

Framlingham Town Council
Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room
10c Church Street on
on Thursday 9th September 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, Cllr J Jones and Cllr Culemann

Present:

Cllr D Carter (Chair), Cllr P Collins, Cllr C Eastwood and Cllr M Hine

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

319921 Cllr Carter proposed the minutes of the meeting held on 15th July 2021 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Eastwood with all in favour.

Cllr Carter signed the file copy of the minutes.

4. PUBLIC COMMENT:

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 individual codes for CIL payments had been allocated as agreed.

5.3 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. It was noted that the balance of the Nationwide Building Society remains the same.

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

5.4 E-On Energy:

To consider the renewal of the 2 year fixed Business Electricity Plan 25th September 2021 – 24th September 2023 for the Cemetery (Estimated annual cost £143.45) and Pageant Field Estimated annual cost £1,076.35. (The Town Clerk confirmed that all E-On Contracts were 100% renewable energy)

519921 Cllr Carter proposed to renew the E-On Energy Contract for the Cemetery and Pageant Field until September 2023, which was seconded by Cllr Hine with all in favour. Due to time restraints this matter would be put forward to Full Council for retrospective approval.

5.5 External Audit:

The Town Clerk/RFO reported on the satisfactory completion of the External Audit and reported that one query was made relating to the refund of a grant, which was fully and satisfactorily explained.

6. Annual Review of Town Council Policies:

The Town Clerk/RFO had circulated the list of policies to members for review and consideration at the next meeting.

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

The above would be considered as part of the review of the Grants Policy.

7. Town Council Office:

The Town Clerk/RFO advised of the laptop software issues which had been resolved by Fowler Web at a cost of £75 and £40. The Town Clerk advised of further issues to be considered from Budget 1127.

719921 Cllr Collins proposed that due to these issues needing quick action that Budget 1127 is used at the discretion of the Town Clerk/RFO under delegated powers, without the need for approval by the Committee which was seconded by Cllr Carter with all in favour.

The Town Clerk/RFO advised of issues with sound and recording for Full Council meetings and individual microphones were being looked into by Cllr Higham and the Deputy Clerk. She advised that costs may be involved for new equipment and professional advice.

It was agreed that a solution needed to be found for the benefit of all attending both Full Council and Committee meetings.

8. 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 9 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.

9. Employment Matters:

No business.

10. HR Sub-Committee:

A meeting would be held on 16th September.

11. Action Plan:

No business.

12. Matters of report or items for next agenda:

- To consider Grant Applications received by the deadline of 30th September.
- Investments

13. Date of next meeting:

Thursday 14th October 2021 at 7.00pm

Meeting closed at 20.02