

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 September 2020, at 7.30pm via Zoom meeting link <https://zoom.us/j/93531054593>

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 Cowley (Chair), Barnes, Clark, Hart, Kilmurray

Absent: None.

In attendance: Simon Crocker – Parish Clerk, Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO

FG014/20 To receive and approve apologies for absence

None received.

FG015/20 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

None received.

FG016/20 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)

No members of the public in attendance.

FG017/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 22 June 2020

It was:

RESOLVED to approve the Minutes of the Finance & Good Governance Committee meeting held on 22 June 2020 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG018/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 22 June 2020

FG009/20 - Meeting with Chairs of Committees and Cllr Travis not yet arranged. Ongoing – **ACTION:** Assistant Clerk.

FG012/20b) – Assistant Clerk reported that due to Covid restrictions, safeguarding training would need to be accessed online. **ACTION:** Assistant Clerk to arrange.

FG019/20 To consider an updated asset register

Asset register has been reviewed to identify omissions and duplications.

It was:

Signed:..... Dated: 21/12/2020

RESOLVED to accept the updated Asset Register.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

FG020/20 To consider quotations for, and timing of, building valuations

Internal auditor recommended that parish buildings be revalued for insurance purposes. Two quotations obtained. Noted that there is no provision in the budget for this year. Also noted that Hub extension project may impact any valuation carried out now.

It was:

RESOLVED to recommend to full Council that the valuations should be carried out prior to insurance renewal in September 2021 and that the cost of the valuations be precepted for in 2021.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour

FG021/20 To consider quotations for insurance renewal

Noted that we are in third year of a 3 year deal. Premium has increased by c£200.

It was:

RESOLVED to recommend to full Council that the insurance renewal is accepted.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

ACTION: Assistant Clerk to make insurers aware that our address on the documents is incorrect.

FG022/20 To receive a report on the replacement of the Parish Van

Noted that the parish van is due for MOT. Research has revealed that a replacement van likely to cost iro £5-7k. Van booked in for pre-MOT check on 24/09/20. To be discussed further at Parish Council meeting on 28/09/20.

ACTION: Parish Office to put a request out to local community for vans for sale.

FG023/20 To consider the effectiveness of the internal audit

Noted that this is a legal requirement. **ACTION:** Assistant Clerk to arrange Zoom meet for herself, RFO, Cllrs Cowley and Kilmurray to complete the review. Review to be held before 21 December 2020.

FG024/20 Internal control effectiveness review – to discuss timing and mechanisms

Draft outline of document was discussed. Document to be reformatted and presented to full Council for approval. Review to be completed by Cllrs Cowley and Kilmurray by March 2021.

It was:

RESOLVED to draft a new document to Review Effectiveness of Internal Controls. Document to be reviewed and completed by Chair and Vice Chair of Finance and Good Governance Committee and taken to full Council for approval.

Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG025/20 Policies: To consider and review policies as per Policy Review Schedule:

a) Investment policy

Document has been updated due to impact of current Covid situation. Document was circulated and discussed. Noted difficulties in identifying accounts which do not tie investments up long term.

It was:

RESOLVED to make a recommendation to full Council to amend the Investment Strategy to provide for the following:

Signed:..... Dated: 21/12/2020

- Increase investment in the Nationwide account to £150,000.00
- Invest £25,000.00 in CCLA
- Balance of available funds to be left in the Unity Bank account.

Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

b) Employment Policy

Discussion with regard to amending section 25 of the Policy. Noted that mobile phones used for 2 factor authentications for online banking security. **ACTION:** HR Panel to discuss individually with members of staff and to review the Policy.

c) Finance & Good Governance Committee Terms of Reference

It was:

RESOLVED to recommend to full Council that the Terms of Reference for the Finance and Good Governance Committee be approved as written.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

d) Financial Risk Assessment

It was:

RESOLVED to recommend to full Council that the updated Financial Risk Assessment be approved.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

FG026/20 To note date of next meeting: 21 December 2020

The meeting closed at 21:01

Signed:..... Dated: 21/12/2020

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 22 June 2020, at 7.30pm via Zoom meeting link <https://zoom.us/j/96700509620>

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 Cowley (Chair), Barnes, Clark, Hart, Kilmurray

Absent: None.

