

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 14<sup>th</sup> November 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.**

**Present: Cllrs Norman (Chair), Siva (Vice Chair), Gatward, Hales, Hart, Kilmurray, Regan, Sherwen and Travis**

**In attendance: The Clerk, District Cllr Barrett 10 members of the public.**

**PC155/16 To receive apologies for absence**

Cllrs Cross, Harrington and Shepherd for personal reasons and Cllrs Stead for work commitments.

**PC156/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

There was nothing to report.

**PC157/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).**

**At 7.17pm The Chair Suspended Standing Orders**

Mr Baker and Mr Pollock raised their concerns about the amount of dropped leaves over the village especially on New Road and Orchard Road. The Clerk to ask Litterpicker and Ranger to look into this. *(Post meeting note: SCDC's Road cleaning vehicle is coming to Melbourn on Monday 21<sup>st</sup> November 2016 if leaves can be swept into the guttering).*

Dr Atkins – The Chair stated that Dr Atkins is her husband. Dr Atkins stated that by the Council adopting the Community Engagement Policy and considering using social media this will certainly show openness and transparency.

**At 7.25pm The Chair reinstated Standing Orders**

**PC158/16 To approve the Minutes of the Parish Council Meeting on 24<sup>th</sup> October 2016**

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY THE MINUTES OF 24<sup>TH</sup> OCTOBER ARE A TRUE RECORD WITH NO AMENDMENTS TO BE MADE. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC159/16 To report back on the minutes of the Parish Council Meeting on 24<sup>th</sup> October 2016.**

The Clerk reported the Internal Auditor is coming on 23rd November 2016. Other actions within the minutes are complete or ongoing.

**PC160/16 To approve the Minutes of the Parish Council Meeting on 31<sup>st</sup> October 2016**

The Chair reported that although on the 31<sup>st</sup> October 2016 the Council had agreed to pay Interim Certificate number 8 for £25,540.00, when the invoice arrived from Interserve the actual amount was £25,540.75.

PC142/16 Add (Enforcement) of Yellow lines on the High Street

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SHERWEN THE MINUTES OF 31<sup>ST</sup> OCTOBER 2016 ARE A TRUE RECORD. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC161/16 To report back on the minutes of the Parish Council Meeting on 31<sup>st</sup> October 2016.**

There was nothing to report.

**PC162/16 To discuss and approve War Memorial Refurbishment funding - APPENDIX A**

Mr Peter Cleminson was invited to the meeting to explain to the Council the proposed plan for the refurbishment of the War Memorial for the WW1 100<sup>th</sup> Anniversary of Armistice. Mr Cleminson explained this is a massive nationwide event and stated that Melbourn Village will have the only Kohima Memorial Stone in England. Mr Cleminson confirmed the refurbishment will not have any impact whatsoever on the existing Memorial

Mr Cleminson explained there are three parts to the refurbishment:

- The Kohima Memorial Stone – Quote presented from Hibbitt Sons Masonry Ltd for £3759.62 excluding VAT. 50% deposit to be paid by the end of November 2016.
- The Landscaping (worked to be carried out April 2017) – Quotes (£6201.50) and Plans to be presented to council as a separate agenda item.
- The Fencing (worked to be carried out April 2017) – Quotes (£3016.50) and Plans to be presented to council as a separate agenda item.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES MELBOURN PARISH COUNCIL IS FULLY IN SUPPORT OF THE REFURBISHMENT OF THE WAR MEMORIAL FOR THE WW1 100<sup>TH</sup> ANNIVERSARY OF ARMISTICE AND TO APPROVE 50% DEPOSIT OF QUOTE FOR £3759.62 + VAT BY END OF NOVEMBER 2016. ALL WERE IN FAVOUR AND THIS WAS CARRIED.**

Mr Cleminson stated that as the refurbishment to the War Memorial does not affect the existing Memorial Stone he commented that the Council did not have a reason for responding to the Historic England email that was sent to The Clerk on 9<sup>th</sup> November 2016.

