

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 04 November 2019 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 Kilmurray (Vice-Chair), Barnes, Clark, Hart

**Absent:** None.

**In attendance:** Simon Crocker - Parish Clerk, Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO.

No members of the public were in attendance

**FG012/19 To receive and approve apologies for absence**

Apologies were received from Cllr Cowley; acceptable reasons had been given.

It was:

**RESOLVED** to receive and approve the apologies

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

**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.***

There were no declarations of interest and no requests for dispensations

**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)**

There were no members of the public present

**FG015/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2019**

A typo was reported under agenda item FG007/19. 'Tanks' should read 'Thanks'.

It was:

**RESOLVED** that the minutes of the Finance & Good governance Committee, as amended, be approved as a correct record and duly signed by the Chair.

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

**FG016/19 To report on the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2019**

The Parish clerk reported on the following actions:

FG009/19 – Review of guidance complete, Financial regulations amendment on present agenda, Internal Auditor appointed.

FG010/19 d) – Fire safes quote in next years budget, solicitors quotes timetabled for turn of financial year

**FG017/19 To consider the timetable of Committee Meetings going forward**

It was suggested a Committee meeting in September would be useful as it coincided with the timetable of insurance provision renewal.

It was:

**RESOLVED** to replace the November meeting with a September meeting.

*Proposed by Cllr Kilmurray, seconded by Cllr Hart – All in favour*

Signed:..... Dated: 16/12/2019

**FG018/19 To consider a report from the Assistant Clerk on land registrations**

The Assistant Clerk reported an attempt to register land under adverse possession rules in Maple Way, that the Parish Council had been maintaining for a number of years, had failed because the land had not been fenced off for twelve years.

It was:

**RESOLVED** to keep maintaining the land and discontinue the registration process.

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

**FG020/19 Budget 2020**

- a) To consider a report on the deadlines for Precept Requests

It was noted that the district Council had requested the precept for next year be submitted by 20 Jan 2020. The Parish Clerk reported that the January Full Council meeting would need to be rescheduled in order to meet the deadline.

It was:

**RESOLVED** to move the January 2020 Full Council meeting to 13<sup>th</sup> January and move the January Planning Committee meeting to 27<sup>th</sup> January.

*Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.*

- b) To consider precepting for MAYD and Community Rail Partnership contributions

It was:

**RESOLVED** to precept £700 for the community rail partnership contribution.

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

**FG021/19 Financial Matters**

- a) To consider an updated financial risk register

It was:

**RESOLVED** to adopt the updated risk register

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

**ACTION:** Parish Clerk to investigate use of Local Council Risk System software.

- b) To consider a report from the RFO on spending authority

The RFO reported a system for tracking spending authority for purchases made between meetings needed to be set up and proposed the purchase of a rubber stamp

It was:

**RESOLVED** to purchase a rubber stamp for the purposes of tracking spending approval

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

- c) To receive and consider new model financial regulations

The publication of new model financial regulations was noted.

**ACTION:** Clerk to take new regulations to the 2020 annual meeting.

- d) To consider a draft amendment to financial regulations in-line with reserves policy

It was:

**RESOLVED** to amend the financial regulations to make reference to the financial reserves policy and send to full council for ratification.

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

- e) To consider a draft pre-paid debit card policy

It was:

**RESOLVED** to adopt the policy and send to full council for ratification

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

- f) To consider a draft petty cash procedure

It was:

**RESOLVED** to adopt the policy and send to full council for ratification

*Proposed by Cllr Kilmurray, seconded by Cllr Hart – All in favour.*

- g) To consider the mechanism for spending Timebank Income

It was:

**RESOLVED** that the timebank co-ordinator should include spending requests in the monthly full council reports.

*Proposed by **Cllr Kilmurray**, seconded by **Cllr Clark** – All in favour*

**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

Following a review of the accounts and audit regulations 2015;

It was:

**RESOLVED** to remove the power to consider audit reports from the Committees TOR's and assign the task to Full Council

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

- b) Policy – Community Grant Funding

It was:

**RESOLVED** to remove reference to Section 137

*Proposed by **Cllr Kilmurray**, seconded by **Cllr Hart** – All in Favour*

- c) Procedure – Expense Claims

**ACTION:** RFO to draft a policy for consideration in 2020

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