



FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance & Risk Management Committee on Monday 13th December 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]
Cllr Mr A Thompson

In Attendance:

Mr MJ Green - Clerk to Melton Parish Council

10.43 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

10.44 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.

10.45 PUBLIC PARTICIPATION SESSION

10.45.01 To receive representations from Councillors who have declared a prejudicial interest

There were no representations from Councillors.

10.45.02 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.

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

There were no members of the public present.

10.47 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH OCTOBER 2010

It was **RESOLVED** that minutes FRM(10)M03 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

10.48 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(10)P48 previously circulated.

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

10.49 TO REVIEW MANAGEMENT ACCOUNTS TO 30TH NOVEMBER 2010

It was **RESOLVED** that the Management Accounts contained in paper FRM(10)P49 previously circulated were received and noted.

Proposed by: Cllr Thompson

Seconded by: Cllr Brockett.

10.50 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(10)P50 previously circulated. A copy of the paper is attached to these minutes.

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

10.51 TO APPROVE THE DRAFT BUDGET FOR SUBMISSION TO FULL COUNCIL IN JANUARY 2011 WITH A RECOMMENDATION TO ADOPT

Paper FRM(10)P51 – draft budget previously circulated was received and noted.

The following points were noted during the ensuing detailed discussion on the draft budget:

- The principle objectives are:
 - to maintain the precept at the current level of £50,200
 - to maintain the planning services provided by the Parish Council
 - to continue to provide the recreational facilities on the recreation ground
 - to maintain a charging policy for the recreation facilities that enables charitable events to take place, and establishes charges for the tennis courts and football pitches that are comparable with other similar local facilities but that do not necessarily set out to recover costs
 - to continue to provide an office with access for members of the public to officers and councillors
 - to continue to maintain the two parish council owned bus shelters
 - to continue to implement the findings of the village plan as identified in the action plan
 - encourage greater use of the recycling facility in Melton as this directly affects the potential income
 - to endeavour to maintain a level of financial reserve to cover contingencies and to meet the obligations of the parish council in the event of it ceasing to exist

- The value of the following items were adjusted:
 - all stationery costs for both office and councillors to be under one heading
 - all computer costs for both office and councillors to be under one heading
 - increase proposed stationery budget from £1,000 to £1,300
 - increase proposed computer/telephone budget from £800 to £1,000
 - reduce proposed councillor's expenses from £500 to £200 recognising that any new councillors may require different levels of support, such as provision of baby sitting cost or transport, to attend meetings.
 - in the light of recent discussions at the Communications Working Group to reinstate the website development budget of £150
 - as a result of the recently received quotation for insurance to reduce the insurance budget from £2,500 to £2,200
 - readjust contingency as the balancing figure

It was RESOLVED to approve the draft budget of £53,440 and a precept of £50,200 for submission to full council in January 2011 with a recommendation to adopt
Proposed by: Cllr Needham **Seconded by:** Cllr Abbott.

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

Paper FRM(10)P52 previously circulated was received and noted

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

The Clerk confirmed that the additional play equipment checks and log book entries would be implemented by the Park Warden with effect from 1st January 2011.

10.54 TO APPROVE THE DRAFT NEW MODEL STANDING ORDERS FOR SUBMISSION TO FULL COUNCIL IN JANUARY 2011 WITH A RECOMMENDATION TO ADOPT

It was agreed to defer this item to the January meeting.

Cllr Thompson agreed to circulate his observations to members of the committee.

10.55 TO CONSIDER REVISED TERMS OF REFERENCE FOR COMMITTEES

It was agreed to defer this item to the January meeting.

It was also agreed, in response to suggestions from a number of councillors, to consider incorporating the work of the Employment Committee into the responsibilities of the Finance & Risk Management Committee possibly as a sub-committee.

10.56 TO ADOPT REVISED CAR ALLOWANCE 2010/11

Paper FRM(10)P56 previously circulated was received and noted.

It was RESOLVED to approve the revised car allowance 2010/11 contained in paper FRM(10)P56

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

10.57 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was no urgent business.

10.58 DATE OF NEXT MEETING

Monday 31st January 2011 at 1800 in the Lindos Centre Conference Room

There being no further business the meeting closed at 1950

Signed: _____

Date: _____

[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
Transfers				
01-Oct	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Nov	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Dec	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
P11/127	Barclays Bank plc	Transfer	Cash to cover Tree Felling Invoice	£ 3,000.00
				<u>£ 12,000.00</u>
Monthly Costs				
P11/99	Lindos Psychotherapy Centre Ltd	102147	Room Hire	£ 150.00
P11/100	Trimico	DirDebit	Monthly Broadband	£ 44.98
P11/101	E-On	DirDebit	Pavilion Electricity	£ 7.00
P11/105	HMRC	102150	PAYE/NI	£ 336.53
P11/106	Clerk	102151	Month 7	£ 760.97
P11/107	Assistant Clerk	102152	Month 7	£ 216.94
P11/108	Park Warden	STO	Month 7	£ 89.48
P11/109	Lindos Psychotherapy Centre Ltd	102153	Room Hire	£ 66.00
P11/111	Trimico	DirDebit	Monthly Broadband	£ 44.98
P11/115	E-On	DirDebit	Pavilion Electricity	£ 7.00
P11/126	HMRC	102162	PAYE/NI	£ 336.53
P11/125	Clerk	102161	Month 8	£ 760.97
P11/124	Assistant Clerk	102160	Month 8	£ 216.94
P11/123	Park Warden	STO	Month 8	£ 89.48
P11/122	SCL L/S MGT LTD	102159	Building Maintenance - October	£ 150.21
P11/121	SCL L/S MGT LTD	102159	Building Maintenance - September	£ 150.21
P11/120	SCL L/S MGT LTD	102159	Building Maintenance - August1	£ 150.21
P11/119	SCL L/S MGT LTD	102159	Refurbish Shrub Bed by Village Sign	£ 152.61
P11/117	SCL L/S MGT LTD	102159	Woodland Maintenance - October	£ 632.28
				<u>£ 4,363.32</u>
Quarterly Charges				
P11/103	BT	DirDebit	Quarterly Office Telephone Accounts	£ 68.26
				<u>£ 68.26</u>
Six monthly Charges				

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
P11/100	PWLB	DirDebit	1/2 Yearly Loan Interest & Capital Payments	£ 1,077.65
P11/104	Playquip Leisure	102149	1/2 Yearly Play Equipment Maintenance Inspection	£ 270.25
				£ 1,347.90
Annual/One Off Charges				
P11/102	FirePower	102148	Fire Extinguisher Service - Pavilion	£ 47.00
P11/110	SALC	102154	AGM Supper - Cllr Butterwick	£ 18.25
P11/114	Land Registry	102157	Fee for registering Recreation Ground & Burkes Wood	£ 40.00
P11/116	Viking Direct	102158	Copy Paper	£ 60.44
P11/112	Viking Direct	102155	Ink Cartridges Office & Cllr Eckerslet	£ 204.90
P11/118	SCL L/S MGT LTD	102159	Fell diseased oak	£ 3,055.00

£ 3,425.59

Grand Total

£ 21,205.07

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP
 Tel: 01394 382224 Fax 01394 382224 Website: www.melton-suffolk-pc.gov.uk