



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 14 October 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 Mr A Porter
- Cllr Mr C Taylor
- Cllr Mr J West (Chairman)

Absent:

- Cllr Mrs A Stevens

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
15.84	<p>ELECTION OF VICE-CHAIRMAN OF FINANCE, EMPLOYMENT & RISK MANAGEMENT COMMITTEE</p> <p>It was RESOLVED that following the wish of Cllr Porter to stand down from the role, Cllr Hearn be elected Vice-Chairman of Finance, Employment and Risk Management Committee.</p> <p>Proposed by: Cllr West Seconded by: Cllr Brown</p>
15.85	<p>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</p> <p>Apologies in advance had been received from Cllr Stevens and it was RESOLVED to consent to the absence.</p>
15.86	DECLARATIONS OF INTEREST
15.86.01	<p>To receive Amendments to the Register</p> <p>There were none.</p>



15.86.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
15.86.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
15.86.04	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>
15.87	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.
15.88	MINUTES OF THE PREVIOUS MEETINGS It was RESOLVED to agree the minutes of the Finance, Employment and Risk Management Committee held on 12 August 2015 (Minutes FRM(15)M05 previously distributed) and also the minutes of the Special Meeting of the Finance, Employment and Risk Management Committee held on 9 September 2015 (Minutes FRM(15)M06 previously distributed).
15.89	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
15.89.01	Management Accounts – Half Year 2015/16 (Papers FRM(15)89.01a-e) The Clerk went through the cashbooks, income and expenditure by budget heading and the bank reconciliation reports. There were no specific issues arising from the half yearly position. Following a discussion on the Council’s financial position, Members expressed the view that, in the longer term, the Council should look at prudent investment of its reserves.
15.90	TO CONSIDER RESOURCES MATTERS
15.90.01	New Website The Clerk updated Members as to the current position. At the August meeting, FERM Committee agreed to accept a proposal to set up a new Melton website based on the <i>OneSuffolk</i> software, and agreed a budget.



	<p>However in September the offer was withdrawn and in effect we have to start again.</p> <p>It was AGREED that the Clerk would talk to providers of local parish / town / community websites and bring proposals back to the December meeting.</p>
15.91	TO CONSIDER EMPLOYMENT MATTERS
15.91.01	Clerk to the Council The Chairman reported that the Clerk's annual appraisal was satisfactorily completed on 10 September 2015.
15.91.02	Pensions – Employer's duties (Paper FRM(15)91.02) The Clerk had set out in his briefing paper, previously distributed, the changes in the law on workplace pensions and the implications for the Parish Council as employer, particularly in the context of recruiting new staff. Following a discussion it was AGREED that: <ul style="list-style-type: none">• The Council would not wait until its staging date (1 October 2016) to implement the new requirements; rather it would seek to offer pension provision to new employees recruited before the date• The Council will ideally use the Local Government Pension Scheme (LGPS) as its provider. Clerk to contact the Suffolk Pension Fund for more information and to bring the matter back to the next meeting of FERM Committee. If December FERM Committee recommends that the Council should use the LGPS, then Full Council in January will be asked to pass the necessary resolution to enable staff to join the scheme.
15.92	TO REVIEW RISK MANAGEMENT ISSUES
15.92.01	Drainage update (Paper FRM(15)92.01) The Clerk referred to his latest update report, previously distributed, in which he summarised the current position and set out proposals for a fresh strategy which could be implemented independently of the Suffolk County Council works to the culvert under Melton Road. Members considered these proposals, and supported them, except that they wanted consideration given to using the culvert further north along Melton Road to discharge water from the drainage scheme, rather than risk exacerbating the flooding around the main culvert near to the substation.



	<p>The Clerk undertook to follow up this idea. At the same time the Report will be taken to the other Committee meetings in the October cycle, for discussion and comment.</p>
15.92.02	<p>Risk Register (Paper FRM(15)92.02)</p> <p>Members of FERM Committee considered the updated Risk Register. All High level risks were reviewed in detail. It was AGREED:</p> <ul style="list-style-type: none">• To remove the Village Hall Project as a risk as it was only a risk if it slipped or failed• Works to the Melton Road trees (Medium risk) should be prioritised in the coming winter• A new risk should be added – that of not retendering the grounds maintenance contract for 2016/17 onwards.
15.92.03	<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) – agreement in place and paid up to 27 November• MT (personal trainer) – agreement in place and paid up to 25 December• Car Boot Sales 2015 – agreement in place• WTYFC – new agreement being negotiated for 2015-18. Monthly standing order payments being maintained. <p>The Clerk reported a complaint of harassment by LC and her clients from an elderly dog walker. LC has been advised that the Parish Council takes such matters seriously, and if he can be identified, a letter will be sent to him.</p>
15.93	<p>TO CONSIDER GOVERNANCE MATTERS</p>
15.93.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
15.93.02	<p>Local Council Award Scheme (Paper FRM(15)93.02)</p> <p>FERM Committee considered a report on the new scheme of quality accreditation, and Melton’s status in relation to seeking accreditation for the Foundation Award within the scheme.</p>



	<p>Following consideration of the report and discussion, Members decided that, as it would not be possible to maintain continuous accreditation from the current interim arrangement to the new scheme because of the number of tasks to be completed before the Council can demonstrate compliance, and because the number of ongoing projects currently exceeds the resources available, progression of the Foundation Level Award would be deferred.</p>
15.94	<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>
15.95	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT (Paper FRM(15)95)</p> <p>FERM Committee Members considered and endorsed the draft consultants brief submitted for comment. It was AGREED to submit it to further consultation and review, and at the same time Members expressed an interest in visiting a recently completed new build village hall, if the Clerk could arrange it.</p>
15.96	<p>TO CONSIDER GRANT APPLICATIONS (Paper FRM(15)96)</p> <p>Members considered the three applications submitted from organisations working with Melton residents. After deliberation, they recommended as follows:</p> <p>Just 42 – grant to support the new youth project in Melton: £500 Melton St Audry cricket club – grant to assist in the purchase of a bowling machine: £250 Leiston, Saxmundham and District Citizens Advice Bureau: £250.</p> <p>The Clerk to submit these recommendations to Full Council on 11 November for ratification.</p>
15.97	<p>TO CONSIDER IDEAS FOR A NEW LETTERHEAD / WEB BANNER (Paper FRM(15)97)</p> <p>FERM Committee Members considered ideas for a new letterhead / web banner. The existing letterhead has been used for some time, incorporating (the now obsolete) quality accreditation badge. It also has a rather heavy feel for today, and also uses a large quantity of ink when printing.</p> <p>After consideration they felt that, on balance, they preferred version 3, but with the retention of the solid green block from the current logo around the village sign on the left hand side.</p>



MELTON PARISH COUNCIL



	Clerk to reproduce the preferred version and take to Full Council.
15.98	EMERGENCY PLAN Nothing to report.
15.99	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS Members discussed future funding arrangements for the <i>Melton Messenger</i> which would be dealt with outside the grant-giving structure. Clerk to put up a report to November Full Council recommending a grant of £1k to the <i>Messenger</i> .
	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.
15.103	DATE OF NEXT MEETING The next meeting will take place on Wednesday 9 December 2015 commencing at 19:00 at Cloghan's Bungalow, Melton Hill.