



## FINANCE AND RISK MANAGEMENT COMMITTEE

**Minutes** of a meeting of the Parish Council Finance & Risk Management Committee on Monday 19<sup>th</sup> April 2010 commencing at 18:00. in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott

Cllr Miss KS Martin

Cllr Mr PJ Brockett [from 18:55]

Cllr Mr HM Needham [Chairman]

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

**10.01 TO APPOINT A CHAIRMAN OF THE MEETING**

It was **RESOLVED** that Cllr Needham be appointed Chairman of the meeting.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

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

Cllr Brockett offered his apology for his late arrival.

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

There were no declarations of interest or additions to the register.

**10.04 PUBLIC PARTICIPATION SESSION**

**10.04.01 To receive representations from Councillors who have declared a prejudicial interest**

There were no representations from councillors.

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

There were no representations from members of the public,

*As there were no members of the public present it was not necessary to lift standing orders*

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

There were no members of the public present.

**10.06 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> DECEMBER 2009**

It was **RESOLVED** that minutes FRM(09)M5 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

**10.07 TO REVIEW MANAGEMENT ACCOUNTS TO 31<sup>ST</sup> MARCH 2010**

Paper FRM(10)P07 to follow.

It was **RESOLVED** that the Management Accounts contained in paper FRM(10)P07 previously circulated were received and noted.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

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

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(10)P08 previously circulated.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

**10.09 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT**

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(10)P09 previously circulated. A copy of the paper is attached to these minutes.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

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

Paper FRM(10)P10 previously circulated was received and noted.

**10.11 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**

**10.11.01 To review and update the Risk Assessment Document**

Paper FRM(10)P11.01 previously circulated was received and noted.

Council reviewed the internal controls and concluded that the following system of internal controls designed to prevent and detect fraud and corruption was in accordance with the auditing requirements:

- (a) Adoption and adherence of a set of financial regulations
- (b) Adoption and adherence to a set of standing orders
- (c) Cheques and other payment authorities signed by two councillors
- (d) All payment vouchers approved by Finance & Risk Management Committee
- (e) Maintenance of an asset register
- (f) Maintenance of an investment register
- (g) Regular bank reconciliation oversight by members of the Finance & Risk Management Committee
- (h) Regular risk assessment is undertaken
- (i) Regular returns to the Revenue and Customs for PAYE/NI
- (j) Proper employment contracts and procedures maintained by the Employment Committee
- (k) Regular returns of VAT
- (l) Regular scrutiny of financial records by members of the Finance & Risk Management Committee
- (m) Provision of regular budget monitoring statements to council
- (n) Minutes properly numbered and paginated with a master copy kept in safe keeping
- (o) Proper records for recording and monitoring Members interests
- (p) Provision of maintenance arrangements for physical assets
- (q) Regular review of insurance arrangements
- (r) Provision of an internal audit
- (s) Provision of an external audit

**It was RESOLVED** that the above form the council's risk assessment document.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

**10.11.02 To review the effectiveness of Internal Audit**

Paper FRM(10)P11.02 previously circulated was received and noted.

**It was RESOLVED** that the review process contained in paper FRM(10)P11.02 be considered by committee members who will bring their comments and proposals to the next meeting of the committee.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott.

**10.12 TO CONSIDER THE INSURANCE OF THE COUNCIL'S ASSETS.**

Paper FRM(10)P12 previously circulated was received and noted.

It was noted that budget approved by full council included a provision for £2,500 for the financial year 2010/12. The Clerk confirmed that he had enquired of the insurers what level of cover could be provided at that cost and had been advised by them that they will take note of our requirements in preparing their quotation which is expected in early May 2010.

It was also agreed to recommend to full council that the ride on motor mower be disposed of as it is now surplus to requirements.

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

**10.13.01 Electrical Certificate for Pavilion**

The Clerk confirmed that the electrical certificate had now been received in respect of the electrical system in the pavilion and the lights on the footpath.

**10.13.02 Original Deeds**

The Clerk confirmed that the council's solicitors were still searching for the original deeds.

**10.13.03 New Model Standing Orders**

The Clerk advised that a new set of model standing orders had been received that needed considering by the committee prior to putting formal recommendations to full council. As the document is a significant size members suggested that the document be circulated around the committee who would annotate it as appropriate and then agree a final draft at the next meeting of committee.

