

Item No	Item under discussion
21.51.04	<p>To review the arrangements for insurance cover in respect of all insured risks and consider proposal for insurance cover for play equipment on the divested land and for other newly acquired items</p> <p>The Clerk reminded Members that the arrangement of insurance cover is delegated to FERM Committee. However following the transfer of the various parcels of land, which included some play equipment, from East Suffolk Council at the end of March 2021, and additional outdoor furniture recently acquired for the Melton Playing Field, Melton PC has new assets in the form of outdoor furniture and play equipment for which the replacement cost is £31k. The Council's Insurance Broker has advised that to insure these additional assets will increase the annual premium by £117.74. It was AGREED to increase the insurance cover accordingly with immediate effect.</p>
21.51.05	<p>To consider car park fencing renewal contract (referral from FERM Committee)</p> <p>Paper MPC(21)51.05 previously distributed was received. At its meeting on 15 April 2021, FERM Committee resolved to continue with galvanised metal fencing for the low barrier around the car park and to accept a price from Contractor B for fabricating, supplying and installing it. That price was subsequently revised to reflect requests made by the Council, From £5,100 to £5,450 ex VAT. Following discussion it was RESOLVED to accept the revised price and to delegate any final adjustments that are required after the car park surfacing has been completed to the Clerk / Assistant Clerk.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Banks</p>
21.51.06	<p>To consider purchase of Notice Board for Old Maltings Approach (referral from FERM Committee)</p> <p>Paper MPC(21)51.06 previously distributed was received. At its meeting on 15 April 2021, FERM Committee resolved to recommend to Full Council to purchase a large metal noticeboard, to be powder coated in Melton green, and to allow a budget of up to £945.00 accordingly. Details of the specification etc. are contained in the report to FERM Committee: https://melton-suffolk-pc.gov.uk/documents/frm2115-06-noticeboard-proposal/</p> <p>In discussion it was also suggested that an identical noticeboard be purchased for the St Andrew's estate. The most suitable location to be advised by Cllr Darby. In response to a question the Assistant Clerk advised that where notices of Parish Council ownership are displayed on the larger acquired parcels of land, the Council's website address will also be displayed.</p> <p>It was RESOLVED to purchase two large metal noticeboards, powder coated in Melton green, for Old Maltings Approach and the St Andrew's estate respectively, and to allow a budget of £2k for the items to be purchased and charged to CIL.</p> <p>Proposed by: Cllr Darby Seconded by: Cllr Holmes</p>

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21.51.07	<p>To consider revision to Council’s Standing Order 19c (<i>referral from FERM Committee</i>)</p> <p>Paper MPC(21)51.07 previously distributed was received.</p> <p>The Council’s Standing Orders are available on the Council’s website: https://melton-suffolk-pc.gov.uk/documents/standing-orders-v10-september-2020/</p> <p>It was agreed at the Full council meeting on 17 March 2021 that Standing Order 19c (Handling staff matters) needed revising to reflect modern practice and remitted the matter to FERM Committee to review. At its meeting on 15 April FERM Committee recommended that it should be amended to read:</p> <p>“The chairman of the Finance, Employment and Risk Management Committee shall conduct a review of the performance and annual appraisal of the work of the Proper Officer.”</p> <p>It was RESOLVED to agree the proposed new wording for Standing Order 19c as recommended by FERM Committee.</p> <p>Proposed by: Cllr Banks Secoded by: Cllr Brown</p>
21.51.08	<p>To review signatories to Melton Parish Council Bank / Building Society accounts</p> <p>Full Council reviewed the signatories on the Council’s bank and building society accounts and it was RESOLVED that henceforth signatory and authorisation arrangements shall be as follows:</p> <ul style="list-style-type: none"> • Barclays Bank: Cllr Porter, Cllr Gradwell, Cllr Taylor, Cllr Banks, Clerk and Executive Officer, Asst. Clerk and Management Officer • Ipswich Building Society: Cllr Porter, Cllr Gradwell, Cllr Martin, Cllr Taylor • Lloyds Bank: Cllr Porter, Cllr Gradwell, Cllr Banks, Clerk and Executive Officer, Asst. Clerk and Management Officer <p>In accordance with the Council’s Financial Regulations the Clerk and Executive Officer to the Council is additionally authorised to:</p> <ol style="list-style-type: none"> (1) Initiate / approve internet banking transactions on both the Barclays and Lloyds accounts with an additional Councillor approval and, (2) Make payments using the Lloyds Bank Debit Card for routine transactions not exceeding £500.00. <p>In accordance with the Council’s Financial Regulations the Assistant Clerk to the Council is additionally authorised to:</p> <ol style="list-style-type: none"> (1) Initiate / approve internet banking transactions on the Lloyds account with an additional Councillor approval and, (2) Make payments using the Lloyds Bank Debit Card for routine transactions not exceeding £500.00. <p>Henceforth the Assistant Clerk is also authorised to initiate / approve internet banking transactions on the Barclays accounts. Financial Regulation 6.16 is to be amended accordingly.</p> <p>Proposed by: Cllr Gradwell Secoded by: Cllr Porter</p>
21.51.09	<p>To review the Council’s subscriptions to other bodies</p> <p>It was AGREED to continue with the Council’s subscriptions to the following organisations (current rate of subscription in brackets):</p> <ul style="list-style-type: none"> • Community Action Suffolk (FREE) • Suffolk Preservation Society (£30.00) • Suffolk Association of Local Councils (£1,041.35)

