

## Framlingham Town Council

### DRAFT Minutes

Finance and HR Committee held on Thursday 18<sup>th</sup> May 2023 at 7:00pm

Cllr Eastwood was elected Chair of this Committee at the AGM on 10/5/23

#### 1. Apologies:

None.

#### **Present:**

Cllrs Eastwood (Chair), Garrett, Hine, Bennett and Culemann.

#### **In attendance:**

J Overbury (Town Clerk), A Davidson (RFO)

#### 2. Declarations of Interest

None.

#### 3. Minutes of previous meeting:

**FHR-2023-05-18 1 Cllr Eastwood proposed** that the minutes of the previous meeting were a true and accurate record, which was seconded by Cllr Garrett and with one abstention due to absence all were in favour.

#### 4. Public Comment:

None.

#### 5. Financial Matters:

##### 5.1 RFO report

**The RFO spoke** on his report which was circulated prior to the meeting. He reported that the first quarter market rents and annual allotment rents had been paid by the tenants and that the first stage Precept payment had been made by ESC.

The RFO also reported that he had set up separate sets of accounts for each Committee so that they could more easily review their expenditure against the budgets.

##### 5.1.1 Income and Expenditure in total and by Committee

Noted.

#### 5.1.2 Ear-marked reserves

Noted – no change since year end.

#### 5.1.4 CIL Report

Noted.

#### 5.1.5 Bank balances and reconciliations as at 13/4/23

The figures and recent transfers between accounts were noted.

### 5.2 Investment options update

**The RFO explained** the investments which had attracted a better rate of interest. He was in the process of setting up a Unity Trust Bank account to achieve additional FSCS cover.

### 5.4 Cheque signatories/bank mandate issues

The RFO was working through the process to ensure there were enough signatories for all bank accounts.

### 5.5 Annual review of direct debits and bank standing orders

**The RFO spoke** on his report circulated prior to the meeting. It was noted that the rent and service charge for the Council offices required two separate payments and the RFO would investigate if this could be simplified.

### 5.6 Annual insurance policy

**The RFO reported** that this was the final year of the contract and it would have to be re-tendered next year. He reported that 22/23 fixed asset additions had been added to the policy with no additional charge but the overall premium had increased by £300 this financial year whilst the budget had not been increased from 22/23

It was agreed to begin the process to renew the insurance in October 2023.

### 5.7 Approval of 22/23 CIL certificate

**FHR-2023-05-18 2 Cllr Eastwood proposed** to recommend to Full Council approval of the 2022-23 CIL certificate, which was seconded by Cllr Garrett with all in favour.

## 6. Unmetered supply Market Hill

The Clerk reported he was working through the process to understand the issue.

## **7. Review of Standing orders**

**The Clerk reported** that he and the Deputy Clerk advised the Council to conduct a thorough review of the standing orders as there were a number of conflicts with the common practise of the Council and the Standing Orders. They hoped a more relevant and simpler set of orders should be proposed.

A working group of the Clerk(s) Cllr Eastwood and Culemann was agreed to be formed to work on the review.

## **8. Correspondence:**

**Cllr Hine noted** the email from ESC regarding the 'changing Places' grant programme underspend and it was agreed to put this to the SAD committee to consider.

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

### 9.1 Staff appraisals

**The Clerk reported** that all staff had been sent the appraisal forms.

It was agreed to confirm with Cllr Dean that a meeting of the HR Sub group could be held on Monday 19<sup>th</sup> June to plan the appraisals.

## **10 Action Plan:**

**Cllr Hine reported** that the CEP committee had devised a new form to record and review the action plans which would be sent to all Chairs to adopt.

## **11 Office Matters:**

### 11.1 RFO filing cabinet

Ongoing.

### 11.2 New Telephone and Broadband contract.

**FHR-2023-05-18 3 Cllr Eastwood proposed** to spend £79.99 on a new handset which was seconded by Cllr Culemann with all in favour.

It was agreed to proceed with the new contract as discussed at the last meeting.

### 11.3 Adobe subscriptions

**It was noted** that the existing subscription will be renewed in July at a rate of £17.62 and the RFO will investigate and report back to the next meeting on the cost of additional subscriptions.

## **12. Information Technology**

### 12.1 Anti-Virus Software

**It was agreed** that the Clerk seek advice from JamTek on what options were best and most cost effective.

### 12.2 Councillor Emails

**The Clerk noted** that it was considered best practise for Councillors to use dedicated emails for Council business, and that the Council offers the use of a 'Framlingham.com' email address to all Councillors.

It was agreed that going forward a record of which Councillors used dedicated or Framlingham.com email addresses be kept.

### 12.3 Change to office 365

On going.

## **13 Matters of report or items for next agenda:**

Cllr Hine reported on a fraudulent post on social media which claimed to be from the Town Council.

The RFO reported that the transparency code was ready for publication and would be sent to Cllr Hine to improve the design and layout.

### **Date of next meeting:**

7:00pm Thursday 22 June 2023

**The meeting concluded at 8:12pm**