

**Framlingham Town Council**  
**Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room**  
**10c Church Street on**  
**on Thursday 11<sup>th</sup> November 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 and Cllr J Jones

**Present:**

Cllr D Carter (Chair), Cllr P Collins, Cllr J Culemann, 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:**

**31141021 Cllr Carter proposed** the minutes of the meeting held on 14<sup>th</sup> October 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:**

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. 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 to date which were considered and noted.

**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 Budget and Precept 2022/2023:**

**The Town Clerk/RFO reported** that the 'Draft Budget 'Wish List' had been circulated to all Councillors and would be considered in detail at the next meeting. She noted that any questions or queries would be answered prior to the meeting.

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

**The Town Clerk/RFO** reported on the progress to date and the formula with which the reviewed documents would be circulated to Councillors prior to the next meeting when they would be considered further.

**It was noted** that a new Community Grant would be considered alongside the existing policies and funds in the Budget had been allocated.

**Cllr Carter** also noted that some policies had been combined into one and two policies were recommended to be replaced with the NALC (National Association of Local Councils) models.

## **7. Town Council Office:**

**It was noted** that the Deputy Clerk was investigating options and costs for a sound system for meetings.

**The Town Clerk/RFO advised** that the replacement and installation of a new touch pad for the laptop computer would cost £92.50, which was noted.

## **8. Correspondence:**

### **8.1 Clarke & Simpson**

Email advising that Clarke and Simpson have agreed to assist with the Christmas Day Event organised by HOUR Community and requesting the supply of 35-40 Fram Bags for hamper gifts put together by them for the lonely and isolated at Christmas.

**8111121 Cllr Carter proposed** to supply 35-40 Frambags free of charge for the hamper gifts as detailed above, which was seconded by Cllr Hine with all in favour.

**9. 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:**

#### **Staff Appraisals:**

**It was agreed** according to the Standing Orders Cllr Eastwood and Cllr Carter would carry out the Appraisal Interview for the Town Clerk/RFO and Cllr Carter and the Town Clerk/RFO would carry out the Appraisal Interview for the Deputy Town Clerk and Office Assistant.

## **11. Annual Review of Risk Assessments:**

To appoint Councillors to review the following documents to be circulated prior to the next meeting:

Financial Management and Control – Cllr Carter

Town Council Office -Cllr Collins

HSBC Credit Card- Cllr Eastwood

GDPR – Cllr Garrett

Lone Worker – Cllr Culemann

## **12. Action Plan:**

Updates – None

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

Budget 2022/2023 final for recommendation to Full Council

Precept requirement for 2022/2023 for recommendation to Full Council

Review of Effectiveness of Internal Audit

Cllr Hine reported that the St Michael's Rooms Fundraising were hoping to meet as soon as possible with ESC to discuss funding. The Town Clerk/RFO and Cllr Eastwood reported that this was being addressed.

### **14. Date of next meeting:**

Thursday 9<sup>th</sup> December 2021 at 7.00pm

Meeting closed at 19.42