

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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Melbourn Community Hub
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Dear Councillor

15 December 2021

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 20 December 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 December 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

- FG034/21** To receive and approve apologies for absence
- FG035/21** **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
- FG036/21** **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.
- FG037/21** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021**
- FG038/21** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021**
- FG039/21** **To review the Timetable for Recurring Agenda Items**
- FG040/21** **Budget 2022/23:** To consider a draft estimate of income and expenditure for the forthcoming financial year
- FG041/21** **To consider the approvals list for December 2021**
- FG042/21** **To note quarterly VAT return/refund**
- FG043/21** **To consider the Internal Auditor's report**
- FG044/21** **To consider publication of information under Transparency Code 2015**
- FG045/21** **To discuss and consider the Asset Management Reserve**
- FG046/21** **To discuss and consider reducing the number of parish councillors for Melbourn**
- FG047/21** **Policies: To consider and review policies as per Policy Review Schedule:**
- a) To consider approving the revised Policy and Procedure for the Appointment and Management of Contractors
- FG048/21** **To note date of next meeting: 21 March 2022**