

# MELBOURN PARISH COUNCIL

---

Clerk: Simon Crocker  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

16 December 2020

**Dear Councillor**

You are hereby summoned to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 21 December 2020**, at 7.30pm via Zoom meeting <https://zoom.us/j/92033461220> for the purpose of transacting the following business:

## **To Members of the Public and Press**

You are hereby invited to attend a meeting of the **Finance and Good Governance Committee** to be held on **Monday, 21 December 2020**, at 7.30pm via Zoom meeting <https://zoom.us/j/92033461220> for the purpose of transacting the following business. Members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:

*Claire Littlewood*  
Clerk to the Parish Council

## **AGENDA**

- FG027/20 To receive and approve apologies for absence**
- FG028/20 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
- FG029/20 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).** Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
- FG030/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020**
- FG031/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020**
- FG032/20 To review the Timetable for Recurring Agenda Items**
- FG033/20 To consider a review of Littlehands rent**
- FG034/20 Budget 2021**  
To consider a draft estimate of income and expenditure for the forthcoming financial year
- FG035/20 To note a review of the effectiveness of the internal audit**
- FG036/20 To consider approving a draft document to Review Effectiveness of Internal Controls**
- FG037/20 Policies: To consider and review policies as per Policy Review Schedule:**
- a) Employment Policy
  - b) Melbourn Futures Working Party Terms of Reference
  - c) Financial Regulations
- FG038/20 To note date of next meeting: 15 March 2021**