

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
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TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CILCA AICCM PSLCC
townclerk@framlingham.com

DEPUTY TOWN CLERK
James Overbury
CILCA BA (HONS)
dtc@framlingham.com

2nd June 2022

MEMBERS OF THE FINANCE & HR COMMITTEE:

Cllr J 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 9th June 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/87649386644?pwd=dUQ0Y2RXSVpvRlMzU2J1bzBNeFhDQT09>

Meeting ID: 876 4938 6644

Passcode: 779532

Please note this meeting may be recorded.

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

Framlingham Town Council

Finance and HR Committee – Thursday 9th June 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 Internal Audit Report for year ending 31st March 2022

5.5 To approve the appointment of JCA Online for computer repairs/solutions @ £66.00 inc VAT per hour for on-site support and £50.00 inc VAT for work done in Office

6. Policies:

To consider further revisions to the terms of Reference for Committee's and Sub-Committee's

7. Correspondence:

To note any correspondence received relevant to this meeting:

8. HR Sub-Committee:

8.1 To note Cllr Mark Benbow has joined the Committee. Next meeting Thursday 23rd June.

9. Action Plan:

Updates

10. Matters of report or items for next agenda:

11. Date of next meeting: Thursday 14th July 2022 at 7.00pm