



🏠 **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**
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE (District of South Cambridgeshire)

A meeting of the Finance & Good Governance Committee held on Tuesday 22 July 2025, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Campbell, Clark, Kanagarathnam (Chair), Redelinghuys

Absent:

In attendance: Abigail Williams (Clerk)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:30

- FG001/2526** To receive nominations and elect a Chair of the Finance & Good Governance Committee
Cllr Kanagarathnam was nominated. There were no other nominations.
It was **RESOLVED** to elect Cllr Kanagarathnam as Chair of the Finance & Good Governance Committee for the civic year 2025/2026.
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.
- FG002/2526** To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee
Item deferred.
- FG003/2526** To receive and approve apologies for absence
Apologies were received from Cllrs Hart, Kilmurray and RFO Shelley Coulman with acceptable reasons given.
It was **RESOLVED** to accept apologies from Cllrs Hart, Kilmurray and RFO.
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.
- 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
None declared.
- 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.
No members of the public present.
- FG006/2526** To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 22 April 2025.
Nothing to report.
It was **RESOLVED** to approve the minutes of the Finance and Good Governance Committee Meeting held on the 22 April 2025 as an accurate record.
Proposed by Cllr Alexander, seconded by Cllr Redelinghuys. All in favour.
- FG007/2526** To consider changes to the Timetable for Recurring Agenda items.
It was **RESOLVED** to accept the timetable changes as suggested.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- FG008/2526** To note VAT return / refund.
It was noted that the May 2025 refund of £6,140.47 was received.
- FG009/2526** To consider the Internal Auditors report, note completed AGAR and record dates of public notice.
Internal Auditors report received, actions noted.

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

FG010/2526 To review and consider allotment fees.

Comparison was made against other local allotment sites, consideration taken for rising upkeep costs.

It was RESOLVED to recommend to Full Council an increase of £2.00 for a St Georges plot (rising to £36.00) and £2.00 for a Grays plot (rising to £30.00).

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

FG011/2526 To review and consider pavilion hire and match fees.

It was decided to defer this item until talks could take place with Dynamos Football Team and Melbourn Football Club to negotiate the current grounds maintenance responsibilities and confirm use of the pavilion. ACTION: Chair and Clerk to meet with groups to discuss.

FG012/2526 To update on future of grant funding.

Clerk reported an attempt to contact River Mel Solar – unfortunately no return communication as yet. ACTION: Clerk to continue contacting River Mel Solar with regard to future community grants opportunities.

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.

It was RESOLVED to recommend to Full Council to accept the changes to the Model Financial Regulations.

Proposed by Cllr Campbell, seconded by Cllr Redelinghuys. All in favour.

- b) To consider recommending to full council to adopt updates to Document 4.03 Community Grant Policy.

It was RESOLVED to recommend to Full Council to accept the changes to Document 4.03 Community Grant Policy.

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

- c) To consider recommending to full council to adopt updates to Document 4.33 Income and Receipts Procedure.

It was RESOLVED to recommend to Full Council to accept the changes to Document 4.33 Income and Receipts Procedure.

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

FG014/2526 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 4 November 2025 at 7.30pm.

The date of the next Finance and Good Governance Committee Meeting was noted as Tuesday 4 November 2025.

Meeting closed 20:02