



## FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 12<sup>th</sup> December 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]  
Cllr Mr A Thompson

**Absent:**

**In Attendance:**

Mr MJ Green - Clerk to Melton Parish Council

- 11.59 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**  
There were no apologies for absence as all councillors were present.
- 11.60 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER**  
Cllr Needham advised that he was now a member of St Audry's Golf Club Committee and that he will provide the clerk with details to enable his register entry to be updated.
- 11.61 PUBLIC PARTICIPATION SESSION**
- 11.61.01 To receive representations from Councillors who have declared a prejudicial interest**  
There were no representations from Councillors as none had declared a prejudicial interest.
- 11.61.02 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 none were present.  
*As there were no members of the public present it was not necessary to lift standing orders*
- 11.62 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**  
There were no members of the public present.
- 11.63 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**
- 11.63.01 Finance and Risk Management Committee on 10<sup>th</sup> October 2011**  
**It was RESOLVED** that minutes FRM(11)M04 previously circulated be received, noted and signed as a correct record by the Chairman.  
**Proposed by:** Cllr Needham      **Seconded by:** Cllr Abbott
- 11.64 TO REVIEW MANAGEMENT ACCOUNTS TO 30<sup>TH</sup> NOVEMBER 2011**  
It was requested that the Profit & Loss account printouts should show the current month and the year to date.  
**It was RESOLVED** that the Management Accounts contained in paper FRM(11)P64 previously circulated were received and noted.  
**Proposed by:** Cllr Needham      **Seconded by:** Cllr Abbott

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

<b>Bank Statement [Cheque Acc]</b>	£6,622.60
Plus unreconciled receipts	£0.00
Less unreconciled payments	<b>(£3,863.79)</b>
<b>Balance as per Balance Sheet</b>	<b>£2,758.81</b>
<b>Bank Statement [Tracker Acc]</b>	£46,945.72
Plus unreconciled receipts	£400.00
Less unreconciled payments	<b>(£3,000.00)</b>
<b>Balance as per Balance Sheet</b>	<b>£44,345.72</b>

**It was RESOLVED** to confirm the bank reconciliation contained in paper FRM(11)P65 previously circulated .

**Proposed by:** Cllr Needham **Secoded by:** Cllr Abbott.

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

**It was RESOLVED** to authorise the signing of orders for payment contained in paper FRM(11)P66 previously circulated. A copy of the paper is attached to these minutes.

**Proposed by:** Cllr Needham **Secoded by:** Cllr Martin.

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

Paper FRM(11)P67 previously circulated was received and noted.

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

**11.68.01 Play Equipment Safety Check**

Paper MPC(11)P68.01 previously circulated was received and noted.

Council fully investigated the issues raised in the report in relation to the action to be taken on High, Medium or Low Risk items and where the responsibility rests for the determination of whether work should or should not be carried out.

It was noted that an external safety inspection is carried out every six months, twice as often as required by the council insurers and that the Park Warden carries out a visual check of equipment daily reporting any issues to the office.

The policy to be adopted was agreed as:

**High Risk**– this work to be considered as immediate and authorised by the Clerk or Assistant Clerk where the estimated cost is within the allocated budget and their authorisation limits.

**Medium/Low Risk** – Recreation Committee should carry out a risk assessment, obtain quotes for the work and prepare a plan of action for resolving the issues within 3-6 months. This plan is to be referred to the Finance, Employment and Risk Management Committee for consideration and approval, if appropriate, as this is a risk management issue. Should contingency or reserve budget be required then the Finance, Employment and Risk Management Committee will refer this to Full Council for approval

The current report does not categorise any items as being High Risk therefore the Recreation Committee to be advised of the policy and take the appropriate action based on this policy revision.

**It was RESOLVED** to adopt the policy outlined above.

**Proposed by:** Cllr Thompson **Secoded by:** Cllr Needham.

**11.68.02 To Review the Council Financial Regulations as Recommended by the Internal Auditor**

Financial Regulations previously circulated was received and noted. Council carefully considered the existing regulations and concluded that the following matters needed reviewing:

- The values for action by the clerk in an emergency without reference
- The values for work which required tenders
- The value for work that required more than one estimate
- The need to provide rules for addressing financial issues should the clerk be absent
- The position of trustee indemnity insurance for a councillor nominated on behalf of the council as a nominated trustee of a local charity
- Clarification of the terms RFO/Clerk/Proper Officer
- References to a 'properly qualified assistant clerk'
- Ensuring compatibility between the Financial Regulations and the Standing Orders

The Clerk to bring proposals on any revisions to both Financial Regulations and Standing Orders to the next meeting of the Finance, Employment and Risk Management Committee.

**11.68.03 To Consider the Implications of Melton Trust being removed from the Register of Charities in England and Wales**

It was noted that the annual return had now been completed and that the charity had been reinstated.

Cllr Thompson also reported that there was now a new chairman of the Trust, 4 meetings had been scheduled and policies and procedures had been put in place.

Council commended Cllr Thompson for all his efforts to achieve this welcome and significant improvement in the governance of the trust.

**11.69 TO CONSIDER ANY RECOMMENDATIONS OF FULL COUNCIL REGARDING THE DRAFT 2012/2013 BUDGET**

It was noted that Full Council had adopted the budget and precept without amendment at their meeting on 8<sup>th</sup> December 2011 as recommended by the Finance, Employment and Risk Management Committee.

