

**Framlingham Town Council**  
**Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room**  
**10c Church Street**  
**on Thursday 12<sup>th</sup> May 2022 at 7.00pm**

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

**1. APOLOGIES:**

**Present:**

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

**In attendance:**

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

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**3112522 Cllr Eastwood proposed** the minutes of the meeting held on 10<sup>th</sup> March (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Garrett and with one abstention due to absence all were in favour.

Cllr Eastwood signed the file copy of the minutes.

**4. PUBLIC COMMENT:**

One member of the public raised concerns relating to Councillors not declaring interests and Dispensations being granted for non-pecuniary interests.

It was noted that this would be discussed under agenda item 7.3.

One member of the public commented on item 7.1 and hoped the LGA Model Code of Conduct would be adopted as it is more comprehensive than the present Suffolk Code and felt that it was important to safeguard the public's trust, but also ensure that Councillors observe the highest standards of conduct in their role and act in the bona fide interests of the community. They also commented on item 7.3 and were glad to see this item on the agenda for discussion and probity and the need to maintain public confidence in the conduct of the Town Council's business. Also to avoid any allegations that a Councillor has sought to improperly influence a decision. They noted that they had contacted the ESC Monitoring Officer regarding two issues on this matter.

Cllr Culemann responded through the Chair advising that any concerns relating to the declarations of interests were a Code of Conduct issue and should be reported to the ESC Monitoring Officer.

The Town Clerk/RFO advised that all Councillors had been briefed on the subject of declaring interests as well as predetermination and bias. Town Council Officers could advise Councillors on the correct procedures but it was up to individual Councillors to decide whether or not they have a personal or pecuniary interest to declare.

**5. Financial Matters:**

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

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

**5.1.1** To consider cost of £150 from Jenny Labbet for work to excel spreadsheet and macros.

**The Town Clerk/RFO advised** that every time a new code was entered this seemed to upset the macro, which then needed to be re-figured. She advised that the Alpha print out was the most transparent way of producing this type of report and could be colour coded quite easily by hand. Details of Ear Marked Reserves could also be produced very quickly via the Alpha programme.

It was agreed to return to the Alpha print outs for all financial reports..

## **5.2 Ear Marked Reserves:**

The Town Clerk/RFO provided an Alpha print out of the EMR's at the start of the financial year (1<sup>st</sup> April)

**Cllr Jones noted** that the Market Hill parking bays needed re-lining and there were funds in EMR's for this purpose.

**Cllr Eastwood agreed** to raise this matter at the next HRP Committee meeting.

**The Town Clerk/RFO suggested** that if Councillors may be considering further legal fees then money would need to be transferred into the EMR code as there were no funds at present. She suggested EMR 320 as the Allotment fencing had now been replaced and these funds were not required.

**5112522 Cllr Eastwood proposed** to transfer £1,000 from EMR 320 to EMR 322 which was seconded by Cllr Garrett with all in favour.

**5.3 Bank balances and bank reconciliations to date:**  
Noted.

## **5.4 To approve the Annual CIL Return 2021-2022.**

**The Town Clerk/RFO reported** that she had produced the annual report as required by East Suffolk Council and once approved the document would be published on the website.-

**5212522 Cllr Eastwood proposed** to approve the Annual CIL Return 2021-2022, which was seconded by Cllr Garrett with all in favour.

## **5.5 End of Financial Year 2021-2022**

**The Town Clerk/RFO reported** that she had finalised the accounts with the Rialtas Consultant who had noted that they were a 'nice clean set of accounts'. She had delivered the accounts and relevant paperwork to the Internal Auditor and the accounts would be presented for approval to Full Council on 1<sup>st</sup> June in order to meet the July deadline for submission to the external auditor.

## **6. Insurance:**

The new insurance policy schedule was noted and had been matched to the Asset Register and there were no further additions or amendments at this time. (Year 2 of 3 year contract with Zurich)

## **7. Policies and Procedures:**

### **7.1 To consider the Local Government Association Model Councillor Code of Conduct 2020 and to recommend the adoption to Full Council:**

**The Town Clerk/RFO reported** that she and the Deputy Clerk had attended the SALC webinar which was also available to Councillors and the information had been circulated.

**7112522 Cllr Eastwood proposed** to recommend approval to Full Council to adopt the new Local Government Association Model Code of Conduct 2020 in its entirety, which was seconded by Cllr Jones with all in favour.

