

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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16 March 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 21 June 2021, at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 21 June 2021, at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY for the purpose of transacting the following business: **Due to Covid-19 restrictions and the limited space available, members of the public are requested to inform the Parish Clerk in advance if they wish to attend this meet. Alternatively, members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:**

Claire Littlewood
Clerk to the Parish Council

AGENDA : FINANCE AND GOOD GOVERNANCE COMMITTEE

- FG001/21** To receive nominations to elect a Chair of the Finance and Good Governance Committee
- FG002/21** To receive nominations to elect a Vice Chair of the Finance and Good Governance Committee
- FG003/21** To note Cllr Barnes to stand down from the Finance and Good Governance Committee
- FG004/21** To receive nominations for membership of the Finance and Good Governance Committee
- FG005/21** To receive and approve apologies for absence
- FG006/21** **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
- FG007/21** **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.
- FG008/21** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- FG009/21** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- FG010/21** To note quarterly VAT return/refund
- FG011/21** To receive and consider the Internal Auditor's Year End Report
- FG012/21** To discuss and consider the Asset Management Reserve
- FG013/21** To review value for money in Parish Council's spend
- FG014/21** To consider an annual review of allotment rental fees
- FG015/21** To consider a review of Pavilion hire charges and match fees

FG016/21 Policies: To consider and review policies as per Policy Review Schedule:

- a) To review Terms of Reference for the Finance and Good Governance Committee
- b) To review Standing Orders for Melbourn Parish Council
- c) To review the confidential Authorised Signatory List
- d) To review the Policy for Creation and Revision of documents
- e) To review the Policy and Procedure for Publication of Information
- f) To consider draft Written Records Management and Disposal Policy
- g) To review the Allotment Rental Agreement
- h) To consider a draft Statement on Modern Slavery
- i) To consider draft Procurement and Value for Money Policy
- j) To consider draft Appointment and Management of Contractors Policy
- k) To review the Unplanned Expenditure Decision Making Policy

FG017/21 To note date of next meeting: 20 September 2021