



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 12 August 2015 commencing at 19:00 in Cloghan’s Bungalow, Melton Hill District Council Offices, Melton IP12 1AU.

Present:

- Cllr Mr N Brown
- Cllr Mr M Hearn
- Cllr Mrs A Stevens
- Cllr Mr C Taylor
- Cllr Mr J West

Absent:

- Cllr Mr A Porter

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
15.62	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies in advance had been received from Cllr Porter and it was RESOLVED to consent to the absence.
15.63	DECLARATIONS OF INTEREST
15.63.01	To receive Amendments to the Register There were none.
15.63.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
15.63.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.



15.63.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.
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There was no resolution to lift Standing Orders as no members of the public were present

15.64	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.
15.65	MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the Finance, Employment and Risk Management Committee held on 10 June 2015 (Minutes FRM(15)M04 previously distributed).
15.66	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
15.66.01	Management Accounts – 1st Quarter 2015/16 (Paper (15)66.01) The Clerk took Members through the following reports: (1) Cashbooks for both the Community (current) Account and Tracker Account, showing income and expenditure at a detailed level. Members AGREED to note the income and APPROVED the payments made. (2) Detailed income and expenditure <i>by budget heading</i> , showing cumulative income and expenditure under budget heads for the 1 st quarter of the year and the budget remaining. Members were requested to keep spend in view and identify any potential over / underspends of which they were aware. (3) Bank reconciliation reports for both accounts. These were NOTED .
15.66.02	Accounts for the Fete – June 2015 (Paper FRM(15)66.02) The Clerk went through the spreadsheet which showed fete profits of £2,160.14. He confirmed that cheques for £1,080.07 had been issued to both the PCC and Melton Primary School. The Committee NOTED the position and suggested that the fete accounts should be published on the website.



15.66.03	Reserves Position (Paper FRM(15)66.03) Because the new accounting software (Alpha) does not enable detailed consideration of the reserves position, the above spreadsheet set it out in some detail. It showed how the reserves are made up and the allocation of the opening reserves. It was also designed to reflect movement over the course of the year. The Clerk drew Members' attention to the figures contained under the headings of "Unrestricted Reserves". These were the amounts available after supporting a balanced budget in 2015/16 and maintaining the recommended level of reserves. Members AGREED to NOTE the report.
15.67	TO CONSIDER RESOURCES MATTERS
15.67.01	New Finance System (Paper FRM(15)67.01) This paper set out the processes via which the Melton Parish Council accounts were migrated to Alpha, issues that were encountered and how they were dealt with. Members of FERM Committee were asked to note that: <ul style="list-style-type: none">• Fixed Assets are not included within Alpha and the spreadsheet Fixed Asset Register will continue to be maintained. This will also need to be reviewed in 2015/16.• Alpha is also not used to maintain the reserves analysis and a separate schedule will need to be updated each quarter. FERM Committee Members confirmed that on the basis of the explanations given and the 1 st quarter's accounts they were satisfied with the migration to the new system.
15.67.02	New Website (Paper FRM(15)67.02) The Clerk took Members through the background to this project which had been considered by the former FERM Committee, the current proposals, including details to be considered, and the finance available. FERM Committee AGREED the recommendations as follows: <ol style="list-style-type: none">1. To adopt the <i>OneSuffolk</i> software for the Council's new website.2. To permit the Clerk to enter into an agreement with the designer of Melton's new website based on her current proposal.3. To set up an Editorial Committee of Members to oversee the detailed implementation of the project, make decisions on content and format, and meet the designer as required. FERM Committee nominated Cllr Taylor as its nominee.



