



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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15 April 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Tuesday 22 April 2025 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 the Parish Council Meeting to be held on **Tuesday 22 April 2025 at 7.30pm** 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

- FG045/25 To receive and approve apologies for absence**
- FG046/25 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
- FG047/25 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.
- FG048/25 To approve the minutes of the Finance & Good Governance Committee meeting held on 16 December 2024**
- FG049/25 To report back on the minutes of the Parish Council meeting on 16 December 2024**
- FG050/25 To review the Timetable for Recurring Agenda items**
- FG051/25 To note VAT return / refund**
- FG052/25 To receive an update on the Asset Management Reserves**
- FG053/25 To review Fixed Asset Register**
- FG054/25 To consider approving annual effectiveness of internal controls review.**
- FG055/25 To consider moving F&GG meetings to Tuesday evenings going forwards.**
- FG056/25 Policies**
- a) To note new NALC Model Financial Regulations released 5 March 2025 – to be reviewed by RFO and considered at July F&GG Committee meeting.
 - b) To consider approving draft Investment Strategy for 2025/26 (6 month review).
 - c) To consider approving changes to Document 4.04 Expenses Policy. *(review date and reference to petty cash removed)*
 - d) To consider approving changes to Document 4.06 Gifts and Hospitality Policy. *(review date and formatting changes only)*
 - e) To consider approving changes to Document 4.08 Publication of information and request of information. *(review date and formatting changes only)*
 - f) To consider approving changes to Document 4.09 Modern Slavery Statement. *(review date and updates to definitions to reflect guidance updates)*
 - g) To consider approving changes to Document 4.11 Records management and disposal policy. *(review date and minor additions only)*
 - h) To consider approving changes to Document 4.29 Policy and Procedure Bank Reconciliations. *(review date and removal of reference to pre-paid debit cards only)*

- i) To consider approving changes to Document 4.35 Credit Card Policy and Procedure to reflect changes to credit card and pre-paid debit cards practices as agreed on item PC075 24a). *(review date and content changes to reflect current credit card use)*
- j) To consider approving changes to Document 4.37 Asset Management Reserve Policy. *(review date and addition of reduction of £5,000 minimum spend)*
- k) To consider approving changes to Document 4.38 Subject Access Request Register. *(review date change only)*
- l) To consider approving changes to Document 6.10 Terms of Reference for Internal Audit. *(review date change only)*
- m) To consider approving changes to Document 6.11 Futures Working Party Terms of Reference. *(review date and change only)*
- n) To consider approving updates to Document 8.15 General Risk Register. *(full review required)*
- o) To consider approving updates to Document 2.00 Standing Orders as adapted from NALC Model Standing Orders 2025 Update. *(full review required)*

FG057/25 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 22 July 2025 (assuming resolution to accept FG055).