



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 13th May 2013 commencing at 1800 in Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott [Vice Chairman]
Cllr Mr GK Butterwick
Cllr Mr HM Needham

Cllr Mr CW Taylor
Cllr Thompson [Chairman]

Absent:

In Attendance:

Cllr Miss KS Martin Vice Chairman – Melton Parish Council
Mr MJ Green Clerk to Melton Parish Council

The Chairman expressed the sincere and warm thanks of council to Cllr Needham for his previous Chairmanship of the committee.

13.31 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

13.31.01 Cllr Mr CW Taylor – Holiday

It was **RESOLVED** to receive the apology and consent to the absence.

Proposed by: Cllr Butterwick **Seconded by:** Cllr Abbott

13.32 DECLARATIONS OF INTEREST

13.32.01 To Receive Amendments to the Register

There were no amendments to the register of interests.

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

There were no declarations of Pecuniary Interest in respect of items on the agenda.

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

There were no declarations of Non Pecuniary Interest in respect of items on the agenda.

13.32.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

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

It was agreed that standing orders would be lifted for item 39 Staffing Matters

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

No matters were raised for this item.

13.34 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

13.34.01 Finance and Risk Management Committee on 15th April 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 Abbott **Seconded by:** Cllr Butterwick.

13.35 TO REVIEW MANAGEMENT ACCOUNTS TO 30 APRIL 2013
It was RESOLVED that the Management Accounts contained in paper FRM(13)P35 previously circulated were reviewed and noted.
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.
 It was agreed that the Chairman and Clerk would review the presentation of the budget to take account of the 12 month spread of the reserves and invoices from the Lindos Centre and Lindos Psychotherapy Centre

13.36 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS
It was RESOLVED to confirm the bank reconciliation contained in paper FRM(13)P36 previously circulated.

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

Bank Statement - Tracker	£42,830.11
Plus unreconciled receipts	£0.00
Less unreconciled payments	(£3,000.00)
Balance as per Balance Sheet	£39,830.11

Bank Statement - Current	£7,660.88
Plus unreconciled receipts	£534.13
Less unreconciled payments	(£7,220.91)
Balance as per Balance Sheet	£974.10

13.37 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT
It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(13)P37 previously circulated.
Proposed by: Cllr Abbott **Seconded by:** Cllr Butterwick.

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

13.38.01 To Consider Transferring Bank Accounts to Unity Trust Bank
 After careful consideration **it was RESOLVED** to maintain the accounts at Barclays Bank and substitute Cllr Thompson as a signatory for Cllr Needham.
Proposed by: Cllr Abbott **Seconded by:** Cllr Butterwick.

13.38.02 To Consider Changes to Emergency Out of Office Procedures for Email
It was RESOLVED to set up a rota consisting of members of the Finance Employment and Risk Management Committee and the Vice Chairman of Council to deal with info@ emails in the absence of staff. Emails to info@ will be automatically forwarded to the councillor on the rota where there will be no staff present for a week or more.
 The rota will be for calendar months as follows:

May-June	Cllr Martin
July	Cllr Abbott
August	Cllr Butterwick
September	Cllr Needham
October	Cllr Taylor
November	Cllr Thompson
December	Cllr Martin
etc., etc.	

