



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

FRM(08)M3

## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of a meeting of the Parish Council Finance & Risk Management Committee on Monday 14<sup>th</sup> July 2008 commencing at 19:00 in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

~~~~~  
Present:

Cllr Mrs BK Abbott  
Cllr Mr GK Butterwick

Cllr Mr AG Dunford [Chairman]  
Cllr Miss KS Martin

In Attendance

Mr MJ Green [Clerk]

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

There were no apologies.

### 08.38 TO ELECT A CHAIRMAN OF THE MELTON PARISH COUNCIL FINANCE & RISK MANAGEMENT COMMITTEE

Proposed that Cllr Dunford be elected Chairman of the Finance & Risk Management Committee.

Proposed by: Cllr Butterwick.

Seconded by: Cllr Martin.

**It was RESOLVED** that Cllr Dunford be elected Chairman of the Finance & Risk Management Committee.

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

There were none.

### 08.40 PUBLIC PARTICIPATION SESSION

#### 08.40.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.39

There were no representations.

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

There were no representations.

*There were no members of the public present.*

**08.41 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**

**08.42 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> APRIL 2008**

Minutes FRM(08)M2 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.

**08.43 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> JUNE 2008**

Paper FRM(08)P43 enclosed previously circulated was received and noted.

The accounts were reviewed and the following comments noted:

- Concerns were expressed that it did not appear that the first instalment of the 2008/9 precept had been received – The Clerk to follow up.
- Predicted outturn for the year end would be helpful – the Clerk to provide and circulate in due course

Proposed that the management accounts be received.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

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

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

Paper FRM(08)P44 previously circulated was received and noted

Proposed that the Bank Reconciliation be confirmed.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

**It was RESOLVED** that the Bank Reconciliation be confirmed.

The Chairman confirmed that as part of the governance procedures he would undertake the six-monthly reconciliation with the Clerk.

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

Paper FRM(08)P45 previously circulated was received and noted.

Proposed that the orders for payment be approved:

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

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

A complete list of payments approved is attached to these minutes and forms part of these minutes.

**08.46 TO CONSIDER BANKING ARRANGEMENTS AND TO APPROVE THE APPLICATION FOR INTERNET BANKING ACCESS TO PARISH COUNCIL BANK ACCOUNTS**

In light of recent difficulties with the late arrival of statements, errors with standing order payments and the difficulties in obtaining information from Barclays Bank by the Clerk, as he was not an authorised signatory, the question of internet banking was considered.

Whilst it was agreed that there were implications for risk management by allowing one person to access the bank accounts via the internet, the benefits outweighed the potential risk.

In order to maintain the high level of current risk management it was agreed that the FRM would increase its vigilance including random checks on bank statements.

The current processes contained in Financial Regulations would continue with Internet Banking being used for management of the accounts rather than as a means of making On-Line payments in place of cheque payments.

Proposed that the Council applies for internet banking facilities at Barclays Bank.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

**It was RESOLVED** to apply for internet banking facilities at Barclays Bank.

**08.47 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

**08.47.01 08.30 Revised lease Documentation for the Council Office**

It was noted that the lease documentation formalities had been completed and a lease is now in place for the use of the office until January 2011.

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

Paper FRM(08)P48 – risk assessments – previously circulated was received and noted.

The following additional items were considered:

- Injury due to vandalism
- Injury caused by broken glass
- Playing Field Floodlights
- Access to the Electricity Controls in the pavilion
- Photocopiers in parish council office [chemical usage – toner]
- Risks caused by Clerk working on own on parish office
- Internet banking

Proposed that all these items be added to the risk assessments and reassessed on a regular basis.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was **RESOLVED** that all these items be added to the risk assessments and reassessed on a regular basis.

**08.49 TO CONSIDER THE REPORT OF THE INTERNAL AUDITOR**

The Clerk confirmed that although the Internal Audit had been completed and the annual report sent to the external auditor the management report from the internal auditor was yet to be received.

**08.50 TO CONSIDER PROGRESS WITH QUALITY PARISH COUNCIL ACCREDITATION**

The Clerk advised the meeting that the application had been submitted to SALC and was considered by the accreditation panel on Monday 7<sup>th</sup> July 2008.

The Chairman of the Council confirmed that he had received a call from the accreditation panel on 7<sup>th</sup> who were seeking clarification on one or two points on communication. For example, the publishing of Councillor contact details on the notice board in addition to the Website.

It was anticipated that the results of the application would be known in the next few weeks although no timetable had been given by the accreditation panel.

**08.51 TO CONSIDER THE REPORT OF THE COUNCIL CONTRACTOR ON POSSIBLE REFURBISHMENT OF THE PAVILION.**

y

**08.52 TO CONSIDER CHANGING THE ACCOUNTING SYSTEM TO ACCRUALS FROM RECEIPTS AND PAYMENTS**

Proposed that council adopts the accruals method of accounting.

Proposed by Cllr Dunford.

Seconded by Cllr Butterwick.

It was **RESOLVED** to adopt the accruals method of accounting.

**08.53 TO CONSIDER THE FINANCIAL ASPECTS OF THE PROPOSALS FOR THE RIVERSIDE AMENITY AREA**

The Chairman of the Council reported that at a recent meeting of the Friends of Melton Riverside it became apparent that SCDC were expecting the group to apply for the lottery funding as being the district council they were unable to do so.

It was agreed that the Clerk should contact SCDC for clarification.

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

There was none.

**08.55 DATE OF NEXT MEETING**

Monday 13<sup>th</sup> October 2008 at 19:00 in the Lindos Centre Conference Room

At this meeting the six-month outturn would be reviewed together with the initial 2009/10 budget considerations.

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

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

[Chairman]