



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 15th October 2012 commencing at 1800 in Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr GK Butterwick
Cllr Miss KS Martin

Cllr Mr HM Needham [Chairman]
Cllr Thompson [Vice Chairman]

Absent:

Cllr Abbott
Cllr Taylor

In Attendance:

Mr MJ Green Clerk to Melton Parish Council

12.49 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

12.49.01 Cllr Abbott – Working

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

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

12.49.02 Cllr Taylor – Attending IYP Seminar on behalf of Melton Parish Council

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

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

12.50 TO AGREE TO CLLR MARTIN ACTING AS A SUBSTITUTE COUNCILLOR FOR CLLR ABBOTT FOR THIS MEETING ONLY

It was **RESOLVED** that Cllr Martin should act as a Substitute Councillor for Cllr Abbott for this meeting only the appropriate notice having been given in accordance with standing orders.

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

12.51 DECLARATIONS OF INTEREST

12.51.01 To Receive Amendments to the Register

There were no amendments to the register.

12.51.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Pecuniary Interest.

12.51.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Non-Pecuniary Interest

12.51.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

It was noted that there had been no requests for dispensations.

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

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

There were no members of the public present.

12.53 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

12.53.01 Finance and Risk Management Committee on 23rd August 2012

It was RESOLVED that minutes FRM(12)M04 previously circulated be received, noted and signed as a correct record by the Chairman.

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

12.54 TO REVIEW MANAGEMENT ACCOUNTS TO 30TH SEPTEMBER 2012

It was RESOLVED that the Management Accounts contained in paper FRM(12)P54 previously circulated were received and noted.

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

12.55 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Bank Statement - Tracker	£33,617.16
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Plus unreconciled receipts	£32,000.00
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Less unreconciled payments	(£3,000.00)
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Balance as per Balance Sheet	£62,617.16
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Bank Statement - Current	£6,207.51
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Plus unreconciled receipts	£3,039.00
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Less unreconciled payments	(£5,573.32)
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Balance as per Balance Sheet	£3,673.19
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It was RESOLVED to confirm the bank reconciliation contained in paper FRM(12)P55 previously circulated .

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

12.56 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

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 Thompson.

12.57 TO CONSIDER INITIAL DRAFT BUDGET 2013/2014

Paper FRM(12)P57_Confidential previously circulated to councillors only was received and noted.

The following comments were made:

- Decision to be taken by Full Council will be deficit budget vv balanced budget
- The preliminary budget includes 'wish list' from Recreation Commission with figures used not based on formal quotation
- Need to decide whether car park resurfacing is a necessity due to risk assessment or not
- Need to fully assess the use of the grant from SDCDC Play Space Fund
- Need to consider the policy of charging for the use of the playing field as a 'community facility' or as a 'commercial concern' to increase income and reflect the policy in future charging schemes
- Neighbourhood plan budget of £3K in 2013/14 assumes the £3k budget in 2012/13 is either spent, allocated as a provision or carried forward as a 'Neighbourhood Plan' reserve
- Government aid for Neighbourhood Plan is available but exact means by which parish councils can take advantage of funding is not yet clear

- Should no funding other than MPC budget be available for Neighbourhood Plan then questionable if project would proceed
- Need to maintain restoration of reserves to 50% of income – indications are that this may be completed by use of the £4k budgeted for 2012/13 together with the anticipated surplus for 2012/13 as a result of careful control of spending

It was RESOLVED that the Chairman and Clerk to meet to incorporate these comments into the preliminary budget and to then circulate it to members of the Finance, Employment and Risk Management Committee for approval by email prior to it being put on the Full Council on November 8th.

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

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

Paper FRM(12)P58 previously circulated was received and noted.

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

12.59.01 Appointment of External Auditors for the Five Years from 2012/13

Copy of appointment letter as paper FRM(12)P59.01 previously circulated was received and noted.

It was also noted that the Audit Commission has confirmed the appointment of BDO LLP as external auditor for the five years from 2012/13.

