

Framlingham Town Council

TOWN COUNCIL CHAIR:

Cllr Clive Eastwood

TOWN COUNCIL OFFICE

10c Church Street

Framlingham

Suffolk IP13 9BH

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TOWN CLERK &
RESPONSIBLE FINANCIAL OFFICER:

Mrs Eileen A Coe

CiLCA AICCM PSLCC

townclerk@framlingham.com

DEPUTY TOWN CLERK:

James Overbury

BA (HONS) CiLCA

dtc@framlingham.com

Date: 8th December 2022

MEMBERS OF THE Finance and Human Resources Committee Committee

Cllrs Culemann, Eastwood, Garrett and Hine

You are hereby summoned to attend a **Meeting** of the Finance and Human
Resources **Committee**

to be held on Thursday 15th December 2022
in the Town Council Meeting Room at **8:00pm**

for the transaction of the business on this Agenda

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item 6 of the Agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/82729194455?pwd=WFhyaHZ6S2VZU0tHQjdQM0RXdG40dz09>

Meeting ID: 827 2919 4455

Passcode: 486900

Yours Faithfully,

James Overbury
Deputy Town Clerk

Framlingham Town Council

Agenda for the Finance and HR Committee – Thursday 15th December 8pm 2022

1. Apologies:

Cllr M Hine

Present:

In attendance:

J Overbury (Deputy Clerk)

2. Declarations of Interest:

3. Minutes of previous meeting:

4. Public Comment:

5. Financial Matters:

5.1 Income and Expenditure Report to date

5.2 Ear Marked Reserves

5.3 Bank balances and bank reconciliations to date

5.4 Budget 2023/2024

To agree budget and precept figure for 2023-24

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:

8. HR Sub-Committee:

9. Action Plan:

10. Office Matters:

Requirement for an additional laptop

11. Matters of report or items for next agenda:

12. Date of next meeting:

Thursday 12th January 2023 at **8pm**