

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

1 November 2023

Dear Councillor

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

Alex Coxall & Abi Williams

Clerks to the Parish Council

FINANCE & GOOD GOVERNANCE COMMITTEE: AGENDA

- FG016/23** To receive nominations to elect a Chair for the Finance and Good Governance Committee
- FG017/23** To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee
- FG018/23** To receive and approve apologies for absence
- FG019/23** **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
- FG020/23** **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.
- FG021/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 19 June 2023**
- FG022/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 19 June 2023**
- FG023/23** **To review the Timetable for Recurring Agenda items**
- FG024/23** **To note quarterly VAT return/refund**
- FG025/23** **To note renewal of annual insurance premiums as approved 27 September 2023 (PC087/23f)**
- FG026/23** **To review the burial fees**
- FG027/23** **To discuss options for future grant funding**
- FG028/23** **To discuss items to be taken into consideration for precept**
- FG029/23** **To discuss Melbourn Hub asset register and maintenance contracts**
- FG030/23** **To consider approval of upgrade to office IT infrastructure**
- FG031/23** **Policies: To consider and review policies as per Policy Review Schedule**
- a) To consider updates to the Investment Strategy
 - b) To consider updates to the Financial Risk Assessment
 - c) To consider updates to the F&GG TOR
 - d) To consider updates to Financial Regulations
- FG032/23** **To note date of next meeting: Monday 18 December 2023**