

# MELBOURN PARISH COUNCIL

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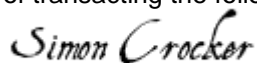
11 March 2020

## Dear Councillor

You are hereby summoned to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 16 March 2020**, at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby invited to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 16 March 2020**, at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:



Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- FG031/19 To receive and approve apologies for absence**
- 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) To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - c) To grant any requests for dispensation as appropriate
- 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)**
- FG035/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 December 2019.**
- FG036/19 To review the timetable of Committee Meetings.**
- FG037/19 To review the fixed asset register year to date.**
- FG038/19 To review the effectiveness of internal controls.**
- FG039/19 To review the Parish Council's Statutory publishing obligations.**
- FG040/19 To consider a revised procedure for Bank Reconciliation and Employee Timesheet Checking.**
- FG041/19 To consider requesting Council to pre-approve payments to regular suppliers / contractors.**
- FG042/19 To consider Emergency Planning.**
- FG043/19 To review the Gift and Hospitality Policy.**
- FG044/19 To consider a draft Expenses Policy.**
- FG055/19 To consider an updated Investment Policy.**
- FG038/19 To note date of next meeting: 15 June 2020**