

Agenda for the Finance Committee Meeting to be held on Thursday 12th March 2020 in The Cell, The Old Court House, Bridge Street at 7.00pm

1. Apologies:

To receive and accept apologies for absence

Present:

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

3. Minutes of previous meeting:

To approve the minutes of the previous meeting as an accurate record

4. Public Comment:

5. Local CIL Applications:

- **HOUR Community – revised application – Framlingham & Surrounding Villages Dementia Support Worker – £21,000 over 2 years**
- **HOUR Community – Furniture Project and Men’s Shed - £150,000**

To consider additional information relating to the above as requested at the last meeting

To consider the response from ESC and SALC following a request for advice relating to the above.

6. Financial Matters:

Alpha Finance Report of Income and Expenditure to date:

Bank balances and bank reconciliations to date:

Ear Marked Reserves:

End of Year information:

Business cards – cost for reprinting 500 @ £49.00

7. Policies and Documents review:

Financial Regulations

Information, security, protection and removable information storage

Document Disposal Policy

Committees Terms of Reference

GDPR:

Report on recent training and outcomes – Town Clerk

GDPR Risk Assessment

Contact Consent forms – updated

Privacy Notice - updated

8. Employment Matters:

To consider reviewed and updated Job Descriptions for all staff

9. Town Council Office:

Network attachment storage for office computers

Lease

10. Correspondence:

1/3 FCCT,FDDT

Email relating to funds held by the Mills Charity for a Community Hall.

2/3 East Suffolk Council

Response to Town Council’s letter regarding the Community Infrastructure Levy (CIL) Spending Strategy.

11.Action Plan:

Updates

Identified CIL projects put forward by Committees:

12. Matters of report or items for next agenda:

13. Date of next meeting:

Thursday 9th April 2020 at 7.00pm