



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Monday 12 January 2015 commencing at 18:00 in the Lindos Centre, Melton IP12 1PP.

Present:

Cllr Mrs B Abbott
Cllr Mr G K Butterwick
Cllr Mr C W Taylor
Cllr Mr A Thompson [Chairman]
Cllr Mr J West

In Attendance:

Cllr Mr A H Porter
Cllr Miss K S Martin
Mr W J Grosvenor *Interim Clerk to Melton Parish Council*

15.01	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE There were none.
15.02	DECLARATIONS OF INTEREST
15.02.01	To receive Amendments to the Register There were none.
15.02.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
15.02.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
15.02.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.



	<i>There was no resolution to lift Standing Orders as no members of the public were present</i>
15.03	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.
15.04	MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the Finance, Employment and Risk Management Committee held on 2 December 2014 (Minutes FRM(14)M08 previously distributed).
15.05	TO CONSIDER GRANT APPLICATIONS
15.05.01	St Andrew's Church (Paper FRM(15)05.01) The Committee considered the application for a grant of £1,000 by St Andrew's Church, towards the costs of producing and distributing <i>The Melton Messenger</i> . This application was recommended for agreement.
15.05.02	Update on Previous Grant Applications Considered in 2014 The Committee reconsidered the application for a grant by the Suffolk Accident Rescue Service (SARS). The information required was now to hand and the £500 previously reserved was now recommended for payment. The Committee agreed that no other applications would be considered nor would any other grant expenditure be incurred during the current financial year.
15.06	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
15.06.01	Management Accounts and Financial Reports to end December 2014 (Paper FRM(15)06a-f) The reports on Income, Bank Reconciliations and Budget v Actual were NOTED and Orders for payment were APPROVED . The Chairman requested that Committees review the detailed figures, particularly the forecasts, and advise if they seemed to be adrift.
15.06.02	Update on Erroneous Direct Debits The Clerk reported that all the direct debits erroneously taken from the Council's current account with Barclays had now been refunded in full.



<p>15.06.03</p>	<p>Budget Proposals for 2015/16 and Precept Setting (Paper FRM(15)06.03)</p> <p>The Clerk introduced his report which was received and discussed in full. It was AGREED to recommend to Full Council to set the precept at £41.67 for Band D properties, the same as in the current year, giving a total precept sum of £66,890.76 for 2015/16. This would yield an additional £1,095.01 to the Parish Council next year but would show as a 0% increase.</p> <p>Proposed by: Cllr Butterwick Seconded by: Cllr Taylor</p> <p>In terms of the detailed budget proposals, it was AGREED that:</p> <ul style="list-style-type: none"> • £4,000 be allocated as the best estimate of anticipated Community Infrastructure Levy (CIL) income in 2015/16 • A corresponding line be inserted to allocate expenditure to CIL funded projects • Changes be made to the proposed expenditure attributable to Planning & Transport Committee budget as follows: <ul style="list-style-type: none"> ○ Neighbourhood Plan – from budget £5,250 ○ Neighbourhood Plan – from grant £0 ○ Traffic & Transport Working Group: <ul style="list-style-type: none"> • Quiet Lanes £800 • Saddlemaker’s La signage £3,700. <p>Recommendations to be made to Full Council accordingly.</p>
<p>15.06.04</p>	<p>Working Group for Electronic Banking</p> <p>At the previous meeting, Committee agreed to refer the matter to a Working Group which would make recommendations on the way forward and report back to the March meeting of Full Council. Membership to consist of Councillors Thompson, Porter and Taylor. The Clerk had sent an e mail to those Members who had agreed to join the Working Group, asking for suitable dates. Because of server problems the message had not got through, and he was asked to resend.</p>
<p>15.07</p>	<p>TO CONSIDER RESOURCES MATTERS & ACTION PLAN</p>
<p>15.07.01</p>	<p>New Finance System – Update</p> <p>The Clerk reported little movement at the RBS Software end. He would advise FERM as soon as there was something to report, and hoped that the software testing which was currently underway would soon be completed.</p>
<p>15.07.02</p>	<p>Accommodation Issues (Paper FRM(15)07.02)</p> <p>The Clerk introduced his paper which was received and discussed. The following recommendations to Full Council were AGREED:</p> <ul style="list-style-type: none"> • Council makes a firm decision to hold its meetings on a Wednesday in future in line with the schedule produced by Cllr Butterwick



