

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

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RESPONSIBLE FINANCIAL OFFICER
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MEMBERS OF THE Finance and Human Resources Committee Committee

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

to be held on Thursday 21st September 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 or in person and will be invited to speak under item 4 of the Agenda.

Join Zoom Meeting

<https://us06web.zoom.us/j/84286506961?pwd=wy93S1bdAySOyq1dMhwY7ZU0tnaZsM.1>

Meeting ID: 842 8650 6961

Passcode: 764251

Yours Faithfully,

James Overbury
Town Clerk.

Framlingham Town Council

AGENDA

Finance and HR Committee to be held on Thursday 21st September 2023 at 7:00pm

1. APOLOGIES:

Present:

In attendance:

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETING:

4. PUBLIC COMMENT:

5. FINANCIAL MATTERS:

- 5.1 RFO report, will cover updates on bank accounts and investments
- 5.2 Update on new finance systems selection
- 5.3 Conclusion of external audit and findings
- 5.4 CCR lending agreement report for noting
- 5.5 Update on Filing cabinet
- 5.6 Look ahead to this year's budget

6. ACTION PLAN

6.1 Update

6.2 TC request for 2023-24 plans (for information – see paper)

Consolidation replacing 'following breadcrumbs' (list not complete)

- Review of process to revise policies
- Review of Process to review risk assessments
- Review of Standing orders
- Review of delegated powers
- Preferred contractors list
- Review of requirements for three quotes in all situations and limit of spend
- Review of Emergency spending process
- Clarity of operational issues/spend not requiring prior approval

7. ELECTRICITY SUPPLIES

7.1 Unmetered supplies

7.2 Metered supplies – new contracts

7.3 To note new electricity contracts

8. REVIEW OF STANDING ORDERS

9. CORRESPONDENCE:

- 9.1 Email from resident.
- 9.2 Email re warmer homes

10 HR SUB-COMMITTEE:

- 10.1 Staff appraisals
- 10.2 Complaints policy and procedure

11 COMMUNITY GRANT REQUESTS

- 11.1 Greener Fram
- 11.2 Friends of St Michael's Church

12 OFFICE MATTERS:

- 12.1 RFO Laptop
- 12.2 TC keyboard
- 12.3 Office microwave
- 12.4 Approval of cost of £70.00 for DTC training (Canva)

13 DATA BREACH

14 BUDGET FOR SUSTAINABLE FRAM

15 MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA:

16 SUGGESTIONS FOR MEETING NOTES TO BE PUBLISHED

17 DATE OF NEXT MEETING:

7:00pm Thursday 19th October 2023