

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 March 2022, 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), Clark, Kilmurray

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle van Poortvliet – RFO

FG049/21 To receive and approve apologies for absence

Apologies received from Cllr Hart with acceptable reasons given.

It was:

RESOLVED to accept Cllr Hart's apologies for absence.

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

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

None received.

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.

None in attendance.

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

It was:

RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021 as an accurate record.

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

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

FG040/21 Noted that a saving of £7 would be made by paying road tax in one annual payment.

Future road tax to be paid in a single annual payment.

FG045/21 Update on Asset Management Reserve meeting. To be discussed further under FG056/21.

FG054/21 To review the Timetable for Recurring Agenda Items

Item to be included for December meeting for Annual Review of Effectiveness of Internal Audit. Also to correct last row for June items to standardize abbreviation to 'Jun'.

Signed:..... Dated:

It was:
RESOLVED to approve the updated Timetable of Recurring Agenda Items as amended.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG055/21 To note quarterly VAT return/refund

Noted that VAT claim submitted up to 31 December 2021 - £6,804.83. Refund received on 31 January 2022.

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

Noted that a meeting was held on 9 March 2022. Review of assets and estimate of ongoing maintenance costs and frequency of repairs to be progressed.

FG057/21 To review the Fixed Assets Register

Thanks were noted to the RFO for her work on this. Noted that asset verification exercise is to be carried out. **ACTION:** Clerk to provide Cllr Clark with list of assets to be included.

It was:
RESOLVED to approve the updated fixed asset register.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

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

Discussion with regard to need to rationalize published policies in order to ensure information available to the public is relevant and meaningful. **ACTION:** Clerk to seek advice on CAPALC on policies that must be published.

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

- a) To consider approving the draft Procurement Policy

It was:
RESOLVED to recommend approval of the Procurement Policy to full Council.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider approving the draft Investment Strategy for 2022/23

Discussion with regard to increased admin associated with opening additional account. Discussed increasing amount in existing accounts with a review in 6 months. Also to review Charity Bank account once this matures.

It was:
RESOLVED to recommend approval of the updated draft Investment Strategy for 2022/23 to full Council.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To consider approving the draft Income and Receipts Procedure

It was:
RESOLVED to recommend approval of the draft Income and Receipts Procedure to full Council.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

- d) To consider approving the revised Safeguarding Policy and Procedure

It was:
RESOLVED to recommend approval of the amended Safeguarding Policy and Procedure to full Council.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

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

The date of the next meeting was confirmed as 20 June 2022.

The meeting closed at 20:09

Signed:..... Dated: