



MELTON PARISH COUNCIL

FRM(19)MO2

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management Committee held on Wednesday 10 April 2019 commencing at 19:00 at 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT.

Present:

Cllr Mrs B Abbott
Cllr Mr B Banks
Cllr Mrs C Gradwell (in the Chair)
Cllr Mr A Porter (*ex officio*)
Cllr Mr C Taylor

Absent:

Cllr Mr N Brown

In Attendance:

One member of the public
Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
19.12	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Brown.
19.13	DECLARATIONS OF INTEREST
19.13.01	To receive Amendments to the Register There were none.
19.13.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
19.13.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Cllr Abbott and Cllr Taylor declared non pecuniary interests in relation to Agenda Item 19.20.
19.13.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

19.14	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>It was ascertained that the member of the public present only wished to observe.</p>
19.15	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</p> <p>It was RESOLVED to agree the minutes of the Finance, Employment and Risk Management Committee held on 6 February 2019 (Minutes FRM(19)M01 previously distributed).</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Banks</p>
19.16	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
19.16.01	<p>To consider the Management Accounts – 1 April 2018 to 31 January 2019</p> <p>(Papers FRM(19)16.01 and FRM(19)16.01a-g)</p> <p>The Clerk reported on the Council's financial position as at the end of March 2019. Subject to minor amendments, these reports previously distributed will form the basis of the year end accounts and the Annual Governance and Accountability Return which will go to the auditors.</p> <p>In terms of cash resources, after allowing for unpresented cheques, as at 31 March, cash in the Council's three bank accounts totalled £155,601.41, of which £81,220.14 relates to the balance of CIL monies held as a restricted reserve, and £6,113.04 as earmarked reserves. Therefore the general reserves total £68,268.23. On the basis that such a figure is equivalent to more than 87% of the precept income for next year, it is quite acceptable in terms of prudential governance. Following a discussion, it was AGREED to NOTE the report.</p>
19.16.02	<p>To consider further the revised budget for 2019/20</p> <p>(Paper FRM(19)16.02)</p> <p>With reference to the previously distributed budget sheet, the Clerk advised the Committee that, following adjustments made to take account of the office cleaning contract and additional fees for the finance software package consequent on there being more than one user, the budget for next year now gives an in-year deficit of £16,537. However the indication that a party is interested in taking out a lease on the 1st floor of 17 Riduna Park gives cause for optimism. Further adjustments will need to be made to both budgetary income and expenditure and it was AGREED that the Clerk will set up a meeting of Budget Working Group (composition will be the Chairman and Vice-Chair of the Council and the Chairmen and Vice-Chairs of Committees) once the new Council is commissioned, to meet after 6 June but before 15 June 2019 and avoiding 11 June.</p>
19.16.03	<p>To review and sign off the Asset Register as at 31 March 2019 (delegation from Full Council 13 March 2019 Minute 19.24.07)</p> <p>(Paper FRM(19)16.03)</p> <p>The Clerk drew Members' attention to the items on the Asset Register, previously distributed, which have been added since the Full Council meeting on 13 March. These amount to £457.75, which brings the total assets to £768,462.49. The Clerk also advised of one previous omission; a second-hand office chair now stored in the Pavilion, to which he suggested a value of £50.00 could fairly be ascribed. It was RESOLVED to sign off the Asset Register as set out in Paper FRM(19)16.03 subject to the addition of the chair valued at £50.00.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Gradwell</p>

