



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(07)M2

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Planning Committee on Wednesday 15th August 2007 commencing at 19:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr ME Addington
Cllr PJ Brockett

Cllr GK Butterwick
Cllr Mr AG Dunford [Chairman]

There were no members of the public in attendance

07.07 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

07.07.01 Cllr MN Bond – Holiday

07.07.02 Cllr BK Abbott - Holiday

Council received these apologies and **consented** to the absences

07.08 TO RECEIVE DECLARATIONS AND ADDITIONS TO REGISTER

There were none

07.09 TO APPROVE THE MINUTES OF THE MEETING HELD ON 23RD MAY 2007

Minutes FRM(07)M1 previously circulated were received and noted.

Proposed that the minutes be signed by the Chairman as a correct record:

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that the Chairman sign the minutes as a correct record.

07.10 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST JULY 2007

Paper FRM(07)P10 previously circulated was received and noted.

Proposed that the management accounts be received.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that the managements accounts be received.

07.11 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Paper FRM(07)P11 was tabled.

Proposed that the bank reconciliation be confirmed and signed by the Chairman.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that the bank reconciliation be confirmed and signed by the Chairman.

07.12 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

Paper FRM(07)P12 previously circulated was received and noted.

Three additional orders for payment were added to the paper:

| | | | |
|---------|--------------------|----------------------------|---------|
| PV08/54 | Linn Barringer Ltd | Website enhancements | £157.00 |
| PV08/55 | P&R Locksmiths | Additional keys for assets | £24.50 |
| PV08/56 | Eastwood Trees | Emergency tree surgery | £452.38 |

Proposed that the orders for payment be approved:

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that the orders for payment be approved.

A complete list of payments approved follows:

| PV No. | Payment Method | Reason | Amount |
|----------|----------------|--|-------------------|
| PV08/25 | 101692 | CiLCA Registration | £ 70.00 |
| PV08/26 | 101693 | Postage | £ 24.00 |
| PV08/27 | 101694 | Expenses | £ 124.76 |
| PV08/28 | 101699 | Gate work on Playing Fields | £ 99.88 |
| PV08/29 | 101698 | Purchase Litter Bin for Playing Field | £ 203.28 |
| PV08/30 | 101696 | CiLCA Training Course | £ 293.75 |
| PV08/31 | 101700 | PAYE/NI June 2007 | £ 287.13 |
| PV08/32 | 101702 | Wages June 2007 | £ 80.00 |
| | 101703 | Salary June 2007 | £ 864.69 |
| PV08/33 | DirDeb | Sage Instant 12 Month Cover | £ 99.01 |
| PV08/34 | 101705 | Postage | £ 6.03 |
| PV08/35 | 101704 | Room Hire | £ 29.38 |
| PV08/36 | DirDeb | ADSL Monthly Subscription | £ 24.99 |
| PV08/37 | STO | Office Rental June 2007 | £ 323.13 |
| PV08/38 | 101706 | Internal Audit | £ 105.00 |
| PV08/39 | 101707 | Chairing Skills Course * 2 | £ 258.50 |
| PV08/40 | 101708 | New Councillor Training * 1 | £ 70.00 |
| PV08/40A | DirDeb | Office Telephone | £ 60.20 |
| PV08/41 | 101709 | Cost of printing 30 copies of timetables | £ 114.00 |
| PV08/42 | 101710 | Stationery | £ 209.07 |
| PV08/43 | 101713 | PAYE/NI July 2007 | £ 137.11 |
| | 101711 | Wages July 2007 | £ 80.00 |
| | 101712 | Salary July 2007 | £ 864.71 |
| PV08/44 | 101714 | Emergency Hedge Pruning on boundary with Jenners Close to allow access for refuse vehicles | £ 215.61 |
| PV08/45 | 101715 | Expenses | £ 74.15 |
| PV08/46 | 101716 | Training Course Fees | £ 60.00 |
| PV08/47 | STO | Annual Subscription | £ 20.00 |
| PV08/48 | 101717 | Room Hire Melton Park Boundary Meeting | £ 17.63 |
| PV08/49 | 101718 | Room Hire VPL, PLA & REC July | £ 88.13 |
| PV08/50 | STO | Office Rental July 2007 | £ 323.13 |
| PV08/51 | TFR | Tfr Tracker to Current | £ 2,500.00 |
| PV08/52 | DirDeb | ADSL Monthly Subscription | £ 24.99 |
| PV08/53 | 101719 | Stationery | £ 90.71 |
| PV08/54 | 101720 | Linn Barringer Ltd | £ 157.00 |
| PV08/55 | 101721 | P&R Locksmiths | £ 24.50 |
| PV08/56 | 101722 | Eastwood Tree Services Ltd | £ 452.38 |
| | | | £ 8,476.85 |

07.13 TO CONSIDER THE REPORT OF THE INTERNAL AUDITOR

Paper FRM(07)P13 previously circulated was received and noted.

