

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 27<sup>th</sup> February 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.**

**Present:** Cllrs Norman (Chair), Siva (Vice Chair), Cross, Hales, Harrington, Hart, Kilmurray, Porter, Regan, Shepherd, Siva and Travis.

**In attendance:** The Clerk, County Cllr van de Ven, and approximately 15 members of the public.

**PC330/16      To receive apologies for absence**

Cllr Gatward, Sherwen, Stead and District Cllr Barrett for personal reasons

**PC331/16      To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

Cllrs Cross, Hales, Kilmurray, Porter, Shepherd, Travis non pecuniary interest as a Director of Melbourn Community Hub Management Group – PC349/16 and PC350/16

Cllr Norman non pecuniary interest as Vice Chair of Governors to Melbourn Primary School, PC346/16,

Cllrs Norman, Shepherd, Cross non pecuniary interest for knowing owners of PC352/16.(d)

Cllrs Norman, Shepherd, Cross, Hales non pecuniary interest for knowing owner of PC352/16 i)

**At 7.18pm The Chair Suspended Standing Orders**

**PC332/16      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).**

Mr Stapleton spoke on behalf of Mr Alderton who could not be present at the meeting. Mr Alderton informed the new Hub Directors there are volunteers from The Hub who are willing to give their support to the Hub Management Group. Could the new Directors take this into consideration?

Mr Stapleton and County Cllr Susan van de Ven reminded all at the meeting of the Melbourn Cycleway Opening Ceremony on Wednesday 15<sup>th</sup> March 2017 which will start from The Hub at 10.30am.

Mr Swann – informed the Council there is movement on the 199 houses site at New Road. There is signage from Hadley's relating to the trees which have a preservation order on. Will the Council look at their policy relating to this and will the Council be raising a committee to deal with the planning application?

At 7.22pm The Chair reinstated Standing Orders

**PC333/16      To approve the Minutes of the Parish Council Meeting 30<sup>th</sup> January 2017**

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING. CLLR HARRINGTON AND SIVA ABSTAINED AS THEY WERE NOT PRESENT AT THE LAST MEETING. ALL OTHER COUNCILLERS WERE IN FAVOUR. THIS WAS CARRIED.**

**PC334/16 To report back on the minutes of the Parish Council Meeting 30<sup>th</sup> January 2017**

The Clerk stated the PWLB Loan had been received and The Precept documentation for 2017/2018 has been sent to SCDC.

Gifts and Hospitality Policy is ready to come to Council and will be put forward to 13 March 2017 agenda PC312/16

**PC335/16 To approve the Minutes of the Parish Council Meeting 6<sup>th</sup> February 2017**

Cllr Sherwen suggested another comment should be added relating to a statement from a Moor resident that they had bought their property purely because of the prospect of The Moor remaining quiet and peaceful.

**IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR PORTER TO ACCEPT THE MINUTES AS DRAFTED AND TO INCLUDE CLLR SHERWEN'S ADDITIONAL COMMENT. CLLR SIVA AND HARRINGTON ABSTAINED, ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC336/16 To report back on the minutes of the Parish Council meeting 6<sup>th</sup> February 2017**

PC319/16 Mr Forbes has now received the insurance documentation.

PC329/16 b) As of today the ICO has sent an email stating a Case Officer has been assigned and the Parish Council have been asked for its argument for not releasing the Grievance report. – Deadline for a response from Melbourn Parish Council is 24<sup>th</sup> March 2017.

**PC352/16 To Consider the following Planning Applications**

**(g)** Notification of planning application for outline permission for new house and garage with all matters reserved at 18 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS. Mr David Blundell. S/0501/17/OL.

The Chair suspended Standing Orders.

Mr and Mrs Durrant attended the meeting to give their views.

The Chair reinstated Standing Orders.

