



Chairman: Councillor GK Butterwick

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 2nd February 2009 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 to Melton Parish Council
Mrs H Palmer [Assistant Clerk to Melton Parish Council]]

09.01 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

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

There were no declarations of interest.

09.03 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

09.03.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.02

There were no representations.

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

As there were no members of the public present it was not necessary to lift standing orders.

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

There were no members of the public present.

09.05 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15TH DECEMBER 2008

It was **RESOLVED** that minutes FRM(08)M6 previously circulated be received and noted.

Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.

09.06 TO REVIEW MANAGEMENT ACCOUNTS TO 28TH JANUARY 2009

It was **RESOLVED** that the Management Accounts contained in paper FRM(09)P06 previously circulated were received and noted.

Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.

It was also noted that after a brief discussion regarding the tennis courts finance that the final statement account of all work carried out (once available) will be duly noted in the Finance Committee minutes. On the advice of the Internal Auditor should there be any surplus, MPC will need to write to the donor and seek permission to use the surplus for ongoing upkeep of the courts.

09.07 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(09)P06 previously circulated.

Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.

The point was raised regarding Melton Parish Council's bank account in the current climate was this money protected and getting the most advantageous interest? An action was given to the Clerk to investigate and present findings back to the Council.

- 09.08 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**
It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(09)P06 previously circulated. A copy of the paper is attached to these minutes.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
 It was noted the rise in Broadband charges this month was a one off amount for a reconnection. The usual broadband bill will resume next month at the previous level.
 A complete list of payments approved is attached to these minutes and forms part of these minutes.
- 09.09 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**
 Noted that there was nothing to report.
- 09.10 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
- 09.10.01 Insurance Provision for Assistant Clerk**
 Noted that the Assistant Clerk has been added to the policy at no additional premium.
- 09.10.02 Insurance Provision for Legal Costs**
 Noted that the policy covers for legal costs concerning employment, property, prosecution defence, licence protection, tax & VAT appeals and personal injury. It does not cover the cost of a judicial review undertaken by the council.
- 09.10.03 Year end Internal Audit**
 Noted that this will be carried out on 29th April 2009 by Heather Heelis.
- 09.10.04 Year End External Audit**
 Noted that this will be carried out from 26th June 2009 by BDO Stoy Hayward.
- 09.11 TO CONSIDER FINANCIAL IMPLICATIONS OF THE POTENTIAL REFURBISHMENT OF THE PAVILION**
 A discussion took place regarding the opportunities for financing the project prior to the production of a formal refurbishment plan by the recreation committee.
 The following points were raised:
- Advice has been received that it appears dry rot is in the existing structure which is a matter of concern if any future work did take place.
 - Any long term refurbishment will be affected by the potential dry rot and currently there are no cost estimates on how much this would be to rectify, above any refurbishment costs.
 - If the Pavilion did undergo a refurbishment, any potential change of function would need to be self financing to be viable.
- Proposed that further research be carried out to find the costs involved in maintaining the Pavilion in its current state. In addition to seek a cost estimate if the Pavilion was to be refurbished to a higher level to allow a different usage.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
It was RESOLVED that further research would be carried out on the feasibility of any potential refurbishment to the Pavilion in light of the possible dry rot.
- 09.12 TO CONSIDER SUPPORT TO MELTON COMMUNITY YOUTH PROJECT**
 An informal discussion took place regarding the request from MCYP for financial support.
It was RESOLVED that Melton Parish Council did not have funds available to agree to the request from MCYP for financial support.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
- 09.13 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**
 There was no urgent business.
- 09.13.01 Traffic Count Information for Girdlestone Site**
 Cllr Butterwick reported on the initial estimates he had received for traffic counts to be carried out as part of the Girdlestone Project. Initial estimates were suggesting it would cost approx £2,500 to carry out the work required. Cllr Butterwick has agreed to get further quotes and present findings to Full Council in March 2009 for consideration.

09.14

DATE OF NEXT MEETING

Monday 20th April 2009 at 19:00 in the Lindos Centre Conference Room

Signed: _____ Date: _____

[Chairman]