



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(08)M1

## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of a meeting of the Parish Council Finance & Risk Management Committee on Wednesday 20<sup>th</sup> February 2008 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]

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

#### 08.01.01 Cllr Mrs BK Abbott – prior work engagement

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

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

There were none

### 08.03 PUBLIC PARTICIPATION SESSION

#### 08.03.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.02

There were none

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

There were none

### 08.04 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present

### 08.05 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> DECEMBER 2007

Minutes FRM(07)M4 previously circulated were received and noted.

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

Proposed by: Cllr Brockett

Seconded by: Cllr Butterwick

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

**08.06 TO REVIEW MANAGEMENT ACCOUNTS TO 31<sup>ST</sup> JANUARY 2008**

Paper FRM(08)P06 previously circulated was received and noted

Cllr Butterwick raised the issue of the two Village Pumps which were assets of the Parish Council not being included in the assets register.

They are located at:

- The corner of Saddlemakers Lane/The Street
- Melton Road by the sub-station in the playing field

The Clerk agreed to include the two at a nominal £1 each in the asset register.

Proposed that the management accounts be received.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

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

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

Paper FRM(08)P07 previously circulated was received and noted

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

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

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

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

Paper FRM(08)P08 previously circulated was received and noted.

Proposed that the orders for payment be approved:

Proposed by: Cllr Dunford

Seconded by: Cllr Bond

**It was RESOLVED** that the orders for payment be approved.

A complete list of payments approved follows:

<b>PV No.</b>	<b>Payment Method</b>	<b>Reason</b>	<b>Amount</b>
<b>Transfers</b>			
		Tfr cash from Tracker to Cheque Account	£ 5,000.00
		Tfr cash from Tracker to Cheque Account	£ 5,000.00
			<u>£ 10,000.00</u>
<b>Monthly Costs</b>			
PV08/121	STO	Monthly Office Rental December 2007	£ 323.13
PV08/123	101771	Monthly Meeting Room Hire December 2007	£ 129.25
PV08/125	DirDeb	Monthly Broadband charges December 2007	£ 24.99
PV08/127	STO	Monthly Maintenance December 2007	£ 427.70
	STO	Monthly Office Rental January 2008	£ 352.50
PV08/137	DirDeb	Monthly Accounts Package Support	£ 9.00
PV08/137	STO	Monthly Maintenance January 2008	£ 427.70
PV08/138	101782	PAYE/NI December & January	£ 353.05
PV08/139	101781	Salary January 2008	£ 1,089.42
PV08/140	STO	Wages January 2008	£ 80.00
PV08/143	101784	Hire of meeting room January 2008	£ 50.00
PV08/144	101785	Hire of main hall January 2008	£ 47.00
PV08/146	DirDeb	Monthly Broadband Charges January 2008	£ 24.99
			<u>£ 3,338.73</u>
<b>Quarterly Charges</b>			
PV08/131	STO	Office Phone/Fax	£ 72.35
			<u>£ 72.35</u>
<b>Annual/One Off Charges</b>			
PV08/122	101771	Clerks Indemnity Insurance additional premium	£ 148.81
PV08/124	101773	Expenses	£ 27.55
PV08/126	101774	Materials for Playing Field/Pavilion Maintenance	£ 104.59
PV08/128	101774	Security Grills to Pavilion	£ 525.37
PV08/129	101775	Ink Cartridges	£ 310.06
PV08/133	101777	Hedge Cutting	£ 347.00
PV08/134	101776	Mole control	£ 164.50
PV08/135	101778	Expenses	£ 12.75
PV08/136	101779	Shooting Ring Net	£ 172.87
PV08/141	101783	Grass Cutting	£ 1,798.81
PV08/141	101783	Feed & Weed	£ 346.63
PV08/145	101786	Annual Computer Support Contract	£ 111.63
PV08/147	101787	Envelopes, paper & Batteries	£ 131.74
PV08/148	101788	Post Labels & Stamps	£ 32.03
PV08/149	101788	Internet Security Renewal Subscription	£ 67.95
PV08/150	101789	Arboricultural Tree Survey	£ 2,760.08
			<u>£ 7,062.37</u>
			<b>£ 20,473.45</b>

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

### **08.09.01 07.27.01 Report of the Internal Auditor**

(a) Fidelity Insurance

Noted that the insurance policy has been amended to include Fidelity Insurance Cover of £100,000 at an additional premium of £148.83

### **08.09.02 07.14 Risk Management**

(a) Internal Auditor

Interim report from the auditor had been previously circulated.

(i) Melton Trust

It was agreed that the council adopt a contingency plan for the administration of the Melton Trust.

Should it be necessary at the next meeting of the Trust, the nominated trustees could offer that the administration of the trust be undertaken by the Clerk at no cost.

Proposed that the Interim Internal Audit Report FRM(08)P09.02 previously circulated be received and noted.

