

# MELBOURN PARISH COUNCIL

## MINUTES

Minutes of a Meeting of the Parish Council held on Monday, 22<sup>nd</sup> June, 2015 in the upstairs room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk

**PC24/15 Apologies for absence:**

Cllrs R.Tulloch, K.Crosby, M.Sherwen and J.Regan for personal reasons;  
C.Cllr S. van de Ven for personal reasons

**PC25/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

None

**PC26/15 Minutes of the meeting held on 26<sup>th</sup> May, 2015:**

Cllr Gatward referred to PC8/15 in relation to *PC179/14: This pitch is currently situated on the college land owned by the Church and due to the limitations of use it greatly restricts our use of it.* Cllr Gatward asked for the words ‘owned by the Church’ to be deleted as it is factually inaccurate. This was accepted and the minutes amended accordingly.

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR CLEMINSON THAT THE AMENDED MINUTES OF 26<sup>TH</sup> MAY, 2015 BE ACCEPTED AS A TRUE RECORD. This was CARRIED.**

**PC27/15 To report on the last meeting 26/05/15**

Nothing to report.

**PC28/15 To receive a report from C.Cllr S.van de Ven**

**Melbourn Parish Council, June 2015, County Councillor Report**

1. The Boundary Commission has recommended changes which would split the current Melbourn Division thus: Shepreth, Foxton, Heydon and the Chishills would be aligned with Chrishall Grange, Chrishall, Fowlmere, Foxton, Thriplow, Whittlesford, Hinxton, Ickleton and Duxford; while Meldreth and Melbourn would be joined with Whaddon, Bassingbourn-cum-Kneesworth, and Littleton. The new boundaries create significantly larger divisions (approximately 9000 voters instead of 7000) and a smaller number of councillors overall.

The current Melbourn Division, arranged largely around the catchment area for Melbourn Village College and a strong association to the A10 transport corridor, gives way to two very different clusters, one with no secondary school and the other with two. You can view the details and comment on the proposals until July 6<sup>th</sup> (the Boundary Commission says it is ‘keeping an open mind’) at <https://consultation.lgbce.org.uk/node/4143>.

*Cllr Hales reiterated the points made in the report. The number of District Councillors will be reduced from 57 to 45. There is to be an Extraordinary Meeting of the District Council in September on this matter. Cllr Hales suggested the Melbourn Futures Committee may wish to discuss this at its next meeting.*

2. Meldreth, Shepreth and Foxton Rail User Group: All welcome at our next meeting on 29 June, 7 for 7:30, at Foxton Village Hall. The agenda will be posted at <http://melbourn.org.uk/railusergroup/>. Would the parish council like to have a designated member to come along to the Rail User Group meetings? .

I met with Network Rail and Great Northern earlier this week for our Community Rail Partnership. MAYD attended as well and will be working with both Network Rail and Great Northern on projects around safety awareness, artwork around stations, and so on. *Cllr Townsend pointed out that that date clashes with next Monday's F&GP meeting but said that she believed the council should send a representative to the meeting.*

3. Street light complaint from 11 Worcester Way – I have spoken with the resident and believe that this may be a Metropolitan Housing Association light.

4. Southwell Court: I hope to bring a report in the not-too-distant future regarding the County Council's continuing exploration of a possible future for the site as a care home. County has been brilliant in terms of keeping Cllr Hales, Cllr Barrett and me informed.

5. Following on from our Oil Club rebate donation to Mind in Cambridgeshire, Mind is aiming to provide both group and one-on-one support at the Melbourn Hub, available free of charge for the wider community and the professional support made possible by funding it receives from Cambridgeshire County Council for outreach work. This service would be for people aged 18-65, offering practical support and advice about more specialist support if needed. At this time we don't yet have a start date but the hope is late July. I have been spreading the word to our neighbouring parish councils in order to make sure everyone is aware of the expanding range of public services provided by the Hub, to which the wider community benefits.

6. Practical Solutions Group: met last week. Temporary works to car park: no complaints since. Plans to ensure Celebrating Ages tea, hosted by MVC, remains on the calendar – plans now in progress for next tea early in new school year. Noted that MAYD is going from strength to strength, with pavilion cited as an undoubted factor in its success.

