

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 20 December 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 (via Zoom), Gabrielle van Poortvliet – RFO

**FG034/21** To receive and approve apologies for absence

Apologies received from Cllr Hart – acceptable reasons were given.

It was:

RESOLVED to accept the apologies of Cllr Hart.

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

**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

It was noted that Cllrs Baker and Kilmurray are directors of the Hub but they were not required to declare an interest in respect of items in the budget related to the Hub.

**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.

No members of the public were in attendance.

**FG037/21** To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021

It was:

RESOLVED to approve the minutes of the Finance and Good Governance Committee meeting held on 20 September 2021 as an accurate record.

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

**FG038/21** To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021

FG026/21 – Additional insurance renewal quotations had been obtained and considered by full Council. Insurance now in place.

FG027/21 – Brokers advised against insuring only 25% value of church wall

FG028/21 – Action carried forward.

FG031/21 – Discussed by full Council and not to be progressed.

**FG039/21** To review the Timetable for Recurring Agenda Items

Signed:..... Dated:

It was:

RESOLVED to approve the Timetable for Recurring Agenda Items with no amendments.

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

**FG040/21 Budget 2022/23:** To consider a draft estimate of income and expenditure for the forthcoming financial year

Draft budget was presented and discussed. Overview of budget:

- Increase per household 1.98% (which is below inflation)

- Contributions to reserves £14,300 (General reserves £0 (currently at 6 months), AMR £10,300, Parish van £4,000)

- Projects to be funded from precept £17,500 (other projects to be funded from s106 / AMR)

Discussion with regard to increased fuel costs and provision for this in the budget. Noted that no changes currently anticipated to staffing costs – to be monitored. Discussion with regard to future replacement of the parish van (contribution to reserves will be made).

**ACTION:** Clerk to check savings to be made by paying vehicle tax as a single payment rather than installments.

Chair thanked the RFO for her work on budget preparations and noted that as a result of good budget planning the current year's budget was running very close to plan.

It was:

RESOLVED to recommend the draft budget for 2022/23 to full Council for consideration.

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

**FG041/21 To consider the approvals list for December 2021**

Noted that the Clerk and RFO have delegated authority to approve payments with retrospective approval of full Council to be sought in January 2022.

**FG042/21 To note quarterly VAT return/refund**

Noted that the VAT return was made on 30 September 2021. Refund was received on 10 October 2021.

**FG043/21 To consider the Internal Auditor's report**

The report was noted.

**FG044/21 To consider publication of information under Transparency Code 2015**

Noted that documents required to be published would be reviewed periodically and updated on the website as required.

**FG045/21 To discuss and consider the Asset Management Reserve**

Asset Management Reserve (AMR) currently at c£50,000. A further contribution for 2022/23 of £10,300 will be made. Discussed that maximum level for AMR should be £100,000 with contributions precepted in future to top this reserve up when it falls to around £50,000. Discussion with regard to importance of having a clear idea of the cost of maintaining larger assets. Noted that a draft document with details of assets had been circulated. Further planning discussion required.

**ACTION:** Clerk to recirculate asset list for discussion and arrange a further meeting.

**FG046/21 To discuss and consider reducing the number of parish councillors for Melbourn**

Noted that there are currently 6 vacancies. Any reduction in the number of councillors would need to be made by a Community Governance Review through the District Council. This would not be possible in time for May 2022 elections. **ACTION:** Clerk to contact SCDC Development Officer to discuss how they can support us in promoting councillor vacancies prior to May 2022 elections.

**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

Signed:..... Dated:

This item was deferred to a future meeting.

**FG048/21 To note date of next meeting:** 21 March 2022

The date of the next meeting is Monday, 21 March 2022.

The meeting closed at 20:41

Signed:..... Dated: