



# MELTON PARISH COUNCIL

FRM(21)A05

## **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 the Ordinary Meeting of Melton Parish Council Finance, Employment and Risk Management (FERM) Committee to be held on **Wednesday 8 December 2021, commencing at 19:00, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

*William Grosvenor*

Clerk and Executive Officer to the Council  
30 November 2021

### ***Agenda - Part One – Open to the Public***

<b>Item No</b>	<b>Item to be discussed</b>
<b>21.52</b>	<b>To receive apologies for absence</b>
<b>21.53</b>	<b>Declarations of Interest</b>
21.53.01	To receive Amendments to the Register
21.53.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda
21.53.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda
21.53.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared
<b>21.54</b>	<b>Public Participation Session</b> The opportunity for members of the public to ask questions of their Councillors about matters within the remit of FERM Committee.
<b>21.55</b>	<b>To approve the Minutes of the Previous Meeting</b> Meeting held on 13 October 2021 (FRM(21)M04 and FRM(21)M04 CONFIDENTIAL previously distributed).

---

<b>21.56</b>	<b>To consider Financial and Internal Control matters</b>
21.56.01	<b>To consider the Management Accounts for the period 1 April 2021 to 30 November 2021</b> Papers FRM(21)56.01 and FRM(21)56.01a-g
21.56.02	<b>To review the detailed budgetary position for 2021/22 at 30 November 2021</b> Paper FRM(21)56.02
21.56.03	<b>To review further the Draft budget for 2022/23 and purchase of litter bin</b> Paper FRM(21)56.03
21.56.04	<b>VAT issues relating to the pavilion project</b> Paper FRM(21)56.04 and Clerk to report
21.56.05	<b>New Finance software system</b> Paper FRM(21)56.05 and Assistant Clerk to report

---

<b>21.57</b>	<b>To consider Pavilion project – update and tendering issues</b> Below is a link to the up to date information on the Council's website:  <a href="https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/">https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/</a>  Paper FRM(21)57 and Clerk to report
--------------	--

---

<b>21.58</b>	<b>To review risk management issues</b>
21.58.01	<b>Risk Register</b> Paper FRM(21)58.01

---

<b>21.59</b>	<b>To consider employment matters</b>
21.59.01	<b>Staffing report</b> Clerk / Assistant Clerk to report.

---

<b>21.60</b>	<b>To consider draft Health and Safety Policy</b> Paper FRM(21)60
--------------	--

---

<b>21.61</b>	<b>Prioritising County Council Services</b> <a href="http://www.suffolk.gov.uk/.../your-thoughts-on-council-tax-and-our-services-for-2022-23">www.suffolk.gov.uk/.../your-thoughts-on-council-tax-and-our-services-for-2022-23</a>  Clerk to report
--------------	--

---

<b>21.62</b>	<b>To consider governance matters</b>
21.62.01	Report of decisions made by Clerk / Assistant Clerk under the Openness of Local Government Bodies Regulations 2014 Paper MPC(21)62.01

---

<b>21.63</b>	<b>Finance Committee Chair's urgent business</b>
--------------	--

---

<b>21.64</b>	<b>Date of next meeting</b>
--------------	-----------------------------

The next meeting will take place on Wednesday 26 January 2022, commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT

---

***Part Two – Confidential***

---

**Exempt / Confidential Items. It is recommended that the public be excluded from the meeting for the following items of Business on the grounds of employee confidentiality.**

---

**21.65 To consider the appointment of the new Assistant Clerk**  
Cllr Banks / Cllr Gradwell to report

---

**21.66 To consider employee contracts of employment**  
Paper FRM(21)66 CONFIDENTIAL

---

**Please note that meetings may be filmed, photographed, recorded or reported about.**