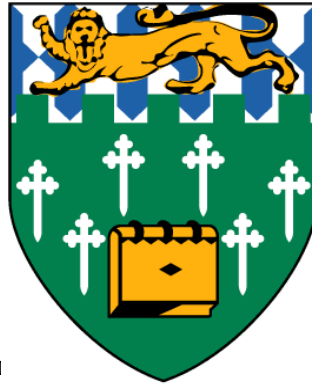


FRAMLINGHAM TOWN COUNCIL

**Town Council Office
10 Church Street
Framlingham
Suffolk
IP13 9BH**



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)

Telephone: 01728 720183

townclerk@framlingham.com
dtc@framlingham.com

Visit our website: www.framlingham.co

Date: September 2020

MEMBERS OF THE FINANCE COMMITTEE:

Cllr D Carter (Finance 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 17th September 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:

Meeting ID: 945 7371 6760

Passcode: 401259

Dial by your location

+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom

Find your local number: <https://zoom.us/j/94573716760>

Please note this meeting may be recorded.

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

Finance Committee – Thursday 17th September– 7pm

AGENDA:

(PP) – All documents relevant for the meeting on the Cllrs Private Page of the website prefixed:

FI 20-09-17

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:

- **Alpha Finance Report of Income and Expenditure to date** – to be circulated prior to the meeting
- **Bank balances and bank reconciliations to date:** to be circulated prior to the meeting
- **Ear Marked Reserves (PP)**
- **Current Investments**
- **Future Investments**
- **Interim Audit – SALC**

Response from other Councils re testimonials **(PP)**

6. Town Council Office:

Network attachment storage for office computers – Cllr Garrett

To consider and approve the Town Council Office and Meeting Room RA along with the COVID-19 RA– Cllr Kitching **(PP)**

7. Policies and Documents and Risk Assessments Annual Review:

Annual Review of Town Council Policies and documents – All on Website

Current Policy and Document List **(PP)**

Annual Review of the Effectiveness of Internal Audit –**(PP)**

Annual Review of Risk Assessments –**(PP)**

Lone Working

Credit Card

Financial Management and Control

8. Budget 2021/2022:

Budget documents circulated to all Councillors 03/09/20

9. Correspondence: (PP)

1/9 East Suffolk Council

Letter re Covid 19 Small Business Support Grants advising that as the Town Council pays rates for the Cemetery it is eligible for a grant of £10k

10.Action Plan:

Updates

11. Employment Matters:

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

- **DTC Interim Appraisal – DC/JJ/EAC**
- **Annual Staff Appraisals**
- **Mobile phone contribution review**
- **NALC 2020-2021 National Salary Award (PP)**

12. Matters of report or items for next agenda:

13. Date of next meeting:

Thursday 8th October 2020 at 7.00pm