



MELTON PARISH COUNCIL

FRM(15)MO8

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 9 December 2015 commencing at 19:00 in Cloghan's Bungalow, Melton Hill District Council Offices, Melton IP12 1AU.

Present:

Cllr Mr A Porter (*ex officio*)
Cllr Miss K Martin (*ex officio*)
Cllr Mrs A Stevens
Cllr Mr C Taylor
Cllr Mr J West (Chairman)

Absent:

Cllr Mr N Brown
Cllr Mr M Hearn

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
15.104	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies in advance had been received from Cllr Brown and Cllr Hearn and it was RESOLVED to consent to the absence.
15.105	DECLARATIONS OF INTEREST
15.105.01	To receive Amendments to the Register There were none.
15.105.02	To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.



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15.105.03	<p>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were none.</p>
15.105.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
	<p><i>There was no resolution to lift Standing Orders as no members of the public were present</i></p>
15.106	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
15.107	<p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>It was RESOLVED to agree the minutes of the Finance, Employment and Risk Management Committee held on 14 October 2015 (Minutes FRM(15)M07 previously distributed).</p>
15.108	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
15.108.01	<p>Management Accounts – 1 April to 30 November 2015 (Papers FRM(15)108.01a-e)</p> <p>The Clerk went through the detailed income and expenditure report by budget heading, highlighting areas of overspend and underspend.</p> <p>In the period to 30 November (months 1-8) the Council received income totalling £74,876 and spent £41,076. The income exceeded that budgeted for the year (£73,012). Budgeted expenditure for the year is £93,737 (included £21k from Reserves) but notwithstanding anticipated high expenditure (over budget) on the Melton Road trees, the year end is likely to see a significant overall underspend.</p>
15.108.02	<p>Budget 2016/17 (Paper FRM(15)108.02)</p> <p>FERM Committee went through the FERM Committee budget for 2016/17 line by line and proposed budgetary provision against each budget head. As it is becoming clear that overall budgetary proposals as they stand for the next financial year will require significant use of reserves, it was AGREED that in order to finalise and agree realistic budget proposals across Committees as far as possible <i>before</i> referral to Full Council to set</p>



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	<p>the budget in January, a Working Party consisting of the Chairman of the Council, Chairmen and Vice-chairmen of the three Committees, supported by the Clerk, would be convened. This Working Party would meet in the daytime at Melton Hill at the beginning of January with the aim of producing a realistic and balanced budget that can be commended to Full Council.</p>
15.108.03	<p>Precept 2016/17 (Paper FRM(15)108.03)</p> <p>This information paper reported the recent precept letter received from Suffolk Coastal's Chief Finance Officer. Melton's Precept requirement for 2016/17 will need to be notified to the District Council by 22 January 2016. Precept for 2015/16 is £66,890.76. If Melton were to require the same amount in 2016/17, because of changes to the tax base, it would result in a reduction of 0.96% from the parish element of the rate in 2015/16. Effectively Full Council will have three options for budget setting:</p> <ul style="list-style-type: none"> • To retain the current precept requirement (with the consequent reduction in cost for Band D properties of 0.96%) • To do as the Council did for 2015/16 and raise the precept by 0.96% so that Band D properties continue to pay the same amount as this year • Raise the precept by more than 0.96%.
15.109	TO CONSIDER RESOURCES MATTERS
15.109.01	<p>New Website (Paper FRM(15)109.01)</p> <p>The Clerk presented the paper, which sets out proposals for migrating from the Council's existing website to a new one using <i>OneSuffolk</i> software, amplified by details of cost and likely timescale on the basis of information given by the potential new provider.</p> <p>Having discussed the background and experience of this provider, and being satisfied that the proposal represented value for money and was at the same time a realistic and feasible proposal, the Committee AGREED:</p> <ol style="list-style-type: none"> 1. To appoint Comber Enterprises of Rushmere St Andrew to carry out the work involved on a consultancy basis at an agreed hourly rate



