

**MELBOURN PARISH COUNCIL  
DRAFT MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 24<sup>th</sup> October 2016 in the Lecture Room at Melbourn Village College at 7.15pm.**

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

**In attendance: The Clerk, District Cllr Barrett and County Cllr S v d Ven and approximately 30 members of the public.**

**The Chair Introduced Cllr Kilmurray who was absent from 10<sup>th</sup> October 2016 meeting.**

**The Chair stated that when members discuss PC117/16 that person will not be mentioned by name. This is to prevent the item going into camera.**

**PC109/16 To receive apologies for absence**

Cllr Stead for personal reasons.

**PC110/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

All Councillors have a non-pecuniary interest as they are known to the resident requesting planning permission on Agenda Item PC130/16 a)

**PC111/16 Public Participated (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 7.20pm The Chair Suspended Standing Orders**

Dr Alderton stated in the minutes from 10<sup>th</sup> October 2016 it reads that he was one of the Directors on the Hub Management Group and would like the wording to read he used to be one of the Directors on the Hub Management Group.

Mr David Atkins introduced himself as Secretary to Melbourn Dynamos Football Club and Secretary of Melbourn Fete Committee and regularly holds meetings at The Hub. In the last week Mr Atkins had been advised the rate of the room hire would be going up from £30 per hour to £50 (almost double) per hour and was told that this was due to a lack of volunteers/Hub Management Group Members available for hub sitting. Mr Atkins pointed out he was actually a qualified Hub Sitter but had been told his services were not required.

Dr Alderton stated the Directors of the Hub should be Hub Sitting.

**At 7.30pm The Chair reinstated Standing Orders**

**PC112/16 To approve the Minutes of the Parish Council Meeting 10<sup>th</sup> October 2016**

Cllr Kilmurray stated on PC104/16 the proposal was not as per the recording. **ACTION: THE CLERK TO LISTEN TO THE RECORDING AGAIN.**

There were a few typos which The Clerk will amend.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL IN FAVOUR APART FROM 1 CLLR ABSTAINING. THIS WAS CARRIED.**

**PC113/16 To report back on the minutes of the Parish Council Meeting 10<sup>th</sup> October 2016**

The Clerk reported many actions from the last meeting are still ongoing and some actions will be discussed this evening.

**PC114/16 Declassify 14<sup>th</sup> March 2016 Extraordinary meeting minutes. Report on what actions have been taken and progress on remainder. APPENDIX A**

The Chair explained there was a Full Parish Council meeting held back on 14<sup>th</sup> March 2016 which reviewed the Council's reserves and finances as The Clerk had been notified Melbourn Parish Council had reserves of only £34,000. The Council has a DRAFT Reserves Policy which The Clerk will bring to Council at the next Full Council Meeting.

The Chair explained the Council had invited Ian Dewar (CEO of CAPALC) to the meeting who recommended a number of actions that the Council should take to correct its low reserve situation and that now the majority of these actions and processes have been completed there should be no reason why the minutes should be withheld.

**IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR REGAN. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

The Chair noted that there is currently no external validation which is why there is a need to change banks.

The Chair explained the current Financial Regulations from NALC. These need to be adopted at the next Parish Council meeting. **ACTION THE CLERK**

**PC115/16 To receive the Financial Report dated 30<sup>th</sup> September 2016 – APPENDIX B**

The Chair presented a statement of Melbourn Parish Council's bank accounts and explained that at future meetings there will be more detailed reports. At the last meeting The Chair explained there was £160,000 available and of that £160,000 there were items that were ring-fenced which included estimated running cost of the Council i.e. contractors/wages at approximately £18,000 a month. The Chair stated that the situation has improved since the other half of the precept has now been paid into Parish Council funds. However out of this amount the Council need to consider any additional money for

the car park and the current reserves are much lower than the Council should have.

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED CLLR HALES. ALL WERE IN FAVOUR. THIS WAS CARRIED BY ALL.**

**PC116/16 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. APPENDIX C**

Cllr Gatward commented on Herts and Cambs Invoices and could they clearly mark on their invoices the date they carry out the work on each item.

Insurance for BMX Track – The Chair asked members if they agreed that Melbourn Parish Council should continue to pay for the insurance. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON THAT THIS BE ACCEPTED. 8 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.**

The Chair asked members if this payment should be taken out of the Community Benefit fund. **IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR REGAN. 5 WERE IN FAVOUR, AND 2 AGAINST, AND 3 ABSTAINED. THIS WAS CARRIED.**

Cllr Gatward queried the transaction for BeActive. The Clerk confirmed this is money that comes from the (MAYD) Melbourn Area Youth Development funds to pay for the hiring of the pavilion for the Youth Club.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SIVA THAT THE EXPENDITURE AND TRANSFER OF £17,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

**PC117/16 To discuss and approve support for The Clerk and Financial Matters**

The Chair explained that the Council is using an accounting system called Edge and the support from Chris Edge is not flexible, it is done remotely and he is expensive.

The Chair went onto say The Clerk has asked the Council to consider appointing someone to give her financial support. The Council has already been advised by CAPALC they need to review how financial information is presented to Council.

In addition, local support would be cheaper, provide more flexibility and would ensure, through training, that The Clerk and Assistant Clerk can be independent users of the system.

CAPALC advised there was not a requirement to go out to tender as this is for a Service Provider that previously worked for the Council doing the same job.

Cllr Gatward – stated that she would absolutely be against re-employing this person.

Cllr Cross stated it is absolutely vital this is supported.

Cllr Gatward suggested employing somebody else locally for support. The Clerk explained that when she was left to deal with the finances back in February 2016 (untrained), she tried to obtain local help but was unsuccessful.

Cllr Killmurray asked how long it would take for a tender process. The Chair explained this would put a lot of strain on The Clerk as the audit is now due financial support is required to get the system up to date. The current hourly rate is £48.00 for Edge support.

Cllr Sherwen commented that were two sides to this and it is worth considering this on a limited basis on a short term contract of 6 months.

Cllr Siva stated as training begun and it appears to be good value for money. The Clerk's opinion should be heard.

The Chair explained due to the income of the Parish Council being over £200,000 the accounts should be recorded on the system on Income and Expenditure and not receipts and payments. This was not done for the last financial year and The Clerk explained she had to change the system accordingly for year end.

Cllr Harrington stated in the short term The Clerk should not be expected to work a system she is unfamiliar with.

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO AWARD THE SERVICE PROVIDER WITH A NEW CONTRACT FOR UP TO 6 MONTHS AND TO ADDRESS FINANCIAL MATTERS. ALL IN FAVOUR APART FROM ONE CLLR WHO WAS AGAINST. THIS WAS CARRIED.**

The Chair stated The HR Panel will be responsible for drawing up a contract ASAP for the Service Provider and establish the cost to Council.

**ACTION: HR PANEL TO PRESENT A DRAFT CONTRACT TO THE COUNCIL**

**PC118/16 To discuss and approve a new Internal Auditor – APPENDIX D**

The Chair explained this was another recommendation from CAPALC. The Council does not need to go out to tender as the cost is under £2,000. The Chair explained once the audit had been carried out the Council would receive a report of their findings.

**THIS WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR REGAN. TO APPOINT A NEW INTERNAL AUDITOR. THIS WAS CARRIED BY ALL.**

**PC119/16 To discuss and approve the revised Melbourn Parish Council Community Grant Policy.**

The Chair explained the Community Benefit comes from the Solar Farms. After receiving training from CAPALC the section 'who can apply for a grant' has highlighted that the church and religious bodies are unable to apply for a grant, but they can still give grants to community groups associated to the church.

The Clerk to contact previous organisations the Parish Council has given grants to see if the money has been spent.

**ACTION : THE CLERK**

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE REVISED POLICY. THIS WAS CARRIED BY ALL. APPENDIX E**

**PC120/16 To receive a report from County Cllr van de Ven – APPENDIX F**

County Cllr van de Ven presented her report to Council.

**P1C121/16 To receive a report from District Cllrs Barrett and Hales APPENDIX G**

District Cllr Barrett presented their report and highlighted at the bottom of the report there is a link that gives the public the opportunity to give their views on the recent consultation on boundary's which ends on the 5 December 2016 and residents should express their views. **ACTION: THE CLERK TO PLACE THIS INFORMATION ON MELBOURN PARISH COUNCIL WEBSITE.**

**PC122/6 Melbourn Car Park**

- a) To discuss and approve Membership of Car Park Working Party  
Cllr Regan stated the Parish Council have received confirmation of an External Chair to the working party (Roland Potter). Also the working party will consist of Cllrs Hales, Kilmurray and Regan and 2 members from the public, one of which is Mike Swann who nominated himself at the last Parish Council Meeting on 10<sup>th</sup> October 2016. The next step is to gather evidence to present to NALC's (National Association of Local Council's) legal team.
- b) To discuss and agreed Terms of Reference – **APPENDIX H**  
CAPALC advised that an initial start-up meeting could go ahead last week with Cllr Hales, Cllr Regan and Mike Swann. The new Chair will need to agree the notes from the first meeting of the working party and Terms of Reference.
- c) A payment may need to be made on 1<sup>st</sup> November 2016 for an unknown sum. The Council has to have contingency arrangements in place with the Public Works Loan Board. No payment will be made without a further discussion.

Cllr Hales stated that a loan of £114,000 over a 20 year period would incur an interest rate of 2.14% and this would cost the Council £3,518.27 every six months. Total cost of the loan would be £140,730.80.

