



MELTON PARISH COUNCIL

IMC(20)M02

COVID-19 EMERGENCY: INTERIM MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Covid-19 Emergency Interim Management Committee (IMC) held on Wednesday 29 April 2020 via audio link commencing at 14:00.

Present:

Cllr Mr B Banks
Cllr Mr N Brown
Cllr Mrs C Gradwell
Cllr Mr A Porter
Cllr Mr C Taylor

Absent:

None

In Attendance:

Mr W Grosvenor *Clerk and Executive Officer to Melton Parish Council*
Mrs P Alder *Assistant Clerk and Management Officer*

	PART ONE – OPEN AGENDA
20.11	TO RECEIVE APOLOGIES FOR ABSENCE There were no absences.
20.12	DECLARATIONS OF INTEREST
20.12.01	To receive Amendments to the Register There were none.
20.12.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
20.12.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
20.12.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

<p>20.14.06</p>	<p>To review the Council’s Internal Control Policy for the year ended 31 March 2020 (Paper IMC(20)14.06)</p> <p>The Clerk explained that this report was to have been considered by Full Council at its meeting on 18 March. The Statement is revised and reviewed annually and signed off by the Chairman of the Council prior to Full Council considering its annual Governance Statement which forms part of the Annual Return. This requires the Council to certify that it has in place an adequate system of internal control. Following discussion it was RESOLVED to adopt the Policy Statement which will be signed off by the Chairman, subject to updating the policy by adding in a paragraph to include the role of the Assistant Clerk and Management Officer in the internal control process.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Taylor</p>
<p>20.14.07</p>	<p>To consider further the arrangements for the Internal and External Audits for year ended 31 March 2020</p> <p>It was reported that the internal audit arranged for 8 June will stand. Given the facilities available in the office and the ability of the auditor to work in relative social isolation, there is no impediment to this going ahead.</p> <p>The Clerk has downloaded this year’s instructions and forms from the External Auditor’s website, although no direct communication has yet been received. It is clear however that the Annual Return is required to be sent off by 31 July, which implies that it needs to be approved by Full Council before this date. This is inconsistent with the date of 31 August in the Government’s Emergency Regulations as the deadline, although in practice it will not present any difficulties for Melton.</p>
<p>20.15</p>	<p>To consider report on the current position in relation to Community Infrastructure Levy (CIL) monies (Paper IMC(20)15)</p> <p>This paper, previously distributed, set out the receipts and expenditure to date in respect of CIL monies paid to the Council. The Clerk explained that whilst there is a list of identified projects to be undertaken using this funding, no specific amounts have so far been earmarked against specific projects in the accounts. This is important, because whilst the Council is able to hold larger sums in earmarked reserves than would be considered appropriate as general reserves, nevertheless they need to be specifically earmarked to demonstrate that they are held for “genuine and intended purposes”. Following discussion, it was RESOLVED to set up earmarked reserves as follows:</p> <ul style="list-style-type: none"> • £40k for the Melton Road pedestrian crossings project • £50k for improvements to parking and amenity on the land in front of Winifred Fison House once it has been divested to the Council • £100k as an initial sum towards the Pavilion replacement project. <p>Proposed by: Cllr Brown Seconded by: Cllr Taylor</p>
<p>20.16</p>	<p>To consider report on CIL funded projects as at March 2020 (Paper MPC(20)32)</p> <p>The Clerk introduced this report, which needed to be considered in conjunction with the previous report setting out the CIL resources available.</p> <p>Section 2 of the report identifies the CIL resources that the Council has previously agreed to retain in support of the management / maintenance of the divested lands and as a general contingency.</p>

	<p>Section 3 lists those projects in respect of which the Council has already made a commitment to progress. Two of these – the purchase of the speed indicator device and flood alleviation measures in Old Church Road - are minor ones and currently held up awaiting actions by County Highways. The others are security measures for the Playing Field and the amenity / parking works in front of Winifred Fison House.</p> <p>Following discussion it was RESOLVED as follows:</p> <ul style="list-style-type: none">To progress the amenity / parking works in front of Winifred Fison House as soon as the land is divested to the Council. The Clerk to prepare a short design brief for consideration at the next IMC meeting.To move forward with the Melton Road pedestrian crossings project (already agreed to progress by decision of Interim Management Committee on 8 April (Minute 20.09)) [In respect of that project one representation from a member of the public has recently been received and considered by Members together with a draft response from the Clerk. The final response to be issued will emphasise both the limited nature of the crossing facilities proposed (just a central refuge) together with the promise to consult further once the detailed plans are issued by Highways.]To progress the security measures for the Playing FieldTo progress the pavilion projectAdditionally to consider later as resources allow other projects which have received more than 30% support from respondents to the public consultation exercise held in February 2020. <p>Proposed by: Cllr Brown Seconded by: Cllr Banks</p> <p>In relation to the pavilion project Members then considered a separate report by the Clerk which sought to address preliminary financial and planning matters. Following consideration it was RESOLVED:</p> <ul style="list-style-type: none">That the footprint of the new pavilion (including an accessible public wc) will not exceed that of the existing building and ideally should be a little smaller. This is to avoid any risk of liability for Business Rates in respect of the new structure.That the Clerk will seek pre-application planning advice from East Suffolk Council in respect of what might be acceptable in terms of a replacement building regarding design, appearance and access arrangements. <p>Proposed by: Cllr Gradwell Seconded by: Cllr Taylor</p>
20.17	<p>TO CONSIDER LONGER TERM ARRANGEMENTS FOR COUNCIL MEETINGS DURING THE CURRENT EMERGENCY</p> <p>Following on from the trial using Zoom video software on 28 April, there will be a further trial using 8x8 software open to all Councillors on Tuesday 5 May at 2pm, either by telephone dialling in or via video link. Given the likely length of the period necessary for social distancing, there will in addition to further meetings of IMC need to be meetings of Full Council. In particular IMC will need to:</p> <ul style="list-style-type: none">Agree revision of terms of reference for Finance Employment and Risk Management CommitteeReview and confirm Standing OrdersReview signatories to the Bank accounts <p>at its next meeting.</p> <p>Full Council will need to meet in June to:</p> <ul style="list-style-type: none">Approve the annual Governance StatementTo approve and adopt all the annual accounting statements

	<ul style="list-style-type: none"> • Adopt a revised budget for 2020/21.
20.18	<p>TO CONSIDER THE COUNCIL'S RESPONSE TO COVID-19, THE MELTON GOOD NEIGHBOUR SCHEME, AND ANY OTHER ISSUES RELATING TO THE EMERGENCY</p> <p>Cllr Brown asked whether the Good Neighbour Scheme (GNS) might need any financial support from the Parish Council. The Assistant Clerk responded that its finances were fine at the moment, having received a grant from East Suffolk Council which will cover its phone costs for the next 12 months. Since launching the scheme, it has handled 160 prescription requests, directed people to the Melton Trust for assistance, carried out shopping etc. It has also helped Melton Primary School by GNS volunteers collecting hot meals prepared at another school and delivering them to Melton for the children who remain in attendance during the shutdown.</p>
20.19	<p>IMC CHAIRMAN'S URGENT BUSINESS</p> <p>It was reported that St Audrey's Sports and Social Club has submitted an Asset of Community Value application which is being considered by East Suffolk Council. Melton PC has been invited to comment; the deadline for this is 23 June 2020.</p>
20.20	<p>DATE OF NEXT MEETING VIA CONFERENCE CALL</p> <p>The next meeting will take place on Wednesday 27 May 2020 commencing at 14:00. There being no further business the meeting closed at 15.30.</p>