

Framlingham Town Council

TOWN COUNCIL CHAIR Cllr Clive Eastwood	TOWN COUNCIL OFFICE 10c Church Street Framlingham Suffolk IP13 9BH	DEPUTY TOWN CLERK Lydia Kirk dtc@framlingham.com
TOWN CLERK James Overbury townclerk@framlingham.com	TELEPHONE: 01728 720183 www.framlingham.com	RESPONSIBLE FINANCIAL OFFICER Alan Davidson finance@framlingham.com

Draft Minutes of the Finance Committee held on Thursday 10th October 2024 at 7:00pm

1. Present and apologies

Present: Cllrs Eastwood (Chair), T Hammond and P Wraight

Apologies: Cllr. A Wraight

Absent: Cllrs Higham and Dean

In attendance: A Davidson (RFO) and no members of the public

2. Declarations of Interest

None.

3. Minutes of previous meeting

FIN 2024-10-10 1 Cllr Eastwood proposed to accept the minutes of the previous meeting as a true and accurate record. This was seconded by Cllr P Wraight and carried unanimously.

4. Public comment

None.

5. Financial matters

5.1. RFO report including budget and CIL updates

The RFO provided an overview of the report circulated before the meeting.

Cllr Eastwood explained that the time had come to remove the ring-fencing of the £200,000 of CIL funds for the scouts and guides HQ. This would allow CIL funds to be awarded in a timely manner and any future award to the Scouts and Guides would depend on the size of the remaining CIL reserves.

FIN 2024-10-10 2 Cllr Eastwood proposed to recommend to full council that they remove the ring-fencing of £200,000 of CIL funds for the Scouts and Guides HQ. This was seconded by Cllr Hammond and carried unanimously.

Cllr Eastwood took an action to explain the situation to the Scouts and Guides representatives.

Cllr. P Wright reported that there were a number of new CIL applications considered at the Strategy and Development Committee.

The RFO reported that he has reinvested £200,000 in a money market account for 3 months expiring 9th January 2025.

5.2. Contracts:

5.2.1. Pavilion electricity contract renewal

The RFO has renewed his contract for 2 years.

5.2.2. Cemetery electricity de-energised supply

The electricity supply has been turned off.

5.2.3. CCR bookings 2025

The committee were asked to consider booking the CCR for 2025 meetings. Cllr P Wright felt that the council should consider other venues before making a decision.

The deputy clerk was asked to enquire about the rates and availability of other venues.

5.2.4. Mobile phone contract cancelled

The RFO has cancelled the office mobile phone contract and there are now no mobile phones operated by the council.

The RFO also reported that the street cleaning contract with East Suffolk Services has been approved for 24/25.

5.3. Funding for business events co-ordinator

The RFO explained that the ESTI grant funding had run out and funding will continue from a new ESC grant from October. In the interim period of 2 months funding will be provided by the Community events ear-marked fund.

5.4. RFO holiday arrangements

The RFO confirmed that the deputy clerk will be able to make payments in his absence.

5.5. RFO billing for system migration and documentation

FIN 2024-10-10 3 Cllr Eastwood proposed to recommend to full council that they pay the RFO for the hours spent on the Scribe implementation. This was seconded by Cllr P Wright and carried unanimously.

5.6. Finance regulations

The RFO has produced an updated version of the finance regulations based on the 2024 NALC model regulations. The committee reviewed the areas highlighted by the RFO where the council had discretion. The RFO will now produce a revised set of financial regulations and submit to the full council for approval.

5.7. Small grant applications

A councillor had requested that the committee consider introducing an evidence requirement for loans awarded by the council. It was agreed that the committee will consider each application on its merit and decide what evidence is required. It was noted by Cllr P Wraight that most of the grants are awarded to the same group of organisations and they should be encouraged to apply each year.

FIN 2024-10-10 4 Cllr Eastwood proposed to recommend to full council that they approve a small grant of £500 to the Citizens Advice Bureau for running costs of the Framlingham outreach service. This was seconded by Cllr P Wraight and carried unanimously.

6. Action plan

The RFO will monitor the internal controls statement and bring any matters of concern to the attention of the committee.

7. Review of standing orders

This was included on the agenda in error and will be removed from future agendas.

8. Policies

The RFO will update the allocation of policies to include the new HR committee and then circulate the relevant policies to each committee chair.

9. Correspondence

None.

10. Office matters

None.

11. Matters of report or items for next agenda.

Cllr Eastwood reported that he and the deputy clerk had reviewed the draft 25/26 budget prepared by the RFO. The budget will be circulated to the committee chairs and meetings will be held in November ahead of approving the budget at the December full council meeting.

12. Date of next meeting

As there are no Finance committee meetings planned, finance matters will be dealt with at the extraordinary council meeting **7.00pm Wednesday 23rd October 2024**

The meeting concluded at 9.05pm.