



# MELTON PARISH COUNCIL

FRM(22)A03

## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

To Members of Melton Parish Council Finance, Employment and Risk Management (FERM) 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 20<sup>th</sup> July 2022, commencing at 19:00, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

Clerk and Executive Officer to the Council  
14<sup>th</sup> July 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 of Two – Open to the Public*

Item No	Item to be discussed
<b>22.23</b>	<b>Election of Chair and Vice Chair of FERM</b>
<b>22.24</b>	<b>To receive apologies for absence</b>
<b>22.25</b>	<b>Declarations of Interest</b>
<b>22.25.01</b>	<b>To receive Amendments to the Register</b>
<b>22.25.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>22.25.03</b>	<b>To receive Declarations of Non-Pecuniary Interest in Respect of Items on the Agenda</b>
<b>22.25.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>22.26</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>22.27</b>	<b>To approve the Minutes of the Previous Meeting</b>
Meeting held on 13 <sup>th</sup> April 2022 ( <a href="#">FRM(22)M02</a> ) previously distributed).	

<b>22.28</b>	<b>To review Terms of Reference of FERM Committee and make recommendations to Full Council</b> <a href="https://melton-suffolk-pc.gov.uk/documents/terms-of-reference/">https://melton-suffolk-pc.gov.uk/documents/terms-of-reference/</a>
<b>22.29</b>	<b>To consider Financial and Internal Control matters</b>
<b>22.29.01</b>	<b>To consider the Management Accounts for the period 1 April 2022 to 30 June 2022 and the current budget position</b> Papers FRM(22)29.01 and FRM(22)29.01a-f
<b>22.29.02</b>	<b>To review the CIL and EMR Projects</b> Papers FRM(22)29.02 and FRM(22)29.02a. Clerk to report
<b>22.29.03</b>	<b>To consider the appointment of the Internal Auditor for 2022/23</b>
<b>22.29.04</b>	<b>To consider the draft revised and updated Melton Parish Council Business Plan</b> Clerk to report. Paper FRM(22)29.04
<b>22.29.05</b>	<b>Fete Financial Report</b> Paper FRM(22)29.05. Clerk to report
<b>22.29.06</b>	<b>Bank Accounts</b> To receive an update on the bank accounts and future plans
<b>22.30</b>	<b>To review risk management issues</b>
<b>22.30.01</b>	<b>Risk Register</b> <a href="https://melton-suffolk-pc.gov.uk/documents-base/risk-register/">https://melton-suffolk-pc.gov.uk/documents-base/risk-register/</a>
<b>22.31</b>	<b>Pavilion Update</b> To receive an update on the Pavilion project. Paper FRM(22)31
<b>22.32</b>	<b>To consider employment matters</b>
<b>22.32.01</b>	<b>Staffing report</b> Clerk to report
<b>22.33</b>	<b>To consider governance matters</b>
<b>22.33.01</b>	<b>Report of decisions made by Clerk/Assistant Clerk under the Openness of Local Government Bodies Regulations 2014</b> Paper FRM(22)33.01 Clerk to report
<b>22.33</b>	<b>Finance Committee Chair's urgent business</b>
<b>22.34</b>	<b>Date of next meeting</b> The next meeting will take place on Wednesday 12 <sup>th</sup> October 2022, commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT

***Part Two of 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 commercial and employee confidentiality.**

<b>22.35</b>	<b>To approve annual increments for staff</b> Paper FRM(22)35 Confidential
<b>22.36</b>	<b>To discuss vehicle options for the Maintenance Officer</b> Paper FRM(22)36 Confidential
<b>22.37</b>	<b>To discuss allocation of CIL funds</b> Paper FRM(22)37 Confidential
<b>22.38</b>	<b>Chair's Urgent Business</b>

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