**PC163/16 To agree and sign the Clerks Contract APPENDIX B**

The Council were presented with The Clerks Contract. There were a few amendments that needed to be made by the HR Panel relating to:

- Section 1. Your employment as *Parish Clerk* with Melbourn Parish Council began on 24<sup>th</sup> December 2015.
- Section 2.1 *Your employment commenced on 27<sup>th</sup> November 2013 with MELBOURN PARISH COUNCIL and qualifies as continuous service.*
- Section 13. *Reimburse* not Reimbursed
- Section 22 which needs to include Risk Assessments for each post including workstations and Lone Working

**IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR KILMURRAY THE CLERKS CONTRACT BE APPROVED AS DRAFT WITH THE FOLLOWING AMENDMENTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC164/16 To present the Clerks CILCA Qualification Certificate**

The Chair Presented The Clerk her (CILCA) Certificate in Local Council Administration Qualification. There was a round of applause.

**PC165/16 To agree the new Parish Council Office Opening Hours APPENDIX C**

The HR Panel presented the new Parish Council Office Opening Hours to be effective from Monday 21<sup>st</sup> November 2016.

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS. ALL WERE IN FAVOUR, THIS WAS CARRIED.**

**PC166/16 To receive the External Audit and Annual Governance Statement – APPENDIX D**

The Chair presented to Council the Annual Return for the year ended 31<sup>st</sup> March 2016.

**PC167/16 To review and approve Training and Development Policy APPENDIX E**

The Chair explained section 2.5 had been added to this policy.

**ACTION: THE CLERK TO CREATE A FEEDBACK ON TRAINING SESSIONS FORM FOR CLLRS TO COMPLETE. CLERK TO CONFIRM COSTING FOR CILCA TRAINING FOR ASSISTANT CLERK.**

**IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR HALES THE AMENDED TRAINING POLICY BE APPROVED. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC168/16 To discuss and approve Reserves Policy – APPENDIX F**

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN TO ADOPT THE POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC169/16 To discuss and approve Community Engagement Policy – APPENDIX G**

The Council discussed the policy and made the following comments:

- The Council appointed a working party to:
  - Investigate Social Media. **TO CONSIST OF CLLR CROSS/CAROLINE BAKER AND THE CLERK.**
- The Clerk to bring a proposal to Council relating to supporting documentation relating to the weekly agenda. **ACTION : THE CLERK**
- The Council suggested appointing a working party to decide on the form a regular Newsletter should take. **ACTION: THE CLERK TO PREPARE TERMS OF REFERENCE.**
- - Change the wording in Section 4. Delivering information can be improved through: **introducing a monthly Newsletter - change to - introducing a regular Newsletter.**
  - Take out the last paragraph under 4. Inviting Participation. *The Annual Parish Meeting .....*
  - Change the wording in Section 6. Strategy Review – **The Community Engagement Policy will be reviewed annually - change to - The Community Engagement Strategy will be reviewed annually.**

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN TO APPROVE THIS POLICY AS DRAFT WITH THE AMENDMENTS AS ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC170/16 To discuss spending money on inviting the community to make their views known on the proposed boundary changes. – APPENDIX H**

The Chair suspended Standing Orders.

Discussions were had about the wording on the Consultation Notification Boundary Changes document. It was felt from the members of the Public the wording did not explain the situation clear enough and could Cllrs Hales, Kilmurray and Shepherd amend the document.

There were further discussions amongst residents and councillors about how to communicate to the village using a range of different methods. The Parish Council discussed appointing a working party. This will be placed on a future agenda. **ACTION THE CLERK**

The Chair reinstated Standing Orders.