**IT WAS PROPOSED CLLR SIVA AND SECONDED BY CLLR HALES TO PROGRESS THE LOAN FOR A MAXIMUM OF £114,000 TO THE POINT IT CAN BE**

**DRAWN DOWN IF AND WHEN NECESSARY. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC123/16 To agree Members of the Code of Conduct Working Party and Terms of Reference. APPENDIX I**

The Chair explained there had been one member of the public interested who was named as Ms Diana Barker. Also on the working party will be Cllrs Hart, Kilmurray and Norman.

**ALL WERE IN FAVOUR TO SUPPORT THE TERMS OF REFERENCE FOR THE WORKING PARTY.**

Cllr Sherwen asked for an explanation regarding Governance for Working Parties.  
**ACTION: THE CLERK TO INCLUDE THIS INFORMATION IN THE MINUTES. APPENDIX J**

**PC124/16 To receive a report from the Management Company of Melbourn Community Hub. APPENDIX K**

Mr Stuart Cook, Chairman of the Hub Management Group presented his reports.

The Chair asked could The Chairman of the Hub Management Group confirm what is written in the lease about what the Hub Management Group is responsible for and what does the Parish Council pay for.

Mr Cook mentioned alcohol license for The Hub is still on-going.

The following points were made:

- Payments being made to The Hub and room hire – The Parish Council have been receiving invoices for room hire but in the lease it states the room hire is included in the money Melbourn Parish Council pay for renting an office in the building. Parish Council has been double paying.
- Hub Sitting – if there is somebody already trained why has The Hub Management Group decided to stop using this person. The Cost of room hire has almost doubled. Why are Hub Management Group Members not available?
- Melbourn Parish Council will have to decide the level of financial support they wish to give The Hub in next year's precept. The Hub Management Group will need to present a report to Parish Council at the end of November 2016.

The Chair explained in the first financial year the Parish Council gave £75,000, in the second year they gave £25,000 and in the third year it was £15,000 and at the end of this financial year The Hub should be self-sustaining

- The Hub Management Group to give Melbourn Parish Council details of how they intend to increase the revenue. Challenges The Hub face have been

discussed, however there is no mention about how The Hub will meet those challenges.

- The Management Group should be marketing the facilities.

### **The Chair suspended standing orders**

Cllr van de Ven stated The Hub needs to be more energetic encouraging surrounding areas to support The Hub financially.

### **The Chair reinstated Standing Orders.**

Mr Cook explained a letter had gone out to Parish Councils asking them for money. The Chair suggested it is not about writing a letter to Councils it's about inviting them over to see the centre and hear what The Hub can offer.

- Does the Hub Management Group carry out self-monitoring exercises? Mr Cook pointed out they have a comments box which is well used, however Cllr Siva suggested that is very different to sending out questionnaires.

The Clerk to write to The Hub Management Group with the questions to be answered in the report for 28<sup>th</sup> November 2016. **ACTION THE CLERK**

### **PC125/16 To discuss and agree Member of the HR Panel and tasks to be delegated APPENDIX L**

The Chair confirmed Cllrs Cross, Gatward, Harrington, Hart have been appointed members of the HR Panel. There has to be a minimum of three people at a meeting.

Cllr Siva suggested included the Disciplinary Policy within their tasks to be delegated.

The allocated tasks were agreed.

### **PC126/16 Further discussions on the process of Co-option**

The Chair explained after talking with CAPALC the motion for co-option that was approved at the last Parish Council Meeting on 10<sup>th</sup> October 2016 was incorrect, therefore The Chair asked for a raise of hands to undo the vote. **THERE WERE 10 CLLRS IN FAVOUR OF THIS AND THIS WAS CARRIED.**

The Chair presented the new process for Co-option (**APPENDIX M**) **IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR GATWARD BE ACCEPTED. ALL IN FAVOUR. THIS WAS CARRIED.**

The Chair confirmed the date to appoint new members to the Parish Council by Co-option will be held on Monday 31<sup>st</sup> October 2016.  
**ACTION: THE CLERK TO INFORM CO-OPTION PEOPLE OF DATE.**

**PC127/16 To agree whether to hold a Chairman's Reception in December**

There were discussions about whether to continue the Chairman's Reception in December in its current form.

The members agreed the annual awards for the community need to be retained, possibly at the Annual Parish Meeting.

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR SHERWEN THAT WE MOVE THE AWARD GIVING CEREMONY FROM THE CHAIRMANS RECEPTION TO THE ANNUAL PARISH MEETING AND THEREFORE THE CHAIRMANS RECEPTION BECOMES DEFUNCT. ALL WERE IN FAVOUR AND THIS WAS CARRIED.**

**PC128/16 To discuss and approve the remaining meeting schedule for 2016/2017**

The Chair explained that on reflection the schedule of Parish Council Meetings approved at the last Parish Council Meeting on 10<sup>th</sup> October 2016 did not give enough time for business to be transacted, The Chair asked for a raise of hands to undo the vote. **THERE WERE 10 CLLRS IN FAVOUR OF THIS AND THIS WAS CARRIED.**

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR SIVA THAT THE NEWLY PROPOSED MEETING SCHEDULE (APPENDIX N) BE ACCEPTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC129/16 To discuss and approve Public Payphone Removal Consultation – Medcalfe Way**

The Chair explained that in one year only one call had been made from this particular payphone and as no members had any further comments **IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR HARRINGTON THE PAYPHONE BE REMOVED. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC130/16 To consider the following Planning Applications:**

- a) Application of single storey extension at rear and new dormer windows to the front & rear at 25 Hale Close, Melbourn, Royston, Cambridgeshire, SG8 6ET. S/2536/16/FL  
**NO COMMENT AS APPLICANT IS KNOWN TO ALL CLLRS. PLANNING APPLICATION RETURNED BACK TO SCDC.**  
Parish Councillors were able to make a comment as a resident, but there were no comments made.
- b) Application of the demolition of existing garages and construction of new food processing building, with associated changes to existing retail premises and boundary walls. Change of use to provide A3 consumption of food and drink on the premises. Change of use of existing first floor to provide A3 consumption of food and drink on the premises. Change of use of existing first floor flat to residential at 1-3 Station Road, Melbourn, SG8 6DX. S/1597/16/FL



**DEFERRED UNTIL MONDAY 31<sup>ST</sup> OCTOBER 2016**

- c) Application proposed rear extension and restoration of existing Grade II listed building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2423/16/FL
- DEFERRED UNTIL MONDAY 31<sup>ST</sup> OCTOBER 2016**
- d) Application to add a partition wall into a room that is part of a 1980's extension at 5 Drury Lane, Melbourn, Royston, Cambridgeshire, SG8 6EP. S/2431/16/FL
- APPROVED WITHOUT COMMENT. THIS WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR HALES. THIS WAS CARRIED**

**PC131/16 Correspondence:**

- a) **Email from Mr Solanki – APPENDIX O**  
Cllr Siva gave a passionate explanation of why she stood for election and canvassed with 8 other candidates. She received a round of applause. **THE CLERK CONFIRMED NO OTHER LETTERS OF COMPLAINTS HAVE BEEN RECEIVED ABOUT THE ELECTION.**
- b) **Email from Florence Hyde – Filming Permit Appendix – APPENDIX P**
- c) **Letter from unnamed resident – Withdrawal of Application for co-option to Melbourn Parish Council – APPENDIX Q**
- d) **Any other correspondence at time of meeting**

**PC132/16 To accept notices and matters for the future agendas**

- a) **Suggestions from Councillors**
- Drug issues in Melbourn and Police Support
  - Water Leak – London Way
  - Broken Bollard outside Leeches

At 9.45pm Standing Orders were suspended.

- b) **Suggestions from Members of the Public**
- Yellow lines on High Street from Meeting Lane
  - SCDC – no drop kerbs on either side to the entrance to the car park
  - Hub sitting – Directors to Hub sit one night per week each
  - Bus Shelter – 199 Houses - S106 – Traffic Lights on The Cross (Dangerous)
  - Congestion at the Co-op when deliveries arrive

At 9.54pm The Chair reinstated Standing Orders.

**At 9.55pm The Chair closed the meeting**

## APPENDIX A

### MELBOURN PARISH COUNCIL MINUTES

Minutes of the Extraordinary Parish Council Meeting held on Monday 14<sup>th</sup> March 2016 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

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

In attendance: The Clerk

**1. Apologies for absence:**

Cllr Linnette for personal reasons.

**2. Declarations of Pecuniary and Non-Pecuniary Interests:**

There were no declarations to be made.

**3. Financial Matters**

**DUE TO THE SENSITIVITY OF THIS ITEM IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR SHERWEN THAT THE MEETING GOES INTO CAMERA. A RECORDED VOTE WAS TAKEN. CLLRS TULLOCH, CROSBY, SHERWEN, CLEMINSON, BLOOMFIELD, GATWARD, MULCOCK, TOWNSEND, STEAD WERE IN AGREEMENT. CLLR HALES, REGAN AND NORMAN WERE AGAINST GOING INTO CAMERA. 9 VOTES TO 3. THIS WAS CARRIED.**

On 1<sup>st</sup> March 2016 CAPALC were invited by The Clerk to review the Council's Reserves and Finances.

A report from CAPALC was written and handed to All Councillors at the meeting. Appendix 1.

Discussions were had about the report and the advice given from CAPALC was also stated in the written report.

**AT 7.30PM DISTRICT COUNCILLOR BARRETT ENTERED THE ROOM. IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TULLOCH THAT ALTHOUGH IN CAMERA CLLR BARRETT WAS ALLOWED TO REMAIN IN THE ROOM. ALL IN FAVOUR APART FROM CLLR MULCOCK WHO WAS AGAINST. THIS WAS CARRIED.**

Two relatively straightforward virements would be sufficient to rectify the current low position on reserves.

