



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Finance & Good Governance Committee held on Tuesday 22 April, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Clark, Kanagarathnam (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Shelley Coulman (RFO)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:32

FG045/25 To receive and approve apologies for absence

Apologies were received from Cllrs Campbell, Hart and Kilmurray with acceptable reasons given. It was RESOLVED to accept apologies from Cllrs Campbell, Hart and Kilmurray. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

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

None received.

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.

No members of the public present.

FG048/25 To approve the minutes of the Finance & Good Governance Committee meeting held on 16 December 2024

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 16 December 2024 as an accurate record.

Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.

FG049/25 To report back on the minutes of the Parish Council meeting on 16 December 2024

Nothing to report.

FG050/25 To review the Timetable for Recurring Agenda items

Timetable reviewed and accepted as presented.

FG051/25 To note VAT return / refund

It was noted that the February 2025 refund of £4,661.05 was received. The next VAT return will be submitted after year end.

FG052/25 To receive an update on the Asset Management Reserves

RFO reported no spend from Asset Management Reserves (AMR) – the £5,000 minimum spend is to be reviewed in item FG056/25j) to allow for smaller projects to be considered for the AMR. It was highlighted that the Croyland report would drive asset management but that independent review of the need for works should still be conducted. **ACTION:** Plan to renew the asset management report should be included for 2026.

FG053/25 To review Fixed Asset Register

The updated fixed asset register was noted.

Signed..... Date.....

FG054/25 To consider approving annual effectiveness of internal controls review.

The Clerk and RFO presented the completed annual effectiveness of the system of internal controls review and highlighted suggested actions.

It was RESOLVED to recommend the annual effectiveness of the system of internal controls review to Full Council.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG055/25 To consider moving F&GG meetings to Tuesday evenings going forwards.

It was RESOLVED to move F&GG meetings to Tuesday evenings going forwards.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

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.
It was noted.
- b) To consider approving draft Investment Strategy for 2025/26 (6 month review).
It was noted that the Investment Strategy for 2025/26 as presented in November 2024 under item FG031/24a) is still valid.
It was RESOLVED to recommend the Investment Strategy as stands to Full Council.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.
- c) To consider approving changes to Document 4.04 Expenses Policy. *(review date and reference to petty cash removed)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.04 Expenses Policy.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- d) To consider approving changes to Document 4.06 Gifts and Hospitality Policy. *(review date and formatting changes only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.06 Gifts and Hospitality Policy.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.
- e) To consider approving changes to Document 4.08 Publication of information and request of information. *(review date and formatting changes only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.08 Publication of information and request of information.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- f) To consider approving changes to Document 4.09 Modern Slavery Statement. *(review date and updates to definitions to reflect guidance updates)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.09 Modern Slavery Statement.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- g) To consider approving changes to Document 4.11 Records management and disposal policy. *(review date and minor additions only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.11 Records management and disposal policy.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour
- 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)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.29 Policy and Procedure Bank Reconciliations.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- 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)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.35 Credit Card Policy and Procedure.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- j) To consider approving changes to Document 4.37 Asset Management Reserve Policy. *(review date and addition of reduction of £5,000 minimum spend)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.37 Asset Management Reserve Policy.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour

- k) To consider approving changes to Document 4.38 Subject Access Request Register. *(review date change only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 4.38 Subject Access Request Register.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- l) To consider approving changes to Document 6.10 Terms of Reference for Internal Audit. *(review date change only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 6.10 Terms of Reference for Internal Audit.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour
- m) To consider approving changes to Document 6.11 Futures Working Party Terms of Reference. *(review date and change only)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 6.11 Futures Working Party Terms of Reference.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour
- n) To consider approving updates to Document 8.15 General Risk Register. *(full review required)*
It was RESOLVED to recommend to Full Council to accept the changes to Document 8.15 General Risk Register.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour
- o) To consider approving updates to Document 2.00 Standing Orders as adapted from NALC Model Standing Orders 2025 Update. *(full review required)*
It was RESOLVED to recommend to Full Council to accept the changes to 2.00 Standing Orders as adapted from NALC Model Standing Orders 2025 Update.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour

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

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 22 July 2025.

Meeting closed 20:02