



## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Thursday 23<sup>rd</sup> August 2012 Commencing at 1800 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr GK Butterwick

Cllr Mr HM Needham [Chairman]

**Absent:**

Cllr Mr CW Taylor  
Cllr Mr A Thompson

**In Attendance:**

In the absence of the Clerk on annual leave, Cllr. Needham agreed to take notes of the meeting.

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

**12.32.01** Cllr. Mr A Thompson – Family commitment  
Cllr. Mr CW Taylor – Unplanned commitment  
Council considered these apologies and **it was RESOLVED** to accept the apologies and consent to their absence.  
**Proposed by:** Cllr. Needham **Seconded by:** Cllr. Mrs BK Abbott

**12.33 DECLARATIONS OF INTEREST**

**12.33.01 To Receive Amendments to the Register**  
There were no amendments to the Register

**12.33.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda**  
There were no declarations of pecuniary interest.

**12.33.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda**  
There were no declarations of non pecuniary interest.

**12.33.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**  
There had been no requests for Full/Partial dispensations.

**12.34 PUBLIC PARTICIPATION SESSION**

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

**12.35 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

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

**12.36.01 Finance and Risk Management Committee on 16<sup>th</sup> April 2012**  
Minutes FRM(12)M02 previously circulated.

**12.36.02 Finance and Risk Management Committee on 2<sup>nd</sup> July 2012**  
Minutes FRM(12)M03 previously circulated.

**It was RESOLVED** that minutes FRM(12)M02 and FRM(12)M03 previously circulated be received, noted and signed as a correct record by the Chairman.

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

**12.37 TO REVIEW MANAGEMENT ACCOUNTS TO 16<sup>TH</sup> AUGUST 2012**

**It was RESOLVED** that the Management Accounts contained in paper FRM(12)P37 previously circulated were received and noted.

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

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

**It was RESOLVED** to confirm the bank reconciliation contained in paper FRM(12)P38 previously circulated .

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

<b>Bank Statement</b>	£39,611.77
Plus unreconciled receipts	£0.00
Less unreconciled payments	£0.00
<b>Balance as per Balance Sheet</b>	<b>£39,611.77</b>

<b>Bank Statement</b>	£7,215.91
Plus unreconciled receipts	£817.25
Less unreconciled payments	(£4,550.64)
<b>Balance as per Balance Sheet</b>	<b>£3,482.52</b>

**12.39 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**

In response to questions on the orders for payment in respect of SCL, it was noted that the painting of the pavilion was £860 + 20% VAT and that the bank transaction no. 3003 ref. 102383 was the sum total for 3 items:

P13/88 Monthly Bus Shelter Maintenance	£191.76
P13/89 Monthly Green Space Maintenance	£796.46
P13/90 Painting of the Pavilion	£1,032.00
Total	£2,020.22

**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(12)P39 previously circulated.

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

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

Cllr. Butterwick reported that the government has made provision up to March 2015 of £50 million to support councils in respect of the changes to the planning process. Details of how this money is to be distributed have not yet been published but it seems inconceivable that Melton Parish Council will not receive some contribution towards the cost of developing the Neighbourhood Plan. It was agreed that the current budget allocations for Planning of £500 consultancy and £2,500 localism would be sufficient to cover any initial costs associated with the development of the Neighbourhood Plan and that developing the Neighbourhood Plan would be an appropriate use of this allocation.

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

Concern was expressed that following action FRM 16/04/2012 Minute 12.25.01 Playquip – ensure they undertake ½ yearly inspection – booked for end of April; there should be a further action confirming that the inspection was actually carried out. Paper FRM(12)P41 previously circulated was received and noted.

**12.42 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**

It was confirmed that the ½ yearly inspection of the play equipment had been carried out and that the swing chains had been identified as requiring urgent replacement and that this had been done by Simon, who is certified for this type of work. It was resolved that the council would continue to use Playquip for the ½ yearly inspections of the council's play equipment and that when repairs are necessary, quotes would be requested from other properly certified suppliers.

It was suggested that, in future, all 'reports on action taken' should include a column indicating when the issue had been satisfactorily concluded.

It was noted that changing to a bi-monthly schedule for Full Council meetings will create a risk in terms of the oversight of the activities of committees.

An issue was raised concerning whether or not Melton Parish Council was receiving the payments due for the lease of land at the Playing Field to Power Networks for an electricity sub-station. This was raised following a request from Power Networks for vehicular access to the site, which could be difficult in view of the soft ground around the sub-station. Whilst occasional supervised access for a light vehicle may be possible, 24/7 access, if provided for in the lease, would involve the council in significant expense.

**12.43 STAFFING MATTERS**

**12.43.01 Park Warden**

It was reported that the Parish Clerk had made a courtesy visit to the Park Warden, who seems to have recovered fully from his recent illness. It now seems most likely that the Park Warden will resume his duties in the next few days.

**12.43.02 Assistant Clerk**

Nothing to report.

**12.43.03 Clerk**

Nothing to report.

