



# MELTON PARISH COUNCIL

FRM(16)MO4

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

**Minutes** of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 10 August 2016 commencing at 19:10 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 (*ex officio*)  
Cllr Mrs A Stevens  
Cllr Mr C Taylor

Cllr Mr J West (Chairman)

### **Absent:**

Cllr Mrs C Gradwell

### **In Attendance:**

Mr W J Grosvenor *Clerk to Melton Parish Council*

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.47</b>	<b>TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE</b> Apologies in advance had been received from Cllr Gradwell and <b>it was RESOLVED</b> to consent to the absence.
<b>16.48</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.48.01</b>	<b>To receive Amendments to the Register</b> There were none.
<b>16.48.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were none.
<b>16.48.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were none.
<b>16.48.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.

16.49	<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>
16.50	<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 8 June 2016 (Minutes FRM(16)M03 previously distributed).</p> <p><b>Proposed by:</b> Cllr Brown      <b>Seconded by:</b> Cllr Stevens</p>
16.51	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b></p>
16.51.01	<p><b>To consider the Management Accounts – 1 April 2016 to 30 June 2016</b> (Papers FRM(16)51.01 and FRM(16)51.01a-e)</p> <p>The Clerk went through the Council’s management accounts for the first quarter of 2016/17, with particular focus on the detailed income and expenditure by budget heading. Although 44% of budgeted income was received, only 10% of budgeted expenditure was actually expended. The only budget area where a significant overspend was likely was in relation to Handyperson equipment. Because the appointment of a Handyperson was a new departure, no provision had been made for the consumables that a skilled maintenance operative would be likely to use. With hindsight this was a significant oversight. Following discussion <b>it was AGREED</b> to transfer five hundred pounds (£500) from the FERM Contingency budget (code 4165) to a new general maintenance budget to be established. Following the Clerk reporting on recent difficulties in receiving hard copy bank statements, Cllr Porter, as a cheque signatory, undertook to arrange for online banking statements to be sent directly to him.</p>
16.51.02	<p><b>To consider the Fete Accounts 2016</b> (Paper FRM(16)51.02)</p> <p>The draft fete accounts for 2016 disclosed a reduced call on the MPC budget compared with 2015 (underspend of £352 against £223 last year) but at the same time achieving a higher profit - £2,553 as against £2,160 last year. The Clerk reported that the proceeds had been distributed equally to the Parochial Church Council and Melton Primary School by cheque at the end of July. Members of FERM felt that both the PCC and the school could be asked for feedback on how the monies were applied. The information could then be disseminated via the <i>Melton Messenger</i>. The Clerk to make enquiries.</p>
16.51.03	<p><b>Update on External Audit of the Accounting Statements for 2015/16</b></p> <p>The Clerk reported that the auditor (BDO) was requesting a more detailed breakdown of the variance in spend on non-staffing expenditure as between 2014/15 and 2015/16 (£4,776). He would be supplying this information, but because of different accounting software used in the two years, it would really require a manual analysis of spend across budget heads in each year, and therefore be time consuming. Deadline for this task was 26 August.</p>
16.51.04	<p><b>To consider Budget Working Group arrangements</b></p> <p>Following discussion <b>it was AGREED</b> to remit the decision on arrangements for representation on Budget Working Group to the meeting of Full Council on 14 September. <b>It was further AGREED</b> that the first meeting of Budget Working Group would take place in October, once the first half year set of accounts were available.</p>