**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR GATWARD THAT THE SUM OF £70,000 OF THE £80556.14 INTERSERVE ALLOCATION TO RESERVES TO INCREASE RESERVES TO £104,380.72 OR 33% OF ANNUAL SPEND. ALL IN FAVOUR. THIS WAS CARRIED.**

**IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CROSBY THE SUM OF £70,000 OF THE £70,405.13 S106 ALLOCATION TO THE INTERSERVE ACCOUNT. ALL IN FAVOUR. THIS WAS CARRIED.**

### **Council's Accounting Process**

The council seems to have been operating the basic Receipts and Payment method of accounting practice. Whilst this is a suitable arrangement for smaller councils Audit Regulations proscribe that councils with annual spend in excess of £200,000.00 uses the Income and Expenditure method as the base for their accounting practice.

**IT WAS PROPOSED BY CLLR MULOCK AND SECONDED BY CLLR NORMAN MOVE TO AN INCOME AND EXPENDITURE MODEL FOR THE 2016-17 ACCOUNTING YEAR. ALL IN FAVOUR. THIS WAS CARRIED.**

### **Control over council funds**

The system of signing cheques is in line with legislation and current practice and measures up as a robust method of financial control.

Electronic Transfer of funds is permitted under current legislation however the electronic transfer of funds method employed by the council that allows the Clerk to make payments as an individual fails completely as a robust method of financial control and is illegal.

Cllr Mulcock raised the question should Melbourn Parish Council report this finding to the Ombudsman. CEO of CAPALC confirmed there is no Ombudsman for the Parish Council, Melbourn Parish Council have now realised there is an error and will rectify this mistake, so reporting this finding is not necessary.

The Council also discussed the current ways of how the expenditure is presented to Full Council. This item needs further discussion and will be an agenda item at Full Parish Council.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR NORMAN THE CLERK SPEAKS WITH HSBC TO INSTALL A VALIDATION SYSTEM SIMILAR TO CHEQUE SIGNING TO REMOVE THIS HIGH RISK SITUATION. IF THE COUNCIL'S BANK CANNOT ACCOMMODATE A MORE ROBUST SYSTEM OF FINANCIAL CONTROL**

**IT IS RECOMMENDED THE COUNCIL INVESTIGATE UNITY BANK AS AN ALTERNATIVE BANKING PROVIDER WHO'S SYSTEM ELIMINATES THE CURRENT UNACCEPTABLE AND ILLEGAL METHOD OF ELECTRONIC MONEY TRANSFER OF COUNCIL FUNDS. ALL IN FAVOUR. THIS WAS CARRIED.**

The above points have been discussed and approved. The Clerk will continue to investigate the other issues within the report and report back to council. All issues will need to be rectified as soon as possible over a time scale of up to 3 months.

**THE PARISH COUNCIL FINISHED DISCUSSING THE REPORT AT 8.00PM. IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CROSBY TO COME OUT OF CAMERA FOR THE REMAINING DISCUSSIONS. THIS WAS CARRIED BY ALL.**

Cllr Norman raised the discussion about VAT on Melbourn Community Hub.

CEO of CAPALC confirmed Melbourn Parish Council leased the Melbourn Community Hub over to a charity, Melbourn Community Hub Management Group for a period in excess of 7 years. Melbourn Parish Council is not liable for any VAT implications. If Melbourn Community Hub is seen to be going over the 25% of corporate bookings then they may be liable for any VAT payments not Melbourn Parish Council.

As the Parish Council funds Melbourn Community Hub, the Parish Council has a duty to receive the accounts. These should be presented to council clearly showing corporate and non-corporate profit. Melbourn Parish Councillors who are also on the Hub Management Group must never take the role as Chairman, Vice Chairman, Treasurer or Secretary.

There should be one Annual Meeting of the Hub Management Group and Parish Council and six months later a follow up meeting to discuss any maintenance issues that need to be dealt with.

Cllr Mulcock asked whether the Roles & Responsibilities document forms part of the lease. **ACTION: CLERK TO FIND OUT**

Cllr Hales expressed his thanks to Mr Ian Dewar, CEO from CAPALC for attending the meeting this evening and ALL present at the meeting agreed.

There being no other business, the Chairman closed the meeting at 8.20p.m.

## APPENDIX 1

Melbourn 2016 03 01

### CONFIDENTIAL

#### Meeting of 1<sup>st</sup> of March 2016 to review the council's reserves and finances

##### SUMMARY

##### Council's Reserves

Reserves are shown as £34380.72

Projected expenditure for 2016-17 was listed as £315,750.00

Based on these figures reserves as a percentage of annual spend are 10.9%

Under normal circumstances parish councils are advised to hold reserves of between 25% to 50% of annual spend.

Base on an annual spend of £315,750.00 reserves of between £78937.50 (25%) and £150875.00 (50%) would be appropriate.

Reserves in this range would be sufficient to mitigate against unforeseen risk to the council such as:

- staff turnover
- long term staff absence
- loss of premises
- long term business interruption
- protracted freedom of information issues
- public interest reports
- industrial disputes
- late payment of precept

Two relatively straightforward virements would be sufficient to rectify the current low position on reserves.

***1. It is proposed the council by resolution vire the sum of £70,000 of the £80556.14 Interserve allocation to reserves to increase reserves to £104,380.72 or 33% of annual spend.***

***2. It is proposed the council by resolution vire the sum of £70,000 of the £70,405.13 S106 allocation to the Interserve account.***

##### Council's Accounting Process

The council seems to have been operating the basic Receipts and Payment method of accounting practice. Whilst this is a suitable arrangement for smaller council Audit

Regulations proscribe that councils with annual spends in excess of £200,000.00 use the Income and Expenditure method as the base for their accounting practice.

***3. It is proposed the council by resolution move to an Income and Expenditure model for the 2106-17 accounting year.***

### **The Council's Accounting Software**

The software currently used by the council is not in wide use in parish councils in Cambridgeshire and from a risk perspective may be difficult to support in the event of turnover, absence or holidays.

***4. It is proposed the council consider investment in RBS accounting software which is in wider circulation within Cambridgeshire parish councils.***

### **Control over council funds**

The system of signing cheques is in line with legislation and current practice and measures up as a robust method of financial control.

Electronic Transfer of funds is permitted under current legislation however the electronic transfer of funds method employed by the council that allows the Clerk to make payments as an individual fails completely as a robust method of financial control and is illegal.

***5. It is proposed the council speak with their bank to install a validation system similar to cheque signing to remove this high risk situation. If the council's bank cannot accommodate a more robust system of financial control it is recommended the council investigate Unity Bank as an alternative banking provider who's system eliminates the current unacceptable and illegal method of electronic money transfer of council funds.***

***6. If not already in place it is recommended the council review its Financial Regulation to incorporate the latest advice on electronic banking and funds transfer.***

### **Staffing**

The council is in the upper 25% of Cambridgeshire precepts and annual spends. Staff turnover and retirement have depleted the council's staffing level to one employee. This present some risk to the council's ability to function normally.

***7. It is recommended the council take adequate and urgent steps to mitigate against this risk by advertising locally and via CAPALC to engage another office based employee capable of assisting the council in conducting its business.***

### **Annual Accounts and Year End Report**

The current clerk has had insufficient training and familiarisation with the council's accounting system, to easily complete the data input and produces the council's annual accounts and year-end report.

***8. It is recommended the council take adequate steps to provide some short term***

***external support for the clerk to allow the council's annual accounts and year-end report to be completed on time.***

#### **Parish Council Transparency Code**

The council's annual spend is in excess of £200,000 and as such the council is bound by the new Transparency Code for smaller public bodies.

***9. It is recommended the council take adequate steps to ensure its publication scheme complies with the Transparency Code for smaller bodies with expenditure in excess of £200,000.***

Report prepared by

Ian Dewar

CEO CAPALC

1<sup>st</sup> March 2016

## APPENDIX B

# Bank Accounts - Details and Current Balances

Start of year 01/04/16

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
Business Account	Ordinary	31312987	40-39-22	07/10/16	212,717.38	212,417.38
Current Account	Ordinary	31312979	40-39-22	21/10/16	4,747.65	2,360.07
Martin's Charity	Ordinary	31313118	40-39-22	31/07/16	21.58	21.58
MAYD	Ordinary	81410962	40-39-22	07/10/16	11,443.23	11,733.23
Melbourn Community Hub	Ordinary	51493949	40-39-22	07/10/16	15,008.79	
Petty Cash	Ordinary	11111111	11-11-11	31/07/16	147.71	188.24
S.106	Ordinary	31312995	40-39-22	07/10/16	24,452.88	24,452.88
Sinking Fund	Ordinary	61449303	40-39-22	07/10/16	9,928.50	9,006.41
<b>TOTAL</b>						<b>£275,188.58</b>