Members raised the following points:

- Tree root point –the footprint of the building will be the same so the roots will still be affected.
- Tree Canopy – the distance of building from canopy will be 7.2m vs 3.2m away so there is a bit more leeway but, given the natural size of the trees, there will still be a need for frequent hard pruning.
- Issue of overlooking the neighbours – the footprint has been moved but the design remains the same so the problem remains
- Out of linear line of The Lawns and Greenbanks
- Entrance opposite Industrial Estate so difficulty with visitor parking

**IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR TRAVIS TO OBJECT TO THIS OUTLINE PLANNING APPLICATION. IN THE RESPONSE TO SCDC THE CLERK TO ADD**

**THE PREVIOUS COMMENTS THAT WERE RAISED BY THE PARISH COUNCIL ON THE 19<sup>TH</sup> DECEMBER 2016.**

**PC337/16**

**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 A**

- The PWLB Loan for the Car Park is due on 23<sup>rd</sup> March. Included in February's approval list as the March PC Meeting will be take place on 27<sup>th</sup> March.
- All EON Bill's - The contracted rate had expired and day rate had increased from 27p to 48p. All EON contracts renewed for one more year at the rate of 27p.
- The EON workshop bill appears high. Heaters are in use controlled by a timer. Warden to take an accurate meter reading to check.
- EON Bill for the Pavilion – there was a problem where the heating was on constantly which this has now been rectified. Payments should reduce going forward.
- The EON Bill for Littlehands – This is for monthly rental but also includes the Flood light outside the bowls club which is on Parish Council land. The flood light is on a timer.
- An unexpected payment to DynoRod for unblocking the drain at Littlehands. £280+VAT. This occurs quite frequently, an investigative survey will be required costing a further £275+VAT.

**IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE APPROVAL LIST AND ADDITIONAL PAYMENT FOR DYNOROD.**

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO ACCEPT TRANSFER OF £27,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT. THIS WAS CARRIED.**

**PC338/16/  
PC339/16**

**To receive a quarterly finance report from the Bookkeeper and to report on Income and Expenditure. APPENDIX B**

The Bookkeepers report was presented to Members.

The total income is £365,778.57 and total expenditure to the end of January 2017 was £332,875.58 leaving £32,902.99. A VAT refund of approximately £16,000 giving a total of £48,902.99. (expenditure for February and March will need to be deducted) This shows that essentially there are no funds for any further work even if it has been agreed in principle.

Looking at the recommendations:

- The final fee for the car park has been determined and the loan arranged.
- Unnecessary expenditure continues to be on hold.
- The contract for Little Hands – solicitor intends for the new lease to start on 1 April 2017 but is waiting for final details from the Little Hands solicitor.
- The Hub accounts to 30 September 2016 are presented unaudited. It is the Hub MG's responsibility to have them audited but this will necessitate further costs.
- Financial regulations – will come to Council on 13<sup>th</sup> March 2017.

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE BOOKKEEPERS REPORT. THIS WAS CARRIED BY ALL.**

**PC340/16 To discuss and agree transferring of Bank Accounts**

Members were presented with APPENDIX C

At present the Clerk is able to transfer funds from the HSBC without any authorisation from a 2<sup>nd</sup> person. In terms of governance, this is unacceptable so the bank account has to be moved.

Capalc has recommended the Unity Bank as it is particularly suited to Parish Council use.

The Clerk will be able to bank in Melbourn via the Post Office and will also take the opportunity to rationalise the number of bank accounts.

**IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR SIVA TO MOVE FROM HSBC TO UNITY BANK. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC341/16 To receive a report from County Cllr van de Ven – APPENDIX D**

County Cllr van de Ven presented her report. In addition to this there is a Drainage Action Group evening being held on 22 March 2017 by County Council Officers in Melbourn Community Hub.

**PC342/16 To receive a report from District Cllrs Barrett and Hales – APPENDIX E**

District Cllrs report was presented to Council.

**PC343/16 To agree dates of Parish Council Meetings during March and April 2017**

Previously the Council has published its calendar of meetings to cover April to March. However the Working Party reviewing the Standing Orders has found that the dates should cover the Civic year i.e. from May to April so there are some dates for March and April to cover the period until the next calendar starts. Also the Council will reduce meeting frequency to two per month.

