

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 20 June 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, Hart, Kilmurray

**Absent:**

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

**FG001/22** To receive nominations to elect a Chair of the Finance and Good Governance Committee

Cllr Cowley was nominated as Chair of the Finance and Good Governance Committee. No other nominations were received.

It was RESOLVED to accept the nomination of Cllr Cowley as Chair.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

**FG002/22** To receive nominations to elect a Vice Chair of the Finance and Good Governance Committee

Cllr Kilmurray was nominated as Vice Chair of the Finance and Good Governance Committee. No other nominations were received.

It was RESOLVED to accept the nomination of Cllr Kilmurray as Vice Chair.  
Proposed by Cllr Cowley, seconded by Cllr Clark. All in favour.

**FG003/22** To receive and approve apologies for absence

None received.

**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

None received.

**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).**

No members of the public were in attendance.

**FG006/22** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 March 2022**

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee meeting held on 21 March 2022 as an accurate record.  
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

**FG007/22** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 March 2022**

Signed:..... Dated:

FG057/21 A list of assets has been provided.

FG058/21 An enquiry has been submitted to CAPALC – response outstanding. Documents required to be published are detailed in Transparency Code.

**FG008/22 To note quarterly VAT return/refund**

VAT return submitted on 31 March 2022 in the sum of £9,477.29. Refund received on 12 May 2022.

**FG009/22 To receive and consider the Internal Auditor's Year End Report**

The Internal Auditor's year end report was received. Parish office staff were thanked for their efforts throughout the year.

**FG010/22 To discuss and consider the Asset Management Reserve**

Discussion with regard to Asset Management Reserve and a system for inspecting and maintaining assets. Noted that it was important to take a proactive approach to preventative maintenance of assets to avoid costly repairs in future. Need to seek professional input as to inspection and preparation of a rolling schedule for maintaining assets. Noted that if the likely cost of maintenance is averaged out over a number of years, this will inform the amount required to be paid into the AMR annually.

**ACTIONS:**

- Clerk to seek input from other councils on similar arrangements.
- Clerk to identify and seek three quotes from companies who may be able to undertake this work.

**FG011/22 To consider an annual review of allotment rental fees**

Current allotment fees were considered in comparison to other local councils.

It was RESOLVED to maintain allotment fees at their current levels.

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

**FG012/22 To consider a review of Pavilion hire charges and match fees**

Discussion with regard to charges for similar facilities in the local area. Noted that there are possible VAT implications where matches are booked on an ad hoc basis. Suggested that block bookings would be more appropriate. Possible cost savings for users if block bookings were made based on average use for previous season. **ACTION:** Clerk to discuss with users.

It was RESOLVED that subject to users making block bookings for fixtures, match fees including use of the pavilion would remain unchanged at £35 per match.

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

It was RESOLVED that fees for use of the New Rec (£10 per session), the Old Rec (£10 p/h up to 4 hours, capped at £40) and the Pavilion (standard: £15 p/h capped at £60, community groups and charities: £12 p/h capped at £48) would remain unchanged.

Proposed by Cllr Kilmurray, seconded by Cllr Hart.

**FG013/22 To consider recommending a credit card for use by the Parish office**

Discussion with regard to options available. **ACTION:** Clerk to seek more information on Barclaycard to be considered by full Council.

**FG014/22 To consider approving an updated Timetable for Recurring Agenda Items**

Noted that reviewing value for money in council spend falls within the Terms of Reference for F&GG and is an ongoing responsibility of the Committee throughout the year.

It was RESOLVED to amend the Timetable for Recurring Agenda Items by deleting the item to 'Review value for money in council spend'

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

**FG015/22 To review the list of policies for publication on the website**

Signed:..... Dated:

There was discussion with regard to the relevance of certain policies currently available on the website. Noted the importance of making the Council's policies and procedures transparent to the public. **ACTION:** HR Panel to review list of policies and procedures and feedback on any that can be removed from 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**

Noted that subject to credit card being approved by full Council, it would be timely to have a policy in place. Draft policy to be amended by deletion of [*and Assistant Clerk*] on page 1.

It was RESOLVED to recommend the Credit Card Policy and Procedure to full Council, as amended.

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

**b) Standing Orders for Melbourn Parish Council**

Discussion with regard to the proposed amendments to the tender process to include accepting tenders submitted by email (section 18.d.iv). Further consideration of how the process may be safeguarded but also made accessible for companies wishing to submit tenders electronically is required. The proposed amendments under sections 18.d.v, vi were agreed.

**c) Financial Regulations**

The amendment under section 6.20 was approved subject to deletion of the words [*and Assistant Clerk*].

Sections 11e) and h) (submission of tenders) require further consideration to refer the process back to revised Standing Orders..

**d) Policy and Procedure for Procurement of Goods and Services**

Revisions to procurement and tendering process to be detailed in Policy and Procedure for Procurement of Goods and Services with Standing Orders and Financial Regulations to cross reference this document.

**e) Confidential Authorised Signatory List**

Noted typo correction required to Cllr Cowley's details.

It was RESOLVED that subject to the correction noted, the CONFIDENTIAL signatories list should be recommended to full Council for approval.

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

**f) Gifts and Hospitality Policy**

It was RESOLVED that the Gifts and Hospitality Policy should be recommended to full Council for approval.

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

**g) Model Publication Scheme**

Noted that the wording '*subject to a minimum of £1*' should be added at the end of section 4.1. In section 4.3 the words '*based on the actual cost of photocopying*' should be deleted. In the Schedule of Charges, reference to disbursement costs should refer to 'Actual cost' in the third column of the table.

It was RESOLVED that subject to the amendments noted above, the Model Publication Scheme would be recommended to full Council for approval.

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

**h) Terms of Reference for the MCCR**

Signed:..... Dated:

Discussion with reference to necessity for ongoing Terms of Reference of the MCCR since the group was wound up.

It was RESOLVED to recommend to full Council that the Terms of Reference for the MCCR be archived as the group is no longer active.

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

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

The date of the next meeting was noted as Monday, 19 September 2022.

The meeting closed at 21:38

Signed:..... Dated: