

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 25 January 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), M.Linnette, J.Norman, U.Cleminson, A.Mulcock, K.Crosby, C Stead, R.Gatward, I Bloomfield, and J.Hales

In attendance: The Clerk, Bookkeeper, Jonathan Berks, Finance Director of the Hub Management Company, Stuart Cook, Chairman of Hub Management Group and five members of the public.

PC155/15 Apologies for absence:

Cllr Sherwen and Cllr Regan for health reasons; and District Cllr Barrett for personal reasons.

PC156/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllrs Tulloch, Crosby, Bloomfield for PC162/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company and Cllr Norman for PC163/15 declared a non-pecuniary interest as a member of Melbourn Fete Committee and PC164/15 a) as Chairman of Governor's to Melbourn Primary School.

PC157/15 Minutes of the meeting held on 21st December 2015:

There was one typo on page 2 of 8. PC148/15 "The insurance covered" has been changed to The insurance cover".

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR NORMAN THAT THE AMENDED MINUTES OF 21ST DECEMBER 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC158/15 To report on the last meeting 21st December 2015

PC143/15. The Clerk received confirmation from ASCH that all Parish Council Meeting dates for 2016 were fully booked.

PC/143/15. The Clerk has instructed the Quantity Surveyor to obtain the Land registry Compliant Plan. Awaiting response

PC/150/15.

- a) The Clerk sent H Pollock a Grant Application Policy
- b) C Cllr S van de Ven to contact resident.
- c) THE Clerk forwarded detailed to Cllr Bloomfield to make contact with Health Research Unit. The Unit is too large to go onto the car park. The Health unit wanted to be located in the centre of the village, and not located at MVC, but due to weight restrictions on the car park this will be impossible.
- d) The Clerk gave gritting information to The Ranger. The Ranger has confirmed this is sufficient information.

STANDING ORDERS WAS SUSPENDED AT 7.20PM TO ALLOW PUBLIC

PARTICIPATION.

PC178/15 To consider the following Planning Application

- a) Application of Erection of detached Annexe Containing Five Hotel Rooms, Laundry Room and Disabled WC situated 37 Station Road, Melbourn, Royston, Cambridgeshire SG8 6DX S/3097/15/FL.

The Chairman read out to the committee two letters of objection from members of the public. After a discussion the committee recommended this planning application for approval. **THIS WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CROSBY. (VOTES WERE TAKEN FROM THE PLANNING COMMITTEE ONLY), CONFIRMING 7 VOTES FOR AND 1 VOTE AGAINST. THIS WAS CARRIED.**

- PC163/15** To consider a letter from Melbourn Village Fete Committee concerning underage drinking
See Appendix A – The Chairman from Melbourn Village Fete Committee attended the meeting to ask Melbourn Parish Council to consider funding for police cover to reduce underage drinking by young adults at this year's Melbourn Village Fete. Melbourn Village Fete to complete Grant Application Policy by 15 February 2016 and forward onto Melbourn Parish Clerk.

THE CHAIRMAN REINSTATED STANDING ORDERS AT 7.40PM.

PC159/15 To receive a report from County Councillor Susan van de Ven Melbourn Parish Council, January 2016, County Councillor Report

Melbourn Parish Council, January 2016, County Councillor Report

I'm sorry to start the new year with such a bleak report on the downward spiral of local authority finance. The County budget will be set on February 15. There is a great deal of haggling going on over what to hoist on to one or two life rafts. Overall we're seeing a total transformation of local authorities and what public services they are able to provide: with one hand central government is in the process of doing away with revenue support grant as a matter of principle, and with the other it regulates exactly what councils are permitted to raise through council tax. The end result is an overwhelming shortfall for the financing of local public services, which councils have no means of filling.

The Chancellor's final decision on grant settlements to local councils, announced the week before Christmas, brought even worse news to Cambridgeshire than expected – none of the extensive preparatory budget work done over the course of the autumn reckoned this scenario. Cambridgeshire will receive £5 million less support grant than anticipated. The Council can increase council tax by up to 2% without a referendum (which itself is a costly exercise); the Chancellor said that an extra 2% increase council tax rise would be permitted, provided it is spent on social care. Even with the extra £4.8 million that extra 2% would bring, the Council will have to make massive savings. It tallies up rather neatly with the unanticipated extra £5 million cut in general support grant.

It is unfortunate, in my view, that a majority of County Councillors have said they do not support raising council tax by that extra 2%, because this will inevitably be harmful to some of our most vulnerable residents. UKIP is against any form of council tax rise (even with inflation) and the Conservatives have matched the UKIP position on social care. I've corresponded with Heidi Allen who is supportive of the social care rise.

There are many aspects of council services that are tied up in long-term contracts (waste, street lighting, broadband) and this puts greater pressure on those areas not bound.

Additionally, we are stuck with certain disadvantageous government formulas: Cambridgeshire's Public Health Grant for basic public health prevention work works out at £36 per head, compared with £60 per head nationally.

