

## MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 19 June 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), Alexander, Clark,

**Absent:**

**In attendance:** Sophie Marriage – Parish Clerk, Abigail Williams – Assistant to the Parish Clerk

**FG001/23** To receive nominations to elect a Chair for the Finance and Good Governance Committee

No nominations were received. It was noted that some members of committee were not in attendance and it would be appropriate to defer the item until the next meeting. Cllr Kilmurray stated that he was happy to chair this meeting.

It was RESOLVED that Cllr Kilmurray would chair the Finance and Good Governance meeting of 19 June 2023.

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

**FG002/23** To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee

No nominations were received. It was noted that some members of committee were not in attendance and it would be appropriate to defer the item until the next meeting.

**FG003/23** To receive and approve apologies for absence

Apologies were received from Cllrs Hart, Barley and Campbell with appropriate reasons given.

It was RESOLVED to approve the apologies for absence.

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

**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

None were received.

**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.

No members of the public were in attendance.

**FG006/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023 as an accurate record.

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

**FG007/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**

It was noted that, within the investment strategy approved at the last meeting, it was agreed to transfer fund to Cambridge & Counties Bank, but this required year-end figures so there has been a delay in opening the account.

**FG008/23** **To review the Timetable for Recurring Agenda items**

It was RESOLVED to approve the Timetable for Recurring Agenda items.

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

**FG009/23** **To note quarterly VAT return/refund**

It was noted.

**FG010/23** **To consider the Internal Auditor's report**

The internal Auditor visited to review the AGAR on 7<sup>th</sup> June 2023. Awaiting the report.

**FG011/23 To review the allotment fees**

It was noted that the current fees are inline with other allotments and the current fees cover the expenditure on the allotments.

It was RESOLVED to keep the allotments fees as £21.50 for Gray's and £27 for St George's. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG012/23 To review the pavilion hire and match fees**

It was noted that the match fees are at the lower end compared to neighbouring villages.

It was RESOLVED to keep the standard rate and community rate for the hire of the pavilion at the same price, and to increase the football pitch hire from £35 per match to £40.

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

**FG013/23 To consider options for future grant funding**

The current community benefit grants are funded by monies from the solar farm. This agreement is in place until 2035 and after this date the parish council will no longer receive monies from the solar farm. It is recognised that many local organisations benefit from the current grant funding and the council need to think about ways of keeping the funding in place. It was noted that some support for organisations, such as the Mobile Warden Scheme, is precepted for. The council could precept a small amount over 10 years to build up a fund for future grants, however this would be significantly reduced in comparison with current funds received from the solar farm. It was noted that a similar agreement or funding source could be sought from other companies and organisations. ACTION: Committee to continue to investigate different funding options.

**FG014/23 Policies: To consider and review policies as per Policy Review Schedule:**

- a) To consider approving the draft Allotment Agreement

It was RESOLVED to approve the draft Allotment Agreement.

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

- b) To consider approving the draft Petty Cash policy

It was noted that the internal auditor has advised that petty cash is no longer kept in the office if it is not used. Petty is rarely used in the office with the introduction of debit and credit cards.

It was RESOLVED to approve the Draft Petty Cash procedure subject to the deletion of "If the Petty Cash is reintroduced..." text.

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

- c) To consider approving the draft Effectiveness of Internal Audit policy

It was RESOLVED to approve the draft Effectiveness of Internal Audit policy, subject to "yearas" being amended to "years".

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

- d) To consider approving the draft Effectiveness of Internal Controls policy

It was RESOLVED to approve the draft Effectiveness of Internal Controls policy

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

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

It was RESOLVED to approve the draft Record of Processing Activities

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

**FG015/23 To note date of next meeting: Monday, 18 September 2023**

It was noted that the date of the next meeting is 18 September 2023

Meeting closed at 20:13