



MELTON PARISH COUNCIL

FRM(17)MO6

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 13 December 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 (in the Chair)
Cllr Mr A Porter (*ex officio*)
Cllr Mr C Taylor

Absent:

Cllr Mr J West

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

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| | PART ONE – OPEN TO THE PUBLIC |
| 17.74 | TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr West. |
| 17.75 | DECLARATIONS OF INTEREST |
| 17.75.01 | To receive Amendments to the Register There were none. |
| 17.75.02 | To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none. |
| 17.75.03 | To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none. |
| 17.75.04 | To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations. |
| 17.76 | OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present. |

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| 17.77 | <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 11 October 2017 (Minutes FRM(17)M05 previously distributed).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Taylor</p> |
| 17.78 | <p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p> |
| 17.78.01 | <p>To consider the Management Accounts – 1 April 2017 to 30 November 2017</p> <p>(Papers FRM(17)78.01 and FRM(17)78.01a-g)</p> <p>The Clerk reviewed the financial position as at the end of November. In periods 1 – 8, 106.4% of budgeted income was received and 62.6% of budgeted expenditure incurred. As at 30 November, after allowing for unpresented cheques, cash in the Council’s two bank accounts totalled £191,338.86, of which £79,892.36 represents CIL monies. Further income in respect of the WWI projects and tennis court bookings is anticipated. There was nothing 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> <p>Following on from the report and discussion on the financial position, Cllr Porter raised the longer term accounting arrangements for handling the WWI projects’ income and expenditure. Whilst the Parish Council is happy to facilitate the projects and support them, he felt that plans should be made for the accounting arrangements to be set up under a separate legal entity. Concerns were expressed that this will take some time or might not be possible given the nature of the projects and the organisation established to deliver them. However all concerned AGREED to consider the issues and have further discussions.</p> |
| 17.78.02 | <p>To review the FERM Committee budgetary position for 2017/18 as at 30 November 2017 and consider the Draft Budget for 2018/19</p> <p>(Paper FRM(17)78.02)</p> <p>Assuming that the expenditure for the remaining four months of the year is to budget, then there is likely to be a deficit at the end of the financial year of about £13k, which can be contained within the general unrestricted reserves. However, given the slight underspend to date and the capacity to utilise CIL monies for some projects, it was felt that notwithstanding some large bills anticipated in the remaining months of 2017/18, there is nevertheless a possibility that the year end accounts might be in balance or show a slight surplus.</p> <p>FERM Committee then reviewed the draft budget for 2018/19. The Clerk reported the recommendations of Planning and Transport Committee which were to:</p> <ul style="list-style-type: none"> • Put £500 into the budget for bus shelter maintenance • Make provision for improvements to the amenity land / parking area in front of Winifred Fison House • Consider the purchase of a speed limiter sign. <p>Recreation Committee have also considered the draft budget but have no recommendations to make.</p> <p>The Committee then reviewed the FERM budgets line by line. Following detailed consideration the following recommendations were made:</p> <ul style="list-style-type: none"> • To increase the Data Protection budget to £2.5k to provide adequate resources to become compliant with the new legislation |

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| | <ul style="list-style-type: none"> To increase the Website development budget to £4k to provide adequate resources to support the migration to a new <i>Suffolk Cloud</i> based system. <p>Clerk to update the budget spreadsheets with all recommendations accordingly and bring back to meetings of Budget Working Group and Full Council in January 2018.</p> |
| 17.78.03 | <p>To consider further meeting arrangements for Budget Working Group</p> <p>Following discussion it was AGREED to convene a meeting of Budget Working Group at 2pm on Tuesday 9 January 2018, to refine the budget and to consider options for the precept to be claimed for 2018/19, in preparation for the Full Council meeting on 10 January. Clerk to make the necessary arrangements.</p> |
| 17.78.04 | <p>To consider a report on Data Protection (Paper FRM(17)78.04)</p> <p>The Clerk took Members through the report which was discussed in full. In addition to increasing the 2018/19 data protection budget to £2.5k (see Minute 17.78.02 above), it was AGREED that:</p> <ul style="list-style-type: none"> The draft report to Full Council attached to the FERM report should go to the January 2018 meeting of Full Council Meanwhile, pending further information from SALC, Cllr Gradwell will ascertain whether the ICO can provide an audit service, and if so at what cost. |
| 17.78.05 | <p>To consider a report on the Transparency Code (Paper FRM(17)78.05)</p> <p>FERM Committee considered in detail the information set out in the report on the Local Government Transparency Code 2015. Following discussion, the consensus was that the Council already publishes details of all its expenditure items over £500.00 via the <i>Alpha</i> financial software, and that further publication would be unnecessary and lead to duplication and unnecessary work. As Melton PC is not caught by the legislation which applies to both very small and very large councils (i.e. its annual turnover is over £25k but under £200k), publication in accordance with the Code is not mandatory. However it was AGREED that in future the Council will publish on the financial page of its website details of procurement activity in the interests of openness and transparency.</p> |
| 17.79 | TO CONSIDER RESOURCES MATTERS |
| 17.79.01 | <p>New website – update</p> <p>The Clerk reported that, following the meeting he and Cllr Gradwell had with a representative of <i>Suffolk Cloud</i> on 24 November, he has been advised that currently, there is about two days' worth of website building capacity available to Melton without further cost. Following discussion, it was AGREED that the Clerk will ask whether <i>Suffolk Cloud</i> can undertake some of this work in the Melton Parish Office and also whether <i>Suffolk Cloud</i> can provide a web management service. The Clerk will also contact a local resident who has a relative who undertakes website work to see whether he might be interested in a contractual arrangement.</p> |