Likely cuts, once the budget is agreed: Highways maintenance (£700k cut on top of an already highly pressurized department, all aspects including drainage), winter gritting (£650K cut, though network details not yet worked out), ending of post-16 education transport support even for disadvantaged students, some children's centre closures from 2017, library closures, reduction in community transport grants.

It is inevitable that we will see more fees for services, like the Park and Ride arrangement, even if this goes against logic. Parish councils will be put under increasing financial pressure to fill gaps.

I've been giving this report over the course of the month to the different parishes I represent, and a number of residents and parish councils have contacted county councillors and our MP directly, asking councillors to support the 2% social care rise and our MP to lobby government to understand the impact of its decision to remove revenue support funding altogether. If the parish council or individual councillors would be minded to do the same, that would be helpful.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TULLOCH
MELBOURN PARISH COUNCIL IN SUPPORT OF THE 2% SOCIAL CARE RISE.
ACTION: THE CLERK TO WRITE LETTER TO CAMBRIDGESHIRE COUNTY COUNCIL
AND HEIDI ALLEN. SUSAN VAN DE VEN WILL ADVISE RECIPROCATES AND
WORDING.**

Pot holes: The County Council is now very explicit about what pot holes they will or will not repair, with depth and circumference set out on their on-line reporting system.

PAGE TWO: MORE POSITIVE NEWS!

Youth Clubs: For information, I contacted Barrington Parish Council to ask if they would like to make a contribution to MAYD, since Youth Club operates an open door policy and some Barrington children attend Melbourn Youth Club. It turns out that a similar number of Melbourn children attend Barrington Youth Club, without charge, so there is a good ad hoc reciprocal system in place. Through the Community Rail Partnership we have got free travel passes for Melbourn-based young people attending the February half-term Bike Bank course, which will be delivered at a bike workshop in Cambridge and is aimed this time at an older age group ready for apprenticeships.

The Practical Solutions Group meets next week and has invited MAYD parishes to join, in order to help the wider community tackle common interests together.

Gardening Club, Melbourn Primary School: I am working with the school to help set up the resources needed for an after-school gardening club. The Community Rail Partnership will support this venture through various resources it has access to, and the Headteacher will attend the PSG to contribute to more joined-up community thinking.

Bus Users' meeting: Central government has created a new fund called 'Total Transport' designed for local authorities losing local subsidized bus services, to create new more collaborative arrangements. Cambridgeshire's bid was successful. It is inevitable that the

128 bus service will lose its council subsidy; this affects Meldreth much more than Melbourn as the 26, which is a commercially viable service, does not serve Meldreth. I have organized a 128 bus users' meeting for 25 February, 10:30AM in Meldreth (all welcome) and one idea is to set up lifts to a 26 bus stop in Melbourn, using the Melbourn Hub and the Car Park bus stop as a liaison point. We have support from Royston and District Community Transport.

Frog End junction remedial works: The information session took place today. Since October I have had very little feedback from residents: one Melbourn and three Shepreth households, with mixed views.

Public and sustainable transport links:

Rail: The Meldreth, Shepreth and Foxton Community Rail Partnership is working as closely as possible with Govia Thameslink Railway in order to get the best for our stations. We'll be setting up individual station partnerships because that's the best way to play the system and access various small grant opportunities. I hope Melbourn Parish Council would be willing to sign up to the Meldreth Station partnership, which would involve no financial or time commitment, just support in principle for our aim of improving access to stations.

Cycle and walking: The A10 Cycle Campaign is continuing to work hard to create a safe link to Royston, and raised a substantial community contribution for any match funding opportunities that may arise.

Improving rail and cycle/walking links are a high priority for the City Deal and I'm pleased that the Executive Board has now taken a close interest in both, in our area.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TULLOCH THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED.

**PC160/15 To receive the Financial Report dated 31st December, 2015 (See Appendix 2)
IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR STEAD THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED 10 VOTES FOR AND 1 VOTE AGAINST.**

**CLLR MULCOCK ASKED COULD THE CASHBOOK BE SENT OUT ALONG WITH AGENDA EACH MONTH TO ALLOW MORE TIME TO REVIEW BEFORE THE MEETING.
ACTION:THE CLERK**

PC161/15 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments and agree the amount to be transferred from the Business 'No Notice' Account. (See Appendix B)

Cllr Mulcock raised the issue about the Direct Debit Payments to SCDC 580/581/582. It was unclear how much MPC pay annually for waste and dog bins in the village. **ACTION: THE CLERK TO INVESTIGATE AND REPORT BACK.**

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR CLEMINSON THAT THE EXPENDITURE AND TRANSFER OF £60,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR CLEMINSON THAT THE EXPENDITURE AND TRANSFER OF £40,000 FROM S106 ACCOUNT TO CURRENT

ACCOUNT BE APPROVED. THIS WAS CARRIED.

