



# MELTON PARISH COUNCIL

FRM(19)A03

## **FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**

To Members of Melton Parish Council Finance, Employment and Risk Management Committee:

Dear Councillor,

You are summoned to attend an ordinary meeting of the Parish Council Finance, Employment and Risk Management Committee to be held on Wednesday 10 July 2019, commencing at 19:00 at 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT.

*William Grosvenor*  
Clerk to the Council  
1 July 2019

### AGENDA

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>19.28</b>	<b>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF FINANCE EMPLOYMENT AND RISK MANAGEMENT COMMITTEE</b>
<b>19.29</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>19.30</b>	<b>DECLARATIONS OF INTEREST</b>
<b>19.30.01</b>	<b>To receive Amendments to the Register</b>
<b>19.30.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>19.30.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
<b>19.30.04</b>	<b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>19.31</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b> The opportunity for members of the public to ask questions of their councillors about matters within the remit of the Finance, Employment and Risk Management Committee.
<b>19.32</b>	<b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b> Meeting held on 10 April 2019 (FRM(19)M02 and FRM(19)M02 <i>Confidential</i> previously distributed)

<b>19.33</b>	<b>TO REVIEW TERMS OF REFERENCE FOR FINANCE EMPLOYMENT AND RISK MANAGEMENT COMMITTEE</b> (Paper FRM(19)33)
<b>19.34</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>19.34.01</b>	<b>To consider the Management Accounts – 1 April 2019 to 30 June 2019</b> (Papers FRM(19)34.01 and FRM(19)34.01a-g)
<b>19.34.02</b>	<b>To consider the detailed budgetary position as at the end of the 1<sup>st</sup> Quarter of 2019/20</b> (Paper FRM(19)34.02)
<b>19.34.03</b>	<b>To consider the appointment of the Internal Auditor for 2019/20</b> Clerk to report
<b>19.34.04</b>	<b>To receive a report on the implications of compliance with the Local Govt. Transparency Code 2015</b> (Paper FRM(19)34.04)
<b>19.34.05</b>	<b>To agree to make future payment of salaries electronically</b> Clerk to report
<b>19.35</b>	<b>To consider 1<sup>st</sup> draft of updated Business Plan</b> (Paper FRM(19)35)
<b>19.36</b>	<b>TO CONSIDER EMPLOYMENT MATTERS</b>
<b>19.36.01</b>	<b>Clerk to the Council including workload issues</b> Chairman to report
<b>19.36.02</b>	<b>Staffing report</b> Clerk to report
<b>19.36.03</b>	<b>Report on duties required by the Pensions Regulator</b> Clerk to report
<b>19.37</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>19.37.01</b>	<b>Risk Register</b> (Paper FRM(19)37.01)
<b>19.37.02</b>	<b>Safecouncil.uk membership</b> Clerk to report
<b>19.38</b>	<b>TO CONSIDER GOVERNANCE MATTERS</b>
<b>19.38.01</b>	<b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b> Nothing to report
<b>19.38.02</b>	<b>To consider draft policy on Member / Officer protocol</b> (Paper FRM(19)38.02)
<b>19.39</b>	<b>TO CONSIDER REQUEST FOR USE OF MEETING ROOM FOR MONTHLY SURGERIES BY MELTON DISTRICT COUNCILLOR</b> Cllr Porter / Clerk to report
<b>19.40</b>	<b>TO CONSIDER FINANCIAL MATTERS RE MELTON VILLAGE FETE</b> Cllr Gradwell to report
<b>19.41</b>	<b>TO RECEIVE AN UPDATE ON SNAGGING &amp; OTHER WORKS TO THE COUNCIL'S MEETING ROOM / OFFICE</b> Clerk to report

19.42	<b>EMERGENCY PLAN</b> Cllr Taylor to report
19.43	<b>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
	<b>PART TWO - CONFIDENTIAL</b>
	<b>Exempt / Confidential Items</b> It is recommended that the public be excluded from the meeting for the following items of business on the grounds of their confidential nature.
19.44	<b>CONFIDENTIAL REPORT / DISCUSSION ON STAFFING AND EMPLOYMENT STRATEGY</b> Clerk to report
19.45	<b>TO CONSIDER REPORT ON THE AWARD OF A CONTRACT FOR THE NEW MELTON PARISH COUNCIL WEBSITE</b> (Paper FRM(19)45)
19.46	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 9 October 2019 commencing at 19:00, at 17 Riduna Park, Station Road, Melton IP12 1QT

PLEASE NOTE THAT MEETINGS MAY BE FILMED, PHOTOGRAPHED, RECORDED OR REPORTED ABOUT