

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

TOWN COUNCIL OFFICE  
**10c Church Street  
Framlingham  
Suffolk IP13 9BH**

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:  
[www.framlingham.com](http://www.framlingham.com)



TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

**Mrs Eileen A Coe**  
CiLCA AICCM PSLCC  
[townclerk@framlingham.com](mailto:townclerk@framlingham.com)

DEPUTY TOWN CLERK

**James Overbury**  
CiLCA BA (HONS)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**3<sup>rd</sup> March 2022**

**MEMBERS OF THE FINANCE & HR COMMITTEE:**

**CllrJ Culemann, Cllr C Eastwood, Cllr S Garrett, Cllr M Hine and Cllr J Jones**

You are hereby summoned to attend a Meeting of the:

**Town Council Finance and HR Committee**

To be held on:

**Thursday 10<sup>th</sup> March 2022 at 7.00pm in the Town Council Meeting Room  
10c Church Street**

For the transaction of the business on this Agenda.

**Public Attendance:**

Members of the public and press are welcome to join the meeting in person or via the zoom link below and will be invited to speak under item 4 of the Agenda.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/89718905963?pwd=OFIKZy95Y1J3M21NSURUNitOeXB1Zz09>

**Meeting ID: 897 1890 5963**

**Passcode: 330814**

**Please note this meeting may be recorded.**

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Framlingham Town Council**  
**Finance and HR Committee – Thursday 10<sup>th</sup> March 2022 – 7pm**

**AGENDA:**

**All documents relevant for this meeting have been circulated to Councillors:**

**1. Apologies:**

To receive and accept apologies for absence

**Present:**

**In attendance:**

Mrs E A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

**3. Minutes of previous meeting:**

To approve the minutes of the previous meeting as an accurate record

**4. Public Comment:**

Adjournment

**5. Financial Matters:**

**5.1 Income and Expenditure Report to date – Town Clerk/RFO**

**5.2 Ear Marked Reserves**

**5.3 Bank balances and bank reconciliations to date:**

**5.4 Annual Review of Standing Orders and Direct Debits**

**5.5 Annual Review of Asset Register**

**5.6 Annual review of Investment Policy**

**6. Town Council Office:**

**7. Correspondence:**

To note any correspondence received relevant to this meeting:

**8. 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 item 8.1 because of the confidential nature of the business to be transacted.**

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

**8.1 Employment Matters:**

**9. HR Sub-Committee:**

**10. Action Plan:**

Updates

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

**12. Date of next meeting:** Thursday 14<sup>th</sup> April 2022 at 7.00pm