

**Draft Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday
11th April 2019 in The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

Cllr S Garrett

Present:

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

In attendance:

Mrs E Coe (Town Clerk/RFO) and three members of St Michael's PCC invited to attend for item 5 plus two members of the public

2. Declarations of Interest:

Cllr Bennell declared an interest in item 8 as a member of FOSM and signed the Interest Book.

3. Minutes of previous meeting:

3111419 Cllr Jones proposed approval of the minutes of the meeting held on Thursday 14th March, (previously circulated in draft form) as an accurate record, which was seconded by Cllr Eastwood and with one abstention due to absence all were in favour.

Cllr Jones then signed the minutes.

4. Public Comment:

None.

5. Presentation by St Michael's PCC on their proposals for St Michael's Rooms:

The PCC had sent a letter of thanks to the Town Council for its partnership through the challenges of the project and the encouragement it continues to give to the exploration. Rev Sanders confirmed the intention to continue working with the Town Council and Community for the project to re-build St Michael's Rooms as a community facility for the benefit of the whole community, along the lines considered by the Working Group. The PCC asked the Committee to help them through due and proper consideration of the Memorandum of Understanding, Business Plan, and up to £70k match funding from the local CIL fund. The PCC is confident it can raise the remaining £70k required to satisfy SCDC's concerns about matching the original CIL bid. The PCC understand that in the case that the total project costs are less than £840k the level of support would be proportionate.

The Memorandum of Understanding had been made available to the Committee prior to the meeting and some amendments were suggested, which were noted and retained by the PCC for further consideration.

It was agreed to contact East Suffolk Council for its opinion on it also being a partner on the MOU The new name was agreed 'St Michael's Community Rooms'

With regard to the Business Plan a list of questions/clarifications was provided to the PCC for consideration and response.

Funding was discussed and it was noted that £700k was available via CIL from SCDC and an application for up to £70k of Town Council local CIL funding had been made by the PCC and a recommendation would be made and considered at the June Full Council meeting.

The PCC confirmed it would be inviting members of the original Working Group to contribute to the discussions on the project.

6. 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 and the detail including transfers to Ear Marked Reserves and payments awaiting invoices 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.

End of Year Report:

The Town Clerk/RFO reported that she had spent the morning with the RBS Accountant and all the financial paperwork was in order and no issues had been highlighted. She would now continue preparing the end of year financial documents for approval at the next Full Council meeting, prior to sending to the external auditor. Cllr Jones would present and explain the documents at the meeting.

Cleaner:

6111419 It was unanimously agreed to appoint an Office Cleaner, funds for which had been included in the annual budget. The Town Clerk was asked to address this issue.

7. Correspondence:

1/4 Suffolk Coastal District Council

Response to email relating to the Regulation 123 list from Philip Ridley. It was noted that East Suffolk would be considering how the 'spend' process is undertaken and further information will be published/provided in due course following the Elections.

It was agreed to respond asking for clarification on timing asking if the Regulation 123 list would be reviewed before any new CIL applications were submitted in 2019. It was noted that the consultation and review needs to be carried out and completed prior to this year's requests for CIL funding.

The Town Clerk/RFO was requested to contact other Town Clerks to see if anyone else had an issue with this matter.

2/4 Suffolk Association of Local Councils

Information on subscription costs for 2019/2020. It was noted that the annual cost was £975.54 including £199.01 NALC payment. It was noted that in comparison the LCPAS subscription was £200. Concerns had been raised last year but it had been agreed to subscribe for the year and monitor the support received. It was noted that LCPAS had efficiently supported the Town Council and the Town Clerk on several issues with a quick and efficient response. It was also noted that LCAPS could provide bespoke new Councillor training at half the cost of SALC and other training was also available. Cllr Jones noted the savings by not joining SALC and using LCPAS for training was considerable.

7111419 Cllr Jones proposed not to join SALC for the year 2019/2020, which was seconded by Cllr Kitching with all in favour.

8. St Michael's Rooms Working Group:

It was agreed to make the following recommendation to Full Council on 16th May:

8111419 Cllr Kitching proposed a recommendation in principle, to support the PCC in their intention to lead the project to redevelop St Michael's Rooms and receive the CIL funding allocated by SCDC. This proposal is subject to the PCC completing an MOU and Business Plan to the satisfaction of the Town Council, which was seconded by Cllr Collins and with one abstention due to interest all were in favour.

9. Action Plans 2018/2019:

The Town Clerk/RFO was requested to produce a list of all local CIL projects completed to date and identified local CIL projects put forward by Town Council Committees.

10. Matters of report or items for next agenda:

- To consider draft new policies:

Policy for dealing with habitual or vexatious complaints - June

Training and Development Policy - September

- Future of Town Council Office – June

11. Date of next meeting:

No meeting in May

Thursday 13th June 2019 at 7.00pm

Meeting closed at 20.05