



**FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**

**Minutes** of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 10 June 2015 commencing at 18:00 in Cloghan’s Bungalow, Melton Hill District Council Offices, Melton IP12 1AU.

**Present:**

Cllr Mr N Brown

Cllr Mr A Porter

Cllr Mr J West

**Absent:**

Cllr Mr C Taylor

**In Attendance:**

Cllr Mrs M Bevilacqua

Cllr Mr M Hearn

Cllr Mrs A Stevens

Mr W J Grosvenor *Clerk to Melton Parish Council*

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>15.44</b>	<b>ELECTION OF CHAIRMAN &amp; VICE-CHAIRMAN OF FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE</b>
<b>15.44.01</b>	<b>Election of Chairman of Finance, Employment &amp; Risk Management Committee</b> It was <b>RESOLVED</b> that Cllr West be elected Chairman of Finance, Employment and Risk Management Committee. <b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Brown
<b>15.44.02</b>	<b>Election of Vice-Chairman of Finance, Employment &amp; Risk Management Committee</b> It was <b>RESOLVED</b> that Cllr Porter be elected Vice-Chairman of Finance, Employment and Risk Management Committee. <b>Proposed by:</b> Cllr Brown <b>Seconded by:</b> Cllr West



15.44.03	<b>Appointment of New Councillors to Finance, Employment &amp; Risk Management Committee</b> Cllrs Hearn and Stevens were welcomed as Members of Finance, Employment and Risk Management Committee.
15.45	<b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b> Apologies in advance had been received from Cllr Taylor and it was <b>RESOLVED</b> to consent to the absence.
15.46	<b>DECLARATIONS OF INTEREST</b>
15.46.01	<b>To receive Amendments to the Register</b> There were none.
15.46.02	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.
15.46.03	<b>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none.
15.46.04	<b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b> 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*

15.47	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b> There were no members of the public present.
15.48	<b>MINUTES OF THE PREVIOUS MEETING</b> It was <b>RESOLVED</b> to agree the Minutes of the Finance, Employment and Risk Management Committee held on 20 April 2015 (Minutes FRM(15)M03 previously distributed).
15.49	<b>TO REVIEW TERMS OF REFERENCE FOR FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE</b> (Paper FRM(15)49) Following discussion the existing Terms of Reference were confirmed.
15.50	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>



15.50.01	<p><b>Management Accounts – Period 1 2015/16</b></p> <p>The Clerk reported that the year end work had only just been completed on the old software, and the figures finally reconciled with those on the new Alpha software. He had to go through the year end process on Alpha, following which he would be able to start to use the new system for accounting in 2015/16. He anticipated that the first set of accounts on Alpha would be available for next Full Council meeting.</p>
15.50.02	<p><b>Budget Proposals for 2015/16</b> (Paper FRM(15)50.02)</p> <p>The Clerk went through the latest version of the 2015/16 budget, incorporating the changes made for Full Council in May. Council had formally approved the budget, subject to proposed changes, which were agreed. The base budget for 2015/16 was <b>NOTED</b>.</p>
15.50.03	<p><b>Electronic Banking</b></p> <p>The Clerk reported on the need, as a prerequisite of moving to electronic banking which had previously been agreed by FERM Committee, to update the Bank Mandates to reflect the new Chairman of FERM Committee, and to enable the Clerk to give instructions to the Bank in relation to moving funds between accounts. It was <b>AGREED</b> that:</p> <ul style="list-style-type: none"><li>• Cllr West be added as a Bank signatory</li><li>• Former Cllr Thompson should be removed</li><li>• The Clerk be added as an “Authorised Person”.</li></ul> <p>These new arrangements should be put in place as soon as possible. Once done, the Clerk would be able to talk to the Bank about introducing electronic banking.</p>
15.51	<p><b>TO CONSIDER RESOURCES MATTERS</b></p>
15.51.01	<p><b>New Finance System – Update</b></p> <p>This was reported under Minute 15.50.01.</p>
15.51.02	<p><b>Website hosting</b></p> <p>The Clerk reported that the planned migration to a local provider, Chris Balmer, which was to have taken place over the late spring bank holiday weekend, had stalled. This was because neither Mr Balmer nor the current provider had anticipated the difficulties inherent in transferring a .gov.uk site. Discussions were taking place with the Registrar and it was hoped to announce a new migration date shortly.</p>



