



**FINANCE, EMPLOYMENT AND RISK MANAGEMENT  
COMMITTEE**

**Minutes** of an ordinary meeting of the Parish Council Finance, Employments & Risk Management Committee on Monday 11<sup>th</sup> April 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]

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

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

**11.16.01 Cllr Mr PJ Brockett – Working Late**

**11.16.02 Cllr Mrs JE Eckersley - Holiday**

**11.16.03 Cllr Miss LS Leonard – Family Matters**

**11.16.04 Cllr Mr A Thompson – Holiday**

Council considered these apologies and it was **RESOLVED** to receive the apologies and consent to the absence.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

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

There were no declarations of interest with regard to items on the agenda or additions to the register

**11.18 PUBLIC PARTICIPATION SESSION**

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

There were no representations from Councillors as none had declared a prejudicial interest.

**11.18.02 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.*

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

The opportunity for members of the public to ask questions of their councillors about items within the remit of the Finance, Employment and Risk Management Committee  
There were no members of the public present.

**11.20 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**

**11.20.01 Finance and Risk Management Committee on 31<sup>st</sup> January 2011**

**11.20.02 Amendment #1 - 11.05 Secunder should read Cllr Abbott not Cllr Martin**

With this one amendment it was **RESOLVED** that minutes FRM(11)M01 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

- 11.20.03 Employment Committee on 10<sup>th</sup> March 2011**  
**It was RESOLVED** that minutes EMP(11)M01 previously circulated be received, noted and signed as a correct record by the Chairman.  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Needham.
- 11.21 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**  
 Paper FRM(11)P21 previously circulated were received and noted.  
 It was noted that the statements reflected the situation as at 5<sup>th</sup> April 2011 and that revised statements would be circulated as soon as they were available.
- 11.22 TO REVIEW MANAGEMENT ACCOUNTS TO 31<sup>ST</sup> MARCH 2011**  
 Paper FRM(11)P22 previously circulated were received and noted.  
 It was noted that the management accounts reflected the situation as at 5<sup>th</sup> April 2011 and that revised accounts would be circulated as soon as they were available.
- 11.23 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**  
**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(11)P23 previously circulated. A copy of the paper is attached to these minutes.  
**Proposed by:** Cllr Martin **Seconded by:** Cllr Abbott.
- 11.24 TO CONSIDER THE DRAFT YEAR END ACCOUNTS**  
 Paper FRM(11)P24 previously circulated were received and noted.  
 It was noted that the draft year end accounts reflected the situation as at 5<sup>th</sup> April 2011 and that revised accounts would be circulated as soon as they were available.
- 11.25 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**  
 Paper FRM(11)P25 previously circulated was received and noted.
- 11.26 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
- 11.26.01 To approve Change of Insurance to Came & Co at a premium of £2117.93**  
 Paper FRM(11)P26.01 previously circulated was received and noted. It was also noted that that the budget was prepared on the basis of this quotation.  
**It was RESOLVED** to approve the change of insurance to Came and Co at a premium of £2,117.93.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin.
- 11.26.02 To Consider entering into a three year agreement for the Insurance to benefit from a 5% reduction in premium**  
 After careful consideration **it was RESOLVED** to enter into a three year agreement for the Insurance to benefit from a 5% reduction in premium.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin.
- 11.26.03 To Consider the Risk Assessment of the Park Warden**  
 It was noted that the review of the Risk Assessment should consider long term succession planning.
- 11.26.04 To adopt Data Protection Policy**  
 Draft policy previously circulated as paper MPC(11)P26.04 was received and noted.  
 The committee carefully considered the need for such as policy but took the advice from SALC that it was appropriate for all parish councils to have such a policy.  
**It was RESOLVED** to adopt the Data Protection Policy.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin.
- 11.26.05 To Consider How Council Avoids the Reoccurrence of the Overspend on the Play Equipment Work**  
 Concern had been expressed about the recent overspend on the play equipment refurbishment/safety repairs and the meeting discussed ways in which to avoid occurrences in the future. It was felt that there were sufficient checks in place to prevent any further occurrence which was considered to be a 'one –off'. It was agreed to monitor the situation in the future and review the need for any further controls to be implemented.

