

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 11 June 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

**Present:** Cllrs Norman (Chair), Clark, Sherwen, Stead, Kilmurray

**Absent:** None.

**In attendance:** Mr Simon Crocker - Parish Clerk. There were no members of the public in attendance.

**FG001/18 To receive nominations and to elect the Chair of the Finance & Good Governance Committee**

Cllr Norman was nominated for this meeting only. There were no other nominations.

It was:

**RESOLVED** that Cllr Norman be elected Chair for the current meeting

*Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.*

**FG002/18 To receive nominations and to elect the Vice-Chair of the Finance & Good Governance Committee**

It was:

**RESOLVED** not to elect a Vice-Chair.

*Proposed by Cllr Kilmurray, seconded by Cllr Stead – All in favour.*

**FG003/18 To receive and approve apologies for absence**

There were no apologies

**FG004/18 To receive any Declarations of Interest and Dispensations**

There were no declarations of interest and no requests for dispensation.

**FG005/18 To approve the minutes of the Finance & Good Governance Committee Meeting on 9 Jan 2018**

A typographical error was noted on page 1, line 5, item FG27/17. The word 'could' should read 'should'. The error was corrected by hand and initialed by the Chair.

It was:

**RESOLVED** that the minutes as amended of the Finance and Good Governance Committee meeting held on 9 Jan 2018 be approved as a correct record and duly signed by the Chair.

*Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.*

**FG006/18 To report on the minutes of the Finance & Good Governance Committee Meeting on 9 April 2018**

The Chair reported that the minutes of the Finance and Good Governance Committee meeting held on 20 November 2017 had not yet been approved. It was **noted** that this would happen at the next meeting.

**FG007/18 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)**

There were no members of the public in attendance

**FG008/18 Policies:**

a) To review the Terms of Reference of the Finance & Good Governance Committee

The Terms of reference for the Committee were reviewed and a number of suggested amendments put forward.

Signed:..... Dated: 05/11/2018

**ACTION:** Parish Clerk to draft TOR's according to amendments suggested.

It was:

**RESOLVED** that the Committee TOR's would be amended and presented to Council for ratification at a future meeting.

*Proposed by Cllr Clark, seconded by Cllr Stead – All in favour*

- b) To consider draft updated standing orders based on the newly released model (April 2018)

Standing orders based on a newly released model were reviewed. Members made a range of comments and suggestions for amendment.

It was:

**RESOLVED** that the suggested amendments be incorporated and the new standing orders be presented to Council for ratification at a future meeting

*Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour*

- c) To consider a draft CCTV policy

A draft policy was considered. Members indicated they were happy with the draft and felt for completeness, an implementation plan should be included.

**ACTION:** Parish Clerk to source and procure CCTV signs.

It was:

**RESOLVED** to adopt the draft policy subject to the addition of an implementation plan

*Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour*

- d) General Data Protection regulations: To receive a report from the Parish Clerk on readiness.

The Parish Clerk reported that the Local Council Public Advisory Service (LCPAS) had been appointed as the Parish Council's Data Protection officer for an initial period of 12 months. The Clerk further reported that Privacy statements and consent logs had now been implemented and a site audit by LCPAS was planned for later in the year.

The report was **noted**.

#### **FG009/18 Finance Matters:**

- a) To review the priority maintenance spend programme

The Committee considered the progress made on the priority spend programme with regard to scheduled and identified maintenance to Parish Council assets, and considered what role the newly formed maintenance committee might play in the process. Funding sources were reviewed and the question of whether to transfer funds from the Asset Management Fund (AMF) to pay for renovations / remedial work was considered. It was also debated whether unused funds from the neighbourhood plan should be transferred into the AMF.

It was:

**RESOLVED** that the Maintenance Committee should take over the production of the Priority Spend Programme, with the Finance & Good Governance Committee adopting more of a scrutiny based role

*Proposed by Cllr Clark, seconded by Cllr Sherwen – All in favour.*

**AND**

**RESOLVED** that a recommendation be put forward to Full Council that the remedial work / renovations proceed, with funds coming from the AMF

*Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.*

**AND**

**RESOLVED** that unused funds from the neighbourhood plan be transferred to the AMF

*Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.*

- b) To consider the Parish Councils strategy for renewing insurance provision

Committee noted that the Parish Council was coming to the end of its fixed 3-year plan of insurance provision. Suggestions were made that Quotes should be sought from Norris and Fisher as well as Came & Co. This would result in multiple quotes being obtained.

It was:

**RESOLVED** that quotes be obtained from Came & Co and Norris & Fisher

*Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.*

#### **FG010/18 Governance and Accountability Matters:**

Signed:..... Dated: 05/11/2018

- a) To consider appointing Canalbs Ltd to undertake a mid-term audit and compliance visit

It was:

**RESOLVED** that Canalbs Ltd be appointed to undertake a mid-term audit and compliance visit to take place in November or December

*Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour.*

- b) To consider the mechanism for reviewing the effectiveness of internal audit

The Parish Clerk reported on the need for the Parish Council to review the effectiveness of the internal audit process as set out in the latest edition of Governance and Accountability for smaller authorities in England. It was noted that current guidance is that this process should not be undertaken by a Council Officer.

It was:

**RESOLVED** that Cllrs Kilmurray and Norman draft an appropriate mechanism for review, to be presented to a future Committee Meeting.

*Proposed by Cllr Clark, seconded by Cllr Stead – All in Favour.*

**FG011/18 Parish Council Website: To consider readiness to change hosting companies**

It was:

**RESOLVED** that the Parish Clerk be delegated authority to proceed with the change of web hosts.

*Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.*

**FG012/18 Maintenance Contracts: To receive an update from the Parish Clerk**

The Parish Clerk reported that the new maintenance contracts were now in effect and details of the successful bids would be announced at the forthcoming meeting of the Full Council.

The Report was **noted**.

The Chair closed the meeting at **21:25**