

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of the Finance & Good Governance Committee held on Monday, 18 December 2023, at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Alexander, Campbell, Clark, Hart, Kanagarathnam (Chair), Kilmurray

**Absent:**

**In attendance:** Abigail Williams & Alexandra Coxall (Parish Clerks), Shelley Coulman (RFO)

## FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

*Meeting started at 19.34*

**FG033/23** To receive and approve apologies for absence

None received.

It was noted that Cllr Kilmurray would arrive late.

*Shelley Coulman, RFO, joined the meeting at 19.35*

**FG034/23** **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

Declaration of interest was made by Cllr Clark in item FG042/23b – dispensation was granted to stay for the discussion but not to vote.

Cllr Kilmurray declared an interest in items related to the Hub finances – dispensation was granted to stay for the discussion. No votes were needed specifically about the Hub.

**FG035/23** **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.

There were no members of the public in attendance.

**FG036/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023 as an accurate record.

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

**FG037/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023**

It was noted that previous recommendation of approval of updated Financial Regulations FG031/23d) had been deferred by Full Council and new updates will be discussed as item FG043/23a).

**FG038/23** **To review the Timetable for Recurring Agenda items**

It was noted that the timetable should reflect the update RESOLVED at the previous meeting item FG023/23 – September meeting should be moved to October.

**FG039/23** **To note quarterly VAT refund of £5,297.85 received**

It was noted.

**FG040/23** **To consider a review of Little Hands rent**

It was proposed that the rent be kept at £27,000 for the coming year.

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

**FG041/23** **To consider charges for internal audit by CAPALC**

Charges for the internal audit by CAPALC were accepted.

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

**FG042/23** **BUDGET 2024/25**

a) To consider approval of figures for installation and use of Rialtas finance system.

Signed..... Date.....

It was RESOLVED to recommend the installation of the Rialtas finance system to Full Council.

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

*Cllr Kilmurray joined the meeting at 19.52*

- b) To consider impact of long-term financial strategy report for Melbourn & District Warden Scheme on precept.

It was RESOLVED to propose to Full Council that we continue to precept £7,500 for Melbourn & District Warden Scheme and fund the additional required (£3,000) from the Parish via an application to the Community Grant Funding scheme each year.

Proposed by Cllr Hart, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Hart, Kanagarathnam, Kilmurray

Abstain: Cllr Clark

- c) To consider quotes for resurfacing project on Clear Crescent Play Park and include impact on precept.

It was discussed that funds should be taken from asset reserves for any work and it would be deferred to full council.

- d) To consider a draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

Draft precept calculations were presented by the RFO and discussed, key points were:

- Income to remain at current levels.
- The maintenance costs for tree works are to be consolidated rather than spread across multiple budgets.
- Included in this years precept are the maintenance costs for the Moor Play parks as the new park will soon be out of warrantee.
- Insurance increases were discussed.
- Note was taken that maintenance contracts are due for review in 2024 and increase over the past 3 years should be taken into account, contracts going forward will take rising costs into account.

It was RESOLVED to recommend the draft budget for 2024/25 increased by 4.65% (£5.74 per band D household) to full Council.

Proposed by Cllr Kilmurray, seconded by Cllr Clark, all in favour.

**FG043/23 Policies: To consider and review policies as per Policy Review Schedule**

- a) To consider updates to Financial Regulations as per Hub agreement.

It was RESOLVED to recommend the updates to the Financial Regulations to Full Council.

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

**FG044/23 To note date of next meeting: Monday 18 March 2024**

The date of the next meeting was noted as Monday 18 March 2024.

*Meeting closed 21.27*

Signed..... Date.....