



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(07)M3

## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of a meeting of the Parish Council Finance & Risk Management Committee on Wednesday 17<sup>th</sup> October 2007 commencing at 10:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott  
Cllr PJ Brockett

Cllr GK Butterwick  
Cllr Mr AG Dunford [Chairman]

In Attendance

Mr MJ Green [Clerk]  
Ms J Marriage – Friends of Melton School (Item 07.36)  
Cllr Miss LS Leonard (item 07.36)

### 07.20 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

#### 07.20.01 Cllr MN Bond – Language course

Council received this apology and **consented** to the absence

### 07.21 TO RECEIVE DECLARATIONS AND ADDITIONS TO REGISTER

There were none

### 07.22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> AUGUST 2007

Minutes FRM(07)M2 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.

### 07.23 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> SEPTEMBER 2007

Paper FRM(07)P23 previously circulated was received and noted.

Proposed that the management accounts be received.

Proposed by: Cllr Butterwick

Seconded by: Cllr Abbott

**It was RESOLVED** that the management accounts be received.

**07.24 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**

Paper FRM(07)P24 previously circulated was received and noted..

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

Proposed by: Cllr Butterwick

Seconded by: Cllr Abbott

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

**07.25 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**

Paper FRM(07)P25 previously circulated was received and noted.

Additional orders for payment were added to the paper:

PV08/86	SBPM	September Maintenance	£427.70
PV08/87	BT	Office Phone Account	£64.49
PV08/88	Cllr Addington	Training Expenses	£12.93
PV08/89	Woodbridge Copy	Transport Timetables	£97.20

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
PV08/57	101723	Bus Shelter Cleaning 'The Street'	£ 50.00
PV08/58	DirDeb	Water Rates Melton Playing Field	£ 97.66
PV08/59	101726	PAYE/NI August 2007	£ 287.12
	101724	Wages August 2007	£ 80.00
	101725	Salary August 2007	£ 864.70
PV08/60		Share of cost of tree work adjacent Jenner House	
	101727		£ 210.00
PV08/61	DirDeb	Broadband Services	£ 24.99
PV08/62	STO	Office Rent August 2007	£ 323.13
PV08/63	101728	Hire of meeting room	£ 58.75
PV08/64	101729	Hire of meeting room	£ 85.00
PV08/65		Minutes book folders for Committees & First Aid Kit	
	101730	& Accident Book for Pavilion	£ 75.41
PV08/66	101731	Marking of pitches	£ 183.30
PV08/67	DirDeb	Data Protection Registration	£ 35.00
PV08/68	101732	Felling White Willow on Melton Road	£ 898.88
PV08/70	101733	Fire Equipment Servicing at Pavilion	£ 35.25
PV08/69	TFR	Transfer funds from Tracker to Current account	£ 2,500.00
PV08/71	101734	Mole Clearance Playing Field	£ 287.88
PV08/72	101735	External Audit Fee	£ 334.88
PV08/73	101736	PAYE/NI September 2007	£ 364.55
PV08/74	101737	Salary September 2007	£ 977.96
PV08/75	101738	CiLCA Fee	£ 55.00
PV08/76	STO	Wages - September 2007	£ 80.00
PV08/77	101739	Pavilion Exterior Decoration	£ 949.66
PV08/78	101740	Hire of meeting room	£ 105.75
PV08/79	STO	Office Rent September 2007	£ 323.13
PV08/80	101741	Stamps	£ 52.30
PV08/81	TFR	Transfer funds from Tracker to Current account	£ 5,000.00
PV08/82	DirDeb	Broadband Services	£ 24.99
PV08/83	101742	Domain Hosting	£ 52.00
PV08/84	DirDeb	Fixed loan repayment	£ 137.53
PV08/85	101743	Topographical Survey	£ 1,609.75
			<b>£ 16,164.57</b>
PV08/86	101744	Monthly Maintenance for September	£ 427.70
PV08/87	DirDeb	Office Phone Account	£ 64.49
PV08/88	101745	Transport Timetable Print	£ 97.20
PV08/89	101746	Councillor Training Expenses	£ 12.93
			<b>£ 16,766.89</b>

## 07.26 TO CONSIDER THE REPORT OF THE EXTERNAL AUDITOR

Paper FRM(07)P26 previously circulated was received and noted..

