

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
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12 June 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday 17 June 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 17 June 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

- FG001/24** To receive nominations and elect a Chair of the Finance & Good Governance Committee
- FG002/24** To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee
- FG003/24** To receive and approve apologies for absence
- FG004/24** **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
- FG005/24** **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.
- FG006/24** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 18 March 2024**
- FG007/24** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 18 March 2024**
- FG008/24** **To review the Timetable for Recurring Agenda items for 2024/25** – note change from June to July for 2025/26 will be reflected in the next calendar.
- FG009/24** **To note quarterly VAT return/refund**
- FG010/24** **To consider the Internal Auditor's report, note completed AGAR and note dates of public notice**
- FG011/24** **To complete the annual effectiveness of the system of internal controls review**
- FG012/24** **To complete the annual effectiveness of the system of internal audit review**
- FG013/24** **To review the allotment fees**
- FG014/24** **To review the pavilion hire and match fees**
- FG015/24** **To discuss options for future grant funding**
- FG016/24** **Policies: To consider and review policies as per Policy Review Schedule**
  - a) To note Office to review all policies and schedule to create a new policy review schedule and present to committee
  - b) To consider approving the draft Financial Regulations 2024 based on the Model NALC produced in April 2024.
- FG017/24** **To note date of next meeting: Monday 4 November 2024**