The Proposal will be to hold a Parish Council Meeting on 13<sup>th</sup> and 27<sup>th</sup> March 2017 to include Planning Applications. Then for April there will be a Parish Council Meeting specifically for Planning on Tuesday 18<sup>th</sup> April 2017 and then a Parish Council Meeting on Monday 24<sup>th</sup> April 2017.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO ACCEPT THE DATES OF PARISH COUNCIL MEETINGS FOR MARCH AND APRIL 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC344/16 To discuss and agree an extension to the Grass Cutting Contract which is due to expire March 2017 – APPENDIX F**

This is due to expire at the end of March and normally the Council would put out a tender for a 3 year contract. The current contract is with M D Landscapes and covers grass cutting for the s106 areas including Armingford crescent, Elm Way, Worcester Way and others. MD Landscapes is happy to continue for the next year and the cost would be as per the current contract. To note that Beechwood Avenue has been added in so the overall cost will be slightly higher.

There are two reasons for delaying going out to tender.

- Firstly, a Working Party is in place to pull together a comprehensive list of all areas of the village requiring regular maintenance
- Secondly, there is a possibility for the Parish taking over some grass cutting from



SCDC (and getting paid for doing it) to facilitate a more coordinated approach as there were a number of complaints last year.

Cllr van de Ven informed members about recent investigations for wild flower seed mix that could be scattered onto the verges keeping weed and grass growth down and helps to reduce wild rabbit activity.

**ACTION: THE CLERK TO PLACE POLICY FOR CONTRACTORS ON FUTURE AGENDA.**

**IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR SHEPHERD TO EXTEND MD LANDSCAPES CONTRACT UNTIL THE END OF OCTOBER 2017. CLLR SIVA ABSTAINED. ALL REMAINING CLLRS WERE IN AGREEMENT. THIS WAS CARRIED.**

**PC345/16 Clarification of view expressed at a previous Council Meeting**

This is relating to a previous Council and a Planning Committee meeting held on 18 July 2016.

Cllr Stead has claimed on a number of occasions that Cllr Hales had said at that meeting that Cllr Stead was not fit to be a Councillor. Cllr Hales claims he did not make such a statement and asked for the issue to be investigated.

Cllr Hales request was made before Christmas and so was investigated by the procedure set out in the Council's Standing Order rather than through the new Complaints Policy and the investigation was carried out by The Chair and Cllr Siva.

The Chair and Vice Chair listened to a recording of the meeting. They also looked at the minutes of that meeting and questioned the Clerk about the process followed to ensure that the minutes were a true record.

In the relevant part of the meeting, Cllr Hales says:

"Everyone's got commitments by the bucketful. We all make time to do what we do. To be fair if you can't do what you have to do, you shouldn't be sitting here. It's as simple as that."

It is quite clear from the recording that Cllr Hales' comments were not addressed to any particular councillor and that is how the remarks are recorded in the minutes. Those minutes were accepted as a true record of the meeting.

The accurate record of events has now been recorded in these minutes and the matter is now closed.

**PC346/16 Child Safety at Melbourn Car Park and the suggestion of a 20mph speed limit in Cambridge Road from County Cllr van de Ven. APPENDIX G**

The Chair presented an email from Tim Stebbing, Melbourn Parish Council Litter Picker

There was an incident involving 2 children were not paying due care and attention as they cycled out from the path leading to the rear entrance of the Primary School. This was reported by Tim Stebbing, our litter picker and Tim also made a number of points.

- The school confirmed that the children and parents have been informed as to what happened and were asked to take care in the future, and that road safety messages are regularly repeated.
- Is the pedestrian crossing in the wrong place? It was originally decided by highway safety

experts that it had to be positioned where it is and there is no option for change.

