



## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance & Risk Management Committee on Monday 31<sup>st</sup> January 2011 commencing at 1800 in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr PJ Brockett

Cllr Mr HM Needham [Chairman]  
Cllr Mr A Thompson

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

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

**11.01.01 Cllr Miss KS Martin – Family Matters**

Council considered this apology and it was **RESOLVED** to receive the apology and consent to the absence.

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

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

**11.02.01 Cllr Mrs BK Abbott**

**11.02.02 Cllr Mr HM Needham**

Both councillors advised that they had signed a petition against the appeal by the owners of St Audrey's House on Melton Park. This was noted as a matter of record; the Clerk confirmed that no change to the Register of Members' Interest was required.

**11.03 PUBLIC PARTICIPATION SESSION**

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

There were no representations from Councillors.

**11.03.02 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.*

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

There were no members of the public present.

**11.05 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> 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 Abbott.

**11.06 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(11)P06 previously circulated.

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

- 11.07 TO REVIEW MANAGEMENT ACCOUNTS TO 31<sup>ST</sup> JANUARY 2011**  
**It was RESOLVED** that the Management Accounts contained in paper FRM(11)P07 previously circulated were received and noted.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Thompson.
- 11.08 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**  
**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(11)P08 previously circulated. A copy of the paper is attached to these minutes.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Thompson.
- 11.09 TO CONSIDER ANY CHANGES TO BUDGET AND PRECEPT BY FULL COUNCIL**  
It was noted that the only change was the addition of an £1,800 General Contingency Item.  
The Clerk advised that he has explained the constraints of the Pavilion and Playing Field maintenance budget for 2011/12 to the contractor who had indicated that, as he had not increased his hourly charges, it would be sufficient for the routine work. The cost of any additional work would be estimated and sanction sought from full council if reserves were to be used prior to a works order being made.  
Council was advised that in accordance with the minute 10.223.06 of the full council on 11/11/2010 an estimate had been requested from the maintenance contractor for the cutting back of the overgrown footpath on Melton Road alongside the playing field hedge. As the work would involve the use of a mechanical digger a request for an estimate to clear the ditch on the playing field had also been requested. Both pieces of work would need completing within the current financial year but it was not envisaged that they would have a significant impact on the year end forecasts used for the 2011/12 budget calculations.  
When the estimates are received they will be referred to full council for sanction as Finance & Risk Management Committee does not meet again until 11<sup>th</sup> April 2011 and any use of reserves requires the agreement of full council.
- 11.10 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**  
Paper FRM(11)P10 previously circulated was received and noted.
- 11.11 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
- 11.11.01 To consider what if any action should be taken over the Playing Field Car Park during periods of snow and ice.**  
Melton Parish Council Recreation Committee had requested that the Finance & Risk Management Committee consider the risks associated with allowing the playing field car park to remain open during severe weather such as ice and snow.  
The following points were raised during the ensuing discussion:
- The playing field is not a secure site with access from Burkes Wood and Jenners Close being through ungated access
  - The road gate to the car park and the pedestrian gates to the playing field all on Melton Road were locked from dusk to dawn
  - When locked pedestrian access through the road gate to the car park was possible by those intent on doing so
  - There is currently no lock on the gate to the children's play area
  - The tennis courts are permanently locked with the key provided to hirers
  - There is no permanent signage on the playing field regarding opening hours, advice about the potential danger from trees in high wind, advice about the 'slippery surfaces' in severe weather conditions or using the play equipment in severe weather conditions
  - The clerk was asked to enquire of the practice of Woodbridge Town Council in relation to closing Kingston Field in severe weather
  - [Subsequent to the meeting the Clerk enquired of Martlesham Parish Council who have a recreation field with car park similar to Melton – they confirm that they have chosen to do nothing about closing or warning people of the potential dangers]

- Grit bins for the car park would need to be purchased and stocked by Melton Parish Council as SCC Highways will only stock bins on public highways which the playing field or its car park are not
- The Park Warden's duties do not extend to snow clearance and gritting of the playing field car park and paths – the cost of engaging the maintenance contractors to carry out such work could potentially be cost prohibitive

The considered view of the Finance & Risk Management Committee in response to the issues raised by the Recreation Committee is that the **policy** of Melton Parish Council should be that:

- The road gate and pedestrian gates on Melton Road should remain locked in severe weather – this will need to be conveyed to the Park Warden who is responsible for locking/unlocking the playing field gates
- A lock should be obtained for the children's play area and this should also remain locked during severe weather conditions
- No attempt should be made by staff or contractors to clear snow or spread grit – permanent warning signs should be provided to advise that this is the case
- Permanent warning signs advising people to avoid entering the areas with trees in high winds should be installed
- Permanent opening hours notices should be provided for the road, pedestrian and children's play area gates
- Permanent warning signs should be provided prohibiting the use of the children's play area in adverse weather conditions
- Permanent warning signs and instruction to the agent for the tennis courts that the courts should not be used in adverse weather conditions
- Any lease agreement for the use of the playing field should include a clause about non-use in adverse weather conditions

**It was RESOLVED** that the Recreation Committee should be responsible for providing and installing the signage, either from their own budget or, if there is no budget for such items, to request Full Council to approve expenditure from reserves, in accordance with the above policy.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Thompson.

#### 11.11.02 **To Approve Member & Officer Protocol for adoption by Full Council**

Paper FRM(11)P11.02 previously circulated was received and noted.

