

Framlingham Town Council

DRAFT Minutes of the Finance and HR Committee – Thursday 10th November 2022 – 7pm

1. Apologies:

Cllr M Hine

Present: Cllrs C Eastwood (Chair), S Garrett and J Culemann.

In attendance:

Mrs E A Coe (Town Clerk/RFO), J Overbury (Deputy Clerk)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

FHR-2022-11-10 1 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Garrett and all were in favour.

4. Public Comment:

None.

5. Financial Matters:

5.1 Income and Expenditure Report to date – Town Clerk/RFO

The Town Clerk/RFO outlined the main variances and these were discussed and noted. A hard copy of the report is attached to file copy of the minutes.

5.2 Ear Marked Reserves

Noted

5.3 Bank balances and bank reconciliations to date

Noted.

The Town Clerk/RFO noted that she had transferred funds from the current account (0% interest) to the Money Manager Account (5.9% interest) She noted that the new RFO would need to keep a close eye on the accounts as funds may need to be transferred back into the current account to meet the approved monthly payments.

5.4 Budget 2023/2024

The Town Clerk/RFO reported that she and Cllr Jones had finalised the Budget 'Wish List' which had been circulated to all Councillors and would be considered by Committees in November and any amendments reported to the FHR Committee in December, following which a recommendation for approval would be made to Full Council on 4th January in order to meet ESC's deadline for submission of the precept request of 17th January 2023.

Cllr Eastwood reported that to achieve a 0% increase in precept- a figure of £173,149 - £11,300 would need to be drawn from reserves. If reserves were not to be used then the precept would have to rise by 6.7%. The committee felt that a modest (less than 2%) increase, and less draw on the reserves could be prudent.

5.5 To consider cheque signatories/bank mandate

FHR-2022-11-10 2 Cllr Eastwood proposed that the resigned Cllr be removed from the bank mandate, which was seconded by Cllr Culemann with all in favour. A replacement signatory would be sought at the next Full Council meeting.

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

This was deferred for the new RFO to advise upon.

5.7 To consider the purchase/use of a card reader

This was deferred to next month.

6. Annual review of Risk Assessments:

Credit card
Financial Management and Control

Deferred to the next meeting.

7. Correspondence:

None.

8. HR Sub-Committee:

8.1 Update on DTC and RFO vacancies

The decision on the RFO post was to be made at the HR Sub meeting on 14 November. It was noted that the DTC interviews were to take place on November 11th

8.2 FHR 2022-11-10 Cllr Eastwood proposed to recommend approval to Full Council for the Deputy Town Clerk (James Overbury) to apply for an HSBC credit card on behalf of the Town Council. The Town Clerk would cancel the current card at the end of the month, which was seconded by Cllr Garrett with all in favour.

9. Action Plan:

No changes – it was noted, that like with other committees the action plan would be revised when the agenda for the meeting was being created.

10. Office Matters:

None.

11. Matters of report or items for next agenda:

- Annual Review of Policies and Documents:
- Final recommendation to Full Council for Budget and Precept for 2023-2024
- The NJC Salary award to be on the Full Council Agenda.

12. Date of next meeting:

Thursday 15th December 2022 at **8pm**