

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

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TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

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**5<sup>th</sup> May 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 12<sup>th</sup> May 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/81925194291?pwd=WEZSWGhgLzdiYmNlbnI4L1RYNG1nUT09>

Meeting ID: 819 2519 4291

Passcode: 237250

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

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Framlingham Town Council**  
**Finance and HR Committee – Thursday 12<sup>th</sup> May 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

**5.1.1** To consider cost of £150 from Jenny Labbet for work to excel spreadsheet and macros

**5.2** Ear Marked Reserves

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

**5.4** To approve the Annual CIL Return

**5.5** End of Financial Year 2021-2022

**6. Insurance:**

To note the new insurance policy schedule and to consider any additions/amendments (Year 2 of 3 year contract with Zurich)

**7. Policies and Procedures:**

**7.1** To consider the Local Government Association Model Councillor Code of Conduct 2020 and to recommend the adoption to Full Council

**7.2** To consider the revised Terms of Reference for Committee's

**7.3** Dispensations, Interests, Predetermination and Bias – deferred to FHR from FCM 22-04-06

**7.4** First Aid at Work qualification

**7.5** Questions from members of the public

**8. Correspondence:**

To note any correspondence received relevant to this meeting:

**9. 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 9.1 because of the confidential nature of the business to be transacted.**

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

**9.1 Employment Matters:**

**10. HR Sub-Committee:**

10.1 To approve membership of the Sub-Committee currently  
Cllr Dean, Cllr Culemann and Cllr Jones.

10.1 To consider any recommendations from the Sub-Committee

**11. Action Plan:**

Updates

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

**13. Date of next meeting:**

Thursday 9<sup>th</sup> June 2022 at 7.00pm