

# MELBOURN PARISH COUNCIL

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Clerk: Simon Crocker  
Melbourn Parish Council  
Melbourn Community Hub  
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Please note: New Parish Office opening hours: **Monday: 09.00-13.00, Wednesday - Friday: 09.00-16.00**

Alternatively, please call to arrange an appointment.

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12 April 2019

## Dear Councillor

You are hereby summoned to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 17 June 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, 17 June 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

- FG001/19 To receive nominations and elect the Chair of the Finance & Good Governance Committee**
- FG002/19 To receive nominations and elect the Vice-Chair of the Finance & Good Governance Committee**
- FG003/19 To receive and approve apologies for absence**
- FG004/19 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
- FG005/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 08 April 2019**
- FG006/19 To report on the minutes of the Finance & Good Governance Committee Meeting held on 08 April 2019**
- FG007/19 To receive and consider the financial year-end report from the internal auditor.**
- FG008/19 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)**
- FG009/19 Financial Reserves:** To receive and consider a report on financial reserves
- FG010/19 Document Reviews:** To review Parish Council Documents and make recommendations on updates prior to sending to Full Council for adoption
- a) Terms of Reference – Futures Working Party  
b) Terms of Reference – Timebank Steering Group  
c) Timebank Registration Form, Application Form & Members Handbook  
d) Records Management and Disposal Policy  
e) To consider the consolidation of obsolete financial risk assessments into the financial risk register.
- FG011/19 To note the date of next meeting: 04 Nov 2019**