



# MELTON PARISH COUNCIL

FRM(20)A01

## **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 5 February 2020, commencing at 19:00 at 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT.

*William Grosvenor*

Clerk and Executive Officer to the Council  
29 January 2020

### AGENDA

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>20.01</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>20.02</b>	<b>DECLARATIONS OF INTEREST</b>
<b>20.02.01</b>	<b>To receive Amendments to the Register</b>
<b>20.02.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>20.02.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
<b>20.02.04</b>	<b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>20.03</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>20.04</b>	<b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b> Meeting held on 11 December 2019 (FRM(19)M05 previously distributed)

<b>20.05</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>20.05.01</b>	<b>To consider the Management Accounts – 1 April 2019 to 31 January 2020</b> (Papers FRM(20)05.01 and FRM(20)05.01a-i)
<b>20.05.02</b>	<b>To review the budgetary position for 2019/20 as at 31 January 2020</b> (Papers FRM(20)05.02 and FRM(20)05.02a)
<b>20.05.03</b>	<b>To consider the Interim Internal Audit report for the period 1 April 2019 to 31 December 2019</b> Paper FRM(20)05.03)
<b>20.05.04</b>	<b>To review the Terms of Reference for Finance Employment and Risk Management Committee and make recommendations to Full Council</b> <i>(in the context of the Audit report)</i> (Paper FRM(20)05.04)
<b>20.05.05</b>	<b>To review the Council’s Financial Regulations and make recommendations to Full Council</b> <i>(in the context of the Audit report)</i> (Paper FRM(20)05.05)
<b>20.05.06</b>	<b>To review the scope and effectiveness of Internal Audit arrangements</b> (Paper FRM(20)05.06)
<b>20.05.07</b>	<b>To consider the appointment of the Internal Auditor for 2019/20</b> Cllr Banks / Clerk to report
<b>20.05.08</b>	<b>To consider additional paper on Data Protection: <i>How the Council will respond to a subject access request</i></b> (Paper FRM(20)05.08)
<b>20.06</b>	<b>TO CONSIDER EMPLOYMENT MATTERS</b>
<b>20.06.01</b>	<b>Staffing report (including new hours of working from 1 April 2020)</b> Clerk to report
<b>20.07</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>20.07.01</b>	<b>Risk Register</b> (Paper FRM(20)07.01)
<b>20.07.02</b>	<b>Data Protection compliance Risk Register</b> (Paper FRM(20)07.02)
<b>20.07.03</b>	<b>Business Continuity Planning - update</b> (Paper FRM(20)07.03)
<b>20.08</b>	<b>TO CONSIDER GOVERNANCE MATTERS</b>
<b>20.08.01</b>	<b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b> Nothing to report
<b>20.08.02</b>	<b>To consider a paper setting out protocols for public participation in meetings of Full Council and Committees</b> <i>(draft revision of paper first published in 2010)</i> (Paper FRM(20)08.02)
<b>20.09</b>	<b>FINANCE COMMITTEE CHAIRMAN’S URGENT BUSINESS</b>

**20.10**

**DATE OF NEXT MEETING**

The next meeting will take place on Wednesday 8 April 2020 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**