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	F&GG meeting
Election of Chair of F&GG	Statutory requirement		July
Internal audit report – if available	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	Review policies delegated to F&GG		July
VAT return/refund	Quarterly check that VAT return/refund has been made		July
Future grant funding	Discuss future grant funding		July
Review of Financial Risk Assessment	Recommendation to PC		November
Annual Review of burial fees	Recommendation to PC		November
Review of F&GG terms of reference	Recommendation to PC		November
Policy reviews/risk assessments	Review policies delegated to F&GG		November
VAT return/refund	Quarterly check that VAT return/refund has been made		November
Policy reviews – investment strategy (6 monthly)	Recommendation to PC	November	November
Receive External Auditors report – if available	Consider actions		November
Annual Review of Effectiveness of Internal Audit	For recommendation to PC and instructing IA.	November	November
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	April	November
Review of draft Precept for proposal	Recommendation to PC	Mid Jan	December
Policy reviews/risk assessments	Review policies delegated to F&GG		December
Annual review of Little Hands rent	For recommendation to PC in Jan		December
VAT return/refund	Quarterly check that VAT return/refund has been made		December
Review of Fixed Assets Register	Ensure it is up-to-date	Prior to AGAR	April
Policy reviews/risk assessments	Review policies/risk assessment delegated to F&GG		April
VAT return/refund	Quarterly check that VAT return/refund has been made		April
Policy reviews – investment strategy (6 monthly)	Recommendation to PC	April	April
Review of Insurance Arrangements	Recommendation of changes to PC – renewal due Oct	September	April
Publication of information - Transparency Code 2015	Update statutory information	Prior to AGAR	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 November 2026