

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
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15 June 2021

Dear Councillor

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

- FG001/22** To receive nominations to elect a Chair of the Finance and Good Governance Committee
- FG002/22** To receive nominations to elect a Vice Chair of the Finance and Good Governance Committee
- FG003/22** To receive and approve apologies for absence
- FG004/22** **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
- FG005/22** **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).**
- FG006/22** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 March 2022**
- FG007/22** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 March 2022**
- FG008/22** **To note quarterly VAT return/refund**
- FG009/22** **To receive and consider the Internal Auditor's Year End Report**
- FG010/22** **To discuss and consider the Asset Management Reserve**
- FG011/22** **To consider an annual review of allotment rental fees**
- FG012/22** **To consider a review of Pavilion hire charges and match fees**
- FG013/22** **To consider recommending a credit card for use by the Parish office**
- FG014/22** **To consider approving an updated Timetable for Recurring Agenda Items**
- FG015/22** **To review the list of policies for publication on the website**
- FG016/22** **Policies: To consider and review policies as per Policy Review Schedule for recommendation to full Council:**
- a) Credit Card Policy and Procedure

- b) Standing Orders for Melbourn Parish Council
- c) Financial Regulations
- d) Policy and Procedure for Procurement of Goods and Services
- e) Confidential Authorised Signatory List
- f) Gifts and Hospitality Policy
- g) Model Publication Scheme
- h) Terms of Reference for the MCCR

FG017/22 To note date of next meeting: 19 September 2022