The Clerk/Bookkeeper presented the Quarter 3 Budget Monitoring Report to the Parish Council and asked the Parish Council to digest and report back their thoughts at the next Full Parish Council Meeting. **ACTION : THE CLERK: AGENDA ITEM FOR NEXT PC MEETING**

PC162/15 To receive a report from Melbourn Community Hub. (See Appendix 3)

The Report was received by the council. Mr Jonathan Berks explained the Financial Report.

Cllr Cleminson suggested the Hub Management Group consider closing The Hub between Christmas and New Year as working in The Hub as a volunteer during this time proved to be very quiet, and not cost effective.

Cllr Mulcock suggested that as the Hub Accounts seem accurate and The Hub itself is running smoothly, could the Hub Management Group report back to Full Council once every quarter instead of monthly? Mr Jonathan Berks confirmed a report will be presented to Full Council next month as that will be the first quarter and the Parish Council can then decide on reporting methods.

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR TOWNSEND THAT THE REPORT BE ACCEPTED. This was CARRIED.

PC164/15 To receive an update about the car park

Cllr Linnette reported that the BT line had still not been installed and The Chairman and CEO Business Complaints Specialist Department has now taken over this issue. Cambridge Fencing has completed the new fence installation on the right hand side of the car park. Two signs have been placed behind the bus stop to prevent parents parking there after 3pm, as these two spaces are reserved for the kebab man.

a) To discuss the safe route to school route on the new car park.

The Clerk presented the final plan of the car park which clearly shows the footpath from Beeton Close joining onto the new footpath next to the workshop leading to the school gate. This area at the moment shows bark and not a tarmac footpath. **ACTION: THE CLERK TO CONTACT SWEETT GROUP TO RECTIFY THIS PROBLEM AS IN THE ORIGINAL SPECIFICATION.**

b) To consider quotes from Ashton Renovations and Cambridge Fencing for

i. Fencing around the workshop (Appendix D)

ACTION: THE CLERK TO ASK CAMBRIDGE FENCING TO RE-QUOTE FOR A FENCE TO BLOCK OFF BACK OF WORKSHOP. ONE END TO BE FENCE AND THE OTHER A GATE, TO ENABLE RANGER TO USE THE AREA FOR STORAGE AND PREVENT UNAUTHORISED ACCESS.

ii. Workshop Stud Wall (Appendix D)

ACTION: THE CLERK TO ASK ASHTON RENOVATION TO REQUOTE TO ENSURE THE WALL MEETS SPECIFICATION REQUIREMENTS AND TO INCLUDE, DOUBLE 30 INCH DOUBLE OR LARGER FIRE COMPLIANT DOORS. THIS WORK WILL NOT BE APPROVED UNTIL THE NEW FINANCIAL YEAR.

iii. Pavers and Paint Work next to the bus stop (Appendix D)

ACTION: THE CLERK TO ASK ASHTON RENOVATIONS TO REQUOTE FOR A TARMAC WALKWAY JOINING FROM THE CAR

PARK ONTO THE FOOTPATH OF THE HIGH STREET. THE RAISED CURB FROM THE CAR PARK IS TO BE PAINTED WHITE. IT NEEDS TO COMPLY WITH THE SPECIFICATION FOR SAFE ROUTE TO SCHOOL FOOTPATH. THE TWO CAR PARK SPACES RESERVED FOR THE KEBAB VAN NEED TO BE OUTLINED IN YELLOW.

c) Responsibility of ownership of remaining lamppost and footpath to Beeton Close.

The Clerk confirmed the latest plan and lease of the car park have still to be sent to Melbourn Parish Council. The Clerk proposed this item be postponed until the next meeting. **ACTION : THE CLERK AGENDA ITEM FOR NEXT PC MEETING**

e) Outstanding Paperwork from Interserve

The Clerk confirmed Interserve was still reviewing the alterations to the levels from the original tender. Discussions should be complete by Tuesday 26 January 2016 and any outstanding paperwork should be with Melbourn Parish Council by then.

PC165/15 To discuss and agree 2016/2017 Calendar Dates and Committee Meetings and location of Full Parish Council Meetings

Cllr Norman explained by holding Melbourn Future Committee meetings during the day it allowed officers from SCDC/other companies to attend meetings during normal working hours and not in their own personal time in an evening.

The committee spoke about the importance of having frequent F&GP meetings throughout the year and Play and Rec, Highways, Cemeteries, Conservation, should be held every quarter. **THIS WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR BLOOMFIELD. ACTION: THE CLERK TO UPDATE 2016/2017 AS DRAFT AND FORWARD ONTO COMMITTEE FOR COMMENT.**

The committee discussed the latest Terms of Reference for F&GP. **ACTION THE CLERK: TO SEND/CREATE TERMS OF REFERENCE FOR EACH COMMITTEE AND FORWARD TO FULL COUNCIL FOR REVIEW.**

PC166/15 Proposed words for Parish Council Policy Documents – Cllr Mulcock

It was agreed the existing wording from section 68 in Melbourn Parish Council – Members Handbook should be changed to:

“Recording of Business and Use of Mobile Phones:

We are open and transparent about how we make decisions.