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR SIVA THE COPYING OF 2100 BOUNDARY CHANGES LEAFLET IN THE PARISH OFFICE**

**WOULD GO AHEAD AND BE DELIVERED TO EACH HOUSE BY COUNCILLORS.  
ALL WERE IN FAVOUR, THIS WAS CARRIED.**

**PC171/16 To discuss the background and potential projects for 2017/2018 relating to Conservation**

Cllr Gatward explained to the Council what Conservation is responsible for:

- Hedges
- Tree Planting
- TPO Tree Preservation Orders – Cambridge County Councils responsibility
- Benches
- S106 Sites – Armingford Crescent/Elm Way/Chalkhill Barrow/Stockbridge Meadows/Greengage Rise
- Beechwood Avenue
- Bulb Planting
- Millennium Copse
- Golden Jubilee Orchard
- Old Recreation Ground
- Area for Car Park

**Outstanding work**

- Artwork to be moved within Stockbridge Meadows – Quote and Action
- Cutting of Cambridge and Royston Road Hedges
- Hedge Planting New Road Cemetery
- Chain Link Support Worcester Way
- Picnic Table Worcester Way

**Precept**

- Hedge Planting New Road 2017/2018
- Additional water supply for Allotments
- Grass Cutting – Contract expires in March 2017

Cllr Gatward asked the Clerk to confirm how much money was left in S106. **ACTION: THE CLERK**

**PC172/16 Correspondence**

- a) Letter from Reg Luff – Re: July Edition Melbourn Magazine relating to the War Memorial. Was noted. **ACTION: THE CLERK TO SEND ACKNOWLEDGEMENT LETTER TO MR LUFF. APPENDIX I**
- b) Melbourn Bloomsday Festival Report back to Melbourn Community  
This was noted. **APPENDIX J**
- c) Any correspondence received by the time of the meeting.  
Nothing to report.

**PC173/16 To accept notices and matters for the future agendas**

**a) Suggestions from Councillors**

- ICO Statement
- Speedbumps on the car park (Planning)
- District Councillor Barrett hopes to continue make arrangements for Remembrance Sunday, 2017 on behalf of the Women's Section of the Royal British Legion and will make enquiries regarding the band from Sawston..
- Car Park Accounts

At 9.10pm Standing Orders were suspended.

**b) Suggestions from Members of the Public**

- Kebab van location (Planning)
- Drop Kerb at entrance to car park (Planning)

At 9.58pm The Chair reinstated Standing Orders.

**At 9.59pm The Chair closed the meeting**

## APPENDIX A

TEL 01223 354206

HIBBITT SONS MASONRY LTD

FAX 01223 462928

### MELBOURNE 'KOHIMA' MEMORIAL UA1626

MELBOURNE PARISH COUNCIL  
c/o PETER CLEMINSON - 01763 269544  
14th MARCH 2016  
0

PORTLAND STONE						peter.cleminson@yahoo.com		
REF	ITEM DESCRIPTION	NO	LEN	WID	HIGH	COMMENTS	PRICE PER UNIT	PRICE TOTAL
0	MEMORIAL OBELISK - IN PORTLAND STONE	1	610	310	1360	Memorial As Per Preliminary Drawing Rev. A Attached - (+100Mm Below Ground)		Total £2,761.62
0	INSTALLATION PRICE - TO NAMM COMPLIANT STANDARDS	1	0	0	0	To Dig Out For Foundation, Supply Pre-Cast Foundation And 2No. Namm Compliant Stainless Steel Ground Anchors, Deliver To Site And Install Using Haul Lorry Or Alternative Lifting Gear As Appropriate To Site Access		Total £ 998.00
							Total, Excl. VAT	£3,759.62

Prices valid for 12 months from date of issue 14/03/2016

ALL PRICES PLUS VAT AT THE STANDARD RATE

Please note we are not responsible for any errors

ALL DIMENSIONS IN MILLIMETRES  
UNLESS OTHERWISE STATED

SUNKEN CROSS (FLAT BACKED), NOT PAINTED

22mm HIGH HAND CUT, PAINTED LETTERS, COLOUR GREY? T.B.C.

