

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 20 September 2021, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

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), Baker, Clark, Kilmurray

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle van Poortvliet – RFO, County Cllr van de Ven, District Cllr Hales

FG018/21 To receive and approve apologies for absence

Cllr Cowley had noted apologies as he would be late to the meeting. This was noted - Cllr Kilmurray took the Chair.

Apologies for absence were 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 Baker. All in favour.

FG019/21 To note Cllr Baker's nomination to join the Finance and Good Governance Committee

This was noted.

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

None received.

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.

There were no members of the public in attendance.

FG022/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021

It was:

RESOLVED to approve the minutes of the Finance and Good Governance Committee meeting held on 21 June 2021 as an accurate record.

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

FG023/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021

FG012/21 Meeting had been arranged. To be discussed further under FG028/21.

FG015/21 Bootcamps on New Rec are now notifying the Parish Office as to bookings.

Signed:..... Dated:

19:36 Cllr Cowley joined the meeting and took the Chair

FG024/21 To consider approving the LHI grant application

County Cllr van de Ven was in attendance and provided an overview of the current position. Futures Working Party are progressing the LHI grant application with input from Josh Rutherford. Application to be submitted by end of September (approved by full Council in August). If successful and once details of the scheme are finalized, there must be a public consultation. Grant application will be maximum of £15,000. Total project likely to cost c£25,000 with £5,000 - £10,000 shortfall to be precepted for next year. Details costings should be available in December and final decision by CCC should be made by early February.

It was:

RESOLVED to amend the LHI Application to reflect total project cost of £25,000 with contribution by the Parish Council of £10,000 – this amount to be included in precept planning discussions for 2022/23.

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

19:53 County Cllr van de Ven and District Cllr Hales left the meeting.

FG025/21 To note quarterly VAT return/refund

This was noted. VAT return made at 30 June 2021 and refund received on 10 August 2021.

FG026/21 To consider quotations for Parish Council insurance renewal for 2021/22

Noted that insurance renewal quotations had not yet been received. Came and Co, insurance brokers, are seeking quotes. Noted that reinstatement valuations had been received and were under discussion – see FG027/21 below. **ACTION:** Clerk to seek two insurance renewal quotations based on current valuations and revised reinstatement valuations.

FG027/21 To consider updated building reinstatement valuations

Report on reinstatement valuations was received. Noted that valuations were all significantly higher than current. Discussion as to methodology for calculating reinstatement valuations. **ACTION:** Clerk to seek advice from brokers as to insuring church wall at 25% of revised valuation on the basis that it was unlikely to be damaged in its entirety.

It was:

RESOLVED to accept the updated buildings valuations received from The Bremner Partnership but seek to insure the church wall for 25% of valuation (subject to advice from insurers).

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

FG028/21 To discuss and consider the Asset Management Reserve

Noted that a meeting had been held on 26 July 2021. AMR currently sitting at c£50,000. Discussion as to drawing up a long-term plan (c10 years) and identifying assets to be maintained using funds from AMR. Noted that AMR is separate to precepted funds for projects. Also noted need for estimate of cost and time scale for works required. **ACTION:** Clerk to arrange a further meeting to identify what will be funded from AMR (to include wardens).

FG029/21 To consider an annual review of burial fees

It was:

RESOLVED to maintain burial fees at current levels.

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

FG030/21 To consider an annual review of match fees

Discussion with regard to increased cleaning costs for pavilion, particularly over winter months. Noted that match fees were last reviewed in 2018.

It was:

RESOLVED to increase charges to £35 per match to include use of the pavilion and facilities. The

Signed:..... Dated:

Parish Council to reserve the right to charge an additional cleaning cost if the pavilion is left in a poor condition.

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

FG031/21 To consider a request to live stream parish meetings

Discussion with regard to how meetings could be live streamed over Zoom. To be referred to full Council for further discussion. **ACTION:** Clerk to include on Agenda for next full Council meeting.

FG032/21 Policies: To consider and review policies as per Policy Review Schedule:

- a) To considering approving the updated Financial Risk Register

It was:

RESOLVED to recommend the updated Financial Risk Register to full Council for approval.

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

- b) To consider adopting the draft Modern Slavery Statement

Draft Modern Slavery Statement was considered. Noted that the Statement should also include reference to child exploitation and procurement.

It was:

RESOLVED to recommend the Modern Slavery Statement, as amended, to full Council for approval.

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

- c) To consider approving the revised Policy and Procedure for the Appointment and Management of Contractors

Noted that the Policy and Procedure for the Appointment and Management of Contractors required further review and would be deferred until the next meeting.

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

Finance and Good Governance Committee will next meet on 20 September 2021.

The meeting closed at 21:30

Signed:..... Dated: