

Framlingham Town Council
Minutes of the Finance Committee Meeting held via Zoom
on Thursday 12th November at 7.00pm

All documents relating to this meeting were made available to Councillors (Cllr) in advance

1. APOLOGIES:

Apologies were received and accepted from Cllr S Garrett

Present:

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

In attendance:

Mrs E Coe (Town Clerk/RFO) and Cllr M Hine.

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

31121120 - Cllr Carter proposed the minutes of the meeting held on Thursday 22nd October (circulated in draft form prior to the meeting), be approved as an accurate record which was seconded by Cllr Eastwood and with two abstentions due to absence was agreed.

Cllr Carter signed the file copy of the minutes.

4. PUBLIC COMMENT:

Cllr Hine joined the meeting to clarify the figures for the PR&Markets Budget, which was noted.

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 noted. She had also provided an excel spreadsheet with the same figures as an alternative document, as the excel spreadsheet allowed more space for notes to be written, where the Alpha Programme was limited. Both documents would continue to be produced but with the suggested larger font for the excel Spreadsheet.

A copy would be attached to the file copy of these minutes.

It was noted that the Town Clerk/RFO had published a copy of the Payments Sheet approved at Full Council on the website, in accordance with the Transparency Code.

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 noted that all the reconciliations were complete and up to date.

5.3 Ear Marked Reserves:

The transfer of funds from EMR 321 to EMR 335 for the cemetery driveway resurfacing was noted.

It was agreed to re-order the agenda to take item 12 Employment Matters before the Budget deliberations.

11. EMPLOYMENT MATTERS:

11.1 A resolution to exclude the press and public will be passed by virtue of the Public Bodies

(Admissions to Meetings) Act 1960 s1 (2) for the next two items because of the confidential nature of the business to be transacted.

Members of the Public and Press will be requested to leave the meeting

No public present.

11.1 Annual Staff Appraisals:

The remaining staff appraisals would be held after the lockdown restrictions were lifted on 2nd December.

11.2 Annual review of contracts and salaries:

The response and advice from SALC and the Town Clerk/RFO was considered.

111121120 Cllr Carter proposed to recommend to Full Council that as part of the Deputy Clerks progression an increase would be awarded based on 25 hours per week from 1st April 2021 to SCP 16, from 1st April 2022 to SCP 20, and from 1st April 2022 to SCP 24, which was seconded by Cllr Jones with all in favour.

It was agreed for Cllr Collins and Cllr Carter to carry out the annual review of staff contracts and salaries and report back to the next meeting.

6. Budget 2021/2022:

There was some discussion on the budget figures.

It was agreed for the Town Clerk/RFO to input the new revised figures agreed at the meeting and circulate to all Councillors with the Budget notes for further consideration at the next meeting.

It was agreed that the staff payments/HMRC/Pension should be grouped together if possible to avoid publication of individual payments. The Town Clerk/RFO would action this and produce an Alpha print out if possible, and circulate to all Councillors.

7. Annual review of Town Council Policies and Documents:

Councillors had carried out the annual review of policies and documents and the Town Clerk/RFO had produced a summary document showing the amendments/additions, which was considered.

It was agreed for Cllr Kitching to further review the Legionnaires Disease Policy and Cllr Jones to review the Terms of Reference for Committees and the Equal Opportunities and Equality Policies. All other reviewed documents were agreed to be recommended to Full Council for approval once the others had been completed at the next meeting.

8.TOWN COUNCIL OFFICE:

To consider cost for monitor and keyboard- deferred to the next meeting as Cllr Garrett was not present.

9. CORRESPONDENCE:

None.

10.ACTION PLAN:

Updates - None

12. MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA:

None.

13. DATE OF NEXT MEETING:

Thursday 10th December 2020 at 7.00pm

Meeting closed at 20.20