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

A meeting of the Finance & Good Governance Committee held on Tuesday 21 April 2026, at 7:30pm in the Dickens Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Clark, Kanagarathnam (Chair), Redelinghuys
Absent:
In attendance: Abigail Williams (Clerk), Shelley Coulman (RFO), Lucy Capper (Finance Assistant)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:32

FG042/2526 To receive and approve apologies for absence

Apologies were received from Cllrs Campbell, and Hart with acceptable reasons given.
It was RESOLVED to accept apologies from Cllrs Campbell, and Hart.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG043/2526 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.

FG044/2526 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.

FG045/2526 To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 16 December ~~2024~~ 2025

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 16 December 2025 as an accurate record.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.

Shelley Coulman (RFO) joined the meeting 19:34

FG046/2526 To review the Timetable for Recurring Agenda items

Timetable noted.

FG047/2526 To note VAT return / refund

It was noted that the January 2026 refund of £4,378.60 had been received.

FG048/2526 To receive an update on Reserves

RFO provided a verbal report to update on the progression of updating the reserves information. RFO and Clerk met with s106 Officer from South Cambridgeshire District Council who shared information required. RFO continuing to work towards a report for presentation to Council.

FG049/2526 To review and recommend to Full Council the current Fixed Asset Register

The Fixed Asset Register was reviewed. In the move from a spreadsheet register to software-based register it is apparent that a full asset inventory is required. The current register is appropriate and up to date but could be improved with historic disposals suitably recorded.
It was RESOLVED to be recommended approval of the Fixed Asset Register to Full Council
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG050/2526 To review insurance arrangements and consider any recommendations

The current insurance arrangements were reviewed, reimbursement based on updated reinstatement costs were noted.
It was RESOLVED to proceed with insurance arrangements as presented.
Proposed by Cllr Redelinghuys, seconded by Cllr Clark. All in favour.

FG051/2526 To review documents published under Local Government Transparency Code 2015

Documents were reviewed. Addition of senior salaries statement was noted. The Fixed Asset Register for the financial year will be published if approved by Full Council as recommended under FG049/2526.

FG052/2526 Policies

a) To consider approving review of Investment Strategy for 2026/27 (6 month review).

It was RESOLVED to recommend the Investment Strategy as it stands to Full Council.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.

b) To consider approving update to Document 4.01 Policy for Creation, Revision and Review of Documents.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.01 Policy for Creation, Revision and Review of Documents.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

c) To consider approving update to Document 4.04 Expenses Policy.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.04 Expenses Policy.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.

d) To consider approving update to Document 4.06 Gifts and Hospitality Policy.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.06 Gifts and Hospitality Policy.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.

e) To consider approving update to Document 4.09 Modern Slavery Statement.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.09 Modern Slavery Statement.
Proposed by Cllr Alexander, seconded by Cllr Redelinghuys. All in favour.

f) To consider approving update to Document 4.14 Reserves Policy.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.14 Reserves Policy
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

g) To consider approving update to Document 4.37 Asset Management Reserve Policy.

It was RESOLVED to recommend to Full Council to accept the update to Document 4.37 Asset Management Reserve Policy.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.

h) To consider approving update to Document 6.10 Terms of Reference for Internal Audit.

It was RESOLVED to recommend to Full Council to accept the update to Document 6.10 Terms of Reference for Internal Audit.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.

i) To consider approving update to Document 6.11 Futures Working Party Terms of Reference.

It was RESOLVED to recommend to Full Council to accept the update to Document 6.11 Futures Working Party Terms of Reference.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

j) To consider approving updates to Document 8.15 General Risk Register.

It was RESOLVED to recommend to Full Council to accept the update to Document 8.15 General Risk Register.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.

k) To consider approving updates to Document 1.0 Members Code of Conduct.

It was RESOLVED to recommend to Full Council to accept the update to Document 1.0 Members Code of Conduct.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.

FG053/2526 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 21 July 2026.

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

Meeting closed 19:58