

**Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday 9<sup>th</sup>  
January 2020 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 Simpson, Cllr J Jones (Chair) and Cllr P Wraight

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**319120** Cllr Jones proposed approval of the minutes of the meeting held on Thursday 12<sup>th</sup> December 2019 (previously circulated in draft form) as an accurate record, and with two abstentions due to absence, was seconded by Cllr Eastwood with all in favour.

Cllr Jones then signed the minutes.

**4. Public Comment:**

None

**5. Financial Matters:**

**5/1 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 within budget and 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.

**5/2 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.

**5/3 Investments maturing in January/February:**

CIL 3 - £100,362.96 – 3<sup>rd</sup> January

CIL 2 - £141,302.00 -22<sup>nd</sup> January

CIL 4 - £168,296.36 – 11<sup>th</sup> February

The Town Clerk/RFO provided an Investment document which was revised and would be circulated to members.

**5/319120** Cllr Jones proposed to recommend approval to Full Council to invest £258,068.23 for a period of one or two years, the final decision to be made by Cllr Jones and the Town Clerk/RFO depending on best interest rates, which was seconded by Cllr Kitching with all in favour.

Capital Savings - £40,356.00 – 14<sup>th</sup> January

Capital EMR - £29,741.28 – 17<sup>th</sup> January

**5/329120** Cllr Jones proposed to reinvest the Capital Savings and Capital EMR for a further one year period which was seconded by Cllr Kitching, with all in favour.

**5/4 Local CIL:**

➤ **Saxtead Parish Council:**

Cllr Garrett, Cllr Eastwood, Cllr Jones and the Town Clerk/RFO had met with representatives of Saxtead Parish Council on 7<sup>th</sup> January, following the committee's request at the last meeting for more information on the proposed project to extend the footpath along the B1119 near Saxtead

Lodge Farm, where the current footpath ends. This would allow pedestrians to walk safely between Saxtead and Framlingham. Currently there is poor visibility on the bend with fast moving vehicles. SCC Highways had estimated the cost to be £30,000 which does not include labour, traffic management costs, land ownership issues or crossing point solutions, so there would be a significant amount of work and cost to see this project through to fruition.

The members advised SPC of the criteria for ESC CIL and Framlingham's Local CIL Funding and noted that SPC would need to first of all establish land ownership with the landowners concerned, ask SCC Highways what information they would require and also establish the need by carrying out surveys of local residents.

Once this was completed SPC could submit a Local CIL application to Framlingham Town Council for consideration to cover the costs for SCC Highways to carry out a feasibility study. Following this an application for ESC CIL funding could be made through SCC Highways.

➤ **CIL income and expenditure to date**

The Town Clerk/RFO reported the following information:

Carried forward from 2018/2019: £290,765.59

Total CIL receipts for the year 2019/2020: £288,227.13

Expenditure Agreed for the year 2019/2020 to date: £153,340.53

Cllr Jones suggested that in addition to the Annual Spreadsheet required by ESC each year that the Town Clerk/RFO produces another Six Month Spreadsheet which includes deadlines for expenditure, which was agreed.

➤ **Response from ESC regarding the deadline for CIL applications:**

ESC had advised that a revised CIL Spend Strategy has been developed over the last couple of months which would be considered by Cabinet on 7<sup>th</sup> January. Paperwork was available on the ESC website. Once a Strategy has been agreed and put in place the Infrastructure Delivery Manager would be able to advise on dates for applications.

The document had been downloaded from the ESC website and the Town Clerk was requested to email a copy to all Councillors.

The following points on the revised CIL Spending Strategy were noted:

- Deadline 31<sup>st</sup> May 2020 for ESC CIL applications
- ESC Working Group of 6 which will meet 3 times a year
- First Year of CIL Spending Strategy April 2020 – May 2021 would and to focus spend on immediately deliverable essential infrastructure, the first year of the CIL Spending Strategy should not fund “Desirable” and “Beneficial” Infrastructure.
- No up-front funding for feasibility studies and professional fees where there is no guarantee that the infrastructure would be delivered;
- No funding for infrastructure replacement or improvements in areas where there is no major developments commencing and limited growth;
- No funding for infrastructure that is not supported by lead statutory bodies, for example, traffic calming or pedestrian crossings if these are not considered as required infrastructure by the Highways Authority;
- Applications would be considered between May – Sept with the results being published in October.

In response to the question relating to the deadline for ESC CIL applications with regard to the £15,000 Local CIL agreed for FAYAP at Full Council on 2<sup>nd</sup> January and a retrospective application for ESC CIL, the Infrastructure Delivery Manager had advised that Framlingham had received over £607k in Neighbourhood CIL since allocations were commenced in 2016 and this funding has a deadline for spending and it is there to support local projects that support growth in your area and the projects that the Town Council believe should be supported.

It was noted that there was no mention that Framlingham was the largest contributor to the ESC CIL fund.