Proposed by: Cllr Abbott **Seconded by:** Cllr Butterwick

- 13.38.03 To Consider New Long Term Agreement with Came & Company for Insurance**
 Paper FRM(13)P38.03 was received and noted.
It was RESOLVED to enter into a further Long Term Agreement for the provision of insurance cover with AVIVA through Came & Company moving the payment date to September thereby gaining 16 months cover for the cost of 12.
Proposed by: Cllr Needham **Seconded by:** Cllr Butterwick
- 13.39 STAFFING MATTERS**
It was RESOLVED to lift standing orders to enable the Vice Chairman of Council to participate in the discussions.
- 13.39.01 To consider the results of the Job Benchmarking for Clerk & Assistant Clerk Posts undertaken by SALC.**
 The meeting was advised that as yet no response had been received from SALC although all the information that they had requested had been provided by the Clerk.
 A wide ranging discussion followed that included the merits or otherwise of have a qualified Assistant Clerk or an unqualified Clerks' Assistant and what impact this might have on the hours required by both.
 The matter was deferred until the results of the benchmarking exercise by SALC was complete.
- 13.39.02 Park Warden**
 Nothing to report.
- 13.39.03 Assistant Clerk**
- (a) Resignation of Assistant Clerk
 The resignation of the assistant Clerk and that the final day in the office will be Thursday 23rd May 2013 was noted.
 The outgoing Chairman of Finance, Employment and Risk Management Committee confirmed that he would complete the annual appraisal and exit interview with the Assistant Clerk prior to her departure.
- (b) To Consider Interim Arrangements for the Provision of Support to the Recreation Committee currently undertaken by the Assistant Clerk.
 The appointment of an interim temporary assistant clerk to cover the work of the Recreation Committee was considered preferable financially to that of extending the hours of the clerk.
 The committee Vice Chairman suggested two names of peripatetic clerks who might consider filling the temporary role but that SALC had also indicated that they would be prepared to advertise the temporary role should neither of those people be able to fill the temporary role [subsequent to the meeting it was noted that neither of these was available].
- It was RESOLVED** to reinstate Standing Orders.
- It was RESOLVED** that the Chairman should convene a Working Group to oversee the appointment of a temporary assistant clerk. They would then consider the long term staffing needs of council following the benchmarking recommendation of SALC presenting proposals to the July meeting of the committee. The working group to consist of:
 Cllr Abbott
 Cllr Butterwick
 Cllr Martin
 Cllr Thompson
Proposed by: Cllr Abbott **Seconded by:** Cllr Butterwick
- 13.39.04 Clerk**
 Nothing further to report.
- 13.40 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**
 Paper FRM(13)P40 previously circulated was received and noted.

13.41 TO RECEIVE REPORTS FROM THE WORKING GROUPS

13.41.01 Accommodation

The Convenor of the working group to report to the next meeting of Finance, Employment and Risk Management Committee on 1st July 2013 with proposals.

13.41.02 Communications

- (a) To consider adopting the Communications Action Plan

- (a) To consider the financial and HR implications of the Communications Action Plan

- (b) To consider any impact of the working arrangements of the Clerk and Assistant Clerk on the eMail Protocol in respect of 'mutual cover'

The Convenor of the working group to report to the next meeting on all these issues.

13.41.03 Divestment

- (a) Orchard Close Amenity Land
 - (i) Communication from Barratts Regarding Disbursements
Confirmation that '*they have no problem in agreeing to pay for any reasonable disbursements in respect of the land transfer*' was received and noted.
 - (ii) Communication from Barratts Regarding Existing Wall
Confirmation that '*when the remedial works have been undertaken to the boundary wall I will contact you again to progress the transfer*' was received and noted.
 - (iii) Communication from Margery & Miller
Paper FRM(13)P41.03(a) (iii) was received and noted.
- (b) Further Divestment
The draft letter from Cllr Butterwick to SCDC Chief Executives on the whole question of Divestment was considered but it was felt that the most appropriate forum to raise these issues was the SALC Area Meeting on 16th June 2013.

13.42 TO CONSIDER SETTING UP A CHARITY FOR MPC TO APPLY FOR CERTAIN GRANTS AS SUGGESTED BY CHERYL HOLDER TO MPC CHAIRMAN

The Vice Chairman reported that in discussion with Cheryl Holder the opportunity for further grant funding was raised but that this would only be available if the parish council set up a charitable trust.

Whilst there are a number of issues surrounding the setting up of a charitable trust the Vice Chairman offered to contact Kesgrave Parish Council who it was understood had taken this route with some success.

13.43 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

13.43.01 Cedar House

It was understood that SCDC would be divesting itself of the Cedar House property in Pytches Road. Local understanding was that this property was given to the community by Lady Mathieson. It was noted that the local concerns were being followed up by Cllr Bidwell.

The Clerk to draft a suitable letter to David Gallagher at SCDC [agreed with Cllrs Thompson & Butterwick & copied to Woodbridge TC] expressing concerns about the way in which the decision had been taken and the process of divesting a community asset in the council area without engaging the local parish council in considering alternative options.

13.41.01 Seminar Room & Office

The Clerk presented a 'without prejudice' letter from the Landlord offering the Seminar Room and Office to Melton Parish Council at a charge of circa £12k per annum. Committee indicated that this would be a matter that they would wish to consider further and asked the Accommodation Working Group to consider this offer as part of their deliberations on future accommodation requirements.

13.42 To consider items for inclusion in the Melton Messenger

None were considered appropriate.

13.43.02 To receive items for future meetings

No matters were raised.

13.44 DATE OF NEXT MEETING

Monday 1st July 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 2000

Signed: _____ Date: _____
[Chairman]