



FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 12th October 2009 commencing at 18:00. in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott [until 20:30]
Cllr Mr PJ Brockett
Cllr Mr AG Dunford [Chairman]

Cllr Miss KS Martin
Cllr Mr HM Needham [until 20:00]

In Attendance:

Cllr Mr GK Butterwick
Mr MJ Green - Clerk to Melton Parish Council

09.41 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies for absence

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

There were no declarations of interest or additions to the register.

09.43 PUBLIC PARTICIPATION SESSION

09.43.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.42

There were no representations

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

There were no representations

As there were no members of the public present there was no reason to lift standing orders.

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

There were no members of the public present.

09.45 TO APPROVE THE MINUTES OF THE MEETING HELD ON 13TH JULY 2009

It was **RESOLVED** that minutes FRM(09)M3 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Brockett

Seconded by: Cllr Martin.

09.46 TO REVIEW MANAGEMENT ACCOUNTS TO 30TH SEPTEMBER 2009

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

It was **RESOLVED** that the Management Accounts contained in paper FRM(09)46.01 previously circulated were received and noted.

Proposed by: Cllr Brockett

Seconded by: Cllr Martin.

09.47 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(09)47 previously circulated.

Proposed by: Cllr Brockett

Seconded by: Cllr Martin.

09.48 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(09)P48 previously circulated. A copy of the paper is attached to these minutes.

Proposed by: Cllr Brockett

Seconded by: Cllr Martin.

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

There was nothing to report.

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

09.50.01 To Consider the ½ Yearly Play Area Safety Inspection Report

Paper FRM(09)P50.01 previously circulated was received and noted.

09.50.02 Portable Appliance Testing – Pavilion

The Clerk reported that this had been completed and that the two Tea Urns situate in the pavilion had been destroyed as they failed the testing.

09.50.03 Portable Appliance Testing – Parish Office

The Clerk reported that this had been completed and that the Computer Monitor had failed the test, needs replacing and disposing of.

It was noted that the photocopier belonging to the Lindos Centre had failed and that this would be reported to the appropriate authorities. Until the fault is rectified it will not be used by the parish council.

09.51 TO CONSIDER THE FINANCE & RISK MANAGEMENT COMMITTEE BUDGET SUBMISSION FOR 2010/11

Paper FRM(09)P51 previously circulated was received and noted.

Following discussion the budget submission was amended to:

Item	Amount
Insurance	2,500
PWLB Loans - existing	2,172
Lease of land - Bredfield Road Bus Shelter	1
Lease of land - The Street - Village Sign	25
S137 Grants	1,000
Transport Rep's expenses	200
New Loan - Pavilion [20 years]	4,500
Potential savings in office & room hire	(1,350)
Towards restoring reserves	5,000
	<u>14,048</u>

It was RESOLVED to include this budget in the overall council budget for 2010/11

Proposed by: Cllr Dunford

Seconded by: Cllr Martin

09.52 TO CONSIDER THE COMBINED COMMITTEES BUDGET SUBMISSIONS FOR 2010/11

09.52.01 Council Budget 2010/11

The Chairman outlined the process for agreeing the budget and precept as follows:

November Full Council	Preliminary budget paper presented and discussed
December Finance Committee	Amend preliminary budget as necessary
January Full Council	To adopt the budget and precept proposals
End January	Submit precept requirements to SCDC

Paper MPC(09)P09.52 previously circulated was amended with the items contained in 09.51 resulting in a revised requirement of £61,299 for 2010/11.

It was RESOLVED to present the revised budget to full council in November for consideration and discussion.

Proposed by: Cllr Dunford

Seconded by: Cllr Martin

09.52.02 Tennis Court Reserve

(a) Tennis Court Fund

It was RESOLVED to propose to the Full Council that the unspent balance of funds raised for the refurbishment of the tennis courts be retained as a reserve separate from the general reserve

Proposed by: Cllr Dunford **Seconded by:** Cllr Martin

(b) All Weather Footpath

It was RESOLVED to propose to the Full Council that the balance of the cost not exceeding £965 of the provision of the all-weather footpath [estimate £9,730] less the provision from the SCDC Playing Space Fund [£8,765] be provided from the tennis court reserve

Proposed by: Cllr Dunford **Seconded by:** Cllr Martin

(c) Capital Repayment of Tennis Court PWLB Loan

It was RESOLVED to propose to Full Council that the balance of the tennis court reserve be used to part fund the repayment of the capital of the tennis court PWLB Loan

Proposed by: Cllr Dunford **Seconded by:** Cllr Martin

09.53 TO CONSIDER THE INSURANCE OF THE COUNCIL'S ASSETS.

Paper FRM(09)P53 previously circulated was received and noted.

Committee considered the various items covered by the insurance policy and were of the view that a number of items, due to their age and residual value, should be reviewed as to whether or not council should continue to insure such items and that consideration should be given to a substantial increase in the amount of excess under the terms of the policy.

It was RESOLVED that the Clerk should obtain a revised quotation for insurance based on a maximum charge of £2,500 per annum.

Proposed by: Cllr Dunford **Seconded by:** Cllr Martin

09.54 TO CONSIDER ANY COMMENTS RECEIVED ABOUT THE ½ YEARLY REPORT PREPARED BY THE FINANCE COMMITTEE CHAIRMAN AND SUBMITTED TO FULL COUNCIL ON 8TH OCTOBER 2009

Paper FRM(09)P54 was received and noted.

09.55 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was no urgent business.

09.56 DATE OF NEXT MEETING

Monday 14th December 2009 at 19:00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 20:45

Signed: _____ Date: _____

[Chairman]