

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

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MEMBERS OF THE Finance and Human Resources Committee Committee

Cllrs Culemann, Eastwood, Garrett, Bennett and Hine
You are hereby summoned to attend a **Meeting** of the Finance and Human
Resources **Committee**
to be held on Thursday 18th May 2023
in the Town Council Meeting Room at **7:00pm**
for the transaction of the business on this Agenda

<https://us06web.zoom.us/j/87882142615?pwd=eDRPUEp1TDNWZmYrdWpwQ2xhY1hsdz09>

Meeting ID: 878 8214 2615
Passcode: 932076

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting or in person and will be invited to speak under item 4 of the Agenda.

Yours Faithfully,

James Overbury
Town Clerk.

Framlingham Town Council

AGENDA

Finance and HR Committee to be held on Thursday 18th May 2023 at 7:00pm

Cllr Eastwood was elected Chair of this Committee at the AGM on 10/5/23

1. Apologies:

Present:

In attendance:

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 in total and by Committee

5.1.2 Ear-marked reserves

5.1.4 CIL Report

5.1.5 Bank balances and reconciliations as at 13/4/23

5.2 Investment options update

5.4 Cheque signatories/bank mandate issues

5.5 Annual review of direct debits and bank standing orders

5.6 Annual insurance policy

5.7 Approval of 22/23 CIL certificate

6. Unmetered supply Market Hill

7. Review of Standing orders

8. Correspondence:

9.HR Sub-Committee:

9.1 Staff appraisals

10 Action Plan:

11 Office Matters:

11.1 RFO filing cabinet

11.2 New Telephone and Broadband contract.

11.3 Adobe subscriptions

12. Information Technology

12.1 Anti Virus Software

12.2 Councillor Emails

12.3 Change to office 365

13 Matters of report or items for next agenda:

Date of next meeting:

7:00pm Thursday 22 June 2023