

**Draft Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday  
8<sup>th</sup> November 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

Cllr L Clouting and Cllr S Garrett

**Present:**

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

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**3181118** Cllr Jones proposed approval of the minutes of the meeting held on Wednesday 26<sup>th</sup> September, (previously circulated in draft form) as an accurate record, which was seconded by Cllr Eastwood 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](http://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.

**VAT/Tax Consultancy:**

A comparison of vat repayments over the last few years was noted and following some discussion it was agreed in principle to recommend approval to Full Council in due course to appoint Elysian Associates, if the SMR project goes ahead. The costs would be added to the 2019/2020 budget appropriately.

**CIL receipts October:**

It was noted that the CIL receipts received to date were 2016/17: £10,845.54, 2017/18: £179,362.30 and 2018/19 to date: £128,672.59. Of this £20,551.10 has been spent on infrastructure projects in the town with a further £140,000 committed for St Michael's Rooms rebuild and £17,000 for pedestrian refuges, crossings and pathway improvements. The Town Clerk/RFO would make the annual report to SCDC in December as required and publish a copy on the [www.framlingham.com](http://www.framlingham.com) website.

**CIL payments and timescale of payments:**

Further CIL payments (from the main developments) are due during the 2019/2020 fiscal year. £118,506 in April 2019 and a further £116,406 in October 2019, it is likely however that the October payment will be the subject of 'capping'.

**New Laptop:**

The purchase of a replacement lap top as recommended by Cllr Garrett was considered and it was agreed to recommend approval to Full Council for the spend from EMR 337.

## **6. Annual Review of Town Council Standing Orders and Policies:**

**The following documents had been reviewed at the last meeting 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 were revised and had been circulated in draft form prior to the 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

**New Policies drafted and circulated in draft form prior to the meeting:**

Lone Worker Policy  
Document Disposal Policy  
Removable Media and Information Security Incident Policy  
Third Party use of Council resources Policy

It was agreed to recommend approval of the review for all of the above documents to Full Council.

## **7. 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 recommended to Full Council for approval

## **8. Action Plans 2018/2019:**

No business.

### **9. St Michael's Rooms Working Group:**

Cllr Kitching reported that following the Full Council meeting on 1<sup>st</sup> November a meeting had been arranged with the Architect to refine the plans and the Working Group would also meet to go through the design plans.

Cllr Kitching, Cllr Garrett and the Town Clerk had attended the Community Action Suffolk Village Halls and Community Buildings Conference, which had been very informative and useful.

Cllr Kitching reported that the Town Council's solicitor had advised that given the charitable objectives they would cap their fee for dealing with the various questions at £400. Recommended companies had also been approached regarding the cost for the lease valuation.

### **Framlingham Residents Association:**

The questions raised at Full Council on 4<sup>th</sup> October by the Chairman of the FRA had been considered by the Working Group at the last meeting and a summary of the issues raised produced. It was noted that the identified key issues would be addressed in due course and other matters had been addressed and reported to Town Council as a public record.

Where things had not been addressed they were still subjects of discussion, some of which were confidential due to commercial sensitivity.

A response was agreed and would be sent by the Town Clerk.

Cllr Collins reported that as Town Council Chairman he had requested the Town Clerk to contact the FRA for copies of the agendas and minutes of the FRA meetings, as received for other organisations in the town and circulated to Councillors.

### **10. Strategic Planning Forum:**

Details noted.

### **11. Budget 2019/2020**

The first draft of budgets provided by Committees was circulated and noted. It was agreed for the Town Clerk/RFO to meet with all members of the Finance Committee to discuss the budget figures and where savings could be made. A full report would be provided to the next meeting with a view to circulating a draft budget for approval by Full Council on 3<sup>rd</sup> January.

### **12. Correspondence:**

#### **1/11 Suffolk Coastal District Council**

Email confirming that the awarding of CIL funding for the redevelopment of St Michael's Rooms will not prevent a future bid for a larger community centre from coming forward, so long as its linked to a Strategy or Plan. Noted

#### **2/11 Royal British Legion – Framlingham Branch**

Thank you letter for recent grant. Noted

#### **3/11 Framlingham Residents Association**

Request for copy of CIL letter and response. It was agreed for the Town Clerk to send a redacted copy.

#### **4/11 Suffolk Coastal District Council**

Letter confirming award of CIL funding of £700,000 subject to conditions. Noted

#### **5/11 Resident**

To consider a request under FOI. The Town Clerk had acknowledged and requested clarification of information requested but no further response had been received. Noted

#### **6/11 Suffolk Coastal District Council**

Letter outlining the reasons that funding was not allocated for the projects proposed.

It was noted that the letter included projects that were not applied for by the Town Council and it was agreed to respond advising that while these items were in the NP they were not part of the CIL bid for 2018/19. It was also noted that the Traffic Flow/Management Study and Report did not qualify for under the Regulation 123 List as it is not considered to be of a strategic nature in the wider context of Suffolk Coastal. Also, funding of such a study does not guarantee the delivery of infrastructure which would be contrary to the CIL Regulations. Also, "the Town Centre Parking did

not qualify under the Regulation 123 List as it is not considered to merit strategic highway and improvements in the wider context of Suffolk Coastal”.

It was noted that CIL procedures are being reviewed as part of the merger and it was agreed for the Town Clerk to respond requesting that the Regulation 123 List be amended to include additional parking provision..

**7/11 Friends of St Michael’s Church**

Thank you letter for the recent grant. Noted.

**8/11 Framlingham Business Association**

Thank you letter for the recent grant. Noted.

**To exclude the press and public for the next item by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted**

None present.

**13. Employment Matters:**

It was noted that the Annual Appraisals had been carried out.

It was agreed to recommend approval to Full Council to formally appoint the Deputy Town Clerk.

The annual review of staff contracts and salary would be continued at the next meeting with a view to making a recommendation to Full Council on 3<sup>rd</sup> January.

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

None.

**15. Date of next meeting:**

Thursday 13<sup>th</sup> December 2018 at 7.30pm