

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

**1. Apologies:**

None, all present.

**Present:**

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

**In attendance:**

Mrs E Coe (Town Clerk/RFO) and two members of the public.

**2. Declarations of Interest:**

Cllr Collins declared an Interest in item 2/6 Framlingham Scout & Guide proposal and signed the Interest Book.

**3. Minutes of previous meeting:**

**3111719** Cllr Jones proposed approval of the minutes of the meeting held on Thursday 13<sup>th</sup> June (previously circulated in draft form) as an accurate record, which was seconded by Cllr Garrett with all in favour.

Cllr Jones then signed the minutes.

**4. Public Comment:**

The Chairman of the Framlingham Scout & Guide Group was present to provide information on their proposals and answer any questions. 200 from ages 5-18 currently use the facility and local Toddler groups are looking to register with Ofsted, so they can use the facility more regularly. There has been no major work since 1991 and they are in the early stages of planning and fund raising. The AGM was just over a week ago and approved the proposals, therefore they will now start to identify funding streams in September.

It was noted that the footprint of the building would be increased and everything (plans, advice etc) achieved so far has been on a voluntary basis.

Cllr Jones advised that the ESC CIL bid deadline was unknown at this stage, but any application would need some match funding. Cllr Jones requested that the Town Council be kept up to date with the progress.

Cllr Jones proposed to re-order agenda to take item 10 first which was agreed.

**10. St Michaels Rooms:**

Cllr Kitching reported that he and Councillors had met with Pretty's Solicitor as agreed at Full Council on 4<sup>th</sup> July and noted the main headlines and advised that no significant issues had been found. Full details, answers to questions and a draft legal agreement will be circulated to all Councillors when received in writing, which was expected on 15<sup>th</sup> July. Councillors would be requested to make comments by a deadline of 22<sup>nd</sup> July.

It was felt that the time scale was too short to make a recommendation to the Full Council on 1<sup>st</sup> August, because the legal agreement will need to be forwarded to the PCC for comment. However, there will be an update on 1<sup>st</sup> August and the final recommendations will be put to Full Council on 5<sup>th</sup> September. If there is a legal challenge then there are 12 weeks to do so from the date the Full Council approve the £70K Local CIL grant.

**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 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](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.

➤ **CIL (Community Infrastructure Levy)**

Cllr Jones reported on the issues of capping of CIL which would affect the next payment of CIL from ESC. In 2017 the second CIL payment was also capped and at that time the registered properties totalled 1633. Registered properties have increased in the last 2 years to approx 1850. Calculations and the timing of the CIL payments mean that the October payment will be significantly reduced due to capping of payments to £100 per registered property.

It was agreed for Cllr Jones to draft a letter to ESC and request that the first CIL development in the Neighbourhood Plan (Saxtead Road) payment is separated and defer the second payment to April to allow the funds to be paid to the Town Council.

➤ **Pageant Field Pavilion:**

There followed some discussion on the funding of the project. Cllr Collins reported that one third of the new building would be for storage of equipment for events such as the Firework Spectacular the profit from which was allocated to the enhancement of the Pageant Field and other town events, and the rest would accommodate a covered seating space, toilets, kitchenette and a small room for use by the whole community.

It was agreed to support the Lands Committee in a recommendation to Full Council to use the £75,000 S106 funds from the Old Drill Hall site and the rest from local CIL. The total cost of the project is £111,434.00 including contingencies.

➤ **2/6 Framlingham Scout and Guide proposal:**

To further consider the proposal noted at the last meeting. Following information received under Public Comment, it was agreed to consider when more detail was available.

➤ **1/5 Saxtead Parish Council proposal:**

Email received thanking the Town Council for the response and offer of a meeting but realise the project needs more thought at this stage before a meeting is arranged.

➤ **Mobile phone:**

It was agreed to cancel the Town Council mobile phone contract and transfer to pay as you go for use at events etc.

The continued use of the Town Clerk/RFO's personal mobile phone for Town Council purposes was considered, and it was agreed to the monthly excess charges on receipt of invoice and assist in the renegotiation of contract for 2020.

➤ **HSBC Investment:**

HSBC Money Market six month deposit of £77,727.72 matures on 15<sup>th</sup> July. Interest £343.05 = £78,070.77. It was agreed to reinvest the total plus interest for the further 3months.

## **6. Draft Policy**

A draft policy provided by LCPAS for dealing with habitual or vexatious complainants was circulated prior to the meeting. It was agreed to update the Town Council Complaints Procedure and include the wording of the new policy. Cllr Wraight and Town Clerk/RFO would action this task and report back to the next meeting.

## **7. Correspondence:**

7/1

### **E-On Energy:**

Letter from E-On Energy regarding renewal of fixed Business Plan and Contract which expires on 24<sup>th</sup> September. Further information awaited and would be considered at the next meeting.

### **7/2 HSBC UK**

Changes to terms and pricing. Noted.

### **8. Future of Town Council Office:**

Paper House Properties (Old Con Club) had provided further information and financial details, which were considered. It was agreed to arrange a meeting with the owners to discuss this further. Suffolk Libraries IPS had responded and were happy to extend the current agreement as it stands at present, with no increase in cost to the Town Council.

It was agreed to arrange a meeting with Suffolk Libraries IPS to discuss this further and any potential to increase the current space.

### **9. Action Plan:**

Updates: Noted.

Identified CIL projects put forward by Committees:

Lands Committee- Floodlighting on the Skatepark - £11,500

### **11. Procedure to initiate new projects:**

Following some discussion and it was agreed to draft a structure/checklist procedure for new projects and spending money, which would be considered further at the next meeting.

### **12. Strategic Planning/Communication Forum for Councillors:**

It was noted that the framework for a 3 year plan would be drafted by the end of September.

Internal Communication – It was noted that the Communications Strategy Working Group were working on both external and internal communications and recommendations would be considered by the PR&Markets Committee in September.

It was agreed for the Town Clerk to seek the availability of Councillors for a Town Council Forum to be held the week beginning 23<sup>rd</sup> September

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

None.

### **14. Date of next meeting:**

**NO MEETING IN AUGUST**

Thursday 12<sup>th</sup> September 2019 at 7.00pm

Meeting closed at 21.18