

**Framlingham Town Council**  
**Minutes of the Finance and HR Committee Meeting held in the Town Council Meeting Room**  
**10c Church Street**  
**on Thursday 9<sup>th</sup> June 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 S Garrett

**Present:**

Cllr J Culemann, Cllr C Eastwood (Chair), Cllr M Hine and Cllr J Jones

**In attendance:**

Mrs E Coe (Town Clerk/RFO), and

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

**3112522 Cllr Eastwood proposed** the minutes of the meeting held on 12<sup>th</sup> May (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Jones with all in favour.

Cllr Eastwood signed the file copy of the minutes.

**4. PUBLIC COMMENT:**

None present.

**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.

**5.4 Internal Audit Report for year ending 31<sup>st</sup> March 2022:**

The IA Report was considered and it was noted that a clear audit trail had been provided with supporting paperwork in place and well referenced. Good budgetary procedures were in place and appropriate accounting procedures used with appropriate payment controls, including acting within the legal framework with reference to council minutes.

A copy would be published on the website.

The Town Clerk/RFO was thanked for her diligence in producing the end of year accounts for the Internal Auditors, which she confirmed had now been sent to the External Auditor for examination.

## **5.5 Software Support:**

The appointment of JCA Online for computer repairs/solutions @ £66.00 inc VAT per hour for on-site support and £50.00 inc VAT for work done in Office was considered. The Town Clerk/RFO advised there were several outstanding issues/problems that needed addressing asap.

**519622 Cllr Eastwood proposed** to approve the appointment of JCA Online for work to be carried out within the allocated budget 1127 with authorisation of the Town Clerk/RFO, which was seconded by Cllr Jones with all in favour.

## **6. Policies:**

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

**It was agreed** to defer this item to the next meeting.

Cllr Hine and the Town Clerk/RFO would review the document and circulate in time for the next meeting.

## **7. Correspondence:**

None.

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

**It was noted** that Cllr Mark Benbow had joined the Committee and the next meeting would be held on Thursday 23<sup>rd</sup> June.

## **9. Action Plan:**

No business.

## **10. Matters of report or items for next agenda:**

Community Grant procedure and process – Cllr Jones -Next SAD Agenda

## **11. Date of next meeting:**

Thursday 21<sup>st</sup> July 2022 at 7.00pm

Meeting closed at 7.30pm