



## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance & Risk Management Committee on Monday 11<sup>th</sup> October 2010 commencing at 1800 in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr PJ Brockett  
Cllr Miss KS Martin

Cllr Mr HM Needham [Chairman] [from 18:40]  
Mr A Thompson [until 1900]

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

The Chairman had given his apology that he would be late arriving for the meeting.

In the absence of the Chairman of the Finance & Risk Management Committee, the Chairman of the Council took the chair.

**10.29 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

There were no apologies.

**10.30 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.

**10.31 PUBLIC PARTICIPATION SESSION**

**10.31.01 To receive representations from Councillors who have declared a prejudicial interest**

There were no representations from Councillors.

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

There were no representations from members of the public.

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

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

There were no members of the public present.

**10.33 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> JULY 2010**

It was **RESOLVED** that minutes FRM(10)M02 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

**10.34 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> SEPTEMBER 2010**

It was **RESOLVED** that the Management Accounts contained in paper FRM(10)P34 previously circulated were received and noted.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

The Clerk confirmed that apart from the items shown in the column headed 'further unbudgeted commitments' the year end figures remain on target with the budget forecast.

**10.35 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**  
**It was RESOLVED** to confirm the bank reconciliation contained in paper FRM(10)P35 tabled at the meeting.

**Proposed by:** Cllr Thompson                      **Seconded by:** Cllr Brockett.

The Clerk agreed in future to provide a sheet showing the outstanding bank receipts and payments to enable confirmation of the balance shown on the balance sheet. An updated set of papers including the outstanding receipts and payments will be provided when the statement for the tracker account was received for end of September.

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

**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(10)P35 previously circulated. A copy of the paper is attached to these minutes.

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

The Clerk confirmed the process that was carried out for approving payments as follows:

- The annual budget is approved by full council
- Individual items of expenditure within budget are approved by the Clerk as Responsible Finance Officer
- Standing order and direct debit authorisations for regular payments are signed by two councillors out of the three authorised bank signatories
- Individual cheques are prepared by the Clerk who initials the cheque book stub
- The cheque is signed and the cheque stubs initialled by two councillors out of the three authorised bank signatories
- FRM review the payments at their meeting and formally approve the expenditure within budget
- Non budget items are referred to FRM and/or full council for authorisation.

It was agreed that in future the two councillors signing the cheque/standing/direct debit should also sign the associated payment voucher

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

Paper FRM(10)P37 previously circulated was received and noted

**10.38 TO REVIEW THE RISK MANAGEMENT POLICIES AND PRACTICES OF THE COUNCIL**

**10.38.01 To Consider the Internal Auditor Interim Report.**

**It was RESOLVED** to receive and note paper FRM(10)P38.01 previously circulated.

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

**10.38.02 To Note the Year End Internal Audit Date**

It was noted that the date will be Tuesday 19<sup>th</sup> April 2011.

The Clerk confirmed that the process for the year end accounts would be:

- Clerk prepares year end return as at 31<sup>st</sup> March 2011
- FRM receives and reviews the unaudited year end return at their meeting on 11<sup>th</sup> April 2011
- Council adopts the unaudited accounts at the meeting of full council scheduled for 14<sup>th</sup> April 2011
- Internal Audit 19<sup>th</sup> April 2011 – with any issues being reported to the full council at their meeting in May 2011
- Annual return submitted to BDO in June 2011
- Council adopts the audited accounts when they are returned from BDO – probably September 2011

**10.38.03 To Consider Frequency of Play Equipment Checks**

This matter was referred by Recreation Committee following the comments made at that training session for councillors that daily/weekly checks are required,

The following extract from the Insurance Policy was noted:

*AON Insurance Endorsement F/2601/5 Play Equipment states that it is a condition precedent to liability that an independent technical examination is made annually of all play equipment for which the insured is responsible.*

It was also noted that in accordance with this requirement Playquip Leisure undertakes a ½ yearly inspection, maintenance and safety report in accordance with this requirement. Following the information given at the recent Councillor Training Session that recommended weekly checks and weekly logging of the outcome of those checks the Clerk will discuss with the Park Warden the practicalities of how this can be achieved.

The Clerk to report to the next meeting of FRM on outcome of discussions.

**10.39 TO CONSIDER THE NEW MODEL STANDING ORDERS**

As not all councillors had been able to consider the new model this was deferred to the next meeting. The Clerk to update the model with current suggestions and circulate electronically to enable agreement at the next meeting.

**10.40 TO CONSIDER PROPOSED CHANGES TO THE CHARGES FOR OFFICE AND MEETING ROOM HIRE**

Proposed by Lindos Centre:

Office Rental:	£4,800 per annum	[up from £3,600] per annum
Conference Room	£845.25 [23 meetings]	[up from £645.84]
Totals	£6,399.25	[up from £4,999.84]
Increase	£1,399.41	

All based on three year term from January 2011

Noted that the current arrangements require 6 months notice to finish.