**10.14 DATE OF NEXT MEETING**

Monday 12<sup>th</sup> July 2010 at 18:00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 19:15

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Chairman]



Accounts for Payment

| PV No.                     | Supplier                        | Payment Method | Reason                                      | Amount      |
|----------------------------|---------------------------------|----------------|---|-------------|
| <b>Transfers</b>           |                                 |                |   |             |
| 01-Jan                     | Barclays Bank plc               | Transfer       | Monthly Standing Order - Aug                | £ 3,000.00  |
| 01-Feb                     | Barclays Bank plc               | Transfer       | Monthly Standing Order - Aug                | £ 3,000.00  |
| PV10/151                   | Barclays Bank plc               | Transfer       | Cash to cover S137 cheques                  | £ 2,000.00  |
| PV10/160                   | Barclays Bank plc               | Transfer       | Cash to cover Planning Committee expenses   | £ 3,000.00  |
| PV10/186                   | Barclays Bank plc               | Transfer       | Cash to cover Recreation Committee Expenses | £ 3,000.00  |
|                            |                                 |                |   | £ 14,000.00 |
| <b>Monthly Costs</b>       |                                 |                |   |             |
| PV10/139                   | HMRC                            | 102037         | PAYE/NI - Month 9                           | £ 506.61    |
| PV10/140                   | Park Warden                     | STO            | Salary - Month 9                            | £ 189.48    |
| PV10/141                   | Clerk                           | 102035         | Salary - Month 9                            | £ 1,029.16  |
| PV10/142                   | Lindos Centre                   | 102038         | Meeting Room Hire - December 2009           | £ 86.25     |
| PV10/143                   | Lindos Psychotherapy Centre     | 102039         | Meeting Room Hire - December 2009           | £ 36.00     |
| PV10/150                   | SBPM                            | STO            | Maintenance - November 2009                 | £ 837.20    |
| PV10/152                   | Trimico                         | DirDeb         | Monthly Broadband Service - January         | £ 44.98     |
| PV10/155                   | E-On                            | DirDeb         | Pavilion Electricity                        | £ 16.00     |
| PV10/161                   | SBPM                            | STO            | Maintenance - December 2009                 | £ 837.20    |
| PV10/167                   | HMRC                            | 102055         | PAYE/NI - Month 10                          | £ 536.61    |
| PV10/168                   | Assistant Clerk                 | 102056         | Salary - Month 10                           | £ 120.19    |
| PV10/169                   | Clerk                           | 102057         | Salary - Month 10                           | £ 1,029.16  |
| PV10/170                   | Park Warden                     | STO            | Salary - Month 10                           | £ 89.48     |
| PV10/172                   | Lindos Centre                   | 102058         | Meeting Room Hire - January 2010            | £ 88.13     |
| PV10/173                   | Lindos Psychotherapy Centre Ltd | 102059         | Meeting Room Hire - January 2010            | £ 36.00     |
| PV10/175                   | Trimico                         | DirDeb         | Monthly Broadband Service - February        | £ 44.98     |
| PV10/176                   | E-On                            | DirDeb         | Pavilion Electricity                        | £ 16.00     |
| PV10/177                   | Clerk                           | 102061         | Salary - Month 11                           | £ 1,029.16  |
| PV10/178                   | Assistant Clerk                 | 102062         | Salary - Month 11                           | £ 173.54    |
| PV10/179                   | HMRC                            | 102063         | PAYE/NI - Month 11                          | £ 550.01    |
| PV10/185                   | Park Warden                     | STO            | Salary - Month 11                           | £ 89.48     |
| PV10/188+                  | Lindos Psychotherapy Center Ltd | 102069         | Meeting Room Hire - February 2010           | £ 72.00     |
| PV10/187                   | Lindos Centre                   | 102070         | Meeting Room Hire - February 2010           | £ 88.13     |
| PV10/194                   | Trimico                         | DirDeb         | Monthly Broadband Service - March           | £ 44.98     |
| PV10/195                   | E-On                            | DirDeb         | Pavilion Electricity                        | £ 16.00     |
| PV10/196                   | HMRC                            | 102079         | PAYE/NI - Month 12                          | £ 550.01    |
| PV10/197                   | Clerk                           | 102077         | Salary - Month 12                           | £ 1,029.16  |
| PV10/198                   | Assistant Clerk                 | 102078         | Salary - Month 12                           | £ 173.54    |
| PV10/199                   | Park Warden                     | STO            | Salary - Month 12                           | £ 89.48     |
| PV10/201                   | Lindos Psychotherapy Centre Ltd | 102081         | Meeting Room Hire - March 2010              | £ 111.35    |
| PV10/202                   | Lindos Centre                   | 102082         | Meeting Room Hire - March 2010              | £ 88.13     |
| PV10/73                    | Anglian Water                   | DirDeb         | Pavilion Water - December 2009              | £ 63.00     |
| PV10/73                    | Anglian Water                   | DirDeb         | Pavilion Water - January 2010               | £ 63.00     |
| PV10/175                   | Anglian Water                   | DirDeb         | Pavilion Water - February 2010              | £ 46.00     |
|                            |                                 |                |   | £ 9,820.40  |
| <b>Quarterly Charges</b>   |                                 |                |   |             |
| PV10/166                   | BT                              | DirDebit       | Office Phone Account                        | £ 67.82     |
|                            |                                 |                |   | £ 67.82     |
| <b>Six monthly Charges</b> |                                 |                |   |             |

