



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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11 December 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 16 December 2024 at 10am** 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 the Parish Council Meeting to be held on **Monday 16 December 2024 at 10am** 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

FG033/24 To receive and approve apologies for absence

FG034/24 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

FG035/24 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.

FG036/24 To approve the minutes of the Finance & Good Governance Committee meeting held on 4 November 2024

FG037/24 To report back on the minutes of the Parish Council meeting on 4 November 2024

FG038/24 To review the Timetable for Recurring Agenda items

- a) To note Annual Review of Effectiveness of Internal Review was accepted in June 2024 (PC039/24d) – will be included as timetabled for 2025.

FG039/24 To note VAT return / refund

FG040/24 To consider a review of Little Hands rent

FG041/24 To consider actions in relation to Internal Audit

- a) To receive the complete Internal Auditors report 2023/24.
- b) To consider charges for internal audit to be completed by CAPALC

FG042/24 BUDGET 2025/26

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

FG043/24 Policies

- a) To consider updates to Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council.
- b) To review Risk Management Policy (Document 4.19) and consider recommendation to Full Council.
- c) To consider updates to Model Publication Scheme Policy (Document 4.07) and to recommend to Full Council.
- d) To consider updates to the [Local Government Transparency - Melbourn Parish Council](#) page on website.

FG044/24 To consider re-scheduling of meeting planned for Monday 17 March 2025 to Tuesday 22 April 2025 to reflect the updated timetable for recurring items as approved FG050/24).