FRONT FACE CUT TO BATTER

250

1250

600

300

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**APPROXIMATE DIMENSIONS  
ALL TO BE CONFIRMED**

PLEASE SEND ONE SIGNED COPY OF THIS DRAWING  
BACK TO HIBBITT & SONS FOR MANUFACTURING

**Hibbitt & Sons**  
126-128 Victoria Road  
Cambridge  
01223 354556



## APPENDIX C

### HR PANEL – Parish Office opening hours recommendation:

#### 1. (PROPOSAL TO BE MADE – PC MEETING 14<sup>th</sup> November)

To recommend to council revised opening hours for the Parish Office to ensure that the Clerk and Assistant Clerk have enough uninterrupted time to carry out the financial requirements including training and time-sensitive tasks: eg Minutes, Agenda circulation and supporting documents.

#### **Recommendation: Opening Hrs:**

**Mon 10am-1pm**, (from 9am-10am, Clerk to liaise with Ranger and Handyman to complete paperwork and respond to any urgent calls/emails. PM final preparations for evening meeting.

**Tues: By appointment only – including Councillors** in order for minutes from Monday's meeting to be transcribed and circulated. Also liaison with Service Provider MC

**Wed 1pm-3pm** -This is the overlap day with Assistant to the Parish Clerk. The morning closure will enable feedback and updates as well as a joint-training opportunity and the circulation of any last minute Agenda items.

(As the Assistant to the Parish Clerk works 'til 4pm this will enable anyone attending the 'drop-in' to complete their visit before the office is locked at the end of the day).

**Thurs: By appointment only – including Councillors:** Working towards Assistant Parish Clerk only in Parish Office.

**Fri 10am-1pm** From 9am-10am Assistant Clerk to liaise with Ranger and Handyman to review paperwork, complete Time Sheets, update ongoing 'joblist and highlight priorities for following week. During the afternoon the Assistant Clerk can ensure all essential tasks are completed before weekend.

**(We will request people ring for an appointment if unable to attend during above 'opening hours').**

#### **Opening Hours advertised in 2011 were as follows:**

**Mon 9am-1pm**

**Tues 2pm-4pm**

**Thurs 9am-1pm**

**At this time, people were encouraged to ring to ensure someone was in the office during these times 'as the Clerk is sometimes out on Parish business'.**

HR Panel – November 2016

## Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

### 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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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' Guides 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) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

MELBOURN PARISH COUNCIL

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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority 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 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 this smaller authority.
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities 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 this smaller authority and recorded as minute reference:

PC14/16  
dated 23/05/16

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 this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

MEUBOLEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 <i>RESTATE</i>	31 March 2016 <i>£</i>	
1. Balances brought forward	241,168	355,808	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. (+) Precept or Rates and Levies	181,152	190,211	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	69,797	295,258	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	71,991	72,922	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	32,954	39,597	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	295,465	517,225	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	355,808	211,533	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	<del>355,808</del> 360,727	215,698	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 long term investments and assets	2,022,610	2,022,610	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	646,451	839,039	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No <input checked="" type="checkbox"/>	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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date: 23 May 2016


I confirm that these accounting statements were approved by this smaller authority on this date:

23/05/2016

and recorded as minute reference:

PC14/16

Signed by Chair of the meeting approving these accounting statements.



Date: 23 May 16

### Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

MELDOURN PARISH COUNCIL

#### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 CA0179

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.

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

- Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan. The figure in Box 10 should read £839,027.
- Section 2, Box 7 for the previous year does not correspond to Boxes 1+2+3-4-5-6 as Box 1 is incorrect. The figure in Box 1 should read £505,269.

External auditor signature

External auditor name

PKF Littlejohn LLP

Date

20<sup>th</sup> September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

MELBOURN PARISH COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit SCOTT ROUSE (WHY HACKER YOUNG)

Signature of person who carried out the internal audit SRouse Date 10/06/16

\*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 2015/16 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 work by the auditor. NALC, SLCC and ADA 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 highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the 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 tell the external auditor about 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 smaller authority 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 2 on page 3**). 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 3**. 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. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓
*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a> or <a href="http://www.slcc.co.uk">www.slcc.co.uk</a> or <a href="http://www.ada.org.uk">www.ada.org.uk</a> .		

## **APPENDIX E**

### **MELBOURN PARISH COUNCIL**

#### **Training and Development Policy**

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic plan as efficiently as possible and be committed to ongoing training and development for both staff and members.

