



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Monday 20 April 2015 commencing at 18:00 in Cloghan's Bungalow, Melton Hill District Council Offices, Melton IP12 1AU.

Present:

Cllr Mrs B Abbott

Cllr Mr G K Butterwick

Cllr Mr C W Taylor

Cllr Mr A Thompson [Chairman]

Absent:

Cllr Mr J West

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
15.28	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies in advance had been received from Cllr West on grounds of ill health and it was RESOLVED to consent to the absence.
15.29	DECLARATIONS OF INTEREST
15.29.01	To receive Amendments to the Register There were none.
15.29.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.



15.29.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
15.29.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

There was no resolution to lift Standing Orders as no members of the public were present

15.30	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.
15.31	MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the Finance, Employment and Risk Management Committee held on 11 February 2015 (Minutes FRM(15)M02 previously distributed).
15.32	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
15.32.01	Unaudited Draft Year End Accounts (Paper FRM(15)32.01) The Chairman went through the year end accounts which had been reviewed by the Council's Internal Auditor on 15 April. The recommendation was that they be submitted to Full Council for approval. Cllr Butterwick had a query on figures relating to the Neighbourhood Plan which he said he would raise in writing.
15.32.02	Budget Proposals for 2015/16 (Paper FRM(15)32.02) The Clerk went through the latest version of the 2015/16 budget, pointing out the changes made since March Full Council (highlighted in pink). These would be incorporated in a further version for Full Council in May, which would ask Council to formally approve the budget, subject to additionally requesting a sum, not exceeding £4,000, on behalf of Planning and Transport Committee, to purchase a vehicle activated sign, either independently or jointly with another parish.



15.33	TO CONSIDER RESOURCES MATTERS
15.33.01	New Finance System – Update The Clerk reported that the RBS Alpha software was now installed and that he had received initial training. Although the data to the end of March 2015 had now been loaded onto the new system, Year End for purposes of the Annual Return and Audit was being run on the current system, but the two systems will be reconciled so that we can be sure of carrying forward accurate data into Alpha for 2015/16. Noted that Alpha treats the contingency for a Parish Poll as an earmarked reserve.
15.33.02	Current Accommodation Issues The Clerk reported that he had signed a new lease for Room 275 at the Melton Hill offices as the Council’s office accommodation. It would run for 2 years from 1 April 2015 with a 3 month break clause exercisable by either party. The rent is the same as before - £675.00 a quarter.
15.33.03	Website hosting The Clerk reported that after looking at a range of possible domain hosts to replace Lin Barringer, the best combination of service, support and cost is to be found in a local provider, Chris Balmer. Chris is based in Henly, Ipswich, and has provided satisfactory answers to a range of questions about data security and insurance. He is meeting the Clerk on 27 April when a date will be agreed for the domain migration; this is likely to be after the changeover of Councillors on 11 May. Meanwhile assistance is to be offered to outgoing Members in relation to archiving / retrieval of e-mails etc. ready for when their MPC e-mail accounts are disabled on 11 May.
15.34	TO CONSIDER EMPLOYMENT MATTERS
15.34.01	Park Warden The Clerk reported that he was not aware of any problems. He is due to carry out Keith’s annual appraisal shortly, when he will try to ascertain if there are any issues of concern.
15.34.02	Clerk to the Council The Chairman stated that the Clerk’s appraisal, which was to have been carried out on 23 April, would now be deferred. The new Council would need to make decisions in terms of line management arrangements, and then put in place arrangements for taking forward an effective appraisal system.



