

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 05 November 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 Clark (Chair), Norman, Stead, Kilmurray

Absent: None.

In attendance: Simon Crocker - Parish Clerk, Gabrielle van Poortvliet – RFO. There were no members of the public in attendance.

FG013/18 To receive nominations and to elect the Chair of the Finance & Good Governance Committee

Cllr Clark was nominated, there were no other nominations.

It was:

RESOLVED that Cllr Clark be elected Chair of the Finance & Good Governance Committee

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

FG014/18 To receive and approve apologies for absence

There were no apologies

FG015/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

FG016/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 11 June 2018

It was:

RESOLVED that the minutes of the Finance & Good Governance Committee Meeting held on 11 June 2018 be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Norman, seconded by Cllr Stead – All in favour.

FG017/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 11 June 2018

The Parish Clerk reported that the terms of reference for the Finance & Good Governance Committee had been adopted by Full Council at the meeting held on 24 September 2018. The report was **noted**.

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)

There were no members of the public present

FG019/18 Policies:

a) To consider an updated policy review schedule

It was:

RESOLVED that the policy review schedule be adopted and implemented

Proposed by Cllr Norman, seconded by Cllr Stead – All in favour.

b) To consider draft updated Financial Regulations

It was suggested that the following amendments be made:

Paragraph 4.1 – Clerk spending authority to be set at £200

Signed:..... Dated: 17/12/2018

Paragraph 14.2 – Tangible moveable property limit be set to £500

It was:

RESOLVED that the draft financial regulations be adopted as amended.

Proposed by Cllr Norman, seconded by Cllr Kilmurray – All in favour.

c) To consider a draft updated Financial Risk Assessment

It was:

RESOLVED to adopt the draft financial risk assessment and send to Full Council for noting.

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

d) To review the Financial reserves policy

It was:

RESOLVED that the financial reserves policy be ratified

Proposed by Cllr Stead, seconded by Cllr Norman – All in favour.

FG020/18 Governance Matters:

a) To consider correspondence regarding car park rates

An initial response to the challenge to an increase in rateable value of the car park, made in November 2017, was considered. The valuation office had requested any further supporting information by 19th Nov 2018. Members commented that the lease required the car park to be free of charge and this was not reflected in the rateable value.

It was:

RESOLVED that a copy of the car park lease be submitted as evidence and the Parish Clerk take advice from a business rates officer at South Cambs District Council.

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

b) To consider a draft policy for evaluating the effectiveness of internal audit

A member commented that the review schedule for the policy should be amended to read 12 months not 36.

It was:

RESOLVED that the policy be adopted as amended

Proposed by Cllr Norman, seconded by Cllr Kilmurray – All in favour.

To consider a draft letter of appointment of an internal auditor

A draft terms of reference, to be appended to any letter of appointment, was considered. Members requested further information on proposed measures to combat fraud.

It was:

RESOLVED that the RFO provide the requested information and a revised terms of reference be considered at the next committee meeting

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

FG021/18 Accountability Matters:

a) To receive updated risk assessments.

An updated Community Pavilion Risk Assessment was considered. Members requested it be updated to show the frequency of fire extinguisher inspections and servicing.

ACTION – Parish Office to update the risk assessment as above.

The Risk Assessment was **noted**.

FG022/18 To note date of next meeting: 17th December 2018

Signed:..... Dated: 17/12/2018