

# Framlingham Town Council

## DRAFT Minutes of the

Finance and HR Committee held on Thursday 20<sup>th</sup> July 2023 at 7:00pm

### 1. Apologies:

None.

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

In attendance:

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

### 2. Declarations of Interest

None.

### 3. Minutes of previous meeting:

**FHR-2023-07-20 1 Cllr Eastwood proposed** that the minutes of the previous meeting be accepted as a true and accurate record. This was seconded by Cllr Culemann with all in favour.

### 4. Public Comment:

None.

### 5. Financial Matters:

5.1 RFO Quarter 1 report

**The RFO outlined** the new reporting structure based on each Committee.

5.1.1 Income and Expenditure for Q1

**The RFO referred** to his report and highlighted any significant variances by Committee. It was noted that the budget was largely on track for the first quarter and the year

5.1.2 Reserves

The current position was noted.

5.1.3 CIL report

The report was discussed and noted.

5.1.4 Bank balances

These were noted.

## 5.2 Investment options update

The position was discussed and the impact of placing £70k in a fixed term investment considered.

**FHR-2023-07-20 2 Cllr Eastwood proposed** that £70,000 be placed in a Nationwide 1-year fixed rate account. This was seconded by Cllr Garrett with all in favour.

## 5.3 Bank mandate update

**The RFO reported** that the long process was almost complete.

## 5.4 EMR for warm spaces

**This was discussed at length.** It was agreed to create an EMR of £1,000 to hold funds for any future warm spaces initiative in the town.

## 5.5 Town/church clock

**The RFO reported** on the difficulty dealing with the billing for the electricity for the clock, but it had been resolved.

## 5.6 Finance Systems review

**The RFO reported** on the fact that the accounting software was twenty years old and, in line with the Strategic Plan, it needed to be updated with a more modern system. The staff were considering alternatives and would report on their findings. Cllr Garrett would attend any presentations by potential suppliers where possible and would take part in the initial evaluation and scoring of the different systems.

## 5.7 Public inspection of Audit 2023

**The RFO reported** that the period of inspection ended on July 14. He reported that two people had asked to examine the accounts.

## 6. Action Plan

**The Chair reported** that this was in progress.

## 7. Unmetered supplies

### 7.1 Market Hill

**The Clerk reported** that he had requested a meter be installed at the supply unit.

### 7.2 Street lighting and CCTV

**The Clerk reported** that EDF had finally agreed to set up an account, an account number, issue the tariff and supply a contract. This was expected soon.

## 8. Review of Standing orders

Cllrs Culemann, Eastwood and the Clerk were meeting on Wednesday 26<sup>th</sup> July to discuss the way forward.

## 9. Correspondence:

None.

## 10. HR Sub-Committee:

### 10.1 Staff appraisals

The Deputy, RFO and Office assistant appraisals had been timetabled. The Clerks appraisal was to be arranged for August.

## 11 Office Matters:

### 11.1 RFO filing cabinet

**The RFO reported** he was still looking for a second-hand cabinet. Cllr Bennett would see if the local auction house had any.

### 11.2 RFO Mobile Contract

**It was agreed** to cancel this contract as it was not needed.

### 11.3 Adobe subscriptions

**It was agreed** to renew one licence at a cost of £17.65 a year.

### 11.4 Archiving strategy

Noted.

### 11.5 RFO keyboard

**FHR-2023-07-20 3 Cllr Eastwood proposed** to spend up to £30.00 on a new keyboard for the RFO. This was seconded by Cllr Garrett with all in favour.

## 12. Information Technology

### 12.1 Anti-Virus Software

**FHR-2023-07-20 4 Cllr Eastwood proposed** to spend £120.00 a year on anti-virus software for the staff. This was seconded by Cllr Garrett with all in favour.

### 12.2 Councillor Emails

**The Clerk reported** that all councillors had been asked if they wished to use Framlingham.com emails. Not all had taken the offer up and it was agreed that this request be repeated annually.

12.3 Change to Office 365

**The Clerk reported** on the effects of the change.

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

#### **For next Agenda.**

- The section on meeting notes be added to the agenda.
- Community Grants
- Cemetery and Pageant Field Electric suppliers and contracts

#### **Matters of report:**

The RFO reported he was meeting the District Councillors next month to outline the town council's accounts.

The RFO was also meeting the PCC to discuss the accounts for the building of the castle community rooms.

Cllr Culemann thanked the RFO for his reports – this was echoed by the committee.

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

7:00pm Thursday 21<sup>st</sup> September 2023

The meeting concluded at 8:50pm.