



MELTON PARISH COUNCIL

FRM(18)MO1

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 7 February 2018 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mrs B Abbott
Cllr Mrs C Gradwell (in the Chair)
Cllr Mr A Porter (*ex officio*)
Cllr Mr C Taylor
Cllr Mr J West

Absent:

Cllr Mr N Brown

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*
One member of the public

	PART ONE – OPEN TO THE PUBLIC
18.01	TO RECEIVE APOLOGIES FOR ABSENCE AND ARRANGEMENTS FOR CHAIRING THE COMMITTEE Apologies for absence were received from Cllr Brown. Cllr West announced his intention to relinquish the Chairmanship of FERM Committee at the next meeting of Full Council and invited the Vice-Chairman, Cllr Gradwell, to take the Chair for the meeting.
18.02	DECLARATIONS OF INTEREST
18.02.01	To receive Amendments to the Register There were none.
18.02.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
18.02.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.

18.02.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
18.03	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>The member of the public present wished to raise questions relating (1) to the cost of the rent and rates payable on the Council's office and meeting room and (2) on the utilisation of the Community Infrastructure Levy (CIL) funds:</p> <ol style="list-style-type: none"> 1. Regarding the cost of the premises at Riverside Office, Robertson's Boatyard, the Clerk explained that the rent is fixed at £16kpa until September 2019, when the lease expires. Service charges are around £4-500 a quarter, including energy and water / sewage costs. Provision has been made in the 2018/19 budget for business rates, not yet assessed. The cost is well in line with similar premises in the locality, and lower than some; its location in a working boatyard with poor access and parking inhibiting excessive pricing. However Councillors explained that the intention is to purchase a suitable office / meeting room in Melton as soon as possible, using a combination of CIL funds and low fixed interest loan from the Public Works Loan Board, to both save rental costs and give the Parish an asset that it could eventual sell if in the longer term the Council moved to premises in a Village Hall. To that end options are being considered and a discussion paper was on the meeting agenda as Item 18.12. 2. The Clerk explained the legal framework for both managing and spending CIL monies. As far as Melton PC is concerned, the approach to utilising CIL will be set out in the Business Plan, which has so far had input from the three Committees, and which will be going to Full Council on 14 March 2018 for approval.
18.04	<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 13 December 2017 (Minutes FRM(17)M06 previously distributed).</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Porter</p>
18.05	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
18.05.01	<p>To consider the Management Accounts – 1 April 2017 to 31 January 2018</p> <p>(Papers FRM(18)05.01 and FRM(18)05.01a-g)</p> <p>The Clerk reviewed the financial position as at the end of January 2018. It was explained that, following the briefing from the new external auditor (PKF Littlejohn) the accounts and budgets were recast showing CIL monies as <i>income</i> (see Item 18.05.03 below). In periods 1 – 10, 82.1% of budgeted expenditure was incurred. As at 31 January, after allowing for unpresented cheques, cash in the Council's two bank accounts totalled £176,487.90, of which £79,892.36 represented CIL monies. With only eight weeks to go to year end, rather than achieving an in-year trading deficit of £13.5k, either break-even or a small surplus is now possible. Following a brief discussion the reports were NOTED.</p>

<p>18.05.02</p>	<p>To review the overall budgetary position for 2017/18 and the Budget set for 2018/19 (Papers FRM(18)05.02a and FRM(18)05.02b)</p> <p>The budget papers were revised to reflect the anticipated CIL income due in 2018/19. Without utilisation of <i>any</i> CIL in planned expenditure for 2018/19, the level of reserves required to support a balanced budget will be £20.5k. The Clerk explained that even in that scenario, assuming a balance of roughly £85k at year end, and restricted reserves of c£59.5k (including the sum needed to balance the budget in 2018/19), there will still be c£25.5k left in unrestricted reserves together with nearly £80k in CIL receipts.</p> <p>Due to the requirement (explained in Minute 18.05.01 above) to include CIL monies as income, it is acknowledged that the management accounts will be less clear in terms of in-year expenditure against budget. However as required by the CIL legislation, separate accounts will be maintained setting out amounts and dates of CIL income, together with amounts and dates of expenditure, purpose of expenditure, balances remaining together with deadlines for use. These statements will be published as well as being reported to Councillors.</p>
<p>18.05.03</p>	<p>To consider new external audit arrangements</p> <p>The Clerk reported back on his attendance at the Briefing session given by the new external auditors at the SALC offices on 30 January 2018. Whilst the Audit Practitioner’s Guide is not being published until 30 March 2018, key requirements for 2018 affecting Melton are:</p> <ul style="list-style-type: none"> • The need to include CIL monies as income (already explained above). • An explanation will need to be given where reserves are more than twice the annual precept – hence important to have developed a plan to utilise CIL. • Variances from the previous year now only have to be explained if over 15% (and over £200) instead of 10% (and over £100) previously.
<p>18.05.04</p>	<p>To consider a request for funding by Neighbourhood Watch in Suffolk</p> <p>The Clerk reported a request received from the now outsourced Suffolk Neighbourhood Watch Association (SNWA) for a “single one-off donation of £50.00” to sustain the support of neighbourhood watch across the county.</p> <p>Following discussion it was AGREED to recommend payment. Full Council to be requested to ratify at the meeting on 14 March. Clerk to confirm that this is not likely to be a recurrent request.</p>
<p>18.05.05</p>	<p>To consider a further report on Data Protection (Paper FRM(18)05.05)</p> <p>The Clerk took Members through the report which summarised the current position regarding developments, and the conflicting and yet unclear advice regarding who can fulfil the role of the Data Protection Officer (DPO). Members AGREED to NOTE the report, authorised the Clerk to purchase the suite of documents available from the Local Council Public Advisory Service at £30.00 to review content and assess suitability, and AGREED to await further developments, in particular the advice to Parish Councils which the Information Commissioner has now agreed to issue.</p>