- Thirdly, a zig-zag barrier could be placed at the end of the path to slow children down but this cannot be done as the pavement is not wide enough, however the Council need to take advice on the option of placing a zig zag barrier part of the way down the path.

**MEMBERS SUGGESTED LOOKING AT GRANTS FOR ROAD SAFETY AND TO CONTACT THE HIGHWAYS OFFICER AT CCC AND DEPARTMENT OF SCHOOL ROAD SAFETY FOR ADVICE. THE CLERK SHOULD EXPLAIN THAT THE COUNCIL ARE TRYING TO ENCOURAGE THE WALK/CYCLE ROUTE ON THE BASIS FOR THE GRANT – ACTION THE CLERK.**

Discussions were had about a 30mph speed limit and there is also interest from Shepreth about such a limit in Cambridge Road and a 20mph limit in the Melbourn Primary school zone. The issues were discussed at the last meeting of the Parish Council's Highways Committee in July 2016.

Members suggested Cambridge Road should not be below 40mph as drivers will not perceive this as sensible.

Skanska are attending a Parish Council meeting on Monday 13<sup>th</sup> March 2017 to discuss their consultation for the village and to discuss any suggested proposals from Residents/Councillors.

Shepreth and Melbourn should carry out visual calming with the Highways Agency. County Cllr to arrange meeting with a police officer and include Parish Councillors to look at this in more detail. Councillors that have put themselves forward are Cllr Hales, Regan and Travis. **ACTION: CLLRS REGAN/TRAVIS AND HALES/COUNTY CLLR VAN DE VEN**

**PC347/16 To discuss the Parish Council Accountancy Package**

The Clerk proposed, after investigating a number of options, the Council should continue to use the EDGE IT Systems for the remainder of 2017/2018 and will then be reviewed next year. This is for the following reasons:

- Financial – we've paid for it and don't want to pay again for something else
- Edge may not be the most flexible or easy to work with, but improvements have been made
- We have a fair amount of familiarisation
- There are negatives - support, design but benefits of changing now don't justify the cost
- Historic problems mainly due to poor system structure and data input errors, correcting these will facilitate satisfactory performance and a full review can be made when subscriptions become due.

**PC348/16 To agree miscellaneous expenditure – APPENDIX H**

**A) Skip Hire for Allotment Association**

Since 2011 it has been agreed that the Parish Council will provide a skip annually to help clear rubbish and keep the site tidy.

Cost £264.00

Members felt the Allotment Association should complete a Grant Application for discussion in April 2017. **ACTION: CLERK TO SEND APPLICATION FORM TO ALLOTMENT ASSOCIATION**

B) Stud Wall – Car Park Workshop

The Warden has had quotes from a contractor to erect a stud wall in the car park workshop for approximately £1000.00.

The warden suggested he could do the job, the cost of the required materials would be approximately £120 and would take two days of the Warden's time

The Warden was present at the meeting and explained it would be useful to move all his tools from different locations within the village to the Workshop. Members thanked Mr Rudge for offering to carry out this task. **IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR CROSS. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

C) Replacement of Dog Bin – Recreational Ground

Due to arsonists recently setting light to the dog bin located near Sheene Mill alleyway the cost of a new bin will be £300.29 +VAT and will need to be ordered from SCDC.

**Due to shortage of money members felt this was an unnecessary expense.**

D) Parish Council Van

Following a recent service on the parish van it was noted that the work below will need to be carried out prior to the MOT in April.

- N/S Head Light
- Rear Wiper blade needs replacing
- Front shock absorbers are weak
- Front brake discs and pads worn

Approximate cost from the garage is £500. The Warden has suggested he can carry out the above work for £150 which includes parts plus his time.

Members felt this would not be covered under the Council's insurance and although they knew Mr Rudge would carry out the work correctly the work should be completed in a garage.

**IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART THAT THE VAN IS SERVICED BY THE GARAGE. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC349/16**

**To discuss the outcome of the Hub Management Group Annual General meeting and appointment of New Directors**

The Chair thanked Jonathan Berks for his help in liaising with The Chair and the Parish Clerk to make sure that all the formalities to effect the change-over of Directors went smoothly. Mr Berks is also handling the payroll until the end of the financial year.