We allow recording, filming and photography at all meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted by the recording.

We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience again providing the proceedings at the meeting are not disrupted by the user”

THIS WAS PROPOSED BY CLLR MULCOCK AND SECOND BY CLLR GATWARD. ALL IN FAVOUR.

PC167/15 To consider and approve the following policies by The Parish Clerk

- a) Child and Vulnerable Adult Protection Policy**
- b) Employment Policy**
- c) Councillors and Staff Expenses Policy**
- d) Model Publication Scheme**
- e) Press/Media Policy**
- f) Whistle Blowing Policy for Employees**

**IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR NORMAN
ALL POLICIES WERE CARRIED.**

Cllr Hales thanked The Clerk and Bookkeeper for their hard work ensuring policies and financial procedures are all in place.

PC168/15 To discuss and update Melbourn Parish Council Asset Register

Cllr Hales confirmed the Parish Council retain full control and ownership over all assets within the Hub, regardless if the Hub is required to replace the item due to loss, theft or damage.

This is as per the leasing agreement.

ACTION: CLLR HALES TO MEET WITH THE CLERK AND UPDATE THE ASSET REGISTER.

PC169/15 To discuss a letter from District Councillors Hales and Barrett concerning Planning Committee Meetings

The committee agreed this item should be placed on the next Planning Agenda to discuss and adopt a written policy. **ACTION: THE CLERK**

PC170/15 To discuss email from Cllr Hales Assets of Community Value

The committee discussed the email and it was agreed this item would be placed on the next Planning Agenda to make an application and then report back to Full Council.

ACTION THE CLERK

PC171/15 To approve a letter from SCDC relating to: Development of Land 31 The Moor, Melbourn S/1422/14/VC

This document was signed by Cllr Tulloch and Cllr Townsend and witnessed by The Clerk.

PC172/15 Update on the new location of The Noticeboard

Cllr Tulloch confirmed the new noticeboard had been erected outside Melbourn Community Hub.

PC173/15 To consider Melbourn Parish Council Pension Scheme

South Cambridge District Council directed the Bookkeeper to the City Councils pension department who is currently putting together our schedule which we should receive in the next few days.

The schedule will detail our employer responsibilities along with a template for payments. Our staging date is October 2016 and we will be using Local Government Pensions Scheme (LGPS) as our provider. As a rough guide, a Clerk will pay 6.5% of

their salary, pro rata where necessary and the Assistant will pay approximately 5.8%. The employee will be expected to pay 1/3 of the contribution and the employer the remaining 2/3 of the contribution.

All employees under the age of 75 will be automatically enrolled. Each employee must opt out and will be re-admitted annually.

More information will follow at the next Full Council Meeting. ACTION: THE CLERK: AGENDA ITEM

PC174/15 Correspondence

- (a) Report from H.Pollock: The Chairman read out a report from H Pollock. This was noted. (See Appendix D)
- (b) Letter from Foxton Parish Council – Contribution to The Hub. The Chairman read out the letter from Foxton Parish Council. This was noted. (See Appendix D).

PC175/15 To receive any comments or questions on the following meetings: Planning 2nd November, Cemeteries 9th November, Conservation 9th November, F&G 4th January 2016.

The Clerk confirmed there will be an Extraordinary Meeting of the Parish Council to set the Precept for 2016/2017 prior to Planning Meeting 1 February 2016. There was nothing else to report.

PC176/15 To accept notices and matters for the next agenda

- (a) Pensions – F&GP/ Precept

ACTION: THE CLERK TO CONFIRM CORRECT WORDING AND LEGISLATION RELATING TO “NOTICES AND MATTERS FOR THE NEXT AGENDA”

PC178/15 To consider the following Planning Application

- B) Application for Removal of existing stables/storage and mobile home and erection of dwelling and detached garaging with associated drive hardstanding and security gate situated Westfield Orchard, Ashwell Street, Kneesworth, Cambs, SG8 0RS S/2846/15/FL.
After a discussion the committee recommended this planning application for approval. **THIS WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD. ALL IN FAVOUR.**
- C) Application of Two storey side extension and single storey rear extension situated Ashlea House, Cambridge Road, Melbourn. Royston, Cambridgeshire, SG8 6EY S/2985/15/FL.
After a discussion the committee recommended this planning application for approval. **THIS WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR BLOOMFIELD. ALL IN FAVOUR.**

The Chairman closed the meeting at 9.37p.m.



