

## Framlingham Town Council

### Minutes of the Finance and HR Committee held on Thursday 20<sup>th</sup> April 2023 7:00pm

#### 1. Apologies:

Apologies were received and accepted from Cllr Hine and Cllr Williamson.  
Cllr Culemann was not present

##### **Present:**

Cllrs Eastwood (Chair), Garrett and Bennett

##### **In attendance:**

James Overbury (town Clerk) Alan Davidson (RFO)  
Cllr Claire Rowell (for one item as a member of the public)

#### 2. Declarations of Interest

None.

#### 3. Minutes of previous meeting:

**FHR-2023-04-20 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 RFO report

##### 5.1.1 Income and Expenditure for the year 22/23

The RFO spoke to his report which had been circulated prior to the meeting and the Committee noted the content.

##### 5.1.2 Year end Ear-marked reserves

The RFO spoke to his report which had been circulated prior to the meeting and the Committee noted the content.

##### 5.1.3 Draft AGAR considerations

The RFO explained that this was the public aspect of the year end accounts, and was required by law to be published. This was considered at length and it was agreed that the asset register be updated with the recent register of play equipment.

#### 5.1.4 CIL Report for 22/23

The RFO spoke to his report, and noted that at present, no further CIL income was expected in April 2023.

It was agreed to check and align the figures in the Framlingham Infrastructure investment Plan with the CIL accounts.

#### 5.1.5 Bank balances and reconciliations at 31 March 2023

Noted. The RFO explained that the position stated was at year end and not mid-month as was the practice during the year.

### 5.2 Investment options update

The Chair adjourned the meeting to allow Cllr Rowell to speak on the investment options offered by the Flagstone Group. There was a discussion on the pros and cons of using this investment platform.

The Chair reconvened the meeting.

**FHR-2023-04-20 2 Cllr Eastwood** proposed that the original proposal, deferred from the last Full Council, namely: To transfer £200,000 to a 6-month HSBC Money Market account, be put to the next meeting of the Full Council, which was seconded by Cllr Garrett with all in favour.

### 5.3 Financial regulations annual review

The RFO presented the update and review of the Financial Regulations.

**FHR-2023-04-20 3 Cllr Eastwood proposed** to recommend to Full Council that it adopts the revisions to the Financial Regulations, which was seconded by Cllr Bennett with all in favour.

### 5.4 Cheque signatories/bank mandate issues

It was agreed that Cllr Eastwood supply the resignation letters of Councillors and the previous Clerk to the RFO for the records.

## 6. Unmetered supply Market Hill

The Town Clerk reported that there appeared to be no records of the nature of the unmetered supply on the Market Hill. An invoice had recently been received

for £0.00 and it was agreed that the Clerk and RFO investigate the issue with particular relevance to the AGAR statement and report back to the next committee. At this stage it was agreed that no provision was required for the AGAR.

**7. Correspondence:**

None.

**8. HR Sub-Committee:**

No meeting held

**9. Action Plan:**

No changes made.

**10. Office Matters:**

10.1 RFO filing cabinet

**FHR-2023-04-20 3 Cllr Eastwood proposed** to spend up to £150.00 on a second-hand filing cabinet for the RFO, which was seconded by Cllr Garrett, with all in favour.

10.2 New Telephone and Broadband contract.

The options prepared by the Clerk were discussed. It was agreed that the Clerk negotiate with the existing supplier to seek a reduction in costs for a new contract with a reduction in the number of lines from three to two.

10.3 Adobe subscriptions

It was agreed that further investigation was required.

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

- Anti virus software.
- Add IT issues to the agenda

**12. Date of next meeting:**

Thursday May 18th 2023

The meeting concluded at 8:30pm.