Accounts for Payment

| PV No.                        | Supplier                  | Payment Method | Reason  | Amount             |
|-------------------------------|---------------------------|----------------|---|--------------------|
|                               |                           |                |   | <u>£ -</u>         |
| <b>Annual/One Off Charges</b> |                           |                |   |                    |
| PV10/144                      | Viking Direct             | 102040         | Stamps  | £ 109.60           |
| PV10/145                      | Viking Direct             | 102040         | Ink Cartridges - Office/Cllr Dunford              | £ 306.92           |
| PV10/146                      | SCC                       | 102041         | All Weather Pitch Maintenance 2009/10             | £ 541.74           |
| PV10/149                      | Melton PCC                | 102043         | Annual Communication Grants                       | £ 1,000.00         |
| PV10/148                      | Burness Parish Room       | 102042         | Annual S137 Grant                                 | £ 1,000.00         |
| PV10/153                      | Absolute Computer Support | 102046         | Annual Support                                    | £ 109.25           |
| PV10/154                      | Pest Destruction Services | 102045         | Mole Control                                      | £ 161.00           |
| PV10/156                      | Hudson Electrical         | 102047         | Pavilion Wiring Test & new consumer unit          | £ 442.75           |
| PV10/157                      | Misco                     | 102048         | Projection equipment for Planning Committee       | £ 732.32           |
| PV10/158                      | Anglian Health & Safety   | 102049         | Salt Grit Bin for Melton Park                     | £ 117.44           |
| PV10/159                      | Richard Buxton            | 102050         | Professional Services re: Girdlestones            | £ 1,911.88         |
| PV10/162                      | SBPM                      | 102051         | Replace broken manhole cover by pavilion          | £ 83.26            |
| PV10/163                      | Misco                     | 102052         | Projection Screen                                 | £ 152.53           |
| PV10/164                      | Bullguard                 | 102053         | 3 Year Internet Security Sunscrition              | £ 149.98           |
| PV10/165                      | Ancora                    | 102054         | Confidential Schredding                           | £ 60.55            |
| PV10/174                      | SCC                       | 102060         | Grass cutting 2009 season                         | £ 2,164.17         |
| PV10/174                      | SCC                       | 102060         | Chafer grub treatment                             | £ 2,173.75         |
| PV10/174                      | SCC                       | 102060         | Top soil  | £ 76.38            |
| PV10/180                      | PJ Brockett               | 102064         | Gift Token & Card                                 | £ 27.85            |
| PV10/181                      | GC Robertson              | 102065         | Structural Survey - Pavilion                      | £ 575.00           |
| PV10/182                      | SALC                      | 102066         | NALC LTN's  | £ 37.00            |
| PV10/183                      | SORR                      | 102067         | Membership  | £ 25.00            |
| PV10/184                      | SCC                       | 102068         | Part refund of Locality Budget Grant [Survey Fee] | £ 500.00           |
| PV10/189                      | SBPM                      | 102071         | Materials - Playing Field                         | £ 80.30            |
| PV10/190                      | SBPM                      | 102072         | PAT Testing                                       | £ 37.60            |
| PV10/191                      | Viking Direct             | 102073         | Stationery  | £ 303.99           |
| PV10/192                      | SALC                      | 102074         | Standing Orders                                   | £ 27.64            |
| PV10/193                      | Anglian Health & Safety   | 102075         | Grit Bins   | £ 234.88           |
| PV10/200                      | WTYFC                     | 102080         | Rebate for non-use of pitches - chafer grub       | £ 120.00           |
|                               |                           |                |   | <u>£ 13,262.78</u> |
| <b>Grand Total</b>            |                           |                |   | <b>£ 37,151.00</b> |

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP  
 Tel: 01394 382224 Fax 01394 382224 Website: www.melton-suffolk-pc.gov.uk