



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 23rd January 2012 commencing at 1800 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr GK Butterwick

Cllr Mr A Thompson

Cllr Mr HM Needham [Chairman]

Absent:

Cllr Mrs BK Abbott

Cllr Miss KS Martin

In Attendance:

Mr MJ Green – Clerk to Melton Parish Council

12.01 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

12.01.01 Cllr Miss KS Martin – Holiday

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

Proposed by: Cllr Needham

Seconded by: Cllr Butterwick.

12.02 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.

12.03 PUBLIC PARTICIPATION SESSION

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

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

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

There were no members of the public present.

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

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

There were no members of the public present.

12.05 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

12.05.01 Finance and Risk Management Committee on 12th December 2011

It was RESOLVED that minutes FRM(11)M05 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Needham

Seconded by: Cllr Butterwick.

12.06 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST DECEMBER 2011
It was RESOLVED that the Management Accounts contained in paper FRM(12)06 previously circulated were received and noted.
Proposed by: Cllr Needham **Seconded by:** Cllr Butterwick.

12.07 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Bank Statement	£1,334.90
Plus unreconciled receipts	£0.00
Less unreconciled payments	(£1,025.35)
Balance as per Balance Sheet	£309.55

Bank Statement	£44,351.01
Plus unreconciled receipts	£0.00
Less unreconciled payments	(£3,000.00)
Balance as per Balance Sheet	£41,351.01

It was RESOLVED to confirm the bank reconciliation contained in paper FRM(12)P07 previously circulated .

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

12.08 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(12)P08 previously circulated. A copy of the paper is attached to these minutes.

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

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

Paper FRM(12)P09 previously circulated was received and noted.

12.10 TO CONFIRM THE FINAL GRANT PAYMENT TO BURNESS PARISH ROOM

It was RESOLVED to confirm the final payment of five year grant commitment of £1,000.

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

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

12.11.01 To Review and Consider Revised Financial Regulations

Copy of draft Revised Financial Regulations previously circulated as paper FRM(12)P11.01 was received and noted.

The following amendments to the draft were agreed:

- (a) 11.01 (i) Value to be 'below £5,000 and above £1,250 not £2,500
- (b) 14.02 Value to be £100 not £1,000

It was RESOLVED to approve the revised Financial Regulations with these amendments and recommend their adoption by Full Council.

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

12.11.02 To Review and Consider Revised Standing Orders Resulting from Revised Financial Regulations.

It was noted that there are no changes required to Standing Orders as a result of the changes to Financial Regulations.

12.11.03 To Review Banking Arrangements [Financial regulation 05]

(a) To confirm that the Current Account and Base Rate Tracker Account should both remain at Barclays Bank Woodbridge

(b) To confirm that the signatories to the accounts should be The Chairman and Vice Chairman of the Council and the Chairman of the Finance, Employment and Risk Management Committee

It was RESOLVED to confirm the banking arrangements set out above.

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

12.11.04 To Approve the use of Direct Debit [Financial Regulation 06.06]

It was noted that payments to utility companies for supplies to the pavilion for electricity and water are made by variable direct debit. The use of the mechanism for payment requires renewing by council.

It was RESOLVED to approve the continued use of Variable Direct Debits for payments utility companies.

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

12.12 STAFFING MATTERS

12.12.01 Park Warden

It was noted that there are no matters outstanding.

12.12.02 Assistant Clerk

It was noted that following the attainment of the CiLCA qualification the salary will be increased by one increment from January 2012 as per minute 11.55.01 (a) (ii). This is in addition to the annual incremental rise as per minute 11.55.01 (a) (iii)

12.12.03 Clerk

(a) To Consider Changes to Salary Benchmark Range

Paper FRM(12)P12.03(i) previously circulated was received and noted.