15.35	TO REVIEW RISK MANAGEMENT ISSUES
15.35.01	Playing Field, Woods, Trees and Drainage – Risk Issues Update (Paper FRM(15)35.01) The Clerk went through his report which brought FERM Committee Members up to date with all the issues. He also summarised the meeting with SCC Highways which had taken place that morning. Highways are awaiting the result of a camera survey of the culvert under the highway after which they will take appropriate remedial action. Committee AGREED to NOTE the report.
15.35.02	Pavilion – Risk Mitigation (Paper FRM(15)35.02) This report was also going to Recreation Committee meeting on 22 April. The Clerk introduced the report which was fully discussed. Members expressed concern about the risk of trailing wires being employed to power the various activities during the fete, and supported the risk mitigation strategies being proposed. Committee recommended that Recreation Committee should consider adjusting its budgets for 2015/16 by £500.00 to make provision for the cost of the works proposed.
15.35.03	Hire of Field – Risk Issues Update The Clerk gave an oral update on the current position with regard to hirings as follows: <ul style="list-style-type: none">• LC (personal trainer) – agreement in place• MT (personal trainer) – agreement in place• Car Boot Sales 2015 – agreement in place• WTYFC – talks on 2015/16 agreement not yet started.
15.35.04	Risk Register (Paper FRM(15)35.04) The Clerk introduced the updated schedule of Risks. The key priorities at the moment were to complete the introduction of the new Alpha finance software and the migration to the new hosting platform. In relation to the trees along Melton Road, Committee recommended that the risk be split – High Risk as to the possible impact of bad weather and Low Risk as to the risk that Suffolk Coastal will not give TPO consent. In relation to the damaged play equipment, Committee wished to see the other seat removed and the item fenced off. Recreation Committee should consider a plan for the phased replacement of all equipment.



15.35.05	<p>Neighbourhood Plan Progress and Reporting – Risk Issues (Paper FRM(15)35.05) Cllr Butterwick introduced his paper which was noted. Committee felt that the risks were being managed as well as possible. The risks highlighted in paragraph 4 should be incorporated into the risk Register.</p>
15.35.06	<p>Traffic / Parking – Risk Issues (Paper FRM(15)35.06) The Clerk introduced his paper which raised this issue for the first time on the FERM Committee Agenda, as one of reputational risk. The recommendation that risk issues associated with traffic and parking be added to the standard FERM Committee Agenda was AGREED. Additionally, Committee requested that it be included in the Risk Register. Members also felt that parking enforcement was a matter which needed further consideration by the Council.</p>
15.36	<p>TO CONSIDER GOVERNANCE MATTERS</p>
15.36.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 (Paper FRM(15)36.01) The decision in relation to the appointment of contractor for electrical works to pavilion was NOTED.</p>
15.37	<p>LESSONS LEARNED (Paper FRM(15)37) The Chairman introduced his paper which set out the issues identified, the person responsible for taking them forward and the timetable for doing so. The contents of the paper and the recommendation to submit it to Full Council were AGREED. The Chairman suggested an entry in the Risk Register about the Council's capacity to manage numerous projects simultaneously which was AGREED.</p>
15.38	<p>TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA Nothing to report.</p>
15.39	<p>TO RECEIVE REPORTS FROM THE WORKING GROUPS (Paper FRM(15)39 01-03) Cllr Butterwick introduced his comprehensive report covering the Working Groups relating to:</p> <ul style="list-style-type: none">• Accommodation• Communications• Divestment



	<ul style="list-style-type: none">• Employment. <p>The recommendation that the Divestment Group be disbanded was AGREED. In relation to the other groups it was felt that in practice they are all in abeyance. Issues relating to the short term needs for both office and meeting accommodation have been resolved and any longer term project in relation to either the Lindos or new build will require Full Council to make specific project management arrangements. In relation to communications, it was felt that the issue was subordinate to, say, a new website, and there is, as already established, a limited capacity to take on numerous projects at the same time. Full Council will also need to decide on the line management arrangements for the Clerk going forward.</p> <p>Therefore the recommendations in relation to the other Working Groups were NOT AGREED. The Chairman felt that there was a wider issue – the new Council would need to consider its overall structure and should be allowed to do that without constraint.</p>
15.39.01	Emergency Plan Cllr Taylor stated that the Lindos Centre is identified as a Rest Centre in the Plan. If no longer available a substitute would have to be found.
15.40	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS
15.40.01	Urgent Business not Otherwise on the Agenda There was none.
	PART TWO - CONFIDENTIAL
	Exempt / Confidential Items It was RESOLVED that , under Section 100(a)(4) Local Government Act 1972 (as amended), the public be excluded from the meeting for the remaining items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.
15.43	DATE OF NEXT MEETING The next meeting will take place on Wednesday 10 June 2015 commencing at 18:00 at Cloghan's Bungalow, Melton Hill.



MELTON PARISH COUNCIL

