

# MELBOURN PARISH COUNCIL

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Clerk: Claire Littlewood  
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Dear Councillor

15 September 2021

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 20 September 2021, at 7.30pm in the Austin Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ 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, 20 September 2021, at 7.30pm in the Austin Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

*Claire Littlewood*  
Clerk to the Parish Council

## AGENDA : FINANCE AND GOOD GOVERNANCE COMMITTEE

- FG018/21** To receive and approve apologies for absence
- FG019/21** To note Cllr Baker's nomination to join the Finance and Good Governance Committee
- FG020/21** **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
- FG021/21** **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.
- FG022/21** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021**
- FG023/21** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021**
- FG024/21** To consider approving the LHI grant application
- FG025/21** To note quarterly VAT return/refund
- FG026/21** To consider quotations for Parish Council insurance renewal for 2021/22
- FG027/21** To consider updated building reinstatement valuations
- FG028/21** To discuss and consider the Asset Management Reserve
- FG029/21** To consider an annual review of burial fees
- FG030/21** To consider an annual review of match fees
- FG031/21** To consider a request to live stream parish meetings
- FG032/21** **Policies: To consider and review policies as per Policy Review Schedule:**
- a) To considering approving the updated Financial Risk Register
- b) To consider adopting the draft Modern Slavery Statement
- c) To consider approving the revised Policy and Procedure for the Appointment and Management of Contractors

d) To consider approving the draft Procurement and Value for Money Policy

**FG033/21 To note date of next meeting:** 20 December 2021