



Chairman: Councillor GK Butterwick

## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of a meeting of the Parish Council Finance & Risk Management Committee on Monday 15th December 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]

**08.82 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

There were no apologies.

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

There were no declarations of interest.

**08.84 PUBLIC PARTICIPATION SESSION**

There were no members of the public present

**08.84.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.83**

There were no representations.

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

There were no representations

**08.85 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**

There were no members of the public present.

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

**08.86 TO APPROVE THE MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> OCTOBER 2008**

Proposed that minutes FRM(08)M5 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.

**08.87 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> NOVEMBER 2008**

Paper FRM(08)P86 previously circulated was received and noted.

Proposed that the management accounts be received.

**Proposed by:** Cllr Butterwick. **Seconded by:** Cllr Abbott.

**It was RESOLVED** that the management accounts be received.

**08.88 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS**

Paper FRM(08)P87 tabled 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.

- 08.89 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
- 08.90 TO CONSIDER ANY RECOMMENDATIONS OF FULL COUNCIL AND AGREE THE PROPOSED BUDGET AND PRECEPT FOR 2009/10**  
 Paper FRM(08)P90 previously circulated was received and noted.  
 The following comments were made:
- Maintenance contract for the pavilion and playing field had been adjusted to cover 39 days per annum flexibly used with weekly attendance during the summer with fortnightly during the winter
  - Contractor will maintain the existing daily charge out rate for a further year until March 2010
  - Noted that the contract includes other work previously charged by other contractors separately e.g. hedge cutting, bus shelter maintenance and cleaning, grass cutting
  - £300 added for safety maintenance of the play equipment,
  - Insurance cover for assets to be maintained but fidelity cover can be reduced as reserves diminish,
  - RPI increase as at 15/12/08 was 4.5%,
  - Agreed to recommend increase in precept by this amount.
- Proposed that the proposed budget for 2009-2010 be recommended for adoption by the Full Council on Thursday 8<sup>th</sup> January 2009  
**Proposed by:** Cllr Dunford **Seconded by:** Cllr Butterwick.  
**It was RESOLVED** that the proposed budget for 2009-2010 be recommended for adoption by the Full Council on Thursday 8<sup>th</sup> January 2009  
 Proposed that the proposed precept for 2009-2010 of £39,300 be recommended for adoption by the Full Council on Thursday 8<sup>th</sup> January 2009  
**Proposed by:** Cllr Dunford **Seconded by:** Cllr Butterwick.  
**It was RESOLVED** that the proposed precept of £39,300 for 2009-2010 be recommended for adoption by the Full Council on Thursday 8<sup>th</sup> January 2009
- 08.91 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**  
 Paper FRM(08)P91 previously circulated was received and noted.
- 08.92 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
- 08.92.01 PlayQuip ½ Yearly Play Equipment Safety Inspection Report**  
 Copy of report FRM(08)P92.01 previously circulated was received and noted.
- 08.93 TO ADOPT THE REVISED INTERIM PAY SCALES AND MILEAGE RATES FOR 2008/9**  
 Paper FRM(08)P93 previously circulated was received and noted.  
 Proposed that the interim pay scales and mileage rates for 2008/9 be adopted.  
**Proposed by:** Cllr Dunford. **Seconded by:** Cllr Abbott.  
**It was RESOLVED** that the interim pay scales and mileage rates for 2008/9 be adopted.
- 08.94 TO ADOPT THE REVISED MILEAGE RATES FOR CLERKS AS THE MILEAGE RATES FOR COUNCILLORS**  
 Proposed that the mileage rates for Clerks contained in Paper FRM(08)P93 be adopted for Councillors.  
**Proposed by:** Cllr Dunford. **Seconded by:** Cllr Abbott.  
**It was RESOLVED** that the mileage rates for Clerks contained in Paper FRM(08)P93 be adopted for Councillors.

**08.95 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS**

**08.95.01 Pavilion Project**

The Chairman of the Council advised the meeting that initial investigations into the possible changes were progressing well. David Poole of Deben Design Associates had agreed to conduct some preparatory work and provide drawing for consideration. Advice was also being sought from SCDC Planning and Building Regulations to ensure that what was being proposed was within the appropriate regulations.

**08.95.02 Traffic Counts**

It was noted that costs for the provision of traffic counts to assist with the consideration of any future planning application for the former Girdlestone Site would be in the region of £250 per site. There are 4 possible sites and it would fall to MPC to fund possibility assisted by the County Councillor. This would be a matter for the Planning Committee to consider and put proposals to FRM for funding from reserves.

**08.96 DATE OF NEXT MEETING**

Monday 2<sup>nd</sup> February 2009 at 19:00 in the Lindos Centre Conference Room  
There being no further business the meeting closed at 20:35

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

[Chairman]