

# MELBOURN PARISH COUNCIL

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**Dear Councillor**

16 March 2022

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 21 March 2022, at 7.30pm in the Austen 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, 21 March 2022, at 7.30pm in the Austen 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**

**FG049/21 To receive and approve apologies for absence**

**FG050/21 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

**FG051/21 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.

**FG052/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021**

**FG053/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021**

**FG054/21 To review the Timetable for Recurring Agenda Items**

**FG055/21 To note quarterly VAT return/refund**

**FG056/21 To receive an update on the Asset Management Reserve**

**FG057/21 To review the Fixed Assets Register**

**FG058/21 To consider reviewing publication of policies, procedures and guidance documents**

**FG059/21 Policies: To consider and review policies as per Policy Review Schedule:**

- a) To consider approving the draft Procurement Policy
- b) To consider approving the draft Investment Strategy for 2022/23
- c) To consider approving the draft Income and Receipts Procedure
- d) To consider approving the revised Safeguarding Policy and Procedure

**FG060/21 To note date of next meeting: 20 June 2022**