



# MELTON PARISH COUNCIL

FRM(16)MO1

## **FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**

**Minutes** of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 10 February 2016 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 (Chairman)

### **Absent:**

Cllr Mr A Porter (*ex officio*)  
Cllr Miss K Martin (*ex officio*)

### **In Attendance:**

Mr W J Grosvenor *Clerk to Melton Parish Council*

One member of the public

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.01</b>	<b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b> Apologies in advance had been received from Cllr Martin and Cllr Porter and it was <b>RESOLVED</b> to consent to the absence.
<b>16.02</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.02.01</b>	<b>To receive Amendments to the Register</b> There were none.
<b>16.02.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.



# MELTON PARISH COUNCIL

16.02.03	<p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b></p> <p>Cllr West declared that the member of the public present who wished to address the Committee in relation to a grant application was known to him.</p>
16.02.04	<p><b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b></p> <p>It was noted that there had been no requests for dispensations.</p>
<p><b><i>It was RESOLVED to lift Standing Orders</i></b></p>	
16.03	<p><b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b></p> <p>The member of the public present addressed the Committee in relation to the grant application by Disability Advice (East Suffolk) (DAS). The charity supported clients to obtain £1.8m additional benefits last year across the whole of East Anglia. The service dealt with 1093 clients and over 6,000 enquiries last year. A significant number of clients / enquiries were from Melton. DAS has won 90% of appeals for clients. DAS has also entered into partnership with the MS Society to deliver advice to their members. Running the organisation cost £98k last year and they were £600 short! DAS obtains a grant from SCC of £32kkpa – the rest has to be found from other councils, donations etc.</p>
<p><b><i>It was RESOLVED to reinstate Standing Orders and to take Item 16.10 out of order on the Agenda</i></b></p>	
16.10	<p><b>TO CONSIDER GRANT APPLICATIONS</b> (Paper FRM(16)10)</p> <p>Members considered the three applications for grant assistance submitted from organisations working with Melton residents. Following discussion they made recommendations as follows:</p> <ul style="list-style-type: none"> <li>• Disability Advice (East Suffolk): <b>£500</b></li> <li>• Headway Suffolk: <b>£250</b></li> <li>• East Anglian Air Ambulance: <b>£250.</b></li> </ul> <p>The Clerk to submit these recommendations to Full Council on 9 March 2016 for ratification.</p> <p>The Clerk advised that there might be an additional £250 of grant funding available. In that eventuality members recommended that it be divided in</p>



# MELTON PARISH COUNCIL

	the same proportions, thus giving sums of £625, £312.50 and £312.50 respectively.
	<b><i>It was RESOLVED to revert to the order of the Agenda</i></b>
<b>16.04</b>	<b>MINUTES OF THE PREVIOUS MEETINGS</b> <b>It was RESOLVED</b> to agree the minutes of the Finance, Employment and Risk Management Committee held on 9 December 2015 (Minutes FRM(15)M08 previously distributed).
<b>16.05</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>16.05.01</b>	<b>Management Accounts – 1 April 2015 to 31 January 2016</b> (Papers FRM(16)05.01a-e) The Clerk went through the accounts highlighting key issues. Year to date expenditure totalled £53k against budgeted expenditure for the year of £94k, and against income of £76k. In relation to individual FERM budgets, areas of significant overspend were on computer support (related largely to the change in hosting provider in June 2015) and unforeseen legal fees in relation to employment matters. However these were balanced by underspends elsewhere. In relation to the Community Account bank reconciliation and outstanding cheques sent to the retired Park Warden, if necessary practical assistance would be offered to enable him to pay them into his account.
<b>16.05.02</b>	<b>Budget 2016/17</b> (Paper FRM(16)05.02) The Clerk drew Members' attention to the revised spreadsheet distributed earlier that day to correct errors in the calculations on the original paper. The revised document had been substituted on the website. This revised spreadsheet reflected the decision of Full Council on 13 January 2016 to increase the precept by 2%, together with minor changes in prices etc. notified since 13 January. Reserves of c£81k should be carried forward into 2016/17, of which £58k would be restricted or earmarked. In relation to the request by Recreation Committee to earmark £10k of reserves for play equipment, if implemented that would reduce the level of unrestricted reserves to below the minimum level recommended, and FERM Committee recommended earmarking only £5k at present.



# MELTON PARISH COUNCIL

<b>16.05.03</b>	<p><b>NALC Legal briefing January 2016</b></p> <p>The Clerk reported recent changes in the Public Contracts Regulations which have the effect of requiring local councils to use the Contracts Finder website when seeking contractors for works with an estimated value of £25k or more. Melton PC has already by decision of Full Council in January 2016 revised its threshold for formal tendering to £25k, and the changes required will need to be reflected in the need for the Council to adopt revised Financial Regulations as well as Standing Orders.</p>
<b>16.06</b>	<p><b>TO CONSIDER RESOURCES MATTERS</b></p>
<b>16.06.01</b>	<p><b>New Website - update</b> (Paper FRM(16)06.01)</p> <p>The Clerk summarised the developments as set out in his report. Members confirmed the strategy to migrate to the <i>OneSuffolk</i> software, and broadly endorsed the strategy being followed, but were keen to see a good range of pictures on the site, and easy access to local information / activities / events, as well as to key Parish Council information, the Neighbourhood Plan etc.</p> <p>Following discussion it was <b>AGREED</b> that the Clerk would find out from the other Committees during February, what their views and concerns were. Cllr Stevens offered then to adapt the draft website accordingly for FERM Committee Members to comment on before the proposals reverted to the consultant.</p>
<b>16.07</b>	<p><b>TO CONSIDER EMPLOYMENT MATTERS</b></p>
<b>16.07.01</b>	<p><b>Clerk to the Council</b></p> <p>Nothing to report.</p>
<b>16.07.02</b>	<p><b>Park Warden</b></p> <p>The Clerk reported that the Park Warden retired on 31 January. All payments due to him had been made and all legal fees in relation to the Settlement Agreement were also paid, with the exception of a final bill from the Council's solicitors of £270.00 + VAT which was being dealt with.</p>
<b>16.07.03</b>	<p><b>Village Handyperson</b></p> <p>The vacancy was being advertised via:</p> <ul style="list-style-type: none"> <li>• The Parish notice boards</li> <li>• E-message</li> <li>• The Melton Messenger</li> </ul>



