



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(08)M2

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Wednesday 16th April 2008 commencing at 19:00 in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott
Cllr Mr MN Bond
Cllr Mr PJ Brockett

Cllr Mr GK Butterwick
Cllr Mr AG Dunford [Chairman]

In Attendance

Mr MJ Green [Clerk]

08.18 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were none.

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

There were none.

08.20 PUBLIC PARTICIPATION SESSION

08.20.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.19

There were no representations.

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

There were no representations.

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

There were no members of the public present.

08.22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20TH FEBRUARY 2008

Minutes FRM(08)M1 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 Bond

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

08.23 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST MARCH 2008

Paper FRM(08)P25.03 previously circulated was received and noted

Concern was expressed about the complexity in the presentation of the Annual Report caused by the need to include VAT in the receipts and payments figures.

The council accounts are all VAT exclusive and in order to ensure total transparency the Clerk was asked to raise the matter with the Auditor to see if there was a method of dealing with the accounts VAT exclusive.

Proposed that the management accounts be received.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

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

08.24 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

See item 08.25.05.

08.25 TO RECOMMEND THE ADOPTION BY FULL COUNCIL OF THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2008

08.25.01 Annual Return

Paper FRM(08)P25.01 previously circulated was received and noted

Proposed that the Annual Return be confirmed and recommended to Full Council for adoption

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was **RESOLVED** that the Annual Return be confirmed and recommended to Full Council for adoption.

08.25.02 Annual Governance Statement

Paper FRM(08)P25.02 previously circulated was received and noted

Proposed that the Annual Governance Statement be confirmed and recommended to Full Council for adoption.

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was **RESOLVED** that the Annual Governance Statement be confirmed and recommended to Full Council for adoption.

08.25.03 Reconciliation to Management Accounts

Paper FRM(08)P25.03 previously circulated was received and noted

Proposed that the Reconciliation to Management Accounts be confirmed and recommended to Full Council for adoption

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that the Reconciliation to Management Accounts be confirmed and recommended to Full Council for adoption.

08.25.04 Variances Report

Paper FRM(08)P25.04 previously circulated was received and noted

Proposed that the Variances Report be confirmed and recommended to Full Council for adoption

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that the Variances Report be confirmed and recommended to Full Council for adoption.

08.25.05 Bank Reconciliation

Paper FRM(08)P25.05 previously circulated was received and noted

Proposed that the Bank Reconciliation be confirmed and recommended to Full Council for adoption

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that the Bank Reconciliation be confirmed and recommended to Full Council for adoption.

08.25.06 Assets Register

Paper FRM(08)P25.06 previously circulated was received and noted

Proposed that the Assets Register be confirmed and recommended to Full Council for adoption

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that the Assets Register be confirmed and recommended to Full Council for adoption.

Proposed that the Accounts for the Year wended 31st March 2008, contained in papers P25.01 – P25.06 be recommended to Full Council for Adoption.

Proposed by: Cllr Dunford

Seconded by: Cllr Butterwick

It was RESOLVED that the Accounts for the Year wended 31st March 2008, contained in papers P25.01 – P25.06 be recommended to Full Council for Adoption.

Noted: These recommendations will be put to the Full Council for adoption at the Annual Parish Council Meeting on 8th May 2008. The internal audit will be completed on 4th June 2008

08.26 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

Paper FRM(08)P26 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:

PV No.	Payment Method	Reason	Amount
Transfers			
		STO - Tfr Cash to Tracker March	£ 3,000.00
PV08/164		Tfr Cash Play Equip	£ 10,000.00
			<u>£ 13,000.00</u>
Monthly Costs			
PV08/150A	101790	PAYE/NI February 2008	£ 296.41
PV08/151	101791	Net Salary February 2008	£ 924.46
PV08/152	STO	Wages February 2008	£ 80.00
PV08/152	STO	Monthly Support Cover [February 2008]	£ 9.00
PV08/152	DirDeb	Monthly Maintenance [February 2008]	£ 427.70
PV08/160	101796	Council Meeting Hall Hire February	£ 47.00
PV08/161	101797	Committee Meeting Room Hire February	£ 50.00
PV08/162	DirDeb	Monthly Broadband Service February	£ 24.99
PV08/166	STO	Office Rental February	£ 352.50
PV08/167	STO	Office Rental March	£ 352.50
PV08/168	101799	Net Salary March 2008	£ 924.23
PV08/169	101800	PAYE/NI March 2008	£ 296.84
PV08/170	STO	Net Wages March 2008	£ 80.00
PV08/174	STO	Monthly Maintenance [March 2008]	£ 427.70
PV08/176	DirDeb	Monthly Broadband Service March	£ 24.99
PV08/177	101804	Council Meeting Hall Hire March	£ 70.50
PV08/178	101805	Committee Mtg Rm Hire & Copier Chg March	£ 56.85
			<u>£ 4,445.67</u>
Quarterly Charges			
			<u>£ -</u>
Annual/One Off Charges			
PV08/155	101792	Workshop Charge - Cllr Butterwick	£ 35.00
PV08/156	101793	Ink Cartridges - Cllr Addington	£ 125.99
PV08/158	101794	Supply & Fit Goalpost Securing Post	£ 82.25
PV08/159	101795	Mileage claim - Shoreline Management Plan M	£ 10.00
PV08/163	DirDeb	Annual Subscrip[tion	£ 25.00
PV08/165	101798	Wet Pour resurfacing in play area	£ 9,381.20
PV08/172	101802	Statutory Declaration	£ 6.10
PV08/173	101802	Photocopying Plans	£ 18.80
PV08/174	101803	Ink Cartridges - Cllr Butterwick	£ 99.37
			<u>£ 9,783.71</u>
Grand Total			£ 27,229.38

08.27 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING

There were no matters to report not otherwise on the agenda.