It was also noted that a notice of the Completion of the Audit was displayed on the council notice board

Proposed that the report of the external auditor be received, noted, and a copy placed on the Website.

Proposed by: Cllr Brockett

Seconded by: Cllr Abbott

It was **RESOLVED** that the report of the external auditor be received noted, and a copy placed on the Website.

## **07.27 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING**

### **07.27.01 07.13 Report of the Internal Auditor**

(a) Treasury Stock

Noted that the 5.5% Treasury Stock has been redeemed and deposited in the Council Base Rate Tracker Account

(b) Fidelity Insurance

Noted that a quotation has been received to combine both insurance policies and incorporate all council assets and increased fidelity provision [see item 07.34]

### **07.27.02 07.14 Risk Management**

(a) RoSPA

Noted that a RoSPA inspection of the play equipment at the playing field has been put in place

(b) Draft Risk Assessments

Noted that draft risk assessments are being provided and used to facilitate the redrafting of the policy.

(c) Training Information

To note that this has been obtained and will be used to facilitate the redrafting of the policy

### **07.27.03 07.15 Contract for the Provision of Services to the Council – Stephen Beane Property Maintenance**

Noted that following an exchange of letters maintenance provision is being provided one day every two weeks to cover:

- Maintenance of the Bus Shelter in The Street
- Maintenance of the Village Sign, seat and surrounding bushes in The Street
- Maintenance of the seats and picnic benches on the playing field
- Maintenance of the gates and fencing at the entrances to the playing field
- Maintenance of the Pavilion and Sign
- General repair work on the playing field

A maintenance book is being placed in the pavilion to record ad-hoc work that is in need of attending to. This also serves as a record of work carried out on each visit.

The arrangement is in force for six months commencing September 2007 after which the arrangement will be reviewed in the light of experience.

## **07.28 TO CONSIDER ADOPTING THE CODE OF PRACTICE FOR HANDLING COMPLAINTS**

Paper FRM(07)P28 previously circulated was received and noted.

Following two amendments [Para 1 replace 'asked' with 'required' and Para 5 replace 'council' with 'clerk'] it was proposed that the procedure for handling complaints be recommended to council for adoption.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

**It was RESOLVED** that the procedure for handling complaints be recommended to council for adoption.

**07.29 TO CONSIDER REQUESTS FROM COMMITTEES FOR EXPENDITURE FROM RESERVES**

Paper FRM(07)P29 previously circulated was received and noted.

Proposed that the following items be expended from reserves and that the PWLB be contacted regarding loan facilities for the refurbishment of the tennis courts:

Committee	Reason	Amount 2007/8	Amount 2008/9
<b>Recreation</b>	New ladder for play equipment	£ 920	
	Chain restrictors for swings	£ 310	
	New wet our surface for play equipment	£ 7,984	
	**** Tennis court refurbishment	£ 12,500	
	Woodland survey	£ 2,499	
<b>Village Plan</b>	New dog waste bins	£ 500	
	Melton Messenger pages for young people	£ 500	
	Additional litter bins	£ 600	
	Melton Station Car Park Project	£ -	£ 10,000
		<b>£ 25,813</b>	<b>£ 10,000</b>

\*\*\*\*NOTE This is an additonal amount to cover shortfall in grants.  
It is subject to a loan being obtained from the Public Works Loan Board

Proposed by: Cllr Butterwick

Seconded by: Cllr Abbott

**It was RESOLVED** to expend the sum of £25,813 now and £10,000 in the year 2008/9 from reserves and that the PWLB be contacted regarding loan facilities for the refurbishment of the tennis courts

**07.30 TO CONSIDER REDEEMING THE PUBLIC WORKS LOAN BOARD LOANS**

Paper FRM(07)P30 previously circulated was received and noted.