**11.27 PARISH PRECEPT**

It was noted that notification of payment of parish precept on 29<sup>th</sup> April 2011 and 30<sup>th</sup> September 2011 has been confirmed by SCDC

**11.28 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**

**11.28.01 Mileage Rate**

The April LAIS 1319.1 notice from SALC noted the recent changes in the budget affecting mileage rates. The information supplied by HMRC advises that a rate of 45 ppm for the first 10,000 miles in any tax year would be free of any taxable benefit.

**It was RESOLVED** to amend the rate paid by Melton Parish Council to 45ppm in line with national agreements.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**11.28.02 Car Park During Inclement Weather**

The Recreation Committee had referred the matter of signage back to the Finance, Employment and Risk Management Committee. However, it was considered that it was for the Recreation Committee to determine the extent of the signage and as such the previous recommendation stands.

**11.29 DATE OF NEXT MEETING**

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

There being no further business the meeting closed at 1934

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
<b>Transfers</b>				
01-Feb	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Mar	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Apr	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
17-Mar	Barclays Bank plc	Transfer	P11/181 Cash to cover cheques	£ 3,000.00
				£ 12,000.00

**Monthly Costs**

P11/155	Anglian Water	DirDebit	Pavilion Water [monthly budget plan]	£ 16.00
P11/158	Clerk	102183	Salary Month 11	£ 760.97
P11/159	Park Warden	STO	Salary Month 11	£ 89.94
P11/159	Park Warden	102184	Salary Month 11	£ 1.84
P11/160	Assistant Clerk	102185	Salary Month 11	£ 222.17
P11/161	HMRC	102186	NI/PAYE Month 11	£ 336.53
P11/163	Lindos Psychotherapy Centre	102187	Room Hire - Jan to Mar 2011	£ 262.50
P11/165	SCL L/S Mgt Ltd	102189	Bus Shelter Maintenance	£ 153.41
P11/166	SCL L/S Mgt Ltd	102189	Pavilion/Playing Field Maintenance	£ 396.00
P11/167	Lindos Psychotherapy Centre	102191	2 Weeks Office Rental 15-31 March	£ 150.00
P11/171	Timico	DirDebit	Monthly Broadband	£ 45.94
P11/172	Clerk	102195	Salary Month 12	£ 760.97
P11/173	Assistant Clerk	102196	Salary Month 12	£ 222.17
P11/174	HMRC	102197	NI/PAYE Month 12	£ 336.53
P11/175	Park Warden	STO	Salary Month 12	£ 89.94
P11/176	SCL L/S Mgt Ltd	102198	Bus Shelter Maintenance	£ 153.41
P11/177	SCL L/S Mgt Ltd	102198	Bus Shelter Maintenance	£ 153.41
P11/178	SCL L/S Mgt Ltd	102198	Pavilion/Playing Field Maintenance	£ 396.00
P11/179	SCL L/S Mgt Ltd	102198	Pavilion/Playing Field Maintenance	£ 396.00

£ 4,943.73

**Quarterly Charges**

£ -

**Six monthly Charges**

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
				<u>£ -</u>
<b>Annual/One Off Charges</b>				
P11/164	Viking Direct	102188	Laminating Pouches	£ 55.74
P11/168	PlayQuip Leisure	102192	Play Equipment Safety Repairs	£ 2,228.40
P11/169	BullGuard	102193	Increase in Online Storage Capacity	£ 14.06
P11/170	Viking Direct	102194	A3 Laminating Pouches/Folders for new council	£ 109.50
P11/180	SCL L/S Mgt Ltd	102198	Fix Parish Sign on Recreation Ground	£ 43.80
P11/182	SALC	102200	Collaboration Event Cllrs Martin & Eckersley	£ 48.00

£ 2,499.50

**Grand Total**

**£ 19,443.23**

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP  
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