**PC29/15 Annual Return for the year ending 31<sup>st</sup> March 2015. (See Appendix 1)**

The Clerk reported on the Annual Return and, after questions from councillors, alterations were initialled and the signed by the Chair and the Clerk in the presence of the council. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR STEAD THAT THE ANNUAL RETURN FOR 2014 – 15 BE ACCEPTED AND SIGNED. This was CARRIED.**

**PC30/15 To receive the Financial Report dated 31st May, 2015 (SEE APPENDIX 2).**

Cllr Norman pointed out the Melbourn Futures Committee should now be a separate Cost Centre. The Clerk will attend to this. The Sinking Fund needs to be on the agenda for F&GP.

**IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR BLOOMFIELD THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.**

**PC31/15 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 payment and agree the amount(s) to be transferred from the Business 'No Notice' Account. (SEE APPENDIX 3).**

Cllr Hales suggested that the money paid for the new keys to the Hub should be paid for by the Hub and not the parish council. The Clerk pointed out that the cheque for R.Gatward should be cancelled due to a misunderstanding and that Dent's appears twice. This will be corrected by the Clerk.

**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR GATWARD THAT THE EXPENDITURE BE ACCEPTED AND THE TRANSFER APPROVED. This was CARRIED.**

**PC32/15 To receive an update from the Melbourn Futures Committee**

**(a) To receive draft Terms of Reference for the proposed Steering Group. (See Appendix 4)**

Prior to consideration of the Terms of Reference, Cllr Mulcock put forward the argument that the Melbourn Futures Committee should cease to be an Executive Committee of the Parish Council and should be reconstituted as a Working Party of the Parish Council. Although he put a proposal to this effect, no councillor seconded the proposal and it was therefore lost. Cllr Mulcock complained about the personal remarks made by Cllr Hales which he was advised by the Clerk to report them to CAPALC. Cllr Hales refused to withdraw the remarks after being asked to do so by the Chair'.

The Terms of Reference were discussed and accepted with the proviso, raised by Cllr Mulcock, that the Financial Arrangements be amended to ensure that the Responsible Financial Officer approves them before being published and implemented. Cllr Norman said the first thing the Steering Group would be considering is the parish boundary in relation to the Neighbourhood Plan.

**PC33/15 To consider a recommendation from the Planning Committee for the approval of the loan application and methods of making the repayments.**

The council considered the recommendation from the Planning Committee

based on the report presented to it:-

*Melbourn Parish Council has submitted application for a loan of £200,000 to be paid over 20 years, payable in half-yearly instalments of £6,801.93 and here are the details regarding its subsequent repayment over the coming years.*

*Melbourn Parish Council has substantial reserves as indicated in the Budget for 2015 – 16 which I have already submitted to the loan board.*

*More specifically, the parish council is receiving £37,500 in Community Benefit from the building of two solar farms in the vicinity which is partly being used to finance local causes and community groups by providing donations. This has enabled some £14,000 per annum to be freed up for other purposes and this will go towards meeting the repayment costs of the loan on an annual basis. This Community Benefit money is payable for the next 25 years.*

*In addition, the council has substantial reserves in the S106 money it has acquired over the years, some of which is not specifically targeted to help, for example, to maintain the S106 areas. Some of this will be used to make the annual payments. Furthermore, the income from the chargeable activities is increasing year-on – year as we are able to offer more facilities e. g. Our refurbished sports pavilion. The village car park is a community amenity, long-heralded by the Village Plan, necessary to support the newly-built Community Hub, refurbished pavilion which is just around the corner, and to curb anti-social behaviour as identified by the Practical Solutions Group, an organisation which includes representatives from the police.*

*With all this taken into consideration, I would like the Planning Committee of the parish council to approve this document as the methods to be used to repay the loan on a yearly basis.*

**IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR HALES THAT MELBOURN PARISH COUNCIL APPROVES THE APPLICATION FOR A LOAN OF £200,000 AND ACCEPTS THE METHODS OF REPAYMENT AS SHOWN IN THE REPORT. This was CARRIED.**

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN THAT MELBOURN PARISH COUNCIL ACCEPTS THE RECOMMENDATION OF THE PLANNING COMMITTEE OF MELBOURN PARISH COUNCIL TO MAKE AN APPLICATION FOR A LOAN OF £200,000 FROM THE PWLB AND ACCEPTS THE METHODS FOR REPAYMENT OF THE LOAN AS SHOWN IN THE REPORT. This was CARRIED BY 9 VOTES FOR (Cllrs Townsend, Gatward, Linnette, Cleminson, Barrett, Norman, Hales, Bloomfield, and Stead) to 2 votes against (Cllrs Mulcock and Baker).**

**PC34/15 To consider employing a new Handyman**

This item is to be considered at the next meeting of F&GP.

