



MELTON PARISH COUNCIL

FRM(17)MO1

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 8 February 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mr N Brown
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 M Hearn

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
17.01	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Hearn due to absence abroad.
17.02	DECLARATIONS OF INTEREST
17.02.01	To receive Amendments to the Register There were none.
17.02.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
17.02.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
17.02.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

17.03	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
17.04	<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 14 December 2016 (Minutes FRM(16)M06 previously distributed).</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Taylor</p>
17.05	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
17.05.01	<p>To consider the Management Accounts – 1 April 2016 to 31 January 2017</p> <p>(Papers FRM(17)05.01 and FRM(17)05.01a-e)</p> <p>The Clerk summarised the financial position as at 31 January 2017. In periods 1 to 10 of 2016/17, 108.7% of budgeted income was received but only 52.7% of budgeted expenditure was incurred. As at 31 January, after allowing for unpresented cheques, cash in the Council's bank accounts totalled £103,905.98. There were no matters of concern to report.</p>
17.05.02	<p>To consider the 2017/18 Budget</p> <p>(Papers FRM(17)05.02 and FRM(17)05.02a)</p> <p>The Clerk went through the report with reference to the attached <i>Alpha</i> budget spreadsheet. Following agreement by Full Council of the precept for 2017/18 in the sum of £71,416.61, which was now claimed, the projected overall income for 2017/18 stands at £85,172. Projected expenditure for the year is now £102,259, requiring transfer from the General Reserve of £17,087.</p> <p><i>In terms of the projected outturn for 2016/17</i>, the Clerk reported adjustments (1) to take account of the fact that the £5k provision for Saddlemaker's Lane signage is no longer required due to the fact that all expenditure on that project is being covered by Cllr Bond's Locality Budget and (2) an increase in provision for rent due in the 2016/17 accounting year.</p> <p>Following discussion the report was NOTED.</p>
17.05.03	<p>To agree salary increases based on the NJC Local Government scales for 2017/18</p> <p>(Paper FRM(17)05.03)</p> <p>The paper set out proposals to apply the NJC Local Government salary scales from 1 April 2017. Following discussion it was AGREED that:</p> <ul style="list-style-type: none"> • Philip Donoghue, Village Handyperson, should progress to scale point 11 from 1 April 2017, subject to satisfactory appraisal, to which the national cost of living increase should also be applied. • The Clerk to the Council to be issued with a revised contract of employment, to include the application of the appropriate incremental scale with effect from 1 April 2017, and to progress to scale point 31 with effect from the same date, subject to satisfactory appraisal, to which the national cost of living increase should also be applied. <p>The Clerk to draft a new contract of employment for consideration by FERM Committee accordingly and make all other necessary arrangements.</p>

17.05.04	<p>To consider the introduction of a business plan to aid governance of the Council (Paper FRM(17)05.04)</p> <p>Members considered the report, and AGREED to the introduction of a business planning process into the work of the Council on the lines recommended. The Clerk would take the report to the other Committees and then to Full Council (most likely in May) together with a business plan framework for more detailed consideration.</p>
17.06	<p>TO CONSIDER RESOURCES MATTERS</p>
17.06.01	<p>New website – update (Paper FRM(17)06.01)</p> <p>Following detailed discussion on the report, it was AGREED that Melton Parish Council would seek to have a new website hosted by <i>Suffolk Cloud</i>. The Clerk was requested to:</p> <ul style="list-style-type: none"> • Discontinue any further work on the developing <i>Onesuffolk</i> website and arrange for the incomplete website to be removed • Provide a brief to <i>Suffolk Cloud</i> in terms of Melton’s requirements • Investigate the scope for customisation and cost to ensure both optimum functionality and attractiveness.
17.07	<p>TO CONSIDER EMPLOYMENT MATTERS</p>
17.07.01	<p>Clerk to the Council including workload issues</p> <p>In view of the continuing very high level of workload, and the emergence of new strands of work e.g. the Village Hall project, as well as looking to effective succession planning for the longer term, Members AGREED following discussion to recommend to Full Council that budgetary provision be made for the employment of a part time Assistant Clerk. The Clerk to prepare a paper for Full Council showing how such an arrangement might work, and to draft a job description / person specification for such a new role.</p>
17.07.02	<p>Village Handyperson – Phil Donoghue</p> <p>The Clerk had given an update to Members on Phil’s recent activities to Full Council on 11 January and at this quiet time of the year, there was little to add. The appointment overall is very cost effective and Phil’s contribution to the work of the Council is significant.</p>
17.07.03	<p>Pension Regulator – Declaration of Compliance</p> <p>The Clerk advised Members that the deadline for Melton PC submitting a Declaration of Compliance with the pensions legislation is 28 February, and this would be adhered to. The position was NOTED.</p>
17.08	<p>TO REVIEW RISK MANAGEMENT ISSUES</p>
17.08.01	<p>Risk Register (Paper FRM(17)08.01)</p> <p>Members of FERM Committee reviewed the Risk Register updated for February 2017. Following discussion it was AGREED to make no changes to the risk ratings at this time.</p>
17.08.02	<p>Hire of field – risk issues update</p> <p>There were no live risk issues to report. The floodlight, all-weather games area now has a potential booking for the winter of 2017/18, and appropriate risk management arrangements will be put in place if the booking goes ahead.</p>

17.08.03	<p>Drainage issues – risk update</p> <p>The Melton Road drainage works were now to be completed in late February 2017. MPC could therefore realistically plan to carry out the drainage of the lower playing field in late summer 2017. The Clerk would be looking to bring a specification and list of companies who might be invited to quote for the work to Recreation Committee in April 2017.</p>
17.09	<p>TO CONSIDER GOVERNANCE MATTERS</p>
17.09.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
17.10	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</p> <p>Members discussed the public consultation meeting held on 2 February. Discussion on the best way forward to plan for the next meeting on 21 March and how best to engage most effectively with Hoopers would be the focus for the next meeting of the Steering Group to be held following this meeting of FERM Committee.</p>
17.11	<p>EMERGENCY PLAN</p> <p>Nothing to report.</p>
17.12	<p>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</p> <p>Nothing to report.</p>
17.13	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 5 April 2017, commencing at 19:00, at Riverside Office, Robertson’s Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.</p> <p>There being no further business the meeting closed at 20:35.</p>