

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 08 April 2019 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

Absent: None.

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

FG040/18 To receive and approve apologies for absence

There were no apologies

FG041/18 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

FG042/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 11 March 2019

It was:

RESOLVED that the minutes of the Finance & Good Governance Committee meeting held on 11th March 2019 be approved as a correct record and duly signed by the Chair
Proposed by Cllr Kilmurray, seconded by Cllr Cowley – All in favour

FG043/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 11 March 2019

The Parish Clerk reported back that the level of rates relief applied to the Parish Council's properties was 49.1%

FG044/18 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

FG045/18 Policy Reviews: To review Parish Council policies and make recommendations on updates

a) Facebook Policy

Committee recommended the policy be renamed 'The Social Media Policy', and be updated to include platforms other than Facebook, with a review frequency of two years

b) Gifts & Hospitality Policy

The Parish Clerk recommended the policy include a clause on gifts to the entire Council, and advised that the legal threshold on the value of gifts to be reported [£50.00] was incorrect, and should be amended to £25.00 so as to achieve compliance with regulations.

c) Complaints – Cllrs

Committee recommended no changes needed

d) Complaints - Staff

Committee recommended no changes needed

e) Community Engagement Policy

Committee recommended no changes needed

Signed:..... Dated: 17/06/2019

f) Training & Development Policy

The Parish Clerk reported this policy had been re-drafted and considered by Full Council at the meeting held on 22 October 2018. Resolution at the time was for the HR panel to consult on proposed wording. Action still outstanding

g) Properties, buildings & contents risk assessment

The Parish Clerk reported this document was out of date and not fit for purpose.

ACTION: Assistant Clerk to draft new document for June meeting

h) Risk management policy

ACTION: Parish Clerk to draft new document, incorporating specific responsibilities for actions, for ratification at April Full Council

i) Burial risk management policy

Committee recommended this policy to be produced

j) Timebank Policy

Committee recommended this policy to be produced

FG046/18 To note the date of next meeting:

17 June 2019