After much discussion it was agreed that the Clerk should meet with the Lindos Centre to consider renewing the lease on the basis of:

- Current pricing to remain in force until end of current financial year for both conference room 4 and main hall
- New lease for office for three years commencing 1<sup>st</sup> April 2011 with a 6 month notice opt out clause from either side
- Price at £4,800 per annum maximum for parish office
- Price at £15 per hour for conference room = £660 per annum as follows:
  - PLA 12 @ 2.75 hours @ £15 per hour £495
  - REC 4 @ 2.75 hours @ £15 per hour £165
  - Total £660 per year
- Lease payable in monthly instalments of £400 per month
- Room hire payable in monthly instalments of £ 55 per month

Total monthly payable to Lindos Psychotherapy Centre: £455 per month

Total monthly payable to Lindos Centre [VAT Registered]  
 Based on 13 meetings of 3 hours @ £25 per hour £975  
 £ 81.25 per month

Total payable	= £4,800 + £660 + £975	= £6,435
Current Budget	= £3,600 + £1,700	= £5,300

Additional budget required for 2011/12 = £1,135

Note – FRM and EMP to meet in parish council office.

**It was RESOLVED** to negotiate charges based on the above maximums  
**Proposed by:** Cllr Martin **Seconded by:** Cllr Abbott.

**10.41 FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS**

There was no urgent business.

**10.42 DATE OF NEXT MEETING**

Monday 13<sup>th</sup> December 2010 at 1800 in the Lindos Centre Conference Room

There being no further business the meeting closed at 1925

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
<b>Transfers</b>				
01-Aug	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Sep	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
				<u>£ 6,000.00</u>
<b>Monthly Costs</b>				
P11/58	SCL Ltd	102118	Monthly Woodland/Green Space Maintenance	£ 682.93
P11/59	Trimico	DirDebit	Monthly Broadband Account	£ 44.98
P11/60	E-On	DirDebit	Monthly Pavilion Electricity Account	£ 16.00
P11/62	Clerk	102120	Salary Month 4	£ 760.97
P11/63	Park Warden	STO	Salary Month 4	£ 89.48
P11/64	Assistant Clerk	102121	Salary Month 4	£ 173.54
P11/65	HMRC	102122	PAYE/NI Month 4	£ 379.93
P11/67	Trimico	DirDebit	Monthly Broadband Account	£ 44.98
P11/68	Lindos Psychotherapy Centre Ltd	102124	Room Hire	£ 66.00
P11/70	Clerk	102126	Salary Month 5	£ 760.97
P11/71	Assistant Clerk	102127	Salary Month 5	£ 173.54
P11/72	HMRC	102128	PAYE/NI Month 5	£ 379.93
P11/73	Park Warden	STO	Salary Month 5	£ 89.48
P11/75	Lindos Centre	102132	Room Hire	£ 88.13
P11/77	SCL Ltd	102133	Monthly Woodland/Green Space Maintenance	£ 1,308.62
P11/78	SCL Ltd	102133	Monthly Building/Hardware Maintenance June	£ 149.93
P11/80	SCL Ltd	102133	Monthly Building/Hardware Maintenance July	£ 187.77
P11/82	Lindos Psychotherapy Centre Ltd	102136	Room Hire	£ 33.00
P11/84	Anglian Water	DirDebit	Pavilion Water	£ 46.00
P11/85	E-On	DirDebit	Monthly Pavilion Electricity Account	£ 7.00
P11/87	Trimico	DirDebit	Monthly Broadband Account	£ 44.98
P11/88	E-On	DirDebit	Monthly Pavilion Electricity Account	£ 7.00
P11/89	SCL Ltd	102138	Monthly Woodland/Green Space Maintenance	£ 798.85
P11/91	HMRC	102140	PAYE/NI Month 6	£ 119.73
P11/92	Clerk	102141	Salary Month 6	£ 760.97
P11/93	Assistant Clerk	102142	Salary Month 6	£ 433.74
P11/94	Park Warden	STO	Salary Month 6	£ 89.48
P11/95	Lindos Centre	102144	Room Hire	£ 352.50
				<u>£ 8,090.43</u>
<b>Quarterly Charges</b>				
P11/66	BT	DirDebit	Quarterly Office Phone Account	£ 65.18
				<u>£ 65.18</u>
<b>Six monthly Charges</b>				

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
				£ -
<b>Annual/One Off Charges</b>				
P11/58	Viking Direct	102119	Purchase of Laminator	£ 179.72
P11/69	Viking Direct	102125	Stationery	£ 226.72
P11/76	SCL Ltd	102133	Graffiti removal & fix gate	£ 233.67
P11/80	BDO	102134	Annual External Audit	£ 470.00
P11/81	Viking Direct	102135	Councillor Ink Cartridges	£ 211.42
P11/82	ICO	DirDebit	Annual Data Protection Fee	£ 35.00
P11/86	Linn Barringer	102127	Domain & Search Renewals	£ 212.99
P11/90	Suffolk SafeKey	102139	Annual Key holder Subscription	£ 12.00
P11/96	SALC	102143	Councillor Training	£ 200.00
P11/97	HM Needham	102145	Needs Survey Distribution	£ 112.00
P11/98	D Armitage	102146	Needs Survey Distribution	£ 112.00

£ 2,005.52

**Grand Total**

**£ 16,161.13**

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