



# MELTON PARISH COUNCIL

FRM(16)MO3

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

**Minutes** of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 8 June 2016 commencing at 19:00 in Cloghan's Bungalow, Melton Hill District Council Offices, Melton IP12 1AU.

**Present:**

Cllr Mr N Brown  
Cllr Mrs C Gradwell  
Cllr Mr A Porter (*ex officio*)  
Cllr Mrs A Stevens  
Cllr Mr J West (Chairman)

**Absent:**

Cllr Mr M Hearn  
Cllr Mr C Taylor

**In Attendance:**

Mr W J Grosvenor *Clerk to Melton Parish Council*

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.31</b>	<b>ELECTION OF CHAIRMAN &amp; VICE-CHAIRMAN OF FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE</b>
<b>16.31.01</b>	<b>Election of Chairman of Finance, Employment &amp; Risk Management Committee</b> It was <b>RESOLVED</b> that Cllr West be elected Chairman of Finance, Employment & Risk Management Committee. <b>Proposed by:</b> Cllr Stevens <b>Seconded by:</b> Cllr Brown
<b>16.31.02</b>	<b>Election of Vice-Chairman of Finance, Employment &amp; Risk Management Committee</b> This was deferred until the next meeting.
<b>16.32</b>	<b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b> Apologies in advance had been received from Cllr Hearn and Cllr Taylor and it was <b>RESOLVED</b> to consent to the absences.
<b>16.33</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.33.01</b>	<b>To receive Amendments to the Register</b> There were none.
<b>16.33.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>

	There were none.
16.33.03	<p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b></p> <p>There were none.</p>
16.33.04	<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>
16.34	<p><b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b></p> <p>There were no members of the public present.</p>
16.35	<p><b>MINUTES OF THE PREVIOUS MEETINGS</b></p> <p><b>It was RESOLVED</b> to agree the minutes of the Finance, Employment and Risk Management Committee held on 13 April 2016 (Minutes FRM(16)M02 previously distributed).</p> <p><b>Proposed by:</b> Cllr Brown      <b>Seconded by:</b> Cllr Porter</p> <p>In relation to Minute 16.20.03 (Budget Projections for 2017/18 onwards) Members were keen to make the budget Working Group inclusive of all committees, and the composition will be considered at the August FERM Committee meeting.</p> <p>The Clerk took the opportunity to explain to Members by reference to Arnold-Baker's <i>Local Government Administration</i> (9<sup>th</sup> edition 2013) the basis on which Council and Committee minutes should be kept. They should generally be a record of decisions and actions only.</p>
16.36	<p><b>TO REVIEW TERMS OF REFERENCE FOR FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE AND MAKE RECOMMENDATIONS TO FULL COUNCIL</b></p> <p>(Paper FRM(16)36)</p> <p>The existing Terms of Reference were discussed and the following amendments <b>AGREED</b>:</p> <p><b>Purpose (vii)</b> Oversight of the internal financial controls <b>amend to</b> Oversight of the internal financial controls including receiving Internal Audit reports</p> <p><b>Composition</b> Five Members <b>amend to</b> Minimum of Five Members maximum of Nine.</p> <p>The Clerk to report back the proposals to Full Council for its further consideration.</p>
16.37	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS: TO REVIEW THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016 – TO BE ADOPTED BY FULL COUNCIL ON 29 JUNE 2016</b></p>
16.37.01	<p><b>Annual Return</b></p> <p>(Paper FRM(16)37.01)</p> <p>This constituted the accounting statements for 2015/16 to be submitted to the External Auditor and is effectively a summary of the complete set of the Parish Council's accounts for 2015/16. The Clerk went through the statements, explaining the basis of all the figures by reference to the Working Papers attached and answered Member's questions. Following discussion <b>it was AGREED</b> that these accounting statements forming part</p>

	of the Annual Return should be submitted for formal approval by Full Council on 29 June.
<b>16.37.02</b>	<p><b>Annual Governance Statement</b> (Paper FRM(16)37.02)</p> <p>The Clerk explained that this paper was submitted to this meeting only for completeness. He reminded Members that this Statement was approved by Full Council on 11 May 2016.</p>
<b>16.37.03</b>	<p><b>Bank Reconciliation</b> (Paper FRM(16)37.03)</p> <p>The bank reconciliation statements as at 31 March were received and <b>NOTED</b>.</p>
<b>16.37.04</b>	<p><b>Management Accounts</b> (Paper FRM(16)37.04)</p> <p>The Clerk went through the Balance Sheet as at 31 March 2016 and the Income and Expenditure Account for the Year Ended 31 March 2016 and responded to questions from Members. The Accounts were <b>NOTED</b>.</p>
<b>16.37.05</b>	<p><b>Statement of Variances</b> (Paper FRM(16)37.05)</p> <p>The Clerk explained that the Council is required to submit details to the External Auditors of all significant variances from last year to this year in terms of both income and expenditure. Significant variances are where there is over 10% difference with a minimum of £100. The paper sets out those items to which the criteria applies and is based on a template provided by the External Auditor. Following questions and discussions <b>it was AGREED</b> that the presentation could be clearer and the Clerk will have another look on how these variances will be communicated to the External Auditor in the formal submission.</p>
<b>16.37.06</b>	<p><b>Asset Register</b> (Paper FRM(16)37.06)</p> <p>Members considered the Melton Parish Council Asset Register, which is the only other document required to be submitted to the External Auditor together with the Annual Return and the Statement of Variances.</p> <p>Under the accounting rules for local councils, once recorded on the asset register, the recorded value of assets and investments must not change from year to year until disposal.</p> <p>Approval by FERM Committee is required for disposal and the Clerk reported that there were two items recorded on the Register which would need to be disposed of in 2016/17 due to having reached the end of their useful lives some time ago. These are:</p> <ul style="list-style-type: none"> <li>• Toshiba photocopier 1360 <i>valued at £1790.14</i></li> <li>• GBC Laminator <i>valued at £149.99</i>.</li> </ul> <p><b>It was RESOLVED</b> that these items shall be disposed of accordingly. <b>Proposed by:</b> Cllr Porter      <b>Seconded by:</b> Cllr Gradwell</p>

