

Framlingham Town Council

Draft minutes of the Finance and HR Committee – Thursday 12th January 2023 7:00pm

1. Apologies:

Apologies were received and accepted from Cllr Williamson and Cllr Hine

Present: Cllrs Eastwood (Chair), Garrett and Culemann

In attendance:

James Overbury (Town Clerk), Alan Davidson (RFO) and two members of the public

2. Declarations of Interest:

None

3. Minutes of previous meeting:

FHR-2022-01-12 1 Cllr Eastwood proposed that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Culemann with all in favor.

The Chair adjourned the meeting for public comment

4. Public Comment:

A member of the public raised questions about the Town Council's operation and the Chair answered them.

The Chair reconvened the meeting.

5. Financial Matters:

5.1 Income and Expenditure Report to date.

The RFO reported on the figures of which there was nothing of note. He added that for the next meeting there would be a report on CIL income, expenditure and deadlines.

5.2 Ear Marked Reserves.

The RFO reported that the largest movement was within CIL expenditure, and the meeting noted the balances.

5.3 Bank balances and bank reconciliations to date.

These were noted.

The Chair wished to thank the RFO for his efforts to analyse and explain the Town Council's finances which was echoed by the meeting.

5.4 Annual review of the internal audit.

This was deferred to the next meeting.

5.4.1 Internal and External auditor issues

It was agreed to seek at least two quotations for the internal audit.

5.5 To consider cheque signatories/bank mandate.

FHR-2022-01-12 2 Cllr Eastwood proposed that the Town Clerk and the RFO be added to the bank mandate, which was seconded by Cllr Garrett with all in favour.

7. Correspondence:

None.

This item was taken at the end of the meeting.

8. HR Sub-Committee: (The Chair will reserve the right to hold this session in camera by passing a resolution)

8.1. To prepare a plan for dealing with complaints.

FHR-2022-01-13 3 The Chair proposed 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 15.6 because of the confidential nature of the business to be transacted, which was seconded by Cllr Culemann with all in favour. Members of the Public left the meeting.

It was agreed the Chair and the Town Clerk prepare two responses to the complainant.

9. Action Plan:

No changes.

10. Office Matters:

The Clerk reported that the new staff were settling in very well. It was agreed to seek quotations for a new lap top computer and an office chair for the DTC. It was also agreed to audit the number and usage of 'framlingham.com' email addresses for the next meeting.

11. Matters of report or items for next agenda:

For next agenda:

- CIL report
- Internal audit costs
- Review of internal audit
- Audit of email addresses.
- Lap top and chair for DTC

12. Date of next meeting:

The next meeting was scheduled for 9th February 2023.