Proposed by: Cllr Brockett

Seconded by: Cllr Butterwick

**It was RESOLVED** that the Interim Internal Audit Report FRM(08)P09.02 previously circulated be received and noted.

Noted that the Internal Audit for the year end accounts will be carried out on 4<sup>th</sup> June 2008 and that the next interim audit for the year ended 31<sup>st</sup> March 2009 would take place on 1<sup>st</sup> October 2008.

## **08.10 TO NOTE THE APPOINTMENT OF EXTERNAL AUDITOR**

Paper FRM(08)P10 previously circulated was received and noted.

Proposed that the Audit Commission proposal that BDO Stoy Hayward LLP be appointed external auditors for a five year period commencing with the 2007/08 accounts be confirmed.

Proposed by: Cllr Dunford

Seconded by: Cllr Butterwick

**It was RESOLVED** that the Audit Commission proposal that BDO Stoy Hayward LLP be appointed external auditors for a five year period commencing with the 2007/08 accounts be confirmed.

## **08.11 TO CONSIDER AN AUTOMATIC TRANSFER OF £5,000 FROM THE TRACKER ACCOUNT TO THE COMMUNITY CHEQUE ACCOUNT**

Noted that the 2008/9 budget requires expenditure of £57,000. The precept income is paid direct into the Tracker Account to generate interest.

Proposed that a standing order is set up to transfer each month the sum of Three Thousand Pounds [not Five Thousand] from the Tracker Account to the Community Cheque Account.

Proposed by: Cllr Butterwick

Seconded by: Cllr Bond

**It was RESOLVED** that a standing order is set up to transfer each month the sum of Three Thousand Pounds from the Tracker Account to the Community Cheque Account.

#### **08.12 TO CONSIDER THE HIRE CHARGE FEE FOR THE FOOTBALL PITCHES 2008/9**

Noted the following:

- that the directly attributable costs for the maintenance of the football pitches during the season 2007/08 are as follows:

<b>Supplier</b>	<b>Item</b>	<b>Amount</b>
SSS Grounds	Grass Cutting	£ 1,531
SCC Grounds	Weed & Feed	£ 295
SCC Grounds	Initial Marking of Pitches	£ 156
Pest Destruction Services	Mole Control	£ 385
SCC Grounds	All Weather Pitch Maintenance	£ 427
Anglia Water	Water Rates	£ 196
MSSC Estimate	Electricity Supply	£ 300
		<b>£ 3,290</b>

- The charge levied for the 2007/8 season by MPC was £1,300 with the electricity charge being paid by MSSC over this hire charge.
- HM Revenue & Customs have confirmed [call reference BSP 14089] that any charges relating to the proposed hire agreement will be exempt from VAT
- Except for the marking of the pitches and a significant reduction in the electricity supply all other charges would remain if the football pitches were not used.
- The hire charges over the past 7 years had ranged from £825 - £1,304
- The direct costs excluding the water rates and electricity supply amounted to £2,794

Proposed that the hire charge for the season 2008/9 be set at 50% of the direct costs, i.e. a total of £1,400 [VAT Exempt]

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

**It was RESOLVED** that the hire charge for the season 2008/9 be set at 50% of the direct costs, i.e. a total of £1,400 [VAT Exempt]

#### **08.13 TO REVIEW THE FIRST 6 MONTHS OF THE MAINTENANCE CONTRACT WITH SBPM AND CONSIDER EXTENDING IT**

The following points were noted:

- The current contract was working well with work being completed to a good standard and within acceptable time limits
- The list of work undertaken listed in the Maintenance Book was reviewed
- The goalpost securing post had been installed on 20/02/2008 and would be brought into use as soon as the concrete base had set

- The maintenance of the Bredfield Road Bus Shelter would be brought into the contract wef 1<sup>st</sup> April 2008
- Agreed that a quote for replacing the Perspex sheeting on the shelter with metal sheeting covered with fire retardant paint should be obtained from Metalfix
- Hedge cutting was now included in the contract

Agreed to seek further quotes for the work to keep within the finance regulations.

When quotes received to enter into agreement with the best value contractor.

**08.14 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**

The following risk assessments are to be carried out in 2008:

- Manual Handling
- Computer/office equipment
- Electricity – Pavilion
- Play Equipment – playing field
- Grass cutting equipment

**08.15 TO NOTE THE HIRE AGREEMENT WITH MELTON CANCER CAR BOOT SALES**

Proposed that the Hire Agreement previously circulated is received and noted.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

**It was RESOLVED** that the Hire Agreement previously circulated is received and noted.

**08.16 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**

**08.16.01 Tree Survey**

Copy of the tree survey by Eastwood Tree Services Ltd tabled. Agreed to seek three quotations for the remedial work

**08.16.02 Grant Request – Disability Advice Service**

Agreed to defer a decision on the grant request referred to FRM by Full Council until the autumn meeting when all grant applications are considered.

**08.17 DATE OF NEXT MEETING**

Wednesday 16<sup>th</sup> April 2008 in the Lindos Centre Conference Room commencing at 19:00

There being no further business the meeting closed at 20:45

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

[Chairman]