	<p>4. To delegate variances to the contract to build the new website jointly to the Chairman of FERM and the Clerk.</p> <p>5. To allocate an initial budget of £700 to be reviewed at the next FERM Committee.</p>
15.67.03	<p>New Hosting Arrangements – Website Use Monthly Search Reports (Paper FRM(15)67.03)</p> <p>The Clerk had distributed with the covering report two examples of the type of search report format that the new provider had offered to provide – a very detailed 8 page version as Paper FRM(15)67.03A, and a one page version as Paper FRM(15)67.03B. The shorter version will cost £180.00 for 12 monthly reports.</p> <p>Bearing in mind that the intention is to migrate to the new <i>OneSuffolk</i> website in the course of the current year, it was AGREED to pay for only the basic one page summary report.</p>
15.68	TO CONSIDER EMPLOYMENT MATTERS
15.68.01	<p>Clerk to the Council</p> <p>The Chairman announced that he would be carrying out the Clerk’s annual appraisal on 10 September 2015.</p> <p>He took the opportunity to record his thanks to the Clerk for managing to get out the volume of paperwork for the meeting despite taking leave.</p>
15.69	TO REVIEW RISK MANAGEMENT ISSUES
15.69.01	<p>Playing Field, Woods, Trees and Drainage – Risk Issues Update (Paper FRM(15)69.01)</p> <p>The Clerk went through his report which was for information and comment. Committee AGREED to NOTE the report. Members also endorsed the suggestion at paragraph 2 that the Parish Council consider commissioning privately (a) jetting and (b) a CCTV survey to ascertain the cause of the persistent problem of blockage, causing flooding.</p>
15.69.02	<p>Risk Register (Paper FRM(15)69.02)</p> <p>The Clerk took Members through the updated Risk Register, highlighting the most high profile risks and new additions. Members AGREED to NOTE the report.</p>
15.69.03	<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) – new agreement signed up to 27 November and fully paid



	<ul style="list-style-type: none">• MT (personal trainer) – new agreement in place up to 25 December and fully paid• Car Boot Sales 2015 – agreement in place• Circus Tyanna – agreement signed and £200 fee fully paid for July hire• WTYFC – agreement by email exchange to continue hiring for 2015/16 season. Monthly payments still in place. Hire agreement to be drawn up.
15.69.04	<p>Play Equipment – Inspection Regime (Paper FRM(15)69.04)</p> <p>The Clerk drew attention via this report to a possible weakness in the Council's inspection regime for its play equipment. Although Melton PC pays for weekly inspections there is no evidence (other than the monthly invoice) that they are carried out. The report therefore proposed a checklist (draft attached as Paper FRM(15)69.04A) which should be completed at the weekly inspection and forwarded with the monthly invoice.</p> <p>Committee AGREED to NOTE the report, which would also be presented to Recreation Committee on 26 August.</p>
15.70	TO CONSIDER GOVERNANCE MATTERS
15.70.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
15.70.02	<p>Response to Administrative Issues 2014/15 – Update (Paper FRM(15)70.02)</p> <p>Members considered an updated version of the report considered at its April 2015 meeting, setting out the current position in terms of actions outstanding and by whom. It was AGREED to NOTE the report. FERM Committee also decided that no further updates were required.</p>
15.71	<p>TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA</p> <p>Nothing to report not dealt with elsewhere on the Agenda.</p>
15.72	<p>TO CONSIDER THE VILLAGE HALL PROJECT (Paper FRM(15)72)</p> <p>The Clerk introduced his short paper, which was accompanied by the note of the Councillor Steering Group meeting held on 21 July. Both the paper and the minutes were NOTED.</p>
15.73	TO CONSIDER GRANT GIVING 2015/16 – PROCEDURE AND TIMETABLE



	<p>The Clerk wished to remind Members that, at the October meeting of FERM Committee, it was the usual practice to consider applications for grants from local groups and organisations. FERM Committee then makes recommendations to Full Council in November. There is then a second round of grant giving towards the end of the financial year. There is an application form which he will issue on request.</p> <p>Members requested that publicity for this be given via the Melton Messenger, the Council's website and an emessage.</p>
15.74	EMERGENCY PLAN Nothing to report.
15.75	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS
15.75.01	Urgent Business not Otherwise on the Agenda Nothing to report.
	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.
15.79	DATE OF NEXT MEETING The next meeting will take place on Wednesday 14 October 2015 commencing at 19:00 at Cloghan's Bungalow, Melton Hill.