



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(07)M4

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Wednesday 19th December 2007 commencing at 19:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr MN Bond
Cllr Mr PJ Brockett

Cllr Mr GK Butterwick
Cllr Mr AG Dunford [Chairman]

In Attendance

Mr MJ Green [Clerk]

07.38 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

07.38.01 Cllr Mrs BK Abbott – prior work engagement

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

07.39 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

07.40 PUBLIC PARTICIPATION SESSION

07.40.01 To receive representations from Councillors who have declared a prejudicial interest under item 07.39

07.40.02 To receive representations from members of the public in respect of items on the agenda only

07.41 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present

07.42 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17TH OCTOBER 2007

Noted that items 07.29 & 07.35 were moved to the end of the agenda primarily to accommodate item 07.36

Cllr Brockett, due to a prior engagement, had to leave the meeting early and was therefore not present for items 07.29 & 07.35

With these amendments Minutes FRM(07)M3 previously circulated were received and noted.

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

Proposed by: Cllr Dunford

Seconded by: Cllr Butterwick

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

07.43 TO REVIEW MANAGEMENT ACCOUNTS TO 4TH DECEMBER 2007

Paper FRM(07)P43 previously circulated was received and noted

It was agreed to re-title code 3100 in the management accounts to 'Fixed Assets, General & Contingency Reserves' to reflect that it also includes the physical assets in addition to cash balances.

Proposed that the management accounts be received.

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that the management accounts be received.

07.44 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Paper FRM(07)P44 previously circulated was received and noted

Noted the following amendments to the Unpresented Cheques

Amount	Payee	Cheque No
£29.38	Lindos Centre Not SALC	101768
£20.00	Suffolk Preservation Society	101767
£419.86	Allianz	101768

With this clarification it was 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.

07.45 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

Paper FRM(07)P45 previously circulated was received and noted.

Additional orders for payment were added to the paper:

PV08/47	SPS – to replace standing order 101767	£20.00
PV08/35	Lindos – to replace missing cheque 101704	£29.38
PV08/118	SCC Grounds Maintenance	£502.19
PV08/119	Clerks Salary	£772.05

PV08/120	Clerks Travel Expenses	£89.60
PV08/121	Park Warden Wages and Xmas Bonus	£180.00

Proposed that the orders for payment be approved:

Proposed by: Cllr Brockett

Seconded by: Cllr Butterwick

It was RESOLVED that the orders for payment be approved.

The Chairman requested that in future, for clarity, payments be categorised under three sub headings:

- Bank transfers
- Monthly costs
- Annual or one-off costs

A complete list of payments approved follows:

PV No.	Payment Method	Reason	Amount
PV08/90	101747	Salary October 2007	£ 887.32
PV08/90	STO	Wages October 2007	£ 80.00
PV08/90	101748	PAYE/NI October 2007	£ 302.64
PV08/91	101749	Room Hire	£ 129.25
PV08/92	STO	Office Rental October 2007	£ 323.13
PV08/93	101750	Additional premium to include assets - missing in post replaced with cheque 101766 [see below]	£ -
PV08/94	101751	Upgrade to Search Facility	£ 85.00
PV08/95	101752	Telephone/email expenses	£ 6.50
PV08/96	101753	Stationery	£ 196.46
PV08/97	101754	Expenses	£ 40.01
PV08/98	DirDeb	Broadband Service October 2007	£ 24.99
PV08/99	101744	Monthly Maintenance Contract October 2007	£ 427.70
PV08/100	TFR	Tfr cash from deposit to cheque acc	£ 5,000.00
PV08/101	101755	Additional premium to include assets never covered previously - Play equipment & notice board	£ 722.68
PV08/102	DirDeb	Finance Package Support	£ 9.00
PV08/117	STO	Monthly Maintenance Contract November 2007	£ 427.70
PV08/103	STO	Office Rental November 2007	£ 323.13
PV08/104	101757	Meeting Room Hire	£ 112.80
PV08/105	101757	Photocopying	£ 7.05
PV08/106	101758	Additional keys for pavilion & office cabinets	£ 24.35
PV08/107	101758	Wheelbarrow [use by YMCA]	£ 42.01
PV08/108	101758	Salary November 2007	£ 887.53
PV08/109	101759	PAYE/NI November 2007	£ 302.43
PV08/110	STO	Wages November 2007	£ 80.00
PV08/111	101760	Election charges	£ 107.80
PV08/112	101761	Annual Subscription	£ 113.00
PV08/113	101762	S137 Grant	£ 1,000.00
	191763	S137 Grant	£ 1,000.00
	101764	S137 Grant	£ 500.00
PV08/114	101765	Stamps	£ 24.00
PV08/11	DirDeb	Broadband Service November 2007	£ 24.99
PV08/116	TFR	Tfr cash from deposit to cheque acc	£ 5,000.00
PV08/93	101766	Replacement cheque for 101750 missing in post	£ 419.86
Additional items			£ 18,631.33
PV08/47	101767	Suffolk Preservation Society - cheque to replace standing order payment - authority not set up	£ 20.00
PV08/35	101768	Lindos Centre - replacement cheque for 101704 missing	£ 29.38
PV08/118	101769	SCC Grounds Service - All Weather Pitch Maintenance	£ 502.19
PV08/119	101770	Clerk's Salary	£ 772.05
PV08/120	101770	Clerk's Travel Expenses	£ 189.60
PV08/121	STO	Park Warden Wages & Xmas Bonus	£ 180.00
			£ 20,324.55

