

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Monday, 16 March 2020 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), Barnes, Clark, Hart

**Absent:** None.

**In attendance:** Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO, J Hales - MCHMG

**FG031/19 To receive and approve apologies for absence**

It was:

RESOLVED to accept apologies received from Cllr Kilmurray

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

**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) b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) c) To grant any requests for dispensation as appropriate

None received

**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)**

No members of the public were present

**FG035/19**

**To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 December 2019**

It was:

RESOLVED to approve the minutes as written

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

**FG036/19**

**To review the timetable of Committee Meetings**

Discussion as to following changes:

- Annual review of burial fees to be moved to September meeting
- Annual review of allotment fees to be moved to June meeting
- Annual review of Littlehands rental to be moved to December meeting (date for implementation of any rent change in accordance with lease)

It was:

RESOLVED to adopt the amended timetable of committee meetings.

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

**FG037/19**

**To review the fixed asset register year to date**

The fixed asset list was reviewed.

Signed:..... Dated: 22/06/2020

**ACTIONS:**

- Maintenance Committee to review list for duplications, omissions etc.
- Cllr Wilson to feedback on rolling review of assets
- Item to be deferred pending input from other committees.
- Wardens and Maintenance Committee to create inventories of items valued under £200

It was:

RESOLVED to adjust the asset register to remove items valued under £200 (not including items of community value) and to create inventories with input from Maintenance Committee. Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.

**FG038/19 To review the effectiveness of internal controls**

Noted that the supporting policy related to internal audit rather than internal controls. To be deferred pending further discussions. ACTION: Clerk and RFO to discuss and determine if this needs to be completed prior to end of financial year.

**FG039/19 To review the Parish Council's Statutory publishing obligations**

Transparency Code was reviewed. Items to be published include:

- Land assets including unique identifiers (RFO noted that Edge software may have a way of capturing this information)
- Organisational chart (ACTION: HR Panel to prepare)
- Asset register
- Internal controls

There was a discussion as to how the information should be published to meet the criteria.

It was:

RESOLVED to review Column 1 of Annex A of the Transparency Code with a view to publishing information in 2\* format this year and to aim to achieve 3\* format next year. Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

**FG040/19 To consider a revised procedure for Bank Reconciliation and Employee Timesheet Checking**

Discussion as to importance of clearly setting out procedure for bank reconciliations checking. Cllr Travis to carry out bank reconciliations checking at this time. Non-signatories to be approached to take over the task once the procedure is finalized.

**ACTIONS:**

- RFO to write procedure and Cllr Travis to review. Document then to be considered by full council for adoption.
- HR Panel to set out guidance for spot checks of timesheets.

It was:

RESOLVED that the RFO should prepare a procedure for checking bank reconciliations to be reviewed by Cllr Travis and sent to full Council for adoption. Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**FG041/19 To consider requesting Council to pre-approve payments to regular suppliers / contractors**  
It was:

Signed:..... Dated: 22/06/2020

RESOLVED to request the Parish Council to pre-approve payments from the payments list at the next meeting of full council.

Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.

**FG042/19 To consider Emergency Planning**

Discussion as to emergency planning and rapidly changing advice from Government. Also need to consider how to facilitate parish office staff working from home. Parish Council scheduled for 23 March to be held in the Atrium of the Hub.

*[\*Post meeting note: PC Meeting 23 March 2020 postponed in view of updated advice.]*

**ACTIONS:**

- HR Panel to seek guidance from CAPALC re on working arrangements. Also guidance from CCC, SCDC and Central Government on holding public meetings. - Assistant Clerk to email all councilors with agenda to ensure quoracy\*

It was:

RESOLVED that the HR Panel will look into remote working arrangement for parish employees and seek guidance on arrangements for public meetings.

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

**PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, there being no members of the press or public in attendance, other than a representative of the MCHMG, recording of the meeting be suspended.

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

*Discussion with regard to potential impact on the Hub of Covid-19*

**PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, there being no members of the press or public in attendance, other than a representative of the MCHMG, recording of the meeting recommence.

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

**FG043/19 To review the Gift and Hospitality Policy**

This item was deferred to the next meeting of the Finance & Good Governance Committee.