#### **1. Staff Training**

- 1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.
- 1.2 Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training and development needs are discussed. A development plan is then created and outlines what training and development staff will undertake during the period covered by the plan. The development plan is linked to the council's strategic plans, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in those plans.
- 1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Parish Clerk of any areas of work in which they feel they require training. Maintenance Staff will be given a schedule listing all Parish Equipment / maintenance and ask to sign if they have been sufficiently trained or confirm that they are already proficient in that area or on a certain piece of equipment. These forms will be kept on their personnel file.
- 1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.
- 1.5 The Council has set aside a specific budget for staff training.
- 1.6 The Clerk should be a qualified clerk with either the Cilca Qualification, or University of Gloucestershire qualification or working towards these qualifications.
- 1.7 The Council will continue to support the Clerk as a member of the Society of Local Clerks



## **2. Councillor's Training**

- 2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. The training budget is also to be used for Councillors training.
- 2.2 All Councillors are offered the opportunity to attend all relevant training courses by the various service providers which is created into a development plan. This will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. The development plan is linked to the council's strategic plans, with the aim of ensuring the councillors have the necessary skills and knowledge to deliver the objectives set out in those plans.
- 2.3 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including, Society of Local Council Clerks (SLCC) (The society provides legal, financial and other advice and guidance from clerks network), and National Association of Local Councils (NALC) (provides advice for local councils in membership of the local county association and NALC on legal matters, policy training and development).
- 2.4 If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.
- 2.5 New councillors must undertake to complete basic training within 6 months of being elected/co-opted.

## **3. Training Course Feedback**

- 3.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.
- 3.2 Staff and Members are also required to report on the training course attended, this can either be verbally or hardcopy and advise if there was anything learned that the Parish Council can use and implement in the future.
- 3.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money. This document has been produced as a training strategy for the Council and will be reviewed annually at the Full Parish Council Meeting.

I acknowledge receipt of a copy of Melbourn Parish Council's Training and Development Procedure.

Cllr Julie Norman: \_\_\_\_\_ Date: \_\_\_\_\_

Chair

Responsible Officer	Parish Clerk	Date effective from November 2015	Review date :
Author	Parish clerk	Date last amended November 2015	Review Date: May 2017

**MELBOURN PARISH COUNCIL**  
**Reserves Policy**

**PURPOSE**

**1.1 The purpose of this policy is to set out how the Council will determine and review the level of reserves.**

**1.2 Melbourn Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.**

1.3 Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

1.4 Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Council, so long as the total expenditure for the financial year is not exceeded.

**2. TYPES OF RESERVES**

2.1 Reserves can be categorised as earmarked, ring fenced or general.

**3. EARMARKED RESERVES**

3.1 Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

3.2 Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting. Every earmarked reserve proposal must include a costed project plan.

3.3 Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by Council.

3.4 The RFO will note earmarked reserves movements at the end of the financial year.

3.5 Earmarked reserves can be held for:-

- Renewals – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

#### **4. RING FENCED**

4.1 Ring fenced reserves are money or grants allocated for a specific project only.

#### **5. GENERAL RESERVES**

5.1 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

5.2 Melbourn Parish Council considers a prudent level of general reserves to be 6 months of its annual expenditure [*Note: this is about £130, 000 based on historic spend*].

5.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

5.4 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

#### **6. OPPORTUNITY COST OF HOLDING RESERVES**

6.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

6.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

6.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed as a minimum each year as part of the budget process to confirm that they are still required and that the level is still appropriate. The Council will review on a 6-monthly basis if its reserves do not comply with the minimum amount specified at 5.2 above and if it becomes aware of budgetary pressures at District or County level.

Cllr Julie Norman: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair

<b>Responsible Officer</b>	Parish Clerk	<b>Date effective from 14 November 2016</b>	<b>Review date :</b>
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<b>Author</b>	Parish clerk	<b>Date last amended</b>	<b>Review Date: May 2017</b>
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## **MELBOURN PARISH COUNCIL Community Engagement Policy**

### **1. INTRODUCTION**

Melbourn Parish Council's Community Engagement Policy outlines the means of engagement with its residents and partners (for example, neighbouring Parish Councils) and how these might develop and improve over time.