Following careful deliberation the following course of action was set out to enable a firm proposal to be prepared for consideration by the committee:

(i) Prepare revised job description for Clerk to Melton Parish Council

(ii) Prepare revised job description for Assistant Clerk to Melton Parish Council

(iii) Prepare revised appraisal forms for use in all staff appraisals

(iv) Prepare revised process for the conduct of all staff appraisals

(v) Consider any permanent increase in hours for Clerk to Melton Parish Council based on revised job description

(vi) Consider any permanent increase in hours for Assistant Clerk to Melton Parish Council based on revised job description

(vii) Consider any temporary increase in hours for Clerk to Melton Parish Council due to the anticipated additional work generated by the Diamond Jubilee and Olympic Torch Relay requirements

(viii) Consider any temporary increase in hours for Assistant Clerk to Melton Parish Council due to the anticipated additional work generated by the Diamond Jubilee and Olympic Torch Relay requirements

(ix) Investigate any change in grade for the Clerk to Melton Parish Council using the Benchmarking Protocol based on the above changes

(x) Investigate any change in grade for the Assistant Clerk to Melton Parish Council using the Benchmarking Protocol based on the above changes

The Chairman agreed to undertake the investigation in conjunction with the Clerk calling upon members of the committee as necessary.

It is envisaged that the proposal, including any impact on budgets, will be put to the committee at the 16th April 2012 meeting. It was noted that this will be after the end of the

current financial year end and that consideration will need to be given to agreeing a suitable implementation date. It was further noted that should any change be outside the 2012/13 budget set for the Finance, Employment and Risk Management Committee it will be necessary to refer the matter to full council for a decision on using the general reserves.

12.13 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

12.13.01 Office Lease

The Clerk advised the meeting that the Landlord had stated that her solicitor had advised that the current proposed lease was sufficient and that no further changes were envisaged. The Landlord also confirmed that she was looking for a contribution of 50% from the council towards her solicitor's fees and that due to rising energy costs she wished to consider raising the prices. The Clerk had requested this in writing but as yet nothing had been received.

Whilst council needed to review any risk of not having office accommodation or meeting space at the Lindos Centre by investigating alternative sources, it was felt that every effort should be made to secure a continuance of the current arrangements.

The Clerk was asked to contact the Landlord offering to accept the lease in its proposed format and offering to make a small contribution towards the Landlords Solicitor's fees. This would be on condition that a covering letter setting out the terms of the service agreement was provided by the Landlord.

12.14 DATE OF NEXT MEETING

Monday 16th April 2012 at 1800 in the Parish Council Office.

There being no further business the meeting closed at 1910.

Signed: _____ Date: _____
[Chairman]



MELTON PARISH COUNCIL



FRM(12)P08

ORDERS FOR PAYMENT

PV No.	Supplier	Payment Method	Reason	Amount
Transfers				
01-Jan	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
P12/138	Barclays Bank plc	Transfer	Cash to cover additional payments	£ 5,000.00
				<u>£ 8,000.00</u>
Monthly Costs				
P12/132	SCL L/S Man Ltd	102284	Bus Shelter Maintenance [Nov]	£ 153.41
P12/133	SCL L/S Man Ltd	102284	Playing Field Maintenance [Nov]	£ 546.73
P12/134	Timico	DirDebit	Broadband Service [Jan]	£ 25.52
				<u>£ 725.66</u>

PV No.	Supplier	Payment Method	Reason	Amount
Quarterly Charges				
				<u>£ -</u>
Six monthly Charges				
P12/139	BT	DirDebit	Office Telephone	£ 79.21
				<u>£ 79.21</u>
Annual/One Off Charges				
P12/127	Lyreco	102280	Stationery	£ 254.44
P12/128	MainMan	102281	Grit Bins	£ 830.40
P12/130	FowlerWeb	102283	Computer Support - Chairman	£ 40.00
P12/133	SCL L/S Man Ltd	102284	Remove broken padlock from pedestrian gate	£ 12.00
P12/136	Burness Parish Rooms	102285	Annual Grant	£ 1,000.00
P12/137	Melton PCC	102286	Annual Contribution to Melton Messenger	£ 1,000.00
				<u>£ 3,136.84</u>