

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Finance and General Purposes Committee held on Monday, 30th March, 2015 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

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

In attendance: The Clerk + Cllr Barrett

F&G44/14 Apologies for absence:

None

F&G45/14 Declarations of Pecuniary and Non-Pecuniary Interests:

None

F&G46/14 Minutes of the meeting held on 5th January, 2015:

It was proposed by Cllr. Sherwen seconded by Cllr Crosby and agreed that the minutes of 5th January, 2014 were a true record of the meeting.

F&G47/14 Report on the last meeting 05/01/15

F&G39/14: IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN THAT THE F&G COMMITTEE RECOMMENDS TO MELBOURN PARISH COUNCIL THAT THE PRECEPT FOR THE FINANCIAL YEAR 2015-16 BE SET AT £190,210.90. This was CARRIED.

A briefing sheet will be prepared, by Cllr Norman, for councillors and residents to explain the figures.

Cllr Norman has prepared a briefing paper which has been circulated to all councillors.

F&G48/14 To receive a report on Income and Expenditure:

The Clerk presented the report.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSBY THAT THE REIMBURSEMENT FIGURE FROM THE HUB CONSTRUCTION BE RING-FENCED FOR THE PURPOSES OF THE FUNDING OF THE HUB. This was CARRIED.

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR CROSBY THAT THE REPORT ON INCOME AND EXPENDITURE BE ACCEPTED (see Appendix 1). This was CARRIED.

F&G49/14 To receive a recommendation regarding tender quotes in relation to the car park refurbishment.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR STEAD THAT THIS ITEM BE TAKEN IN CAMERA DUE TO COMMERCIAL SENSITIVITY. This was CARRIED.

Cllr Regan presented details of the 3 tenders for the refurbishment of the car park with a recommendation from Sweetts that the quote from INTERSERV for £255,047.60. be accepted. Prior to any recommendation being put, the committee considered the letter from Banks Long & Co, Chartered Surveyors on behalf of the Co-op with regard to purchasing the car park for a new store with additional parking spaces for the public. This was rejected on

a number of grounds, principally that it would contravene the lease between the council and SCDC and also the need for the car park to stay in the public domain, to safeguard the safe route to school, and the curbing of anti-social behaviour.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES THAT THE F&G COMMITTEE RECOMMENDS TO MELBOURN PARISH COUNCIL THAT IT ACCEPTS THE QUOTE FROM INTERSERV OF £255,047.60 FOR THE REFURBISHMENT OF THE CAR PARK WITH THE PROVISIO THAT THE FINANCES ARE IN PLACE PRIOR TO THE ACCEPTANCE OF THE TENDER. This was CARRIED by 9 votes in favour (Cllrs Tulloch, Gatward, Linnette, Hales, Regan, Bloomfield, Norman, Stead, Crosby and Townsend) and 1 against (Cllr Sherwen).

This recommendation will be taken to an Extraordinary Meeting of the parish Council to be held on Tuesday, 7th April at 7.00 p.m. prior to the meeting of the Planning Committee.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CROSBY THAT THE COMMITTEE COME OUT OF CAMERA. This was CARRIED.

F&G50/14 Toilets on the Moor

It was agreed that the request for an earth toilet on the allotments will be discussed at the next meeting of the Conservation Committee.

The proposed refurbishment and reopening of the toilets on the Moor did not find favour with the committee but the Clerk was asked to provide costings for toilets similar to the municipal toilets in Cambridge.

ACTION: The Clerk

F&G51/14 To discuss staffing matters

None

F&G52/14 To consider any review of Standing Orders (See Appendix 2)

(a) Complaints: **IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR NORMAN THAT THE CHANGES IN THE COMPLAINTS PROCEDURE IN THE STANDING ORDERS AS PROPOSED BY THE CLERK BE ACCEPTED. This was CARRIED.**

(b) Protocols for the recording of council and committee meetings: these will continue to be worked on and brought to the Full Parish Council in April.

(c) Other proposed changes: It was agreed to delete the line 'unless the council otherwise decides at a previous meeting'. **IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR REGAN THAT THE OTHER PROPOSED CHANGES BE ACCEPTED WITH THE DELETION OF THE WORDS AS SHOWN ABOVE. This was CARRIED.**

ACTION: The Clerk

F&G53/14 Correspondence

(a) To receive details of a proposed 'Bloom's Day': **IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR BLOOMFIELD THAT THE 'BLOOM'S DAY' BE SUPPORTED FINANCIALLY UP TO A SUM OF £500'. This was CARRIED.**

F&G54/14 To accept notices and matters for the next agenda.

