

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 June 2021, at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY

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, Kilmurray

Absent:

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

FG001/21 To receive nominations to elect a Chair of the Finance and Good Governance Committee

Cllr Clark nominated Cllr Cowley as Chair of the Finance and Good Governance Committee. Cllr Kilmurray seconded the nomination. There were no further nominations.

It was:

RESOLVED to approve Cllr Cowley as Chair of the Finance and Good Governance Committee. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG002/21 To receive nominations to elect a Vice Chair of the Finance and Good Governance Committee

Cllr Clark nominated Cllr Kilmurray as Vice Chair of the Finance and Good Governance Committee. Cllr Cowley seconded the nomination. There were no further nominations.

It was:

RESOLVED to approve Cllr Kilmurray as Vice Chair of the Finance and Good Governance Committee.

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

FG003/21 To note Cllr Barnes to stand down from the Finance and Good Governance Committee

This was noted.

FG004/21 To receive nominations for membership of the Finance and Good Governance Committee

No nominations received. Nominations to be invited at full Council meeting on 28 June 2021.

FG005/21 To receive and approve apologies for absence

Apologies received from Cllr Hart. Acceptable reasons were given.

It was:

RESOLVED to approve Cllr Hart's apologies for absence.

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

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

None received.

Signed:..... Dated:

- 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.
- No members of the public were in attendance.
- FG008/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- It was:
RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on 15 March 2021 as an accurate record.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- FG009/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- FG044/20 Updated Timetable had been circulated to Committee members.
FG048/20 Reported that ownership of the land at Greengage Rise was established and, following discussion by Planning committee, contact has been made with Taylor Wimpey.
FG049/20 Policies to be discussed further under FG016/21
- FG010/21 To note quarterly VAT return/refund**
- Noted that the VAT return had been submitted and refund received on 23 April 2021.
- FG011/21 To receive and consider the Internal Auditor's Year End Report**
- Internal Auditor's report was received. A member queried the comment from the Internal Auditor with regard to members under dispensation proposing resolutions. **ACTION:** Clerk to follow up with Internal Auditor to query which full Council discussion this advice related to.
- FG012/21 To discuss and consider the Asset Management Reserve**
- RFO reported that AMR currently stood at c.£50,000. This is in addition to general reserves which stand at 6 months operating costs. Discussion with regard to importance of a plan as to how AMR will be utilized. **ACTION:** Clerk to set up a meeting with Chair of F&GG, representatives of Maintenance Committee, RFO and Clerk to progress discussions.
- FG013/21 To review value for money in Parish Council's spend**
- Noted that review of value for money in Parish Council's spend is included in F&GG Committee Terms of Reference. Noted that this is not necessarily seeking lowest cost but considering if spend if necessary and benefit to the village. Discussion with regard to how review achieved through adherence to Financial Regulations and regular monitoring at full Council and F&GG Committee meetings. Also thorough consideration of budget when annual precept is set.
- FG014/21 To consider an annual review of allotment rental fees**
- It was:
RESOLVED to recommend to full Council that allotment rental fees be maintained at current levels.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- FG015/21 To consider a review of Pavilion hire charges and match fees**
- Discussion with regard to match fees. To be deferred until September F&GG Committee meeting for further consideration.
- It was:
RESOLVED to recommend to full Council that pavilion hire charges be maintained at current levels for the year (with match fees to be reviewed in September as noted).
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- ACTION:** Clerk to seek further information as to bootcamp currently being run on the New Rec.

Signed:..... Dated:

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

Noted that membership of Finance and Good Governance Committee should be reduced from 9 to 7 members. Also correct numbering at 4.11 – 4.13.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the draft Terms of Reference be approved.

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

- b) To review Standing Orders for Melbourn Parish Council

Noted an amendment at 19.c '~~The 3 members of the HR Panel shall conduct a review ...~~'.

It was:

RESOLVED to recommend to full Council that, subject to the amendment noted above, the Standing Orders be approved.

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

- c) To review the confidential Authorised Signatory List

It was:

RESOLVED to recommend to full Council that, subject to removal of Claire Kent, the Authorised Signatory List should be approved.

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

- d) To review the Policy for Creation and Revision of documents

Noted that the review period on page 4 be extended to 3 years with the policy review date at the head of each page being updated to reflect this.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Policy for Creation and Revision of Documents be approved.

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

- e) To review the Policy and Procedure for Publication of Information

The following amendments were noted:

- Amend to review every 2 years and update review date on header of each page to reflect this;
- Delete 'Facebook and Twitter' in 2.1 and replace with 'social media';
- Delete 'A new Council will be in place from May 2018' in 5.2 and replace with 'until after the date of the next election'

It was:

RESOLVED to recommend to full Council that, subject to the above amendments, the Policy and Procedure for Publication of Information be approved.

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

- f) To consider draft Written Records Management and Disposal Policy

Noted that a query had been raised at the March meeting of F&GG Committee with regard to confidentiality and that this is covered by the Code of Conduct signed by Councillors. Also noted that the review period be amended to 2 years with review dates at the head of each page amended to reflect this.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Written Records Management and Disposal Policy be approved.

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

- g) To review the Allotment Rental Agreement

Signed:..... Dated:

The following amendments were noted:

- delete the words '*and measuring approximately 250 square yards*' in the first paragraph;
- new point 15 '*On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the outgoing Tenant.*'
- current point 16 should be updated to include '*...keeping of livestock **with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Doc 4.25) or domestic ...***'.
- all numbering to be updated.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Allotment Rental Agreement, be approved.

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

h) To consider a draft Statement on Modern Slavery

Draft Statement was discussed and considered. To be deferred for further discussion at September meeting of F&GG Committee.

i) To consider draft Procurement and Value for Money Policy

The draft Policy was discussed and considered in conjunction with Appointment and Management of Contractors Policy at FG016/21j). To be deferred for further discussion at September meeting of the F&GG Committee.

j) To consider draft Appointment and Management of Contractors Policy

See FG016/21i) above.

k) To review the Unplanned Expenditure Decision Making Policy

Noted that this policy is no longer required as purpose and scope is covered by Financial Regulations and other policies.

It was:

RESOLVED to recommend to full Council that the Unplanned Expenditure Decision Making Policy should be withdrawn.

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

FG017/21 To note date of next meeting:

The next meeting of the Finance and Good Governance Committee will take place on 20 September 2021

The meeting closed at 21:43

Signed:..... Dated: