

**Minutes of the Finance and Strategic Planning Committee Meeting held on Thursday 13<sup>th</sup>  
February 2020 in The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

None, all present.

**Present:**

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

**In attendance:**

Mrs E Coe (Town Clerk/RFO) and one member of the public.

**2. Declarations of Interest:**

None

**3. Minutes of previous meeting:**

**3113220** Cllr Jones proposed approval of the minutes of the meeting held on Thursday 9<sup>th</sup> January (previously circulated in draft form) as an accurate record, and with one abstention due to absence, was seconded by Cllr Collins with all in favour.

Cllr Carter then signed the minutes.

**3213220** The Chair proposed to re-order the agenda to take Item 10 first after Public Comment, which was agreed.

**3313220** The Chair proposed to adjourn the meeting for the following, which was agreed.

**4. Public Comment:**

The representative from HOUR Community commented on the Local CIL applications to be discussed under agenda item 10. He noted that there was an increasing prevalence of those living with dementia and memory loss in the town, which is why it had been decided to establish a new part time role of a Community Dementia Support Worker, to support and improve the lives of people living with memory loss and dementia, and their carers and families.

The duration of the project would be initially two years and would cost £25,070. The Local CIL funding requested was £21,000, but he noted that any contribution would be welcome and also the endorsement of the Town Council.

Cllr Jones noted that the project did not appear to meet the ESC criteria for CIL funding and expressed concern that it may not be an appropriate use of Local CIL funds 'v' other funding opportunities.

The Town Clerk/RFO reiterated the advice received from ESC noting that Town and Parish Councils have a greater degree of flexibility under the CIL Regulations in terms of spending Local CIL and noted that the Regulations state that it can be spent as follows:

1. The provision, improvement, replacement, operation or maintenance of infrastructure; or
2. Anything else that is concerned with addressing the demands that development places on an area.

It was noted that evidence would be required which would support the suggestion that the new developments in the town have increased the number of residents with dementia, before it would be appropriate for the Town Council to consider funding this project under part 2 above.

The representative of HOUR Community then went on to comment on the second Local CIL application for a Furniture Project and Men's Shed. He noted that it was noticeable that the majority of clubs and groups in the town that have been set up to give older people somewhere to go are mainly frequented by women, which is why HOUR Community wants to provide a facility that will not only help people with furnishing their homes at a reasonable cost but also provide somewhere for men to go and regain some purpose in their life. He felt that a Men's Shed would appear to be the best tried and tested way of doing this. The total cost of the project was £289,500 and the Local CIL funding requested was £150,000, but again any contribution would be welcome to endorse the project.

There followed some questions and it was noted that again evidence would be required to prove the need is due to new development in the town.

There were no further questions and the Chair proposed to reconvene the meeting, which was agreed.

#### **10. Local CIL Applications:**

Both applications and supporting documents had been circulated to members prior to the meeting.

- **HOUR Community – revised application – Framlingham & Surrounding Villages Dementia Support Worker – £21,000 over 2 years**

There was some discussion on the application and it was agreed that more evidence was needed; the legality of providing local CIL funding for this purpose should be investigated; was this an appropriate use of Local CIL funds? and also the Framlingham Medical practice views should be sought.

It was agreed that while the proposal was received favourably, there was a need to seek evidence from ESC and other sources that this is an appropriate use of Local CIL funds.

The Committee would consider this application further at the next meeting.

- **HOUR Community – Furniture Project and Men’s Shed - £150,000**

Some concerns were raised that ‘Men’s Shed’ was not an appropriate name and the level of investment was also a concern as there were a number of other larger projects on the go such as the Scout & Guide HQ, Community Centre etc and land acquisition for parking and it was felt to be too early to commit to this amount of funding.

It was felt that the application was incomplete and lacking information on the funding side and members wondered what the impact would be if it was only part funded, where would the rest of the money come from?

**10113220** The Chair proposed an adjournment to allow the HOUR Community representative to speak, which was agreed.

The HOUR Community representative answered questions from the members.

**10213220** The Chair proposed to reconvene the meeting, which was agreed.

It was agreed that in principle the members would support a ESC CIL bid, but more information was needed in order for the members to consider a Local CIL contribution.

It was also agreed to consider this further at the next meeting after the Strategic Forum has met and decided on its infrastructure priorities.

The member of the public left the meeting at 8.00pm

- **CIL Strategy Challenge – to consider draft letter to ESC as discussed at Full Council 6/2/20**

Cllr Jones provided a draft which was circulated, amended and agreed. The Town Clerk/RFO was requested to send the letter to Philip Ridley, Stephen Baker and Steve Gallant at ESC with a copy to DCllr Maurice Cook and CCllr Stephen Burroughes as soon as possible.

The Town Clerk/RFO was instructed to ask for input from other Councils via SALC on the new CIL Spending Strategy.

#### **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 Internal Audit:**

Costs for the Internal Audit were considered from SALC and Heather Heelis.

**5/3113220** Cllr Simpson proposed to approve the cost of £300 for the Internal Audit from Heather Heelis, which was seconded by Cllr Garrett with all in favour.

## **6. Grant Applications:**

### **Framlingham Art Society – 250.00**

Towards cost of £400 for coach transport for a trip to the Fitzwilliam Museum and Art Gallery in Cambridge.

**6113220** Cllr Jones proposed to recommend approval of a grant of £250 to Framlingham Art Society to Full Council, which was seconded by Cllr Eastwood, and with one abstention all were in favour.