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	<p>2. To allocate an initial budget of £500 to this project, progress to be reported back to the next meeting of FERM Committee. This sum to be taken from the Council's Communications budget.</p> <p>3. To endorse the setting up of a Project Steering Group with representation from all Committees to work with the Consultant and Clerk to oversee the delivery of the new website.</p>
15.110	TO CONSIDER EMPLOYMENT MATTERS
15.110.01	<p>Clerk to the Council Nothing to report.</p>
15.110.02	<p>Pensions – Employer's duties update (Paper FRM(15)110.02)</p> <p>At the previous meeting the Committee considered 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, and in anticipation of the new provisions had agreed to offer pension provision to qualifying new employees.</p> <p>In the paper, previously distributed, the Clerk set out information on the Local Government Pension Scheme (LGPS) received from the Suffolk Pension Fund. The Committee discussed the implications of the Council joining the LGPS, in particular the employer's contribution rate (24.2% of pensionable pay from 1 April 2016). However notwithstanding the cost, given that it is the industry norm and most of the larger local Councils in East Suffolk are members, it was AGREED to recommend to Full Council that Melton join the LGPS which it can do by Full Council passing a resolution to that effect. The Clerk to make the necessary budgetary adjustment to the provision for the cost of employing a new Village Handyperson.</p>
15.111	TO REVIEW RISK MANAGEMENT ISSUES
15.111.01	<p>Drainage update</p> <p>The Clerk reported that there was as yet no movement in respect of the proposed works to be carried out by Suffolk Highways to the culvert under Melton Road. Although he had considered a number of interim options, he had reluctantly concluded on the basis of all advice received, that nothing could be done to implement the modified Fen Group drainage plan until those works were completed. Also any drainage works to the field can</p>



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	realistically only be done at the driest time of the year – usually late summer. The Committee NOTED the report.
15.111.02	<p>Risk Register (Paper FRM(15)111.02)</p> <p>Members of FERM Committee considered the Risk Register updated for December 2015. All High and Medium level risks were reviewed in detail. It was AGREED to remove the Low level risk in respect of Communications from the Register.</p>
15.111.03	<p>Hire of field – risk issues update</p> <p>The Clerk gave an update on the current position with regard to hirings as follows:</p> <ul style="list-style-type: none"> • The hire agreements for the two Personal Trainers expire on 27 November and 25 December 2015. Recreation Committee has agreed that they should both be offered a new agreement for 12 months starting from 1 January 2016 at a cost of £80.00 • Car Boot Sales 2016 – dates agreed and Clerk to draft an agreement • WTYFC – new agreement now signed for 2015-18. Monthly standing order payments being maintained. <p>The Committee NOTED the report.</p>
15.112	TO CONSIDER GOVERNANCE MATTERS
15.112.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
15.113	<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>
15.114	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</p> <p>Following the meeting of the Councillor Steering Group on 8 December, the Clerk summarised the current position:</p> <ul style="list-style-type: none"> • He would try to set up visits to both Pinewood Community Centre and Hacheston Village Hall early in the new year • A response was awaited from Suffolk Coastal Planners to the request for pre-application advice as to whether a new village hall on the site proposed would be looked upon favourably. An interim



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	<p>response suggests that a formal planning application for a village hall on that site would be supported</p> <ul style="list-style-type: none"> • A further meeting of the Steering Group would be arranged for late January 2016 • Following discussion on the idea that the Council should consider investigating the feasibility of acquiring and adapting St Audry's clubhouse as a new village hall, it was considered not to pursue this proposal • The new village hall will <i>not</i> include a badminton court • However in the longer term a suggestion by Cllr Hearn to rebuild the pavilion as an indoor sports centre was supported.
15.115	<p>EMERGENCY PLAN Nothing to report.</p>
15.116	<p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS Nothing to report.</p>
	<p>PART TWO - CONFIDENTIAL</p>
	<p>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.</p>
15.119	<p>DATE OF NEXT MEETING The next meeting will take place on Wednesday 10 February 2016 commencing at 19:00 at Cloghan's Bungalow, Melton Hill. There being no further business the meeting closed at 21:00.</p>