In attendance: Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO

FG001/20 To receive nominations and elect the Chair of the Finance & Good Governance Committee

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Cowley be elected Chair of the Finance and Good Governance Committee for the new civic year.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

Noted that Cllr Cowley will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG002/20 To receive nominations and elect the Vice-Chair of the Finance & Good Governance Committee

Cllr Kilmurray was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Kilmurray be elected Vice Chair of the Finance and Good Governance Committee for the new civic year.

Proposed by Cllr Hart, seconded by Cllr Clark. In favour: Cllrs Cowley, Hart and Clark. Abstain: Cllr Kilmurray.

Noted that Cllr Kilmurray will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG003/20 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.

- FG004/20**
- 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

None received.

Signed:..... Dated: 21/09/2020

FG005/20 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)

None in attendance.

FG006/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

Noted that J Hales had attended the meeting as a Director of the MCHMG and he was noted on the minutes as in attendance.

It was:

RESOLVED to approve the minutes as an accurate record of the meeting, subject to the amendment noted above.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour

FG007/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

FG037/19 – Fixed asset list to go on July Agenda for Maintenance Committee.

FG039/19 – Need further investigation into Edge reports.

FG039/19 – HR Panel to prepare organizational chart.

FG008/20 Discussion and consideration of potential financial impact of Covid-19

Report prepared by the RFO was discussed. Noted difficulty in predicting the full impact of the current crisis. Discussion as to possibility of reduced income. Current position with regard to reserves is good – may allow for reduced contributions or reallocating money from reserves if necessary. Situation to be monitored. The report was noted.

FG009/20 To consider and review value for money in Parish Council spending

Discussion with regard to importance of monitoring value for money in Parish Council spending. Noted this is not simply a case of seeking lowest cost but best outcomes. Policy needs to look at different aspects of spend including procurement, contracts and salaries.

ACTIONS:

- Assistant Clerk to arrange short, initial meeting for Chairs of Maintenance and Finance & Good Governance Committees, HR Panel, Cllr Clark, RFO and Assistant Clerk.
- Cllr Travis to be requested to draft framework for discussion

FG010/20 To consider a review of allotment rental fees

Discussion with regard to current popularity of allotments. Noted there is a long waiting list for vacant plots. Water costs will only be available at the end of the year.

It was:

RESOLVED to increase the annual rental for all plots on St Georges Allotments by £2 (from £25 to £27 per annum).

Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

It was:

FURTHER RESOLVED to increase the annual rental for all plots on Grays Allotments by £1.50 (from £20 to £21.50 per annum).

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

FG011/20 To consider a review of pavilion hire charges and match fees

Signed:..... Dated: 21/09/2020

It was noted that the pavilion remains closed to the public at this time.

It was:

RESOLVED that pavilion hire charges and match fees will remain unchanged for the next 12 months.

Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour

FG012/20 Policies: To consider and review policies as per Policy Review Schedule:

a) To review the Gift and Hospitality Policy

It was:

RESOLVED to amend the value at which gifts should be declared from £50 to £25 and subject to the amendment, to approve the Gift and Hospitality Policy.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour

b) To review the Child and Vulnerable Adult Protection Policy

It was:

RESOLVED to approve the new Safeguarding Children and Adults at Risk Policy.

Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour

ACTION: Assistant Clerk to identify appropriate safeguarding training course.

c) To consider a draft Expenses Policy

It was:

RESOLVED to approve the Councillors and Staff Expenses Policy.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour

d) To consider a draft Policy and Procedure for Verification of Bank Reconciliations

Discussion as to duration of responsibility (6 or 12 months).

ACTIONS:

- RFO to discuss further with Cllr Travis.
- Document then to be considered and approved by full Council.

FG013/20 To note date of next meeting: 21 September 2020

The meeting closed at 20:55.