



MELTON PARISH COUNCIL

FRM(16)MO2

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 13 April 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 Miss K Martin (*ex officio*)
Cllr Mr A Porter (*ex officio*)
Cllr Mrs A Stevens
Cllr Mr C Taylor
Cllr Mr J West (Chairman)

Absent:

None

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
16.16	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE There were none.
16.17	DECLARATIONS OF INTEREST
16.17.01	To receive Amendments to the Register There were none.

16.17.02	<p>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were none.</p>
16.17.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were none.</p>
16.17.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
16.18	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
16.19	<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 10 February 2016 (Minutes FRM(16)M01 previously distributed).</p>
16.20	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
16.20.01	<p>Management Accounts – 1 April 2015 to 31 March 2016 (Papers FRM(16)20.01a-e)</p> <p>The Clerk went through the accounts and answered Member’s questions. Full year expenditure totalled £74k against budgeted expenditure for the year of £94k, and against income of £77k. In relation to individual FERM budgets, areas of significant overspend were highlighted, although these were balanced by underspends elsewhere.</p> <p>The cashbooks and bank reconciliation reports were now completed for the year, and the focus will now be on completing all the necessary additional work for the auditors and the statutory annual return.</p> <p>Members AGREED the accounts as presented.</p>

<p>16.20.02</p>	<p>Timetable for Annual Review of Accounts / Annual Return 2016 (Paper FRM(16)20.02)</p> <p>This report summarised the timetable for the completion of the annual accounts and statutory return.</p> <p>The Clerk highlighted the changes this year in relation to:</p> <ul style="list-style-type: none"> • The requirement to approve the Annual Governance Statement part of the Annual Return <i>before</i> the accounting Statements • The period allowed for the exercise of public rights now covers 30 days, which must include the first 10 working days of July. <p>Full Council will be asked to approve the Annual Governance Statement at the Council's AGM on 11 May. The internal audit would be carried out by Heelis & Lodge on 25 May, Full Council will be asked to approve the Annual Return on 29 June, and the deadline for submission of the statutory Annual Return is 25 July.</p>
<p>16.20.03</p>	<p>Budget Projections for 2017/18 onwards</p> <p>Prior to the meeting the Clerk had distributed electronically a new spreadsheet which set out (1) the budget and actuals for 2015/16 (2) the agreed budget for 2016/17 with a second column for spend to date / outturn (3) budgets for 2017/18 to 2020/21. The population of the budgets from 2017/18 onwards was largely notional at this stage. Concern was focused on the anticipated spend for 2016/17, which in budgetary terms assumed a surplus of expenditure over income of circa £31k.</p> <p>Members AGREED the format of the spreadsheet as a clear working document for further development. They FURTHER AGREED that once the office accommodation position was settled, and the final cost of the new arrangements ascertained, a meeting of a Budget Working Group would be convened, no later than September, to review the budgets going forward.</p>
<p>16.21</p>	<p>TO CONSIDER RESOURCES MATTERS</p>
<p>16.21.01</p>	<p>New Website - update</p> <p>The Clerk reported feedback from the other Committees. Members were broadly supportive of the move, subject, in the case of Planning & Transport Committee Members, to ensuring good, direct access to the Suffolk Coastal Planning Website.</p> <p>Progress on the development would inevitably be held up whilst priority matters – year end, accommodation etc. need to be resolved. However the migration was otherwise a priority given the age of the current website and its state of functionality.</p>