07.46 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING

07.46.01 07.27.01 Report of the Internal Auditor

(a) Fidelity Insurance

Noted that the two policies have been combined into one and now incorporate all the council's assets. Previous policies had not covered the play equipment and all weather play surface, an increase in cover of approximately £110,000. The revised full year premium will be circa £2,500.

A further quotation has been requested to increase the fidelity insurance from £2,000 to £100,000

When this quotation is received a decision can be taken by the Finance & Risk Management Committee regarding the level of fidelity insurance required.

07.46.02 07.14 Risk Management

(a) Internal Auditor

Noted that an interim audit has been arranged with Heelis & Lodge for 9th January 2008

07.47 TO CONSIDER THE DRAFT BUDGET FOR 2008/9

Paper FRM(07)P47 previously circulated was received and noted

A lengthy debate followed during which concerns were expressed regarding the reduction in the level of reserves to fund policies adopted by Council with regard to the Tennis Courts and Station Car Park and the increase in the level of precept being requested from Melton residents. Previous policy decisions by Full Council were verified in the minute book and various options for funding these, for instance using reserves rather than obtaining a loan facility from PWLB. It was particularly noted that the precept for 2007/8 had been £27,600, the same as that for 2006/7, and that the forecast out-turn for the current year 2007/8 suggests a deficit on day to day expenditure of £9,830.

It was proposed to recommend to Full Council that they set a precept level of £37,600 at its meeting on 10th January 2008.

Proposed by: Cllr Dunford

Seconded by: Cllr Bond

It was RESOLVED to recommend to Full Council that they set a precept level of £37,600 at its meeting on 10th January 2008

Councillors discussed the format of the presentation of the proposed budget for 2008/9 and the Clerk agreed to redraft the budget paper to enable the identification of regular income and expenditure separately from the Expenditure from reserves.

Whilst accepting that with the Christmas Holiday the issue of the paper will be delayed it was proposed that the redrafted budget is presented to Full Council on January 10th 2008.

Proposed by: Cllr Dunford

Seconded by: Cllr Bond

It was RESOLVED that the redrafted budget is presented to Full Council on January 10th 2008.

07.48 TO CONSIDER THE TERMS OF THE PUBLIC WORKS LOAN BOARD LOAN

Terms email FRM(07)P48 enclosed

It was RESOLVED to defer this item until after the Full Council meeting on 10th January 2008.

07.49 TO CONSIDER THE FUTURE ALLOCATION OF S137 GRANTS

It was noted that the total amount that Council can allocate in the budget for S37 Grants is currently £5.44 per elector i.e. £15.678.

Proposed that the sum of £2,500 is included in the draft budget but to respond sympathetically to requests outside of the budget by drawing on reserves.

Proposed by: Cllr Dunford

Seconded by: Cllr Butterwick

It was RESOLVED to include the sum of £2,500 in the draft budget but to respond sympathetically to requests outside of the budget by drawing on reserves.

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

In reviewing the policy the following practices were noted:

- Management accounts presented to each meeting of the Finance Committee in detail
- Bank reconciliation presented to each meeting of the Finance Committee and approved
- Copies of internal and external audit reports are provided to all councillors
- Internal Auditors engaged to conduct interim audit
- Revised Financial regulations were adopted December 2006
- Asset Register Maintained
- Treasury Stock has been redeemed as recommended by the internal auditor as it was in the name of an individual
- Insurance policies reviewed and currently in process of being updated
- RoSPA review of play equipment in hand
- Base surface of play equipment to be upgraded with Wet Pour
- Survey of woodland to commence 19th December 2007 which will produce action plan for ensuring and potentially dangerous trees are identified and appropriate work put in hand
- Fire equipment inspected and maintained annually in pavilion
- Electrical service inspected and maintained annually in pavilion – this has now been put in hand.
- Portable appliance testing of equipment in council office will be carried out at the end of the 12 month period in January
- Additional Dog Litter Bins have been provided on the Playing Field and the Maintenance Contractor regularly checks for litter and removes where necessary

