

Framlingham Town Council

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6th January 2023

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 12th January 2023
in the Town Council Meeting Room at **7:00pm**

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 4 of the Agenda.

<https://us02web.zoom.us/j/87802968436?pwd=TU9iWjFTQmMzRzRqbHpQSU9wZHpNUT09>

Meeting ID: 878 0296 8436

Passcode: 424735

Framlingham Town Council

**Agenda for the Finance and HR Committee – Thursday 12th January 2023
7:00pm**

1. Apologies:

Present:

In attendance:

James Overbury (Town Clerk), Alan Davidson (RFO)

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 Annual review of the internal audit.

5.4.1 Internal and External auditor issues

5.5 To consider cheque signatories/bank mandate (Town Clerk to be added)

7. Correspondence:

8. HR Sub-Committee: (The Chair will reserve the right to hold this session in camera by passing a resolution)

8.1 . To prepare a plan for dealing with complaints.

9. Action Plan:

10. Office Matters:

New staff, card reader feedback, other matters.

11. Matters of report or items for next agenda:

12. Date of next meeting:

(9/2/23)