The Chair announced there are now six Councillors who are also Hub Directors so The Chair raised the point that there are governance issues to consider.

At the AGM Mr Brett indicated that Articles 8 and 9 of the Articles of Association could cause difficulties owing to the integral conflict of interest and the difficulty in achieving a quorum of directors

to carry on the Company's activities.

There has to be two Directors that are not Parish Councillors and there are two people wishing to be co-opted but due to the conditions of the lease the six current Directors are not able to co-opt the two new people.

It is the responsibility of The Hub Management Group to resolve the situation.

The Chair stated that if any of the Directors chose to resign from the Parish Council then the Parish Council would consider them for co-option.

**ACTION: CHECK WITH CAPALC FOR TIME LIMITS ABOUT RETURNING AS A CLLR IF YOU LEAVE AND THE CO-OPTION PROCESS CAN BE FOLLOWED. ACTION THE CLERK**

The Directors stated that whatever they do it will be in the interest of the Asset and to stay within the law and the reason they stood originally was to help with the community asset.

Other discussion

- To decide whether Cllr Harrington continues to attend meetings of the Hub management Group and report back to the Council.

Cllr Harrington confirmed she didn't mind doing this and would do so professionally, but felt the situation of one Councillor reporting back to the Parish Council on the activities of fellow Councillors as Hub Management group members may seem strange to the public.

**There was no vote taken as it was agreed Cllr Harrington would continue until the Annual Parish Council Meeting in May 2017.**

- To agree that Councillors that are also Hub Directors must leave the room when decisions are being made about Hub finances

The new Council needs to agree on a consistent policy.

Once The Hub MG recruits two non-Council members as Directors they will be able to attend PC meetings to represent the Hub and answer questions.

There are 15 places on the Council (albeit with 1 place currently unfilled) so the number of Cllrs who must be present for the Council to be quorate is 1/3 of 15 or 5.

Six Councillors are Directors which leaves a pool of 9 or 8 in practical terms for the moment. If therefore the 6 Hub Directors leave the room, there will usually be enough non-Directors for the meeting to continue and make decisions.

If there is not, there is the option to seek a dispensation for one or more councillor(s) for that particular meeting. This means that the named Councillors, as many as needed to keep the meeting quorate, could remain in the room - but they would not be able to vote. There needs to be a standing agenda item:

**Declarations of interest and dispensations**

2.1 To receive declarations of interest from councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

2.3 To grant any requests for dispensation as appropriate

Members raised the question does there now need to be six Parish Councillors on the Hub

as this feels uncomfortable. The original intention was to protect the assets. A Director commented there is huge amount of work involved and it would be useful to have more Directors.

THE SIX NEW HUB DIRECTORS LEFT THE ROOM.

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR SIVA THAT COUNCILLORS THAT ARE HUB DIRECTORS DECLARE AN INTEREST AND WITHDRAW FROM THE ROOM WHEN DISCUSSING FINANCE. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

As a rule The Parish Council wouldn't need to be discussing non-financial issues for the Hub. However, in case it becomes necessary it was suggested that at the next meeting the Council considers applications from each Hub Director (that is also a Hub Director) for a dispensation for non-financial matters. The Clerk will send instructions on how to do this. It can be done for a period of up to 4 years. **ACTION: THE CLERK**

**Further discussion concerned:**

1. To agree that the £14,500 grant to the Hub which has been included in the precept for the next FY will not be paid over until the Management Group has presented an acceptable business plan to the Parish Council

**IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR SIVA. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

2. The council pays an annual licence fee to the Hub to cover the costs of the Parish Office and some use of meeting rooms.

The new Hub Management Group has written to the Parish Clerk about the amount of cash in the Hub Accounts. As far as they have been able to ascertain, the bank balance at the beginning of March will stand at only £2250 and as yet they have no knowledge of whether this will be enough to keep the Hub running.

