

# MELBOURN PARISH COUNCIL

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Clerk: Simon Crocker  
Melbourn Parish Council  
Melbourn Community Hub  
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Please note: New Parish Office opening hours: **Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00**  
Alternatively, please call to arrange an appointment.

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30 October 2018

## Dear Councillor

You are hereby summoned to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 05 November 2018** at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby invited to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 05 November 2018** at 7.30pm in the large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

 Simon Crocker, Parish Clerk to the Parish Council

## AGENDA

- FG013/18 To receive nominations and to elect the Chair of the Finance & Good Governance Committee**
- FG014/18 To receive and approve apologies for absence**
- FG015/18 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
- FG016/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 11 June 2018**
- FG017/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 11 June 2018**
- FG018/18 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)**
- FG019/18 Policies:**
- a) To consider an updated policy review schedule  
b) To consider draft updated Financial Regulations  
c) To consider a draft updated Financial Risk Assessment  
d) To review the Financial reserves policy
- FG020/18 Governance Matters:**
- a) To consider correspondence regarding car park rates  
b) To consider a draft policy for evaluating the effectiveness of internal audit  
To consider a draft letter of appointment of an internal auditor
- FG021/18 Accountability Matters:**
- a) To receive updated risk assessments.
- FG022/18 To note date of next meeting: 17<sup>th</sup> December 2018**