

# 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**  
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)

**2<sup>nd</sup> November 2022**

**MEMBERS OF THE FINANCE & HR COMMITTEE:**  
**Cllr J Culemann, Cllr C Eastwood, Cllr S Garrett and Cllr M Hine**

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> November 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/85895153332?pwd=NnRmaEYvUXVZYzlodkI2N2IITG52UT09>**

**Meeting ID: 858 9515 3332**

**Passcode: 596765**

**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> November 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 Budget 2023/2024

5.5 To consider cheque signatories/bank mandate

5.6 To consider the transfer of funds to a higher interest account

5.7 To consider the purchase/use of a card reader

#### **6. Annual review of Risk Assessments:**

Credit card

Financial Management and Control

#### **7. Correspondence:**

To note any correspondence received relevant to this meeting:

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

8.1 Update on DTC and RFO vacancies

8.2 To recommend approval to Full Council for the Deputy Town Clerk (James Overbury) to apply for an HSBC credit card on behalf of the Town Council. The Town Clerk would cancel the current card at the end of the month.

**9. Action Plan:**

Updates

**10. Office Matters:**

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

Annual Review of Policies and Documents:

Final recommendation to Full Council for Budget and Precept for 2023-2024

**12. Date of next meeting:**

Thursday 15<sup>th</sup> December 2022 at 7.00pm