

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 December 2020, at 7.30pm via Zoom meeting link <https://zoom.us/j/92033461220>

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), Clark, Hart, Kilmurray

Absent: Cllr Barnes.

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

FG027/20 To receive and approve apologies for absence

No apologies were received.

FG028/20 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.

- 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

No requests for dispensations were received.

FG029/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public were in attendance.

FG030/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020

It was:

RESOLVED to approve the minutes of the Finance & Good Governance Committee meeting held on 21 September 2020 as an accurate record.

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

FG031/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020

FG018/20 Cllr Travis to draft Policy for Value for Money in PC Spend and to meet with Chairs of Committees.

FG021/20 Address details updated with insurers

FG022/20 Provision for replacement van in the budget

FG023/20 Review of Internal Audit carried out on 4 November. To be discussed under FG035/20

Cllr Hart noted outstanding action from F&GG 16/3/20 (FG039/19) - HR Panel to provide an organizational chart with total salary costs.

Signed:..... Dated:

FG032/20 To review the Timetable for Recurring Agenda Items

It was:

RESOLVED to approve the Timetable for Recurring Agenda items as presented.

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

Further discussion with regard to draft timetable. Noted at FG033/20 that Littlehands rent should be reviewed in December in line with precept discussions and to give Littlehands sufficient notice of changes to rent.

It was:

RESOLVED to move Littlehands rent review from the March meeting to December in line with precept discussions.

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

FG033/20 To consider a review of Littlehands rent

Noted that the lease defines the rent review date as '1 April 2020 and every third anniversary of that date'. Rent was not reviewed at March meeting. Next review is due by April 2023.

Discussions with regard to reviewing in December in line with precept discussions and to allow Littlehands to budget accordingly. Noted that Littlehands have carried out improvement works to the building. **ACTION:** Clerk to write to Littlehands to advise that there will be no rent increase and the next rent review will be in April 2023.

It was:

RESOLVED that Littlehands rent is to remain fixed as at 1 April 2020 to be reviewed in December 2022, any change in rent to become effect 1 April 2023.

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

FG034/20 Budget 2021

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

Headline figures were noted:

Total income budget has reduced by £1,930

Total Expenditure budget has increased by £13,910

Contributions to reserves has reduced by £4,550

Reserves currently sitting at almost 6 months.

Cost per Band D household £137.16 / +£0.54 per year / +0.40%

It was noted that the proposed budget included a number of discretionary / project items. Some previously funded out of community benefit funding, The RFO was thanked for her work in preparing the draft budget.

It was:

RESOLVED to accept the draft budget and to recommend to full Council that a precept of £275,300 be levied for the financial year 2021/22

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

FG035/20 To note a review of the effectiveness of the internal audit

The review was carried out on 4 November 2020. The report was noted.

FG036/20 To consider approving a draft document to Review Effectiveness of Internal Controls

The document was considered. The Review to be carried out annually and approved by full Council in March prior to signing of AGAR at year end. RFO was thanked for her work in preparing the document.

It was:

RESOLVED to recommend the document to Review the Effectiveness of Internal Controls to full

Signed:..... Dated:

Council for approval.

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

FG037/20 Policies: To consider and review policies as per Policy Review Schedule:

a) Employment Policy

It was:

RESOLVED to recommend to full Council that the Employment Policy be approved as drafted.

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

b) Melbourn Futures Working Party Terms of Reference

It was:

RESOLVED to approve the Melbourn Futures Working Party Terms of Reference as drafted under delegated authority given by full Council on 28 September 2020.

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

c) Financial Regulations

This item was deferred to the March meeting.

FG038/20 To note date of next meeting: 15 March 2021

The meeting closed at 20:26

Signed:..... Dated: