



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Thursday 3rd March 2014 commencing at 19:00 in The Parish Council Office Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott [Vice Chairman]
Cllr Mr GK Butterwick
Cllr Miss KS Martin

Cllr Mr CW Taylor
Cllr Thompson [Chairman]

Absent:

In Attendance:

Mr MJ Green Clerk to Melton Parish Council

14.23 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies as all councillors were present.

14.24 DECLARATIONS OF INTEREST

14.24.01 To Receive Amendments to the Register

There were no amendments to the Register

14.24.02 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.

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

14.24.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

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

The Chairman to propose the lifting of standing orders

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

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

14.26 TO APPROVE THE MINUTES OF PREVIOUS MEETING

14.26.01 Finance and Risk Management Committee on 6th February 2014

It was **RESOLVED** to receive, note and sign minutes FRM(14)M02 previously circulated as a correct record.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.27 TO REVIEW MANAGEMENT ACCOUNTS AND APPROVE ORDERS FOR PAYMENT

14.27.01 January 2014

It was RESOLVED that the Paper FRM(14)P27.01 Management Accounts for January 2014 previously circulated be received, noted and the Orders for Payment contained therein approved.

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

14.27.02 February 2014

It was RESOLVED that the Paper FRM(14)P27.02 Management Accounts for February 2014 previously circulated be received, noted and the Orders for Payment contained therein approved.

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

The following was noted in response to questions:

- (a) Contingency included £500 donation to CAB, £17.50 towards the cost of the poppy wreath and £97.50 for the renewal of the planning application for the pavilion
- (b) Fete Expenses: The Clerk subsequently confirmed that the expenses for the Fete Christmas Party had been charged to the Fete budget and not to Councillor Expenses.
- (c) The Clerk confirmed that the payment re Neighbourhood Plan Logo Prizes had been budgeted and properly authorised

14.28 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Paper FRM(14)P28.

Bank Statement - Tracker	£66,626.14
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Plus unreconciled receipts	£0.00
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Less unreconciled payments	£0.00
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Balance as per Balance Sheet	£66,626.14
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Bank Statement - Current	£8,115.25
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Plus unreconciled receipts	£0.00
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Less unreconciled payments	(£3,037.74)
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Balance as per Balance Sheet	£5,077.51
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It was RESOLVED to confirm the bank reconciliation contained in paper FRM(14)P28 previously circulated.

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

14.29 TO AGREE THE BUDGET FOR 2014/15 FOR RECOMMENDATION TO FULL COUNCIL FOR ADOPTION ON 13TH MARCH 2014

Paper FRM(14)P29 previously circulated was received and noted.

The following comments were recorded:

- (a) Responsibility for the budget rests with the committee to which it had been delegated
- (b) Working groups do not have delegated budgets and any expenditure must be with the approval of the committee to which the working group reports
- (c) Instructions to the Clerk to make a payment should come from the committee responsible
- (d) The results of any fine tuning of the budget to reflect the decisions taken under item 14.30 to be circulated to members of the Finance, Employment and Risk Management

Committee for agreement by email prior to the meeting of the full council on 13th March 2014

It was RESOLVED to approve the budget contained in paper FRM(14)P29, subject to any changes resulting from 14.30, and to recommend its adoption to full council on 13th March 2014.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.30 STAFFING MATTERS

14.30.01 Benchmarking

The Chairman reported the following:

- (a) The Chairman of Finance, Employment and Risk Management Committee and Clerk had met and agreed a way forward on contractual issues
- (b) Agreement on hours and the associated prioritisation of work process remains to be finalised
- (c) A revised contract and job description using the NALC model is to be provided by Cllr Butterwick to enable agreement and signing by the Chairman of Finance, Employment and Risk Management Committee and the Clerk
- (d) The regarding of the post of Clerk to be back dated to 16th April 2012

14.30.02 Park Warden

Nothing to report

14.30.03 Assistant Clerk

- (a) Succession Planning
 - (i) The experience of losing two council funded trained CiLCA qualified Assistant Clerks suggests that the need for qualified assistants is not a necessity
 - (ii) CiLCA Qualification automatically triggers an increment rise
 - (iii) CiLCA qualification should not be a pre-cursor to the employment of an assistant clerk nor should it be a necessary training requirement
 - (iv) The current needs are only for six hours per week so there is little potential for other than essential training for the successful applicant which could be provided by attendance at regular courses run by SALC
 - (v) SALC had advised that an additional clause regarding reclaiming of any approved CiLCA qualification expenditure should the member of staff leave within 12 months should be included in the contract
 - (vi) The alternative is to remove the need for CiLCA qualification from the contract and should such qualification be supported (on a case by case basis) deal with it through a side letter
 - (vii) The timescale for advertising, recruiting and employment of an assistant clerk together with the process to be considered at the next meeting of the Finance, Employment and Risk Management Committee

It was RESOLVED to adopt the succession plan as above.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.30.04 Clerk

It was RESOLVED to delegate the authority to complete a new contract and associated actions to the Chairman and/or Vice Chairman of Finance, Employment and Risk Management Committee.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.31 TO CONSIDER THE MELTON PARISH COUNCIL GRANT APPLICATION PROCESS

Paper FRM(14)P31 previously circulated was received and noted.

