

# MELBOURN PARISH COUNCIL

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Clerk: Claire Littlewood  
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Dear Councillor

14 December 2022

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 19 December 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, 19 December 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**

- FG034/22** To receive nominations to elect a Chair for the Finance and Good Governance Committee
- FG035/22** To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee
- FG036/22** receive and approve apologies for absence
- FG037/22** **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
- FG038/22** **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.
- FG039/22** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 17 October 2022**
- FG040/22** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 17 October 2022**
- FG041/22** **Budget 2023/24:** To consider a draft estimate of income and expenditure for the forthcoming financial year
- FG042/22** **To review the Timetable for Recurring Agenda items**
- FG043/22** **To consider the approvals list for December 2022**
- FG044/22** **To note quarterly VAT return/refund**
- FG045/22** **To receive an update on the Asset Management Reserve**
- FG046/22** **To consider a review of Littlehands rent**
- FG047/22** **To consider revised insurance cover**
- FG048/22** **To consider the Internal Auditor's report**
- FG049/22** **To consider publication of information under the Transparency Code 2015**
- FG050/22** **Policies: To consider and review policies as per Policy Review Schedule:**
- a) To receive any updates and consider actions
- FG051/22** **To note date of next meeting: Monday, 20 March 2023**