



FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 13th July 2009 commencing at 18:00. in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott

Cllr Miss KS Martin

Cllr Mr PJ Brockett

Cllr Mr HM Needham

Cllr Mr AG Dunford [Chairman]

In Attendance:

Mr MJ Green - Clerk to Melton Parish Council

09.29 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

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

There were no declarations of interest.

09.31 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

09.31.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.30

There were no representations.

09.31.02 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.

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

There were no members of the public present.

09.33 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20TH APRIL 2009

It was **RESOLVED** that minutes FRM(09)M2 previously circulated be received and noted.

Proposed by: Cllr Brockett **Seconded by:** Cllr Abbott

09.34 TO REVIEW MANAGEMENT ACCOUNTS TO 30TH JUNE 2009

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

It was **RESOLVED** that the Management Accounts contained in paper FRM(09)34.01 previously circulated were received and noted.

Proposed by: Cllr Brockett **Seconded by:** Cllr Abbott

09.34.02 Asset Register

It was noted that the asset register had been revised as a result of the annual insurance revaluation.

It was **RESOLVED** that the Asset Register paper FRM(09)P34.02 previously circulated be received and confirmed.

Proposed by: Cllr Brockett **Seconded by:** Cllr Abbott

09.35 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(09)P35 previously circulated.

Proposed by: Cllr Brockett **Seconded by:** Cllr Abbott

09.36 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT
It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(09)P36 previously circulated. A copy of the paper is attached to these minutes.
Proposed by: Cllr Brockett **Seconded by:** Cllr Abbott

09.37 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA
There were no outstanding matters to report.

09.38 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL
Committee noted that a Local Council Risk Assessment Package had been purchased that would facilitate the risk assessment process to be undertaken during the remainder of 2009.
The Clerk was asked to refer the amendments to the annual return requested by the external auditor to the internal auditor.

09.39 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

09.39.01 Medium Term Financial Policy Autumn 2009
A copy of the draft document had previously been circulated by the Chairman.
This draft would form the basis of the document to be considered and adopted by the Full Council as the basis for the preparation of the budget for 2010/11.
The Chairman of the finance committee to prepare and circulate to committee members for comment a ½ yearly report to 30th September 2009 for the full council in October 2009.
The Clerk to prepare for the finance committee a schedule showing the impact of £1,000 band increases in precept on a Band D property.

09.40 DATE OF NEXT MEETING
Monday 12th October 2009 at 19:00 in the Parish Council Office.

There being no further business the meeting closed at 20:02

Signed: _____ Date: _____
[Chairman]