

**Framlingham Town Council**  
**Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room**  
**10c Church Street on**  
**on Thursday 14<sup>th</sup> October 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:**

Cllr Culemann declared a personal interest in Item 6.3 and signed the Interest Book.

**3. Minutes of previous meeting:**

**31141021 Cllr Carter proposed** the minutes of the meeting held on 9<sup>th</sup> September 2021 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Eastwood and with two abstentions due to absence all were in favour. Cllr Carter signed the file copy of the minutes.

**4. PUBLIC COMMENT:**

None.

**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. She had added an additional column to show committed expenditure which members agreed was helpful. A copy would be attached to the file copy of these minutes.

**It was agreed** to transfer the Precept grant from ESC of £2,055 into EMR 336.

**5.2 Ear Marked Reserves:**

**The Town Clerk/RFO provided** a copy of the EMR's to date which were considered and transfers 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 Investments:**

Further investments were considered under the FSCS £85,000 threshold for which the Town Council qualified. It was noted that extensive investigations had been carried out with other banks

and building societies for opportunities for saving accounts but there were very few options that concurred with the Annual Investment Strategy. It was noted that HSBC still has the strongest credit rating.

**It was unanimously agreed** not to pursue any further investments at this time but to keep the matter under periodic review.

## **6. Grant Applications:**

The following grant applications received by the deadline of 30<sup>th</sup> September (Budget £3,000) were considered:

**6.1 Marie Curie** – To help pay for Marie Curie Nurses working in Suffolk - **£ any**

**It was agreed** to award a grant of **£500**

**6.2 Citizens Advice Bureau** – Printed workbooks for the Financial Capability Project - **£250.00**

**It was agreed** to award a grant of **£250**

**6.3 Friends of St Michael's Church** – towards the cost of purchasing Christmas trees for the Annual Christmas Tree Festival – **£250.00**

**It was agreed** to award a grant of **£250**

**6.4 Greener Fram Community Garden** – 3 spade and 2 pairs of shears - **£120.00**

**Cllr Jones noted** that this would qualify for Local CIL funding and therefore it was agreed to defer the application to the next DSP Committee meeting for consideration.

**6.5 Framlingham Town Football Club** – to help with transport costs (HOUR Community mini-bus @ £100 per trip) due to a restructure of the leagues - **£500.00**

**It was agreed** to award a grant of **£500**

**6.6 Royal British legion - Framlingham Branch** – towards providing refreshments for Remembrance Sunday and RBL AGM - **£250**

**It was agreed** to award a grant of **£250**

**61141021 Cllr Carter proposed to approve** all the above the decisions, which was seconded by Cllr Culemann with all in favour.

## **7. Annual Review of Town Council Policies:**

**The Town Clerk/RFO gave an update** on progress and noted that all reviewed and revised documents would be circulated to members prior to the next meeting to be discussed further at the December meeting.

**Cllr Hine suggested** implementing a new Community Grant, which would need a budget for 2022/2023.

**It was agreed** to discuss this further as an agenda item for the next meeting.

**Cllr Carter reported** that the Terms of Reference need to be correctly cross referenced to the Standing Orders and Financial Regulations and explained the process. He had also compared the

SALC Model SO's with the Town Council SO's and confirmed that these covered the same matters. He had also introduced the model wording for the information provision and GDPR parts.

**8.Town Council Office:**

Update on microphone system for meetings:

**It was agreed** for the Town Clerk to investigate options

**The Town Clerk noted** the current arrangements for the hire of St Michael's Rooms for Full Council meetings would come to an end once building work started. She noted that it was difficult to find a venue big enough for Full Council meetings in the town as most were already booked. Framlingham Sports Club was suggested and she would contact them for availability.

**9.Correspondence:**

None.

**10. 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 10.1 because of the confidential nature of the business to be transacted.**

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

**10.1 Employment Matters:**

None

**10.2 HR Sub-Committee:**

No business.

**11.Action Plan:**

Updates completed.

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

New Community Grant

**13. Date of next meeting:**

Thursday 11<sup>th</sup> November 2021 at 7.00pm

Meeting closed at 20.27