



MELTON PARISH COUNCIL

FRM(17)MO3

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 14 June 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 M Hearn
Cllr Mr A Porter (*ex officio*)
Cllr Mr C Taylor
Cllr Mr J West (Chairman)

Absent:

Cllr Mrs A Stevens

In Attendance:

Cllr Mr M Holmes

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
17.29	ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE It was RESOLVED that Cllr West be elected Chairman of Finance, Employment & Risk Management Committee. Proposed by: Cllr Brown Seconded by: Cllr Taylor It was RESOLVED that Cllr Hearn be elected Vice-Chairman of Finance, Employment & Risk Management Committee. Proposed by: Cllr Gradwell Seconded by: Cllr Taylor
17.30	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Stevens.
17.31	DECLARATIONS OF INTEREST
17.31.01	To receive Amendments to the Register There were none.
17.31.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.

17.31.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were none.</p>
17.31.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
17.32	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
17.33	<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 5 April 2017 (Minutes FRM(17)M02 and Minutes FRM(17)MO2 Confidential previously distributed).</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Taylor</p>
17.34	<p>TO REVIEW TERMS OF REFERENCE FOR FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE AND MAKE RECOMMENDATIONS TO FULL COUNCIL</p> <p>(Paper FRM(17)34)</p> <p>The existing Terms of Reference were discussed. It was RESOLVED to propose no changes at present. However Full Council would be requested to appoint another Councillor to the Committee who is <i>not</i> on the Village Hall Working Group to broaden accountability.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Taylor</p>
17.35	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS (1): TO REVIEW THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017 – TO BE ADOPTED BY FULL COUNCIL ON 28 JUNE 2017</p>
17.35.01	<p>Annual Return</p> <p>(Paper FRM(17)35.01)</p> <p>This constituted the summary of the accounting statements for 2016/17 to be sent to the External Auditor. The Clerk took Members through the statements by reference to the attached working papers. Following discussion it was AGREED that these accounting statements forming part of the Annual Return for 2016/17 should be submitted for formal approval by Full Council on 28 June.</p>
17.35.02	<p>Annual Governance Statement</p> <p>(Paper FRM(17)35.02)</p> <p>The Clerk explained that this was submitted to this meeting only for completeness; the Statement was approved by Full Council on 31 May 2017.</p>
17.35.03	<p>Bank Reconciliations</p> <p>(Paper FRM(17)35.03)</p> <p>The bank reconciliation statements as at 31 March were received and NOTED.</p>
17.35.04	<p>Management Accounts</p> <p>(Paper FRM(17)35.04)</p> <p>The Income and Expenditure Account for the year ended 31 March 2017 and the Balance Sheet as at 31 March 2017 were received. The Clerk highlighted key figures, in particular the balance of Community Infrastructure</p>

	Levy funds now shown on the Balance Sheet. The management accounts underpin the annual accounting statements agreed for formal approval by Full Council and were NOTED .
17.35.05	<p>Statement of Variances (Paper FRM(17)35.05)</p> <p>The Clerk explained that the Council is required to provide the External Auditor with details of all significant variances from the previous year in terms of both income and expenditure. Significant variances are where there is over 10% difference with a minimum difference of £100. The paper set out those items to which the criteria applied this year – “Other receipts” and “staff costs”. “Other receipts” were inflated because of the willow harvest income and “staff costs” increased with the appointment of the Village Handyman. The Statement was AGREED.</p>
17.35.06	<p>Asset Register (Paper FRM(17)35.06)</p> <p>Under the accounting rules for local councils, once recorded on the asset register, the recorded value of assets and investments must not change from year to year until disposal. Approval by FERM Committee is required for disposal. The Register recorded that two items were disposed of in 2016/17, with a total value of £1,940.13, in accordance with a resolution of FERM Committee on 8 June 2016. A number of new items of furniture / office equipment were acquired in 2016/17, with a total value ascribed of £1,611.99. The Asset Register as at 31 March 2017 was AGREED.</p>
17.35.07	<p>Internal Audit Report (Paper FRM(17)35.07)</p> <p>Members of FERM Committee considered the Internal Auditor’s report dated 24 May 2017. The report considered that all the required internal control objectives have been met, and an unqualified report will be forwarded to the External Auditor.</p>
17.35.08	<p>Community Infrastructure Levy – Statutory Annual Report (Paper FRM(17)35.08)</p> <p>Under the Regulations governing the arrangements for payment of CIL monies to local councils and the manner in which they can be spent, there is a requirement that the Responsible Finance Officer of a local council produces an annual report fully accounting for the receipt and expenditure of sums. So far Melton PC has only received one payment - £4,720 in October 2016 and not spent anything – so the report this year is very straightforward. The report was NOTED.</p>
17.36	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS (2)
17.36.01	<p>To consider the Management Accounts – 1 April 2017 to 30 April 2017 (Papers FRM(17)36.01 and FRM(17)36.01a-e)</p> <p>The Clerk reviewed the financial position as at 30 April 2017 – for period 1 only. In period 1 48% of budgeted income was received but only 7.0% of budgeted expenditure was incurred. As at 30 April, after allowing for unpresented cheques, cash in the Council’s two bank accounts totalled £120,580.07. The report was NOTED.</p>