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21.52.04	<p>To receive nominations to Committees Paper MPC(21)52.04 previously distributed was received. Following discussion it was RESOLVED that Councillors shall be nominated to serve on the Council's Committees as follows:</p> <p>Planning and Transport Committee: Cllr Brown Cllr Hilson Cllr Taylor (<i>ex officio</i>) Cllr Darby Cllr Holmes Cllr Gradwell (<i>ex officio</i>) Cllr Porter (<i>ex officio</i>)</p> <p>FERM Committee: Cllr Banks Cllr Brown Cllr Taylor Cllr Gradwell Cllr Abbott Cllr Porter</p> <p>Recreation Committee: Cllr Taylor Cllr Harvey-Smith Cllr Martin Cllr Gradwell Cllr Holmes Cllr James Cllr Porter (<i>ex officio</i>) Mrs McBurney (<i>co-optee</i>)</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Taylor</p>
21.52.05	<p>To review and appoint representatives on or to work with External Bodies</p> <ul style="list-style-type: none"> • Burness Parish Rooms Management Committee (Cllr Gradwell) • Melton Trust (Cllr Martin – appointment continues until 2023) • East Suffolk Rail Partnership (Local Transport Officer – to be confirmed that he is willing to continue) • Melton Primary School Governing Body (Cllr Martin – until the end of the summer term 2021. Cllr Harvey-Smith expressed an interest in taking over) • <i>Melton Messenger</i> Editorial Committee (Cllr Brown) • ASB Co-ordination meetings (Cllr Gradwell) • Suffolk Association of Local Councils (Cllr Porter) • Suffolk Coastal Disability Forum (Cllr Darby) <p>It was RESOLVED that the above-named Councillors and representatives are appointed to the above-named bodies.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Gradwell</p>