It recognises that the services it provides must reflect the needs of its parishioners and the locality. Residents, local businesses and other organisations in the Parish must be involved in decisions affecting them and their neighbourhood, and in shaping the future of their Parish.

### **2. ENGAGEMENT WITH RESIDENTS AND PARTNERS**

The Parish Council engages with its residents and partners by:

- **informing, consulting and involving;**
- **being inclusive and engaging with all of its residents and partners; and**
- **ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Melbourn.**

### **3. OBJECTIVES**

- **To improve, plan and shape the future of the Parish according to local needs and priorities**
- **To improve the quality and delivery of services**
- **To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish**
- **To be a stronger, more active and cohesive Parish**

### **4. HOW THIS WILL BE ACHIEVED**

**“The right information at the right time by the right method”**

#### **Communication**

##### **Delivering information**

Informing members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

**Melbourn Village Magazine**, which is delivered to every house and business in Melbourn. It updates local people on Parish events and invites involvement in its activities. Both the Clerk and Chairman of the Council contribute regular articles.

**The Parish website** has a wealth of local information and is updated on a weekly basis. The home page consists of latest news and information to keep the site interesting.

**Press releases to the local press** are issued, highlighting items which benefit from being communicated immediately.

**Meetings** of the Council and its Committees are open to the public. Agendas and minutes are published on the website and on the Parish Notice Board.

Since 10 October 2016, a sound recording of the full Parish Council meetings has been put onto the website so people no longer have to attend a meeting to hear the discussion.

***Delivering information can be improved through:***

- **More attention to the timeliness of communications. MM is only published quarterly so there may need to be more emphasis on Press Releases.**
- **Introducing a monthly 2-page Newsletter to report on live issues and give advance notification of Council discussions which might be of wide interest.**
- **Publishing the supporting information at the same time as the agenda.**
- **Collecting information on the number of hits on the website over a defined period to gauge its effectiveness as a delivery vehicle.**
- **Using communication at points where it is likely to be noticed by the maximum number of people eg notices in the Hub, the Co-op and Post Office.**

**Inviting Participation**

The articles in Melbourn Magazine may invite participation. There is no information on the efficacy of this route.

Parish Council and committee meetings include an opportunity for members of the Parish to engage with councillors. A change has already been made to the arrangements for public participation in Council meetings. The effectiveness of the change will be reviewed at the end of the Civic Year..

The Annual Parish Meeting is not advertised by any routes other than the usual website and Parish Notice Board, and is not attended by Parishioners. The work of the Parish Council is not promoted and explained to the Parish through any routes other than attendance at the meetings.

***Participation can be improved by:***

- **Promoting the Annual Parish Meeting through notices in the Hub, the Co-op and Post Office. Consideration should be given to offering an inducement to attend eg refreshments and having a general Q&A session about anything parishioners want to raise. The Council may wish to use this meeting for the Parish Awards.**
- **Inviting to the public to submit questions/comments by e-mail if they are unable to attend the Council meeting.**
- **Having a more direct method of communication and one that will reach people who do not look at the website or Notice Board eg Facebook.**

***Understanding of the Parish Council's work can be improved by:***

- **Extending the range of information available on the website and positively promoting it as a source of information to answer questions.**
- **Pulling together information about the Council's work into an easy to read guide.**

### **Consultation**

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and given an opportunity to make a difference. For 'big' issues, the Council has used direct means of consultation to ensure all members of the community are informed about the issue and invited to contribute their opinion.

Consultations include all members of the Parish for example, the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. However, to date the same communication methods have been used for all and in practice, these special groups may require different engagement channels.

#### ***Consultation can be improved by:***

- **Developing strong links with schools and other local groups to help with consultations.**

### **Support**

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of understanding the needs and aspirations of local groups. Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

#### ***Publicising the PC's role can be improved by:***

- **Ensuring that the groups which receive funding acknowledge the PC's role.**

### **Working with the community**

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose. Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives.