## **7. Policies and Documents review:**

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

All the above were deferred to the next meeting.

- Standing Orders

**7113220** Cllr Garrett proposed to recommend the review and amendment of Standing Orders to Full Council for approval, which was seconded by Cllr Kitching with all in favour.

## **8. Employment Matters:**

- **The Pensions Regulator** – Re-declaration

Completed by Town Clerk/RFO

- **Annual Manual Handling Assessment and Display Screen Equipment (DSE) workstation checklist**

Completed by all staff. Issues identified arising from the above would be addressed once the move to the new office had been completed.

- **Job Descriptions:**

Cllr Collins reported that he had re-formatted the Job Descriptions using the SALC Model as requested and the format was agreed.

The detail in the Job descriptions would be updated and agreed with staff members prior to the next meeting. It was agreed for the documents to be made available for Councillors to view prior to the next meeting.

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

The Town Clerk/RFO provided an update on the progress with the office move to date.

The draft lease had been circulated to the Committee prior to the meeting and was considered. Two quotations had been received for legal advice from Birketts (via SALC) and Pretty's.

**9113220** It was unanimously agreed to accept the quotation from Birketts at a cost of £2,250 with funding from Budget 1129 (Legal), including transfers from Budget 2320 (Floodlighting Skatepark) £1,000, 1201(Grants) £950 and 1622 (Riverside) £300 to support the cost.

This would be retrospectively recommended to Full Council for approval on 5<sup>th</sup> March.

Paper House Properties would be contacted for sight of their property/local authority searches, which would save £750-£1,000 legal fees.

**9213220** It was unanimously agreed to recommend approval to Full Council that the Finance Committee be given delegated powers to approve the final lease, subject to satisfactory legal advice.

**9313220** It was unanimously agreed to directly pay invoices relating to work to accommodate the new office in the Old Con Club up to the value of £10,000 plus vat. The Town Council would reclaim the vat.

The Committee agreed to undertake the Internal decorating and making good of the Office in the Old Court House prior to 1<sup>st</sup> April 2020.

The Town Clerk/RFO provided a list of furniture and sundries required for the new Office and Meeting Room:

Tables x 6 = £142.00

Chairs x 20 = £490.00

Lockable Cupboard = £239.00

Plus various sundry items to the value of up to £250.00

**9413220** It was unanimously agreed to recommend approval to Full Council to spend up to £1200 on furniture and sundry items from Budget 1126 (Office Furniture/Computers)

The Town Clerk/RFO reported that she had provisionally booked the Removal Company for Wednesday 25<sup>th</sup> March, when the Library would be closed so as to cause minimal inconvenience. The Office would remain closed until Wednesday 1<sup>st</sup> April in order to get everything organised and in place.

The quotation from Anglia Telephones for a new telephone system was considered. This would provide an enhanced three telephone system with the ability to take two incoming calls, 6 hour fix on connectivity issues, broadband/wifi and 10,000 minutes to UK local, national and mobiles.

**9513220** It was unanimous agreed to proceed and accept the quotation from Anglia Telephones with a preference for an 18 month Contract rather than 36 month Contract (Total set up costs £609.49 net and Total monthly rental £119.37) if the costs were the same, if not then a 36 month Contract would be accepted. (Funds from EMR 325 Contingency)

In order to proceed with transferring the number in time for the office move, it was agreed to retrospectively recommend approval to Full Council.

## **11. Correspondence:**

### **2/1 Framlingham Sports Club**

Letter relating to land known as The Croquet Pitch. Circulated to members prior to the meeting. The Town Clerk/RFO had requested details on cost and likely timescale, but had not received a response to date. It was agreed to defer this item to the Strategic Planning Committee's April meeting.

### **2/2 Andrea Mc Millan ESC**

Email follow up from the meeting with ESC Officers relating to the Framlingham Neighbourhood Plan review. It was agreed for Cllr Jones to draft a response and the Town Clerk/RFO to respond.

### **3/2 Resident**

Letter of formal complaint regarding the PR&Markets decision to withdraw the email forwarding service set up 21 years ago.

The members noted that it was unclear which category the complaint came under as it was a complaint relating to the decision of the PR&Markets Committee and not a matter regarding procedures or administration.

However, the Town Clerk/RFO advised that the complainant had made it clear that it was a formal complaint, and therefore she felt that the correct procedure should be followed.

It was agreed that in line with the Complaints Procedure this matter would be considered by up to three Councillors to include the Chair or Vice Chair and Cllr Collins, Cllr Garrett and Cllr Simpson along with the Town Clerk/RFO agreed to undertake this matter and report back to the Committee. The Town Clerk would acknowledge the letter and arrange a meeting in due course.

## **12. Strategic Forum Monday 24<sup>th</sup> February:**

Items for agenda:

It was agreed for Cllr Jones to draft the Strategic Forum Agenda, and the Town Clerk to circulate prior to the meeting.

## **13.Action Plan:**

Updates:

None

Identified CIL projects put forward by Committees:

None.

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

- Cllr Jones reported that all Committee Chairs should start considering the Actions Plans for the next Financial Year, now the Budget had been agreed.
- Network attachment storage for office computers – next Agenda
- Cllr Jones gave his apologies for all meetings from 4<sup>th</sup> March for a six week period.

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

Thursday 12<sup>th</sup> March 2020 at 7.00pm

Meeting closed 21.33