

# MELBOURN PARISH COUNCIL

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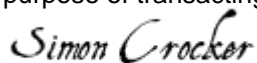
30 October 2019

## Dear Councillor

You are hereby summoned to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 04 November 2019**, 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, 04 November 2019**, 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

- FG012/19 To receive and approve apologies for absence**
- FG013/19 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.*
- 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
- FG014/19 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)**
- FG015/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2019**
- FG016/19 To report on the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2019**
- FG017/19 To consider the timetable of Committee Meetings going forward**
- FG018/19 To consider a report from the Assistant Clerk on land registrations**
- FG020/19 Budget 2020**
- a) To consider a report on the deadlines for Precept Requests
  - b) To consider precepting for MAYD and Community Rail Partnership contributions
- FG021/19 Financial Matters**
- a) To consider an updated financial risk register
  - b) To consider a report from the RFO on spending authority
  - c) To receive and consider new model financial regulations
  - d) To consider a draft amendment to financial regulations in-line with reserves policy
  - e) To consider a draft pre-paid debit card policy
  - f) To consider a draft petty cash procedure
  - g) To consider the mechanism for spending Timebank Income
- FG022/19 Document Reviews:** To review Parish Council Documents and make recommendations on updates prior to sending to Full Council for adoption

- a) Terms of Reference – Finance & Good Governance Committee
- b) Policy – Community Grant Funding
- c) Procedure – Expense Claims

**FG023/19    To note the date of next meeting:** 16 Dec 2019