



MELTON PARISH COUNCIL

FRM(17)MO2

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 5 April 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

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 Mr N Brown
Cllr Mrs C Gradwell

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

17.14	PART ONE – OPEN TO THE PUBLIC
17.15	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Brown and Gradwell.
17.16	DECLARATIONS OF INTEREST
17.16.01	To receive Amendments to the Register There were none.
17.16.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
17.16.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
17.16.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

17.17	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
17.18	<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 8 February 2017 (Minutes FRM(17)M01 previously distributed).</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Porter</p>
17.19	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
17.19.01	<p>To consider the Management Accounts – 1 April 2016 to 31 March 2017</p> <p>(Papers FRM(17)19.01 and FRM(17)19.01a-e)</p> <p>The Clerk reviewed the financial position as at 31 March 2017. In periods 1 to 12 of 2016/17, 109.4% of budgeted income was received but only 67.6% of budgeted expenditure was incurred. The reasons for that were briefly explained. As at 31 March, after allowing for un-presented cheques, cash in the Council's bank accounts totalled £87,135.77. There was over £10k more in the reserves than at year end on 31 March 2016. There were no matters of concern to report and the Clerk will carry out all the year-end tasks in preparation for internal audit and the approval by Full Council of the Annual Return and Accounts.</p>
17.19.02	<p>To consider the 2016/17 Outturn against Budget and Budgetary provision for 2017/18</p> <p>(Paper FRM(17)19.02)</p> <p>The Clerk reported by reference to the <i>Alpha</i> spreadsheet that: Total income received for the year ended 31 March 2017 was £92,572 against budgeted income of £84,621 Total expenditure incurred in the year ended 31 March 2017 was £79,297 against budgeted expenditure of £117,300. Reasons for this were gone through under Item 17.19.01 above. The budget for 2017/18 will need to be revised in the light of both the outturn for 2016/17 and a review of likely additional commitments for 2017/18 in terms of both projects (e.g. the Village Hall) and staffing. The Clerk to convene a meeting of Budget Working Group once the extent of CIL receipts (if any) to be received in April 2017 is known. Following discussion the report was NOTED.</p>
17.19.03	<p>To Note Suffolk Pension Fund contribution Rate for 2017/18 to 2019/20</p> <p>The Clerk reported that the Employer Contribution Rate for the three years commencing in April 2017 will be 25%. This will only affect the Council should an eligible employee wish to join the pension scheme.</p>
17.19.04	<p>To Note the Appropriate Sum for purposes of Section 137(4)(a) Local Government Act 172</p> <p>The Clerk reported that the appropriate sum allowed by Government for parish councils for the purposes of section 137(4)(a) Local Government Act 1972 in 2017/18 is £7.57. This sum is multiplied by the population of the parish to give the maximum expenditure that may be incurred during the year on matters which are in the interests of, and which will bring direct benefit to, local residents, and which are not specifically authorised by other powers, e.g. grant giving.</p>

17.20	TO CONSIDER RESOURCES MATTERS
17.20.01	<p>New website – update (Paper FRM(17)20.01)</p> <p>Following detailed discussion on the report and the accompanying brief which had been made available to <i>Suffolk Cloud</i>, it was AGREED that Melton Parish Council would go ahead with a new website hosted by <i>Suffolk Cloud</i>. The annual hosting cost will be £100.00, and set up costs estimated at between £250.00 and £500.00. Budgetary provision will need to be revised for 2017/18 accordingly.</p> <p>It was further AGREED that:</p> <ul style="list-style-type: none"> • The brief as drafted should be regarded as a basis for setting up a new website, with consideration given to developing it further once the basic site is set up • Squircle Creative should be invited to customise the site (as they have done with the Woodbridge Town Council website) to improve its visual layout and appeal • New / updated images should be provided for the new site. <p>The Clerk to continue to liaise with <i>Suffolk Cloud</i> and Squircle Creative on that basis.</p>
17.21	TO CONSIDER EMPLOYMENT MATTERS
17.21.01	<p>Clerk to the Council including workload issues</p> <p>Cllr West acknowledged the continuing high level of workload, which although mitigated currently by a lull in activity in relation to the Village Hall project, was being compensated for by the work associated with year-end and the need to look afresh at the budgets for 2017/18. Recruitment of an Assistant Clerk (see Agenda Item 17.21.03 below) was now being initiated, subject to revising the budgets in the light of income likely to be received in 2017/18.</p> <p>The Clerk's annual appraisal is due and a suitable date will be arranged. The Clerk to provide Cllr West with the appropriate documentation.</p>
17.21.02	<p>Village Handyperson – Phil Donoghue</p> <p>The Clerk reported that Phil was now fully qualified to carry out routine inspections of play equipment to all applicable current British and European standards. His annual appraisal is now due and arrangements will be made to carry that out in the next few weeks.</p>
17.21.03	<p>Recruitment of Part-time Assistant Clerk (Papers MPC(17)23, MPC(17)23a and MPC(17)23b)</p> <p>The Clerk referred to the report, together with accompanying job description and person specification, which were the same as had been taken the previous week to Full Council. At Full Council, some helpful comments were made, and the opportunity was being taken to bring the same set of papers to FERM Committee, to afford the opportunity for further discussion.</p> <p>Cllr Hearn tabled a revised Person Specification with helpful proposals, which were discussed and the Clerk will further review the documentation to incorporate the changes considered.</p>
	<i>It was RESOLVED to take Item 17.24 out of order on the Agenda</i>
17.24	<p>TO CONSIDER FURTHER THE VILLAGE HALL PROJECT</p> <p>In the context of the report to Full Council on 29 March 2017 Members of FERM Committee reviewed the current position with the project. NOTED that Councillors Brown and Hearn were due to meet to review the timeline</p>

	<p>up to the date of decision to go ahead / abandon in terms of both actions to be undertaken and timing. The overriding need to have the Neighbourhood Plan adopted first is generally agreed.</p> <p>Meanwhile the Clerk to liaise with Hoopers to obtain prices for a geotechnical survey of the land around the pavilion to assess feasibility of building on that site, and if feasible, what the additional costs (for piling etc.) might be. If feasible then to discuss with Suffolk Coastal Planners what their view would be on re-siting the proposed village hall onto the pavilion site.</p>
	<i>It was RESOLVED to revert to the order of the Agenda</i>
17.22	TO REVIEW RISK MANAGEMENT ISSUES
17.22.01	<p>Risk Register (Paper MPC(17)26)</p> <p>Members of FERM Committee reviewed the Risk Register updated for March 2017. It was AGREED to make no changes to the risk ratings at this time.</p>
17.22.02	<p>Hire of field – risk issues update</p> <p>There were no live risk issues to report. New requests to hire the field have been received and will be reported to Recreation Committee on 12 April 2017. A general discussion took place on risk issues in relation to activities being carried out on the playing field, including in the context of the 2017 Village Fete.</p>
17.22.03	<p>Drainage issues – risk update</p> <p>The Clerk reported that now Suffolk Highways have completed their drainage works along Melton Road, it is realistic to consider undertaking the drainage works to the field in the summer of 2017. He would be taking a report to Recreation Committee on 12 April setting out the various options.</p>
17.23	TO CONSIDER GOVERNANCE MATTERS
17.23.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
17.25	<p>EMERGENCY PLAN</p> <p>Nothing to report.</p>
17.26	<p>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</p> <p>Nothing to report.</p>
	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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.</p>
17.28	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 14 June 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 20:45.</p>