The Chairman of council commended Cllr Needham and the Clerk for their endeavours in preparing the draft budget and steering it through the full council.

**11.70 STAFFING MATTERS**

**11.70.01 Park Warden**

(a) Appraisal

It was noted that this had been completed by the Clerk and circulated by email to members of the Finance, Employment and Risk Management Committee.

**11.70.02 Assistant Clerk**

(a) Appraisal

It was noted that the interview had been completed by the Chairman of the Council and a copy tabled at the meeting was received and noted.

**11.70.03 Clerk**

(i) Change to Salary Benchmark Range

Paper FRM(11)P55.02 (a) (ii) considered at the previous meeting but a decision deferred to this meeting to enable further consideration of the paper.

The Clerk outlined the reasoning behind the paper and then left the meeting whilst the debate ensued.

Council deferred the matter for further consideration of the paper, together with consideration of the balance of responsibilities between the Clerk and Assistant Clerk.

An ad hoc meeting to consider these matters will be held on Tuesday December 20<sup>th</sup> and proposals put on the agenda of the January 2012 meeting of the Finance, Employment and Risk Management Committee.

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

**11.71.01 Office Lease**

The meeting was advised that the landlord had requested that the council solicitor engage with her solicitor in resolving the office lease. It was considered that there was no need for the council solicitor to be involved.

**11.72 DATE OF NEXT MEETING**

Monday 23<sup>rd</sup> January 2012 at 1800 in the Parish Council Office.

[**Note:** not 16<sup>th</sup> January 2012 as contained on the agenda].

There being no further business the meeting closed at 2015

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



## ORDERS FOR PAYMENT

PV No.	Supplier	Payment Method	Reason	Amount
<b>Transfers</b>				
01-Oct	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Nov	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
01-Dec	Barclays Bank plc	Transfer	Monthly Standing Order	£ 3,000.00
				<u>£ 9,000.00</u>
<b>Monthly Costs</b>				
P12/94	Timico	DirDebit	Monthly Broadband	£ 79.52
P12/95	Park Warden	STO	Month 7	£ 92.21
P12/96	HMRC	102259	Month 7	£ 316.84
P12/97	Assistant Clerk	102260	Month 7	£ 222.17
P12/98	Clerk	102261	Month 7	£ 770.58
P12/109	Anglian Water	DirDebit	Pavilion Water	£ 21.00
P12/100	SCL L/S MGT Ltd	102263	Monthly Woodland Maintenance	£ 753.26
P12/101	SCL L/S MGT Ltd	102264	Monthly Bus Shelter Maintenance	£ 153.41
P12/105	Timico	DirDebit	Monthly Broadband	£ 25.52
P12/113	Clerk	102270	Month 8	£ 770.58
P12/112	Assistant Clerk	102269	Month 8	£ 222.17
P12/110	Park Warden	STO	Month 8	£ 92.21
P12/111	HMRC	102268	Month 8	£ 316.84
P12/119	SCL L/S MGT Ltd	102275	Monthly Bus Shelter Maintenance	£ 153.41
P12/120	SCL L/S MGT Ltd	102275	Monthly Woodland Maintenance	£ 546.73
P12/122	HMRC	102277	Month 9	£ 316.84
P12/126	Park Warden	STO	Month 9	£ 192.21
P12/123	Clerk	102278	Month 9	£ 770.58
P12/124	Assistant Clerk	102279	Month 9	£ 222.17
P12/125	Timico	DirDebit	Monthly Broadband	£ 25.52
				<u>£ 6,063.77</u>

<b>PV No.</b>	<b>Supplier</b>	<b>Payment Method</b>	<b>Reason</b>	<b>Amount</b>
<b>Quarterly Charges</b>				
				<u>£ -</u>
<b>Six monthly Charges</b>				
P12/102	PlayQuip	102265	1/2 Year Safety Inspection	£ 270.25
P12/103	PWLB	DirDebit	1/2 Yearly Loan Interest And Capital	£ 1,077.65
P12/104	BT	DirDebit	Office Telephone Account	£ 78.98
				<u>£ 1,426.88</u>
<b>Annual/One Off Charges</b>				
P12/90	UK Office Direct	102255	Copier Toner Cartridges	£ 35.65
P12/91	FowlerWeb	102256	Computer Support - Councillor	£ 30.00
P12/92	BDO LLP	102257	Annual External Audit Fee	£ 480.00
P12/93	Viking Direct	102258	Stationery	£ 54.00
P12/108	ICO	DirDebit	ICO Date Protection Annual Fee	£ 35.00
P12/99	Shaw & Sons	102262	Binding of Minute Books	£ 241.20
P12/106	SALC	102266	Cllr Butterwick Supper SALC AGM	£ 12.50
P12/108	Playquip	102267	Emergency Repairs to Play Equipment	£ 159.84
P12/114	Viking Direct	102271	Stamps	£ 63.51
P12/115	Native Gardens	102272	Emergency Tree Surgery	£ 150.00
P12/116	SLCC	102273	Annual Subscription - Clerk	£ 140.00
P12/117	Viking Direct	102284	Backup Media	£ 41.95
P12/118	SCL L/S MGT Ltd	102275	Extra Works [broken Window/Emergency Tree Work]	£ 331.44
P12/121	Melton PCC	102276	Poppy Wreath	£ 17.00
				<u>£ 1,792.09</u>