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21.52.06	<p>To agree to receive the summons to meetings electronically The Clerk advised that Councillors are required to confirm on an annual basis that they are happy to receive the summons to meetings, and related documents, electronically. It was RESOLVED by all Councillors that they are willing to continue to receive papers in this way. Proposed by: Cllr Gradwell Seconded by: Cllr Porter</p>
21.52.07	<p>To note and review the Council's Schedule of Policies Paper MPC(21)52.07 previously distributed was received. The schedule as presented was reviewed and NOTED.</p>
21.52.08	<p>To consider the arrangements for meetings of Full Council and Committees after 6 May, including delegation arrangements Paper MPC(21)52.08 previously distributed was received. The Clerk took Members through the report and the recommendations were discussed. It was RESOLVED as follows:</p> <ul style="list-style-type: none"> • As a precaution against any further sudden lockdown or other foreseen business interruption: where it is necessary to maintain essential Council business, responsibility for decision-making can be delegated to the Clerk / Assistant Clerk in conjunction with the Chair of the Council / Vice-chairs / Chairs of Committees as appropriate. [Such delegation will be in addition to the emergency powers already held by the Clerk under Financial Regulation 4.5]. • If practicable, meetings scheduled for the period up to 20 June should provide remote access facilities for members of the public who might wish to attend. • Thereafter, whilst social distancing is still required, meetings of Full Council are to take place at a larger venue to facilitate compliance and meet insurance requirements. • Where Members feel for genuine medical reasons that they are not able to resume face to face meetings, to grant approval in advance for absence from Council meetings. • The Full Council meeting that is proposed for 23 June (see Agenda Item 21.53 below) shall be brought forward to 16 June with options for the public to join remotely if necessary. The Assistant Clerk to explore the most suitable technology and advise. <p>Proposed by: Cllr Gradwell Seconded by: Cllr Banks Cllr Banks queried whether he could join meetings remotely, if his apologies are accepted, and whilst accepting that he will not be able to vote queried whether he could chair committee meetings. The Clerk said it was unlikely but he will check further.</p>
21.53	<p>TO AGREE DATES FOR MEETINGS OF FULL COUNCIL AND COMMITTEES 2021/22 Paper MPC(21)53 previously distributed was received. It was AGREED that the schedule shall be adopted and published subject to changing the date for the meeting of Full Council on 23 June 2021 to 16 June 2021.</p>

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21.58	<p>TO RECEIVE REPORT ON THE JEWS LANE BURIAL GROUND The Clerk advised Members that the redundant garage site on the south side of South Close containing the burial ground, together with the corresponding garage site on the north side, were sold at auction on 5 May for £89k. The Clerk will ascertain details of the purchaser and make contact to ascertain the new owner's intentions regarding the burial ground.</p>
21.59	<p>TO RECEIVE UPDATE ON THE NHS THANK YOU DAY 5 JULY 2021 Cllr Abbott reported that a meeting of the project group is to take place on 7 May to make further plans.</p>
21.60	<p>TO RECEIVE UPDATE ON THE MELTON FETE IN 2022 Cllr Biggle reported feedback from other Councillors on ideas for this event and will be following them up.</p>
21.61	<p>DATA PROTECTION TRAINING FOR COUNCILLORS The Assistant Clerk reported on an offer from SALC to arrange a bespoke whole Council training session on Data Protection at a cost of £375 plus VAT. It was AGREED to defer consideration of this until the next meeting.</p>
21.62	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
21.62.01	<p>Burness Parish Room Management Committee Nothing to report.</p>
21.62.02	<p>Melton Trust Nothing to report.</p>
21.62.03	<p>East Suffolk Rail Partnership Paper PLA(21)45.01 previously distributed was received and NOTED.</p>
21.62.04	<p>Melton Primary School Cllr Martin reported that all is well at the moment.</p>
21.62.05	<p>Melton Messenger Cllr Porter is now starting work on copy for his next article for both the <i>Melton Messenger</i> and <i>In Touch</i>. Any suggestions are welcome.</p>
21.62.06	<p>ASB Co-ordination Meetings Nothing to report.</p>
21.62.07	<p>Suffolk Association of Local Councils Nothing to report.</p>
21.62.08	<p>Dementia Friendly Communities Cllr Darby reported that she is talking to SALC about arranging training by a representative of the Alzheimer's Society.</p>
21.63	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER Suggestions so far include the NHS Thank you day and anti-social behaviour.</p>
21.64	<p>CHAIRMAN'S URGENT BUSINESS There was none.</p>
21.65	<p>DATE OF NEXT MEETING The next Meeting of Full Council will take place on Wednesday 16 June 2021 at 7pm. There being no further business the meeting closed at 21.28.</p>