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| 17.80 | TO CONSIDER EMPLOYMENT MATTERS |
| 17.80.01 | <p>Clerk to the Council including workload issues</p> <p>Current workload issues were discussed. Given the progress that is being made the consensus was that the workload is currently manageable. Challenges for the immediate future are the website (see Minute 17.79.01 above) and the need for compliance with the new data protection legislation (see Minute 17.78.04 above).</p> |
| 17.80.02 | <p>Village Handyman – Phil Donoghue</p> <p>The Clerk reported on current activities. There are no particular problems at the moment and Phil will carry on with his routine duties over the winter period.</p> |
| 17.81 | TO REVIEW RISK MANAGEMENT ISSUES |
| 17.81.01 | <p>Risk Register (Paper FRM(17)81.01)</p> <p>Members of FERM Committee reviewed in detail the Risk Register updated for December 2017. It was AGREED to make the following changes to the risk ratings:</p> <ul style="list-style-type: none"> • With the completion of the tree safety works the high risk in relation to dangerous trees can be REMOVED • With the Neighbourhood Plan referendum result the high risk of the referendum being lost can be REMOVED • The risk associated with project / work overload can be reduced to MEDIUM • The risk associated with anti-social / illegal activities around the pond in Burkes Wood can be reduced to LOW • The risk that s106 play equipment funds might be used for drainage can be REMOVED due to adequate provision in the Suffolk Coastal Sports Pot and Play Pot from which grant aid might be sought • Seasonal risks – these are addressed elsewhere and can be REMOVED • Perceived reputational risk due to traffic / parking issues can be REMOVED. <p>In addition it was AGREED to:</p> <ul style="list-style-type: none"> • Arrange for Cllr Gradwell to become an additional bank signatory; the Clerk will progress this in the New Year • Offer Phil Donoghue training on general health and safety issues and also re working at height. Although it is not doubted that Phil is sensible and experienced in these matters, the Council needs to be seen to have provided key elements of training as a responsible employer. |
| 17.81.02 | <p>Hire of field – risk issues update</p> <p>There were no live risk issues to report. A new hire agreement for 2018 with a physical training instructor who holds twice weekly classes on the playing field is being signed.</p> |
| 17.81.03 | <p>Field drainage project update</p> <p>The Clerk reported that, following the decision by Recreation Committee on 15 November 2017 to appoint William Morfoot Ltd of Thetford to undertake the drainage work, he had confirmed the appointment with Morfoot’s MD and a start date is awaited.</p> |

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| 17.82 | <p>TO CONSIDER DRAFT BUSINESS PLAN (Paper FRM(17)82)</p> <p>Councillors discussed the draft which was previously distributed. In general the presentation was welcomed. The title will be amended to read "Business Plan 2018 Issue 1" and will be offered for consideration by both Recreation Committee and Planning and Transport Committee in the New Year. It will then go to Full Council in March 2018. Meanwhile any further comments from Members of FERM Committee will be equally welcomed.</p> |
| 17.83 | <p>TO CONSIDER UPDATE ON THE ARRANGEMENTS FOR MELTON VILLAGE FETE 2018</p> <p>District Councillor Bidwell has offered to give a grant from his locality budget to cover the cost of the Punch and Judy show and Chris the Clown. Meanwhile the 2017 fete party will take place on Friday 15 December at the Burness Parish Room.</p> |
| 17.84 | <p>TO CONSIDER GOVERNANCE MATTERS</p> |
| 17.84.01 | <p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p> |
| 17.85 | <p>TO REVIEW THE VILLAGE HALL PROJECT</p> <p>Cllr Porter reported that the project was still on hold. Now that the Neighbourhood Plan referendum was concluded positively, a meeting would be convened in the New Year to consider all the options for taking the project forward.</p> |
| 17.86 | <p>EMERGENCY PLAN</p> <p>Nothing to report.</p> |
| 17.87 | <p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</p> <p>Nothing to report.</p> |
| 17.88 | <p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 7 February 2018, 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 21:15.</p> |