

Framlingham Town Council
Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room
10c Church Street on
on Thursday 15th July 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 S Garrett.

Present:

Cllr D Carter (Chair), Cllr P Collins, Cllr J Culemann, Cllr C Eastwood, Cllr M Hine and Cllr J Jones.

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

3115721 Cllr Carter proposed the minutes of the meeting held on 10th June 2021 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Eastwood and with one abstention due to absence all were in favour.

Cllr Carter signed the file copy of the minutes.

4. PUBLIC COMMENT:

None present.

5. Financial Matters:

5.1 Income and Expenditure Report to date:

The Town Clerk/RFO provided an excel report of income and expenditure to date and explained the detail. A copy would be attached to the file copy of these minutes.

5.2 Ear Marked Reserves:

The Town Clerk/RFO provided a copy of the EMR's and noted that the April CIL payment had been transferred to a new EMR.

It was agreed for the Town Clerk/RFO to transfer all CIL monies received prior to April to an EMR and to allocate committed CIL payments to individual EMR codes.

There was some discussion relating to Christmas and the use of EMR's towards the Christmas Tree and a Christmas Event, which was time constrained as there were no committee meetings in August.

The Town Clerk/RFO advised that the CEP Committee should consider an Extraordinary Committee Meeting to agree the use of funds from the Budget and EMR's, which could then be put forward to Full Council for approval on 5th August.

Funds available in the Budget and use of Covid EMR's for Christmas were discussed and the Christmas Tree/Event was supported by the Finance Committee.

5.3 Bank balances and bank reconciliations to date:

The Town Clerk/RFO provided an HSBC and Nationwide BS printed copy of the bank balances to date, which was noted, and copies attached to the file copy of these minutes.

The Town Clerk/RFO noted that all the reconciliations were complete and up to date.

6.Town Council Office:

TV Screen for Town Council Meeting room – Budget of up to £1,000 agreed by Full Council on 1st July 2021

6115721 Cllr Jones proposed to approve Cllr Garrett's recommendation of a "Panasonic TX-65HX580BZ 65 Inch 4K Ultra HD Multi HDR LED LCD Smart TV with Freeview Play (2020)" from Amazon at £679.00, plus a suitable web-cam, which was seconded by Cllr Carter with all in favour.

7.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 8 because of the confidential nature of the business to be transacted.

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

None present at this point.

8. Employment Matters:

No business.

9. HR Sub-Committee:

Membership was agreed as Cllr Carter, Cllr Culemann and Cllr Dean.

A meeting would be arranged for September.

10. Action Plan:

The Action Plan was reviewed and amendments noted.

11. Matters of report or items for next agenda:

Cllr Hine noted the following items for the next agenda:

To consider an invitation from the Council to recipients of grants to report back

To discuss a formal policy for the consideration of grant applications and publicity for the grant process

12. Date of next meeting:

No Meeting in AUGUST

Thursday 9th September 2021 at 7.00pm

Meeting closed at 19.51