

**Report of the Finance Committee Meeting held on Thursday 11th February 2010
at 7.30pm**

1. Apologies

Mr N Corke

Present:

Ms S Bennell, Mr K Coe, Mr J Larter, Mr R Parlone (Chair) and Mrs C Youngs

In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Alpha Management Income and expenditure report

The Town Clerk/RFO provided a comprehensive report on the income and expenditure to date. Mr Parlone proposed to approve three transfers of funds, which was seconded by Mrs Youngs, with all unanimously in favour. The full report and transfer information was attached to the file copy of these minutes.

3. Grant applications

Applications received from the following organisations were considered:

➤ **Citizens Advice Bureau - £287.50**

For a Remote Access Token to reduce telephone costs at the Framlingham Outreach Office. Mr Parlone proposed to recommend approval to Full Council to grant £287.50 for a remote access token, which was seconded by Mr Coe with all unanimously in favour

➤ **Suffolk Accident Rescue Service - ?**

For core funding

The members felt that the Service is not specific enough for Framlingham. Therefore, it was unanimously agreed not to give a grant in this current financial year.

➤ **Framlingham Area Youth Action Partnership (FAYAP) - £500**

For on-going running costs

Mr Parlone proposed to recommend approval to Full Council to grant £500 for ongoing running costs, which was seconded by Ms Bennell with all unanimously in favour

➤ **Home Start Suffolk Coastal - £1,000**

To continue to support families with young children, in the area, who are going through a difficult time for any reason. (7 families in Framlingham have been supported this year and 4 volunteers live in the town. The cost of supporting a family for one year is £1,250)

Following some discussion the members unanimously agreed not to give a grant in this current financial year.

Mr Parlone declared an interest in the next item and signed the Interest Book

➤ **1st Framlingham Scouts - ?**

Request for contribution towards fund for sending 3 Scouts to the 22nd World Scout Jamboree in Sweden in 2011 – correspondence item 9.

Following some discussion Mrs Youngs proposed to recommend approval to Full Council, for a grant of £450 in total, which was seconded by Mr Larter, and with one abstention due to interest, all were in favour.

It was noted that a verbal request had been made for a contribution of 50% of the cost of £450 +vat (£528.75) for the District Valuer to value the Drill Hall site on behalf of the Drill Hall Support Group. The payment should be made to the Framlingham & District Development Trust who had agreed to pay the remaining 50%.

Mr Parlone proposed to recommend approval to Full Council for a contribution of £265.00 to be paid to FDDT, in order to appoint the District Valuer to value the Drill Hall site on behalf of the Drill Hall Support Group, which was seconded by Mr Larter, with all unanimously in favour

4. Correspondence

24. Suffolk County Council

The Local Government Pension Scheme Regulations 2007 Annual Benefits Statement. Noted.

24. HSBC

Confirmation of reinvestment of HID Bond for a further 3 months from 10th December until 10th March 2010. . Noted.

36. HSBC

Changes to business accounts. Noted

39. SAVO

Letter inviting the Town Council to become a member at a cost of £5.00 per year.

Mr Parlone proposed to approve the cost of £5 for membership of SAVO, which was seconded by Mr Larter, with all unanimously in favour.

10. RBS Software Solutions

Letter advising of date of year end closedown of 10th June. The cost will be £425.00 plus 35p per mile travelling expenses. Action approved by Full Council on 3rd December 2009.

Mr Parlone proposed to recommend approval to Full Council for the cost, which was seconded by Mrs Youngs, with all unanimously in favour.

5. Insurance update

The Town Clerk advised that three new items of play equipment added to the insurance on 17th December 2009 at a cost of £46.44 for the rest of the year (June 2010). Noted.

6. To consider the reinvestment of the HID Bond, which matures on 10th March.

Mr Parlone proposed to recommend approval to Full Council to re-invest the bond plus interest for a further three months, which was seconded by Ms Bennell with all unanimously in favour.

7. To consider the purchase of replacement hard-drive for secondary location

Mr Parlone proposed to purchase a replacement hard-drive for the secondary location at a cost not exceeding £150, which was seconded by Mrs Youngs with all unanimously in favour. A transfer of funds of £100 from budget 1125 to 1126 and £50 from 1127 to 1126, for this purpose was also unanimously approved. Mr Parlone would carry out the purchase.

8. Review of Standing Orders and Policy Statements

Following some discussion and consideration it was agreed for the Town Clerk to review and make track changes to the documents, which would then be passed to the rest of the Finance Committee members, before considering a final version at the next meeting. The Town Clerk noted that the review had been delayed as the new revised Standing Orders which were expected in October 2009, had not been published by N.A.L.C until February 2010.

9. To consider a Town Council Credit card

Mrs Youngs provided some information on different types of cards and options were considered. Mr Parlone proposed to recommend approval to Full Council to apply for a named Town Council credit card, authorised by the Town Clerk, with a £500 limit, and itemised purchases to be approved with the monthly payments list, which was seconded by Mr Larter with all unanimously in favour.

10. Matters of report or items for next agenda

- Enhance policy and procedures for contracts – within Standing Orders review
- Prepare Approved Contractors file with contract specifications – Town Clerk to provide existing list
- To consider electronic payments

- 5/10 Year Plan - Workshop Action: Explore office purchase possibilities and options (including independent valuation) Workshop Action

Next 5/10 Year Plan Workshop Monday 22nd March at 7pm – The Town Clerk would notify all Councillors.

11. Date of next meeting

Monday 15th March at 7.30pm