**PC35/15 To consider a plan for reducing the trees on the Old Recreation Ground from Shire Tree Surgery.**

The Clerk was requested to arrange a meeting with Shire Tree Surgery on the Old Recreation Ground at 6.30 p.m. on Monday, 29<sup>th</sup> June for the F&G Committee prior to its 7.15 p.m. meeting.

**PC36/15 To receive a report from Melbourn Community Hub. (See Appendix 5)**

The council read the report but regretted that no-one from the Management Company was available to answer questions, that its figures were inaccurate especially with regard to VAT and the cost of the Hub in the last paragraph, the problem regarding VAT not fully addressed despite months of queries, and the fact that the report did not contain anything of substance with regard to the running of the Hub and some of the concerns raised about its day-to-day management and its operation as a Charitable Trust. Particular concern was raised by Cllr Norman over stalled plans for expansion of the Hub and a query about how this was to be tackled. Cllr Mulcock suggested that the question of granting the Hub further money be tackled by F&GP. As a result of the widespread concern expressed, **IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR MULCOCK THAT THE REPORT BE NOT ACCEPTED AND THE MANAGEMENT COMPANY ASKED TO PROVIDE A FULL AND COMPREHENSIVE REPORT TO THE NEXT MEETING OF THE PARISH COUNCIL. This was CARRIED.**

**PC37/15 To consider a quote from Harry Stebbing for a new Parish Noticeboard.**

The Clerk gave the new figure which includes the cost of including the Melbourn Logo. The Clerk was asked to approve the work.

**PC38/15 To consider names for the planned development at 29, High Street, Melbourn.**

The Clerk reported the situation to the council and, as a result, **IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR LINNETTE THAT THE DEVELOPER BE ASKED TO NAME THE DEVELOPMENT 'STAR' RELATED. This was CARRIED, 10 votes for with 1 abstention.**

**PC39/15 Correspondence**

- (a) Letter from Hinchcliffes Solicitors re: Personal Injury Claim was noted.
- (b) Letter from Hugh Pollock thanking the Parish Council for its support for Bloomsday. The Clerk to reply thanking Mr Pollock for all his hard work in making the day a great success and for adding to the life of the village.

**PC40/15 To receive an comments or questions on the following meetings: Planning 1<sup>st</sup> June, Cemeteries 8<sup>th</sup> June, Conservation 8<sup>th</sup> June.**

None.

**PC41/15 To accept notices and matters for the next agenda**

- (a) Report from the Hub Management Company;
- (b) The lease with regard to Little Hands Nursery.

**The Chairman closed the meeting at 9.38 p.m.**

**APPENDIX 1**

---

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

---

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

## Section 1 – Accounting statements 2014/15 for

Enter name of  
reporting body here:

MELBOURN PARISH COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
	RESTATE		Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	603864	505271	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	181152	181152	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	910017	69737 <del>68188</del>	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	59064	71991	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-	32954 <del>29405</del>	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	1130698	282085 <del>282871</del>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	505271	369129 <del>371130</del>	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	477271	360727	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	1876110	2022610	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	650000	646451	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

MELBOURN PARISH COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

MELBOURN PARISH COUNCIL

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

## Section 4 – Annual internal audit report 2014/15 to

MELBOURN PARISH COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit SCOTT ROUSE (ON BEHALF OF UHYHACKER YONG)

Signature of person who carried out the internal audit SRouse Date 01/05/2015

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	
	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

**THERE IS NOT ENOUGH ROOM ON THE NOTICEBOARD TO DISPLAY ALL OTHER APPENDICES. PLEASE COME TO THE PARISH OFFICE TO READ THESE OR ACCESS THEM ON THE PARISH WEBSITE.**

## **APPENDIX 2**

# Financial Summary - Cashbook

Summary between 01/05/15 and 31/05/15 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 Accounts	
Public Works Loan Board loan	-£646,451.06
Total	-£285,724.13

Balances at start of period

Ordinary Accounts

Business Account	£140,736.83
Current Account	£14,366.37
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£102.99
S.106	£113,201.90
Sinking Fund	£1,951.00
Loan Received Accounts	
Public Works Loan Board loan	-£644,616.08
Total	-£238,924.80