## **7.2 To consider the revised Terms of Reference for Committee's and Sub-Committee's:**

**The Town Clerk/RFO noted** that the process had taken some months to complete and there were still some environment wording details to be added but as these had not yet been agreed she suggested recommending approval of the current draft and deciding on the additional wording at a later date, which was agreed.

**7212522 Cllr Eastwood proposed** to recommend approval to Full Council to accept the revised Terms of Reference for Committee's and Sub-Committee's, which was seconded by Cllr Jones with all in favour.

## **7.3 Dispensations, Interests, Predetermination and Bias – deferred to FHR from FCM 22-04-06**

There followed some discussion on this item and the Town Clerk/RFO advised of the procedures for all of the above and that she had circulated information to all Councillors. She also noted the 'Flow Chart' rules. There followed some further discussion on Dispensations.

**It was agreed** for the Town Clerk/RFO to ask advice from SALC on the procedure for withdrawing Dispensations that had been agreed by Full Council.

## **7.4 Emergency First Aid at Work qualification:**

**The Town Clerk/RFO** reported that the cost for the Deputy Clerk to re-qualify would be £165 plus mileage (Ipswich) for a one-day course.

**7312522 Cllr Eastwood proposed** to approve the cost of £165 (Budget 1130) + mileage (Budget 1131) for the Deputy Town Clerk to undertake the Emergency First Aid at Work re-qualification which was seconded by Cllr Hine with all in favour.

**The Town Clerk/RFO advised** that she had circulated the information to all Councillors as requested and Cllr Bennett had expressed an interest in undertaking the course and the cost for this would be £330 for the 3 day course or £165 for the one day plus mileage (Ipswich). She noted that the three day course conforms with HSE guidance, provides a comprehensive set of practical skills needed by first aiders in most workplaces, giving both the ability and knowledge to deal with first aid emergencies and it meets the standards required to help comply with Health and Safety (First aid) regulations. She noted that this qualification would be useful for Town Council organised events.

**7412522 Cllr Eastwood proposed** to approve the cost of £330 (Budget 1134) + mileage (Budget 1133) for Cllr Bennett to undertake the Emergency First Aid at Work 3 day qualification which was seconded by Cllr Hine with all in favour.

## **7.5 Questions from members of the public:**

**Cllr Eastwood suggested** written questions from members of the public might be submitted before Full Council meetings so that answers could be prepared and both questions and answers read out at the next Full Council. After discussion, it was agreed not to adopt this suggestion at present.

**The Town Clerk/RFO advised** that the Town Council should be as accessible as possible and questions raised should be answered in a timely manner, but a procedure was needed in order to accomplish this.

There followed some discussion on suggested options.

**7423522 Cllr Eastwood proposed** that the Town Clerk/RFO or Deputy Clerk answer all communication on behalf of the Town Council with the assistance of the relevant Chair of Committee if support was needed, which was seconded by Cllr Hine with 4 in favour and 1 abstention the motion was carried.

## **8. Correspondence:**

**To note any correspondence received relevant to this meeting:**

None.

**9. A resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for item 9.1 because of the confidential nature of the business to be transacted.**

**Members of the Public and Press will be requested to leave the meeting**

There was no business to be discussed for item 9.1. Therefore the members of the public present were not requested to withdraw.

## **9.1 Employment Matters:**

None.

## **10. HR Sub-Committee:**

**10.1 To approve membership of the Sub-Committee:**

**It was agreed** for Cllr Dean, Cllr Culemann and Cllr Jones to continue to be members of the HR Sub-Committee

**The Town Clerk/RFO noted** that as 3 members was a quorum meetings had to be postponed quite often and another member of this sub-committee would be an advantage.

**It was agreed** for the Town Clerk/RFO to ask other Councillors if they would like to join the sub-committee.

**10.1 To consider any recommendations from the Sub-Committee:**

None.

## **11. Action Plan:**

Updates:

**Transparency Code Documents:**

**The Town Clerk/RFO confirmed** that she had updated the documents and published on the website.

## **12. Matters of report or items for next agenda:**

None.

## **13. Date of next meeting:**

Thursday 9<sup>th</sup> June 2022 at 7.00pm

Meeting closed at 20.45