



MELTON PARISH COUNCIL

FRM(19)A04

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 9 October 2019, commencing at 19:00 at 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT.

William Grosvenor

Clerk to the Council

26 September 2019

AGENDA

	PART ONE – OPEN TO THE PUBLIC
19.47	TO RECEIVE APOLOGIES FOR ABSENCE
19.48	DECLARATIONS OF INTEREST
19.48.01	To receive Amendments to the Register
19.48.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda
19.48.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda
19.48.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared
19.49	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS 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.
19.50	TO APPROVE THE MINUTES OF THE PREVIOUS MEETING Meeting held on 10 July 2019 (FRM(19)M03 and FRM(19)M03 <i>Confidential</i> previously distributed)

19.51	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
19.51.01	To consider the Management Accounts – 1 April 2019 to 30 September 2019 (Papers FRM(19)51.01 and FRM(19)51.01a-g)
19.51.02	To consider the detailed budgetary position as at the end of the 1st Six Months of 2019/20 (Papers FRM(19)51.02 and FRM(19)51.02a)
19.51.03	To receive a report on the outcome of the Limited Assurance Review for 2018/19 (Paper FRM(19)51.03)
19.51.04	To receive a holding report on the updated Financial Regulations 2019 Chairman / Clerk to report
19.51.05	To consider applications for grant giving 2019/20 (Paper FRM(19)51.05)
19.51.06	To review the Council’s Schedule of Insurances (Paper FRM(19)51.06)
19.51.07	To receive a report on the Council’s Data Protection compliance (Paper FRM(19)51.07)
19.51.08	To consider arrangements for initial work on budget setting for 2020/21 Clerk to report
19.51.09	To receive a report on issues relating to the storage of Council data on privately owned devices Clerk to report
19.51.10	Independent Review into Local Government Audit Chairman / Clerk to report
19.51.11	To further consider the appointment of the Internal Auditor for 2019/20 Clerk to report
19.52	TO CONSIDER EMPLOYMENT MATTERS
19.52.01	Staffing report Clerk to report
19.52.02	Report on duties required by the Pensions Regulator Clerk to report
19.53	TO REVIEW RISK MANAGEMENT ISSUES
19.53.01	Risk Register (Paper FRM(19)53.01)
19.54	TO CONSIDER GOVERNANCE MATTERS
19.54.01	Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 Nothing to report
19.55	TO CONSIDER PROPOSALS TO START THE NEW PAVILION PROJECT <i>(Report to both Recreation and Finance Employment and Risk Management Committee)</i> (Paper FRM(19)55)

19.56	EMERGENCY PLAN Cllr Taylor to report
19.57	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS
	PART TWO - CONFIDENTIAL
	Exempt / Confidential Items It is recommended that the public be excluded from the meeting for the following items of business on the grounds of their confidential nature.
19.58	TO CONSIDER REVISED JOB DESCRIPTIONS FOR THE CLERK TO THE COUNCIL AND FINANCE AND INFORMATION MANAGEMENT OFFICER (Papers FRM(19)58 and FRM(19)58a and 58b)
19.59	DATE OF NEXT MEETING The next meeting will take place on Wednesday 11 December 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