

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:

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:



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

35 Westfield Road
Manea, Nr. March
Cams. PE15 0LS
Tel 01354-680319

canalbs
ltd

Independent Internal Audit Service for Parish and Town Councils

27th May 2022

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn Cams SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2021/2022

I have undertaken a face to face audit session and the following observations and recommendations can be found in my attached report. I would remind the council that it is not in my remit to be responsible for the accuracy of the accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 54p per mile.

Yours sincerely

Jacquie Wilson (Mrs)
Director

FINANCIAL

VAT is reclaimed quarterly.

PETTY CASH

This account is reconciled with an imprest float of £30 and is used for the purchase of small office items such as milk stamps etc. Although tenants are encouraged to pay rent by cheque or BACS there are still some who prefer to pay cash which is accounted for separately.

BANK with Unity Bank. Clerk to check that bank mandate has been updated if necessary.

| | | | |
|--------------------|----------|--------------|-------------|
| PRECEPT | £275,300 | FIXED ASSETS | £ 2,353,229 |
| GENERAL RESERVES | £150,000 | | |
| EARMARKED RESERVES | £183,382 | | |
| S. 106 balance | £330,395 | c.f BALANCE | £663,777.00 |

Melbourn Parish Council – Finance and Good Governance Committee

Timetable for Recurring Agenda Items

Meeting dates Jan, Mar, Jun, Sept, Dec (additional meeting in Jan if extra time needed for Precept)

| Task | Purpose | PC Meeting Deadline | FGGC meeting date |
|--|---|--|-------------------|
| Election of Chair of FGGC | Statutory | | Jun |
| Internal audit report – year end Not in TOR | Consideration of recommendations | | Jun |
| Annual review of Allotment Fees | For recommendation to PC prior to allotment renewals | Jul | Jun |
| Annual review of Pavilion hire /match fees | For recommendation to PC | n/a | Jun |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC | | Jun |
| VAT return/refund | Quarterly check that VAT return/refund has been made | n/a | Jun |
| Review of Insurance Arrangements | Recommendation to PC | Sept | Sept |
| Review of Financial Risk Assessment | Recommendation to PC | | Sept |
| Annual Review of burial fees | Recommendation to PC | | Sept |
| Review of FGGC terms of reference | | Sept | Sept |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC | | Sept |
| VAT return/refund | Quarterly check that VAT return/refund has been made | n/a | Sept |
| Review of draft Precept for proposal to Parish Council | Recommendation to PC | Mid Jan | Dec |
| Internal audit report – interim Not in TOR | Consideration of recommendations | Jan | Dec |
| Annual Review of Effectiveness of Internal Audit | | Jan | Dec |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC | n/a | Dec |
| Annual review of Littlehands rent | For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental | By rent review date next due April 2023 | Dec |
| VAT return/refund | Quarterly check that VAT return/refund has been made | n/a | Dec |
| Publication of information - Transparency Code 2015 | Update statutory information | Jan | Dec |
| Annual Review of Effectiveness of Internal Controls | To allow PC to sign off AGAR | May | Mar |
| Policy reviews – investment strategy | Recommendation to PC | Mar (must be prior to new FY) | Mar |
| Review of Fixed Assets Register | Ensure it is up-to-date | Ideally prior to AGAR | Mar |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies/risk assessment delegated to FGGC | n/a | Mar |
| VAT return/refund | Quarterly check that VAT return/refund has been made | n/a | Mar |

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG 20 June 2022