MELBOURN FETE AND MUSIC ON THE MOOR 2016

www.melbournfete.co.uk

Saturday 18th June 1pm onwards

Ian Baker
Chair of the Fete Committee
Tithe Barn
The Moor
Melbourn
SG8 6DX

chair@melbournfete.co.uk

tel 07709 398723

Date: 18th January 2015

Dear Melbourn Parish Councillors,

Report on the 2015 Melbourn Fete and Request for Support in 2016

Melbourn Fete Committee is very grateful to the Parish Council for its support in allowing us to use the Pavilion and surrounding Parish land to host the Melbourn Village Fete. In spite of this year's disappointing weather, the event was once again a great success, providing a platform for voluntary groups, generating much appreciation from visitors and enabling us to raise money for Melbourn. As you may have seen, we dressed the Pavilion as a fantastic 1950s tea shop that we greatly appreciated by our visitors and hopefully this will help to generate more bookings.

Our aim is ***fun and fundraising for Melbourn*** and we have managed to collect and donate more than £20,000 to voluntary groups and good causes based in the village during the recent period of the Fete. In spite of the weather, we broke our record this year and have donated more than £5,000 to the following local good causes:

A Chain of Wild Flowers, All Saints Community Hall, Bassingbourn ATC, Melbourn Lunch Club, Melbourn Mobile Warden Scheme, Melbourn Primary School, MVC Ghana Students, Melbourn Youth Club; MVC Summer School, McSplash Swimming Club, Royal British Legion Woman's Section and Meridian Triathlon

This record figure resulted from the generous support of Melbourn Parish Council and our sponsors, as well as the hard work of our volunteers.

Much hard work and behind the scenes preparation were again required to deliver another successful Fete, but the big difference this year has been the substantial reduction in hard labour during the intense set up and put down phases. This huge improvement has resulted directly from the Parish Council's provision of storage facilities on site. We are very grateful for this support. You may be interested to learn that since storing the Fete's hardware on site, we have been able to lend it to a number of other community groups and events including:

A poetry event at Melwood, 2 large village events run by Beactive at the Pavilion, the Saxon reburial at New Rd Cemetery, Melbourn Primary School Summer Fete, 2 important Football tournaments run by Melbourn Dynamos FC.

The Fete Committee has begun planning for 2016. We have no ambitions to make the Fete& Music on the Moor larger, but we always strive to make it a better and even more enjoyable event. We would again appreciate your support in allowing us to use the Pavilion, surrounding land and Car Park for the period of the 2016 Fete.

In spite of the great fun that the Fete and Music on the Moor gives to the village there is a growing issue of under-age drinking that we need to address. This year we were fortunate to have the assistance of two PCSOs who engaged effectively with our young people and discouraged this problem. Our volunteers who serve at the bar do not serve alcohol to anyone who is under-age or is buying for under-age drinkers. The problem results from alcohol that is brought onto the site by under-age drinkers. Many families bring picnics, including wine and beer, to listen to the music in the evening. This creates a friendly family feel to the event and we would not wish to spoil this by trying to impose draconian restrictions on alcohol brought onto site. Nonetheless, we do need to address the issue of under-age drinking since it is this that makes it difficult for us to clear the site once the music has finished and the bar has closed. The volunteer PCSOs did a fantastic job. They engaged constructively and respectfully with our young people and sent out a clear message by confiscating alcohol from under-age drinkers. Unfortunately the PCSOs were called away at around 9.00pm and more alcohol was then brought onto the site by under-age drinkers.

I am writing to the Divisional Commander of Cambridgeshire Police to praise the work of the volunteer PCSOs and ask if we can have their support for the whole evening in 2016. I suspect that although we may get visits, our safe and largely trouble free village event will never be seen as a Police priority. We may therefore have to pay for police cover to ensure that we properly address the issue of under-age drinking. In addition to paid Police and PCSO cover, we would also like to ask your support for our request to restrict access to the site through manned gates so that we can reduce alcohol being brought onto site by underage drinkers. To help with these additional costs that will benefit our visitors as well as the organisers, the Fete Committee will be making an application for a Melbourn Parish Council Community Grant.

I would welcome the chance to attend your next meeting to talk to you about the work of the Fete Committee and answer any questions you may have about the above request for assistance.

