

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 17 December 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), Cowley, Kilmurray, Norman, Stead

Absent: None.

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

FG023/18 To receive and approve apologies for absence

There were no apologies

FG024/18 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.

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

FG025/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 05 November 2018

It was:

RESOLVED that the minutes of the Finance & Good Governance Committee Meeting held on 05 November 2018 be approved as a correct record and duly signed by the Chair.

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

FG026/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 05 November 2018

The Parish Clerk reported that the challenge to the rateable value of the village car park had been unsuccessful (agenda item FG020 18a: 05/11/2018). Should Council wish to appeal then the deadline for doing so is April 2019. The Clerk further reported that the element of rate relief applied to the car park was unclear, and may not affect the overall bill despite the increase.

It was:

RESOLVED that the Parish Clerk investigate and establish the best possible element of rate relief and report back to a future meeting in order that a decision may be made on whether to proceed with appeal.

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

FG027/18 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.

FG028/18 Governance Matters

a) To consider an updated terms of reference for internal audits

It was:

RESOLVED to adopt the terms of reference.

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

FG029/18 Finance Matters:

Signed:..... Dated: 21/01/2019

a) To consider the need for an investment strategy.

The Parish Clerk reported on guidance published by the SLCC and central government on local Council's obligations regarding investments and recommended Committee consider this in light of forthcoming s106 monies.

ACTION: Parish Clerk and RFO jointly prepare an issues and options report for consideration at the February Committee meeting.

b) To consider a first revision of the estimates of income and expenditure for financial year 2019/2020

Committee went through a draft budget line by line. Queries raised were answered by the RFO and Parish Clerk.

Suggested amendments were:

- Cost code 5000 (IT support) to be increased from £1,000 to £1,300 to reflect implementation of a third workstation.

ACTION: Finance Committee to look at Hub requirements and rank.

ACTION: Review of Littlehands Lease to be scheduled for a future meeting

It was:

RESOLVED to recommend the draft budget as amended for ratification and adoption at the meeting of the Full Council scheduled for 28th Jan 2018

Proposed by Cllr Cowley, seconded by Cllr Norman – All in favour

AND

RESOLVED that the RFO be thanked for her hard work in preparing a comprehensive and exhaustive draft budget

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

FG030/18 To note date of next meeting: 21st January 2019

The Chair closed the meeting at 20:30