



MELTON PARISH COUNCIL

FRM(21)M01

FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Finance, Employment and Risk Management (FERM) Committee held via Zoom on Wednesday 10 February 2021 commencing at 19:00.

Present:

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

Absent:

None

In Attendance:

Cllr Mr P James
Mr W J Grosvenor *Clerk and Executive Officer to Melton Parish Council*
Mrs P Alder *Assistant Clerk and Management Officer to Melton Parish Council*
Two members of the public

	PART ONE – OPEN TO THE PUBLIC
21.01	TO RECEIVE APOLOGIES FOR ABSENCE There were no absences.
21.02	DECLARATIONS OF INTEREST
21.02.01	To receive Amendments to the Register There were none.
21.02.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
21.02.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.

21.02.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.</p>
21.03	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS No matters were raised.</p>
21.04	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the minutes of the FERM Committee held on 9 December 2020 (Minutes FRM(20)M03 previously distributed). Proposed by: Cllr Taylor Seconded by: Cllr Porter</p>
21.05	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
21.05.01	<p>To consider the Management Accounts – 1 April 2020 to 31 January 2021 (Papers FRM(21)05.01 and FRM(21)05.01a-i) The Assistant Clerk reported on the Council’s financial position as at the end of period 10 of 2020/21. Gross income received was £301,096 including Community Infrastructure Levy monies (CIL) of £183,667. Without CIL, the income was £117,429. Expenditure for the period to 31 January at £103,816 was 78.5% of the annual revised budget for the year. In terms of cash resources as at 31 January, cash in the Council’s bank accounts totalled £574,978. After adding £876 in respect of refundable VAT and deducting £5,120 for the contingent liability in respect of the tenant’s rent deposit, the total liquid assets amounted to £570,734 including CIL monies totalling £494,809 and a further £500 held in reserve for renovations to the WW2 memorial. The work to the WW2 memorial will be done in March 2021. The general reserves total £75,425, a decrease from £79,762 at the end of December. It was AGREED to NOTE the report.</p>
21.05.02	<p>To consider the budget report (Paper FRM(21)05.02) The Clerk introduced this report, which sets out in detail under each budget head the income and expenditure information included in Minute 21.05.01 above. As there were no questions, it was AGREED to NOTE the report.</p>
21.05.03	<p>Appointment of Internal Auditor for 2020/21 – update The Clerk reported that, following the agreement by FERM Committee at its meeting on 9 December (Minute 20.28.04) to appoint Trevor Brown as its Internal Auditor for 2020/21, he has made contact with Mr Brown to confirm the appointment, and the intention was to arrange a socially distant meeting at the Parish Office early in the new year. That plan was thwarted by the national lockdown imposed from the beginning of January. If such a meeting does not prove possible in the foreseeable future a meeting via Zoom will be set up.</p>
21.05.04	<p>To receive an update on land divestment from East Suffolk Council The Clerk reported that he had recently received updated transfer documents from the solicitor, and had responded pointing out omissions. He was now awaiting corrected paperwork for approval prior to a simultaneous exchange and completion.</p>

21.05.05	<p>To consider signage for divested parcels of land</p> <p>At the request of Cllr Porter, Councillors discussed a proposal to incorporate signage on each of the parcels of land being acquired from East Suffolk, giving details of ownership and contact information. The Clerk advised that the fabrication and supply costs of robust, external quality notices together with posts etc. would be considerable for all sites. Following discussion it was AGREED to:</p> <ul style="list-style-type: none"> • Place signs on the more significant areas of land only e.g. the woodland adjacent to Burkes Wood, Hall Farm Road • Ask the Council's arboriculturalist for advice as to where signs might most usefully be placed • Put a map of all the Council's land holdings on the website. <p>In the course of the discussion about the need for any signage to be vandal-proof, it was mentioned that the sign near the pond in Burkes Wood warning of "Deep water" had been ripped off. The Council's Maintenance Officer will be replacing it.</p>
21.05.06	<p>To consider further participation by Melton PC in the Local Food Project (referral from Full Council 13 January 2021 Minute 21.03.03)</p> <p>Full Council at its meeting on 13 January resolved to support this project in principle, and remitted the details, including funding, to FERM Committee to consider further. Woodbridge TC has offered funding to cover the cost of printing 5,000 flyers and distributing them to all dwellings in the town, for which quotes have been received by the Project – the lowest being £539.00. Melton would need 2,500 flyers. Following discussion it was AGREED to authorise expenditure up to a ceiling of £350.00 for printing costs.</p>
21.06	<p>TO CONSIDER EMPLOYMENT MATTERS</p>
21.06.01	<p>Staffing report</p> <p>In terms of staff there were no immediate issues. However the Clerk took the opportunity to mention a potential return to face to face meetings after 6 May if the Government does not extend the emergency legislation permitting the holding of virtual meetings, with implications for Members and Officers. A detailed report will be provided on this to Full Council on 17 March.</p>
21.07	<p>TO REVIEW RISK MANAGEMENT ISSUES</p>
21.07.01	<p>Risk Register (Paper FRM(21)07.01)</p> <p>Members of FERM Committee reviewed the Risk Register updated for February 2021. No changes were requested and the report was NOTED.</p>
21.07.02	<p>To consider options for upgrading the current NetWise Website Theme for greater functionality and resilience (Paper FRM(21)07.02)</p> <p>The Assistant Clerk explained the background and basis for the report. The "theme" is about the look and feel of the website, with new "themes" aiming to make websites more up to date, more secure, better supported and providing a more streamlined user experience. NetWise's new theme will be fully compliant with the current accessibility regulations and the Government Digital Service guidelines about publishing using HTML wherever possible. Councillors considered the options proposed:</p> <ol style="list-style-type: none"> 1. Do nothing - if the Council does not upgrade then the existing theme will not be supported by NetWise after June 2021. 2. Upgrade for a one-off cost of £199 (current cost £300pa)

	<p>3. Upgrade the Council's subscription to the Premium Plus package (£400pa) which would double disk space and upgrade the theme for free.</p> <p>It was RESOLVED to select option 3. The Assistant Clerk will discuss the timing for the upgrade with both NetWise and the Clerk.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Gradwell</p>
21.07.03	<p>To consider the updated Business Continuity Plan (Paper FRM(21)07.03)</p> <p>The Clerk presented a revised draft of a Business Continuity Plan for Melton Parish Council for consideration and adoption. An initial draft was considered by FERM Committee on 11 December 2019 and agreed, subject to further actions which have now been completed. The overall Plan has also been expanded.</p> <p>Following discussion it was RESOLVED to adopt the Plan with immediate effect as an emergency planning tool.</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Porter</p>
21.08	TO CONSIDER GOVERNANCE MATTERS
21.08.01	<p>Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 (Paper FRM(21)08.01)</p> <p>It was AGREED to ratify the delegated decisions made by the Assistant Clerk in respect of (1) entering into a fixed 3 year contract with SmartestEnergy to supply electricity to 17 Riduna Park and (2) entering into a 1 year fixed price plan with Eon to supply electricity to the Pavilion.</p>
21.09	<p>FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS</p> <p>There was no urgent business.</p>
21.10	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place on Wednesday 14 April 2021 at 7pm via Zoom. There being no further business the meeting closed at 19.38.</p>