



MELTON PARISH COUNCIL

FRM(19)M04

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management (FERM) Committee held on Wednesday 9 October 2019 commencing at 19:00 at 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT.

Present:

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

Absent:

Cllr Mrs B Abbott

In Attendance:

Cllr Mr P James
Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
19.47	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Brown.
19.48	DECLARATIONS OF INTEREST
19.48.01	To receive Amendments to the Register There were none.
19.48.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
19.48.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Councillors Gradwell and Taylor declared Non-Pecuniary Interests in Agenda Item 19.51.05; Cllr Gradwell (as a Trustee) in respect of the grant application by the Burness Parish Rooms, and Cllr Taylor (as a Member of

	the Group) in respect of the grant application by the Melton WWI Heritage Group.
19.48.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.
19.49	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS There were no members of the public present.
19.50	TO APPROVE THE MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the minutes of the FERM Committee held on 10 July 2019 (Minutes FRM(19)M03 and FRM(19)M03 <i>Confidential</i> previously distributed). Proposed by: Cllr Porter Seconded by: Cllr Gradwell
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-i) The Clerk reported on the Council's financial position as at the end of the first half year of 2019/20. Gross income received was £251,603 including Community Infrastructure Levy monies (CIL) of £147,932. Without the CIL, the income was £103,671 which amounts to approximately 93% of annual budgeted income. Expenditure for the period to 30 September at £70,323 was approximately 51% of budgeted expenditure. In terms of cash resources, after allowing for unrepresented cheques, as at 30 September, cash in the Council's bank accounts totalled £334,320 of which £225,369 relates to the balance of CIL monies held as a restricted reserve, and £7,206 as earmarked reserves. Additionally a VAT refund of £4,148 is owed, giving a figure for the Council's total liquid assets of £338,468. Therefore the general reserves total £105,893. Following a discussion, it was AGREED to NOTE the report.
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) The Clerk took Members through the Budget report and the revised budget figures. The budget has been amended to reflect both changes to actual / anticipated income / expenditure consequent on: <ul style="list-style-type: none"> • Securing a tenant for the 1st floor office (including additional legal costs) • Pension costs (previously not budgeted for) • Audit charges (higher than expected) • Replacement of PC (unbudgeted expenditure). These changes were AGREED . On the basis of current projections there is likely to be an in-year deficit of £26,192 at year end, compared with the earlier budgeted deficit of £19,083. However there is scope to reduce expenditure by: <ul style="list-style-type: none"> • Eliminating surplus budgetary provision • Use of grant funding where possible • Optimising use of CIL monies • Deferral of non-urgent expenditure into 2020/21 where appropriate.

	<p>If these steps are taken then the Clerk advised that it should be possible to retain a year end general reserve balance of at least £60k by 31 March 2020 (the general reserve balance as at 31 March 2019 was £69.9k).</p>
19.51.03	<p>To receive a report on the outcome of the Limited Assurance Review for 2018/19 (Paper FRM(19)51.03)</p> <p>The Clerk reported that the Limited Assurance Review was completed on 17 September 2019, and the papers previously distributed were the documents that are required to be published by 30 September, and have been published accordingly on both the Council's website and notice boards. The audit was clear. Members however were concerned that the Council was being charged a fee for the review applicable to a Council with income / expenditure between £500,001 and £750,000 because of the one-off transaction relating to the Treasury loan and purchase of 17 Riduna Park. These concerns have been raised with the Auditors and a reply is awaited.</p>
19.51.04	<p>To receive a holding report on the updated Model Financial Regulations 2019</p> <p>The Clerk reported receipt of the 2019 NALC Model Financial Regulations for adaptation and adoption by the Council. The current set were adopted in 2017 and this new version contains the first changes since then. However there are a number of provisions in the 2019 version which differ significantly from the way in which the Council now operates (e.g. internet banking), which will require detailed discussion and potentially revision before adoption. It was AGREED that the Clerk and Chairman of FERM Committee will meet to discuss, agree and propose a way forward which will be brought back to FERM Committee at the next meeting.</p>
19.51.05	<p>To consider applications for grant giving 2019/20 (Paper FRM(19)51.05)</p> <p>Members considered applications from:</p> <ul style="list-style-type: none"> • Melton Village Produce Association (<i>for £100-£150</i>) • Burness Parish Rooms (<i>for 10% of £9,324</i>) • Melton WWI Heritage Group (<i>for £500</i>). <p>Following discussion it was RESOLVED to recommend to Full Council that the grants budget of £1,000 be distributed as follows:</p> <ul style="list-style-type: none"> • £100 to the Melton Village Produce Association • £500 to the Burness Parish Rooms • £400 to the Melton WWI Heritage Group. <p>Proposed by: Cllr Banks Seconded by: Cllr Brown</p>
19.51.06	<p>To review the Council's Schedule of Insurances (Paper FRM(19)51.06)</p> <p>Members reviewed the Schedule of Insurances (previously distributed) attached to the renewal proposal accepted by Full Council at its meeting on 11 September 2019, to ensure that it meets all the Council's current requirements. No changes were considered necessary and the Schedule was NOTED.</p>