Therefore the Management Group has requested that the licence fee of £12,775 be paid asap rather than waiting until the new Financial Year.

The Chair clarified members concerns that this amount has already been earmarked in the precept for 2017/2018 as a separate item and all the Parish Council will be doing is paying the Hub Management Group one month early.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR SIVA TO PAY OUT THE LICENCE FEE ONE MONTH EARLY. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

THE SIX NEW DIRECTORS RETURNED TO THE ROOM

The Directors reassured members that they have been appointed and will work hard so we can improve as much as we can. The Directors have already organised a communications session with the Centre Manager, staff and volunteers.

**PC350/16 To review the Melbourn Community Hub Management Accounts – APPENDIX I**

Given that the MG responsible for these accounts no longer exists there was no discussion held.

**PC351/16****To receive any notifications or planning consultation documents**

- (a) Town and Country Planning Act 1990 Appeal Under Section 78 at 73 High Street, Melbourn, Royston, Cambridgeshire, SG8 6AA. Conversion of the existing shop to one flat and convert the remainder of the existing house to 3 flats, creating 4 no 1 bed flats. The Appeal Start date is 14<sup>th</sup> February 2017. Written representations will need to be submitted by 21<sup>st</sup> March 2017. Mr Solanki. APP/W0530/W/17/3167199. S/0218/16/FL. Was noted. There will be an appeal. **This will be on the agenda for the next Planning meeting so that the Council can agree its submission to the appeal.**
- (b) Lawful Development Certificate at 41 The Lawns, Melbourn, Royston, Cambridgeshire, SG8 6BA. Mr & Mrs Ireland. S/0516/17/LD. For information only. Was Noted.
- (c) Town and Country Planning Act 1990 hereby grants permission for single storey extension at first floor level, to administration building adjacent to main industrial unit, and new double garage at Workshop, Saxon Way, Melbourn, Royston, Cambridgeshire, SG8 6DN. Mr Bretherton, Procam Agriculture Ltd. S/2926/16/FL. Was noted
- (d) Erection of staff accommodation building and car park at New Farm Shop, Bury Lane Fruit Farm, Melbourn Bypass, Meldreth, Royston, Cambridgeshire, SG8 6DF. EW Pepper Limited. S/3387/16/FL. This planning application has now been withdrawn. Was noted.
- (e) Town and Country Planning Act 1990 refuses permission for Access from Cambridge Road to maintain paddock and grazing land at Cherrytrees, Cambridge Road, Melbourn, Royston, Cambridgeshire, SG8 6EY. S/3458/16/FL. Mr B Chipperfield. Was noted.
- (f) Any other notifications at the time of meeting

**PC352/16****To consider the following planning applications**

- a) Notification of planning application for Front Porch at 5 Chapmans close, Melbourn, Royston, SG8 6AH. Mr Michael Chalmers. S/0535/17/FL  
**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**
- b) Notification of planning application for External Chimney Alterations and internal fireplace alterations at 29 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. N Preston. S/0507/17/LB  
**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**
- c) Notification of planning application for External Chimney Alterations and internal fireplace alterations at 29 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. N Preston. S/0507/17/FL  
**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**
- d) Notification of planning application for proposed extensions and alterations at 35 Ash Grove, Melbourn, Royston, Cambridgeshire, SG8 6BJ. Mr & Dr Bolitho. S/0252/17/FL  
Cllr Norman, Cross and Shepherd left the room.  
**IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HALES TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**  
Cllr Norman, Cross and Shepherd returned to the room.
- e) Notification of planning application for Demolition of existing detached garage, single storey side extension and rear conservatory and erection of new integrated garage with single storey front and rear extensions and two storey side extension, together with extended hardstanding to front at 27 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS. J Gorman. S/0220/17/FL  
**IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HALES TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**
- f) Notification of planning application of side and rear extension at New Field Farm, Fowlmere

