



Chairman: Councillor GK Butterwick

FRM(08)M5

FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 13th October 2008 commencing at 19:00. in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott
Cllr Mr GK Butterwick

Cllr Mr AG Dunford [Chairman]
Cllr Miss KS Martin

In Attendance:

Mr MJ Green [Clerk]

08.64 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies.

08.65 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest.

08.66 PUBLIC PARTICIPATION SESSION

08.66.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.65

There were no representations.

08.66.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations.

As there were no members of the public present standing orders were not lifted.

08.67 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

08.68 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14TH AUGUST 2008

Proposed that minutes FRM(08)M4 previously circulated be received and noted.

Proposed by: Cllr Abbott.

Seconded by: Cllr Martin.

It was RESOLVED that minutes FRM(08)M4 previously circulated be received and noted.

08.69 TO REVIEW MANAGEMENT ACCOUNTS TO 3RD OCTOBER 2008

Paper FRM(08)P69 previously circulated was received and noted.

➤ It was agreed to request monthly bank statements for the tracker account.

Proposed that the management accounts be received.

Proposed by: Cllr Dunford.

Seconded by: Cllr Abbott.

It was RESOLVED that the management accounts be received.

08.70 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Paper FRM(08)P70 previously circulated was received and noted

Proposed that the Bank Reconciliation be confirmed.

Proposed by: Cllr Dunford.

Seconded by: Cllr Martin.

It was RESOLVED that the Bank Reconciliation be confirmed.

08.71 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

Paper FRM(08)P71 previously circulated was received and noted.

Proposed that the orders for payment be approved:

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was RESOLVED that the orders for payment be approved.

A complete list of payments approved is attached to these minutes and forms part of these minutes.

08.72 TO CONSIDER THE PREDICTED OUTTURN AT 31ST MARCH 2009 BASED ON FIGURES TO 3RD OCTOBER 2008

Paper FRM(08)P72 previously circulated was received and noted.

Council requested that the Clerk circulate a copy of the excel spreadsheet together with an explanation of variances.

Proposed that the predicted outturn report be received and noted.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was RESOLVED that the predicted outturn report be received and noted.

08.73 TO CONSIDER S137 GRANT ALLOCATION FOR 2008 [£2,513 TOTAL IN BUDGET]

08.73.01 Burness Parish Room [£1,000 in Budget]

Grant of £1,000.00.

08.73.02 Disability Advice Service [Local Charity Operating from Cedar House – Pytches Road]

Grant of £513.00.

08.73.03 Leiston Citizens Advice Bureau

No grant.

08.73.04 McMillan Cancer Support [Suffolk]

No grant.

08.73.05 Melton Messenger [£1,000 in Budget]

Grant of £1,000.00 [noted that this will be put under the 'Communications' heading in the 2009/10 budget.

08.73.06 Project Trust

No grant.

08.73.07 Suffolk Accident Rescue Service

No grant.

08.73.08 Suffolk Family Carers [Respite Care for Carers in Suffolk]

No grant.

08.73.09 Vitalise Essential Breaks for Disabled People and Carers

No grant.

Proposed that the following grants be recommended to Full Council for adoption:

- (a) Burness Parish Room - £1,000
- (b) Melton Messenger - £1,000
- (c) Disability Advice Service £513.00

Proposed by: Cllr Dunford.

Seconded by: Cllr Martin.

It was RESOLVED that the grants listed above be recommended to Full Council for adoption.

Proposed that a policy on grant applications including methods, communications and criteria be prepared.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was **RESOLVED** that a policy on grant applications including methods, communications and criteria be prepared.

Cllr Abbott agreed to prepare a draft paper for discussion at the next meeting.

08.74 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA

There were no matters arising not otherwise on the agenda.

08.75 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL

See items 08.76, 08.79.02 and 08.80.01.

08.76 TO CONSIDER THE REPORT OF THE INTERNAL AUDITOR

08.76.01 Year End 2007/8

Audit report paper FRM(08)P76.01 previously circulated.

Noted that the internal audit for 2008/9 is scheduled for Wednesday 29th April 2009.

08.76.02 Interim Audit 2008/9

Audit report paper FRM(08)P76.01 previously circulated.

Proposed that audit reports FRM(08)P76.01 and FRM(08)P76.02 be received and noted.

Proposed by: Cllr Dunford.

Seconded by: Cllr Martin.

It was **RESOLVED** that audit reports FRM(08)P76.01 and FRM(08)P76.02 be received and noted.

08.77 TO CONSIDER THE IMPLEMENTATION OF THE PROJECT MANAGEMENT PLAN

Paper FRM(08)P77 previously circulated was received and noted.

Proposed that the Project Management Plan be adopted for all future council projects.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was **RESOLVED** that the Project Management Plan be adopted for all future council projects.

08.78 TO CONSIDER NON-ROUTINE ITEMS FOR INCLUSION IN THE 2009/10 BUDGET

08.78.01 Additional Clerking & Administration Costs

➤ Include in budget for 2009.

08.78.02 Adaptation of the Pavilion

➤ Include £3,000.00 in budget for 2009 for scoping and design.

08.78.03 Melton Messenger Support

➤ To include £1,000.00 in Communications budget not S137 Grants.

- Additional clerking resource.
- 08.78.04 Creation of Tennis Club**
 - Include £500.00 in budget for 2009
- 08.78.05 Riverside Amenity Area**
 - No provision.
- 08.78.06 Professional Advice for Planning Committee**
 - Include £500.00 in budget for 2009 for use of Community Planner as proposed by Suffolk Preservation Society.
- 08.78.07 Drainage Advice for Recreation Committee**
 - Ongoing work with contractor engaged to maintain playing field and pavilion.
- 08.78.08 Melton Station Car Park**
 - No provision.

The Committee considered carefully the comments made by the Internal Auditor [item 08.76] but is of the view that £20,000 is an adequate reserve given the organisation and structure of Melton Parish Council, namely that at worst finance would only be required to cover six months commitments.

Proposed that the Clerk draw up a revised budget based on these provisions, circulate it to the Finance Committee Members for approval and then to submit to Full Council in November.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was RESOLVED that the Clerk draw up a revised budget based on these provisions, circulate it to the Finance Committee Members for approval and then to submit to Full Council in November.

08.79 TO CONSIDER BANKING ARRANGEMENTS

08.79.01 Change of Bankers

In the current financial climate this item deferred.

08.79.02 Internet Banking

Proposed that no further action will be taken to apply for internet banking but noting the additional work that is generated by not having this facility.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was RESOLVED that no further action will be taken to apply for internet banking but noting the additional work that is generated by not having this facility.

08.79.03 Change of Signatories

Noted that Cllr Brockett is now a signatory to the accounts at Barclays Bank.

08.80 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

08.80.01 Freedom of Information Act – Publication Scheme

Copies of the Information Paper, Model Publication Scheme Policy and Draft Guide previously circulated was received and noted.

Proposed that the model publication policy incorporating the guide be formally adopted.

Proposed by: Cllr Dunford.

Seconded by: Cllr Butterwick.

It was RESOLVED that the model publication policy incorporating the guide be formally adopted.

08.81 DATE OF NEXT MEETING

Monday 15th December 2008 at 19:00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 21:20.

Signed: _____ Date: _____

[Chair]