

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
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13 March 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday 18 March 2024, 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 18 March 2024, 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

- FG045/24** To receive and approve apologies for absence
- FG046/24** **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
- FG047/24** **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.
- FG048/24** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 18 December 2023**
- Note corrections made to original DRAFT.  
FG042/23b) – corrections to typo in vote result. Copy & paste error.  
Addition of comment re increase costs to maintenance contracts in FG042/23d).
- FG049/24** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 18 December 2023**
- FG050/24** **To review the Timetable for Recurring Agenda items**
- FG051/24** **To note quarterly VAT return/refund**
- FG052/24** **To note that as the internal audit is not taking place until 20 March the evaluation of the Annual Review of the Effectiveness of Internal Controls will be brought to the June meeting**
- FG053/24** **To receive an update on the Asset Management Reserves**
- FG054/24** **To review the Fixed Asset Register**
- FG055/24** **Policies: To consider and review policies as per Policy Review Schedule**
- a) To note that Financial Regulations are due to be updated and will not be reviewed at this time.
  - b) To consider approving the draft Investment Strategy for 2024/25
  - c) To consider approving the draft Subject Access Request Register
  - d) To consider approving the draft Record of Processing Activities
- FG056/24** **To note date of next meeting: Monday 17 June 2024**