**12.43.04 To Consider Time required to meet the Revised Job Description.**

It was noted that there are occasions when council staff, for valid reasons, are not in the office and that it would be of assistance to councillors to be aware of any planned out of office events. This could be resolved through the preparation of a monthly schedule of staff movements. The Chairman of FERM committee to discuss the practicalities of this with the Clerk.

**It was RESOLVED** that with immediate effect the Assistant Clerk would be paid for the additional hours required to attend the Recreation Committee Meetings rather than taking time off in lieu. Any further consideration of the time required to meet the revised job descriptions would be made following the decision of the Full Council on the proposal to change to a bi-monthly schedule for Full Council meetings.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr. Butterwick

**12.43.05 To Consider Impact on Benchmarking of Revised Job Descriptions.**

It was noted that a significant amount of time is spent by the Clerk and Assistant Clerk on routine administrative work and that some simple tasks such as photocopying and preparing notices for the noticeboards could be done by someone less qualified. It was agreed that consideration should be given to identifying a potential alternative resource to fulfil these tasks.

**It was RESOLVED** to maintain the current salary benchmark ranges for both the Clerk and Assistant Clerk and that this will be reviewed again early in 2013, at which time the full implications of any changes in duties resulting from the new job descriptions or schedules of council meetings will be more evident.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr. Abbott

**12.44 TO DETERMINE MEMBERSHIP AND MODUS OPERANDI AND RECEIVE REPORTS OF WORKING GROUPS**

**12.44.01 Communications Working Group**

- (a) Membership it was suggested that this might be increased to 4.  
Vacancy  
Vacancy  
Vacancy  
Vacancy
- (b) Terms of Reference – see appendix I
- (c) Modus Operandi – see appendix I

**12.44.02 Divestment (formerly Transition) Working Group**

- (a) Membership  
Cllr Needham  
Vacancy  
Vacancy
- (b) Terms of Reference – see appendix I
- (c) Modus Operandi – see appendix I

**12.44.03 Accommodation Working Group**

- (a) Membership  
Cllr. Butterwick  
Cllr. Abbott  
Vacancy
- (b) Terms of Reference: To consider the long term provision of parish council office and meeting room accommodation in advance of the expiration of the current lease agreement with the Lindos Centre.
- (c) Modus Operandi – see appendix I

It was **agreed** that the above Councillors form the working groups and that attempts should be made to fill vacancies and confirm the Terms of Reference and Modus Operandi at the next Full Council.

**12.45 TO CONSIDER DIVESTMENT OF OPEN SPACES IN MELTON**

This item will be considered and reported on by the Divestment Working Group

**12.46 TO CONSIDER COUNCIL TAX SUPPORT – EFFECTS ON PARISHES**

It was **RESOLVED** to maintain a watching brief on the effect on parishes of council tax support, pending publication of further details by SALC.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr. Butterwick

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

It was noted that the parish council office computer is now 5 years old and is performing inadequately. It is also apparent that with two staff working in the office at the same time, some consideration should be given to supporting collaborative work, with implications for regularising and updating the software used by the council.

It was **RESOLVED** to establish a project to specify the requirements and obtain quotes for replacing the office Information and Communications Technology (ICT) and regularising and updating the office software. The proposed timescale for replacing the ICT would be aligned to the first quarter of the new financial year, at which time a budget for this would have been allocated.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr. Butterwick

**12.48 DATE OF NEXT MEETINGS**

**12.48.01 Scheduled Meetings**

Monday 1<sup>st</sup> October 2012 – changed to 15/10/2012

Monday 21<sup>st</sup> January 2013

Monday 15<sup>th</sup> April 2013

All meetings will take place in the Parish Council Office and commence at 1800.

There being no further business the meeting closed at 21:00hrs.

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

[Chairman]

## Appendix I

Recommended Terms of Reference, Membership and Modus Operandi for working groups.

It was suggested that the following terms of reference, membership and modus operandi, which have been adopted by the Planning and Transport Committee for the working groups under its remit, should also be used for the following working groups:

### Membership:

- the minimum number for an effective working group is three;
- it was not necessary for the committee chairman to be a member of any of these working groups;
- it was not necessary for members of this committee to fill all vacancies for any working group. In the interest of securing a wide range of input, further nominations should be sought from other councillors at the next Full Council meeting.

### Modus Operandi:

- working groups should, as far as possible, conduct their business by eMail rather than physical meetings;
- the chairman of this committee should be copied in to all relevant eMails;
- each working group should select a 'convener' early in their work;
- working groups are not empowered to make decisions affecting the spending of money, or on matters of policy, which remain the preserve of this committee and/or Full Council;
- working group 'convenors' should ensure that regular reports are presented to this committee, as a standing item on committee agendas;
- reports which require a decision by this committee should be in writing.

### **Communications Working Group**

Terms of Reference: To consider all matters relating to the means of internal and external communications by the Council and to submit reports to this committee.

Modus Operandi: As above

### **Divestment (*formerly* Transition) Working Group**

Terms of Reference: To consider all matters relating to proposals by the principal councils (i.e. SCC & SCDC) to divest services or properties and to submit reports to this committee.

Modus Operandi: As above