## APPENDIX C

**Melbourn Parish Council****Expenditure transactions - approval list**

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1139	BACS1610 26AC	£28.00	£0.00	£28.00	29/09/16	Anita Cook - 3.5 hours community garden10/9/16 and 10/10/16	£28.00
		£28.00	£0.00	£28.00	Anita Cook - Total		
1168	BACS1610 26BA	£180.00	£0.00	£180.00	12/10/16	Beactive Melbourn Ltd - Pavilion hire for MAYD	£180.00
		£180.00	£0.00	£180.00	Beactive Melbourn Ltd - Total		
1164	BACS1610 26BT	£47.40	£7.90	£39.50	06/10/16	British Telecom - Broadband line for workshop	£47.40
		£47.40	£7.90	£47.40	British Telecom - Total		
1159	BACS1610 26CF&RC	£1,205.00	£0.00	£1,205.00	08/10/16	Cambridge Fencing And Forestry Company - Clearing Orchard Road Cemetery and soil store add fencing	£1,205.00
		£1,205.00	£0.00	£1,205.00	Cambridge Fencing And Forestry Company - Total		
830	DD161007C WC	£19.56	£0.00	£19.56	07/10/16	Cambridge Water Company - Water Bill 1 April 16 - 31 March 2017. 2nd Installment	£19.56
		£19.56	£0.00	£19.56	Cambridge Water Company - Total		
1180	BACS1610 26CAPALC	£10.00	£0.00	£10.00	14/09/16	Cambridgeshire Association Of Local Councils - Pension Session	
1181	BACS1610 26CAPALC	£60.00	£0.00	£60.00	14/09/16	Cambridgeshire Association Of Local Councils - Annual catchup day x2	
1182	BACS1610 26CAPALC	£200.00	£0.00	£200.00	12/10/16	Cambridgeshire Association Of Local Councils - New Clerks 2 day training session	£270.00
		£270.00	£0.00	£270.00	Cambridgeshire Association Of Local Councils - Total		
1160	BACS1610 26CAPS	£10.00	£0.00	£10.00	08/10/16	CAPS - Deduction from Wages October P Andrew	£10.00
		£10.00	£0.00	£10.00	CAPS - Total		
	1138	P369	£1.74	£0.00	£1.74	26/09/16	Claire Littlewood - Postage

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1166	P373	£6.60	£0.00	£6.60	07/10/16	Claire Littlewood - 12 2nd class stamps	£6.60
1172	P374	£11.00	£0.00	£11.00	14/10/16	Claire Littlewood - Advertising for cllrs and working parties/grants Post Office	£11.00
1184	DD161007E ON	£0.65	£0.03	£0.62	22/10/16	e.0n - Electricity bill for Pavilion	£0.65
1147	DD161012E ON	£8.44	£0.40	£8.04	27/09/16	e.0n - Sports and Social Club Littlehands	
1148	DD161012E ON	£8.70	£0.41	£8.29	27/09/16	e.0n - Old Rec Ground Electricity	£17.14
1183	DD161013E ON	£8.62	£0.41	£8.21	28/10/16	e.0n - Electricity bill for Orchard Rd Cemetery	£8.62
1158	DD161017E ON	£29.17	£1.39	£27.78	02/10/16	e.0n - Electricty Bill for Workshop of car park	£29.17
1167	DD161024E ON	£33.51	£1.60	£31.91	09/10/16	e.0n - Electric bill for Pavilion	£33.51
		£89.09	£4.24	£89.09	e.0n - Total		
1157	BACS1610 26EITS	£48.00	£8.00	£40.00	05/10/16	Edge IT Systems - Accountancy services 1	£48.00
		£48.00	£8.00	£48.00	Edge IT Systems - Total		
1186	BACS1610 26GLTD	£84.00	£14.00	£70.00	18/10/16	Glassblade Ltd - Website Hosting - MP3 Invetigation	£84.00
		£84.00	£14.00	£84.00	Glassblade Ltd - Total		
1173	BACS1610 26H&CGM	£78.00	£13.00	£65.00	13/10/16	Herts And Cambs Ground Maintenance Limited - Overmark of Recreataion Ground	
1174	BACS1610 26H&CGM	£48.00	£8.00	£40.00	13/10/16	Herts And Cambs Ground Maintenance Limited - Overmark of Old Recreation Ground	
1175	BACS1610 26H&CGM	£156.00	£26.00	£130.00	13/10/16	Herts And Cambs Ground Maintenance Limited - Cut old and new recreation ground	
1176	BACS1610 26H&CGM	£126.00	£21.00	£105.00	13/10/16	Herts And Cambs Ground Maintenance Limited - Overmarking new and old rec	

# Melbourn Parish Council

## Expenditure transactions - approval list

year 01/04/16

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1177	BACS1610 26H&CGM	£120.00	£20.00	£100.00	13/10/16	Herts And Cambs Ground Maintenance Limited - cut recreation ground	
1178	BACS1610 26H&CGM	£78.00	£13.00	£65.00	13/10/16	Herts And Cambs Ground Maintenance Limited - overmark pitches	
1179	BACS1610 26H&CGM	£228.00	£38.00	£190.00	13/10/16	Herts And Cambs Ground Maintenance Limited - water new road/worcester way/water and weed car	
1189	BACS1610 26H&CGM	£1,400.40	£233.40	£1,167.00	20/10/16	Herts And Cambs Ground Maintenance Limited - Monthly Cemeteries Maintenance	
1190	BACS1610 26H&CGM	£256.01	£42.67	£213.34	20/10/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for five areas of the village October 16	
1191	BACS1610 26H&CGM	£156.00	£26.00	£130.00	20/10/16	Herts And Cambs Ground Maintenance Limited - cut old & new recreation ground	
1192	BACS1610 26H&CGM	£126.00	£21.00	£105.00	20/10/16	Herts And Cambs Ground Maintenance Limited - Line marking and new rec ground	
1193	BACS1610 26H&CGM	£252.00	£42.00	£210.00	20/10/16	Herts And Cambs Ground Maintenance Limited - Spray orchard to SH Farm trim first section leaving semi trees	£3,024.41
		£3,024.41	£504.07	£3,024.41	Herts And Cambs Ground Maintenance Limited - Total		
1206	BACS1610 26HMRC	£5830.13	£0.00	£5830.13	24/10/16	HM Revenue & Customs - NI and and Tax Payment & Wages October	£5830.13
1196	DD161028H SBC	£6.40	£0.00	£6.40	06/10/16	HSBC - Bank charges	
1197	DD161028H SBC	£5.50	£0.00	£5.50	06/10/16	HSBC - Bank charges	£11.90
		£11.90	£0.00	£11.90	HSBC - Total		
	1149	P370	£15.00	£0.00	£15.00	04/10/16	K. Rudge - Petrol for van
1156	P371	£3.00	£0.00	£3.00	04/10/16	K. Rudge - Bolts for Shreddar	£3.00

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1194	P372	£15.00	£0.00	£15.00 06/10/16	K. Rudge - Petrol for Mower	£15.00
1140	BACS1610	£1,362.50	£0.00	£1,362.50 29/09/16	Mark Hayman/Ten Insurance LTD	£1,362.50
	26MH				Grinnel Hill BMX Insurance	
		£1,362.50	£0.00	£1,362.50	Mark Hayman - Total	
1185	BACS1610	£2,196.00	£366.00	£1,830.00 18/10/16	MD Landscapes - Grass Cutting July - September	£2,196.00
	26MDL					
		£2,196.00	£366.00	£2,196.00	MD Landscapes - Total	
1163	BACS1610	£24.00	£4.00	£20.00 30/09/16	Melbourn Village College - Hire of Meeting room 20th Sept - Rail User Group	£24.00
	26MVC					
		£24.00	£4.00	£24.00	Melbourn Village College - Total	
1141	BACS1610	£245.85	£0.00	£245.85 07/09/16	Meldreth Parish Council - Parish Councillor Training Session 1 for 12	£245.85
	26MPC					
		£245.85	£0.00	£245.85	Meldreth Parish Council - Total	
1187	BACS1610	£120.00	£20.00	£100.00 06/10/16	MKA Ecology - Badger Survey New Road Cemetery	£120.00
	26MKA					
		£120.00	£20.00	£120.00	MKA Ecology - Total	
1137	BACS161022DD	£146.36	£24.39	£121.97 One Direct	Recording equipment	£146.36
1161	BACS1610	£4.99	£0.00	£4.99 30/09/16	Phillimore Garden Centre - Chain for New rec gate	£12.79
1162	BACS1610	£7.80	£0.00	£7.80 30/09/16	Phillimore Garden Centre - flowers for outside Leeches	
	26PGC					
		£12.79	£0.00	£12.79	Phillimore Garden Centre - Total	
1146	BACS1610	£1,560.00	£260.00	£1,300.00 20/09/16	PKF Littlejohn LLP - External Auditor Fees	£1,560.00
	26PKF					
		£1,560.00	£260.00	£1,560.00	PKF Littlejohn LLP - Total	
1127	P368	£49.99	£0.00	£49.99 31/07/16	Sarah Adam - Hard Drive for	£49.99

1165	P375	£29.87	£0.00	£29.87	12/10/16	Parish Office Sarah Adam - Signed for letter & 40 2nd class stamps	£29.87
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# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1169	BACS1610 26SOD	£206.40	£34.40	£172.00	12/10/16	Smith Of Derby - Service visit 31/08/16	£206.40
		£206.40	£34.40	£206.40		Smith Of Derby - Total	
1145	700886	-£459.46	£0.00	-£459.46	23/09/16	South Cambs District Council - Refund overpaid dog bins	-£459.46
		-£459.46	£0.00	-£459.46		South Cambs District Council - Total	
1144	BACS1610 26SC	£116.16	£19.36	£96.80	28/09/16	Stationery Cupboard - Paper and 2x boxes arch lever files/plastic wallets for Parish Office	£116.16
		£116.16	£19.36	£116.16		Stationery Cupboard - Total	
<b>Total</b>		£16,510.29	£1,266.36	£15,234.93			



**canalbs Ltd.**

35 Westfield Rd.,

Manea, Nr. March,

Cambs. PE15 0LS

Tel: 01-354-680319

Email: admin@canalbs.co.uk

**Independent Internal Audit & Training Service**

13<sup>TH</sup> October 2016

Sarah Adam

Clerk to Melbourn Parish Council

Dear Sarah

**APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR for financial year end 2016/17**

Thank you for your email enquiry regarding the above. Yes - our company can undertake an independent internal audit for Melbourn Parish Council. The Company has two Directors who are fully trained to undertake this work. I have the time to take on another client. The Parish Council would appoint Canalbs Ltd which has Professional Indemnity Insurance to undertake this work. Our charge is £39.50 per hour plus 45p per mile travel.