Road, Melbourn, Royston, SG8 6EZ. Mr Peter Stanford. S/0127/17/FL

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR REGAN TO APPROVE THIS PLANNING APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**

- g) Notification of planning application for outline planning permission for new house and garage with all matters reserved at 18 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS. Mr David Blundell. S/0501/17/OL. **COMPLETE DISCUSSED EARLIER IN THE MEETING**

- h) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at Norgetts Thatch, Norgetts Lane, Melbourn, Royston, Cambridgeshire, SG8 6HS. Remove one Laburnum. S/0494/17/TC

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY TO APPROVE THIS APPLICATION FOR TREE WORKS WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**

- i) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at 9 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. 35 Leylandi trees, fell to ground and 1 small cherry, fell 1x silver birch S/0453/17/TC  
Cllr Norman, Hales, Cross

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR PORTER TO ASK FOR FURTHER INFORMATION ON THE TREES WORKS AND INFORMATION RELATING TO THE NEW BUILDING. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC353/16 Correspondence**

- a) Any correspondence received at the time of the meeting – nothing to report
- b) Response from Hanson Services Ltd – Proposed development at The Moor – was noted. **APPENDIX J**
- c) Mr Mitchell – was noted **APPENDIX K**
- d) Ms Robson – was noted **APPENDIX L**

**PC354/16 To accept notices and matters for future agendas**

**a) Suggestions from Councillors –**

- a) The Parish Council Meeting on 13<sup>th</sup> March 2017 will have an agenda item to discuss proposals for the committee structure for the next Civic Year.

- b) Medcalfe Way and Orchard Way – Road Markings – County Highways.

At 22.05pm Standing Orders were suspended.

**b) General questions to Council and comments (no resolutions can be made) from members of the public**

- Mr Baker – Has there or is there going to be a session at Council to go through the Councils expenditure. The Chair explained in the new financial year there will be a proposal to put forward a Financial and General Committee. This will look at all current expenditure and every single transaction and how the Council can save money. Mr Baker has concerns about the reporting of the income and expenditure report from the Bookkeeper. **ACTION: THE CLERK TO SPEAK WITH BOOKKEEPER.**
- Mr Forbes expressed his concern that there has not been a full discussion about how the Council got into this position.
- Mr Forbes queried the Insurance document that was sent to him and asked for the premium to be un-redacted. **ACTION: THE CLERK**

- The Chair stated the Council are not obliged to analyse information that has already been brought to Council. There is a limit to the capacity of the Council and it cannot do all the work at once. The adopted Strategic Plan makes it clear that the Council has given itself 18 months to effect all the necessary changes in the way the Council works. There is now a change in culture and how the Council is run but it will take time to get it right.

At 22.32pm The Chair reinstated Standing Orders

**At 22.32pm The Chair closed the meeting**



# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1474	DC170125 Adobe	£11.42	£1.90	£9.52	25/01/17	Adobe Systems Incorporated - Acrobat Standard DC Subscription one year - January 17	£11.42
		£11.42	£1.90	£11.42		Adobe Systems Incorporated - Total	
1435	BACS1703 01AC	£12.00	£0.00	£12.00	06/02/17	Anita Cook - Tidy community garden 1.5 hours	£12.00
		£12.00	£0.00	£12.00		Anita Cook - Total	
1449	DC170214 AOS	£91.80	£15.30	£76.50	14/02/17	AOS Online - A4 Paper x5 boxes	£91.80
		£91.80	£15.30	£91.80		AOS Online - Total	
1434	BACS1703 01BALTD	£225.00	£0.00	£225.00	06/02/17	Beactive Melbourn Ltd - MAYD Hire	£225.00
		£225.00	£0.00	£225.00		Beactive Melbourn Ltd - Total	
1452	BACS1703 01BT	£47.40	£7.90	£39.50	07/02/17	British Telecom - Boardband services	£47.40
		£47.40	£7.90	£47.40		British Telecom - Total	
1450	BACS1703 01CCC	£1,158.49	£0.00	£1,158.49	02/02/17	Cambridgeshire County Council - Street lighting for MPC 011015-300916	£1,158.49
1473	DC170121C CC	£129.65	£21.61	£108.04	20/01/17	Cambridgeshire County Council - Scanned and photocopied cemetery records	£129.65
		£1,288.14	£21.61	£1,288.14		Cambridgeshire County Council - Total	
1444	BACS1703 01CAPS	£10.00	£0.00	£10.00	07/02/17	CAPS - Deduction of wages	£10.00
		£10.00	£0.00	£10.00		CAPS - Total	
1437	DD170213E ON	£14.89	£0.71	£14.18	28/01/17	e.0n - Orchard Rd Cemetery	
1438	DD170213E ON	£39.06	£1.86	£37.20	27/01/17	e.0n - Sports & Social Littlehands	
1439	DD170213E ON	£8.44	£0.40	£8.04	27/01/17	e.0n - Old Rec Ground Electricity	£62.39

