

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 22 June 2020, at 7.30pm via Zoom meeting link <https://zoom.us/j/96700509620>

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, Kilmurray

Absent: None.

In attendance: Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO

FG001/20 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 and Good Governance Committee for the new civic year.

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

Noted that Cllr Cowley will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG002/20 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 new civic year.

Proposed by Cllr Hart, seconded by Cllr Clark. In favour: Cllrs Cowley, Hart and Clark. Abstain: Cllr Kilmurray.

Noted that Cllr Kilmurray will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG003/20 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.

- FG004/20**
- 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

None received.

Signed:..... Dated: 21/09/2020

FG005/20 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)

None in attendance.

FG006/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

Noted that J Hales had attended the meeting as a Director of the MCHMG and he was noted on the minutes as in attendance.

It was:

RESOLVED to approve the minutes as an accurate record of the meeting, subject to the amendment noted above.

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

FG007/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

FG037/19 – Fixed asset list to go on July Agenda for Maintenance Committee.

FG039/19 – Need further investigation into Edge reports.

FG039/19 – HR Panel to prepare organizational chart.

FG008/20 Discussion and consideration of potential financial impact of Covid-19

Report prepared by the RFO was discussed. Noted difficulty in predicting the full impact of the current crisis. Discussion as to possibility of reduced income. Current position with regard to reserves is good – may allow for reduced contributions or reallocating money from reserves if necessary. Situation to be monitored. The report was noted.

FG009/20 To consider and review value for money in Parish Council spending

Discussion with regard to importance of monitoring value for money in Parish Council spending. Noted this is not simply a case of seeking lowest cost but best outcomes. Policy needs to look at different aspects of spend including procurement, contracts and salaries.

ACTIONS:

- Assistant Clerk to arrange short, initial meeting for Chairs of Maintenance and Finance & Good Governance Committees, HR Panel, Cllr Clark, RFO and Assistant Clerk.
- Cllr Travis to be requested to draft framework for discussion

FG010/20 To consider a review of allotment rental fees

Discussion with regard to current popularity of allotments. Noted there is a long waiting list for vacant plots. Water costs will only be available at the end of the year.

It was:

RESOLVED to increase the annual rental for all plots on St Georges Allotments by £2 (from £25 to £27 per annum).

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

It was:

FURTHER RESOLVED to increase the annual rental for all plots on Grays Allotments by £1.50 (from £20 to £21.50 per annum).

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

FG011/20 To consider a review of pavilion hire charges and match fees

Signed:..... Dated: 21/09/2020

It was noted that the pavilion remains closed to the public at this time.

It was:

RESOLVED that pavilion hire charges and match fees will remain unchanged for the next 12 months.

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

FG012/20 Policies: To consider and review policies as per Policy Review Schedule:

a) To review the Gift and Hospitality Policy

It was:

RESOLVED to amend the value at which gifts should be declared from £50 to £25 and subject to the amendment, to approve the Gift and Hospitality Policy.

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

b) To review the Child and Vulnerable Adult Protection Policy

It was:

RESOLVED to approve the new Safeguarding Children and Adults at Risk Policy.

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

ACTION: Assistant Clerk to identify appropriate safeguarding training course.

c) To consider a draft Expenses Policy

It was:

RESOLVED to approve the Councillors and Staff Expenses Policy.

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

d) To consider a draft Policy and Procedure for Verification of Bank Reconciliations

Discussion as to duration of responsibility (6 or 12 months).

ACTIONS:

- RFO to discuss further with Cllr Travis.
- Document then to be considered and approved by full Council.

FG013/20 To note date of next meeting: 21 September 2020

The meeting closed at 20:55.