



MELTON PARISH COUNCIL

FRM(16)MO6

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 14 December 2016 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

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*

	PART ONE – OPEN TO THE PUBLIC
16.78	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Gradwell due to ill health.
16.79	DECLARATIONS OF INTEREST
16.79.01	To receive Amendments to the Register There were none.
16.79.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
16.79.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
16.79.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

16.80	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
16.81	<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 12 October 2016 (Minutes FRM(16)M05 previously distributed).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Taylor</p>
16.82	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
16.82.01	<p>To consider the Management Accounts – 1 April 2016 to 30 November 2016</p> <p>(Papers FRM(16)82.01 and FRM(16)82.01a-e)</p> <p>The Clerk summarised the financial position as at 30 November. In periods 1 to 8 of 2016/17, 102.7% of budgeted income was received and 36.7% of budgeted expenditure was incurred. However expenditure was set to begin to catch up in December 2016, with a number of large invoices being settled. As at 30 November, cash in the Council's bank accounts totalled £117,577.30. Overall there were no matters of concern to report.</p> <p>The Clerk would be in touch with the financial software provider over the proper accounting for CIL monies, given the prescriptive requirements imposed on the Council by law and the need to identify both receipts and projects earmarked for CIL based expenditure.</p> <p>Generally Members expressed dissatisfaction with the accounting process adopted by Suffolk Coastal in relation to CIL receipts. It should be possible to identify the application which gave rise to the receipt to ensure that the monies were properly being applied, and the Clerk was asked to raise this with the appropriate officer at Suffolk Coastal DC.</p>
16.82.02	<p>To consider Budget and Precept matters 2017/18</p> <p>(Papers FRM(16)82.02 and FRM(16)82.02a)</p> <p>The Clerk went through the <i>Alpha</i> budget spreadsheet, focusing on the FERM Committee responsibilities. Both Recreation Committee and Planning & Transport Committee had already confirmed their budgets for 2017/18. Following detailed discussion by the Committee it was RESOLVED to agree the figures proposed by Budget Working Group on 9 November in respect of FERM Committee responsibilities, which should be submitted to Full Council as the FERM Budget for 2017/18.</p> <p>Proposed by: Cllr West Seconded by: Cllr Brown</p>
16.82.03	<p>To note SALC subscription cost for 2017/18</p> <p>The Clerk advised Members that the subscription to SALC (including the NALC element) for 2017/18 would be £928.67, a slight reduction on the cost for 2016/17 (£930.63). The invoice will be issued in April 2017. This was NOTED.</p>
16.83	<p>TO CONSIDER RESOURCES MATTERS</p>
16.83.01	<p>New website – update</p> <p>The Clerk reported that, as requested at the previous FERM Committee meeting, he had paid the subscription to onesuffolk to protect the Council's interests, and also made initial contact with suffolk cloud. Although this was not encouraging, nevertheless from looking at another local suffolk cloud hosted website there appeared to be opportunities to customise the</p>

	suffolk cloud website offer which might be advantageous to Melton to pursue. The Clerk to make further enquiries.
16.83.02	<p>Purchase of new Printer / copier / scanner (Paper FRM(16)83.02)</p> <p>The Clerk took Members through the report. The options for replacing the current time-expired printer / copier scanner were:</p> <ul style="list-style-type: none"> • Replacement with a more up to date but similar model (<i>HP Officejet Pro 8620</i>) at £199.00; current annual paper / cartridge consumption cost about £400.00. • Take up the proposal by Ipswich based Digital Copier Systems (Eastern) Ltd. Here DCS would supply a large multi-function Konica Minolta machine free of charge (including servicing and parts), with MPC paying for copies at the rate of 0.5p per black copy and 4.0p per coloured copy. <p>Following discussion it was RESOLVED to purchase an <i>HP Officejet Pro 8620</i> as being most appropriate for the needs of the Parish Office at the present time.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Stevens</p>
16.84	TO CONSIDER EMPLOYMENT MATTERS
16.84.01	<p>Clerk to the Council including workload issues</p> <p>Cllr West commented that the Clerk's workload remains high and he is to be congratulated on managing his time effectively, dealing with a diverse range of tasks.</p>
16.84.02	<p>Village Handyperson – Phil Donoghue</p> <p>The Clerk had given an update to Members on Phil's recent activities to Full Council on 30 November and had nothing to add. Members of FERM Committee felt that over the eight months since he joined Melton PC Phil had both made a significant contribution to the work of the Parish and saved the Council a lot of expenditure which it would otherwise have had to incur on contractors.</p>
16.84.03	<p>Pension arrangements – new Employer Contribution Rates</p> <p>Although Melton PC has no current members in the Suffolk Pension Fund, it is an employer member, and for information only, the Clerk advised the Committee that the Employer Contribution Rate from 1 April 2017 will be 25%. This was NOTED.</p>
16.85	TO REVIEW RISK MANAGEMENT ISSUES
16.85.01	<p>Risk Register (Paper FRM(16)85.01)</p> <p>Members of FERM Committee reviewed the Risk Register updated for December 2016. Following discussion it was AGREED to regrade the following Medium risks to Low:</p> <ol style="list-style-type: none"> (1) the status of the risks associated with the play equipment (2) the risks associated with not having the general power of competence.
16.85.02	<p>Hire of field – risk issues update</p> <p>There were no live risk issues to report. However the Clerk had been informed that dog walkers and joggers use the woods after dark. The Committee decided that warning notices about tree roots etc. were not required. Users should be aware of the natural characteristics of rough woodland and take appropriate precautions.</p>

16.85.03	<p>Drainage issues – risk update</p> <p>The Melton Road drainage works were now likely to be carried out early in 2017. MPC could therefore realistically plan to carry out the drainage of the lower playing field in late summer 2017.</p> <p>Meanwhile SCL, following approval by Recreation Committee of the price quoted for the work, had built a bund to protect the substation from flooding. Surplus water flowing across the field will now be directed to the culvert.</p>
16.86	TO CONSIDER GOVERNANCE MATTERS
16.86.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 (Paper FRM(16)86.01)</p> <p>The Delegated Decision by the Clerk to make a payment of £532.00 to Mr Foskett on the grounds set out in the report was RATIFIED.</p>
16.87	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</p> <p>The Clerk reported that Hoopers had started work on the Feasibility Study and that a first, very constructive meeting with the Village Hall Steering Group had taken place on 22 November 2016. Further meetings with the Steering Group will take place on 20 December and 19 January 2017 at 10am in the Parish Office.</p> <p>Dates for public consultation on the project have been set for Thursday 2 February and Tuesday 21 March. For both of those sessions the Melton Primary school hall has been booked.</p>
16.88	<p>EMERGENCY PLAN</p> <p>Nothing to report.</p>
16.89	<p>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</p> <p>Nothing to report.</p>
16.90	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 8 February 2017, commencing at 19:00, at Riverside Office, Robertson’s Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD. Apologies were offered in advance by Cllr Hearn, who will be out of the country at the time.</p> <p>There being no further business the meeting closed at 20:30.</p>