(a) To consider the question of Street Lighting at the next meeting of the Full Parish Council.

There being no other business, the Chairman closed the meeting at 8.21p.m.

APPENDIX 1

Financial Statement - Cashbook

Statement between 01/04/14 and 25/03/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business 14 Day	£113,077.46
Business No Notice	£91,574.69
Community Building Fund	£50,117.27
Current	£125,820.10
Martin's Charity	£221.28
Melbourn Community Hub	£94,364.70
Parish Plan	£2,022.50
Petty Cash	£72.53

Loan Received Accounts

Public Works Loan Board loan	-£650,000.00
Total	-£172,729.47

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Conservation			
100 Allotment Rent	1,723.42	0.00	1,723.42
110 Grass Cutting	1,594.69	0.00	1,594.69
Conservation Total	3,318.11	0.00	3,318.11
Cemeteries			
200 Burial Fees			
200/1 Burials	1,330.00	0.00	1,330.00
200/2 Memorials	300.00	0.00	300.00
200/3 Cremated Remains	480.00	0.00	480.00
200 Total	2,110.00	0.00	2,110.00
Cemeteries Total	2,110.00	0.00	2,110.00
Play & Rec			
300 Match Fees			
300/1 Melbourn FC	252.00	0.00	252.00
300/2 Melbourn Dynamos	455.00	0.00	455.00
300/3 Melbourn Sundays	168.00	0.00	168.00
300/4 External Clubs	114.00	0.00	114.00
300 Total	989.00	0.00	989.00
310 Use of gezebo	0.00	0.00	0.00
320 Hire of Old Recreation Ground	150.00	0.00	150.00
330 Little Hands Nursery Rent	12,705.00	0.00	12,705.00
340 Pavillion	8,361.00	0.00	8,361.00
350 Grant Money	0.00	0.00	0.00
360 Other Sports	0.00	0.00	0.00
370 MAYD	0.00	0.00	0.00
380 Bike Bank	0.00	0.00	0.00
Play & Rec Total	22,205.00	0.00	22,205.00
F&GP			
400 Club Rents	0.00	0.00	0.00

410 Precept	181,152.35	0.00	181,152.35
420 Bank Interest - Business No Notice	71.87	0.00	71.87
430 Bank Interest - Business 14 Day	124.44	0.00	124.44
440 Bank Interest - Martin's Charity	0.16	0.00	0.16
450 Re-imburements	15,259.18	0.00	15,259.18
460 Miscellaneous Income	7,611.63	0.00	7,611.63
470 Photocopying	15.26	0.00	15.26
480 Insurance Claims	0.00	0.00	0.00
490 Donations	500.00	0.00	500.00
500 VAT Refund	51,708.60	0.00	51,708.60
510 All Saints rent for hire of hall	0.00	0.00	0.00
520 Bank Interest Community Development	17.68	0.00	17.68
530 Loan Income	0.00	0.00	0.00
540 Bank Interest Melbourn Hub	32.97	0.00	32.97
550 Capital Grant	0.00	0.00	0.00
F&GP Total	256,494.14	0.00	256,494.14
Planning			
700 Public Open Space (S106)	3,617.42	0.00	3,617.42
710 Community Building	0.00	0.00	0.00
Planning Total	3,617.42	0.00	3,617.42
Highways			
800 Highways & Rural Footpaths	0.00	0.00	0.00
Highways Total	0.00	0.00	0.00
Total Receipts	287,744.67	0.00	287,744.67
PAYMENTS			
	Net (£)	Vat (£)	Gross (£)
Conservation			
1000 Allotments	1,012.24	137.00	1,149.24
1100 Conservation	8,153.98	1,450.09	9,604.07
1200 Grass Cutting	3,425.00	685.00	4,110.00
1300 Public Open Space	6,115.89	922.69	7,038.58
1400 S106	650.00	0.00	650.00
Conservation Total	19,357.11	3,194.78	22,551.89
Cemeteries			
2000 Cemetery			
2000/1 Orchard Road	2,082.96	227.38	2,310.34
2000/2 New Road	12,226.31	2,005.53	14,231.84
2000/3 All Saints' Churchyard	0.00	0.00	0.00
2000/4 Cemetery Contracts	11,670.03	2,334.01	14,004.04
2000 Total	25,979.30	4,566.92	30,546.22
Cemeteries Total	25,979.30	4,566.92	30,546.22
Play & Rec			
3000 Play Areas and Recreation			
3000/1 Little Hands Nursery	780.00	156.00	936.00
3000/2 Pavilion	25,184.59	4,464.36	29,648.95
3000/3 Play Areas	614.14	86.88	701.02
3000/4 Recreation	38,352.41	6,678.34	45,030.75
3000 Total	64,931.14	11,385.58	76,316.72
3100 MAYD	5,555.00	0.00	5,555.00
3200 Bike Bank	0.00	0.00	0.00
Play & Rec Total	70,486.14	11,385.58	81,871.72