	A query was raised about the ownership of the notice board constructed by the developer on Woods Lane. The Clerk promised to make enquiries via his contact at Bloor.
19.16.04	<p>To receive a report in relation to the arrangements for the Internal and External Audit 2019</p> <p>The Clerk advised Members that documentation from the External Auditors, P K F Littlejohn, was received at the end of March. The deadline for submission of the completed and approved Annual Governance and Accountability Return to the external auditors is 1 July. The approved Internal Auditor for 2018/19 is Heelis and Lodge and arrangements will be made for their visit as soon as the accounts are finalised.</p>
19.16.05	<p>To receive an update on the Council's insurances</p> <p>The Clerk reported back on the responses made by Came & Co in respect of the queries raised, following the discussion at the last meeting of FERM Committee. It was confirmed that the total building insurance cover is £427,846.61, broken down as between Unit 17 (£300k) and the Pavilion (balance). Cover for stationary motor vehicles is NOT included in the policies provided by AXA for local council clients. As all road going vehicles should possess motor insurance, it is not considered that this is required. Following discussion it was AGREED that the new notice board for the Playing Field, when erected, will include wording to the effect that cars are parked at the owner's risk. In terms of the application of sports equipment cover to the Council's tennis courts, the insurer's view is that they will be included under either the "other surfaces" category to insure the surface, and the "gates and fencing" category to cover the perimeter fencing. Only assets such as the post and net would fall under the "sports equipment" category. This explanation was NOTED and it was AGREED that no further action was required.</p>
19.16.06	<p>To receive a report on setting up banking arrangements with Lloyds Bank</p> <p>The Clerk reported that he has successfully completed a telephone application for a Treasurer's Account with Lloyds Bank and he is awaiting for an application pack to arrive in the post for completion. This will enable internet banking as well as payment by cheque and debit card, and signatories will be Cllr Porter and Cllr Gradwell, together with the Clerk.</p>
19.16.07	<p>To receive a report on future policy revision / development</p> <p>The Clerk listed the following policies which require drafting / revision:</p> <ul style="list-style-type: none"> • Completion of the data protection compliance documentation as set out in Paper FRM(18)50.04. • Publication Scheme • Member / Officer Protocol • Code of Practice for Handling Complaints • Sickness absence policy • Health & safety policy • Equal opportunities policy. <p>Following discussion it was AGREED to give priority to the Member / Officer protocol.</p> <p>It was also AGREED to purchase hard copies of the Good Councillor Guide to issue to all Councillors at the Council's Commissioning meeting / Annual General Meeting on 8 May.</p>

19.17	TO CONSIDER EMPLOYMENT MATTERS
19.17.01	Clerk to the Council including workload issues Workload remains high, but hopefully will ease after the appointment and induction of the Finance and Information Management Officer.
19.17.02	Village Handyperson – Phil Donoghue The Clerk reported on recent activities, including the new signage erected at the junction between Yarmouth Road and the Waterhead Lane bridleway, to deter motorists from using the bridleway illegally.
19.18	TO REVIEW RISK MANAGEMENT ISSUES
19.18.01	Risk Register (Paper FRM(19)18.01) Members of FERM Committee reviewed in detail the Risk Register updated for April 2019. It was AGREED to remove the Play Equipment safety risk now that the works required were complete. Otherwise no changes and review again at the next meeting.
19.19	TO CONSIDER GOVERNANCE MATTERS
19.19.01	Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 (Paper FRM(19)19.01) It was RESOLVED to ratify the decisions taken by the Clerk under delegated authority given (1) by Full Council on 9 January 2019 (Minute 19.08) and (2) FERM Committee on 6 February 2019 (Minute 19.05.04). Proposed by: Cllr Porter Seconded by: Cllr Taylor
19.19.02	To consider future governance arrangements for the Council A discussion took place about the need to strengthen governance by Members to facilitate effective succession planning for the future leadership of the Council. In particular it was felt that to have two Vice-Chairmen of the Council with strong, active roles, would ease the pressure on the current Chairman and provide a clear line of transition to a new Chairman in the future. This option will be put to Members at the Council's Commissioning meeting.
19.20	TO CONSIDER REQUEST FOR USE OF MEETING ROOM BY MELTON HERITAGE GROUP Following discussion this was AGREED .
19.21	TO RECEIVE AN UPDATE ON SNAGGING & OTHER WORKS TO THE COUNCIL'S MEETING ROOM / OFFICE The Clerk reported that the only snagging items now outstanding are the fitting of the missing cupboard door closures, mastic to the back of the kitchen worktop (upstairs), and the repainting of the wall adjacent to the rear door. For other works items see Minute 19.26 in the confidential part of the Agenda.
19.22	EMERGENCY PLAN Nothing to report.
19.23	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS Nothing to report.

	PART TWO - CONFIDENTIAL
	Exempt / Confidential Item It was RESOLVED that the public be excluded from the meeting for the remaining items of business on the grounds of their confidential nature.
19.27	DATE OF NEXT MEETING To be arranged. There being no further business the meeting closed at 21.45.