



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
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11 November 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Tuesday 16 December 2025 at 7.30pm** in the **Dickens 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 16 December 2025 at 7.30pm** in the **Dickens 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

FG031/2526 To receive and approve apologies for absence

FG032/2526 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

FG033/2526 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.

FG034/2526 To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 4 November 2025.

FG035/2526 To receive the Timetable for Recurring Agenda items and consider actions.

FG036/2526 To note VAT return / refund.

FG037/2526 To review and consider Little Hands rent.

FG038/2526 To consider actions in relation to internal audit

- a) To consider recommending the appointment of CAPALC as Internal Auditors for 2025/26

FG039/2526 BUDGET 2026/27

- a) To receive South Cambridgeshire District Council request for precept figures and tax base calculation for 2026/27.
- b) To consider draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

FG040/2526 Policies

- a) To review and consider updates to Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council.
- b) To review and consider updates to Risk Management Policy (Document 4.19) and to recommend to Full Council.
- c) To note review of Model Publication Scheme Policy (Document 4.07) is due but is deferred until new IT Policy is in place due to references to current policy.

FG041/2526 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 21 April 2026 at 7.30pm.