

Framlingham Town Council
Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room
10c Church Street on
on Thursday 10th March 2022 at 7.00pm

All documents relating to this meeting were made available to Councillors (Cllr) in advance

1. APOLOGIES:

Cllr M Hine

Present:

Cllr J Culemann, Cllr C Eastwood (Chair), Cllr S Garrett and Cllr J Jones

In attendance:

Mrs E Coe (Town Clerk/RFO) and one member of the public via zoom.

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

3110322 Cllr Eastwood proposed the minutes of the meeting held on 10th February (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Garrett with all in favour.

Cllr Eastwood signed the file copy of the minutes.

4. PUBLIC COMMENT:

None

5. Financial Matters:

5.1 Income and Expenditure Report to date:

The Town Clerk/RFO provided an excel report of income and expenditure to date and explained the detail. A copy would be attached to the file copy of these minutes.

5.2 Ear Marked Reserves:

The Town Clerk/RFO provided a report of EMR's to date and there were no changes to note.

5.3 Bank balances and bank reconciliations to date:

The Town Clerk/RFO provided an HSBC printed copy of the bank balances to date, which was noted, and a copy attached to the file copy of these minutes. It was noted that the balance of the Nationwide Building Society remains the same.

The Town Clerk/RFO noted that all the reconciliations were complete and up to date.

5.4 Annual Review of Standing Orders and Direct Debits:

The Town Clerk/RFO provided a copy of the current Standing Orders and Direct Debits to date which was noted and approved.

5.5 Annual Review of Asset Register:

The Town Clerk/RFO provided a copy of the current Asset Register and noted the items to be removed and the items to be added which was agreed. A copy of the revised Asset Register would be prepared for the Audit and circulated to the committee for information.

5.6 Annual review of Investment Policy:

It was noted that the Town Clerk/RFO had updated item 3.5 (On 1st March 2022 Framlingham Town Council currently holds the following accounts) and it was agreed to transfer this paragraph to an appendix rather than in the main document and to amend the dates.

It was agreed for the Town Clerk/RFO to revise the document which would be put forward to Full Council for approval.

6. Town Council Office:

No business.

7. Correspondence:

None.

8. 8110322 Cllr Eastwood proposed a resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for item 8 and 9 because of the confidential nature of the business to be transacted, which was agreed.

The member of the public was advised and transferred to the Zoom Waiting Room.

8.1 Employment Matters:

It was noted that the National Joint Council for Local Government Services (NJC) has agreed on the new rates of pay applicable from 1 April 2021, which would be implemented as soon as possible.

8210322 Cllr Jones proposed to recommend approval to Full Council for the following:

Town Clerk/RFO increase of 1 SCP from 1st April 2022

Deputy Town Clerk increase of 4 SCP from 1st April 2022

Office Assistant increase of 1 SCP from 1st April 2022

Which was seconded by Cllr Eastwood with all in favour.

9. HR Sub-Committee:

It was noted that a comprehensive annual review of staff salaries and contracts had been completed and there were no changes recommended for the current staff contracts.

The member of the public was re-admitted to the meeting.

10. Action Plan:

Updates completed.

11. Matters of report or items for next agenda:

Terms of Reference for Committee's and Sub-Committee's – review

The Town Clerk reported that CEP Committee had completed its Terms of Reference review at the most recent meeting so she could now collate all the committees into one document and circulate prior to the next meeting.

It was reported that the Investments had been reviewed on 14th October 2021 and were considered at every FHR Committee meeting.

It was reported that the new Public Participation Policy adopted at the last Full Council meeting was not in line with the NALC model Standing Orders which had recently been adopted and one or other would need to be amended to correct the discrepancy. – Agenda item Full Council 6th April.

15. Date of next meeting:

No meeting in April

Thursday 12th May 2022 at 7.00pm

Meeting closed at 7.54pm