

**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**

(District of South Cambridgeshire)

**A meeting of this Committee was held on Monday, 20 March 2023, 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 Kilmurray (Chair), Barley, Alexander, Clark, Hart

**Absent:**

**In attendance:** Sophie Marriage – Parish Clerk, Shelley Coulman – Financial Officer

**FG052/22 To receive nominations to elect a Chair for the Finance and Good Governance Committee**

The Vice Chair open the meeting and invited nominations for Chair of the Finance and Good Governance Committee. No nominations were forthcoming and it was noted that Cllr Campbell was not in attendance. It was agreed to highlight the need for a chair for Finance and Good Governance Committee and note the vacancy on the committee at the next Parish Council meeting.

*(Meeting was paused briefly due to an interruption from a local resident looking for a lost pet)*

**FG053/22 To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee**

Cllr Kilmurray indicated that he would remain as Vice Chair and there was no call for nominations. Cllr Kilmurray agreed to Chair the meeting.

**FG054/22 To receive and approve apologies for absence**

Apologies for absence were received from Cllr Campbell. Acceptable reasons were given.

It was RESOLVED to approve the apologies from Cllr Campbell.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

**FG055/22 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 were received.

**FG056/22 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.**

No members of the public were in attendance.

**FG057/22 To approve the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022 as an accurate record.

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

**FG058/22 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022**

The clerk reported that on 16<sup>th</sup> January Full Council voted in favour of the budget that Finance and Good Governance recommended and that the investment strategy was being reviewed more regularly due to changing interest rates.

**FG059/22 To review the Timetable for Recurring Agenda items**

The timetable was noted. It was recommended that the investment strategy should be on the timetable for review every 6 months due to the current economic climate.

**FG060/22 To note quarterly VAT return/refund**

The VAT return was submitted to 31 December 2022. A refund of £32,331 has been received.

**FG061/22 To consider the Internal Auditor's mid-year report**

Signed:..... Date:.....

The report was noted. The Council had decided to move to CAPALC to carry out the internal audit. Committee noted that the report was clear and in-depth. It was noted that on the report the year should be corrected to 2022/23 not 2020/21 There were a few recommendations made which are in progress. It was noted that the positive report reflects the hard work of the Council and its officers.

**FG062/22 To evaluate the effectiveness of the system of internal controls**

It was noted that the effectiveness of the system of internal controls is normally evaluated by a working party on the Chair of the Council, Chair of F&GG, RFO and Clerk, however due to the delay in received the report and not having a Chair of F&GG in post, the clerk has drafted the document. It was noted that "lasted" should say "last".

It was RESOLVED, subject to correction "lasted" to "last", to approve the evaluation of effectiveness of the system of internal controls as accurate.

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

**FG063/22 To receive an update on the Asset Management Reserve**

It was identified that work to a section of the church wall and work to the drains in Little Hands car park are a priority for 2023/24. A survey has been carried out on the church wall by a specialist who has identified the problem areas and recommended work. The fall on the drains in Little Hands needs correcting because the drains keep blocking and require jetting through at least twice a year. The Parish Office is awaiting the second quote for the drainage works. It was recommended that work to the car park should be carried out at the same time as the work to the drains.

**FG064/22 To review the Fixed Assets Register**

It was noted that the Assets Register has been updated, however a few items have not been included as the FO was awaiting advice from CAPALC. The FO has received advice from CAPALC and plans to add these items to the Fixed Assets register. The updated list will go to full council.

**FG065/22 Policies: To consider and review policies as per Policy Review Schedule:**

- a) To consider approving the draft Financial Regulations

It was noted that the internal auditor highlighted that the Financial Regulations stated they were based on the 2016 NALC model. On review it was found that the Financial Regulations are the 2019 NALC model, however the date had not been changed from 2016 in the footer. The date in the footer has now be corrected to 2019.

It was RESOLVED to recommend approval of the draft Financial Regulations to Full Council.

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

- b) To consider approving the draft Investment Strategy for 2023/24

It was noted that the investment strategy was last reviewed in September 2022, but due to the changes with interest rates has come to back to committee after 6 months. It was noted that some of the actions from the previous strategy has not been carried out because the Parish Office was waiting for the maturity payment from one of the previous accounts. It was noted that the yield has been updated to reflect its current position.

It was RESOLVED to recommend approval of the draft Investment Strategy for 2023/24 to full council. Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

It was noted when the Investment Strategy is next reviewed that the FO will set out more detailed guidelines about where specific funds can be invested.

- c) To consider approving the draft Subject Access Request Register

It was noted that this has been recommended by the internal auditor and it is a document for when someone requests to see what information the council holds about them.

It was RESOLVED to recommend approval of the draft Subject Access Request Register to full council. Proposed by Cllr Barley, seconded by Cllr Clark. All in favour,

- d) To consider approving the draft Record of Processing Activities

The document is currently being drafted. Item deferred.

**FG067/22 To note date of next meeting: Monday, 19 June 2023**

It was noted that this is the probable date of the next meeting, as the dates for the next civic year have not year been approved by council yet.

Meeting closed at 20:21

Signed:..... Date:.....