



# MELTON PARISH COUNCIL

FRM(22)A01

## **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 9<sup>th</sup> February 2022, commencing at 19:00, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

*Pip Alder*

Clerk and Executive Officer to the Council

2<sup>nd</sup> February 2022

“The Committee shall consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference.”

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

<b>Item No</b>	<b>Item to be discussed</b>
<b>22.01</b>	<b>To receive apologies for absence</b>
<b>22.02</b>	<b>Declarations of Interest</b>
<b>22.02.01</b>	<b>To receive Amendments to the Register</b>
<b>22.02.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>22.02.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
<b>22.02.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>22.03</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>22.04</b>	<b>To approve the Minutes of the Previous Meeting</b>
	Meeting held on 8 <sup>th</sup> December 2021 (FRM(21)M05 and FRM(21)M05 CONFIDENTIAL previously distributed).

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- 22.05 To consider Financial and Internal Control matters**  
**22.05.01 To consider the Management Accounts for the period 1 April 2021 to 31 January 2022**  
Papers FRM(22)05.01 and FRM(22)05.01a-h  
**22.05.02 To review the detailed budgetary position for 2021/22 at 31 January 2022**  
Paper FRM(22)05.02  
**22.05.03 New Finance software system**  
Clerk to report  
**22.05.04 CIL Generated from Melton Developments**  
Paper FRM(22)05.04 for information. Clerk to report
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- 22.06 To review risk management issues**  
**22.06.01 Risk Register**  
<https://melton-suffolk-pc.gov.uk/documents-base/risk-register/>  
**22.06.02 Governance Review by ESC**  
<District-CGR-Terms-of-Reference.pdf> ([eastsuffolk.gov.uk](https://eastsuffolk.gov.uk))  
Clerk to report  
**22.06.03 Data Protection Risk Register**  
<https://melton-suffolk-pc.gov.uk/data-protection-risk-register/>
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- 22.07 To consider employment matters**  
**22.07.01 Staffing report**  
Clerk to report
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- 22.08 To consider governance matters**  
22.08.01 Report of decisions made by Clerk / Assistant Clerk under the Openness of Local Government Bodies Regulations 2014  
Clerk to report
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**22.09 Finance Committee Chair's urgent business**

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- 22.10 Date of next meeting**  
The next meeting will take place on Wednesday 6<sup>th</sup> April 2022, commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT
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***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.**

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- 22.11 To consider Legal Services**  
Paper FRM(22)11 Clerk to report
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**Please note that meetings may be filmed, photographed, recorded or reported about.**