

Melbourn Parish Council – Finance and Good Governance Committee

Timetable for Recurring Agenda Item - Meeting dates July, November, December, April (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting	FGGC meeting
Election of Chair of FGGC	Statutory		July
Internal audit report – year end Not in TOR	Consideration of recommendations		July
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Before September	July
Annual review of Pavilion hire /match fees	For recommendation to PC	Before August	July
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		July
VAT return/refund	Quarterly check that VAT return/refund has been made		July
Future grant funding	Discuss future grant funding for when there is no longer money from the Solar farm		July
Review of Financial Risk Assessment	Recommendation to PC		November
Annual Review of burial fees	Recommendation to PC		November
Review of FGGC terms of reference	Recommendation to PC		November
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		November
VAT return/refund	Quarterly check that VAT return/refund has been made		November
Policy reviews – investment strategy	Recommendation to PC	November (review 6 monthly)	November
Receive External Auditors report	Consider actions	December	November
Annual Review of Effectiveness of Internal Audit		December	November
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	April	November
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	December
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	December
Annual review of Little Hands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date	December
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	December
Publication of information - Transparency Code 2015	Update statutory information	Jan	December
Review of Fixed Assets Register	Ensure it is up-to-date	Prior to AGAR	April
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC		April
VAT return/refund	Quarterly check that VAT return/refund has been made		April
Policy reviews – investment strategy	Recommendation to PC	April (review 6 monthly)	April
Review of Insurance Arrangements	Recommendation of changes to PC – renewal due Oct	September	April

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG July 2025