16.37.07	<p><b>Internal Audit Report</b> (Paper FRM(16)37.07)</p> <p>Members considered the Internal Auditor's report which concluded that the required control objectives for the Council were satisfactorily achieved throughout the financial year. The only recommendations were (1) to set up a specific cost code for s137 expenditure and (2) to obtain copies of P32s from SALC (as payroll contractor) to ensure comprehensive payroll information on file. The Clerk said he would action these matters before the report is presented to Full Council.</p>
16.38	<p><b>TO CONSIDER RESOURCES MATTERS</b></p>
16.38.01	<p><b>New Website - update</b></p> <p>This work had inevitably been held up whilst even more urgent matters – year end, finding new accommodation etc. were resolved. The consultant has now carried out as much work on the architecture of the new website as he is likely to be able to do without close collaboration with the Clerk. Bearing in mind the age and functionality of the existing website, this must now become a priority (together with the forthcoming office move – see Minute 16.38.02 below). The Clerk will speak to the consultant to look at the practical options for taking this forward. Recognising the pressure on the Clerk's time, Members were happy to continue to use the consultant as a resource to both move the project to implementation and to support the Clerk in its operation.</p>
16.38.02	<p><b>Accommodation</b></p> <p>The Clerk reported that, following the resolution passed at the Statutory Annual Meeting of the Council to take a three year lease on Unit 2, Robertson's Boatyard, Woodbridge IP12 1BD, with a break clause exercisable by either party on six months' notice after one year, he had appointed (with the approval of FERM Committee Members) Robert Everrett of Bates, Wells &amp; Braithwaite of Ipswich, to act on behalf of the Council in negotiating the terms of the lease with the landlord's solicitors. It was hoped to conclude matters by mid-July.</p>
16.39	<p><b>TO CONSIDER EMPLOYMENT MATTERS</b></p>
16.39.01	<p><b>Clerk to the Council including workload issues</b></p> <p>Workload issues had already been touched on in Item 16.38.01 above and reflected in its Minute. It was acknowledged that they would inevitably be increased by the forthcoming office move.</p>
16.39.02	<p><b>Salary increases 2016</b> (Paper FRM(16)39.02)</p> <p>This paper set out the implications for Melton Parish Council of the latest agreed NJC salary scales from 1 April 2016.</p> <p>The hourly rate for the Handyperson increases from £7.452 to £7.920 and the part-time Clerk's annual <i>pro-rata</i> salary increases from £21,034.40 to £21,244.80. Both increases can be absorbed within existing budgets.</p> <p><b>It was RESOLVED</b> that these increases shall be applied accordingly, backdated to 1 April 2016.</p> <p><b>Proposed by:</b> Cllr Gradwell      <b>Seconded by:</b> Cllr Porter</p> <p>In response to a question about pension provision for the Handyperson, the Clerk reminded Members that to comply with the Pensions Act 2008, the Council had enrolled in the Local Government Pension Scheme in February 2016. The Handyperson in terms of his age, hours worked and remuneration, was eligible to join / opt in but was not required to do so. He</p>

	has indicated that at this stage he does not wish to. The Clerk was advised to seek that decision in writing.
<b>16.39.03</b>	<b>Village Handyperson</b> Mr Philip Donoghue started work as the Melton Village Handyperson in week commencing 18 April. The Clerk reported that he was settling in well, had sourced all his uniform and equipment, and was already making an impact in both regular maintenance work and one-off repairs.
<b>16.40</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>16.40.01</b>	<b>Risk Register</b> (Paper FRM(16)40.01) Members of FERM Committee considered the Risk Register updated for June 2016. The Clerk went through all High and Medium level risks which were reviewed in detail. <b>It was AGREED to NOTE</b> the report. The Clerk took the opportunity to seek Member's views on a risk assessment that he was putting together in relation to identified hazards arising from likely activities of the Handyperson. A number of helpful suggestions were made and these will be incorporated into the assessment.
<b>16.40.02</b>	<b>Hire of field – risk issues update</b> There were no changes to the position. It is not yet clear whether Circus Tyanna will visit in July 2016 or not.
<b>16.41</b>	<b>TO CONSIDER GOVERNANCE MATTERS</b>
<b>16.41.01</b>	<b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b> Nothing to report.
<b>16.42</b>	<b>TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA</b> Nothing to report not dealt with elsewhere on the Agenda.
<b>16.43</b>	<b>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</b> The Clerk reported that a meeting had been arranged for Tuesday 28 June at 13:00, in Room 309, Melton Hill offices, for Craig Driver, a Director of Hoopers (architects), to have an informal discussion with Members on the Village Hall Steering Group. Cllr Gradwell was invited to join the Steering Group.
<b>16.44</b>	<b>EMERGENCY PLAN</b> Nothing to report.
<b>16.45</b>	<b>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</b> Nothing to report.
<b>16.46</b>	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 10 August 2016, commencing at 19:00, venue to be confirmed. Cllr Gradwell offered her apologies for that meeting, due to holiday commitments. There being no further business the meeting closed at 20:45.