16.21.02	<p>Accommodation</p> <p>The Clerk reported that he had hoped to be able to submit a full report in relation to suitable new accommodation for the Council. However despite viewing very suitable premises in the parish, it now looked as if the Council's strong expression of interest will not translate into a firm arrangement. He would continue to look urgently at anything suitable, and also to continue to explore the option of a portacabin on the playing field.</p>
16.22	TO CONSIDER EMPLOYMENT MATTERS
16.22.01	<p>Clerk to the Council including workload issues</p> <p>The Chairman stated that, given the current volume of workload and range of initiatives that the Council was engaged in, a close view would need to be kept on the Clerk's workload. This was reflected in the Risk Register by the risk area being raised to 'High' (see Minute 16.23.02 below).</p>
16.22.02	<p>Village Handyperson</p> <p>Following a successful interview process on 23 March conducted by Cllrs Porter, Martin, West and the Clerk, Mr Philip Donoghue was appointed to the vacant position of Village Handyperson. An offer of appointment was received and signed by him on 7 April, and he is due to start work in week commencing 18 April.</p>
16.23	TO REVIEW RISK MANAGEMENT ISSUES
16.23.01	<p>Renewal of Grounds Maintenance Contract</p> <p>The Clerk reported that, following receipt of three competitive quotes for the Greenspace Management Contract, they had been assessed by a panel consisting of Cllr Porter, Cllr Martin, Cllr West and the Clerk. As a result of that process the contract was awarded to SCL Landscape Management Ltd, the previous provider. The contract focuses on the green maintenance of the Playing Field and its grassed areas and hedges. The grass cutting at Orchard Close and maintenance of the bus shelters will henceforth be undertaken by the Village Handyperson.</p>
16.23.02	<p>Risk Register (Paper FRM(16)23.02)</p> <p>Members of FERM Committee considered the Risk Register updated for April 2016. The Clerk went through all High and Medium level risks which were reviewed in detail.</p> <p>Particularly significant high level risks to the Council are the risk of homelessness due to not finding new office accommodation, the worsening drainage situation on the playing field due to the delays by</p>

	<p>Suffolk County Council in carrying out works in Melton Road, and the delays in adopting the Neighbourhood Plan which might lose the Council CIL monies.</p> <p>On the positive side, as a result of the completion of the Melton Road tree works and the awarding of the new greenspace management contract, one high level and one medium level risk can be removed from the Register.</p> <p>It was AGREED to NOTE the report.</p> <p>The Clerk had previously distributed a <i>Statement of General Policy on Health and Safety</i> for the Council to adopt. Following discussion this was AGREED and the document signed by the Chairman.</p>
16.23.03	<p>Hire of field – risk issues update</p> <p>There were no changes to the position reported to the last meeting and recorded at Minute 16.08.03.</p>
16.24	TO CONSIDER GOVERNANCE MATTERS
16.24.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
16.25	<p>TO CONSIDER CO-OPERATION WITH NEIGHBOURING COUNCILS RE INITIATIVES ON PARKING ETC</p> <p>This was introduced by Cllr Hearn who emphasised that it was to be a preliminary discussion only.</p> <p>It arises from the changes in policing priorities; in particular parking matters are no longer a police priority and considered more a matter for local authority regulation under civil penalties. Cllr Hearn reported that he was aware that a Woodbridge County Councillor is pressing for the Town Council to take some action, prompted by concerns for safety in The Thoroughfare. Following discussion it was AGREED that Cllr Hearn could undertake fact finding on this initiative, subject to keeping the Chairman of Planning & Transport Committee informed. This must not commit the Council to any specific action.</p>
16.26	<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>
16.27	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT (Paper FRM(16)27)</p> <p>This report summarised the current position.</p>

	<p>At the last meeting of the Steering Group on 23 February, there was a discussion on funding in the light of the current PWLB fixed interest loan rates. It was agreed to think in terms of a £500k loan with a budget of between £350k to £400k to cover the construction costs of the new hall. That would leave c £100k for turning it into a living / working building including fees, together with any additional funding that might be obtained from Suffolk CC or Suffolk Coastal DC (or the Lottery). It was further agreed to contact a few local architects to ascertain whether they are interested in working with the Council on this project, and on 24 March 2016, a letter was sent to four local architects with known experience of working successfully on similar projects. To date two of the firms have responded, one indicating that he could consider no new work until 2017. The Committee AGREED TO NOTE the report.</p>
<p>16.28</p>	<p>EMERGENCY PLAN Nothing to report.</p>
<p>16.29</p>	<p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS Nothing to report.</p>
<p>16.30</p>	<p>DATE OF NEXT MEETING To be arranged. The dates for all meetings in 2016/17 will be agreed at the Council's AGM on 11 May 2016; however the likely date for the next meeting will be 8 June 2016, venue to be confirmed. There being no further business the meeting closed at 21:00.</p>