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

The Clerk confirmed that risk assessments would be completed by the next meeting.

Appropriate documentation was now available and work would commence when the Park Warden returns from medical leave.

It was agreed that a medical certificate should be obtained confirming that the Park Warden was fit to return to full duties.

08.29 TO CONSIDER THE HIRE AGREEMENT WITH WOODBRIDGE TOWN YOUTHS FC

It was proposed that the Council enters into a three year agreement with WTYFC at a total charge of £4,320 payable by 36 monthly instalments of £120 commencing on 1st August 2008.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the Council enters into a three year agreement with WTYFC at a total charge of £4,320 payable by 36 monthly instalments of £120 commencing on 1st August 2008.

08.30 TO NOTE THE REVISED LEASE DOCUMENTATION FOR THE COUNCIL OFFICE

Copy of form of Notice previously circulated received and noted.

Copy of Statutory Declaration received and noted.

08.31 TO CONSIDER THE ARBORICULTURAL REPORT ON MELTON PLAYING FIELDS

Copy of report circulated at previous meeting.

Copy of the site map available at the Parish Council Office.

Copy of quotations for carrying out the arboricultural work previously circulated.

Proposed that the quotation from Eastwood Tree Services Ltd be accepted and that all three priority areas be actioned at the same time.

Proposed by: Cllr Dunford

Seconded by: Cllr Bond

It was RESOLVED that the quotation from Eastwood Tree Services Ltd be accepted and that all three priority areas be actioned at the same time

The Clerk was asked to ensure that the work carried out is in accordance with the specification in the report and that clarification be obtained regarding the removal of 'risings' and 'grindings'.

08.32 TO CONSIDER A CHANGE TO THE FINANCIAL REGULATIONS SECTION 3.03

Revised pages previously circulated

Section 3.03 covers the provision of a statement of receipts and payments at least bi-monthly.

With the setting of the dates for the Finance & Risk Management Committee meeting in the council year to 30th April 2009 this needs amending to reflect reporting at those meetings.

Proposed that Section 3.03 be reworded to read 'The RFO shall provide the Council, at least four times per year, with a statement

Proposed by: Cllr Dunford

Seconded by: Cllr Brockett

It was RESOLVED that Section 3.03 be reworded to read 'The RFO shall provide the Council, at least four times per year, with a statement

08.33 TO CONSIDER QUALITY PARISH COUNCIL ACCREDITATION

Proposed that Melton Parish Council registers for Quality Parish Council status under the existing procedure before 30th June 2008.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED Proposed that Melton Parish Council registers for Quality Parish Council status under the existing procedure before 30th June 2008.

Information on the requirements for QPS to be circulated to committee members.

08.34 TO CONSIDER THE REQUEST FROM THE VILLAGE PLAN COMMITTEE TO ALLOCATED FUNDS TO PURCHASE ADDITIONAL NOTICE BOARDS

The following extract is from the minutes of the Village Plan Committee:

'The Planning Committee discussed the issue of how best to inform residents about planning applications to enable them to make observations to Melton Parish Council Planning Committee.

They concluded that one way would be to extend the number of Parish Council notice boards in the village.

A copy of the extract from the paper that was considered by the Planning Committee was tabled, received and noted.

Various potential locations were considered for new notice boards.

Agreed to investigate:

- *On Melton Road by Village Pump on edge of Playing Field*
- *On Melton Park – liaise with Melton Park Management Committee*
- *Corner of Bredfield Road and Bury Hill near to bus shelter – liaise with SCDC re: licence*
- *Edge of Car Park in Melton Playing Field*
- *Melton Riverside Amenity Area*

It was agreed that all notice boards should be full size [as per Burness Room] and should all contain the same information rather than just council information as the provision of advertising space for village events was much appreciated. It was accepted that this would be an additional administrative workload and additional cost.

Proposed that the Finance Committee be requested to allocate funds to purchase additional Notice Boards and that the Clerk investigate the various locations and obtain any relevant permissions.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

*It was **RESOLVED** that the Finance Committee be requested to allocate funds to purchase additional Notice Boards and that the Clerk investigate the various locations and obtain any relevant permissions.'*

Proposed to allocate £2,500 from the earmarked reserves for the station car park for the provision of additional notice boards.

Proposed by: Cllr Butterwick

Seconded by: Cllr Bond

It was RESOLVED to allocate £2,500 from the earmarked reserves for the station car park for the provision of additional notice boards.

08.35 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was none.

08.36 DATE OF NEXT MEETING

Monday 14th July 2008 at 19:00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 20:40

Signed: _____ Date: _____

[Chairman]