	<ul style="list-style-type: none">• Any decision on future meetings venue is held in abeyance until a decision can be made on any offer by SCDC of alternative accommodation• The Clerk be requested to book meetings at Lindos for the period up to the end of the current Council.
15.08	TO CONSIDER EMPLOYMENT MATTERS
15.08.01	Park Warden The Clerk reported that he had a 1:1 meeting with Keith Stebbings on 9 December. Keith seems very happy in his work and has shown no indication that he might want to retire. The Clerk asked him whether he needed any new or additional protective clothing or equipment for his work, but the answer was that he had everything he needed. It was made clear to him at the same time, that he need no longer unlock / lock the gates at dawn and dusk, and that his employer does not want him to go onto the field in darkness, or in inclement weather.
15.08.02	Recruitment of Clerk to the Council The Chairman reported a successful conclusion to the recruitment process.
15.08.03	Arrangements for Appraisal and Objective Setting The Chairman asked Committees to give feedback in order to assist him in the appraisal / target setting process which will need to be done by the end of March.
15.09	TO REVIEW RISK MANAGEMENT ISSUES
15.09.01	Playing Field, Woods, Trees and Drainage – Risk Issues Update (Paper FRM(15)09.01) The Clerk introduced and went through his paper which was discussed in detail. The following recommendations were AGREED : <ul style="list-style-type: none">• Once the Fen Group report is to hand proposals for works should be drawn up and considered urgently by all three Committees• An application to Sport England for grant funding for such remedial works should be progressed and submitted as soon as the scope is identified• The possibility of funding for the report via Cllr Bidwell should be pursued• SCC and UK Power Networks' contractor to be monitored for action re the culvert• Delegate to the Clerk to meet Mr Ruffles to ascertain his intentions regarding the drainage• MPC should put in a Freedom of Information request to Suffolk Coastal District Council to clarify information held in relation to the



	<p>planning applications to discharge conditions imposed in relation to the approved application</p> <ul style="list-style-type: none">• MPC should seek advice from its solicitors in relation to the enforcement of the drainage covenants and potential breaches of the Land Drainage Acts• MPC should seek advice from its solicitors in relation to ownership aspects of the triangle of land to the north of Jenners Close, by the substation• Delegate to Cllr Butterwick and the Clerk jointly to produce a short and concise hierarchy of risk in relation to this matter overall.
15.09.02	<p>Hire of Field – Risk Issues Update</p> <p>The Clerk gave an oral update on the current position with regard to hirings as follows:</p> <ul style="list-style-type: none">• LC (personal trainer) – agreement in place• MT (personal trainer) – no response to e mails• Car Boot Sales 2015 – agreement in place• WTYFC - negotiations to commence re season 2015/16 <p>Committee AGREED that without risk assessment and insurance documentation and payment being made, MT could not continue to use the field.</p>
15.09.03	<p>Managing Seasonal Risk (Paper FRM(15)09.03)</p> <p>The Clerk introduced the circular on managing seasonal risk, received from the Council's insurance broker. The circular set out best practice on risk assessments, inspection regimes, asset registers and procedures for reporting changes in material facts. The Clerk to take forward, with particular reference to the need to undertake an annual risk assessment on the pavilion and the Council's asset register.</p>
15.09.04	<p>Neighbourhood Plan Progress and Reporting – Risk Issues</p> <p>Cllr Butterwick reported that he had received a second invoice from Navigus for £3,372.50 + VAT, to be paid when the work was completed. The 1st draft of the Neighbourhood Plan was due very shortly, and needed to be made available to comply with the terms of the grant.</p>
15.10	<p>TO CONSIDER GOVERNANCE MATTERS</p>
15.10.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 (Paper FRM(15)10.01)</p> <p>The decision in relation to the appointment of consultants to produce a report on options for draining the lower playing field was noted.</p>



15.11	TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA (Paper FRM(15)11) This was NOTED .
15.12	TO RECEIVE REPORTS FROM THE WORKING GROUPS
15.12.01	Divestment Cllr Butterwick reported that the next move needed to come from Suffolk Coastal DC. Nothing was likely to happen until after the election.
15.12.02	Employment Already covered by Minute 15.08 above.
15.12.03	Communications Nothing specific to report
15.12.04	Emergency Plan Cllr Taylor reported that no progress had been made.
15.13	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS
15.13.01	Urgent Business not Otherwise on the Agenda There was none.
15.14	DATE OF NEXT MEETING The next meeting will take place on Wednesday 11 February 2015 commencing at 18:00 in the Lindos Centre Seminar Room.



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