It is nationally recommended that there should be two visits made per year - one mid year to check general council procedures going through agendas, minutes, required written policies, risk management, etc. The second to concentrate on financial issues such as budgetary control, financial management, cash book and bank statements etc and sign the appropriate section of the Annual Return Form. These checks are made in line with the recommendations contained in the Governance and Accountability for Local Councils – Appendix 9.

I would expect each visit to normally take up to four hours although this would depend on whether you are also a burial authority for the cemetery and own allotments, etc. Risk Management procedures can also take a surprising amount of time to check. Obviously it could take longer in the first year of appointment as I will need to familiarise myself with

council documents and financial management and check that all necessary written policies are correctly in place.

There is then a charge of one hour to write up a comprehensive report to the Chairman on the checks undertaken and what was found.

Please do not hesitate to telephone me if you require any further information or clarification on the above. I look forward to hearing from you.

Yours sincerely

Jacquie Wilson (Mrs)  
Director

## **APPENDIX E**

### **MELBOURN PARISH COUNCIL Melbourn Parish Council Community Grant Policy**

#### **Where does the money come from?**

Money for community grants (the Community Grant Fund) comes from s137 money, which is part of the village precept, and also from any payments made to the Parish Council which have to be used for Community benefit.

#### **When can applications be made?**

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

#### **Who can apply for a grant?**

Any organisation, charity or group within Melbourn or which delivers benefits for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements. The following **are not** eligible for a community grant: businesses, individuals and groups associated with a church or religious body except where there is demonstrable community benefit

#### **How are applications made?**

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

#### **How much can be applied for?**

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

#### **How will awards be decided?**

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/events which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- **Number of people benefitting.**
- **Evidence of benefit to the community.**
- **Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.**



- Evidence of ‘legacy value’.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is ‘funding of last resort’.
- Value for money.
- Evidence of deliverability.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

#### **What cannot be funded?**

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

#### **How will a grant be paid?**

Grants will be paid once a signed acceptance of the terms and conditions is received by the Council.

#### **What are the conditions of the grants?**

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This can be a written or verbal report.

Cllr Julie Norman

JULIE NORMAN \_\_\_\_\_

Chair

Date: 24<sup>th</sup> October 2016

<b>Responsible Officer</b>	Parish Clerk	<b>Date effective from</b> <b>24 October 2016</b>	<b>Review date :May 2016</b>
<b>Author</b>	Parish clerk	<b>Date last amended</b> <b>24 October 2016</b>	<b>Review Date: May 2017</b>

**MELBOURN PARISH COUNCIL**

**Application for Grant for Voluntary Organisations  
Local Government Act 1972, Section 137**

**Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.**

**If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.**

1.	Name of Organisation	
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No

5.	Amount of grant requested	£
6.	For what purpose of project is the grant requested.	
7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation?	

	If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed.....Date.....

## **APPENDIX F**

### **Melbourn Parish Council October 2016 County Councillor report**

*A number of these are for information only, given that there has been no opportunity to report to the council since July and since there are several new members of the council.*

#### **Devolution**

The government's proposal for devolution includes a mayor and a new tier of local government. The mayor would take a great deal of strategic powers away from councils and there will be a new cost to run a new bureaucracy. The proposal for Cambridgeshire is to join with Peterborough. Combined authorities seem a sensible idea, but the mayoral position seems to diminish local decision making.

#### **Boundary changes – to clarify**

County Council Division boundaries have now been announced: From the May 2017 elections, Melbourn and Meldreth join Whaddon and Bassingbourn-cum-Kneesworth in a new 'Melbourn/Bassingbourn Division', while Shepreth, Foxton, Heydon and Great and Little Chishill move into a new 'Duxford Division' together with Fowlmere, Thriplow, Duxford, Whittlesford, Pampisford, Chrishall Grange, Ickleton and Hinxton.

District Council Ward boundaries announced for Melbourn will include Meldreth, Shepreth and Whaddon.

Parliamentary constituency boundary proposals, to take effect in 2018, have now been announced and are out for consultation until 5 December. These add yet another dimension to the mix: Melbourn, Great and Little Chishill, Heydon, Whaddon, Bassingbourn and Kneesworth and other villages from south-west South Cambridgeshire would join together with Royston and North Herts villages to form a new cross-county border constituency called 'North East Hertfordshire.' Meldreth would be part of a new 'South Cambridgeshire' constituency. More information including how to respond to the proposal is available here:

<https://www.bce2018.org.uk/node/6484?postcode=SG86NU>

#### **Congestion Control Points – City Deal Consultation**

An important Greater Cambridge City Deal consultation on traffic congestion in Cambridge, affecting South Cambridgeshire residents too, concluded on 10 October. This was about the 'Peak Time Congestion Control Points' that would effectively close off certain key roads in the city. The consultation event on September 14, held at Melbourn Village College, was poorly attended, but there has been a widespread public outcry against the proposals which now look set to be withdrawn. However, something needs to be done about the worsening congestion problem in and around Cambridge, so it's a matter of watching this space.

#### **[Network Rail level crossing closures](#)**

[Many thanks to everyone who has contributed to Network Rail's second round consultation in which they persist with the proposal to close two level crossings in our area – Meldreth near Fieldgate, and Foxton Level Crossing on the Barrington Road pedestrian side gate \(not the main road crossing\). Cambridgeshire County Council has strenuously objected to both on the basis that new risk is created for pedestrians who in both cases would be forced to cross busy roads twice over. I'm meeting Network Rail for a third time on site at Foxton, where I'm arguing that they need \*\*not\*\* to mess about with what is a dysfunctional crossing that has reached breaking point, but to act upon their feasibility study to create a bypass and redesign the whole thing. They have already commissioned and published a feasibility study detailing such work but it has gone on the back burner.](#)

### **A10 pedestrian cycle path**

This week, work is scheduled to begin on a new pedestrian/cycle path joining Dunsbridge Turnpike Shepreth with Melbourn, just near the Science Park entrance. Disruption to traffic should be relatively minor. This is the first segment of A10 corridor pedestrian/cycle path project to be funded by the Greater Cambridge City Deal. The rest of the project has been funded via the Department for Transport.

Meanwhile, for those who use the path heading north, work to complete the path around Foxton Level Crossing is underway, after finally receiving permissions from Network Rail. There has been a delay there of around six months, pending a signature on a form. This work includes resurfacing the section that joins up with Shepreth – and where the historic milestone will be replaced.

After all this work is completed, the maintenance grant from AstraZeneca will kick in and the idea is to maintain the path to a much higher standard than the County Council can afford. This was brokered with AstraZeneca who are currently based at Melbourn Science Park. Meanwhile, TTP has been hugely supportive as well, and will be adapting the entrance to the Science Park to make a safe passage for all.

### **County Council budget consultation**

This consultation closed on October 14. As a guide, for each 1% increase an average band D property would pay approximately an extra 23p per week £11.67 a year. A 1% increase would yield approximately £2.56 million. The council will have an opportunity to increase council tax by 1.99% (general) plus 2% for social care. The council must make £100 million in cuts over the coming five years due to a massive reduction in central government support, and also due to demographic changes in our population. Our aging population brings a very significant extra cost of health care.

### **Current County Council transport budgets**

The concessionary bus pass fare scheme is a legal requirement by national government, and it is funded – with reimbursements to bus operators – by local authorities (Cambs County Council). Spend in 2015/16 was £6,056,877.

Meanwhile, the 2016/17 budget for subsidized buses and community transport is £1,959,342, of which £284,480 is Community Transport – these are non-statutory services and therefore subject to cuts. There is no other lifeline transport available to vulnerable people, where commercial services do not operate. I am arguing that we must find a way of retaining these.

### **Meldreth, Shepreth and Foxton Rail User Group**

A meeting to discuss improved access to Meldreth Station was held on September 20<sup>th</sup> at Melbourn Village College. New trains to replace the current stock will mean a much diminished gap between platform and train, as well as space inside trains, which will be much easier for buggies and wheelchairs. I've met the new CEO and Principal of Meldreth Manor with regard to the campaigning legacy of Meldreth Manor to making the station more accessible to all – easy access over the tracks is essential for many people who find the stairs too difficult. The path from Melbourn over the fields will be upgraded thanks to an S106 agreement with the developer of the 199 houses off New Road, and we now need the Govia Thameslink Railway to provide a ramp up to the platform.

I'm attaching a recent audit of Meldreth Station, commissioned by the Rail User Group. There is much work needed to bring the station up to a decent standard before the half-hourly off-peak service begins in 2018. I am making a request to City Deal to support this work. Please note the footfall figures for Meldreth Station on the report.

The meeting was very appreciative of Meldreth Parish Council's pledge for financial support for a paid Community Rail Partnership post. I have sent a paper outlining the case for a paid post to Melbourn Parish Pouncil (for the solar fund) and also to Shepreth and Foxton Parish Councils.

