



## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 10<sup>th</sup> October 2011 commencing at 1800 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr GK Butterwick

Cllr Miss KS Martin  
Cllr Mr HM Needham [Chairman]

**Absent:**

Cllr Mr A Thompson

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

**11.44 TO RECEIVE APOLOGIES FOR AND CONSIDER CONSENTING TO ANY ABSENCE**

**11.44.01 Cllr Mr A Thompson – Working Abroad**

Council considered this apology and **it was RESOLVED** to accept the apology and consent to the absence.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**11.45 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.

**11.46 PUBLIC PARTICIPATION SESSION**

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

There were no representations from Councillors as none had declared a prejudicial interest at item 11.45.

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

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

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

*There were no members of the public present.*

**11.48 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**

**It was RESOLVED** that minutes FRM(11)M03 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**11.49 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> SEPTEMBER 2011**

Management accounts Paper FRM(11)P49 previously circulated was received and noted.

In response to a question the Clerk confirmed that the item of £93 under QPS was the cost of training and trainer travel for Power of Well Being Training for councillors.

**It was RESOLVED** that the Management Accounts contained in paper FRM(11)49 previously circulated were received and noted.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

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

The Clerk confirmed that the cheque for £40 outstanding for many months was for the land registration fee.

The council had been approached in 2010 by the Land Registry regarding voluntary registration of council owned land where the location of the original deeds was not known. Subsequent investigation had revealed the location of the deeds and they were now in the possession of the council. Further communication with the Land Registry had resulted in the land ownership having to be registered in the names of two councillors and not the council which it is considered to be inappropriate.. Clarification had been sought through SALC and as the deeds are now in the hands of the council there is no benefit in registering the land. Consequently the cheque will now be destroyed.

**It was RESOLVED** to confirm the bank reconciliation contained in paper FRM(11)P50 previously circulated.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

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

**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(11)P51 previously circulated. A copy of the paper is attached to these minutes.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

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

Paper FRM(11)P52 previously circulated was received and noted.

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

**11.53.01 Loss of Internet/Email/Computer/Printing Provision in Parish Council Office**

Council considered the issue that had arisen when internet access and therefore email communication had not been possible within the office from late on a Tuesday afternoon until the following Tuesday early morning. During this time the Assistant Clerk was on holiday so the impact had only been on the Thursday when the Clerk was in the office.

Unfortunately an email advising of the date and time of a Parish Links Meeting was not received and actioned that resulted in the lack of a MPC representative attending the meeting.

Council considered:

- (a) Purchasing additional equipment as a backup in case of failure of equipment
- (b) Purchasing additional software so that the presentation laptop owned by the council would be capable of being used if the main PC failed
- (c) Purchasing 'mobile' wireless internet connection to enable the laptop to be used remotely

It was noted that the data files are backed up off site each working day using the BullGuard Internet Security Software registered to the council. It was also noted that the council had an annual service agreement with a computer support company.

Given that this was the first occasion in 5 years that a problem such as this had occurred it was considered inappropriate to expend sums of money to provide additional backup equipment.

The Clerk and the Chairman of the Finance, Employment and Risk Management Committee will investigate the possibility of and implement where possible:

- Investigating the licence implications of copying software
- Copying the existing software from the main PC to the laptop
- The Clerk accessing emails from his home PC should such an occurrence happen in the future

- 11.53.02 Interim Internal Audit**  
 Paper FRM(11)P53.02 was tabled, received and noted.  
 As recommended by the report the Financial Regulations will be reviewed by the Finance, Employment and Risk Management Committee at their next meeting.
- 11.53.03 Archive Storage of Minute Books**  
 Bound Parish Council, Parish Meeting and Parish Council Committee Minute Books are currently stored in the council office taking up valuable storage space. Suffolk Records Office had been approached regarding archive storage and confirmed that they would accept these books into their archives.  
 Some reservation was expressed due to the imminent consideration by SCC of the future of the Suffolk Records Offices and the possibility of them being incorporated into the Museum of East Anglian Life.  
**It was RESOLVED** in principle to lodge the minute books with the Suffolk Records Office subject to the outcome of the deliberations by SCC on their future.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Abbott.
- 11.53.04 Play Equipment Safety Check**  
 It was noted that Playquip Leisure has omitted to complete the safety check earlier this year but that arrangements were now in hand now for a safety check to be carried out without delay. The Clerk advised that the Council Insurance Policy only required annual checks to be carried out on the play equipment. He also confirmed that diary notes will be made in the future to ensure that the safety checks are carried out every six months.
- 11.54 TO CONSIDER PRELIMINARY 2012/2013 BUDGET**  
 Paper FRM(11)P54 tabled was received and noted.  
 The Chairman advised that the budget had been prepared using known income and expenditure together with provisions for statutory items such as the new pension arrangements.  
 Additionally contingencies had been added to cover items raised by councillors during recent months such as the localism bill, referendum and tree works.  
 The process for the budget is:
- October/November Finance, Employment and Risk Management Committee prepare and agree draft budget that they will support and recommend to full council
  - December – draft presented to full council for comment/observations
  - December – Finance, Employment and Risk Management Committee adjust the budget if necessary following comment/observation by Full Council
  - January – Full Council adopt budget with any revision and associated precept
  - January – Precept request submitted to District Council
- Rather than call a further meeting of the Finance, Employment and Risk Management Committee before December Full Council, the Chairman asked members to submit their thoughts to him by email so that in conjunction with the Clerk a revised budget could be circulated and agreed with members.  
**It was RESOLVED** to submit and recommend the preliminary budget, revised and agreed via email, to the December meeting of the Full Council  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Abbott.
- 11.55 STAFFING MATTERS**
- 11.55.01 Assistant Clerk**
- (a) Salary
- (i) Cost of Living Rise  
 It was noted that there had been no cost of living rise in base hourly rates since 1<sup>st</sup> April 2009
- (ii) It was noted that there will be an increase of one salary point on scale LC1 from the month in which CiLCA is achieved as per contract  
**It was RESOLVED** to confirm the addition of one salary point upon successful completion CiLCA.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin.

