

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 16 March 2020 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

**Present:** Cllrs Cowley (Chair), Barnes, Clark, Hart

**Absent:** None.

**In attendance:** Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO, J Hales - MCHMG

**FG031/19 To receive and approve apologies for absence**

It was:

RESOLVED to accept apologies received from Cllr Kilmurray

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**FG032/19 To receive any Declarations of Interest and Dispensations**

***Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.***

- FG033/19**
- a) To receive declarations of interest from councillors on items on the agenda
  - b) b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - c) c) To grant any requests for dispensation as appropriate

None received

**FG034/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)**

No members of the public were present

**FG035/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 December 2019**

It was:

RESOLVED to approve the minutes as written

Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

**FG036/19 To review the timetable of Committee Meetings**

Discussion as to following changes:

- Annual review of burial fees to be moved to September meeting
- Annual review of allotment fees to be moved to June meeting
- Annual review of Littlehands rental to be moved to December meeting (date for implementation of any rent change in accordance with lease)

It was:

RESOLVED to adopt the amended timetable of committee meetings.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**FG037/19 To review the fixed asset register year to date**

Signed:..... Dated: 15/06/2020

The fixed asset list was reviewed.

**ACTIONS:**

- Maintenance Committee to review list for duplications, omissions etc.
- Cllr Wilson to feedback on rolling review of assets
- Item to be deferred pending input from other committees.
- Wardens and Maintenance Committee to create inventories of items valued under £200

It was:

RESOLVED to adjust the asset register to remove items valued under £200 (not including items of community value) and to create inventories with input from Maintenance Committee.

Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.

**FG038/19 To review the effectiveness of internal controls**

Noted that the supporting policy related to internal audit rather than internal controls. To be deferred pending further discussions. ACTION: Clerk and RFO to discuss and determine if this needs to be completed prior to end of financial year.

**FG039/19 To review the Parish Council's Statutory publishing obligations**

Transparency Code was reviewed. Items to be published include:

- Land assets including unique identifiers (RFO noted that Edge software may have a way of capturing this information)
- Organisational chart (ACTION: HR Panel to prepare)
- Asset register
- Internal controls

There was a discussion as to how the information should be published to meet the criteria.

It was:

RESOLVED to review Column 1 of Annex A of the Transparency Code with a view to publishing information in 2\* format this year and to aim to achieve 3\* format next year.

Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

**FG040/19 To consider a revised procedure for Bank Reconciliation and Employee Timesheet Checking**

Discussion as to importance of clearly setting out procedure for bank reconciliations checking. Cllr Travis to carry out bank reconciliations checking at this time. Non-signatories to be approached to take over the task once the procedure is finalized.

**ACTIONS:**

- RFO to write procedure and Cllr Travis to review. Document then to be considered by full council for adoption.
- HR Panel to set out guidance for spot checks of timesheets.

It was:

RESOLVED that the RFO should prepare a procedure for checking bank reconciliations to be reviewed by Cllr Travis and sent to full Council for adoption.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**FG041/19 To consider requesting Council to pre-approve payments to regular suppliers / contractors**

It was:

Signed:..... Dated: 15/06/2020

RESOLVED to request the Parish Council to pre-approve payments from the payments list at the next meeting of full council.

Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.

**FG042/19 To consider Emergency Planning**

Discussion as to emergency planning and rapidly changing advice from Government. Also need to consider how to facilitate parish office staff working from home. Parish Council scheduled for 23 March to be held in the Atrium of the Hub.

*[\*Post meeting note: PC Meeting 23 March 2020 postponed in view of updated advice.]*

ACTIONS:

- HR Panel to seek guidance from CAPALC re on working arrangements. Also guidance from CCC, SCDC and Central Government on holding public meetings.
- Assistant Clerk to email all councilors with agenda to ensure quoracy\*

It was:

RESOLVED that the HR Panel will look into remote working arrangement for parish employees and seek guidance on arrangements for public meetings.

Proposed by Cllr Cowley, seconded by Cllr Clark. All in favour.

**PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, there being no members of the press or public in attendance, other than a representative of the MCHMG, recording of the meeting be suspended.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour

*Discussion with regard to potential impact on the Hub of Covid-19*

**PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

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Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour

**FG043/19 To review the Gift and Hospitality Policy**

This item was deferred to the next meeting of the Finance & Good Governance Committee.

**FG044/19 To consider a draft Expenses Policy**

This item was deferred to the next meeting of the Finance & Good Governance Committee.

**FG055/19 To consider an updated Investment Policy**

This item was deferred to the next full Parish Council meeting.

**FG038/19 To note date of next meeting: 15 June 2020**

Noted

At 22:10 the meeting closed.

Signed:..... Dated: 15/06/2020

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