RECEIPTS	Net	Vat	Gross
Conservation	£37,422.67	£0.00	£37,422.67
Cemeteries	£360.00	£0.00	£360.00
Play & Rec	£1,155.00	£0.00	£1,155.00
F&GP	£8,399.34	£0.00	£8,399.34
Total Receipts	£47,337.01	£0.00	£47,337.01
PAYMENTS	Net	Vat	Gross
Conservation	£1,044.00	£204.00	£1,248.00
Cemeteries	£2,005.43	£319.77	£2,325.20
Play & Rec	£1,079.39	£163.03	£1,242.42
F&GP	£8,516.38	£421.23	£8,937.61
Planning	£605.00	£13.00	£618.00

<b>Total Payments</b>	<b>£13,250.20</b>	<b>£1,121.03</b>	<b>£14,371.23</b>
<b>Closing Balances</b>			
Ordinary Accounts			
Business Account			£137,651.17
Current Account			£13,085.87
Martin's Charity			£221.44
MAYD			£50,152.35
Melbourn Community Hub			£84,958.40
Petty Cash			£17.76
S.106			£150,624.57
Sinking Fund			£1,945.50
Loan Received Accounts			
Public Works Loan Board loan			-£644,616.08
<b>Total</b>			<b>-£205,959.02</b>

### APPENDIX 3

## Melbourn Parish Council

### Expenditure transactions - approval list

Start of year

01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice Details	Cheque
date					Total	
127104322	£306.22		£51.04	£255.18	10/06/15 Speedy Asset Services Ltd	£306.22
- fencing for car park						
129104323	£1,170.00		£195.00	£975.00	10/06/15 Birketts - Philip kratz	£1,170.00
133104324	£366.00		£61.00	£305.00	10/06/15 Dent's - new locks and	£366.00
keys						
135104325	£33.00		£0.00	£33.00	15/06/15 All Saints Community Hall -	£33.00
MFC meeting						
140104326	£10.00		£0.00	£10.00	15/06/15 CAPS - Deduction from	£10.00
wages						
159104327	£165.80		£0.00	£165.80	22/06/15 R Gatward - plants	
160104327	£16.99		£0.00	£16.99	22/06/15 R Gatward - 1 Climbing	£182.79
rose						
125104329	£108.51		£0.00	£108.51	09/06/15 Mike Sherwen - Expenses	£108.51
associated with the Anglo-Saxon reburial						
120	£366.00		£61.00	£305.00	03/06/15 Dent's - Keys for the hub	
134BACS	£16.00		£0.00	£16.00	15/06/15 Barbara MacKellar - 83,	£16.00
High Street						
153BACS	£180.00		£0.00	£180.00	17/06/15 Michelle Cooper - accounts	£180.00
108BACS	£50.00		£0.00	£50.00	01/06/15 ASSM - Update of asset	£50.00
register						
155BACS	£433.86		£72.31	£361.55	22/06/15 Glassblade Ltd - WP plugin	£433.86
for new website + training						
124BACS	£80.00		£0.00	£80.00	09/06/15 Weaverman Baskets -	£80.00
Shroud & sisal rope						

