

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 11 March 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.

**FG031/18 To receive and approve apologies for absence**

There were no apologies

**FG032/18 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

**FG033/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 17 December 2018**

It was:

**RESOLVED** that the minutes of the Finance & Good Governance Committee meeting held on 17<sup>th</sup> December 2018 be approved as a correct record and duly signed by the Chair

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

**FG034/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 17 December 2018**

There were no actions to report

**FG035/18 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

**FG036/18 Governance Matters**

**a) To consider a report from the Parish Clerk on Cllr numbers**

The Parish Clerk reported that there were presently seven vacancies for Councillors

The report was **noted**.

**b) To consider producing a Parish Emergency Plan**

Committee were of the opinion that there were too many Cllr vacancies at present, and **noted** that this may be an activity that could be undertaken once member numbers had increased

**c) To consider a progress update from the Parish Clerk on policy reviews**

The Parish Clerk reported on policies scheduled for review.

It was:

**RESOLVED** that an extra meeting of the Finance & Good Governance Committee would be called for 08 April 2019 for the purposes of reviewing policies

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

**d) To receive a report from the Parish Clerk on Parish Office capability upgrades**

Signed:..... Dated: 08/04/2019

The Parish Clerk reported that work in the Parish Office to provide a third workstation was now complete, and further reported that upgrades to IT support and software meant that the process of producing and recording Burials data, and allotment rental was now fully integrated into the accounts packages.

The report was *noted*.

**e) To consider a draft calendar of meetings for Civic year 2019/2020**

It was:

**RESOLVED** to adopt the calendar of meetings

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

**FG037/18 Finance Matters:**

**a) To consider a draft investment strategy.**

It was:

**RESOLVED** to recommend to Full Council that the Clerk and RFO be given delegated authority to choose and implement an investment strategy.

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

**b) To consider any updates on Car Park rate relief**

There was no update available

**c) To consider a report from the Parish Clerk on Street Lighting energy charges**

The Parish Clerk reported that there were 35 street lighting columns in Melbourn that the Parish Council paid the utility bills for. The Clerk further reported that an investigation into who actually owned the columns was being undertaken and would report back to Council once completed

The report was *noted*.

**FG039/18 To note the date of next meeting:**

08 April 2019 & 03 June 2019