- (iii) It was noted that there will be an incremental increase of one salary point on scale LC1 from January 2012 as per contract. This would be in addition to (ii) above  
**It was RESOLVED** to confirm the addition of one salary point in January 2012.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Martin.

- (b) Appraisal  
It was noted that the next appraisal is due in April 2012.

**11.55.02 Clerk**

- (a) Salary  
(i) Cost of Living Rise  
It was noted that there had been no cost of living rise in base hourly rates since 1<sup>st</sup> April 2009  
(ii) Change to Salary Benchmark Range  
Paper FRM(11)P55.02 (a) (ii) previously circulated was received and noted.  
A decision was deferred to the next meeting of the Finance, Employment and Risk Management Committee to enable members to further consider the paper.

- (b) Appraisal  
It was noted that the next appraisal is due in April 2012.

- (c) Annual Leave  
It was noted that the annual leave entitlement will increase by one day for the leave year 2012-13 following the completion of five years continuous service in December 2011 as per the contract.  
**It was RESOLVED** that council confirms the increase in holiday entitlement for the holiday year 2012-2013.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Martin.

**11.55.03 Park Warden**

- (a) Salary  
It was noted that there had been an increase in monthly salary with effect from 1<sup>st</sup> October 2011 to £92.21 per month [plus bonus of £100 at Christmas and Easter] to comply with the minimum wage regulations.  
**It was RESOLVED** that council confirms the increase in monthly salary to comply with minimum wage regulations.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Martin.

- (b) Appraisal  
It was noted that this is scheduled for completion during October by the Clerk

**11.55.04 Parish Council Office Christmas and New Year Closure Dates 2011-2012**

The parish council office is closed between Christmas and the New Year.  
For 2011 the proposed closure dates are:  
Monday 26<sup>th</sup> December                      UK Holiday  
Tuesday 27<sup>th</sup> December                      UK Holiday  
Wednesday 28<sup>th</sup> December                      Office Closed  
Thursday 29<sup>th</sup> December                      Office Closed  
Friday 30<sup>th</sup> December                      Office Closed  
Monday 2<sup>nd</sup> January                      UK Holiday  
**It was RESOLVED** that council confirms the Christmas and New Year 2011-2012 closure dates as above.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Butterwick.

**11.55.05 Proposed Meeting Dates 2012-13**

Paper FRM(11)P55.05 previously circulated was received and noted.  
The Chairman of Planning and Transport Committee requested that the dates of the Planning and Transport Committee meeting be aligned to the fourth Monday of each month. This results in the following dates for 2012/2013:  
>                      23<sup>rd</sup> July not 30<sup>th</sup> July  
>                      22<sup>nd</sup> October not 29<sup>th</sup> October  
>                      22<sup>nd</sup> April not 29<sup>th</sup> April

This also impacts on the Recreation Committee meeting date as follows:

➤ 29<sup>th</sup> April not 22<sup>nd</sup> April

**It was RESOLVED** to propose the adoption of the dates contained in paper FRM(11)P55.05 with the above revisions subject to agreement with the Chairman of Recreation Committee and that these be recommended to Full Council in December 2011 for adoption.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Butterwick.

**11.55.06 To Consider Possible Implications of the New Pension Arrangements**

The new pension regulations will come into force in 2012 that will require employers to provide a pension scheme [or join the National Employment Savings Trust].

Advice is being sought from SALC but as yet no firm advice is available, however, it is considered prudent to make a budget provision of 3% as a worst case scenario.

