

# MELBOURN PARISH COUNCIL

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Clerk: Claire Littlewood  
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Melbourn Community Hub  
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Dear Councillor

12 October 2022

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 17 October 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, 17 October 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

- FG018/22** To receive and approve apologies for absence
- FG019/22** To note nominations to join the Finance and Good Governance Committee
- FG020/22** **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
- FG021/22** **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).** Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
- FG022/22** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 June 2022**
- FG023/22** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 June 2022**
- FG024/22** **To note quarterly VAT return/refund**
- FG025/22** **To consider a review of insurance arrangements**
- FG026/22** **To receive an update on the Asset Management Reserve**
- FG027/22** **To consider a review of the Financial Risk Register**
- FG028/22** **To consider an annual review of burial fees**
- FG029/22** **To consider appointment of internal auditor for mid-year audit**
- FG030/22** **To discuss appointing substitutes for committees (s4.d.v Standing Orders)**
- FG031/22** **To consider applying for Local Council Award Scheme**
- FG032/22** **Policies: To consider and review policies as per Policy Review Schedule:**
- a) To review the Policy and Procedure for Procurement of Goods and Services  
b) To review revised Financial Regulations  
c) To review revised Credit Card Policy and Procedure  
d) To consider the draft Investment Strategy

- e) To review revised Risk Management Policy
- f) To review revised updated Financial Risk Register
- g) To review revised Terms of Reference for Finance and Good Governance Committee
- h) To review revised Terms of Reference for Melbourn Futures Working Party
- i) To receive any updates and consider actions

**FG033/22 To note date of next meeting: 20 December 2021**