



MELTON PARISH COUNCIL

FRM(16)MO5

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 12 October 2016 commencing at 19:00 at the Council's office, Unit 2, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mrs C Gradwell
Cllr Mr A Porter (*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*

One member of the public

	PART ONE – OPEN TO THE PUBLIC
16.61	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies in advance had been received from Councillors Brown and Hearn.
16.62	DECLARATIONS OF INTEREST
16.62.01	To receive Amendments to the Register There were none.
16.62.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
16.62.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
16.62.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

16.63	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>The member of the public present spoke in support of the grant application by Deben Community Farm. She outlined the history and development of the Community Farm, based on three acres of land off Saddlemaker's Lane, behind the former Lindos Centre, on which the organisation has a long lease. The aim is to get people, especially the young, more connected with farming and food production. There will also be a community orchard. The immediate need is for improvements to the entrance and the creation of a small car park. Of the £4k needed initially, £2k has been raised. Funds were being raised from all possible sources, a "Friends of Deben Community Farm" organisation is being set up and the project is supported by Melton PC via the Neighbourhood Plan.</p>
	<p><i>It was RESOLVED to take Item 16.65.04 out of order on the Agenda</i></p>
16.65.04	<p>To consider recommendations for grant giving 2016/17 (Papers FRM(16)65.04 and FRM(16)65.04A)</p> <p>Members considered the four applications for grant assistance from organisations working with Melton residents. After discussion they made recommendations as follows:</p> <ul style="list-style-type: none"> • Burness Parish Rooms Trustees: £500 • Deben Community Farm: £500. <p>The Clerk to submit these recommendations to Full Council on 30 November 2016 for ratification.</p>
	<p><i>It was RESOLVED to revert to the order of the Agenda</i></p>
16.64	<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 August 2016 (Minutes FRM(16)M04 previously distributed).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Stevens</p>
16.65	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
16.65.01	<p>To consider the Management Accounts – 1 April 2016 to 30 September 2016 (Papers FRM(16)65.01 and FRM(16)65.01a-e)</p> <p>The Clerk went through the Council's management accounts for the first half year of 2016/17, with particular focus on the detailed income and expenditure by budget heading. 88% of budgeted income was received during the period, with only 28% of budgeted expenditure actually spent. There were no particular issues to report on the accounts. However the Clerk took the opportunity to announce that the Council would shortly receive the first tranche of Community Infrastructure Levy funds (CIL) in the sum of £4,720.20. The budgeted amount for 2016/17 is £4k.</p>
16.65.02	<p>Update on External Audit of the Accounting Statements for 2015/16</p> <p>The External Auditor's report, although dated 15 September, was only received on 28 September, having been delivered to the wrong PO Box address, opened in error, resealed and redelivered correctly. The Clerk confirmed what he had reported to Full Council based on a telephone call to BDO LLP, that the audit was clear and unqualified.</p> <p>As required by the legislation, the Notice of Conclusion of Audit has been displayed on the Parish Notice Boards, and the Notice and required sections of the accounting statements are available on the website.</p>

16.65.03	<p>To consider Budget Working Group arrangements</p> <p>The Clerk reminded Members that Full Council on 14 September 2016 had agreed the composition of Budget Working Group for 2017/18 (Minute 16.93.02). Membership would comprise the Chairman, Vice-chairmen, and the Chairs of FERM, Planning & Transport and Recreation Committees. [The Vice-Chairman of Planning & Transport Committee to deputise for the Chairman.]</p> <p>Following discussion it was AGREED that the first meeting of Budget Working Group would take place on Wednesday 9 November at 2pm in the Parish office. The Clerk will issue an invitation and distribute papers beforehand.</p>
16.65.05	<p>Government consultation on precept referendums</p> <p>The Clerk wished to alert Members to the inclusion in the Government's <i>2017/18 Local Government Finance Settlement: Technical Consultation Paper</i>, published on 15 September, of a statement that "<i>and consideration is given to the extension of referendums to all local precepting authorities.</i>"</p> <p>If Melton was only allowed to increase its precept by less than 2% without triggering a referendum, that would only yield at most an additional £1,296.</p>
16.66	<p>TO CONSIDER RESOURCES MATTERS</p>
16.66.01	<p>New Website</p> <p>The Clerk reported that Suffolk County Council are to relinquish support for the onesuffolk website facility from 1 November. From that date the support function will transfer to Community Action Suffolk (CAS). It will no longer be free – a charge of £50.00 pa will be imposed. At the same time another local provider, suffolk.cloud is able to provide an alternative transfer and hosting service to 31 March 2017 for £50.00, and then hosting for £100.00 pa from 1 April 2017.</p> <p>Following discussion it was AGREED that to safeguard the Council's interests, the Clerk will register with CAS and pay the £50.00 subscription to transfer. At the same time he will make contact with Framlingham based suffolk.cloud to consider any advantages that might accrue by MPC transferring the hosting of the one.suffolk site to them.</p>
16.66.02	<p>Office move</p> <p>This was successfully completed over the period 27-29 September. Whilst the telephone system in the new office was live on 29 September, the Broadband link was interrupted for some 10 days. Everything is now working effectively.</p> <p>Whilst the office is now in full working order there are issues of non-compliance in respect of disability access (deep shingle) and that will be resolved by liaison with the landlord (and the offer of the MPC Handyperson to carry out the work).</p> <p>The Clerk expressed his thanks to Mrs Julie Donoghue who assisted with the move at no cost to MPC. The Chairman endorsed that on behalf the Council. The Clerk to arrange a suitable bouquet of flowers as a gesture of appreciation.</p>
16.67	<p>TO CONSIDER EMPLOYMENT MATTERS</p>
16.67.01	<p>Clerk to the Council including workload issues</p> <p>Workload in the light of the office move inevitably remains very high. The Clerk felt that priorities for the next few months needed to be sorting out the new website and introducing electronic banking. The website in particular will require a significant investment of time.</p>

16.67.02	Village Handyperson Philip Donoghue has completed his probationary period. His performance and work ethic have been exemplary and it was AGREED that a letter should be sent confirming the appointment.
16.68	TO REVIEW RISK MANAGEMENT ISSUES
16.68.01	Risk Register (Paper FRM(16)68.01) Members of FERM Committee considered the Risk Register updated for October 2016. Now that the office move was completed the high risk of not having accommodation can be removed. At this stage no other changes in status should be made, and it was AGREED to NOTE the report.
16.68.02	Hire of field – risk issues update There were no live risk issues to report.
16.68.03	Drainage issues – risk update The Clerk reported that, in terms of the scheduling of the Melton Road drainage works by Suffolk Highways, he had been given an estimate of January to March 2017. MPC therefore could realistically consider carrying out the drainage of the lower playing field in late summer 2017. Meanwhile he had obtained a copy of the lease of the substation land and ascertained the route of the cables. They all enter and leave on the side adjacent to Melton Road. Therefore Recreation Committee at its next meeting will be asked to make a decision on the interim proposal to create a ditch on the north and west side of the substation (and leading to the culvert) to prevent water seeping into it.
16.69	TO CONSIDER GOVERNANCE MATTERS
16.69.01	Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 Nothing to report.
16.70	TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA Nothing to report not dealt with elsewhere on the Agenda.
16.71	TO CONSIDER FURTHER THE VILLAGE HALL PROJECT The Clerk reported a request for a meeting by Craig Driver of Hoopers to start the feasibility project. AGREED the meeting should be with the Village Hall Steering Group and the Clerk would obtain some dates from Craig and arrange the meeting. Not included within the scope of the feasibility study work is a topographical survey. The Clerk reported receiving three quotations (ex VAT) for this separate piece of work via Hoopers, as follows: <ul style="list-style-type: none"> • A & B Surveys £1,100.00 • Survey Solutions £1,170.00 • Anglia Land Surveys Ltd. £950.00. It was AGREED to appoint Anglia Land Surveys Ltd to undertake the topographical survey.
16.72	EMERGENCY PLAN Nothing to report. Work in progress is currently stalled. Councillors Gradwell and West offered to assist.

16.73	<p>SUFFOLK COASTAL DC BUDGET REVIEW MEETING WITH TOWN / PARISH COUNCILS 28 NOVEMBER 2016</p> <p>The Clerk will be attending. Cllr West indicated that he would try to attend also.</p>
16.74	<p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</p> <ul style="list-style-type: none"> • School / PCC usage of fete monies: Cllr Martin is clarifying the position with Melton Primary School. Cllr Porter to email the PCC Treasurer. • Fete party: It was decided that there would be no specific Christmas fete party this year, but leave open the possibility of other community events in the future.
PART TWO - CONFIDENTIAL	
<p>Exempt / Confidential Items</p> <p>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>	
16.77	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 14 December 2016, commencing at 19:00, at the Council's office, Riverside Office (Unit 2), Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.</p> <p>There being no further business the meeting closed at 21:30.</p>