Yours Sincerely

Ian Baker
Chair of Melbourn Fete Committee

APPENDIX B

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
562	BACS	£1.50	5000/2	22/12/15	Stationery Cupboard - Year Planner	£5.25
564	Paid by debit card	£72.00	5000/8	05/01/16	Moneysoft - New Payroll Software	£72.00
566	p.321	£5.00	3	04/01/16	K. Rudge - Petrol for mower	£5.00
569	Direct debit	£41.03	3000/2	24/12/15	e.On - Elec charges for Pavilion	£659.86
570	Direct Debit	£8.10	2000/1	29/12/15	e.On - Elec charges for Melbourn OR Cemetery	£659.86
571	Direct debit	£7.92	3000/1	27/12/15	e.On - Elec charges for Littlehands	£659.86
572	BACS	£150.00	5000/9/1	29/12/15	ASSM - Asset Register Amendments	£150.00
573	Direct debit	£7.50	5000/1	23/12/15	Tesco - Mobile phone bill P Andrews	£7.50
574	BACS	£1,562.40	3000/2	04/01/16	P J Robinson - LED Lighting Pavilion	£1,562.40
575	104373	£225.00	3100	04/01/16	Beactive Melbourn Ltd - MAYD Youth Club Room Rental	£225.00
576	BACS	£29.88	4300/3	18/12/15	ESPO - R/Sack Poly - Black	£1,131.48
577	BACS	£1,101.60	5000/10	21/12/15	ESPO - 3 drawer filing cabinet	£1,131.48
578	Direct Debit	£8.17	3000/2	27/12/15	e.On - Electricity supplied to ORG	£659.86
579	BACS	£3.75	5000/2	19/12/15	Stationery Cupboard - Day to page diary	£5.25
580	Direct Debit	£1,036.88	3000/5/1	01/12/15	South Cambs District Council - Refuse collection - Stockbridge Meadow	£1,732.18
581	Direct Debit	£519.04	3000/5/2	01/12/15	South Cambs District Council - Refuse collection - Ogden Close/Water Lane	£1,732.18
582	Direct Debit	£176.26	3000/5/3	01/12/15	South Cambs District Council - Refuse collection - Clear Crescent	£1,732.18
583	104372	£58.50	5400	04/01/16	Bassingbourn Parish Council - CAPALC outreach training	£58.50
584	BACS	£1,944.00	1200	08/01/16	MD Landscapes - August to December grass cutting: Inner and verges	£1,944.00
585	BACS	£162.50	4400	04/01/16	Melbourn Community Hub Management Group - Meeting room hire	£162.50
586	p.322	£8.99	3	11/01/16	K. Rudge - New Spade Handle	£8.99
587	p.323	£46.80	6	12/01/16	K. Rudge - 3x universal padlocks for village use	£46.80
588	104371	£104,227.78	7100	05/01/16	Interserve Construction Ltd - 4th Interim payment	£104,227.78
589	BACS	£1,645.20	7100	31/12/15	Sweett (UK) Ltd - Contract administrator services	£1,645.20
590	BACS	£256.01	1400	08/01/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance of S106 areas	£2,652.41

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
591	BACS	£1,400.40	2000/4	08/01/16	Herts And Cambs Ground Maintenance Limited - Monthly cemetery maintenance charge dor December 2015	£2,652.41
592	BACS	£126.00	3000/4	08/01/16	Herts And Cambs Ground Maintenance Limited - Line marking as required	£2,652.41
593	BACS	£792.00	1000	08/01/16	Herts And Cambs Ground Maintenance Limited - Clearance, levelling and rubbish removal for Allotments	£2,652.41
596	Dr	£5.50	6100	07/01/16	HSBC - Bank charges	£17.70
597	Dr	£12.20	5900	07/01/16	HSBC - Bank charges	£17.70
602	104370	£99.96	5000/2	05/12/15	Phillimore Garden Centre - 4 sets of Christmas lights	£99.96
603	BACS	£78.00	3000/4	14/01/16	Herts And Cambs Ground Maintenance Limited - Mark pitches	£2,652.41
604	Direct Debit	£452.14	5000/11	07/01/16	e.On - Car park workshop electricity	£659.86
605	Direct Debit	£142.50	3000/2	10/01/16	e.On - Pavillion electricity fees	£659.86
606	BACS	£9,757.80	7100	19/01/16	Interserve Construction Ltd - 5th Interim payment	£9,757.80
607	BACS	£159.60	7100	19/01/16	Unlimited Logos - 2 x Composite signs	£159.60
608	BACS	£591.87	4300/1	19/01/16	Tim Stebbings - Litter picking	£591.87
609	BACS	£39.20	4800	18/01/16	Royston And District Community Transport - Transport for December 2015 - Celebrating Ages	£39.20
610	BACS	£1,310.00	5000/9/2	21/01/16	Michelle Cooper - Bookkeeping and accounts work Dec 15- Jan 16	£1,310.00
					Clerk /Handyman/Litterpicker Wages and /HMRC/NI	£5102.58
616	BACS	£10.00	4300/7	27/01/16	CAPS - CAPS payment for January 2016	£10.00
Total		£133,385.56				

Signature

Signature

Date

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APPENDIX B:

Financial Summary - Cashbook

Summary between 01/04/15 and 31/12/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50

Loan Received - Long Term Accounts

Public Works Loan Board - Car Park	-£200,000.00
Public Works Loan Board - Community Hub	-£646,451.06
Total	-£485,724.13

RECEIPTS	Net	Vat	Gross
Conservation	£42,606.10	£0.00	£42,606.10
Cemeteries	£4,320.00	£0.00	£4,320.00
Play & Rec	£10,585.00	£0.00	£10,585.00
Finance & General Purpose	£399,198.70	£0.00	£399,198.70
Melbourn Area Youth Development	£12,820.00	£0.00	£12,820.00
Total Receipts	£469,529.80	£0.00	£469,529.80