The following points were raised during the discussion:

- This is a model protocol and therefore will include references such as 'Party Groups' that do not apply to Melton Parish Council in the current situation
- To include such items does not detract from the protocol and with the ever changing local government scene may ultimately be required
- For Members read 'Councillors' and for 'Officers' read staff
- With the forthcoming replacement of the code of conduct with criminal offences this protocol provides a code that is enforceable through the disciplinary and grievance protocols adopted by the council
- The protocol is similar to many protocols in that you only need them when there is a problem. Melton Parish Council has an excellent working relationship between councillors and staff where lively debate takes place with differing points of view but where discord never gets personal. Sadly not all parish councils are the same and with the potential for change with the election it is essential to have such a protocol in place
- The protocol includes a section on 'Media Liaison' which as Melton Parish Council does not currently have one will provide Melton Parish Council with a useful policy statement on dealing with the media

**It was RESOLVED** to recommend to the February meeting of Full Council that they adopt the Member and Officer Protocol

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Brockett.

#### 11.12 **TO APPROVE THE DRAFT NEW MODEL STANDING ORDERS FOR SUBMISSION TO FULL COUNCIL IN FEBRUARY 2011 WITH A RECOMMENDATION TO ADOPT**

Deferred from December Meeting - Paper FRM(10)P54 previously circulated was received and noted.

Following the adoption of the Member and Officer protocol section 28 needs a minor amendment to add to the Council's policy in respect of dealing with the press and/or other media as set out in section 7 'Media Liaison' of the protocol.

**It was RESOLVED** with this one amendment, and subject to any changes agreed as part of the revised term of reference for committees, to recommend to the February meeting of Full Council that they adopt the new model standing orders as revised by the Finance & Risk Management Committee

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Brockett.

11.13

**TO CONSIDER REVISED TERMS OF REFERENCE FOR COMMITTEES**

Deferred from December Meeting - Paper FRM(10)P55 previously circulated was received and noted.

During the ensuing discussion the following revisions were made to the existing terms of reference:

- Add to Planning Committee 'to consider all matters relating to highways'
- To combine the functions of the Employment Committee and Finance & Risk Management Committee into a new committee called the 'General Purposes Committee
- The new committee to meet 6 times per year
- The number of committee members to be 5
- The Disciplinary Panel to be formed from 3 members of the General Purposes Committee
- The Appeals Panel is to be formed from 1 member of the General Purposes Committee and 2 other councillors not on the committee

**It was RESOLVED** to submit the revised terms of reference for committees to the February meeting of Full Council with a recommendation to adopt.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Thompson.

11.14

**FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**

There was no Chairman's urgent business.

11.15

**DATE OF NEXT MEETING**

Monday 11<sup>th</sup> April 2011 at 1800 in the Parish Council Office.

There being no further business the meeting closed at 1945

Signed:

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Date:

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[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
<b>Transfers</b>				
01-Jan	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
				<u>£ 3,000.00</u>
<b>Monthly Costs</b>				
P11/128	HMRC	102163	NI/PAYE Month 9	£ 336.53
P11/129	Clerk	102164	Salary - Month 9	£ 760.97
P11/130	Park Warden	STO	Salary - Month 9	£ 189.48
P11/131	Assistant Clerk	102165	Salary - Month 9	£ 216.94
P11/133	Lindos Psychotherapy Centre	102167	Room Hire	£ 33.00
P11/134	Timico	DirDebit	Broadband	£ 44.98
P11/135	E-on	DirDebit	Pavilion Electricity	£ 7.00
P11/140	SCL L/S MGT Ltd	102171	Graffiti Removal	£ 58.99
P11/140	SCL L/S MGT Ltd	102171	Monthly Woodland/Green Space Contract [Nov]	£ 535.34
P11/140	SCL L/S MGT Ltd	102171	Monthly Bus Shelter Cleaning [Nov]	£ 150.21
P11/142	Lindos Psychotherapy Centre	101172	Room Hire	£ 33.00
P11/143	Lindos Centre	102173	Hall Hire Jan - Mar	£ 270.00
P11/140	Timico	DirDebit	Broadband	£ 44.98
P11/148	SCL L/S MGT Ltd	102178	Monthly Bus Shelter Cleaning [Dec]	£ 150.21
P11/149	SCL L/S MGT Ltd	102178	Monthly Woodland/Green Space Contract [Dec]	£ 387.75
P11/150	Clerk	102179	Salary - Month 10	£ 760.97
P11/151	Assistant Clerk	102182	Salary - Month 10	£ 222.17
P11/152	HMRC	102181	NI/PAYE Month 10	£ 336.53
P11/154	Park Warden	STO	Salary - Month 10	£ 89.48
				<u>£ 4,628.53</u>
<b>Quarterly Charges</b>				
				<u>£ -</u>
<b>Six monthly Charges</b>				

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
P11/144	Pest Destruction Services Ltd	102174	Mole Control - Oct 2009 - Sep 2010 2nd Payment	£ 170.38
				<u>£ 170.38</u>
<b>Annual/One Off Charges</b>				
P11/132	SLCC	102166	Annual Subscription - Clerk	£ 135.00
P11/137	Burness Parish Room	102137	S137 Grant	£ 1,000.00
P11/138	Melton PCC	102138	Melton Messenger Pages	£ 1,000.00
P11/139	SCDC	102139	Strategic Housing Land Availability Strategy	£ 11.00
P11/145	Viking	102175	Stationery/stamps	£ 229.95
P11/146	SALC	102176	Election Training - Clerk	£ 18.00
P11/147	ACS	102177	Annual Support Contract - Computers	£ 111.63

£ 2,505.58

**Grand Total**

**£ 10,304.49**

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP  
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