18.06	TO CONSIDER RESOURCES MATTERS
18.06.01	<p>New website – update</p> <p>The cost of the work carried out to date by <i>Suffolk Cloud</i> amounted to £150.00. The invoice was outstanding. Their charges are £15.00 per hour for ongoing work, including updating and managing websites. However the overall impression from the work done to date was that, without customisation, the website as designed would struggle to achieve the level of quality desired. It was AGREED to investigate the availability and price of private web designers, both for customisation and possibly building a bespoke website to retain the www.melton-suffolk-pc.gov.uk domain.</p>
18.07	TO CONSIDER EMPLOYMENT MATTERS
18.07.01	<p>Clerk to the Council including workload issues</p> <p>Nothing to report.</p>
18.07.02	<p>Village Handyperson – Phil Donoghue</p> <p>The Clerk reported that Phil was undertaking virtual training (refresher) courses in both Health and Safety at Work and the introduction to working at height course at a total cost to the Council of £60.00.</p>
18.08	TO REVIEW RISK MANAGEMENT ISSUES
18.08.01	<p>Risk Register</p> <p>(Paper FRM(18)08.01)</p> <p>Members of FERM Committee reviewed in detail the Risk Register updated for February 2018. It was AGREED to ask Recreation Committee to look at their risks in detail before the referral to Full Council on 14 March 2018 and the next review by FERM Committee.</p>
18.08.02	<p>Hire of field – risk issues update</p> <p>The Clerk reported that the proposed Forest School sessions had not been agreed by Recreation Committee because of concerns about risk. The applicant will be attending Recreation Committee on 7 March to discuss ways in which the sessions can be supported.</p>
18.08.03	<p>Field drainage project update</p> <p>The start date for the drainage works being undertaken by William Morfoot Ltd of Thetford is still awaited; this is subject to optimal weather conditions to avoid incidental damage to the main field due to the passage of plant and machinery.</p>
18.09	<p>TO CONSIDER DRAFT BUSINESS PLAN</p> <p>(Paper FRM(18)09)</p> <p>This was the final version of the draft updated to reflect changes requested by both Planning and Transport and Recreation Committee. It now requires the Chairman’s Introduction, which Cllr Porter will complete on his return from holiday. The suggestion was made that it should emphasise the “smooth and efficient administration carried out by MPC which meets the needs of local people”. Clerk to convene Budget Working Group to look at priorities for expenditure in the light of the need to have specific expenditure plans that will meet the requirements of the external auditor in terms of utilising (and spending) reserves.</p>

18.10	<p>TO CONSIDER UPDATE ON THE ARRANGEMENTS FOR MELTON VILLAGE FETE 2018</p> <p>Cllr Gradwell reported that District Councillor Jim Bidwell has offered a grant of £1-£2k to help sponsor the 2018 fete. She will meet him to discuss on his return from holiday. Other offers including the availability of the tea tent have also been made. Arrangements to be made re the transport of tables and chairs from the Burness Parish Rooms to the Playing Field. Cllr Gradwell also to convene a meeting of all involved in the fete to coordinate preparations.</p>
18.11	<p>TO CONSIDER GOVERNANCE MATTERS</p>
18.11.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</p> <p>Nothing to report.</p>
18.12	<p>TO REVIEW THE VILLAGE HALL ACCOMMODATION PROJECT (Paper FRM(18)12)</p> <p>The Clerk took Members of FERM Committee through what in effect is an options paper for both taking forward the Village Hall project and for addressing a more immediate need for procuring office / meeting accommodation in Melton before the current lease on Riverside Office expires. It was AGREED to refer this paper in the first instance to the Village Hall Working Group meeting at 2pm on 6 March and thence to Full Council.</p>
18.13	<p>EMERGENCY PLAN</p> <p>Nothing to report.</p>
18.14	<p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</p> <p>For information - Melton PC was copied into a letter from Framfield House Surgery to District Councillor Bidwell asking him if Suffolk Coastal CIL monies could be used for improvements to the surgery to enable it to cope better with more patients as a result of Melton's growth. This was NOTED.</p>
	<p>PART TWO – CONFIDENTIAL</p>
	<p>Exempt / Confidential Item</p> <p>It was RESOLVED that the public be excluded from the meeting for the remaining item of business on the grounds of its confidential nature.</p>
18.16	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 11 April 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 21:35.</p>