PAYMENTS	Net	Vat	Gross
Conservation	£26,622.28	£4,900.40	£31,522.68
Cemeteries	£18,224.87	£2,971.11	£21,195.98
Play & Rec	£25,159.27	£2,252.21	£27,411.48
Finance & General Purpose	£168,981.42	£6,563.23	£175,544.65
Planning	£157,441.73	£29,545.31	£186,987.04
Highways	£2,673.63	£47.00	£2,720.63
Melbourn Futures Committee	£187.00	£0.00	£187.00
Melbourn Area Youth Development	£3,953.00	£0.00	£3,953.00
Total Payments	£403,243.20	£46,279.26	£449,522.46

Closing Balances

Ordinary Accounts

Business Account	£194,421.88
Current Account	£11,209.95
Martin's Charity	£221.56
MAYD	£9,007.07
Melbourn Community Hub	£39,991.32
Petty Cash	£120.65
S.106	£112,154.52
Sinking Fund	£9,978.00

Loan Received - Long Term Accounts

Public Works Loan Board - Car Park	-£200,000.00
Public Works Loan Board - Community Hub	-£642,821.74
Total	-£465,716.79

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Melbourn Parish Council

APPENDIX C

Melbourn Community Hub Management Group

Finance Directors Report January 2016

I attach a schedule with the Income and Expenditure in the Hub for the months of October and November 2015, which are the first two months of the new financial year. For November the total income was £9,707 (café £6,802 and room hire £2,905) and expenses £9,977, and therefore the excess of expenditure over income was only £270.

However, although I do not have the full income and expenditure for December, the cafeteria sales were markedly lower, reflecting the difficulty of trading in the Christmas period. Average weekly takings in the cafeteria are about £1,700, but the takings in the second half of the month were only £1,350 in total, and for the month the sales were £900 lower than November.

The accounts for the year ended 30 September 2015 have been completed and I shall present these to the directors for their approval at the next Hub Management Group meeting.

I now include with this report the Trading Profit and Loss account for the year which shows an overall deficit of £34,531. Although the accounting period for the previous year was for the 12 months to 30 September 2014, there was only a trading period of 8 months from the opening of the Hub in February 2014. The comparative figures in the 2014 column should therefore be taken as an 8 month period.

Jonathan Berks
Finance Director
21 January 2016

Melbourn Community Hub									
October 2015								November 2015	
			£	£				£	£
Income									
Café takings				7,326					6,802
Room rental									
	Parish council		1,025					1,025	
	Commercial		1,785					1,880	
				2,810					2,905
Total income				10,136					9,707
Expenditure									
<u>Café</u>									
Purchases			3,019					2,428	
Other kitchen costs			527					288	
Catering staff costs			3,385					3,003	
Laundry			208					208	
				7,139					5,927
<u>Administration</u>									
Centre managers costs			2,342					2,255	
Telephone			277					352	
IT contract			347					179	
Post and stationery			60					270	
Streamline and till rental			118					53	
				3,144					3,109
<u>Premises</u>									
Electricity			377					287	
Gas			109					89	
Business & water rates			103					103	
Maintenance			420					462	
				1,009					941
Total expenditure				11,292					9,977
Suplus/deficit income / expenditure				-1,156					-270

MELBOURN COMMUNITY HUB MANAGEMENT GROUP

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2015

	£	2015 £	£	2014 £
Turnover				
Cafeteria sales		78,222		25,722
Room rental - other		13,750		37,851
Room rental - parish council		7,175		-
		<u>99,147</u>		<u>63,573</u>
Cost of sales				
Purchases	38,020		30,948	
Wages and salaries (excl. N.I.)	<u>21,369</u>		<u>40,834</u>	
		(59,389)		(71,782)
Gross profit/(loss)	40.10%	<u>39,758</u>	12.91%	<u>(8,209)</u>
Administrative expenses		(74,289)		(42,031)
Operating loss		<u>(34,531)</u>		<u>(50,240)</u>

MELBOURN COMMUNITY HUB MANAGEMENT GROUP

SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 30 SEPTEMBER 2015

	2015 £	2014 £
Administrative expenses		
Wages and salaries (excl. N.I.)	39,082	16,898
Sub-contract costs	642	-
Staff training	449	143
Rates	1,627	892
Insurance	856	-
Light and heat	6,241	3,913
Cleaning	6,575	-
Laundry	592	-
Repairs and maintenance	4,418	2,786
Uniforms	-	839
Printing, postage and stationery	566	10,600
Advertising	40	1,905
Telephone	4,107	-
Computer running costs	4,959	-
Hire of equipment	-	350
Legal and prof fees - allowable	216	1,752
Accountancy	691	-
Bookkeeping & payroll	1,424	-
Bank charges	13	811
Credit card charges	1,253	-
Staff welfare	300	-
Sundry expenses - allowable	109	1,142
Subscriptions - allowable	129	-
	<u>74,289</u>	<u>42,031</u>

REPORT

The Group met as planned on six consecutive Tuesday mornings (10.00- 11.00 a.m. and commencing 10 Nov) in the Library Area of Melbourn Hub. The work of six very different writers was read: James Joyce; Rebecca West; Mary Lavin; Charles Dickens; Samuel Beckett and Virginia Woolf. In total 13 people participated directly with participation at any one session varying between 7 - 13 persons. Each session was free with a donation to WaterAid welcomed. The total donation sum was £59.09.

