

Minutes of the Finance and Strategic Planning Committee Meeting held on Wednesday 26th September 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm

1. Apologies:

None, all present.

Present:

Cllr S Bennell, Cllr L Clouting, Cllr P Collins, Cllr C Eastwood, Cllr S Garrett, Cllr G Kitching and Cllr J Jones (Chair)

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Bennell declared an interest in the Grant applications and signed the Interest Book.

3. Minutes of previous meeting:

3126918 Cllr Jones proposed approval of the minutes of the meeting held on Thursday 12th July, (previously circulated in draft form) as an accurate record, which was seconded by Cllr Garrett with all were in favour.

The Chairman then signed the minutes.

3226918 Cllr Jones proposed approval of the final IPC minutes held on 26th June, (previously circulated in draft form) as an accurate record, which was seconded by Cllr Kitching with all in favour. The Chairman then signed the minutes.

4. Public Comment:

None.

5. Financial Matters:

Alpha Finance Report of Income and Expenditure to date:

The Town Clerk/RFO provided the Alpha Report of Income and Expenditure to date which was considered in detail, noted, and a copy attached to the file copy of these minutes.

The Town Clerk would publish a copy of the Summary Income and Expenditure Report to date on the www.framlingham.com website, which was noted and agreed.

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.

The Town Clerk/RFO provided details of all the bank reconciliations to date, and it was noted that all the reconciliations were completed and up to date. The Town Clerk/RFO advised that all financial documents were available to Councillors to view during Office hours.

Review of Ear Marked Reserves:

The Town Clerk/RFO provided a print out of current reserves which was considered in detail. There were no transfers to be made at this stage, but the EMR would be reviewed again at the March 2019 meeting.

Annual Review of Direct Debits and Standing Orders:

It was noted that there were no changes.

Additions to Insurance:

The Town Clerk/RFO provided information on the costs to add Fram Bags, donated Painting and Cycle Racks which was agreed.

The cost of £80 to remount and frame the donated 1950's aerial view of Framlingham was agreed. It was agreed to write off the small laptop and purchase a replacement. Cllr Garrett agreed to help investigate the options.

VAT/TAX Consultancy:

It was agreed for Cllr Jones and the Town Clerk to consult further with Elysian Associates and report back to the next meeting.

Cllr Bennell declared an interest in the next item and left the room.

Grant Applications: (Annual Budget £3,000)

Royal British Legion – Framlingham Branch - £750.00

Towards activities for the 100th anniversary of WW1

Framlingham Youth and Arts Centre - £509

Funding for 2 new tyres and Road tax for the mobile youth club van

Friends of St Michael’s Church - £250

Towards the purchase of Christmas trees for the annual festival

Framlingham Business Association - £750

Late night shopping: £250 requested to cover printing of raffle tickets which will be used at all events, Funding will also go towards entertainment and activities at late night shopping, partial road closure, insurance and capital, if required, for Santa’s grotto.

Christmas and Charity Market: £250 requested to go towards entertainment and staging plus PA costs. The music stage is used as a platform for young musicians to gain performance experience.

Installation of Christmas trees: £250 requested to go towards new lights as the plug in versions are all replaced by battery operated ones to assist in installation and dismantling, up to 100 small trees and one large tree.

It was agreed to recommend approval for all the above applications to Full Council on 4th October.

Cllr Bennell returned to the room

6. General Data Protection Regulations (GDPR):

The Town Clerk/RFO advised that the Deputy Town Clerk had installed Encryption (file shredder) on all the Town Council lap top computers.

A Removable Media Policy, Information Security Incident Policy and Third Party use of Council resources Policy was being drafted and combined into one document.