19.51.07	<p>To receive a report on the Council’s Data Protection compliance</p> <p>The Clerk reported the current position on achieving compliance. FERM Committee / Full Council have already approved the key documents and only (1) a data impact assessment document and (2) a data risk assessment spreadsheet need to be prepared as matters of good practice. A draft <i>General Data Protection Awareness Checklist for Councillors</i> had been previously distributed by e-mail to FERM Committee Members. This was discussed and the following amendments proposed:</p> <ul style="list-style-type: none"> • “<i>recommended</i>” should be replaced with “<i>required</i>” in the heading • Councillors should only use their Councillor email account on Council business • Old emails should be deleted. <p>This checklist should be issued to all Councillors and they should be regularly reminded of its requirements.</p> <p>Additionally the Clerk will (1) liaise with SALC about training that might be available to remind Councillors as to their obligations under Data Protection legislation, and (2) ask the Council’s ICT consultant about adding the Council’s data protection footer to official messages sent from any source.</p>
19.51.08	<p>To consider arrangements for initial work on budget setting for 2020/21</p> <p>It was AGREED to convene an initial meeting of Budget and Projects Working Group at 10.30am on Monday 11 November in the Parish Office to consider revisions to the budget for 2019/20 and the 1st draft of a budget for 2020/21. Membership to consist of the Chairman and Vice-Chairs of the Council, together with the Chairs and Vice-Chairs of Committees, or substitutes if required.</p>
19.51.09	<p>To receive a report on issues relating to the storage of Council data on privately owned devices</p> <p>The Clerk reported to Members about a Factsheet produced by the Information Commissioner’s Office (ICO) focusing on the use of personal email addresses and devices by Councillors. The message may be summed up as:</p> <ul style="list-style-type: none"> • Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or stored on a privately-owned device. • Councils must process personal data securely – which may be more difficult to achieve if it is being processed through personal email accounts or is stored on privately-owned devices. • Councils must demonstrate that they are GDPR compliant, and the use of personal email accounts and privately-owned devices may make this more complicated. <p>This was NOTED. Although all Melton councillors have dedicated Council email addresses, they are not used exclusively, and devices may be shared between Council and other use.</p>
19.51.10	<p>Independent Review into Local Government Audit – consultation</p> <p>The Clerk reported that NALC is seeking views on the effectiveness and consistency of the current internal audit arrangements. Following discussion it was AGREED that individual Councillors can respond to the consultation exercise via</p> <p>https://www.surveymonkey.co.uk/r/6KF2666</p>

19.51.11	<p>To further consider the appointment of the Internal Auditor for 2019/20 This was discussed. Without prejudice to a final decision on the appointment of an Internal Auditor for year end, it was AGREED to invite SALC to undertake an interim internal audit in the month of January 2020. The Clerk to make the necessary arrangements.</p>
19.52	<p>TO CONSIDER EMPLOYMENT MATTERS</p>
19.52.01	<p>Staffing report The Clerk reported on the current position:</p> <ul style="list-style-type: none"> • The Finance and Information Management Officer is continuing to develop the role and undertake a wider range of duties. In line with this, and her expressed preferences, a new Job Description is to be considered later in the meeting under Item 19.58, in the Confidential part of the Agenda. • The Village Handyman underwent his annual appraisal on 30 July. All aspects of performance are entirely satisfactory and the Clerk reminded Members that there will be a need to review working hours / Job Description in the new year to take account of: <ul style="list-style-type: none"> ○ The summer peak in workload already identified ○ Implications arising from the divestment to Melton PC of land assets from East Suffolk Council. <p>Resulting proposals for change will need to be reflected in the budgetary process for 2020/21.</p>
19.52.02	<p>Report on duties required by the Pensions Regulator The Clerk reported that Melton PC is required by law to re-assess and re-enrol any eligible staff who have left the pension scheme and complete a re-declaration of compliance between 1 October 2019 and 2 March 2020. There are currently no staff in such a category and the re-declaration of compliance will be done in October 2019.</p>
19.53	<p>TO REVIEW RISK MANAGEMENT ISSUES</p>
19.53.01	<p>Risk Register (Paper FRM(19)53.01) Members of FERM Committee reviewed in detail the Risk Register updated for October 2019. Following discussion it was AGREED to:</p> <ul style="list-style-type: none"> • Remove the risk relating to the delay in getting a tenant installed in the 1st floor offices <i>once the lease has been signed and the deposit received</i> • Note the inclusion as a new Medium Risk Item the need for contingency planning in respect of risk of fire / flood precluding the use of the Council's office / meeting room. <p>Otherwise the report was NOTED.</p>
19.54	<p>TO CONSIDER GOVERNANCE MATTERS</p>
19.54.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 Nothing to report.</p>