128	BACS safety helmet	£25.00	£0.00	£25.00	10/06/15	Wrights Mower Centre -	
154	BACS strimmer repairs	£39.39	£6.57	£32.82	22/06/15	Wrights Mower Centre -	£64.39
136	BACS office paper	£95.76	£15.96	£79.80	15/06/15	Stationery Cupboard -	
137	BACS cartridges	£37.96	£6.33	£31.63	15/06/15	Stationery Cupboard - ink	£133.72
109	BACS & fit 8 signs	£462.00	£77.00	£385.00	01/06/15	Unlimited Logos - to suppl	
122	BACS stickers on signs	£185.76	£30.96	£154.80	08/06/15	Unlimited Logos - 8 vinyl	£647.76
156	BACS	£20.99	£0.00	£20.99	22/06/15	NALC - book purchase	£20.99
57	BACS Maintenance Limited - S106 areas	£256.01	£42.67	£213.34	05/05/15	Herts And Cambs Ground	
112	BACS Maintenance Limited - remove fence on the car park	£324.00	£54.00	£270.00	01/06/15	Herts And Cambs Ground	
113	BACS Maintenance Limited - Cemetery contract	£1,400.40	£233.40	£1,167.00	01/06/15	Herts And Cambs Ground	
138	BACS Maintenance Limited - allotments x 2	£276.00	£46.00	£230.00	15/06/15	Herts And Cambs Ground	
139	BACS Maintenance Limited - weed & tidy beds at the hub	£336.00	£56.00	£280.00	15/06/15	Herts And Cambs Ground	
157	BACS Maintenance Limited - Water hedge in Worcester Way	£84.00	£14.00	£70.00	22/06/15	Herts And Cambs Ground	£2,676.41
126	BACS Meeting room hire	£158.40	£26.40	£132.00	10/06/15	Melbourn Village College -	£158.40
116	Direct Debit pavilion	£81.39	£3.88	£77.51	03/06/15	e.0n - Elec charges for	
117	Direct Debit sports social club	£12.44	£0.59	£11.85	03/06/15	e.0n - Elec charges for adj	
118	Direct Debit ORC	£7.62	£0.36	£7.26	03/06/15	e.0n - Elec charges for	
130	Direct Debit ORG	£22.18	£1.06	£21.12	10/06/15	e.0n - Elec charges for	£123.63
70	Direct Debit - Charges for the Moor Allotments	£135.60	£0.00	£135.60	13/05/15	Cambridge Water Company	
71	Direct Debit - Charges Grays Allotments		£15.67	£0.00	£15.67	13/05/15	Cambridge Water Company
72	Direct Debit - Charges for Sports pavilion	£25.75	£0.00	£25.75	13/05/15	Cambridge Water Company	
89	Direct Debit - Charges for NRC	£20.25	£0.00	£20.25	26/05/15	Cambridge Water Company	£197.27
111	p.285 tape	£7.14	£0.00	£7.14	01/06/15	K. Rudge - Hazard warning	£7.14
110	p.289 - pavilion hire	£20.00	£0.00	£20.00	01/06/15	River Mel Restoration Group	£20.00

115 p.290	£10.00	£0.00	£10.00	03/06/15 Peter Horley - MBA meeting	£10.00
123 P.291 flower bed	£3.99	£0.00	£3.99	08/06/15 K. Rudge - fertilizer for	£3.99
131 P.292	£8.64	£0.00	£8.64	10/06/15 K. Rudge - Wood & wire	£8.64
132 P.293	£5.00	£0.00	£5.00	10/06/15 K. Rudge - Petrol for mowers	£5.00
142 p.295	£5.00	£0.00	£5.00	15/06/15 K. Rudge - petrol for mowers	£5.00
158 P.296	£20.07	£0.00	£20.07	22/06/15 Sarah Adam - stamps	£20.07
121 Visa Saxon reburial	£110.85	£0.00	£110.85	08/06/15 Tesco - Food for the Anglo-	£110.85
141 Visa software	£22.18	£3.70	£18.48	15/06/15 WESH UK - 4 slices Primary	£22.18
119 Visa Garden vouchers	£25.00	£0.00	£25.00	03/06/15 Phillimore Garden Centre -	£25.00
107 Visa	£42.00	£0.00	£42.00	01/06/15 Peter Horley - postage	£42.00
161 -166: Wages, salaries and Tax & NI: £4839.31					
Total	£12,444.13	£1,059.23	£11,384.90		

#### **APPENDIX 4**

### NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE MELBOURN PARISH COUNCIL FUTURES COMMITTEE

#### Purpose

The development of a Neighbourhood Plan has been delegated to the Melbourn Futures Committee by Melbourn Parish Council and is to be delivered via a dedicated Steering Group . The main purpose of the Steering Group is to prepare a Neighbourhood Plan for the Melbourn Parish, on behalf of Melbourn Parish Council, in line with the requirements of the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area of Melbourn.

In undertaking this role, the Steering Group will:

1. Ensure that Neighbourhood Planning legislation, as set out in the Neighbourhood Planning (England), are followed in the preparation and submission of the Neighbourhood Plan.
2. Set out a project timetable, featuring key milestones, and a budget for developing the Neighbourhood Plan.
3. Seek appropriate funding to meet the costs of developing the Plan via Melbourn Parish Council F&G Committee
4. Plan, manage, and monitor expenditure incurred in the preparation of the plan and report back to the Melbourn Futures Committee who will brief Melbourn Parish Council on these matters.
5. Report regularly to Melbourn Futures Committee on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.



6. Seek to gather the views of the whole Melbourn community, including residents, groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
7. Liaise with South Cambridgeshire District Council and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local, national and European planning legislation.
8. Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the Neighbourhood Plan.

### Membership

The Steering Group will include up to 12 members, including representatives from Melbourn Parish Council and any other interested members of the community, as recommended by Melbourn Futures Committee

At the first meeting the committee will elect: a chairperson, a vice-chair, a secretary, and a treasurer.