**It was RESOLVED** to include a provision of 3% to cover the possible provision of pensions in the 2012-2013 budget.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**11.56 2011-2012 EXTERNAL AUDIT**

**11.56.01 To Approve and Accept the Audited Annual Return**

Copy of audited annual return year ended 31<sup>st</sup> March 2011 previously circulated as paper FRM(11)P56.01 was received and noted.

**It was RESOLVED** to approve and accept the annual return following the audit opinion by the external auditor.

**Proposed by:** Cllr Needham

**Seconded by:** Cllr Martin.

**11.56.02 Issues Arising Report**

Copy of the Issues Arising Report previously circulated as paper FRM(11)P56.02 was received and noted.

The Clerk advised that the £1 difference highlighted in the Issues Arising Report would be adjusted on the 2011/2012 return by Restating the 2010/2011 figures.

**11.56.03 Notice of Conclusion of Audit**

Notice of conclusion of audit previously circulated as paper FRM(11)P56.03 was received and noted.

It was also noted that his has been included on the website and placed in the notice boards.

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

There was no Chairman's urgent business.

**11.58 DATE OF NEXT MEETING**

Monday 12<sup>th</sup> December 2011 at 1800 in the Parish Council Office.

There being no further business the meeting closed at 2015

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

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

[Chairman]



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
<b>Transfers</b>				
01-Jul	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Aug	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Sep	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
				<u>£ 9,000.00</u>

**Monthly Costs**

P12/48	Park Warden	STO	Month 4	£ 89.94
P12/50	HMRC	102233	Month 4	£ 316.84
P12/51	Clerk	102234	Month 4	£ 770.58
P12/52	Assistant Clerk	102235	Month 4	£ 222.17
P12/53	SCL L/S Mgt Ltd	102232	Hardware May	£ 153.41
P12/53	SCL L/S Mgt Ltd	102232	Woodland May	£ 697.46
P12/56	Timico	D Debit	Broadband	£ 25.52
P12/63	SCL L/S Mgt Ltd	102241	Woodland June	£ 824.00
P12/64	SCL L/S Mgt Ltd	102241	Hardware June	£ 153.41
P12/66	HMRC	102242	Month 5	£ 316.84
P12/67	Park Warden	STO	Month 5	£ 89.84
P12/68	Clerk	102243	Month 5	£ 770.58
P12/69	Assistant Clerk	102244	Month 5	£ 222.17
P12/71	Timico	D Debit	Broadband	£ 25.52
P12/72	Anglian Water	D Debit	Pavilion Monthly Water	£ 18.00
P12/73	SCL L/S Mgt Ltd	102246	Woodland July	£ 1,411.10
P12/75	SCL L/S Mgt Ltd	102246	Hardware July	£ 191.76
P12/78	Timico	D Debit	Broadband	£ 31.52
P12/80	HMRC	102248	Month 6	£ 316.84
P12/81	Clerk	102249	Month 6	£ 770.58
P12/82	Assistant Clerk	102250	Month 6	£ 222.17
P12/83	Park Warden	STO	Month 6	£ 89.94
P12/87	SCL L/S Mgt Ltd	102253	Woodland August	£ 740.66
P12/88	SCL L/S Mgt Ltd	102253	Hardware August	£ 153.41

£ 8,624.26

**Quarterly Charges**

P12/57	BT	D Debit	Office Telephone Account	£ 71.46
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£ 71.46

**Six monthly Charges**

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
				£ -
<b>Annual/One Off Charges</b>				
P12/54	Lindos PC Ltd	102236	Meeting Room Hire	£ 15.00
P12/55	SAGE	D Debit	Sage Cover 12 months	£ 174.00
P12/59	SALC	102238	Power of Well Being Training	£ 18.40
P12/58	Linn Barringer Ltd	102237	Website Search Facility 12 months	£ 155.00
P12/60	SCDC	102239	Election Costs	£ 150.00
P12/61	Vodafone	Cash	Replacement mobile Park Warden/Councillor mobile	£ 110.00
P12/62	Circus Tyanna	102240	Refund of Deposits	£ 660.00
P12/65	SCL L/S Mgt Ltd	102241	Extras - fire damage/new lock on notice board	£ 194.78
P12/74	SCL L/S Mgt Ltd	102246	Extras - Graffiti removal	£ 57.53
P12/76	CiLCA	102247	CiLCA Resubmission Fee	£ 40.00
P12/77	Post Office	Cash	Agenda/papers for Full Council/posters - no internet	£ 15.25
P12/84	Viking	102251	Stationery	£ 72.90
P12/85	Cllr Martin	102252	Reimbursement of Parish Links Meeting Fees	£ 9.00
P12/89	FirePower	102254	Annual Fire Extinguisher Service Pavilion	£ 48.00

£ 1,719.86

**Grand Total**

**£ 19,415.58**

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP  
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