



MELTON PARISH COUNCIL

IMC(20)M05

COVID-19 EMERGENCY: INTERIM MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Covid-19 Emergency Interim Management Committee (IMC) held on Wednesday 12 August 2020 via audio link commencing at 14:00.

Present:

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

Absent:

Cllr Mrs C Gradwell

In Attendance:

Cllr Mrs B Abbott
Cllr Mr M Holmes
Cllr Ms J Hosking
Cllr Miss K Martin
Mr W Grosvenor *Clerk and Executive Officer to Melton Parish Council*
Mrs P Alder *Assistant Clerk and Management Officer*

	PART ONE – OPEN AGENDA
20.44	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell. Apologies were also received from Councillors Darby, Harvey-Smith and James.
20.45	DECLARATIONS OF INTEREST
20.45.01	To receive Amendments to the Register There were none.
20.45.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
20.45.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.

20.45.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
20.46	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</p> <p>It was RESOLVED to agree the Minutes of the IMC meeting held via audio link on 17 June 2020 (Minutes IMC(20)M04 and IMC(20)M04 CONFIDENTIAL previously distributed).</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Banks</p>
20.47	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
20.47.01	<p>To receive and consider the financial management reports for the period 1 April 2020 to 31 July 2020.</p> <p>(Papers IMC(20)47.01 and IMC(20)47.01a-i)</p> <p>These papers, previously distributed, set out the financial position at the end of Period 4 of 2020/21. Income received in the period totalled £136,058, which includes CIL funds transferred to an earmarked reserve of £84,916 and the first instalment of the precept for 2020/21 - £43,474. Without CIL the overall income was £51,142 (all figures rounded).</p> <p>The Assistant Clerk reported a very positive position in terms of tennis court income, where £1,800 has been received so far this year - £200 over budgeted income for the full year.</p> <p>Overall expenditure to 31 July was £38,563 – 28% of the annual revised budget of £134,824.</p> <p>Cash resources as at 31 July totalled £476,682. After deducting £5,732 for liabilities (VAT owed and the rent deposit) the total liquid assets amounted to £470,949. Deducting the CIL funds (£403,233) and the £698 held in reserve of WWI Heritage Fund / Behind the Name projects gave a general reserve figure of £67,018.</p> <p>It was AGREED to NOTE the report, subject to correcting a reference to the newly opened <i>Ipswich Building Society Rent Account</i> to read <i>Ipswich Building Society Rent Deposit Account</i>.</p>
20.47.02	<p>To receive and consider the Budget report</p> <p>(Paper IMC(20)47.02)</p> <p>This report, previously distributed, sets out the breakdown of the total expenditure referred to in Minute 20.47.01 against the budget by expenditure code. It was AGREED to NOTE the report.</p>
20.47.03	<p>To ratify a contract entered into with CGM (the Council’s greenspace contractor) to carry out treatments to the grass in the Playing Field</p> <p>(Paper IMC(20)47.03)</p> <p>CGM were invited to make recommendations for improving the grass on the Playing Field. They proposed a scarifying and aeration treatment overall coupled with a selective weedkiller application to the lower field.</p> <p>The total cost of both treatments would be £1,050 plus VAT. Members of Recreation Committee have recommended that the works should be carried out, and it could be accommodated within the greenspace additional works budget, but could also be paid for out of CIL. IMC was invited to confirm that the works should go ahead, and if so, how they should be funded.</p> <p>Following discussion it was RESOLVED to go ahead with the works, funded from the greenspace additional works budget.</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Porter</p>