F&GP			
1 Petrol for Mowers	149.05	0.00	149.05
2 Postage	15.85	0.00	15.85
3 Handyman Materials	413.96	3.65	417.61
4 Office Stationery	0.00	0.00	0.00
5 Parish Office-General	152.20	0.00	152.20
6 Petty Cash Sundries	141.55	0.00	141.55
500 Melbourn Primary School			
500/1 Donation	0.00	0.00	0.00
500 Total	0.00	0.00	0.00
4000 Audit and Legal Fees	3,600.35	545.00	4,145.35
4100 Chairman's Allowance	611.00	27.20	638.20
4200 Contingency Fund	1,430.00	36.00	1,466.00
4300 Handymen			
4300/1 Wages	23,016.12	0.00	23,016.12
4300/2 Materials	33.23	6.65	39.88
4300/3 Equipment	1,850.94	355.22	2,206.16
4300/4 Insurance	225.00	0.00	225.00
4300/5 Recruitment	0.00	0.00	0.00
4300 Total	25,125.29	361.87	25,487.16
4400 Hire of Centre	1,806.07	0.00	1,806.07
4500 Insurances	10,537.99	142.02	10,680.01
4700 Membership of Societies			
4700/1 CAPALC	740.95	0.00	740.95
4700/2 SLCC	0.00	0.00	0.00
4700/3 The Wildlife Trust	0.00	0.00	0.00
4700/4 Cambs. ACRE	0.00	0.00	0.00
4700/5 CPRE	0.00	0.00	0.00
4700/6 The Ramblers Association	0.00	0.00	0.00
4700/7 Fields in Trust	70.00	0.00	70.00
4700/8 Association of Burial Authorities	0.00	0.00	0.00
4700 Total	810.95	0.00	810.95
4800 Celebrating Ages	1,615.00	0.00	1,615.00
4900 Parish Clock	0.00	0.00	0.00
5000 Parish Office			
5000/1 IT/Phone	473.17	73.64	546.81
5000/2 Office Supplies	1,662.85	235.89	1,898.74
5000/3 Photocopier Rent	733.02	146.61	879.63
5000/4 Rates	0.00	0.00	0.00
5000/5 Postage	424.00	0.00	424.00
5000/6 Office Rent	8,600.00	0.00	8,600.00
5000/7 Click Charges	218.37	26.87	245.24
5000 Total	12,111.41	483.01	12,594.42
5100 Salaries			
5100/1 Clerk	15,441.94	0.00	15,441.94
5100/2 Assistant Clerk	8,934.80	0.00	8,934.80
5100/3 Bookkeeper	2,323.10	0.00	2,323.10
5100/4 Caretaker	912.50	0.00	912.50
5100/5 Project Development	1,555.20	0.00	1,555.20
5100 Total	29,167.54	0.00	29,167.54

