



## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 3<sup>rd</sup> December 2012 commencing at 1800 in Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott

Cllr Mr GK Butterwick

Cllr Mr HM Needham [Chairman]

Cllr Mr CW Taylor

Cllr Thompson [Vice Chairman]

**Absent:**

**In Attendance:**

Mr MJ Green

Clerk to Melton Parish Council

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

There were no apologies as all councillors were present.

**12.65 DECLARATIONS OF INTEREST**

**12.65.01 To Receive Amendments to the Register**

There were no amendments to the register.

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

There were no declarations of Pecuniary Interest.

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

There were no declarations of Non-Pecuniary Interest

**12.65.04 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.*

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

There were no members of the public present.

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

**12.67.01 Finance and Risk Management Committee on 15<sup>th</sup> October 2012**

(a) Amendment #1 12.55 - should be unreconciled receipts not unreconciend receipts

(b) Amendment #2 12.57 2<sup>nd</sup> Bullet Point – should be Recreation Committee not Commission

**It was RESOLVED** that with these amendments minutes FRM(12)M05 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Thompson.

12.68

**TO CONSIDER ANY CHANGES TO THE INITIAL DRAFT BUDGET 2013/2014 ARISING FROM THE FULL COUNCIL MEETING ON 8<sup>TH</sup> NOVEMBER 2012**

FRM(12)P68 previously circulated was received and noted.

Cllr Butterwick advised the meeting that there was to be significant changes to the calculation of the properties to be used in the average band 'D' calculation. This would remove the number of properties where the owner was in receipt of benefits.

The % increase calculation may therefore show that the increase is greater than the inflation figure thereby generating a poll with the associated financial implications for a council.

There is also the issue over the engagement of Local Councils with the Billing Authorities following the 'redistribution of business rates to Parish Authorities'.

There will be uncertainty about the exact details of these changes until after the Chancellor's Autumn Statement due later this week and any resultant guidance from SALC.

It was agreed that the budget should be amended to:

- Be consistent with the resolution adopted by Full Council that there should be a balanced budget and that any increase should be in line with or lower than inflation
- Include an income line with zero values to allow for the redistribution of the business rate
- Be realigned to represent the current three committees
- Move the responsibility for Bus Shelters from Recreation Committee to Planning and Transport Committee [this will need a resolution to full council]
- Be adopted with it's current values by Finance, Employment and Risk Management Committee and presented to Full Council in January with a recommendation to adopt subject only to any impact of the Chancellors Statement on Band D Properties as a result of the removal of Benefit Counting Changes

**It was RESOLVED** to present the budget and precept contained in paper FRM(12)P68, as amended above, to full council on 10<sup>th</sup> January 2013 with a recommendation to adopt subject only to any changes as a result of the Chancellors Statement.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Thompson.

It was noted that Finance, Employment and Risk Management Committee next meets on 21<sup>st</sup> January 2013 and will need to adjust the budget should council on 10<sup>th</sup> January 2013 not accept the budget or wish to change the policy that it adopted in November 2012.

A provisional date for an extra-ordinary meeting of the Full Council has been set for Thursday 24<sup>th</sup> January 2013 should it be necessary when they can consider any resultant revised budget and precept.

12.69

**TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> NOVEMBER 2012**

**It was RESOLVED** that the Management Accounts contained in paper FRM(12)P69 previously circulated were received and noted.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Thompson.

12.70

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

<b>Bank Statement - Tracker</b>	£59,617.16
Plus unreconciled receipts	£0.00
Less unreconciled payments	(£3,000.00)
<b>Balance as per Balance Sheet</b>	<b>£56,617.16</b>

<b>Bank Statement - Current</b>	£6,877.13
Plus unreconciled receipts	£3,039.00
Less unreconciled payments	(£7,319.29)
<b>Balance as per Balance Sheet</b>	<b>£2,596.84</b>

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(12)P70 previously circulated .

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

**12.71 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.

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

It was noted that there were no action item to report.

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

**12.73.01 ½ Yearly Internal Audit Report**

It was noted that this will be undertaken by the internal auditor on 13<sup>th</sup> December 2012.

**12.73.02 Car Park Resurfacing**

The budget provision for the replacement of the car park has been removed as one of the measures to ensure that the budget increase is within inflation. This raises the issue of whether or not the car park meets the standards required or whether there is an issue requiring remedial work.

As the Finance, Employment and Risk Management Committee is only responsible for ensuring risk assessments are carried out it was agreed to refer the matter to the Recreation Committee to carry out the risk analysis with the Council Contractor and determine whether or not remedial action or a full replacement is required. A cost analysis should then be carried out to enable the work to be undertaken either within the existing budget or by seeking funds from the Play Space Fund.

**12.74 STAFFING MATTERS**

The Chairman advised that he will be contacting the Chairman, Vice Chairman and Chairman of Committees in the New Year to obtain their input into the appraisal process that he will then undertake.

**12.74.01 Park Warden**

No other matters to report.

**12.74.02 Assistant Clerk**

No other matters to report.

**12.74.03 Clerk**

No other matters to report.

## **12.75 TO RECEIVE REPORTS FROM THE WORKING GROUPS**

### **12.75.01 Accommodation**

The Convenor tabled his FRM(12)P75.01 report on progress that was received and noted.

The recommendations in the report are:

- (a) Work up an outline specification for a low cost refurbishment of the pavilion and seek informal estimates of the likely cost;
- (b) Work up an outline specification for a complete rebuild/new build of the pavilion and seek informal estimates of the likely costs;
- (c) Identify funding mechanisms for (a) and (b) above;
- (d) Present an interim report to the 21<sup>st</sup> January 2013 meeting of Finance, Employment and Risk Management Committee and a final report to the 15<sup>th</sup> April 2013 meeting

### **12.75.02 Communications**

The Convenor advised the meeting that a meeting is being scheduled that will allow for an exchange of views with a report back to committee in January.

### **12.75.03 Divestment**

- (a) Amenity Land in Orchard Close  
Copies of the emails from Barratt Homes and photographs of the parcels of land were tabled.  
Cllr Butterwick stressed the importance of moving forward with this as there were a number of issues of planning, rights of way and amenity areas that MPC needs to be in control of.  
The council insurance policy would need to be amended in due course to cover the two parcels of land and the divestment budget would be used to cover the cost of maintenance i.e. grass cutting etc.  
**It was RESOLVED** to accept the offer from Barratt Homes to enter into an agreement whereby ownership is transferred to Melton Parish Council following any necessary remedial work to the wall, with legal fees being met by Barratt Homes and no fee for land transfer.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Butterwick.  
It was also noted that area 1 should be added to the Play Space Schedule.

## **12.76 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**

### **12.76.01 To consider items for inclusion in the Melton Messenger**

As the next edition is not due until February there were no items considered suitable.

### **12.76.02 To receive items for future meetings**

There were no specific items requested.

### **12.76.03 Grants**

A request from the Leiston CAB for grant aid was tabled.  
It was noted that anecdotal evidence from the Melton Trust suggests that in the past year over 80 Melton residents had been helped by the CAB.  
**It was RESOLVED** to offer a grant of Five Hundred Pounds to Leiston CAB.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Abbott.

### **12.76.04 Office Computer Equipment**

The Chairman advised that it was his intention to bring to the next meeting of the Full Council a costed proposal for upgrading the office software and computers. He also confirmed that this planned investment in equipment would be achieved during this current financial year.