**FG044/19 To consider a draft Expenses Policy**

This item was deferred to the next meeting of the Finance & Good Governance Committee.

**FG055/19 To consider an updated Investment Policy**

This item was deferred to the next full Parish Council meeting.

**FG038/19 To note date of next meeting: 15 June 2020**  
Noted

At 22:10 the meeting closed.

Signed:..... Dated: 22/06/2020

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**Present:** Cllrs Cowley (Chair), Kilmurray, Barnes, Clark, Hart

**Absent:** None.

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

**FG024/19 To receive and approve apologies for absence**

There were no apologies.

**FG025/19 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.

**FG026/19 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 in attendance.

**FG027/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 04 November 2019**

It was:

**RESOLVED** that the minutes of the Finance & Good governance Committee meeting held on 04 November 2019 be approved as a correct record and duly signed by the Chair.

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

**FG028/19 Budget 2020**

- a) To consider a draft estimate of income and expenditure for the forthcoming financial year

The Chair introduced the item and explained a budgeting workshop had been held on 4<sup>th</sup> December which had resulted in the draft budget that Committee were considering tonight.

The Chair went through the draft budget line-by-line and invited questions or comments from members.

As part of the consideration of projected income, the rent of Littlehands was reviewed in accordance with the Committee's TOR's, and;

It was:

**RESOLVED** that there would be no increase in Littlehands rent for the forthcoming financial year.

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

There were no further comments on projected income.

The Chair took Committee through projected expenditure. The following changes to the draft budget were suggested;

- Code 3400 – Pavilion cleaning costs – increased from £1,200 to £1,500

Signed:..... Dated: 20/01/2020

- £2,000 for Pavilion external redecoration agreed
- Principle of installing Mosquito alarms at Littlehands to go to Full Council.
- Hub projects to be precepted for initially. Discussion to occur in early 2020 with a view to ascertaining if S106 money would be a more appropriate funding route.

Following the above discussion, the draft budget was re-calculated to give the following suggested figures;

- Precept - £267,870.
- Band D Equivalent - £136.62
- Percentage change - +3.97% / +£5.22 per year.

It was:

**RESOLVED** to recommend to Full Council that a precept of **£267,870, comprising a 3.97% increase**, be levied for financial year 2020/2021.

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

**FG029/19 Document Reviews:** To review Parish Council Documents and make recommendations on updates prior to sending to Full Council for adoption

a) Policy – Environmental Protection

It was:

**RESOLVED** to send the draft policy to Full Council for ratification

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

**FG030/19 To note the date of next meeting:** 20 Jan 2020 (if required)

The Chair closed the meeting at 21:00

## Melbourn Parish Council – Finance and Good Governance Committee

### Suggested Timetable for Recurring Agenda Items

Current meeting dates Jan, Mar, Jun, Nov, Dec – suggest changing Nov to Sept and only holding meeting in Jan if extra time needed for Precept

Task	Purpose	PC Meeting Deadline	FGGC meeting date
Election of Chair of FGGC	Statutory		Jun
Internal audit report – year end Not in TOR	Consideration of recommendations		Jun
Review value for money in councils spend	Review and recommendations to PC	n/a	Jun
Annual review of Pavilion hire /match fees	For recommendation to PC prior	n/a	Jun?
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Jun
Annual review of allotment fees	For recommendation to PC prior before allotment renewals (Sept/Oct)	July	June
Review of Insurance Arrangements		September	Sept
Review of Financial Risk Assessment	Recommendation to PC		Nov (change to Sept)
Annual review of burial fees	Recommendation to PC	n/a	Sept
Review of FGGC terms of reference		Sept	Sept
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Sept
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid January	Dec
Internal audit report – interim Not in TOR	Consideration of recommendations	Jan	Dec
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	Dec
Annual review of Littlehands rent	For recommendation to PC	By rent review date – Check when this is	Dec
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	May	Mar
Policy reviews – investment strategy		Mar	Mar
Review of Fixed Assets Register	Ensure it is up-to-date	Ideally prior to AGAR	Mar
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC	n/a	Mar

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed