

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 17 June 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 Cowley (Chair), Kilmurray (Vice-Chair), Clark, Barnes

Absent: None.

In attendance: Simon Crocker - Parish Clerk, Gabrielle van Poortvliet – RFO. No members of the public were in attendance

FG001/19 To receive nominations and elect the Chair of the Finance & Good Governance Committee

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Cowley be elected Chair of the Finance & Good Governance Committee for the forthcoming civic year.

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

FG002/19 To receive nominations and elect the Vice-Chair of the Finance & Good Governance Committee

Cllr Kilmurray was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Kilmurray be elected Vice-Chair of the Finance and Good Governance Committee for the forthcoming civic year.

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

FG003/19 To receive and approve apologies for absence

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

It was:

RESOLVED to receive and approve the apologies.

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

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.

There were no declarations of interest and no requests for dispensation.

FG005/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 08 April 2019

It was

RESOLVED that the minutes of the Finance & Good Governance Committee Meeting held on 08 April 2019 be approved as a correct record and duly signed by the Chair.

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

FG006/19 To report on the minutes of the Finance & Good Governance Committee Meeting held on 08 April 2019

There were no actions to report

Signed:..... Dated: 04/11/2019

FG007/19 To receive and consider the financial year-end report from the internal auditor.

The auditor's report (attached herewith) was considered and actions for the next (interim) visit noted. The Parish Clerk reported that the DPO services provided by the Local Councils Public Advisory Service had been dispensed with following failure to deal with a data access request.

Committee members noted that the report was positive and the internal auditor had signed the Council of as compliant. Tanks to the office staff were expressed.

The report was **noted**

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)

There were no members of the public present.

FG009/19 Financial Reserves: To receive and consider a report on financial reserves

Reports from the RFO were considered (attached herewith), which highlighted that the general reserves levels at 01/04/2019 was £95,853 – equating to 4.22 months of expenditure. Current policy is to hold six months expenditure as a general reserve.

It was:

RESOLVED to recommend continuing to build six months of general reserves
Proposed by Cllr Kilmurray, seconded by Cllr Barnes – All in favour.

AND

RESOLVED to receive the reports.
Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.

ACTION: Clerk & RFO to review guidance presented to Council on 23rd April 2019

ACTION: Financial regulations to be updated to reflect Reserves Policy as per internal auditor's comments.

ACTION: Clerk & RFO to review appointment of internal auditor.

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

It was:

RESOLVED to adopt the terms of reference and review annually.
Proposed by Cllr Clark, seconded by Cllr Barnes – All in favour.

b) Terms of Reference – Timebank Steering Group

Suggested amendments were; change pt 2 to 'support the Melbourn Timebank Co-ordinator' and remove the minimum membership target.

It was:

RESOLVED to amend the terms of reference and send to Full Council for adoption.
Proposed by Cllr Barnes, seconded by Cllr Clark – All in favour.

c) Timebank Registration Form, Application Form & Members Handbook

It was:

RESOLVED to adopt the documents and review yearly.
Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour.

d) Records Management and Disposal Policy

It was:

RESOLVED to amend the document to show the location of stored documents and send to a future PC meeting for ratification.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray – All in favour.

ACTION: Quotes for an additional fire safe to be obtained.

ACTION: Quotes for a solicitor to store valuable documents to be obtained.

- e) To consider the consolidation of obsolete financial risk assessments into the financial risk register.

It was:

RESOLVED to update the document and send to next Committee Meeting

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

FG011/19 To note the date of next meeting: 04 Nov 2019