### **Melbourn Community Edible Gardening**

The Community Rail Partnership has applied for another grant from the County Council, this one £1K, to extend the 'Edible Gardening' project now taking place at Melbourn Primary School. The original grant of £4K, also through the Community Rail Partnership, has got the project up and running. The project has been hugely successful and is about learning to grow food.

### **Drainage Action Group**

I'd like to propose that we set up a Drainage Action Group for the purpose of keeping a close eye on problem areas in the drainage network that we can help action. The idea would to disseminate information on good preventive practice, and help understand where the strategic snags are so that we can work more effectively with Highways to make their slim resource stretch as effectively as possible. The model for doing this in Meldreth and Shepreth is a working party involving councillors and residents. Highways have offered to attend a parish meeting to help kick us off.

### **Goalball and Camsight**

Last month, Camsight was in Melbourn for a whole day: first at Melbourn Primary, then the Hub, and then Melbourn Village College, where a lunchtime goalball tournament was held. MVC students raised funds for the Camsight Christmas party on December 7, to be held at the Vicarage Close community room. This Rural Support service meets in Melbourn monthly and makes a fundamental difference to people living with visual impairment and sight loss.

### **CAB and Mind Wellbeing services**

Both of these services at the Hub report strong take-up – so please can we spread the word that they are available.

### **Room hire**

Melbourn Parish Council like other parish councils along the A10 corridor has always very kindly covered room hire charges for the Rail User Group and A10 Corridor Cycling Campaign, which don't have membership charges so no income, but work to bring investment to our area. This is greatly appreciated and we hope it can continue.



## APPENDIX G

### District Councillors Report October 2016

With regard to the land off New Road, as you know the appeal was upheld. The land is presently being advertised with outline planning permission. Until sold, there will be no full application to deal with the reserved matters, to South Cambs Planning officers, that process will be the final design and layout. But will of course need to comply with the agreed conditions laid down by the Planning Inspectorate back in August. Before and during this part of the process, the designated officer to answer any queries will be Mr John Koch. Cllr Hales and Barrett can be contacted to arrange contact.

The current District Council ward of Melbourn consists of Melbourn, Gt and Little Chishill and Heydon. This is set to change having been under review by the boundary commission. The ward will consist of Melbourn, Meldreth, Shepreth and Whaddon. The Chishills and Heydon will be in a ward called Foxton alongside Foxton and Fowlmere. These changes are due to take place in 2018 when the whole District Council goes to election.

The County Council Divisions have been released: Melbourn will be in a division called Melbourn and Bassingbourn – alongside Bassingbourn, Meldreth and Whaddon. This change will take place next year in May 2017. The Chishills and Heydon will be in a division called Duxford- alongside Duxford, Fowlmere, Foxton, Hinxton, Ickleton, Pampisford, Shepreth, Thriplow and Whittlesford. This change to will take place next year in May 2017.

The Parliamentary constituencies are again under review by the Boundary Commission and it is currently proposed that the existing Melbourn ward villages will move into the North East Hertfordshire constituency. These changes are due to take effect in 2020 prior to the next general election, however there is a consultation process under way now which runs until 5<sup>th</sup> December 2016. We urge all residents to go online and take part. We have been a part of Sth Cambridgeshire for a long time and it seems that generally residents wish to remain so. The time now is to make our points of view known to the Commission. Our MP Heidi Allen is very keen we take part.

The link is:- **[www.bce2018.org.uk](http://www.bce2018.org.uk)**  
Cllrs Barrett and Hales

## APPENDIX H

### NOTES FROM MEETING OF INTERIM CAR PARK WORKING GROUP MEETING 13<sup>TH</sup> OCTOBER 1430

#### Present:

Mike Swann (Member of the Public)

Jose Hales (Parish Councillor)

John Regan (Parish Councillor)

Julie Norman (Parish Councillor;Observer)

#### 1. Background

a. The Parish Council Meeting on 10<sup>th</sup> October endorsed the need to set up a Car Park Working Group to undertake the following:

- **An urgent review of the contractors claim for extensions of time and associated costs. The Parish Council has to complete the review by 1<sup>ST</sup> November to avoid threatened legal action by the contractors lawyers.**
- **A post project review of the project to learn lessons for the future**

b. The Parish Council also agreed that the chair of the Working Group should be totally independent and the Working Group include members of the public in addition to three Parish Councillors.

c. In view of the urgency of the need to review the claim for extensions of time and the scope of the work involved subsequent discussions with the Parish Clerk identified the need to seek an extension of the period ending 1<sup>st</sup> November. However this cannot be guaranteed at this time and it was therefore agreed that an early meeting be arranged to discuss the way forward.

d. The need for this meeting was discussed with Ian Dewar (CEO CAPALC) in the margins of the training session held on the 12<sup>th</sup> October. His view was the meeting could go ahead on the basis that it was classed as interim until such times as the full working party was formed with an independent chair and members of the public.

E. An urgent meeting was then arranged on this basis with Mike Swann (a member of the public who volunteered to be a member of the Working Group) attending to provide a public representative to the group .

#### 2. Working Group Chairman

a. Since the Parish Council meeting on 10<sup>th</sup> October the Parish Clerk had contacted CEO CAPALC and SCDC Contracts Department in an attempt to identify a suitable independent chairman to no avail.

b. It was suggested that CEO CAPALC be approached again to recommend a Parish Council Chair as a suitable candidate.

c. In the meantime it was agreed that John Regan act as interim chair

### **3. Working Group Membership**

a. A suggested Working Group membership be as follows subject to the new chair and Parish Council approval:

- An independent Chair
- 3 members of the public who have had no prior involvement with the car park project
- 3 Parish Councillors

### **4.TOR's**

a. It was agreed that the Working Group draft the TOR's for approval by the Parish Council at the meeting on 24th October.

### **5 Timescales**

a. All agreed that there was no guarantee that the Contractors lawyers would accept an extension of time past the current deadline of 1<sup>st</sup> November. In the absence of any approval to extend the current deadline by 30 days the target completion date has to be 1<sup>st</sup> November

b. In this case an early meeting with CAPALC legal advisors was essential

c. A programme of work is to be developed to meet 1<sup>st</sup> November deadline

### **6. Funding Issues**

a. In the event that the Working Group and the CAPALC legal advisor recommend the need to procure a construction specialist to challenge the contractors allegations regarding additional time and associated costs it is estimated at this time that the cost could be in the order of £10000 which will need Parish Council approval.

b. Given the urgency of the situation the Working Group will need to raise the issue of funding any validated potential claim from the contractor, if required, with the Parish Council at the meeting on 24<sup>th</sup> October. In this regard it is recommended that the Parish Council review the process for funding via the PWLB and its likely timescale if no other source of funding can be identified.

### **7.Date of Next Meeting**

a. To be discussed following the Parish Council meeting on 24<sup>th</sup> October.

## **DRAFT**

### **TERMS OF REFERENCE FOR MELBOURN PARISH COUNCIL**

#### **CAR PARK WORKING GROUP**

##### **1. Background**

Melbourn Parish Council voted on 10<sup>th</sup> October to establish a Car Park Working Group to review the events surrounding the construction of the High Street Car Park completed in December 2015.

##### **2. Scope**

- a. Phase 1 is to be an urgent review of the contractors final estimated cost of £393,364.09 and make recommendations to the Parish Council as to the way forward.
- b. Phase 2 is to be a full Post Project Review to learn lessons for future projects authorised by the Parish Council.
- c. The reviews will investigate amongst other issues:
  - the requirement
  - scope of work
  - contract strategy and procurement
  - roles and responsibilities
  - the management of the project
  - financial management and control
  - public consultation
  - programming of the work
  - change management
  - the final account
  - value for money

##### **3. Working Group Membership**

- a. It was agreed by the Parish Council that the Working Group have an independent chair
- b. Three Parish Councillors to serve as members of the working Group
- c. It was also agreed that volunteers be sought from members of the public to serve on the Working Group (three totally independent members are suggested )

##### **4. Programme**

- a. In view of the pending litigation Phase 1 will need to be completed by 28<sup>th</sup> October, should an extension of time be granted this date will be revised accordingly.
- b. The Phase 2 programme to be agreed by the Working Group once formed.

## **5. Deliverables**

- a. The Working Group will publish reports for each phase of the work for Parish Council approval prior to being placed in the public domain.

## **APPENDIX I**

### **MELBOURN PARISH COUNCIL**

#### **Members' Code of Conduct**

##### **For Members and Co-opted Members of Melbourn Parish Council**

Melbourn Parish Council (the Authority) has adopted this Code of Conduct pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the Authority or when they claim to act or give the impression of acting as a representative of the Authority.

This Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership ('the Nolan Principles').