The Town Clerk/RFO was instructed to wait until the revised CIL Spending Strategy had been approved before proceeding further with the application.

#### **5/5 Asset and Depreciation Register:**

**5/519120** The cost of £20 per year from renewal to add 7 x CCTV cameras to the insurance policy was considered and unanimously agreed.

### **6. Policies and Documents:**

#### ➤ **New Communications Strategy - update: (PR&M Committee)**

Cllr Jones requested that Cllr Simpson as PR&Markets Committee Chair produces a summary of the key changes/recommendations which were being proposed in the New Communications Strategy in order that Full Council be advised of the direction being proposed for both Internal and External communications and have the opportunity to comment before changes were implemented Cllr Simpson agreed to do this.

#### ➤ **Staff Appraisal form/procedure:**

Cllr Wraight had raised concerns relating to the appraisal process and procedure which were noted for future reference. Amendments to the Appraisal Form in relation to the procedure and process were agreed and would be recommended to Full Council for approval.

Cllr Wraight had also noted that the Job Descriptions for all staff needed updating.

It was agreed for Cllr Collins and the Town Clerk/RFO to draft revisions and circulate to committee members in time for consideration at the next meeting.

**\*\*Cllr Simpson left the meeting at this point.**

#### ➤ **Standing Orders revisions to be considered**

There was some discussion on SO 9: Motions for a meeting that require written notice to be given to the Proper Officer.

**619120** It was unanimously agreed that in order to comply with SO 9 a Book for the purpose would be purchased and written motions numbered and dated.

The Town Clerk/RFO advised that she had updated all the policies and documents as approved at Full Council on 2<sup>nd</sup> January. However, she advised that the following documents needed further review due to GDPR and DPO issues and new regulations:

- Financial Regulations
- Information Security, protection, and removable information storage
- Document Disposal Policy

It was agreed for the Town Clerk/RFO and Deputy Town Clerk to provide draft revisions to be considered at the next meeting.

### **7. Employment Matters:**

#### ➤ **Annual Staff Appraisals:**

- The Annual Staff Appraisals for the Office Assistant had been carried out and completed.

It was noted that the Office Assistant had agreed to work 2 Thursdays per month flexible by mutual arrangement within current budget restraints.

- The Annual Staff Appraisals for the Deputy Town Clerk had been carried out and completed.

**719120** It was agreed to recommend approval to Full Council to increase the Deputy Town Clerks hours from 22 to 23 from 1<sup>st</sup> April 2020 enabling the Town Council Office to be open on Fridays from 10am until 1pm.

The Town Clerk/RFO reported that SALC had agreed to assist with the Deputy Clerk's training for the CiLCA and a cost of £100 for a one to one session plus mentoring had been agreed within the Budget agreed at the last meeting, and would take place on 22<sup>nd</sup> January.

**729120** It was agreed to pay the 42 extra hours previously agreed for the Deputy Town Clerk to complete the CILCA Portfolio in the February and March wages in equal proportions.

The Town Clerk left the room for the next item:

- The Annual Staff Appraisals for the Town Clerk/Responsible Financial Officer had been carried out and completed.

The Town Clerk/RFO returned to the room.

- **Request for 50% training refund from LCPAS**

The Town Clerk/RFO reported that a 50% refund had been agreed by LCPAS and would be paid in two instalments in January and February.

## **8. Correspondence:**

None.

## **9. Town Council Office:**

### **Lease with Paperhouse Properties Ltd:**

The draft lease Heads of Terms and initial comments had been circulated to committee members with the Agenda.

It was agreed for the Town Clerk to respond advising that the content subject to the initial comments was acceptable. It was agreed to request a clause in the agreement that in the event that the Town Council leased part of the building should become available for purchase that the Town Council be given first refusal.

Cllr Jones reported that he had details of a Public Works Board Loan (PWBL) and the Town Clerk/RFO also had this information provided by NALC for future reference.

The Town Clerk reported that she had met with the Business Development Manager at Suffolk Libraries IPS at her request and she had advised that they were sorry to lose the Town Council as tenants in the building, but wished the Town Council all the best for the future and hoped that we would continue to build on the good relationship developed over the last three years. The decision on whether the office was to be reinstated with the door and partition etc removed would be made in due course.

## **10. Action Plans:**

Updates:

Identified CIL projects put forward by Committees:

None

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

- To consider Grant Applications received
- Review of Ear Marked Reserves
- APM NP Review and time table of events relating to Strategic Planning
- Framlingham Neighbourhood Plan Review and Committee Terms of Reference – Strategic Planning Forum – dates Feb/March to be circulated by the Town Clerk/RFO
- Cllr Jones advised that he would be standing down as F&SP Chairman – Agenda Full Council February.

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

Thursday 13<sup>th</sup> February 2020

Meeting closed at 21.23pm