



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉️ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎️ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://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 16 December 2025, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

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

**Absent:**

**In attendance:** Abigail Williams (Clerk), Shelley Coulman (RFO)

**FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES**

*Meeting started 19:31*

**FG031/2526** To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Hart and Redelinghuys with acceptable reasons given.

It was RESOLVED to accept apologies from Cllrs Barnes, Hart and Redelinghuys.  
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

**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

None received.

**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.

No members of the public present.

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

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 4 November 2025 as an accurate record.

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

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

Small change to recurring agenda items was approved.

Cllr Clark asked if the meeting in December could be moved to earlier in the year. RFO reported that the current timetable for works was appropriate. A review could take place in future if it was felt necessary.

It was RESOLVED to approve the changes to the timetable for recurring agenda items.  
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

**FG036/2526** **To note VAT return / refund.**

It was noted that the October 2025 refund of £5,685.74 had been received.

**FG037/2526** **To review and consider Little Hands rent.**

It was RESOLVED that it would be recommended to full Council that Little Hands rent would be increased by £1,107 (4.1%), an increase from £27,000 to £28,107 – to be reviewed in 12 months.

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

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

**FG038/2526 To consider actions in relation to internal audit**

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

It was RESOLVED to recommend to Full Council to appoint CAPALC as Internal Auditor for 2025/26. Cost breakdown received with final costs available after the audit has taken place. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG039/2526 BUDGET 2026/27**

- a) To receive South Cambridgeshire District Council request for precept figures and tax base calculation for 2026/27.

Request for precept figures received. Tax base calculation for 2026/27 reviewed and agreed as no action required.

- b) To consider draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

Draft precept calculations were presented by the RFO, key points included:

- RFO noted that improvements had been made to the allocation of budget funds to different areas and explained some of the variances between current and next years figures.
- Income to remain around current levels but reflecting small increase to Little Hands rent.
- Consideration should be taken of growing office requirements – reserve to be created to cover any future costs for increased office space / alternative working arrangements.
- Inclusion of reserve funds for Local Highways Improvement projects to be precepted over two years to reduce potential impact on precept.
- Importance of investing in a strategic plan was discussed – highlighting the need to review current asset portfolio and look for ways to develop offerings for the community. Funds have been allocated to this project for 2026/27.

It was RESOLVED to recommend the draft budget for 2026/27 of £367,776, increased from 2025/26 by 5.01% (£17,559) to Full Council.

Proposed by Cllr Clark, seconded by Cllr Campbell, all in favour.

**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.

It was RESOLVED to approve the changes to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council. Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

- b) To review and consider updates to Risk Management Policy (Document 4.19) and to recommend to Full Council.

It was RESOLVED to approve the changes to the Risk Management Policy (Document 4.19) and to recommend to Full Council.

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

- 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.

It was noted that a review of the Model Publication Scheme Policy (Document 4.07) will follow the creation of a new IT policy to be presented in the New Year in order to reflect any changes.

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

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 21 April 2026.

*Meeting closed 20:49*