



## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 16<sup>th</sup> April 2012 commencing at 1800 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr GK Butterwick  
Cllr Miss KS Martin

Cllr Mr HM Needham [Chairman]  
Cllr Mr A Thompson

**Absent:**

**In Attendance:**

Mr MJ Green – Clerk to Melton Parish Council

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

There were no apologies as all members were present.

**12.16 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.

**12.17 PUBLIC PARTICIPATION SESSION**

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

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

**12.17.02 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 in respect of items on the agenda.

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

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

There were no members of the public present.

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

**12.19.01 Finance and Risk Management Committee on 23<sup>rd</sup> January 2012**

**It was RESOLVED** that minutes FRM(12)M01 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Needham      **Seconded by:** Cllr Martin

**12.20 TO REVIEW MANAGEMENT ACCOUNTS TO 31<sup>ST</sup> MARCH 2012**

**It was RESOLVED** that the Management Accounts contained in paper FRM(12)P20 previously circulated were received and noted.

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

It was noted that the year end balance was after council had delivered everything that they had said they would

It was agreed that in future the reserves would be split to show:

- Statutory winding up reserves
- Unallocated reserves
- Total

It was further noted that the total reserves at the end of March 2012 were now in accord with the levels recommended in the annual audit.

- 12.21 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**  
**It was RESOLVED** to confirm the bank reconciliation contained in paper FRM(12)P21 previously circulated .

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**Bank Statement** £28,257.05

Plus unreconciled receipts

Less unreconciled payments

**Balance as per Balance Sheet** £28,257.05

**Bank Statement** £4,951.68

Plus unreconciled receipts

Less unreconciled payments (£1,503.35)

**Balance as per Balance Sheet** £3,448.33

- 12.22 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**

**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(12)P22 previously circulated. A copy of the paper is attached to these minutes.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

- 12.23 TO APPROVE THE DRAFT UNAUDITED ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**

Paper FRM(12)P23 previously circulated was received and noted.

It was noted that the 2011 Precept was incorrectly shown in the draft annual return.

With this amendment **it was RESOLVED** to approve the draft annual accounts for the year ended 31<sup>st</sup> March 2012 and recommend their adoption by Full Council in May.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Butterwick.

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

Paper FRM(12)P24 previously circulated was received and noted.

- 12.25 TO REVIEW THE RISK MANAGEMENT POLICIES AND PRACTICES OF THE COUNCIL**

- 12.25.01 Play Equipment ½ Yearly Inspection**

It was noted that this matter was being followed up to ensure that the inspection is completed on schedule.

- 12.25.02 Year End Internal Audit**

It was noted that this is scheduled to be carried out by Heelis & Lodge on Tuesday 17<sup>th</sup> April 2012.

### 12.25.03 Locking of Receptions Ground Access Gates

Council carefully considered the risks associated with the gates remaining unlocked during the medical absence of the Park Warden. Items discussed included:

- Park Warden contract allowed for 6 months full pay and 6 months ½ pay whilst on medical leave
- A fit for work notice will be required before duties can be recommenced
- Potential risk of travellers gaining access to site
- Potential risk of anti-social behaviour
- Potential risk of one-off emergencies e.g. previous car fire in car park
- Access to the Recreation Ground is possible on foot/cycle/motor cycle without using any of the access gates due to the open nature of the site i.e. access through Burkes Wood.
- There is a low level locked inner fence surrounding the car park that is permanently locked although there are gaps to allow pedestrian access.
- Potential costs of employing a contractor to lock and unlock the access gates considered too high for the low risk. Flexibility was required during the summer months on locking times to maximise the income from the tennis courts and to ensure greatest possible use of the recreation facilities provided by the council to residents

It was concluded that there is no HIGH risk involved in the closing or not closing of the access gates and as such **it was RESOLVED** to leave the access gates permanently unlocked during the absence of the Park Warden but to reconsider the matter at the July meeting of the committee.

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

Cllr Martin agreed to advise the SNT at the forthcoming tasking meeting of the current situation and request additional vigilance in respect of evening activity on the Recreation Ground.

### 12.25.04 Access Gate/Pavilion keys for Car Boot Sales

In the absence of the Park Warden on medical leave **it was RESOLVED** that a set of keys should be provided to the organiser of the Car Boot Sales for collection during the week preceding the sale and return the week immediately following.

