

Framlingham Town Council
Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room
10c Church Street
on Thursday 13th October 2022 at 7.00pm

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

1.APOLOGIES:

Apologies were received and accepted from Cllr C Eastwood

Present:

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

In attendance:

Mrs E Coe (Town Clerk/RFO), James Overbury (DTC) and one member of the public.

2. Declarations of Interest:

Cllr Hine declared a NRI in item 5.6.3 and signed the Interest Book.

3. Minutes of previous meeting:

3115922 Cllr Jones proposed the minutes of the meeting held on 9th June (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Culemann and with one abstention due to absence all were in favour.

Cllr Jones 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 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.

5.2 Ear Marked Reserves:

The Town Clerk/RFO provided an Alpha print out of the EMR's to date, which was considered and noted

5.3 Bank balances and bank reconciliations to date:

The balances of all accounts had been circulated and were noted. The Town Clerk/RFO confirmed that all the bank reconciliations were up to date.

Transfers of funds to higher interest account – next Agenda

5.4 Completion and Notice of Conclusion of External Audit 2021-2022:

The Town Clerk/RFO reported that the external audit report had noted that the Council Tax Support Grant had been entered into Box 2 (Annual Precept) instead of Box 3 by mistake and the Town Clerk/RFO apologised for this oversight.

The external auditor had also noted that the Practitioner's Guide allows the use of any reasonable valuation method, provided that the prior year figure is restated for consistency and accuracy.

As the Town Council had only agreed to add the street lights to the asset register for the current year and not the previous year the Town Clerk/RFO did not agree with this as she felt it would not result in a clear audit trail.

It had also been noted that the correct minute references should be recorded in future. The Town Clerk/RFO explained that the references used were those on the agenda, but the subsequent numbering was amended in the minutes, after the documents had been sent.

5.5 To consider the purchase/use of a card reader:

The Town Clerk/RFO advised that this matter was raised by Cllr Hine on 10th February 2022 and the minutes state 'There followed a discussion on interest rates for a card reader and the need for one, which was felt currently unnecessary. It was agreed to review the need for a card reader when required'.

she advised that she had contacted a comparison site and provided the information on annual sales and had been advised that due to the minimal income from the sales of fram bags and calendars and Christmas cards, it would not be worthwhile paying the administration fee for a card at this time. She also noted that the Town Council was provided with a Square card reader via the FBA and funding from ESC, but this has never been used as there continued to be minimal income to warrant the monthly fees.

Cllr Hine provided information on card readers and options which was considered and it was felt that in principle the purchase of a card reader was a good idea.

It was agreed to circulate the information to members and put on next agenda.

5.6 Grant Applications:

5.6.1 Framlingham Community Garden- £130.00 – To purchase 2 new fruit trees (one pear and one greengage) plus 5 gooseberry bushes.

It was agreed to recommend approval to Full Council to award a grant of £130

5.6.2 Framlingham & District Royal British Legion - £300 – towards refreshments for Remembrance and AGM also towards new Laptop and Printer.

Further information had been obtained on funds needed which was noted and the request had been increased to £500.

It was agreed to recommend approval to Full Council to award a grant of £500

Cllr Hine left the room for the next item

5.6.3 Castle Brooks Residents Support Group - £200 - Towards a community information board for Castle Brook's residents

It was agreed to recommend approval to Full Council to award a grant of £200

Cllr Hine returned to the room.

5.6.4 Framlingham Friends (Social Group Singing and Musicians) -£250 – Towards hire of premises for meetings

It was agreed to recommend approval to Full Council to award a grant of £250

6. Policies:

To consider further revisions to the Terms of Reference for Committee's and Sub-Committee's

The revisions were noted and the Town Clerk/RFO suggested that for consistency be added to the list in Item 7 which was agreed.

7. Annual Review of Policies and Documents:

It was agreed for the Town Clerk/RFO to circulate the current list of policies to the Finance Committee and the members were requested to review the documents and provide any suggested amendments to the Town Clerk/RFO in time for the December meeting.

8. Correspondence:

To note any correspondence received relevant to this meeting:

None.

9. HR Sub-Committee:

Cllr Jones reported that following approval at Full Council the adverts for the temporary RFO and Deputy Town Clerk had been advertised by SALC and the EADT. A Person Specification and Job Description for both roles had also been compiled.

The Town Clerk/RFO advised that there had already been 3 expressions of interest for each of the vacancies.

10. Action Plan:

Updates – None

11. Office Matters:

11.1 Photocopier Lease

The renewal of the lease (at a reduce fee), upgrade to newer model or a brand new model was considered and the options had been circulated. It was noted that a 5 year lease of a brand new model would be the most efficient and cost effective option.

111131022 Cllr Jones proposed to recommend approval to Full Council to proceed with a five year lease for a new UTAX photocopier, provided by the current supplier Mayday, at a cost of £231 per quarter, which was seconded by Cllr Garrett with all in favour.

11.2 PAT Testing:

To consider quotations for PAT testing of electrical equipment in the Town Council Office and Meeting Room

The details of the quotation received from R W Curle were noted.

112131022 Cllr Jones proposed to approve the cost of £40 plus £2.00 per item for PAT testing and certificates from R W Curle, from Budget 1125, which was seconded by Cllr Garrett with all in favour.

12. Matters of report or items for next agenda:

➤ Annual review of Risk Assessments:

Credit card

Financial Management and Control

➤ Budget 2023/2024

➤ Card Reader

➤ Higher Interest Account

12. Date of next meeting:

Thursday 10th November 2022 at 7.00pm

Meeting closed at 20.19