



MELTON PARISH COUNCIL

FRM(21)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 **Thursday 15 April 2021, commencing at 11:00 (Please note change of time)**.

William Grosvenor

Clerk and Executive Officer to the Council

31 March 2021

AGENDA

	PART ONE – OPEN TO THE PUBLIC
21.11	TO RECEIVE APOLOGIES FOR ABSENCE
21.12	DECLARATIONS OF INTEREST
21.12.01	To receive Amendments to the Register
21.12.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda
21.12.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda
21.12.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared
21.13	OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS 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.
21.14	TO APPROVE THE MINUTES OF THE PREVIOUS MEETING Meeting held on 10 February 2021 (FRM(21)M01 previously distributed)

21.15	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
21.15.01	To consider the Management Accounts for the period 1 April 2020 to 31 March 2021 (Papers FRM(21)15.01 and FRM(21)15.01a-k)
21.15.02	To review the budget for 2021/22 (Papers FRM(21)15.02 and FRM(21)15.02a)
21.15.03	Internal and External Audit arrangements for 2020/21 - update Clerk to report
21.15.04	To consider proposals and prices for the renewal of the fencing around the Playing Field car park following extension / resurfacing (Paper FRM(21)15.04)
21.15.05	To consider update report on insurance matters Clerk to report
21.15.06	To consider purchase of Notice Board for Old Maltings Approach <i>(referral from Recreation Committee)</i> (Paper FRM(21)15.06)
21.15.07	To consider review of Standing Order 19c <i>(referral from Full Council)</i> (Paper FRM(21)15.07)
21.15.08	To consider review of Financial Regulations section 11 <i>(referral from Full Council)</i> (Paper FRM(21)15.08)
21.16	TO CONSIDER EMPLOYMENT MATTERS
21.16.01	Staffing report Clerk to report
21.16.02	To consider draft Equality and Diversity Policy (Paper FRM(21)16.02)
21.16.03	To consider draft Lone Working Policy (Paper FRM(21)16.03)
21.16.04	To consider draft Sickness / Absence Policy (Paper FRM(21)16.04)
21.17	TO REVIEW RISK MANAGEMENT ISSUES
21.17.01	Risk Register (Paper FRM(21)17.01)
21.17.02	Data Protection Risk Register (Paper FRM(21)17.02)
21.17.03	Risk assessment for reopening the Meeting Room at 17 Riduna Park (Paper FRM(21)17.03)
21.18	TO CONSIDER AND AGREE PROPOSED MENU STRUCTURE ON THE UPGRADED MELTON PC WEBSITE (Paper FRM(21)18)
21.19	TO CONSIDER GOVERNANCE MATTERS
21.19.01	Report of Decisions Made by Clerk under the Openness of Local Government Bodies Regulations 2014 Nothing to report

21.20	FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS
21.21	DATE OF NEXT MEETING To be fixed at the Council's AGM on 5 May 2021.

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