In accordance with the recommendation in the report it was proposed that the 5.5% Treasury Stock be redeemed and invested in the Barclays Base Rate Tracker Investment Account, the fidelity insurance cover be increased to £100,000 and a review of council risk assessment be undertaken.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that the 5.5% Treasury Stock be redeemed and invested in the Barclays Base Rate Tracker Investment Account, the fidelity insurance cover be increased to £100,000 and a review of council risk assessment be undertaken.

07.14 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL

Paper FRM(07)P14 previously circulated was received and noted

Various actions in preparation for a re-write of the council risk management policy and practice was put in hand including:

- Redrafting the financial risk assessments in view of the financial regulations adopted in 2006
- Contacting RoSPA regarding the risk assessment and annual inspection of the play equipment on the playing field
- Obtaining model risk assessments for parish councils that may be available from SALC, SLCC, Internal Auditors and Suffolk ACRE
- Review information available from recent training courses

The results of these investigations to be reported back to the next meeting for further action.

07.15 TO REVIEW THE CONTRACT FOR THE PROVISION OF SERVICES TO THE COUNCIL

Paper FRM(07)P15 previously circulated was received and noted

Further investigations will be carried out to determine what, if any, maintenance provision exists for the two county council bus shelters in Yarmouth Road and The Street.

Councillors identified other annual work that requires attention and contract provision including

- Play equipment servicing
- Initial football pitch marking at the playing field
- Grass maintenance at the playing field
- Arboricultural work at the playing field and Burkes Wood

The clerk reported that with effect from 1st September 2007 the maintenance and cleaning of the council bus shelter in The Street will be included in the maintenance contract with SBPM. The cleaning and maintenance of the Bredfield Road Bus Shelter owned by the council will also be included in this contract with effect from April 2008. The maintenance of the parish sign, bushes and seat located in The Street will be included in the contract with SBPM with effect from 1st September 2007.

Eastwood Tree Services Ltd is to provide an arboricultural review of the playing fields and Burkes Wood to enable a woodland management plan to be produced.

07.16 TO CONSIDER REQUESTS FROM COMMITTEES FOR EXPENDITURE FROM RESERVES

Paper FRM(07)P16 previously circulated was received and noted

Proposed that the following expenditure from reserves be submitted to the full council for approval:

07.16.01 To cover arrears of maintenance work

- (a) Clearance of drainage ditches [£TBA]
- (b) Replacement of wooden shutters to the front of the pavilion with metal grills [£TBA]
- (c) Exterior painting of pavilion including minor repairs to woodwork and roofing felt [£978 plus VAT]
- (d) Replacement of locks in pavilion to prevent handles being used as steps [£TBA]
- (e) Interior decoration of pavilion [£TBA]

07.16.02 To cover new project work

- (a) Topographical Survey £1,370 plus VAT
- (b) 50% contribution towards tennis court refurbishment £12,500

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

It was RESOLVED that expenditure from reserves for items 07.16.01 & 07.16.02 be submitted to full council for approval.

07.17 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS ABOUT ISSUES WITHIN THE REMIT OF THE FINANCE AND RISK MANAGEMENT COMMITTEE

There were no members of the public present

07.18 TO NOTE EXTENSION OF OFFICE LEASE TO 14TH JANUARY 2008

The extension of the lease was noted as was the plan to include a subsequent lease in the negotiations between SCC and the Lindos Centre for the Register Office at the end of the year.

07.19 DATE OF NEXT MEETING

Wednesday 24th October 2007 in the Lindos Centre Conference Room commencing at 19:00

Items on the agenda will include:

- Initial deliberations on the budget for the 2008/9 financial year. Chairman of the council committees will be requested to submit requests for funding for projects for 2008/9 to the Clerk by 12th October 2007.
- Requests for S137 Grants

There being no further business the meeting closed at 21:00

Signed: _____ Date: _____
[Chairman]