The consultations carried out by the Melbourn Futures Committee and for the Neighbourhood Plan have laid the groundwork for consulting the community in innovative ways as well as by questionnaire.

Public participation in Working Parties has begun, and will be continued.

## **5. MEASURING SUCCESS**

The success of individual consultations will be measured by the appropriate Committee to highlight any areas for improvements.



The PC should ask for feedback on its communication strategies at the Annual Parish Meeting in 2017.

## **6. STRATEGY REVIEW**

The Community Engagement Policy will be reviewed annually.

Cllr Julie Norman: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

<b>Responsible Officer</b>	Parish Clerk	<b>Date effective from 14 November2016</b>	
<b>Author</b>	Parish clerk	<b>Date last amended 14 November2016</b>	<b>Review Date: May 2017</b>

## APPENDIX H

### **Consultation Notification Important – Proposed Melbourn Boundary Changes**

Dear Resident,

As reported in the press, there has been a review of the boundaries of the parliamentary constituencies. Melbourn is currently in the South Cambs constituency, served by Mrs Heidi Allen MP. However the proposal by the Boundary Commission is that in 2020 the Melbourn Ward should move into the North East Herts constituency, which means that we would be represented by a North Herts MP but all of our services would still be provided by Cambridgeshire County Council (CCC) and South Cambs District Council (SCDC).

It is the Parish Council's belief that, as one of the largest villages situated within South Cambridgeshire, and providing support to the smaller surrounding villages, we should be represented by an MP familiar with our County's unique features which include agriculture, technology and medical research that differ greatly from those of Hertfordshire.

The Parish Council also challenges the methods and outdated data used by the Boundary Commission to work out these boundaries.

Melbourn Parish Council is notifying you of a consultation process to enable you to make your views known. This consultation is 'online', but we appreciate that not everyone in our community has access to a computer or the Internet.

**Therefore if you do not have 'online' access, please complete the reverse of this form with your comments and deliver to the Parish Office, 30 High St, Melbourn, SG8 6DZ by 26<sup>th</sup> November and this will be included in the Parish Council's submission.**

Alternatively, please use a public computer at The Hub or a local library to submit your comments. Please do not do both.

If you have Internet access, you can comment via [www.bce2018.org.uk](http://www.bce2018.org.uk) up to and including 5<sup>th</sup> December 2016.

*Comments on boundary commission issues **only** can be written overleaf and will be submitted en-bloc by the Council.*

*Any non related issues will result in your comments not be submitted.*

Please print your Boundary Commission comments in the box below first stating if you support, object or are unconcerned the change.

I support the Boundary Commission changes

I oppose the Boundary Commission changes

I'm unconcerned about the proposed changes

Dear Ann Pickers.

I was interested in Bob Tullach's article in your July Magazine of the Parish Council involvement with the War Memorial. I would like to record the history of the Parish Council & the Memorial.

In the 1980's when I became the Parade Marshal & Treasurer I asked the Parish Council if they would clean the Memorial, I was told it was nothing to do with them it was the responsibility of the R.B.L. I then referred them to the Local Government act 1948 & the Parish Council act 1957 that empowered <sup>THEM</sup> to spend money on the upkeep of Memorials.

The next step was to get them to lay a wreath. They preferred to give a donation with the support of the Vicar Rev. Greasley we persuaded them to lay a wreath.

So on Remembrance Sunday John Jones the Chairman borrowed a Chain of Office & laid a wreath, the first one.

at the next R.B.L. meeting I was  
told that the R.B.L. should lay the first  
wreath & so again I had to refer to  
the rules that Dignitaries lay their  
wreaths first. & so all was well.

Please excuse excuse as I am  
nearly 97 & have only one eye, full of  
arthritis plus all the other ailments!!  
Us old War Veterans !!!

Kind regards

Reg Luff.