# MELTON PARISH COUNCIL

	<ul style="list-style-type: none"> <li><i>In Touch with Woodbridge and Melton.</i></li> </ul> <p>The closing date was 10 March 2016.</p> <p>The Clerk reported having made contact with the Archant Group about advertising in <i>Coastal Scene</i>. However the quote received was £316.80 + VAT. Following discussion Members suggested an approach to the Job Centre in Woodbridge instead.</p>
<b>16.07.04</b>	<p><b>Pensions – Employer’s duties update</b></p> <p>Following the resolution passed by Full Council on 13 January 2016 to allow Melton Parish Council employees to join the Local Government Pension Scheme, the Clerk reported that he had received a response from Suffolk Pensions confirming that the arrangement was now implemented, and enclosing a number of forms for completion in respect of any new starters.</p>
<b>16.08</b>	<p><b>TO REVIEW RISK MANAGEMENT ISSUES</b></p>
<b>16.08.01</b>	<p><b>Renewal of Grounds Maintenance Contract</b> (Paper FRM(16)08.01)</p> <p>The Clerk sought comments on the draft specification. Members of Recreation Committee were simultaneously providing comments as well so that the specification could be issued to at least three potential providers well before the end of February. Recreation Committee as the responsible committee to approve the contractors to be invited to quote. Formal tendering would not be required as the threshold under the Council’s revised Financial Regulations and Government Regulations is £25k. In discussion a number of amendments were identified and will be incorporated into the revised draft.</p>
<b>16.08.02</b>	<p><b>Risk Register</b> (Paper FRM(16)08.02)</p> <p>Members of FERM Committee considered the Risk Register updated for February 2016. The Clerk went through all High and Medium level risks which were reviewed in detail.</p> <p>It was <b>AGREED</b> to <b>NOTE</b> the report.</p>
<b>16.08.03</b>	<p><b>Hire of field – risk issues update</b></p> <p>The Clerk gave an update on the current position with regard to hirings as follows:</p> <ul style="list-style-type: none"> <li>One of the two Personal Trainers has renewed the hire agreement for the whole of 2016 and paid the £80.00 fee. The other has</li> </ul>



# MELTON PARISH COUNCIL

	<p>withdrawn citing issues of dog fouling and aggressive dog owners as the reasons for discontinuing her classes.</p> <ul style="list-style-type: none"> <li>• Car Boot Sales 2016 – agreement in place</li> <li>• WTYFC –agreement in place for 2015-18. Monthly standing order payments being maintained.</li> <li>• Circus Tyanna has been offered 24 – 31 July but so far has not confirmed or paid a deposit.</li> </ul> <p>The Committee <b>NOTED</b> the report.</p>
<b>16.08.04</b>	<p><b>Flood updates</b></p> <p>The email received from the Emergency Planning Officer for East Suffolk Councils was considered. It was <b>AGREED</b> to register Melton PC for Flood Warnings Direct. Noted that in emergencies the Church hall and the Burness Parish Rooms could be used as emergency centres.</p>
<b>16.09</b>	<p><b>TO CONSIDER GOVERNANCE MATTERS</b></p>
<b>16.09.01</b>	<p><b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b></p> <p>Nothing to report.</p>
<b>16.11</b>	<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>
<b>16.12</b>	<p><b>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</b></p> <p>The Clerk summarised the current position:</p> <ul style="list-style-type: none"> <li>• Last meeting of the Steering Group 19 January</li> <li>• Visit to Hacheston Village Hall also on 19 January</li> <li>• Visit to Lavenham Village Hall on 1 February</li> <li>• Suffolk Coastal Planners have confirmed an application to build a village hall on the proposed site is likely to be supported</li> <li>• Next meeting of the Steering Group on 23 February. Issues are likely to be (1) refining the brief (2) further consultation with the community and (3) choosing an architect</li> </ul> <p>Cllr Stevens reported that no lottery funding was currently available.</p>
<b>16.13</b>	<p><b>EMERGENCY PLAN</b></p> <p>Nothing additional to report to what was discussed in Item 16.08.04 above.</p>
<b>16.14</b>	<p><b>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</b></p> <p>Nothing to report.</p>



# MELTON PARISH COUNCIL

---

<b>16.15</b>	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 13 April 2016 commencing at 19:00 at Cloghan's Bungalow, Melton Hill. There being no further business the meeting closed at 21:30.
--------------	--