town Clerk/RFO shared some concerns that a payment routed through the Town Council could be regarded as untransparent and could be queried in the audit, particularly as the amount is relatively significant in the context of its income and expenditure. It was noted that the Town Council has provided local CIL monies to the PCC for the St Michael's Rooms project on the basis that these monies will be used for the purpose of providing facilities for the community. Likewise, East Suffolk Council is providing district CIL funds on the same basis. It was felt that it may be that the Trustees can take comfort from the fact that both bodies are satisfied that the funds

will be used appropriately for this purpose and they could make it clear that the Trust was also providing the donation on the understanding that these monies too are used for the provision of the facilities. The Trustees may also wish to request the monies are used for a specific, identifiable item rather than them being contributed to the PCC for use on the project generally.

It may be that the Trustees consider that this, together with the fact that the PCC is maintaining separate accounts for the project (as it is legally committed to do under its funding agreement with the Town Council) provides sufficient comfort that the monies they provide will be appropriately used. The Town Clerk/RFO would respond.

**2/3 East Suffolk Council**

Response to Town Council's letter regarding the Community Infrastructure Levy (CIL) Spending Strategy. Noted.

**3/3 SALC**

Response from SALC regarding the CIL Spending Strategy advising that the concerns have not yet been raised by other councils. However, the CEO will raise this in her next liaison meeting with East Suffolk Council.

**4/3 East Suffolk Council**

Response to Town Councils email request for information on how much Framlingham has contributed to the District CIL fund, advising that a check of their records up to early this year indicates £3,159,142.32 has been paid into the District infrastructure pot with further payments currently due totalling £359,094.34, noting that this information may not be completely up to date as there is a delay in reconciling the previous month's figures. Noted.

**11. Action Plan:**

Updates:

The Town Clerk/RFO was in the process of updating the Action Plans.

Identified CIL projects

None.

**12. Matters of report or items for next agenda:**

Full Council and the committee structure – Agenda item next meeting – Cllr Carter

**13. Date of next meeting:**

Thursday 9<sup>th</sup> April 2020 at 7.00pm

Meeting closed 20.59