#### **1. Application**

This Code of Conduct applies to you whenever you are acting, claim to act or give the impression you are acting in your capacity as a Member of the Authority, including:

- 1.1. At formal Meetings of the Authority**
- 1.2. When acting as a representative of the Authority**
- 1.3. In taking any decision as a Councillor**
- 1.4. In discharging your functions as a Councillor**
- 1.5. When corresponding with the Authority other than in a private capacity.**

#### **2. Meeting**

In this Code 'Meeting' means any meeting organised by or on behalf of the Authority, including:

- 2.1. Any meeting of the Council, or a Committee or Sub-Committee of Council**
- 2.2. At any briefing by Officers; and**
- 2.3. At any site visit to do with the business of the Authority.**

#### **3. General Conduct**

You must:

- 3.1. Provide leadership to the Authority and communities within its area, by personal example**
  - 3.2. Respect others and not bully or threaten or attempt to bully or threaten any person**
  - 3.3. Respect the confidentiality of information which you receive as a Member by:**
    - 3.3.1. Not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and**
    - 3.3.2. Not obstructing third parties' legal rights of access to information**
  - 3.4. Not conduct yourself in a manner which is likely to bring the Authority into disrepute**
  - 3.5. Use your position as a Member in the public interest and not for personal advantage**
  - 3.6. Comply with the Authority's reasonable rules on the use of public resources for private and political purposes**
  - 3.7. Exercise your own independent judgment, taking decisions for good and substantial reasons by:**
    - 3.7.1. Attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;**
    - 3.7.2. Paying due regard to the advice of Officers, and in particular to the advice of the statutory officers; and**
    - 3.7.3. Stating the reasons for your decisions where those reasons are not otherwise apparent**
  - 3.8. Do nothing that causes the Authority to act unlawfully**
- 4. Registration of Interests**
- 4.1. Within 28 days of this Code being adopted by the Council, or your election (if later), you must register with the Monitoring Officer any interests listed in Appendices A and B.**
  - 4.2. You must ensure that your Register of Interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of any interests listed in Appendices A and B.**

## **5. Disclosable Pecuniary Interests**

**5.1. You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary of State (attached at Appendix A) and either:**

**5.1.1. It is an interest of yours, or**

**5.1.2. It is an interest of:**

**5.1.2.1. Your spouse or civil partner; or**

**5.1.2.2. A person with whom you are living as husband and wife; or**

**5.1.2.3. A person with whom you are living as if you were civil partners;  
and you are aware that other person has the interest.**

**5.2. You must:**

**5.2.1. Comply with the statutory and the Authority's requirements to disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest**

**5.2.2. Make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an interest of business which affects or relating to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent**

**5.2.3. Where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not \*unless you have obtained a dispensation from the Authority's Monitoring Officer);**

**5.2.3.1. Participate, or participate further, in any discussion of the matter at the meeting; or**

**5.2.3.2. Remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.**

## **6. Non Statutory Disclosable Interests**

**6.1. In addition to the requirements of Paragraph 5, if you attend a meeting at which any item of business is to be considered and you are aware that you have a 'non-statutory disclosable interest' in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.**



**6.2. You have a ‘non-statutory disclosable interest’ in an item of business of your Authority where:**

**6.2.1. A decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority’s administrative area, or**

**6.2.2. It relates to or is likely to affect any of the interests listed in the Table in Appendix A to this Code, but in respect of a member of your family (other than a ‘relevant person’) or a person with whom you have a close association; or**

**6.2.3. It relates to or is likely to affect any of the interests listed in Appendix B to this Code and that interest is not a disclosable pecuniary interest.**

## **7. Gifts and Hospitality**

**7.1. You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the Authority.**

**7.2. The Monitoring Officer will place your notification on a public register of gifts and hospitality.**

**NOTE: Members must also comply with any relevant Codes and Protocols contained in the Authority’s Constitution.**

## **Terms of Reference – Code of Conduct**

There should be a maximum of 6 members, of whom up to 3 should be non-councillors.

The WP is report back to the Parish Council by 31 December 2016.

Initially, the remit of the WP is to:

- **Review the Council's current Code of Conduct (adopted November 2015) in the light of PC68/16 (Ian Dewar's note on Disclosable Pecuniary Interests – Melbourn) and other guidance on good practice (for example, Local Councils Explained).**
- **To review the current Standing Orders on dealing with complaints against the Council and to present a draft Complaints Policy to the Parish Council.**
- **To recommend to Council whether to apply for the NALC Local Council Award Scheme as an external validation of the changes made to procedures, and at which level.**

As a second phase the Working Party should be asked to review the Council's Standing Orders – to be completed for the Annual Parish Council Meeting in May 2017.

## **GOVERNANCE FOR WORKING PARTIES**

A Working Party:

- Is established by Melbourn Parish Council to research or investigate, consider and report to Council. It does not make decisions.
- Considers a fixed term project and is disbanded upon completion of that project, unless the council decides otherwise.
- Has no delegated budget and no power to spend.
- Must have its terms of reference delegated by the Council. The ToRs must specify: the number of members and quorum; duration of the WP and the tasks it will carry out.
- May appoint its own Chair, unless otherwise directed by Council.
- May contain non-councillor members who are able to vote.
- Does not have to publish agendas in advance
- Does not have to be held in public
- Does not have to be clerked by the Clerk (but for MPC's requirements for openness and transparency, a member of the WP must take minutes and send to the Clerk for presentation to the full PC.)
- Can be held in non-public venues

Because of these freedoms about venue and flexibility in not having to give advance notice about meetings, the Working Party should make its own arrangements for future meetings, not through the Clerks.

## APPENDIX: SOURCES OF INFORMATION

**Current MPC Standing Orders refers to ‘Advisory Committee’ which I take to be WPs by another name.**

Para 50, p23. (paraphrased)

- **Council can appoint them.**
- **The Clerk shall inform members of the ToRs**
- **The advisory committee may make recommendations**
- **May consist wholly of persons who are not members of the council (*my emphasis*)**

### **Taken from Chapter 6 of Local Councils Explained**

A Working Party is a body established to **advise** the Council on matters relating to the performance of its statutory functions, powers and related responsibilities.

It has no spending powers.

It does not make decisions: its role is to research or investigate, consider and report to Council.

It is often appointed with short-term responsibilities or where the work does not fall within the terms of reference of existing committees.

A council can appoint a WP at any time.

“A non-councillor can vote at a meeting of an advisory committee” p124

### **Ian Dewar’s training notes about WPs**

- **Do not have to publish agendas in advance**
- **Do not have to be held in public**
- **Do not have to be clerked by the Clerk (but for MPC’s requirements for openness and transparency, a member of the WP must take minutes and send to the Clerk for presentation to the full PC.)**
- **Can be held in non-public venues(eg homes – though a good idea still not to meet in the pub)**
- **Appoint their own Chairs, except where the PC gives specific direction**

## **Melbourn Community Hub Management Group**

### **MPC report October 10<sup>th</sup> 2016**

The Hub takings were somewhat down in May and August and have levelled out over the last two months but did show an improvement in September. We have tried to analyse the reasons for the drop and think that various local building work had either finished or getting near completion and builders were using The Hub for their meals. The holiday season and school holidays also seems to have a dramatic effect on café takings.

A more detailed report and comments from Jonathan Berks will give more information.

Outlook for room hire has improved has during the last few weeks with Yoga classes being booked twice a week and Aroma sessions also making regular booking. Riverhee Training our biggest customer have also indicated that they will be increasing bookings in future. U3A are also using The Hub once if not twice a month.

The alcohol licence has been applied for which should make running fund raising events somewhat easier and more profitable. The Hub manager Sieg will be attending the course to attain the alcohol licence on October 10<sup>th</sup>, the previous course was due to be held on the 13th Sept was cancelled due to low numbers.

The 3 hiring rooms and upper hallway have had the walls touched up to remove marks created by people pushing chairs up against the wall, within a few days the marks were back in one area in one room. Whilst we have those chairs it will be an ongoing problem.

At the last meeting of the previous Council an application for a metal shed to be placed at the rear of The Hub was on the agenda. This was to store paint and tables and on occasions chairs which were deemed to be a fire hazard. We have now removed the oil paint and limited the tables and chairs stored there. We should be visited soon by HSE. They have been invited to give advice on Health & Safety issues and only after their visit will we know if a shed is really necessary.

It was interesting to note that The Hub was not registered as a food outlet. During last year someone had notified HSE that we no longer served food.

There has been a long standing problem with the electrical power supply to the kitchen which up until a couple of months ago we were able to work around. It then became more of a problem and eventually we have had to find an answer to solve this issue. We have now

received an estimate of £635 which has been accepted and the work should be carried out in the very near future.

## Melbourn Community Hub

### Financial report – September 2016

Melbourn Community Hub Management Group, a company limited by guarantee, has a financial year end of 30 September, and therefore by the time of the Parish Council Meeting on 10 October 2016, the accounting period for the year ended 30 September 2016 will have ended.

At present I have completed management accounts to 31 August 2016, and these are included at the end of this report. The accounts show that the total income received in the 11 months from 1 October 2015 to 31 August 2016 was £106,119 (cafeteria sales £73,547, income from room hire £30,677, and other income of £1,895) and the total expenses £121,203, and therefore the excess of expenses over income was £15,084. I forecast that the total income for the 12 months to 30 September 2016 will be approximately £116,000, which is a 17% increase over 2015. The total deficit should be in the region of £16,500, which compares to a trading deficit in 2015 of £36,000

The Hub has been open now for 2 ½ years. It was initially funded with a general grant of £75,000 from the Parish Council together with a grant of £13,559 for specific purposes. Further grants were made of £25,000 in 2015 and £15,000 in 2016. The bank balance at 31 August 2016 was £24,963.

Although there will always be some monthly variations, in round amounts the Hub costs £5,000 per month to run. The administration costs, that is the salaries for the Centre Manager and his assistant, the telephone and other office costs and the IT support contract total £3,400. The premises costs, that is the utilities, repairs and maintenance, and cleaning total £1,600. To offset these costs, Melbourn Parish Council pay a monthly rent of just over £1,000 for the Parish Council office, and the café should contribute a profit of £1,000. Therefore to break even, the Hub needs to receive at least £3,000 per month from the hiring of the rooms, but at present this is not being achieved.

