

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

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10th March 2023

MEMBERS OF THE Finance and Human Resources Committee Committee

Cllrs Culemann, Eastwood, Garrett, Williamson, Bennett and Hine
You are hereby summoned to attend a **Meeting** of the Finance and Human
Resources **Committee**

to be held on Thursday 16th March 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/85407548468?pwd=ZHNZaDAzOGdtSW1FRjBJNXpSYm h2QT09>

Meeting ID: 854 0754 8468

Passcode: 230705

Yours Faithfull,

James Overbury
Town Clerk.

Framlingham Town Council

Agenda for the Finance and HR Committee – Thursday 16 March 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. RFO Report

5.1.1. Income and Expenditure Report to date

5.1.2. Ear-Marked Reserves

5.1.3. CIL reserves and update on actions

5.1.4. Bank balances and bank reconciliations to date

5.2. Annual review of the effectiveness of the internal audit

5.3. Cheque signatories/bank mandate issues

5.4. Investment options

5.5. Use of charts and graphs in financial reports

5.6. Audit of Framlingham.com emails

5.7. Document management process

5.8. Alpha Accounting changes 23/24

6. TBC:

7. Correspondence:

7.1. HMRC letter regarding penalties for late filing of VAT return

8. HR Sub-Committee:

8.1. Staff holidays

9. Actions Plan:

10. Office Matters:

- 10.1. IT Support – decision on which support company to engage with
- 10.2. Decision on Office365

11. Matters of report or items for next agenda:

- 11.1. Unmetered supply on Market Hill

12. Date of next meeting:

Thursday April 20th 2023