17.36.02	<p>To consider the arrangements for Budget Working Group meeting on 20 June 2017</p> <p>The budget for 2017/18 will need to be revised in the light of both the outturn for 2016/17 and a review of commitments for 2017/18. The Clerk reported that members of Budget Working Group had already received a spreadsheet setting out the current year's original budget, and the year to date actuals as at 30 April as a background to the discussion.</p>
17.36.03	<p>To consider the Council's approach to Business Planning (Papers MPC(17)45.07 and FRM(17)05.04)</p> <p>The above papers were considered briefly at Full Council on 31 May 2017 and remitted to each Committee to consider more fully and report back. FERM Committee considered the suggested format of a Melton PC Business Plan as set out in report MPC(17)45.07 and recommended as follows:</p> <ul style="list-style-type: none"> • The introduction should be in summary form and no more than one page • Community involvement in the process should be via the existing meetings framework and the website • Agreed a Corporate vision is required – Cllrs Hearn and Gradwell to produce a draft • There is a need to raise the Council's profile in terms of what it does and what the community wants from it. The <i>Melton Messenger</i> should carry an article inviting suggestions as to ways in which the Council can further assist the community.
17.36.04	<p>To consider the Council's Investment Strategy (Paper FRM(17)36.04)</p> <p>The Clerk introduced his report and took Members through it. Following discussion it was AGREED to recommend to Full Council that a Business Deposit account be opened in the Council's name with the Ipswich Building Society and £50k be transferred into it from the Barclays Business Premium account.</p>
17.37	<p>TO CONSIDER RESOURCES MATTERS</p>
17.37.01	<p>New website – update</p> <p>The Clerk reported that, following agreement that Melton Parish Council would go ahead with a new website hosted by <i>Suffolk Cloud</i>, he had supplied a brief and discussions were ongoing in terms of the design and level of customisation. Immediately prior to this meeting he had held an hour long meeting in the office with the <i>Suffolk Cloud</i> website designer and anticipated that he would have something to distribute to Members fairly soon. It was AGREED that new / updated images should be provided for the new site and in that connection, it was suggested that Cllr Barrington might have some suitable ones from the work done on the Neighbourhood Plan.</p>
17.38	<p>TO CONSIDER EMPLOYMENT MATTERS</p>
17.38.01	<p>Clerk to the Council including workload issues</p> <p>Cllr West reported that he had arranged with the Clerk to carry out the Clerk's annual appraisal, and would report back on that at the next Full Council meeting.</p>

17.38.02	Village Handyman – Phil Donoghue The Clerk reported that Phil's annual appraisal was set for 27 June. Phil continues to give excellent value for money, and is also proving to be a very good ambassador for the Council in terms of his public relations skills.
17.38.03	Recruitment of Part-time Assistant Clerk (Papers FRM(17)38.03a and FRM(17)38.03b) The Clerk referred to the job description and revised person specification as set out in the above papers. These now reflect the changes suggested by Members, and the documents are in final form and await a decision on when to start the recruitment process which will be budget led.
17.39	TO REVIEW RISK MANAGEMENT ISSUES
17.39.01	Risk Register (Paper MPC(17)51) Members of FERM Committee reviewed the Risk Register updated for Full Council on 31 May 2017. It was AGREED to make no changes to the risk ratings at this time.
17.39.02	Hire of field – risk issues update There were no live risk issues to report. A new request to hire the field has been received and will be reported to Recreation Committee on 5 July 2017.
17.39.03	Drainage issues – risk update The Clerk reported that, in the light of the decision by Recreation Committee to commission trial excavations to assess soil conditions, he was waiting on agreement between contractor Goldstar and local resident David Poole, who has kindly agreed to supervise the trial, as to the scope of the mini-project and a suitable date.
17.40	TO CONSIDER GOVERNANCE MATTERS
17.40.01	Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 Nothing to report.
17.40.02	Reform of Data Protection Legislation The Clerk reported that data protection law will significantly change in May 2018 when the 2016 EU Directive known as General Data Protection Regulation takes effect. This will have resource implications. All public authority organisations will be required to appoint a Data Protection Officer, and that might include parish councils.
17.41	TO REVIEW THE VILLAGE HALL PROJECT (Paper FRM(17)41) This report summarised the Clerk's perspective as to the current position in relation to the project. Following discussion Cllrs Brown and Hearn agreed to meet to revisit and refine the programme up to the point at which the decision will be made as to whether to go ahead or not. The engagement with Melton Primary School had been set up. The Clerk anticipated that the geotechnical survey would be undertaken in early July.
17.42	EMERGENCY PLAN Nothing to report.
17.43	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS Nothing to report.

17.44	DATE OF NEXT MEETING The next meeting will take place on Wednesday 9 August 2017, commencing at 19:00, at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD. There being no further business the meeting closed at 21:00.
--------------	--