

**Framlingham Town Council**  
**Minutes of the Finance Committee Meeting held via Zoom**  
**on Thursday 11<sup>th</sup> March 2021 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

**Present:**

Cllr D Carter (Chair), Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr M Hine, Cllr J Jones, and Cllr P Wraight

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**3-1-11321 Cllr Carter proposed** the minutes of the meeting held on Thursday 11<sup>th</sup> February 2021 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Garrett with all in favour.

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 along with an income and expenditure excel spreadsheet and the details were noted.

A copy of the Income and Expenditure Reports would be attached to the file copy of these minutes.

**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:**

**The Town Clerk/RFO provided** a report on the EMR to date.

**It was agreed** to increase EMR 332 Street Lighting reserves where possible for future use.

**The Town Clerk/RFO reported** that there could be a transfer of £750 from Budget 1901 to EMR 332 at the year end.

#### **5.4 Investments:**

##### **Update on Nationwide Building Society:**

**The Town Clerk/RFO reported** that further documents and information had been requested and she had responded accordingly.

##### **Update on contact with Shawbrook Bank:**

**The Town Clerk/RFO reported** she had contacted the Bank and unfortunately there were no products available for Town and Parish Councils.

#### **5.5 Internal Audit and End of Year Accounts:**

The quotations from SALC and Heelis and Lodge for the end of year audit were considered.

The Town Clerk/RFO had contacted other Town and Parish Councils for information on which companies they use for Internal Audit, and a report had been circulated.

**It was noted** that most Town and Parish Councils used either SALC or Heelis and Lodge with a few using independent persons.

**5.5-1-11321 Cllr Carter proposed** to accept the quotation from Heelis and Lodge of £380.00 to carry out the Internal Audit for 2020/2021, from Budget 1115, which was seconded by Cllr Garrett with all in favour.

**5.5-2-11321 The Town Clerk requested** approval to purchase the 2020 version of the Practitioners Guide at a cost of £20 + VAT, which was agreed.

#### **6. Insurance:**

Zurich Year 3 of 3 year contract – due 1<sup>st</sup> June 2021

The Town Clerk/RFO had contacted other Town and Parish Councils for information on which companies they use for Insurance, and a report had been circulated.

**It was noted** that most Town and Parish Councils used Zurich and the Town Clerk confirmed that they had provided an excellent service to the Town Council over the last three year contract.

**The Town Clerk advised** that she would seek other quotations for comparison purposes for the committee to consider. However, she felt that the Office contents may need increasing and requested assistance in carrying out an assessment. Cllr Jones agreed to assist.

#### **7. Code of Conduct:**

To consider new Code of Conduct LGA version: <https://www.local.gov.uk/local-government-association-model-councillor-code-conduct-2020-0>

**The Town Clerk/RFO reported** that the Suffolk Monitoring Officers and SALC are awaiting additional guidance currently being drawn up by the LGA before considering how to proceed with recommendations to Councils.

**Cllr Wraight noted** some of the differences between the old and new Code of Conduct.

**The Town Clerk/RFO noted** that the SLCC had advised that the new Code of Conduct should be adopted at the Annual Meeting in May, so there was still time to consider this matter at the next meeting, which was agreed.

#### **8. Town Council Office:**

No business

#### **9. Correspondence:**

None.

**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 item 6 because of the confidential nature of the business to be transacted.**

**No public present.**

#### **10. Employment Matters:**

##### **10.1 Deputy Town Clerk/Interim Staff Appraisal:**

**It was noted** that Cllr Carter, Cllr Wraight and the Town Clerk/RFO had carried out the Interim Staff Appraisal on 2<sup>nd</sup> March.

**It was agreed** that Employment Matters would be considered by the new HR Sub-Committee which would report back to the Finance Committee and any recommendations made to Full Council.

**Cllr Jones reported** that the OARS (Organisation, Authority, Responsibility & Structure) Working Group had met with all staff members, and had circulated a questionnaire relating to the effectiveness and efficiency of the Town Council Office and would consider the responses in two weeks, reporting back to the HR Committee.

#### **11. HR Sub-Committee**

To note date of first meeting - 16<sup>th</sup> March at 6.30pm

#### **12. Action Plan:**

No business.

#### **13. Matters of report or items for next agenda:**

**The Town Clerk/RFO reported** that she had attended the SALC Preparing for Audit Webinar which had been a very good refresher, and had highlighted a few matters of interest which she would discuss with the OARS Working Group at their next meeting.

**The Town Clerk reported** that she had contacted SALC in relation to returning to face to face meetings. NALC has issued guidance on preparing for this but there is currently a bit of a gap between when the remote regulations end and when face to face meetings can potentially return at the end of June. She would update the Town Council as soon as information became available.

**14. Date of next meeting:**

Thursday 8<sup>th</sup> April 2021 at 7.00pm

Meeting closed at 20.16