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## APPENDIX J

Sent: 01 November 2016 08:21  
To: Parish Clerk  
Attachments: Report Back Poster.pdf

Dear Sarah,

You will recall from your time as Assistant Parish Clerk that we held a Bloomsday Report Back to the Melbourn Community in the Library Area of the Hub in Winter 2015.

Following that precedent, you will see from the attached information sheet that we have again organised a **Melbourn Bloomsday Festival Report Back to the Melbourn Community** to be held in the Hub on **Thursday 10 November 2016**. It takes the form of a continuous loop slide show presentation of a good news event with international roots which we are endeavouring to associate with Melbourn. We also hope it will be understood in the public mind to be a unique, annual, free and community-wide celebration of literature, drama, music and all creative arts. And, perhaps most importantly, with all proceeds going to the long-established and respected international charity WaterAid.

You will also know that many local persons and institutions - including the Parish Council - have collaborated successfully over a lengthy period to bring this situation about. All involved in the endeavour are aware of and remain appreciative of the goodwill and financial support extended by the Parish Council.

I should be very grateful if you would convey this appreciation, along with the attached, to the Parish Council.

Thank you for your attention to this matter.

Kind regards

Hugh Pollock  
Co-ordinator  
Melbourn Bloomsday Celebration Group

c.c. Julie Norman  
Chairperson, Melbourn Parish Council

## A REPORT BACK TO THE MELBOURN COMMUNITY

### Melbourn Bloomsday Festival

in support of WaterAid  
June 2016

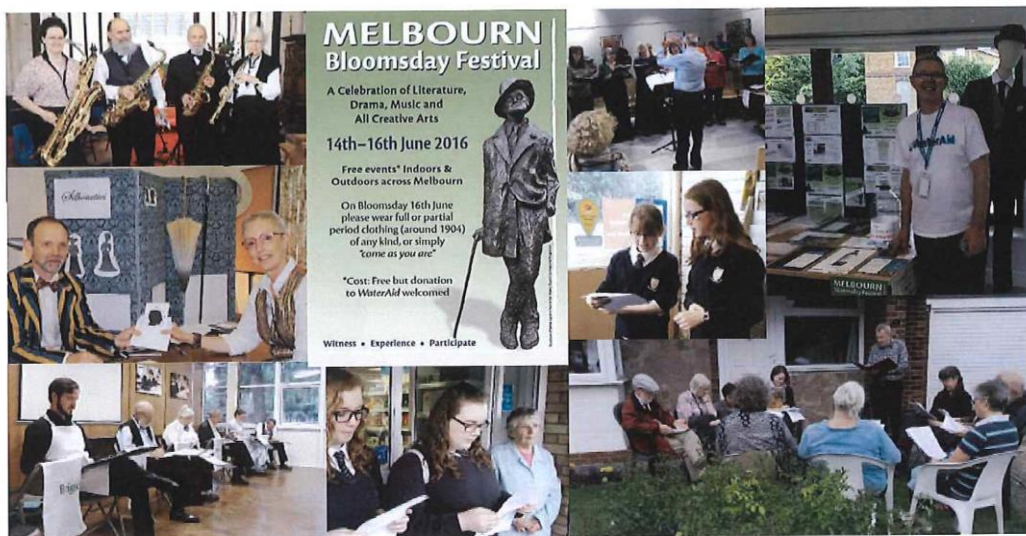
**Continuous loop slide show : Thurs. 10 November 2016**

### Melbourn Community Hub

Approx:  
20 mins duration  
250 images

10.30 a.m. – 11.30 a.m.  
12.30 p.m. – 1.30 p.m.

- Call in & view at a time that suits •
- Recall a sunny summer celebration in June •
- Enjoy all that **your** building has to offer •



#### Melbourn Bloomsday Celebration Group

Promoting

- Fun & enlightenment – but mostly fun •
- Culture in Melbourn & civilized values everywhere •

We are a Free and Not for Profit Group. All proceeds go to the long-established English Charity WaterAid (Reg Charity No 288701)  
Group Co-ordinator: Hugh Pollock. T: 01763 260253 E: hugh.m.pollock@gmail.com