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

### Meetings

The initial meeting will be held jointly with the Melbourn Futures Committee, and joint meetings to be held subsequently if and when necessary.

The Steering Group shall meet every month, or as required. Notice of Steering Group meetings shall be given to its members, by e mail or post, at least five working days in advance of the meeting date. Notices must include details of the matters to be discussed.

Decisions on operational matters (relating to the progress of preparing the Plan) shall be determined by a majority of votes of the Steering Group members present and voting. In the case of an equal number of votes the chairperson shall have the casting vote.

Decisions on matters relating to proposed content of the Plan shall be made by the full Melbourn Parish Council, following consideration of recommendations made by the Steering Group to the Melbourn Futures Committee.

The Steering Group may decide the quorum necessary to conduct business – with a minimum of five members.

The secretary shall circulate minutes to members of the Steering Group not more than 14 days after each meeting.

### Working Groups

The Steering Group may appoint such working groups as it considers necessary, to carry out functions specified by the Steering Group. Each working group should have a nominated chair but this person does not have to be a member of the Steering Group.

Working groups do not have the power to authorise expenditure on behalf of the Steering Group.

#### Finance

The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices. Members of the Steering Group, or a working group, may claim back expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage, stationary, telephone calls, travel costs, childcare costs etc. The procedure for claiming and rates for these expenses shall be drawn up by the treasurer and agreed with the Steering Group.

The treasurer will report back to the Steering Group on planned and actual expenditure for the project and liaise with the Melbourn Parish Clerk for payment of invoices.

#### Changes to the Terms of Reference

These Terms of Reference may be altered and additional clauses added by agreement, shown by majority votes, of the Steering Group, subject to ratification by the Melbourn Futures Committee.

### **APPENDIX 5**

## **Financial Report to Melbourn Parish Council**

### **on Melbourn Community Hub – June 2015**

#### **Finances**

The latest reports show that the Directors' plans to control the expenditure in the Hub, and to ensure that there are much tighter financial controls and thereby reduce the monthly excess of expenditure over income are beginning to take effect. During the past month the Tesco bills for the café supplies have been reduced from typically £700 - £900 to just £120.

The total income for both March and April was approximately £10,000 (cafeteria £6,500, room hire £3,500 including Parish Council rent), and expenses £11,000, giving a deficit each month of about £1,000. The overall deficit in the period from October 2014 to April 2015 (7 months) is £27,000. This situation should improve in the short term following the resignation of the Centre Manager, and the consequent saving in her salary until her successor is appointed. I have set out on the following page a summary of the income and expenditure for March and April.

#### **VAT**

Alan Brett and I met with Carol Bun of Birketts on 18 June 2015 to discuss the situation regarding the VAT on the original purchase of the building.

Carol Bun explained that HMRC view the use of Village Halls, or parts thereof, as being wholly for charitable purposes, or wholly for non-charitable purposes. If part of the building has a commercial use, (as is the case with the cafeteria) then that part cannot receive the VAT exemption. Her view was that if there is business use of the rooms, that this should be declared. Her suggestion was that we should say that only one room is used for business purposes, and that we designate this room as the business room. Occasional use of another room for business purposes can be ignored.

A decision has to be made, therefore, whether to discontinue the business use of the rooms, or for the Parish Council to pay additional VAT on the understanding that this would be offset by the increased revenue from business use. I believe that the original cost of the building was approximately £550,000, which means that VAT at the standard rate on this would have been about £110,000. On this basis, the additional VAT payable would be £1,100 for every additional 1% of floor space used for business purposes.

Jonathan Berks  
Finance Director  
19 June 2015

### Summary of Income and Expenditure to April 2015

	March 2015	April 2015	Oct 2014 – April 2015 (7 months)
Café sales	£6,600	£6,200	£42,500
Room hire	3,000	3,900	£15,800
<b>Total income</b>	<b>£9,600</b>	<b>£10,100</b>	<b>£58,300</b>
Café purchases	£2,500	£2,500	£22,700
Wages kitchen/cleaners	£4,000	£4,000	£32,500
Centre manager salary	£1,600	£1,600	£11,900
Premises costs	£1,800	£1,800	£8,700
Administration costs	£1,100	£1,100	£9,600
<b>Total expenses</b>	<b>£11,00</b>	<b>£11,000</b>	<b>£85,400</b>
<b>Excess expenditure over income</b>	<b>- £1,400</b>	<b>- £900</b>	<b>-£27,100</b>