The following amendments were noted:

- On the form an additional box at the end should ask the question 'What is the level of the grant you are asking for from Melton Parish Council?'
- Remove Note 5 referring to the split between community partners and other organisations
- Note 9 should be amended to include 'successful' before application and remove 'whether approved or rejected'
- Consideration of grant applications for 2014/15 should be as set out in note 12 but the concept of splitting the budget and considering applications more than once a year to be reviewed at the end of the process for this year

It was RESOLVED that with these amendments to adopt the grant application process contained in paper FRM(14)P31

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.32 TO CONSIDER REVISION TO STANDING ORDER AND TO RECOMMEND ACCEPTANCE TO FULL COUNCIL ON 13 MARCH 2014

Appendix 3 Standing Orders with SALC Comments and Standing Orders MPC Version previously circulated were both received and noted.

The following comments were noted:

- Item 9 (d) should include 'FIVE' clear days.
- Item 13 c seems to conflict with item 13 b – the clerk to obtain advice from SALC
- Item 19 Handling Staff Matters – remove the last two words 'and encrypted'

It was RESOLVED with these amendments to recommend to Full Council that the revised standing orders be adopted at the meeting on March 13th 2014.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

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

14.33.01 Project Risk Management

The Chairman reported that each project should have its own view on the risks involved in the project.

It was RESOLVED that the consideration of risk should form part of the terms of reference for any project and that the Chairman and Clerk will provide a template form for use by project leaders.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

14.33.02 LAIS1363 Local Audit and Accountability Act 2014

The potential impact of the Act on external audit, transparency, publicity, filming of meetings and parish polls was noted but that at the current time further guidance is awaited from SALC/NALC.

14.33.03 Play Equipment EN 1176 Compliance

To note the advice from Waveney Norse Property Services Manager regarding the compliance issues surrounding EN 1176.

Councils are only required to comply with the current legislation at the time of installation. It is not seen as reasonable practice to alter equipment as and when standards change. Attention is often drawn in reports to items that do not comply with current European standard [such as the width between bars regarding head entrapment] but there is no need to retrospectively replace these as a matter of course.

You are allowed to make like for like repairs to an item of equipment but should you change any structure/layout then you would need to consider current standards.

Again if there was more than one incident attributed to an element not meeting current standards then you need to consider that further.

Generally non-compliance is recorded with a low risk and given the level of inspection carried out by MPC you are taking more than reasonable efforts to demonstrate your duty of care.

14.33.04 Succession Planning

Paper FRM(14)P33.04 previously circulated was received and noted.

This item was taken out of order as Chairman's urgent business.

Following discussion of the paper

It was RESOLVED:

- (a) That the contents of the report be noted
- (b) Full council is recommended to consider at its meeting on 13th March 2014:
- (i) A system be introduced whereby expressions of interest for the posts of chairman and vice chairman of council and of committees are invited to be submitted to the Clerk in writing with a deadline prior to the publishing of the agenda for the meeting at which the election is due

Proposed by: Cllr Butterwick

Seconded by: Cllr Thompson.

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

Paper FRM(14)P34 previously circulated was received and noted.

14.35 TO RECEIVE REPORTS FROM THE WORKING GROUPS

14.35.01 Accommodation

The Clerk reported that plans were advancing to enable the move to the offices of SCDC for 1st April 2014.

The following items were noted:

- (a) The draft lease has just been received from SCDC and councillors should pass any comment to the Clerk by Thursday 6th March to enable it to be signed and returned to SCDC
- (b) The proposed schedule
 - (i) 25th March - Phone/broadband to be disconnect at Lindos and reinstalled in SCDC – this will result in no contact by phone or email being possible on that date
 - (ii) 25th March – Office contents packed and moved to SCDC offices
 - (iii) 27th March – Set up office in SCDC
 - (iv) 27th March – Reconnect Computers/telephone/broadband
 - (v) There is a risk that if the telephone/broadband is not connected as per the schedule then communication with MPC will not be possible
 - (vi) Councillors to be advised of the move by email from the Clerk Tuesday 4th March
 - (vii) Appropriate notices/Enews/website information to be updated with the new address as soon as the move is confirmed
 - (viii) Cllr Martin to contact Cllr Eckersley with regard to an article in the Melton Messenger

14.35.02 Communications

- (c) The following updates on the implementation strategy were noted:
- (d) **1.1.1 External Communication** – opening hours to public being considered as part of the move to SCDC.
- (e) **1.1.2 User Friendly Versions of Agendas** – samples circulated to all councillors for comment

