



MELTON PARISH COUNCIL

FRM(17)MO4

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 9 August 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mrs B Abbott
Cllr Mr N Brown
Cllr Mrs C Gradwell
Cllr Mr A Porter (*ex officio*)
Cllr Mr C Taylor
Cllr Mr J West (Chairman)

Absent:

There were no absences

In Attendance:

Cllr Mr M Holmes

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
17.45	ELECTION OF VICE-CHAIRMAN OF FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE It was RESOLVED that Cllr Gradwell be elected Vice-Chairman of Finance, Employment & Risk Management Committee. Proposed by: Cllr Brown Seconded by: Cllr Porter
17.46	TO RECEIVE APOLOGIES FOR ABSENCE There were no apologies for absence.
17.47	DECLARATIONS OF INTEREST
17.47.01	To receive Amendments to the Register There were none.
17.47.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.

17.47.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were none.</p>
17.47.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
17.48	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
17.49	<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 June 2017 (Minutes FRM(17)M03 previously distributed).</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Taylor</p>
17.50	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
17.50.01	<p>To consider the Management Accounts – 1 April 2017 to 30 June 2017</p> <p>(Papers FRM(17)50.01 and FRM(17)50.01a-e)</p> <p>The Clerk reviewed the financial position as at the end of the first quarter. In periods 1 – 3, 49.2% of budgeted income was received but only 20.2% of budgeted expenditure was incurred. As at 30 June, after allowing for unpresented cheques, cash in the Council’s two bank accounts totalled £107,866.88.</p> <p>The Clerk then tabled for information the management accounts for July, which had been completed immediately prior to the meeting. As at the end of July 2017, 56.3% of budgeted income was received and 24.3% of budgeted expenditure incurred. Income received in July included the fete profits of £2,759.12 and a grant from District Councillors Bidwell and Day in respect of the “Behind the Names” project. As at 31 July, after allowing for unpresented cheques, cash in the Council’s bank accounts totalled £108,988.77.</p> <p>The Clerk reported that there were no issues that needed to be highlighted in the accounts at this stage, and following a brief discussion on points raised by members, the reports were NOTED.</p>
17.50.02	<p>To consider the Interim Fete Accounts 2017</p> <p>(Paper FRM(17)50.02)</p> <p>The fete accounts were complete subject to a claim not yet received in respect of fuel for the fire engine. Members discussed the figures and the Clerk responded to queries raised. It was AGREED TO NOTE the accounts as shown subject to:</p> <ul style="list-style-type: none"> • The addition of any claim in respect of fuel for the fire engine • Replacing the word “petrol” with “diesel” • Correcting a typographical error in relation to the entry for Perris Archery.
17.50.03	<p>Melton Public Access Defibrillator – Grant recommendation</p> <p>(Paper FRM(17)50.03)</p> <p>The paper prepared by Cllr Abbott was received and considered. Following discussion and consideration of all the issues it was RESOLVED that:</p>

	<ul style="list-style-type: none"> • FERM Committee recommends to Full Council that a grant of £500.00 be given to the Melton WI towards the defibrillator campaign. • The WI will fundraise for the balance (after taking account of any grants from other organisations) and then hand over the required sum of £1,500.00 to the Council, whereupon the Council will order the defibrillator. • Cllr Gradwell to check with Colin Birkbeck on whether planning consent is required to site the equipment on the Burness Parish Room building. <p>It was further RESOLVED that:</p> <ul style="list-style-type: none"> • FERM Committee recommends to Full Council that the 2017/18 grants budget is reduced by £500.00 to £1,000.00, so that with £500.00 recommended for the defibrillator, there remains only £500.00 for grants to other organisations. • Cllr Abbott's paper may be accepted as a grant application from the Melton WI. <p>Proposed by: Cllr Gradwell Seconded by: Cllr West</p>
17.50.04	<p>Update on External Audit of the Accounting Statements for 2016/17</p> <p>The Clerk reported that the External Auditor has raised queries on the fact that "other payments", i.e. expenditure other than staffing costs, decreased overall by 8% in 2016/17 as compared with 2015/16. He will supply a detailed breakdown of increases and decreases which overall combine to produce the 8% drop; however the External Auditor normally only requires explanations of differences which are greater than 10%.</p> <p>The External Auditor has also raised queries on prepayments and asked for documentation evidencing the approval of the appointment of the Village Handyperson, which will be provided.</p>
17.51	TO CONSIDER RESORCES MATTERS
17.51.01	<p>New website – update</p> <p>The Clerk reminded FERM Committee Members 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 had discussions with the <i>Suffolk Cloud</i> website designer. He had now just received a link to the new website which he had passed on to Members of FERM Committee.</p> <p>Overall the new <i>Suffolk Cloud</i> website will require a lot of work to make it meet Melton's needs, and Members discussed options at this stage. It was AGREED that it makes sense to continue with <i>Suffolk Cloud</i>, and that:</p> <ul style="list-style-type: none"> • The Clerk will continue to liaise both with the <i>Suffolk Cloud</i> website designer to develop the site further, and also to liaise with other local software designers that might be able to customise to Melton's requirements (as Woodbridge TC have done with their website). • A meeting with <i>Suffolk Cloud</i> will be arranged in the Parish Office prior to the next meeting of FERM Committee on 11 October, which will be attended by Cllr Gradwell as well as the Clerk.

