



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 15th April 2013 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

13.16 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies as all members were present.

13.17 DECLARATIONS OF INTEREST

13.17.01 To Receive Amendments to the Register

There were no amendments to the register.

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

There were no declarations of Pecuniary Interest.

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

There were no declarations of Non Pecuniary Interest.

13.17.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

There were no applications for dispensations.

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

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

There were no members of the public present.

13.19 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

13.19.01 Finance and Risk Management Committee on 21st January 2013

It was **RESOLVED** that minutes FRM(13)M02 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Needham

Seconded by: Cllr Thompson.

13.20 TO REVIEW MANAGEMENT ACCOUNTS TO 31ST MARCH 2013

It was **RESOLVED** that the Management Accounts contained in paper FRM(13)P20 previously circulated were received and noted.

Proposed by: Cllr Needham

Seconded by: Cllr Thompson.

It was noted that the annual payment from UK Power Networks for the rent of the land for the sub substation on the playing field had been received in the first week in April i.e. the new financial year and was therefore not included in the accounts.

In the light of the decision to continue bi-monthly meeting of the Full Council, the provision of monthly finance reports for circulation to all councillors was considered. However, it was concluded that, due to the potential confusion between monthly reports and reports for consideration by this committee, this course of action was not appropriate.

- 13.21 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**
It was RESOLVED to confirm the bank reconciliation contained in paper FRM(13)P21 previously circulated.

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

Bank Statement - Tracker	£48,824.01
Plus unreconciled receipts	£6.10
Less unreconciled payments	£0.00
Balance as per Balance Sheet	£48,830.11
Bank Statement - Current	£7,985.53
Plus unreconciled receipts	
Less unreconciled payments	(£3,115.17)
Balance as per Balance Sheet	£4,870.36

- 13.22 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**
It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(13)P22 previously circulated.

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

- 13.23 TO REVIEW THE DRAFT END OF YEAR ACCOUNTS**
 Paper FRM(13)P23 previously circulated was received and noted.
 The surplus of circa £13k was in accordance with the projections throughout the year and after allowing for debtors and creditors the remaining balances were £43,016.
 The figures are subject to the ½ year internal audit due w/c 22nd April 2013 and the final figures will be presented to Full Council for adoption on 9th May 2013.

- 13.24 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**

- 13.24.01 Review Standing Orders**
 The position of all councillors having to seek a dispensation for discussions on the budget and precept was considered and the clerk was asked to draft a suitable change to standing orders and circulate it to members of the committee for approval.
It was RESOLVED that the review of the standing orders be confirmed and that this amendment for dispensations be included.

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

- 13.24.02 Review Financial Regulations**
 The following comments were made:

- (a) Section 05.02 – the generic term ‘council’ should be clarified to include committees.
- (b) Section 5 should include references to Direct Debits and the references in Section 6 to Direct Debits should be moved to section 5.
It was RESOLVED that the review of the financial regulations be confirmed and that these amendments be included.
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.
- 13.24.03 To Review Banking Arrangements [Financial regulation 05]**
The Clerk reported that the Co-operative Bank were currently not able to offer cash deposit facilities without the clerk having a debit card which was not currently permissible. Other alternatives will be considered in the future.
- 13.25 STAFFING MATTERS**
- 13.25.01 To Consider the Results of the Job Benchmarking for Clerk & Assistant Clerk Posts undertaken by SALC.**
It was reported that due to staffing difficulties at SALC the review had not yet taken place. SALC had indicated that a profile form will be completed and circulated to members of the committee covering areas of functionality and complexity, number of meetings serviced and the individual responsibilities of the Clerk and Assistant Clerk.
Further consideration therefore deferred to the next meeting.
- 13.25.02 Park Warden**
It was noted that in extreme weather the playing field main gates are not locked every evening. The Clerk is in regular contact with the Park Warden who provides monthly reports for the Recreation Committee
The Clerk to consider the provision of personal protective clothing for the Park Warden as part of the annual risk assessment.
- 13.25.03 Assistant Clerk**
It was noted that in accordance with the contract of employment for the Assistant Clerk to Melton Parish Council the hourly rate was increased by one increment with effect from 1st January 2013. In addition where necessary to cover meetings of the Recreation Committee additional paid hours are sanctioned.
- 13.25.04 Clerk**
There were no matters requiring action.
- 13.26 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**
Paper FRM(13)P26 previously circulated was received and noted.
- 13.27 TO RECEIVE REPORTS FROM THE WORKING GROUPS**
- 13.27.01 Accommodation**
The convenor of the working group reported that he had received no response to his ‘invitation to submit proposals’ but that he would continue to persevere.
- 13.27.02 Communications**
A report was not yet available for consideration.
Following a detailed discussion on the need for a community magazine i.e. Melton Messenger, it was agreed to recommend to Full Council on 9th May 2013 that £1,000 be provided for the Melton Messenger from Reserves as a transitional contribution for the calendar year ending 31st December 2013 payable in December 2013 and that consideration of ongoing support for the Melton Messenger from 2014 onwards should form part of the Communications Policy.
- 13.27.03 Divestment**
- (a) Orchard Close
It was noted that further clarification from the developers was awaited in relation to the payment of disbursements.

(b) Further Divestment
Cllr Butterwick agreed to frame a question for discussion at the next meeting of the committee on the future of divestment.

(c) Risk Register
The Clerk to add Divestment to the Risk Register and provide a report to Full Council in due course.

13.28 TO CONSIDER AND ADOPT THE DRAFT CALENDAR OF EVENT.

Paper FRM(13)P28 previously circulated was received and noted.

The calendar was not meant to be a definitive statement but a template that was current and always being updated. It was designed as a check list of the major decisions that have to be taken and when by Full Council and the various committees.

The Chairman of Planning and transport Committee offered to provide the Clerk with items from that committee. The Clerk to discuss with the Chairman of Recreation Committee any items that were appropriate for inclusion.

With these amendments **it was RESOLVED** to adopt the draft calendar and make it available to all councillors.

Proposed by: Cllr Needham

Seconded by: Cllr Thompson.

13.29 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

13.29.01 Clearance of Graffiti

It was reported that a significant amount of Graffiti had been painted on the pavilion during the Easter holiday. Concern was expressed about the time delay in clearing it and also the procedures in existence for allowing early intervention in the absence of the staff.

It was noted that all committees have the delegated power to spend within their budget so action could be taken in the absence of staff. It was further noted that unlike the previous contractor who had a retainer for 'call out', in an effort to reduce costs the current contractor did not have such a retainer and therefore was not providing out of hours emergency cover.

13.29.02 Emergency – out of office procedures

Further consideration to be given to providing a rota similar to the Mobile Phone Rota for the emergency email.

13.29.03 To consider items for inclusion in the Melton Messenger

(a) Budget/precept – the Chairman to provide an article for Cllr Abbott for inclusion in the June Edition.

13.29.04 To receive items for future meetings

There were no items.

13.30 DATE OF NEXT MEETING

Monday 13th May 2013

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 2045

Signed: _____

Date: _____

[Chairman]