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

It was noted that provision exists in the hire agreement with Circus Tyanna for a set of keys to be provided at the commencement of the hire period and return at the end of the hire period.

### 12.25.05 Play Equipment Monitoring

It was noted that SCL Landscape Management Ltd - Melton Parish Council Contractors – was monitoring the play equipment every week and either repairing minor damage or reporting major issues to the Clerk for further action.

## 12.26 STAFFING MATTERS

### 12.26.01 Park Warden

No Specific matters to consider not already covered by other agenda items.

### 12.26.02 Assistant Clerk

No Specific matters to consider not already covered by other agenda items.

### 12.26.03 Clerk

No Specific matters to consider not already covered by other agenda items.

### 12.26.04 To Approve Revised Job Descriptions for the Clerk and Assistant Clerk

Paper FRM(12)P26.04 previously circulated was received and noted.

The following amendments were considered:

#### (a) Clerk

- Addition of Post Holder Name
- Remove apostrophe from Specific Responsibility #4

- Item #8 – split into two separate items and renumber (1) ending at line 2 ‘Council.’ (2) To Read ‘To Advise and guide the Council on the practicality and the likely effects of specific courses of action’
- Item #13 replace ‘required’ with ‘requested’
- Item #19 – remove specific references to organisations – simply ‘to attend conferences as required by the council’

(b) Assistant Clerk

- Addition of Post Holder
- Specific Responsibilities #3 add after Recreation Committee ‘as delegated’
- #8 insert ‘as requested’ after meetings and remove the word ‘planned’
- #14 to read ‘To attend Conferences as required by the Council’

**It was RESOLVED** to adopt the revised Job Descriptions, as amended in 12.26.04 (a) and 12.26.04 (b), and, subject only to the acceptance by the Assistant Clerk of the changes to her job description, to implement them with effect from 1<sup>st</sup> April 2012.

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

It was noted that the specific number of hours of work associated with each job description could not be inserted until item 12.26.06 has been resolved.

With the adoption of the revised job descriptions it would now be possible to review the benchmarking protocol and bring proposals to a future meeting of the Finance, Employment and Risk Management Committee noting that any change would be back dated to 1<sup>st</sup> April 2012.

**12.26.05 To Approve Revised Staff Appraisal Scheme**

Paper FRM(12)P26.05 previously circulated was received and noted.

The chairman reported that the new scheme would take effect from 1<sup>st</sup> April 2012 with the objectives being set for 2012/2013 based on the revised job descriptions. Appraisal of performance in 2011/2012 would utilise the new form but would be based on the objectives set in 2011.

**It was RESOLVED** to adopt the revised Staff Appraisal Scheme as contained in paper FRM(12)P26.05

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

**12.26.06 To Consider Time required to meet the revised Job Description.**

The Chairman reported that whilst initial estimates of time associated to the draft revised job descriptions had been drafted, it had not been possible to discuss these with the Clerk and Assistant Clerk prior to the meeting. These would also need further consideration now that revised job descriptions have been adopted.

Consultation with staff would continue and a proposal brought to the July 2012 meeting of the Finance, Employment and Risk Management Committee.

**12.27 TO CONSIDER FINANCIAL IMPLICATIONS OF PRODUCING A MELTON NEIGHBOURHOOD PLAN**

Cllr Butterwick reported that as yet it was not possible to make a proposal and therefore the matter was deferred to a future meeting of the Finance, Employment and Risk Management Committee

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

**12.28.01 Lease for Parish Council Office**

A copy of the proposed lease from the Lindos Centre Psychotherapy Centre Ltd was tabled. It was noted that that the lease covers the period 1<sup>st</sup> April 2011 until 31 March 2014 and, although it includes a ‘get out’ clause’ at 18 months with a 6 month notice period’ the date of notice has passed and therefore the lease, if signed, will run its full course to 31 March 2014.

Councillors agreed to consider the proposed lease and advise the Clerk of their approval or otherwise.

**It was RESOLVED** that, subject to email confirmation from councillors, to adopt the revised lease and authorise the Clerk as Proper Officer to sign the document on behalf of the council.

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

**12.29 DATE OF NEXT MEETING**  
Monday 2<sup>nd</sup> July 2012 at 1800 in the Parish Council Office.

There being no further business the meeting closed at 2000

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