	<p>Cllr Porter expressed frustration at the delay and requested that the Clerk make it clear to Mr Balmer that a clear date for the transfer needs to be set by the end of the month, or the Council will look at transferring to another provider.</p>
<b>15.52</b>	<b>TO CONSIDER EMPLOYMENT MATTERS</b>
<b>15.52.01</b>	<p><b>Park Warden</b></p> <p>The Clerk reported that he was not aware of any problems. He had a meeting with Keith recently and the Park Warden gave no indication of any desire to reduce his work commitments. From the insurance perspective, the Council's insurance brokers have confirmed that there are no issues with cover for older employees until age 85.</p> <p>The current method of remuneration was discussed. It was raised by the Internal Auditor. Members considered that notwithstanding any reluctance to alter the longstanding position, the Park Warden should be paid via the PAYE system, and the Clerk was requested to talk to Keith and make the necessary arrangements with SALC.</p>
<b>15.52.02</b>	<p><b>Clerk to the Council</b></p> <p>The Clerk's appraisal, which was to have been carried out on 23 April, would now be carried out by the new FERM Committee Chairman within the next three months. The Clerk to pass on the paperwork to Cllr West.</p>
<b>15.53</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>15.53.01</b>	<p><b>Playing Field, Woods, Trees and Drainage – Risk Issues Update</b> (Paper FRM(15)53.01)</p> <p>The Clerk went through his report which was for information and comment. Committee <b>AGREED</b> to <b>NOTE</b> the report.</p>
<b>15.53.02</b>	<p><b>Risk Register</b> (Paper FRM(15)53.02)</p> <p>The Clerk explained (for the benefit of new Members) the purpose of the Register, which is updated monthly, and pointed out key current issues. He also reported that the internal Auditor had recommended that additionally, a Risk Assessment Schedule be prepared, setting out:</p> <ul style="list-style-type: none"><li>• Subject / issue</li><li>• Risks</li><li>• Controls</li><li>• Actions required.</li></ul> <p>This he would develop as time permitted.</p>



15.53.03	<p><b>Hire of Field – Risk Issues Update</b></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"><li>• LC (personal trainer) – agreement ended 22 May; being invited to renew</li><li>• MT (personal trainer) – agreement in place – ends 26 June and will be invited to renew</li><li>• Car Boot Sales 2015 – agreement in place</li><li>• WTYFC – talks on 2015/16 agreement not yet started but monthly payments still in place.</li></ul>
15.53.04	<p><b>Fete – Risk Issues</b></p> <p>These were so far identified as follows:</p> <ul style="list-style-type: none"><li>• Bouncy castle – Clerk to arrange for special insurance cover</li><li>• Need for specific risk assessment. This was being prepared and will be considered by Recreation Committee on 24 June</li><li>• Electricity supply – trailing wires etc. It was expected this risk would be substantially mitigated by the electrical work planned to be carried out on 19 June.</li></ul>
15.53.05	<p><b>Council Insurance Cover</b></p> <p>The Council's general insurance policy was provided via broker Came &amp; Co. Premiums were paid as applicable to a Council with a population of under 5,000. With the population of Melton now either close to the 5,000 limit or having reached it, <b>AGREED</b> that on the 2015 renewal the clerk would arrange a premium applicable to a parish with a population of between 5,000 and 10,000.</p>
15.54	<p><b>TO CONSIDER GOVERNANCE MATTERS</b></p>
15.54.01	<p><b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b></p> <p>Nothing to report.</p>
15.55	<p><b>TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA</b></p> <p>Nothing to report not dealt with elsewhere on the Agenda.</p>
15.56	<p><b>TO CONSIDER WHETHER TO MAKE ANY ARRANGEMENTS FOR WORKING GROUPS</b></p> <p>(Paper FRM(15)56)</p> <p>The paper produced by the Clerk was discussed. <b>It was RESOLVED</b> that the recommendation to formally disband both the Accommodation Working Group and the Communications Working Group be <b>AGREED</b>.</p>



	<b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr West
15.57	<b>EMERGENCY PLAN</b> There was no report in Cllr Taylor's absence. Cllr West observed that Suffolk CC provides a lot of information on emergency planning. In an emergency both the Lindos Centre and the Church Room could be brought into use.
15.58	<b>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
15.58.01	<b>Urgent Business not Otherwise on the Agenda</b> The Clerk drew attention to the recent information issued by Suffolk Coastal DC in relation to the implementation date for Community Infrastructure Levy. This will be implemented from 13 July and Melton will receive 15% of the monies received from development in the parish subject to an annual cap (£100 x the number of dwellings in the parish). If Melton has a Neighbourhood Plan in place, then it will receive 25% and not be subject to an annual cap.
	<b>PART TWO - CONFIDENTIAL</b>
	<b>Exempt / Confidential Items</b> <b>It was RESOLVED that,</b> 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.
15.61	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 12 August 2015 commencing at 19:00 at Cloghan's Bungalow, Melton Hill.