



🏠 **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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29 October 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Tuesday 4 November 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 4 November 2025** 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

- FG015/2526** To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee
- FG016/2526** To receive and approve apologies for absence
- FG017/2526** **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
- FG018/2526** **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.
- FG019/2526** To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 22 July 2025.
- FG020/2526** To receive the Timetable for Recurring Agenda items and consider actions.
- FG021/2526** To note VAT return / refund.
- FG022/2526** **Insurance**
a) To note renewal of annual insurance premium as approved 29 September 2025 (PC078/2526c) at a cost of £13,562.35.
b) To note report on asset valuation and consider impact on insurance premium.
- FG023/2526** To receive external auditors report and consider actions.
- FG024/2526** To review and consider burial fees.
- FG025/2526** To complete annual review of Effectiveness of Internal Audit.
- FG026/2526** To complete annual review of Effectiveness of Internal Controls.
- FG027/2526** To discuss items to be taken into consideration for precept.
- FG028/2526** **Governance**
a) To consider moving maintenance budget for Melbourn Community Hub to the Maintenance Committee considering possible changes to Terms of Reference.
- FG029/2526** **Policies**
a) To review and consider Financial Risk Assessment.
b) To review and consider Finance & Good Governance Terms of Reference.
c) To review and consider proposed Investment Strategy 2026/27.
- FG030/2526** To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 16 December 2025 at 7.30pm.