The objective of promoting reading in general, the work of the writers chosen and the life-saving work of WaterAid - all to be done in a relaxed, convivial, social context - was achieved. The very important advocacy aspect associated with the Group's meeting in a highly visible public space - with dozens of persons present and observing at a distance - was also successful.

Those who participated directly left contact details with the Group's Co-ordinator and expressed the wish that a second Programme be arranged. This is being put in hand, hopefully to commence on Tuesday 19 January and with the supports previously tendered remaining in place. Thank you again for your support.

Hugh Pollock
Group Co-ordinator
Melbourn Short Story Reading Group.



Renovations

Quote Number 105

19-01-2016

Ashton Renovations

Unit 2, Lumen House

Lumen Road

Royston

Hertfordshire

SG87AG

Sarah Adam

Melbourn Parish Council

Dear Sarah,

Please find below a quotation for works at the new Melbourn High Street Car Park.

Workshop Fencing

- Supply and install slated panel fencing to the left hand side of the workshop to match existing fencing behind the work shop.
- New fencing to be built along car park boundary to prevent people cutting across.
- Supply and install a gate with lock to back right of workshop in same style as fencing.
- Continue bird mouth fencing in two separate areas to prevent people cutting through.

Quotation £1,700.00

Total Quotation Including VAT £2,040.00

Workshop Stud Wall

- Build a four inch stud wall across the middle of the workshop, dividing the car port area from the workshop area.
- Supply and install 6mm ply wood to the wall and two wooden plain doors to link the areas.

Quotation £965.00

Total Quotation Including VAT £1,158.00

Pavers and Paint Work

- Dig out approximately 2 meters squared of ground by bus stop for new paver area.
- Lay hardcore footings base and lay pavers to provide suitable crossing between bus stop and the car park. Paint curb white.
- Paint over two currently white parking spaces in yellow paint to prevent parking.

Quotation £895.00

Total Quotation Including VAT £1,074.00

Site

- To keep the property clean, secure and tidy at all times.
- To remove all waste product from the property.

Yours Sincerely

Kieran Butler

01763 290335 or 07525173278

kieran.butler@ashtonrenovations.co.uk

www.ashtonrenovations.co.uk

VAT Registration Number: 180134732

FOXTON PARISH COUNCIL

Chairman: Ron McCreery, 7 High Street, Foxton, Cambridge CB22 6SP
Clerk: Frances Laville, 32 High Street, Great Eversden, Cambridge CB23 1HW
Tel: 01223 264360
clerk@foxtonparishcouncil.gov.uk

January 6th 2016

Mr Peter Horley
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

Dear Mr Horley,

Thank you for your letter requesting a contribution to the running costs of Melbourn Community Hub. This was put to the Parish Council at our December meeting, where it was felt that each council should look after their own assets, even if used by others from outside the parish, as frequently happens between villages.

While being fully supportive of the good work done at the Hub, FPC already supports MAYD and contributes towards Melbourn library. It was therefore decided that on this occasion that we are unable to offer to help with costs.

Yours faithfully,



Frances Laville
Clerk to the Council

CAMBRIDGE FENCING AND FORESTRY CO. LTD

Meadow Brook Farm, Gt. Abington,
Cambridge CB21 6BL • Telephone: 01223 894349

Quality fencing from the company who care

17th January 2016.

Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts.

Fencing @ Car Park

Supply and install approximately 12yds x 6ft high vertical close board fence using 8ft x 4in x 4in posts at 8ft spacings and cemented in 3 x 8ft x 3in x 2in cant rails nailed to posts with 5ft 6in x 5in feather edge boards nailed to rails above a 6in x 1in gravel board.

Supply and fit 1 x 3ft x 6ft high matching gate (close board) complete with furniture including "Gatamate" lock.
Fit additional rails between low fencing section.

All material is best quality home grown timber from sustainable sources and pressure tanalized to British Standards

All for the price of £810.00p.

Please note that we are at present not VAT registered therefore VAT will not be added to the above quoted price.

Assuring you of our best attention at all times we look forward to receiving your further instructions.

yours sincerely

C. M. Baker

C.M. Baker
CAMBRIDGE FENCING & FORESTRY.

F