

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

TOWN COUNCIL OFFICE  
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TOWN CLERK  
RESPONSIBLE FINANCIAL OFFICER

**Mrs Eileen A Coe**  
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DEPUTY TOWN CLERK

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**8<sup>th</sup> September 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 15<sup>th</sup> September 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/84815989728?pwd=MjNkZUNGRG5KWFgxdk5kRXFQYzVGdz09>

Meeting ID: 848 1598 9728

Passcode: 470106

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

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

## Framlingham Town Council

Finance and HR Committee – Thursday 15<sup>th</sup> September 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** Completion and Notice of Conclusion of External Audit 2021-2022

**5.5** To consider the purchase/use of a card reader

#### **6. Policies:**

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

#### **7. Annual Review of Policies and Documents:**

#### **8. Correspondence:**

To note any correspondence received relevant to this meeting:

#### **9. HR Sub-Committee:**

#### **10. Action Plan:**

Updates

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

➤ Annual review of Risk Assessments:  
Credit card  
Financial Management and Control

➤ Budget 2023/2024

➤ Grant Applications

**12. Date of next meeting:**

Thursday 13<sup>th</sup> October 2022 at 7.00pm