<b>16.51.05</b>	<p><b>Changes to the Financial Services Compensation Scheme</b></p> <p>The Clerk reported receipt of advice from Barclays Bank in July, informing customers that, with effect from 1 January 2016, the amount of money that is protected under the Financial Services Compensation Scheme (FSCS) where a bank is unable to pay claims made against it, has reduced from £85,000 to £75,000.</p> <p>In the longer term, as well as moving to online banking, the Council will need to review its banking arrangements so as to best protect its assets and investments, particularly if, additionally, it receives and has to account for, monies received under the Community Infrastructure Levy.</p>
<b>16.52</b>	<b>TO CONSIDER RESOURCES MATTERS</b>
<b>16.52.01</b>	<p><b>New Website - update</b></p> <p>Following a period when this project was put on hold because of other priorities (year end / accommodation etc.) the Clerk had now arranged a meeting with the consultant, Alan Comber, for 6 September to move the project forward.</p> <p>Members made suggestions for improvements – in particular a direct link to the Suffolk Coastal planning page – which will be followed up in the work programme.</p>
<b>16.52.02</b>	<p><b>Accommodation update and office move</b></p> <p>Unfortunately the intention to conclude arrangements for the new lease by mid-July was over optimistic. The current position was that the building works required to the units were still not completed, the legal work on the lease was still ongoing, and the Clerk had extended the current lease on Room 275 at Melton Hill to 30 September, the latest date that Suffolk Coastal will allow.</p> <p>A moving date is not now realistically likely until late September. Council meeting arrangements for September have been made and circulated, and arrangements will be made for October in the light of the position at the beginning of September.</p>
<b>16.53</b>	<b>TO CONSIDER EMPLOYMENT MATTERS</b>
<b>16.53.01</b>	<p><b>Clerk to the Council including workload issues</b></p> <p>Workload remains very high and will continue as such at least until the office move has been completed and the new website has been introduced.</p>
<b>16.53.02</b>	<p><b>Village Handyperson</b></p> <p>The Clerk reported that Philip Donoghue was proving to be an asset to the Council both in terms of caretaking matters and also, very importantly, in terms of the repairs and improvements that he is carrying out. Feedback from residents of Orchard Close indicates that their level of satisfaction with the management of the amenity areas has never been higher.</p> <p>Following discussion <b>it was AGREED</b> that a brief report will be submitted to each Full Council meeting setting out what he has done in the intervening period.</p>
<b>16.54</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>16.54.01</b>	<p><b>Risk Register</b> (Paper FRM(16)54.01)</p> <p>Members of FERM Committee considered the Risk Register updated for August 2016. The Clerk went through all High and Medium level risks</p>

	<p>which were reviewed in detail. At this stage no changes in status should be made, and it was <b>AGREED to NOTE</b> the report.</p>
<b>16.54.02</b>	<p><b>Hire of field – risk issues update</b>  There were no live risk issues. Circus Tyanna arrived on 24 July and departed on 31 July. Phil Donoghue liaised throughout and there were no issues or incidents. The hire fee of £200.00 was paid in full.</p>
<b>16.54.03</b>	<p><b>Drainage issues – risk update</b>  The Clerk reported that, in view of the flooding of the electricity substation in periods of heavy rain, Recreation Committee had endorsed proposals to investigate the feasibility of digging a ditch to divert surplus water to the culvert; such a proposal not to compromise the comprehensive drainage proposals on hold until the highway works are completed. Cllr Gradwell is liaising with UK Power Networks, and when plans of their cable routes are supplied, the Clerk to liaise with David Poole and suitable contractors to devise a suitable (and limited) solution to the immediate problem.</p>
<b>16.55</b>	<p><b>TO CONSIDER GOVERNANCE MATTERS</b></p>
<b>16.55.01</b>	<p><b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b>  Nothing to report.</p>
<b>16.56</b>	<p><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.</p>
<b>16.57</b>	<p><b>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</b>  The Clerk reported that, at the special meeting of Full Council immediately preceding this meeting, Members agreed to commission a feasibility study from Hoopers, architects, into the construction of a new village hall on the playing field site in Melton Road. The necessary funding was also agreed. This project will most likely be undertaken in the autumn / winter of 2016/17, and provide the Parish Council with a sound basis for both detailed community consultation and making a decision on whether or not to take the project forward.</p>
<b>16.58</b>	<p><b>EMERGENCY PLAN</b>  The June Community Emergency Planning Newsletter identified the level of intended engagement for all local councils in community emergency planning. Melton is shown as “blue” – i.e. considering the formulation of a plan.</p>
<b>16.59</b>	<p><b>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</b>  Nothing to report.</p>
<b>16.60</b>	<p><b>DATE OF NEXT MEETING</b>  The next meeting will take place on Wednesday 12 October 2016, commencing at 19:00, venue to be confirmed.  There being no further business the meeting closed at 20:50.</p>