5200 Donations			
5200/1 CAB	3,500.00	0.00	3,500.00
5200/2 Relate	1,500.00	0.00	1,500.00
5200/3 MAGPAS	200.00	0.00	200.00
5200/4 River Mel Group	0.00	0.00	0.00
5200/5 British Legion	200.00	0.00	200.00
5200/6 RDCT	600.00	0.00	600.00
5200/7 Library	500.00	0.00	500.00
5200/8 M&M SHG	852.00	0.00	852.00
5200/9 Mobile Warden	6,500.00	0.00	6,500.00
5200/10 Victim Support	200.00	0.00	200.00
5200/11 Air Ambulance	500.00	0.00	500.00
5200 Total	14,552.00	0.00	14,552.00
5300 Sundry Expenses	26,458.63	3,174.66	29,633.29
5400 Training	2,223.78	0.00	2,223.78
5500 Martin's Charity	0.00	0.00	0.00
5600 Tax & NI			
5600/1 Total all employees	10,182.44	0.00	10,182.44
5600 Total	10,182.44	0.00	10,182.44
5700 Bank Charges 14 day	0.00	0.00	0.00
5800 BusinessNo Notice Account Bank Charges	0.00	0.00	0.00
5900 Bank Charges Current Account	406.65	0.00	406.65
6000 Parish Plan	224.56	0.00	224.56
6100 Bank Charges Parish Plan	60.50	0.00	60.50
6200 Mileage Allowance	552.10	0.00	552.10
6300 Public Art Project	0.00	0.00	0.00
6400 Community Hub - Hub	40,296.70	2,544.76	42,841.46
6450 Public Works Loan Board interest	29,405.26	0.00	29,405.26
6500 Bank charges Melbourn Hub	0.00	0.00	0.00
F&GP Total	212,050.83	7,318.17	219,369.00
Planning			
7000 Community Development	292.00	58.40	350.40
7100 Village car park	30,317.79	4,418.57	34,736.36
Planning Total	30,609.79	4,476.97	35,086.76
Highways			
8000 Highways and Footpaths	250.00	0.00	250.00
8100 Street Lighting	551.74	110.35	662.09
Highways Total	801.74	110.35	912.09
Total Payments	359,284.91	31,052.77	390,337.68

Closing Balances

Ordinary Accounts

Business 14 Day	£113,201.90
Business No Notice	£80,673.31
Community Building Fund	£50,134.95
Current	£41,226.04
Martin's Charity	£221.44
Melbourn Community Hub	£83,397.67
Parish Plan	£1,962.00
Petty Cash	£311.27

Loan Received Accounts

Public Works Loan Board loan
Total

-£646,451.06
-£275,322.48

APPENDIX 2: PROPOSED CHANGES TO STANDING ORDERS

CHANGES TO STANDING ORDERS: 30/03/2015

OTHER CHANGES

(a) meetings of the Full Council shall be held monthly at Melbourn Community Hub at 7:15pm

(b) smoking is not permitted at any meeting of the Council.

(c) meetings of the Parish Council shall finish no later than 10:00pm. If meetings continue past this time a proposal must be made to this effect. The meeting cannot go on past 10.30p.m. Any items not considered by that time will be scheduled for the next meeting.

2. The Statutory Annual Meeting:

(a) **In an election year shall be held on the Monday next following the 4th day after the ordinary day of elections to the Council, unless it falls on a Bank Holiday when the meeting will be held on a Tuesday.**

(b) **In a year which is not an election year shall be held on the last Monday in May, unless it falls on a Bank Holiday when the meeting will be held on a Tuesday.**

3. The three other statutory meetings shall be held on the 4th Monday in the months of July, November and February.

4. Additional meetings shall be held normally on the 4th Monday in the months of January, March, April, June, August, September, October and December, where possible.

PROTOCOLS FOR THE RECORDING OF COUNCIL AND COMMITTEE MEETINGS

Withdrawn.

COMPLAINTS PROCEDURE.

80. The Council shall deal with complaints of maladministration allegedly committed by the Council or any officer, member or employee in the manner recommended in Circular 2/86 re-issued by the National Association of Local Councils. Complaints will be dealt with in the following manner:-

1. Any complaint concerning any employee of the parish council will be investigated by the Chairman and the Vice-Chairman and reported to the full council and any agreed action taken. Any appeal of any agreed action will be taken to CAPALC for adjudication and to the Monitoring Officer of South Cambridgeshire District Council. Any suggested action will not invalidate any systems of appeal to relevant employment bodies or tribunals guaranteed by law.
2. Any complaint concerning an individual councillor will be investigated by the Chairman and Vice-Chairman and reported to the full council. Any agreed action will be referred to CAPALC for adjudication and to the Monitoring Officer of South Cambridgeshire District Council.
3. Any complaint against the Chairman, Vice-Chairman or Parish Clerk should be referred to CAPALC for adjudication and to the Monitoring Officer of South Cambridgeshire District Council.
4. Any complaint against the council as a whole should be referred to CAPALC for adjudication and to the Monitoring Officer of South Cambridgeshire District Council.

