

## Framlingham Town Council

### Minutes of the Finance and HR Committee – Thursday 15<sup>th</sup> December 8pm 2022

#### **1. Apologies:**

Cllr M Hine

**Present:** Cllrs Eastwood (Chair), Culemann, and Garrett

**In attendance:** J Overbury (Deputy Clerk) A Davidson (RFO)

#### **2. Declarations of Interest:** None

#### **3. Minutes of previous meeting:**

**FHR-2022-12-15 1 Cllr Eastwood proposed** that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Garrett with all in favour.

#### **4. Public Comment:** None

#### **5. Financial Matters:**

##### **5.1** Income and Expenditure Report to date

Noted

##### **5.2** Ear Marked Reserves

Noted

##### **5.3** Bank balances and bank reconciliations to date

Noted

##### **5.4** Budget 2023/2024

To agree budget and precept figure for 2023-24

The draft figure of the precept was considered alongside the impact on drawing down Town Council reserves. It was agreed to put a motion to Full Council for it to decide on a Precept figure in a range between 0-6.7% increase. The FHR considered 4.5% was a good compromise between increase in precept and impact on reserves. The RFO would prepare a paper to explain the impact.

**FHR-2022-12-15 2 Cllr Eastwood proposed** that the FHR committees preferred increase of the precept figure of 4.5% to £180,940 be put to the Full Council and for Full Council to then determine a final figure between 0-6.7% increase, at the meeting in January, which was seconded by Cllr Culemann with all in favour.

##### **5.5** To consider cheque signatories/bank mandate

The process was ongoing

**5.6** To consider the transfer of funds to a higher interest account

It was agreed the RFO would investigate this.

**5.7** To consider the purchase/use of a card reader

**FHR-2022-12-15 3 Cllr Eastwood proposed** to spend £129.00 + VAT from budget 1127 on a card reader and printer which was seconded by Cllr Garrett with all in favour.

**6. Annual review of Risk Assessments:**

Credit card  
Financial Management and Control

It was noted that the credit card risk assessment had not been reviewed.

**FHR-2022-12-15 4 Cllr Eastwood proposed** that the Financial management and control risk assessment be approved by Full Council, which was seconded by Cllr Culemann with all in favour.

**7. Correspondence:**

Noted.

**8. HR Sub-Committee:**

There had been no meeting

**9. Action Plan:**

No changes.

**10. Office Matters:**

Requirement for an additional laptop

The DTC reported that the office could utilize the small laptop for the time being but that a keyboard and mouse would be required.

**FHR-2022-12-15 5 Cllr Eastwood proposed** to spend up to £60 on a mouse and keyboard from budget 1127 which was seconded by Cllr Garrett with all in favour.

**11. Matters of report or items for next agenda:**

It was agreed that the RFO and DTC investigate the frequency of FIIP reports.

**12. Date of next meeting:**

Thursday 12<sup>th</sup> January 2023 at 7pm