12.59.02 To Consider Implications of Access to Electricity Sub-Station by UK Power Networks

The following points were noted:

- The lease was signed on 15/7/1966 for 66 years at an annual rental of £5
- The lease allows access with or without vehicles across the playing field
- No formal approach has been made by the electricity company to gain access
- The indications are that should access be required it will be to replace the existing sub-station and would require a substantial vehicle
- Indications had also been given that a 24/7 access locking mechanism for the playing field barrier would be required to be fitted to enable access 24/7

The situation was noted but no further action deemed necessary until such time as a formal request is made by the electricity company.

12.59.03 To consider the Risk of the Possible Loss of a Meeting Venue due to the change to Bi-Monthly Meetings of Full Council

As a result of the change to bi-monthly meetings of the full council the landlord had indicated that they could not guarantee that the seminar room would in future be available.

The landlord was also trying to lease out the room on a permanent basis so no guarantee could be given as to limited availability.

The current situation was noted and other venues and possible change of meeting dates considered but no further action deemed necessary at this stage.

12.60 STAFFING MATTERS

12.60.01 Park Warden

It was noted that the Park Warden had now returned to his full duties following his absence for medical reasons having been signed off 'fit for work' by his Doctor.

12.60.02 Assistant Clerk

It was noted that as a result of a satisfactory appraisal in May 2012 an annual increment will be applied in January 2013

12.60.03 Clerk

No action required.

12.60.04 To Agree Office Closure Dates for Christmas 2012/New Year 2013
It was **RESOLVED** that the Parish Council Office will be closed on the following dates:
Tuesday 25th December 2012
Wednesday 26th December 2012
Thursday 27th December 2012
Tuesday 1st January 2013
Proposed by: Cllr Needham **Seconded by:** Cllr Martin.
It was noted that due to staff holidays there will be no staff in the office on Wednesday 2nd or Thursday 3rd January 2013.

12.61 TO RECEIVE REPORTS FROM THE WORKING GROUPS

12.61.01 Accommodation

Cllr Butterwick advised that he was the convenor of the working group and that he had circularised members of the group with background information on current costs. He agreed to circulate this email to members of the Finance, Employment and Risk Management Committee.

It was the intention of the working group to bring proposals to the next meeting of the Finance, Employment and Risk Management Committee in December.

12.61.02 Communications

Cllr Butterwick advised that he was the convenor of the working group and that they were starting to work to review the use of the Melton Messenger as part of the overall review of the strategy for delivering communications to those who work and live in Melton.

12.61.03 Divestment

It was reported that as yet this group had not met and therefore a convenor had not been appointed. A priority for the group is the consideration of the parcels of land in Orchard Close that had been offered to the council by the developer who was seeking a response to his offer as soon as possible.

12.62 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

12.62.01 To consider items for inclusion in the Melton Messenger

- Governance – reviewing expenditure, budgets and bank balances
- Risk Management – reviews and manages the policies and practices
- Risk Management – commissioned review of play equipment and authorising remedial works

12.62.02 To receive items for future meetings

There were no specific items requested.

12.62.03 Standard items for discussion

May Meeting – Finalise annual accounts following internal audit – consider the end of year internal audit

July Meeting – Consider annual risk assessments

October Meeting – Initial preliminary budget proposals for following financial year

December Meeting – Adapt preliminary budget for any changes following discussion by Full Council – consider ½ yearly internal audit report

January Meeting – prepare precept request following adoption of budget by Full Council – review standing orders, financial regulations, banking arrangements & direct debit mandates - – review the effectiveness of the internal audit

April Meeting – approve draft annual accounts in preparation for internal audit

12.63 DATE OF NEXT MEETING

Monday 3rd December 2012

The meeting will take place in Conference Room 4, The Lindos Centre, Saddlemakers Lane, Melton, Woodbridge IP12 1PP commencing at 1800.

There being no further business the meeting closed at 2015

Signed: _____

Date: _____

[Chairman]