Following discussion it was agreed not to proceed with this option

**07.31 TO CONSIDER THE DRAFT BUDGET FOR 2008/9**

Paper FRM(07)P31 and Paper FRM(07)P31(a) Finance Policy papers previously circulated were received and noted

The following points were established during discussion as the basis for the budget deliberations for 2008/9

- The precept should cover revenue expenditure
- To rename the reserve fund to contingency fund

- The precept should cover restoring the contingency fund to a minimum level equal to at least one year's precept
- Reserves should be expended to provide for the current projects and work on outstanding items
- A draft indicative budget will be provided to council in November

Proposed that the Finance Policy Paper be recommended to council for adoption.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

**It was RESOLVED** that the Finance Policy Paper be recommended to council for adoption.

**07.32 TO CONSIDER COMBINING THE TWO INSURANCE POLICIES INTO ONE**

Quotation FRM(07)P32 from Allianz previously circulated. Quotation from Waveney Insurance Brokers tabled. Both were received and noted.

Proposed that the Waveney Policy be allowed to lapse and the cover incorporated in the Allianz policy

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

**It was RESOLVED** that the Waveney Policy be allowed to lapse and the cover incorporated in the Allianz policy

**07.33 TO CONSIDER CHANGES TO STANDING ORDERS 50, 70(A) & 70(B) AS A RESULT OF ADOPTING CLAUSE 12(2) OF THE REVISED CODE OF CONDUCT**

Revised copy of the standing orders previously circulated were received and noted. Additionally S43 would be changed to allow either the Chairman or Vice Chairman to be ex-officio members of committees rather than both.

Proposed that the revised standing orders be recommended to full council for adoption.

Proposed by: Cllr Butterwick

Seconded by: Cllr Abbott

**It was RESOLVED** that the revised standing orders be recommended to full council for adoption.

**07.34 TO REVIEW THE RISK MANAGEMENT POLICIES AND PRACTICES OF THE COUNCIL**

Deferred to future meeting

**07.35 TO CONSIDER S137 GRANT REQUESTS**

Paper FRM(07)P34 previously circulated was received and noted.

Proposed that the following grants be recommended to full council for approval:

Applicant	Proposed Grant for 2007/8
Friends of Melton School	£ 500.00
<b>Total Ad Hoc</b>	<b>£ 500.00</b>
Burness Parish Room	£ 1,000.00
Melton Messenger	£ 1,000.00
<b>Total Annual</b>	<b>£ 2,000.00</b>
<b>Grant Total of all Grants</b>	<b>£ 2,500.00</b>

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was **RESOLVED** that the grants be recommended to full council for approval.

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

*Standing orders were suspended at 10:05*

**NOTE:** With the consent of the members this item was moved to the start of the meeting.

Ms Marriage attended the meeting on behalf of The Friends of Melton Primary School together with Cllr Leonard to give additional information to their bid for a grant from the council. She outlined the exciting and innovative plans for the development of the grounds of the school to provide a much needed outdoor education and play area. The outdoor facilities will enable children to experience different types of learning taking advantage of the natural outdoor learning environment.

The outdoor area will not only be available for the children of the school but also community groups including the Brownies, Pitstop After School Club and the Summer Play Scheme.

The project is expected to be completed by the summer term of 2008 and is in two distinct phases. Phase 1 costing £9,368 [for which lottery funding has been applied for] and Phase 2 costing £32,598 for which funding was being obtained locally.

The Chairman thanked Ms Marriage for her presentation and wished the school every success in raising the funding required.

*Standing Orders were reinstated at 10:20*

**07.37 DATE OF NEXT MEETING**

Wednesday 19<sup>th</sup> December 2007 in the Lindos Centre Conference Room commencing at 19:00

There being no further business the meeting closed at 12:40

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

[Chairman]