



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

👤 Abi Williams, Clerk  
👤 Alex Coxall, Deputy Clerk  
✉️ parishclerk@melbournparishcouncil.gov.uk  
☎️ 01763 263303, ext 3  
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16 July 2025

**Dear Councillor**

You are hereby summoned to attend the Parish Council Meeting to be held on **Tuesday 22 July 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 July 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**

- FG001/2526** To receive nominations and elect a Chair of the Finance & Good Governance Committee
- FG002/2526** To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee
- FG003/2526** To receive and approve apologies for absence
- FG004/2526** **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
- FG005/2526** **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.
- FG006/2526** To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 22 April 2025.
- FG007/2526** To consider changes to the Timetable for Recurring Agenda items.
- FG008/2526** To note VAT return / refund.
- FG009/2526** To consider the Internal Auditors report, note completed AGAR and record dates of public notice.
- FG010/2526** To review and consider allotment fees.
- FG011/2526** To review and consider pavilion hire and match fees.
- FG012/2526** To update on future of grant funding.
- FG013/2526** **Policies**
- a) To consider recommending to full council to adopt the updated and amended Financial Regulations based on the NALC Model Financial Regulations published in March 2025.
  - b) To consider recommending to full council to adopt updates to Document 4.03 Community Grant Policy.
  - c) To consider recommending to full council to adopt updates to Document 4.33 Income and Receipts Procedure.
- FG014/2526** To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 4 November 2025 at 7.30pm.