

MELBOURN PARISH COUNCIL

Clerk: Sophie Marriage
Melbourn Parish Council
Melbourn Community Hub
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14 June 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday, 19 June 2023, 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 June 2023, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Sophie Marriage

Clerk to the Parish Council

AGENDA : FINANCE AND GOOD GOVERNANCE COMMITTEE

- FG001/23** To receive nominations to elect a Chair for the Finance and Good Governance Committee
- FG002/23** To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee
- FG003/23** To receive and approve apologies for absence
- FG004/23** **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
- FG005/23** **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.
- FG006/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**
- FG007/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**
- FG008/23** **To review the Timetable for Recurring Agenda items**
- FG009/23** **To note quarterly VAT return/refund**
- FG010/23** **To consider the Internal Auditor's report**
- FG011/23** **To review the allotment fees**
- FG012/23** **To review the pavilion hire and match fees**
- FG013/23** **To consider options for future grant funding**
- FG014/23** **Policies: To consider and review policies as per Policy Review Schedule:**
 - a) To consider approving the draft Allotment Agreement
 - b) To consider approving the draft Petty Cash policy
 - c) To consider approving the draft Effectiveness of Internal Audit policy
 - d) To consider approving the draft Effectiveness of Internal Controls policy
 - e) To consider approving the draft Record of Processing Activities
- FG015/23** **To note date of next meeting: Monday, 18 September 2023**