



# MELTON PARISH COUNCIL

FRM(20)A02

## **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 via Zoom on **Wednesday 14 October 2020, commencing at 19:00.**

*William Grosvenor*

Clerk and Executive Officer to the Council

6 October 2020

### AGENDA

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>20.11</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>20.12</b>	<b>DECLARATIONS OF INTEREST</b>
<b>20.12.01</b>	<b>To receive Amendments to the Register</b>
<b>20.12.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>20.12.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
<b>20.12.04</b>	<b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>20.13</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>20.14</b>	<b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b> Meeting held on 5 February 2020 (FRM(20)M01 previously distributed)

<b>20.15</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>20.15.01</b>	<b>To consider the Management Accounts for the 6 month period 1 April 2020 to 30 September 2020</b> (Papers FRM(20)15.01 and FRM(20)15.01a-k)
<b>20.15.02</b>	<b>To consider the detailed budgetary position at 30 September 2020</b> (Papers FRM(20)15.02 and FRM(20)15.02a)
<b>20.15.03</b>	<b>To agree arrangements for Budget Working Group to meet to (1) review the position for 2020/21 and (2) start work on budget setting for 2021/22</b> Clerk to report
<b>20.15.04</b>	<b>To receive an update on the external audit for 2019/20</b> Clerk to report
<b>20.15.05</b>	<b>To consider the appointment of the Internal Auditor for 2020/21</b> Clerk to report
<b>20.15.06</b>	<b>To review the position on grant giving for 2020/21</b> Clerk to report
<b>20.16</b>	<b>TO CONSIDER EMPLOYMENT MATTERS</b>
<b>20.16.01</b>	<b>Staffing report</b> Clerk to report
<b>20.16.02</b>	<b>To consider revised / updated Grievance and Disciplinary procedures</b> (Paper FRM(20)16.02)
<b>20.17</b>	<b>TO REVIEW RISK MANAGEMENT ISSUES</b>
<b>20.17.01</b>	<b>Risk Register</b> (Paper FRM(20)17.01)
<b>20.17.02</b>	<b>Data Protection compliance Risk Register</b> (Paper FRM(20)17.02)
<b>20.17.03</b>	<b>Business Continuity Planning – Cloud based storage systems</b> Assistant Clerk to report
<b>20.17.04</b>	<b>Fire risk assessment for 17 Riduna Park (whole unit as building in multiple occupancy)</b> Clerk to report
<b>20.18</b>	<b>TO CONSIDER GOVERNANCE MATTERS</b>
<b>20.18.01</b>	<b>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014</b> Nothing to report
<b>20.19</b>	<b>TO CONSIDER CODE OF PRACTICE FOR HANDLING COMPLAINTS</b> (Paper FRM(20)19)
<b>20.20</b>	<b>NEW PAVILION / ELECTRIC CAR CHARGING POINTS – UPDATES</b> Clerk / Assistant Clerk to report
<b>20.21</b>	<b>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
<b>20.22</b>	<b>DATE OF NEXT MEETING</b> The next meeting will take place on Wednesday 9 December 2020 at 7pm via Zoom.

	<b>PART TWO - CONFIDENTIAL</b>
	<b>Exempt / Confidential Item. It is recommended that the public be excluded from the meeting for the following item of business on the grounds of commercial confidentiality</b>
<b>20.23</b>	<b>TO CONSIDER FUTURE BUSINESS CHALLENGES AND OPPORTUNITIES IN RESPECT OF THE COUNCIL'S PROPERTY ASSETS</b>

PLEASE NOTE THAT MEETINGS MAY BE FILMED, PHOTOGRAPHED, RECORDED OR REPORTED ABOUT