7. Annual Review of Town Council Standing Orders and Policies:

The following documents were reviewed with no changes:

Standing Orders

Financial Regulations

Code of Conduct

Model Publication Scheme

Freedom of Information

Data Protection

Complaints Procedure

Grievance Procedure

Health & Safety Policy and Statement

Child Protection Policy

Equal Opportunities Policy

Equality Policy Statement

Internal Audit Effectiveness Review

CCTV Policy

Press Policy

Filming, Videoing, photographing and audio recording at Town Council meetings Policy

Ban of mass balloons and sky lanterns from Town Council land Policy

Review of risks of Legionnaires Disease

Illegal Fly Posting Policy

Community Engagement Policy

Disciplinary Procedure
Risk Assessment record and Procedure
Appraisal Process
Delegated Powers (Scheme of Delegation)
Training Statement of Intent
Information Protection Policy

The following documents had been revised and would be circulated in draft form prior to the next meeting:

Terms of Reference for Committees, Sub-Committees and Working Groups - revised
Retention of Documents Policy –revised
Grant Policy - updated
Current Policies and Document Control Management System - revised

The following documents were updated on an ongoing basis:

Action Plan – ongoing
Town Council Contracts - updated
Staff Training Record - ongoing
Councillor Training Record – ongoing

New Policies drafted and would be circulated in draft form prior to the next meeting:

Loan Worker Policy
Document Disposal Policy

It was agreed that once all the policies and documents had been reviewed a recommendation for approval would be put to Full Council

8. Annual review of Risk Assessments:

Town Council Office – Cllr Kitching
Financial Management and Internal Control – Cllr Jones
Credit Card – Cllr Garrett
Lone Worker – Cllr Jones

The reviewed risk assessments would be considered at the next meeting.

9. Action Plans 2018/2019:

No business.

10. Correspondence:

1/9 Christopher Sharpe (Chairman Framlingham Residents Association)

Email advising that the FRA committee does not feel able to support the CIL bid for the refurbishment of St Michael's Rooms, as they have several concerns relating to the project. Noted

2/9 House of Commons

Copy of letter from Dr Dan Poulter MP sent to SCDC in support of the CIL bids for funding to replace St Michaels Rooms with a new community hall, CPE, improvements to footpaths, crossings and pedestrian islands also a Framlingham town centre wide traffic flow study and ensuing report, commending the Town Council on the work it has done compiling the bids, and in full support of the endeavours to secure this vital funding in order to enhance this vibrant and aspirational market town. Noted

3/9 Thomas Mills High School

Letter of support for the CIL bids including the funding for the re-build of St Michael's Rooms. Noted

4/9 Framlingham College

Letter of support for the CIL bids including funding for the re-build of St Michael's Rooms. Noted

5/9 HMP Hollesley Bay

Letter requesting employment opportunities after June 2019. It was agreed for the Town Clerk/RFO to respond advising that all grounds and property maintenance is contracted out, so there are no employment opportunities at present. It was also agreed to suggest making contact with the FBA in order to circulate to its members.

11. St Michaels Rooms Working Group:

Cllr Kitching provided an update on progress to date and reported that site visits were being undertaken as part of the assessment process. Pre-Planning advice was also being sought from SCDC. The Group was working with solicitors looking at the terms and length of a lease agreement and Cllr Jones was working on the assumptions for the Business Case. However, it all depended on the outcome of the CIL bid which was expected next week. Cllr Kitching noted that it was a very complex process and a lot of work is still to be done.

Cllr Garrett raised concerns that he had been made aware of relating to the hall being for the benefit of the Church and the need to consult with the public to avoid any misinformation. Cllr Kitching noted that once the details were in place a public consultation would be held prior to any recommendation being made to Full Council.

12. Strategic Planning Forum:

Monday 12th November at 7pm provisional date. Details would be confirmed with Councillors.

13. Employment Matters:

All staff appraisals would be held on 6th November and reported to the Finance Committee on 8th November along with the annual review of contracts and salary.

14. Matters of report or items for next agenda:

Annual Appraisals and Annual review of staff contracts and salary – November

Review of all policies and documents - October

Review of Risk Assessments - October

CIL payments and timescale of payments – October

Budget 2019/2020 - November

15. Date of next meeting:

Next meeting Thursday 11th October at 7.30pm

Meeting closed at 21.15