



Chairman: Councillor GK Butterwick

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 20th April 2009 commencing at 18:00. 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

The start time of the meeting was brought forward to 18:00 but the public forum session delayed until 19:00 to facilitate the attendance of members of the public.

09.15 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

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

There were no declarations of interest.

09.17 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

09.17.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.15

There were no representations.

09.17.02 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.

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

There were no members of the public present.

09.19 TO APPROVE THE MINUTES OF THE MEETING HELD ON 2ND FEBRUARY 2009

09.19.01 Amendment #1 – include Cllr Brockett in list of attendees

09.19.02 Amendment #2 – 09.11 Remove ‘if any future work did take place’

It was **RESOLVED** that, with these two amendments, minutes FRM(09)M1 previously circulated be received and noted.

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

09.20 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST MARCH 2009

09.20.01 SAGE Profit & Loss/Trial Balance/Balance Sheet/Budget Reports

The following comments were noted:

- Tennis court receipts from John Grose to be obtained and included in the accounts
- PWLB loan of £15,000 to be included as income
- Reserves to be split between general and residue of tennis court income to enable the remainder of the work on the tennis courts to be completed
- Consideration of hire charges for meeting rooms to be discussed with Lindos Centre

It was **RESOLVED** that the Management Accounts contained in paper FRM(09)P20.01 previously circulated were received and noted.

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

- 09.20.02 Asset Register**
It was RESOLVED that the Asset Register paper FRM(09)P20.02 previously circulated be received and confirmed.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
- 09.21 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**
It was RESOLVED to confirm the bank reconciliation contained in paper FRM(09)P21 previously circulated.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
- 09.22 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**
It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(09)P022 previously circulated. A copy of the paper is attached to these minutes.
Proposed by: Cllr Abbott. **Seconded by:** Cllr Martin.
- 09.23 TO APPROVE THE DRAFT ANNUAL UN-AUDITED ACCOUNTS**
This item was deferred until after the internal audit due on 6th May [note this is a change from original date of 29th April]. A copy of the accounts will be circulated to members by email for agreement. The adoption of the accounts will be an agenda item for the May Annual Parish Council Meeting.
- 09.24 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**
Nothing to report.
- 09.25 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
The Clerk advised that the annual risk assessment would be completed during the summer and that the tennis courts would be included.
The recommendation contained in the play area safety report regarding the potential danger from soil erosion was in hand.
- 09.26 TO CONSIDER CHANGES TO MELTON PARISH COUNCIL STANDING ORDERS**
Committee discussed the proposed changes to standing order i.e. that Standing Order 42 be amended from 'may' to 'will' and that the following Terms of Reference for the Committees be added as an addendum.
- 09.26.01 EMPLOYMENT**
- (a) **Purpose**
- (i) To be responsible for the employment of council staff
 - (ii) To provide contracts and other such documents as required by employment legislation
 - (iii) To provide a staff appraisal system
 - (iv) To agree salary levels for council employees
 - (v) To provide a Disciplinary Panel
 - (vi) To provide an Appeals Panel
- (b) **Composition**
- (i) Five members
 - (ii) The Disciplinary Panel should consist of three members of the Employment Committee
 - (iii) The Appeals Panel should consist of one member from the Employment Committee and two other councillors who are *not* members of the Employment Committee
- (c) **Meeting frequency**
- (i) *Ad hoc* as necessary
- 09.26.02 FINANCE AND RISK MANAGEMENT**
- (a) **Purpose**
- (i) Oversight of the internal financial controls
 - (ii) Authorisation of all payments within budget
 - (iii) Preparation of the budget for approval by full council
 - (iv) Provision of financial information to the full council
 - (v) To be the authorised bank signatories for the council
 - (vi) To make whatever banking and investment arrangements are appropriate

- (vii) To enter into and review contracts for the provision of services to the council
- (viii) To oversee the provision of office accommodation
- (ix) To make recommendations of expenditure from reserves
- (x) To oversee the risk management of all council operations

(b) **Composition**

- (i) Five Members

(c) **Meeting frequency**

- (i) 5 times a year

09.26.03 PLANNING

(a) **Purpose**

- (i) To consider all planning applications affecting Melton submitted to the district council
- (ii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
- (iii) To decide if a particular application, due to its impact on the village, requires consideration by the full council
- (iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
- (v) To act for the council on matters of Trees – i.e. advice on Tree Preservation Orders etc.

(b) **Composition**

- (i) Five members

(c) **Meeting frequency**

- (i) Monthly

09.26.04 RECREATION

(a) **Purpose**

- (i) To manage and promote the playing fields
- (ii) To manage and promote Burkes Wood
- (iii) To manage and promote the footpaths and rights of way
- (iv) To manage and promote the pavilion
- (v) To manage and promote the play equipment on the playing field
- (vi) To manage and promote the tennis courts
- (vii) To manage items delegated from the Village Plan Implementation Committee
 - Village Identity
 - Access to training
 - Jobs and local economy
 - Local schools
 - Energy
 - Built and natural environment – information boards
 - Recycling
 - Facilities for young people
 - Cultural and sporting facilities
 - Facilities for older people
 - Natural environment
 - Community safety including dog fouling and anti social behaviour

(b) **Composition**

- (i) Five members

(c) **Meeting frequency**

- (i) Quarterly

The decision to amend standing orders needs to be taken by the full council. Under standing order 80 these changes will be on the agenda of the meeting on 28th May 2008 but discussion and decision deferred to the June meeting of the full council.

09.27 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

09.27.01 Motor Mower

Paper FRM(09)P27 previously circulated was received and noted. The mower was in need of service and repair – the estimate being £480. The 2008 cost of a service was £390.

It was **RESOLVED** that the repairs be authorised.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

09.28

DATE OF NEXT MEETING

Monday 13th July 2009 at 19:00 in the Parish Council Office.

There being no further business the meeting closed at 19:35

Signed: _____ Date: _____

[Chairman]