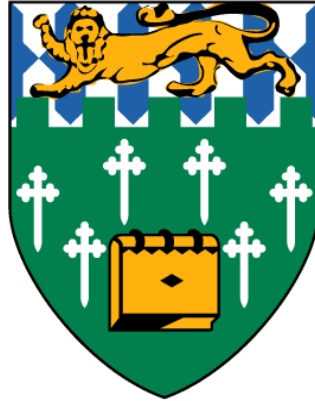


# FRAMLINGHAM TOWN COUNCIL

**Town Council Office**  
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**Suffolk**  
**IP13 9BH**

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Visit our website:  
[www.framlingham.com](http://www.framlingham.com)



**Town Council Chairman:**  
Cllr Philip Collins

**Town Clerk/ Responsible Financial Officer:**  
Mrs Eileen A Coe CiLCA AICCM PSLCC

**Deputy Town Clerk:**  
James Overbury BA (Hons)

[townclerk@framlingham.com](mailto:townclerk@framlingham.com)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**Date: 15<sup>th</sup> October 2020**

## **MEMBERS OF THE FINANCE COMMITTEE:**

**Cllr D Carter (Chair), Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr J Jones, Cllr G Kitching, Cllr P Wraight**

You are hereby summoned to attend a virtual Zoom Meeting of the:

**Town Council Finance Committee**

To be held on:

**Thursday 22<sup>nd</sup> October at 7.00pm**

For the transaction of the business on this Agenda.

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

### **Public Attendance:**

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item 4 of the Agenda.

### **To join this meeting:**

<https://zoom.us/j/91881500701?pwd=ZDlsNmZmbERZV0FiOVRqNWpqalpzd09>

**Meeting ID: 918 8150 0701**

**Passcode: 746747**

### **One tap mobile**

**+442039017895,,91881500701#,,,,,0#,,746747# United Kingdom**

**+442080806591,,91881500701#,,,,,0#,,746747# United Kingdom**

### **Dial by your location**

**+44 203 901 7895 United Kingdom**

**+44 208 080 6591 United Kingdom**

**+44 208 080 6592 United Kingdom**

**+44 330 088 5830 United Kingdom**

**Find your local number: <https://zoom.us/u/abekOFH5Oo>**

**Please note this meeting may be recorded.**

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Finance Committee – Thursday 22<sup>nd</sup> October– 7pm**

**AGENDA:**

**All documents relevant for the meeting have been circulated with the Agenda to Councillors:**

**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. Financial Matters:**

**5.1 Alpha Finance Report of Income and Expenditure to date:**

**5.2 Bank balances and bank reconciliations to date:**

**5.3 Ear Marked Reserves:**

**5.4 Unpaid invoices: (Town Clerk/RFO to report)**

**6. Grant Applications: (Budget £3,000 - £2,000 remaining)**

**6.1 FAYAP -£670**

Towards FAYAP Centre heating system repair £471

Cupboard/Counter for the Pavilion £199

**6.2 Headway - £250**

Towards support for people with neurological problems and their families

**7. Town Council Office:**

**7.1 Network attachment storage for office computers – update - Cllr Garrett**

**7.2 Mobile phones:**

To consider costs for Town Council mobile phones – Cllr Garrett

**7.3 IT support:**

To consider external help and support for IT issues

**8. Policies and Documents and Risk Assessments Annual Review:**

**8.1 Annual Review of Town Council Policies and documents**

**8.2 Annual Review of the Effectiveness of Internal Audit**

**8.3 Annual Review of Risk Assessments:**

Lone Working

Credit Card

Financial Management and Control

**9. Budget 2021/2022:**

Budget documents circulated to all Councillors 03/09/20

**10. Correspondence:**

**11.Action Plan:**

Updates

**12. Employment Matters:**

**12.1 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 the next two items because of the confidential nature of the business to be transacted.**

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

**12.2 Annual Staff Appraisals**

**12.3 Annual review of contracts and salaries**

**12.4 Covid extra hours**

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

**14. Date of next meeting:**

Thursday 12<sup>th</sup> November 2020 at 7.00pm