

# MELBOURN PARISH COUNCIL

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Parish Clerk: Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

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30 October 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Good Governance Committee to be held on Monday 4 November 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 4 November 2024, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

*Abi Williams*

Clerk to the Parish Council

## FINANCE & GOOD GOVERNANCE COMMITTEE: AGENDA

- FG018/24** To receive and approve apologies for absence
- FG019/24** **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
- FG020/24** **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.
- FG021/24** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2024**
- FG022/24** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 17 June 2024**
- FG023/24** **To consider approving and review the Timetable for Recurring Agenda items for 2024/25**
- FG024/24** **To note quarterly VAT return/refund**
- FG025/24** **To note renewal of annual insurance premium as approved 23 September 2024 (PC084/24d) at a cost of £12,877.18**
- FG026/24** **To review burial fees**
- FG027/24** **To discuss items to be taken into consideration for precept**
- FG028/24** **To consider recommending to Full Council that we accept the NALC local government pay agreement 2024/25**
- FG029/24** **To consider recommendation to Full Council an IT equipment upgrade for Parish Office and to consider increased costs due to new staff member**
- FG030/24** **To discuss options for future grant funding**

**FG031/24 Policies: To consider and review policies as per Policy Review Schedule**

- a) To consider updates to the Investment Strategy
- b) To consider updates to Financial Risk Assessment
- c) To consider updates to the F&GG TOR
- d) To note Financial Regulations to be updated when new Rialtas system is installed and working to allow for changes to process to be reflected in regulations (Current version January 2024).

**FG032/24 To note date of next meeting: Monday 16 December 2024 (Precept setting)**