17.52	TO CONSIDER EMPLOYMENT MATTERS
17.52.01	<p>Clerk to the Council including workload issues</p> <p>The Clerk's annual appraisal was carried out on 20 June 2017. The workload continues at a high level and is becoming ever more complicated, both in accounting terms, and due to the nature and diversity of the Council's projects. Cllr Brown expressed concern that one of the Council's biggest risks is that the Clerk's health should fail. Discussions focused on the proposal to recruit an Assistant Clerk (an approved job description and person specification is in place). It was always the intention that the recruitment process will be budget led and it had been agreed to review the position in the light of any further CIL monies received in October 2017. It was AGREED that the half year financial position of the Council will be reviewed at the next meeting of FERM Committee, and a decision whether or not to recruit made accordingly.</p> <p>Meanwhile Full Council on 13 September to be asked to delegate the decision on whether to recruit to FERM Committee.</p>
17.52.02	<p>Village Handyperson – Phil Donoghue</p> <p>The Clerk reported that Phil's annual appraisal was carried out on 27 June. His work continues to be of a very high standard and he gives very good value for money.</p> <p>Recent projects have included the refurbishment of the Bredfield Road bus shelter, and the removal of the dead limb of a tree from the amenity area in Orchard Close. He has been involved in obtaining prices from contractors for reroofing the bus shelter in the Street, and he will be installing oak posts to protect the amenity area around the village sign in The Street once the budget for the job has been increased by Full Council and the posts procured.</p> <p>Phil is currently contracted to work 12 hours a week. Because when he is working on a specific project (the Bredfield Road bus shelter for example took two days to paint) it is difficult for him to fit in his routine work within the number of hours available, the Clerk asked for discretion to allow overtime within the salary budget available. Following discussion It was AGREED that the Clerk should have discretion to allow up to 10 hours overtime for Phil in any one month on the basis of an assessed need to be able to carry out all his required duties.</p>
17.53	TO REVIEW RISK MANAGEMENT ISSUES
17.53.01	<p>Risk Register (Paper FRM(17)53.01)</p> <p>Members of FERM Committee reviewed the Risk Register updated for August 2017. It was AGREED to make no changes to the risk ratings at this time. A new risk was added – that of flying drones on the Playing Field, and this will be discussed at Recreation Committee on 6 September 2017.</p>
17.53.02	<p>Hire of field – risk issues update</p> <p>There were no live risk issues to report. Two new hire requests have been agreed by Recreation Committee on 5 July 2017. Circus Petite will be hiring part of the field (outside the football pitches) from 3 to 10 September and Forest School will use the woodland for one afternoon a week in term time from September for pre-school children.</p>

17.53.03	<p>Drainage issues – Draft Specifications for Works (Paper FRM(17)53.03)</p> <p>The Clerk presented the second draft of the specifications, previously distributed, which were being discussed with David Poole. A final version will go to Recreation Committee on 6 September together with a list of suitable contractors to be asked to give prices.</p> <p>Members AGREED TO NOTE the report.</p>
17.53.04	<p>Play Equipment Inspection Report – risk issues (Paper FRM(17)53.04)</p> <p>The Annual Play Equipment Inspection Report, previously distributed, was introduced by the Clerk. The overall assessment was “Low Risk”, with all ratings for individual items either “Low Risk” or “Very Low Risk”. Phil has been given a copy of the report and will look at any items where repainting, replacing bolts etc. has been recommended. However overall this is a very good result given the age of some of the equipment.</p>
17.54	TO CONSIDER GOVERNANCE MATTERS
17.54.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
17.55	<p>TO REVIEW THE VILLAGE HALL PROJECT (Paper FRM(17)55)</p> <p>This report updated the position on actions required by decisions made at Full Council on 29 March 2017. The programme timeline work is still outstanding (feasibility here should become clearer once the Neighbourhood Plan referendum timetable is established). Engagement with the pupils of Melton Primary school has been undertaken, and the geotechnical survey was carried out on 5 July; the report is awaited.</p>
17.56	<p>EMERGENCY PLAN</p> <p>Nothing to report.</p>
17.57	<p>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</p> <p>Nothing to report.</p>
17.58	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 11 October 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 21:00.</p>