20.47.04	<p>To consider insurance matters</p> <p>The Clerk reported that, following the comment made by the Internal Auditor on 10 June about the level of fidelity guarantee insurance in relation to the cash balances held, he obtained a quote from the insurance broker to increase cover from £250k to £450k. The additional cover would increase the annual premium by £285.00 in a full year. Following discussion it was AGREED that the fidelity guarantee cover should be increased. However the policy renewal date is 1 October, and by then it is likely that some of the parcels of land which are being divested to Melton PC by East Suffolk Council will have been conveyed, thus requiring additional cover as well in other respects. It was therefore further AGREED that the fidelity guarantee cover will be included in the changes to be made at that time, and meanwhile it will be flagged up as a low risk item on the Risk Register. The Clerk to advise the broker accordingly.</p>
20.47.05	<p>To consider further the purchase of a pdf version of the “Discover Suffolk” leaflet from Suffolk County Council (SCC)</p> <p>The Clerk explained that this matter was brought to IMC because, after the decision was made at Full Council on 15 July to purchase the pdf version of a leaflet, SCC forwarded a template which disclosed that the onus is on Melton PC to do more work than was originally envisaged. This had led to concerns being expressed that the project might have to be abandoned or put in abeyance. The Assistant Clerk however has now volunteered to co-ordinate and contribute to the text required and will progress this during the autumn. This offer was gratefully accepted. A query was raised about the ownership of the copyright of the finished product, and this will be clarified with SCC as the project progresses.</p>
20.47.06	<p>To consider the request for additional dog bins (unbudgeted expenditure)</p> <p>The Assistant Clerk reported a request from a Committee member of St Audry’s Sports and Social Club for additional dog bins to be located (1) at the end of the bridleway to the left of the clubhouse, and (2) at the junction of Calder Road and Burrows Road. The Committee member was informed of the cost (around £400) and promised to have the matter considered at their next meeting in terms of whether they might offer a contribution. However no further information has been received and the Council has no budget for additional dog bins this year.</p> <p>Following discussion it was AGREED to leave the matter in abeyance until a further communication is received from the Club.</p>
20.47.07	<p>To review the position on the grant to the <i>Melton Messenger</i></p> <p>Cllr Porter expressed his concern that now the <i>Melton Messenger</i> is only available online via the Council and Church websites, access is very low, and the concept of a true community magazine is not being achieved. Cllr Brown explained why the printed version is in abeyance and it is accepted that this is not due to any decisions taken locally by the Church authorities. At the moment the Council supports the magazine by a grant of (in 2020/21) £1,150, but Cllr Porter expressed reluctance to pay a contribution for the months missed by the print version. If back in print then an annual contribution of £1,200 could be considered. He will write to the Rector and the grant position will be reviewed by Full Council in November. However if there is no early resumption of the printed version, then other ways in which the Council can directly communicate with the community will have to be considered.</p>

	<ul style="list-style-type: none"> • Car boot sales – The Clerk reported a communication from the organiser to the effect that, given the present situation and the age and health of members of the Committee, it would not be practical to hold any car boot sales this year. Next year will be the 40th year of holding these sales, and in that time over £40k has been raised for cancer relief. Dates for next year’s events will be considered by Recreation Committee on 9 September. It was AGREED that there will be no car boot sales for the rest of this season, and Members asked the Clerk to convey their thanks to the Organiser and Committee for all that they have done over the last 40 years. • Request from funfair to hire the Playing Field in September 2020 - The Assistant Clerk reported a request from a local funfair to hire the field. This was considered but having regard to both Covid-19 issues and existing hire commitments to the Youth Footballers, was considered both inadvisable and impractical. Assistant Clerk to advise the applicant accordingly. • Speed Indicator Device (SID) – the Assistant Clerk reported that the Vista Plus model has been ordered. This costs £2,050 plus VAT and will be funded £1k from grant and the balance from CIL. The model has a variety of visual modes as well as a traffic data collection facility. Delivery time is 3-6 weeks.
20.55	<p>DATE OF NEXT MEETING</p> <p>This was the last planned meeting of Interim Management Committee. From September 2020 the Council will revert to its pre-lockdown structure of meetings (see Minute 20.50 above).</p> <p>There being no further business for the Open part of the Agenda, and following consideration of the Confidential Agenda Items, the meeting closed at 15.45.</p>
	<p>PART TWO - CONFIDENTIAL</p>
	<p>Exempt / Confidential Items It was RESOLVED that the public be excluded from the meeting for the remaining items of business on the grounds of commercial and employee confidentiality.</p>