The directors of MCHMG have discussed at length the ways of increasing the income, but the challenges are:

- Cafeteria
  - local competition from Bury Lane Fruit Farm, Phillimore's Garden Centre and Wyevale Garden Centre
- Room hire
  - local competition from other village halls, school and church halls, etc.
  - difficulty in letting rooms 'out of hours' because the kitchen area cannot be closed off

J G Berks  
28 September 2016

## Melbourn Community Hub

### Income and Expenditure Account

for the period October 2015 - August 2016

	£	£
<b>Income</b>		
Café takings		73,547
Other income		1,895
Room rental		
	Parish council	11,513
	Other	19,164
		<hr/>
		30,677
<b>Total income</b>		<hr/>
		106,119
<b>Expenditure</b>		
<u>Café</u>		
Purchases	27,532	
Other cafe costs	546	
Sundry purchases	2,637	
Catering staff costs	33,310	
Laundry	2,221	
	<hr/>	
		66,246
<u>Administration</u>		
Centre managers costs	27,426	
Staff recruitment & training	670	
Telephone	3,605	
IT contract & costs	2,135	
Office supplies	1,011	
Uniforms	400	
Streamline and till rental	1,440	
Sundry expenses	75	
	<hr/>	
		36,762
<u>Premises</u>		
Electricity	5,572	
Gas	757	
Insurance	592	



SCDC & water rates	1,539	
Repairs and maintenance	2,985	
Cleaning	6,750	
		18,195
<b>Total expenditure</b>		<u>121,203</u>
<b>Suplus/deficit income / expenditure</b>		<u><b>-15,084</b></u>

#### Balance

Total grants received	128,559
less deficit to 30 September 2015	-87,095
less accumulated deficit for year	-15,084
	<u>26,380</u>

#### Represented by

Fixed assets	5,308
Debtors and prepayment	7,322
<b>Bank balances</b>	<b>24,963</b>
Cash balances	437
	<u>38,030</u>
less	
Barclaycard balance	1,652
Deferred income	6,388
Creditors (including PAYE)	3,610
	<u>11,650</u>
	<u>26,380</u>

## **APPENDIX L**

### **TASKS TO BE REMITTED TO THE HR PANEL**

- To propose to Council a draft contract for book-keeping support (asap; needs to be in place ideally for the Bookkeeper to support Sarah for the internal audit at the end of November)
- To review the working hours of the Clerk and to present to Council a costed proposal to cover the period up to the end of FY 2016/7
- To consider the options available for a pension scheme for council employees and to make a recommendation to Council in time for our staging date of January 2017.
- To recommend to council revised opening hours for the Parish Office to ensure that the Clerk and Assistant Clerk have enough time without interruptions to carry out the financial and other tasks which need concentration.
- To agree with the Clerk her work objectives for the period November 2016 to October 2017 (due now according to our employment policy)
- To develop in liaison with the Clerk a job description for the Ranger which makes it clear which tasks he will undertake and which will need to be contracted out. This is needed for Precept-setting in December.
- To review the current Employment Policy and ensure it is fit for purpose.
- To review the Grievance, Harassment and Whistle blowing Policies for Employees and to consider the route through which contractors should report concerns.

## APPENDIX M

### Agenda Item 126/16 Further discussions on the process of co-option

The opportunity for co-option was advertised widely. We have 4 people who have put themselves forward.

We are not doing the co-options tonight because councillors need to have a further discussion about the process. At the last meeting Council agreed to consider the candidates anonymously so that we could discuss individuals in public. We have since clarified with Ian Dewar that different rules apply in the case of co-option because if it was an election the candidates would be expected to be known.

The process which is recommended to us is as follows:

- **Each candidate (in alphabetical order) is invited to stand up and make their case to the council (3 minute rule applies). If someone does not wish to be present in person, the Chair will read out their application letter and skills audit. After each 3 minute presentation, councillors can ask questions.**
- **We need each candidate to confirm that they will undertake Councillor training within 6 months of joining the Council.**
- **When each candidate has made their case, councillors write on a piece of paper the names of up to four people. There are 4 vacancies so you cannot vote for more than four people. You vote for as many candidates as you think will enhance the council's ability to do its job.**
- **Sarah counts the votes. A person is elected if the majority of the council votes for them. In our case, they need at least 6 votes.**
- **Since we have 4 candidates and 4 vacancies, we will not need to have more than 1 round of voting.**

We want to allow enough time for the process and then the co-opted councillors signing their Declarations. So we will do the co-option process next Monday (31 October)

**Sarah** – please will you write to the people who have applied and let them know the process and date. You need also to ask them to complete a declaration that they meet the criteria for eligibility to be a member of the council and that they are not disqualified from being a member.

Once the council has done the co-option process, we will formalise it into a co-option policy

## MELBOURN PARISH COUNCIL SCHEDULE OF MEETINGS

	19:15 - 20:30	20:30 - 22:00
10th October 2016	Parish Council	
17th October 2016	No Meeting	
24th October 2016	Parish Council	
31st October 2016	Parish Council (Planning Applications)	
7th November 2016	Parish Council (Planning Applications)	
14th November 2016	Parish Council	
21st November 2016	Parish Council (Planning Applications)	
28th November 2016	Parish Council	
5th December 2016	Parish Council (Planning Applications)	
12th December 2016	Parish Council	
19th December 2016	Parish Council and (Planning Applications)	
Tuesday 3rd January 2017	Parish Council	
9th January 2017	Parish Council (Planning Applications)	
16th January 2017	No Meeting	
23rd January 2017	Parish Council	
30th January 2017	Parish Council (Planning Applications)	
6th February 2017	Parish Council (Planning Applications)	
13th February 2017	Parish Council	
20th February 2017	Parish Council (Planning Applications)	
27th February 2017	Parish Council	
6th March 2017	Parish Council (Planning Applications)	
13th March 2017	Parish Council	
20th March 2017	Parish Council (Planning Applications)	
27th March 2017	Parish Council	

## APPENDIX O

Fri 14/10/2016 09:20

Sarah, can you please pass this communication onto all Parish Councilors. FYI, I posted it onto the something to say website as a demonstration of openness and transparency.

rgds

dips

After reading the article in the crow, this week, my immediate thoughts are 'what the heck was this all about?' All that's seems to have happened is some sort of coup to get rid of the leadership with the core parish councillors involved in those issues still there. All of this is just about within the right side of the line of what is permissible, even though I among many find the episode distasteful and unnecessary. I am at a loss why those councillors involved are still there – whether they be sitting or re-elected. Surely they have had their day and its time to move on with a fresh team, who can sort out the mess they were jointly responsible for without them interfering or perverting the facts, thus rewriting history. Wheres the honour and whats the point in one falling on ones sword, if they can resurrect themselves? This is one of the reasons why there was such a low turnout in the election - the candidates themselves. The leaflet did not help and its hard to accept the 'shared ethos' explanation. What does that mean? Are they all from the same political party, are they drinking buddies, are the facebook friends, or does it mean something more sinister, ie they are a clique of some sort, who can push through things they want or bury things they don't like with little or no opposition.

Lastly I always thought all communication with the parish had to be published – well it was in my days on the parish, so I'm at a loss why so little has been. Maybe the letters are critical of the Parish decisions or individual councillors or the clerk, or all, thus undermining their authority or standing in the community, hence best if they are not made public. However it appears OK to demonise those critical of them or use their influence against them.

Sorry one last thing, shouldn't the Carpark be renamed Melbourn Lorry Park, as rumour as it that it is able to handle the weight of a fire-engine – which is why it cost so much and took so much time to construct. It would be nice to know what really happened.

## APPENDIX P

From: Florence Hyde

> Sent: 05 October 2016 20:54

> To: Parish Clerk

> Subject: Filming permit

>

> Dear Melbourn council,

>

> I am emailing to enquire about the possibility of filming in Melbourn for half a day during the weekend of the 29th and 30th of October?

>

> I'm getting in touch on behalf of a small group of experienced short filmmakers, all of whom are recent Oxford University graduates. I have lived in South Cambridgeshire (Great Shelford) all my life, and am very familiar with the area. The film is an affectionate story about growing up in a village. We are looking for exterior locations in which to shoot 2-3 very short scenes - Melbourn is a beautiful village which perfectly fits the aesthetic which we're looking for. We're a crew of ten people with a small amount of kit, and are very sensitive about causing as little disruption as possible.

>

> We would enormously appreciate the opportunity to film here and would credit the village and the council prominently. Please let us know what steps we would need to go through to get the necessary permissions, and get in touch with any questions about the film or production. I hope to hear from you soon!

>

> Best wishes,

>

> Florence Hyde (writer and director)

## **APPENDIX Q**

Sarah Adams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

Dear Sarah,

### **Withdrawal of application for co-option to Melbourn Parish Council**

I sent an application for co-option to Melbourn Parish Council to you on 2<sup>nd</sup> October 2016.

I regret to inform you that I would now like to withdraw my application. After attending the council meeting on 10<sup>th</sup> October, it became clear that the council requires more than just an additional voice and I am not able to fulfil the commitment of the suggested planning meetings and being part of working parties or panels.

It was my first experience of attending a council meeting and I must say that although I was discouraged by the comments made by some of the audience members (it is a good job we were in a school as some of the audience were in my opinion behaving childishly), I was encouraged by the new council and their plans. It is clear to me that the councillors recently elected care about the village and its residents.

Despite this, I am looking forward to attending future full council meetings as an audience member and will certainly raise any concerns I have where necessary.

I am happy for this to be read out at a future council meeting, however I would like for my name to be removed if possible please.

Kind regards,