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1436	DD170215E ON	£271.57	£45.26	£226.31	01/02/17	e.0n - New Workshop	£271.57
1446	DD170220E ON	£178.28	£8.49	£169.79	05/02/17	e.0n - Electricity bill pavilion	£178.28
		£512.24	£56.72	£512.24	e.0n - Total		
1443	BACS1703 01ESPO	£71.61	£11.94	£59.67	26/01/17	ESPO - Various items of stationery	£71.61
1445	BACS1703 0ESPO	£60.00	£10.00	£50.00	26/01/17	ESPO - Two way cargo truck	£60.00
		£131.61	£21.94	£131.61	ESPO - Total		
1464	BACS1703 01FRELTD	£332.21	£55.37	£276.84	21/02/17	Foster Revewable Enegies Ltd - Melbourn Pavilion - carry out full reset of heating system	£332.21
		£332.21	£55.37	£332.21	Foster Revewable Enegies Ltd - Total		
1462	BACS1703 01GWE	£4,521.60	£753.60	£3,768.00	21/02/17	Groundwork East - Youth Club delivery November 16 to Feb 17	£4,521.60
		£4,521.60	£753.60	£4,521.60	Groundwork East - Total		
1465	BACS1703 01H&CGM	£78.00	£13.00	£65.00	22/02/17	Herts And Cambs Ground Maintenance Limited - Mark Ptiches	
1466	BACS1703 01H&CGM	£204.00	£34.00	£170.00	22/02/17	Herts And Cambs Ground Maintenance Limited - Over Mark Ptiches	
1467	BACS1703 01H&CGM	£240.00	£40.00	£200.00	22/02/17	Herts And Cambs Ground Maintenance Limited - Empty soil store	
1468	BACS1703 01H&CGM	£168.00	£28.00	£140.00	22/02/17	Herts And Cambs Ground Maintenance Limited - Spike Recreation Ground	
1469	BACS1703 01H&CGM	£1,400.40	£233.40	£1,167.00	22/02/17	Herts And Cambs Ground Maintenance Limited - Monthly maintenance February 17	
1470	BACS1703 01H&CGM	£256.01	£42.67	£213.34	22/02/17	Herts And Cambs Ground Maintenance Limited - Monthly maintenance five areas of the village S106 Feb 17	£2,346.41
		£2,346.41	£391.07	£2,346.41	Herts And Cambs Ground Maintenance Limited - Total		

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1477	BACS1703 01HMRC	£6555.64	£0.00	£6555.64	23/02/17	HM Revenue & Customs - Tax and National Insurance and wages February 2017	£6555.64
		£6555.64	£0.00	£6555.64		HM Revenue & Customs - Total	
1432	BACS1703 01LC	£87.55	£14.59	£72.96	01/02/17	LUCID Systems - Monthly IT Contract February	£87.55
1447	BACS1703 01LS	£87.55	£14.59	£72.96	01/01/17	LUCID Systems - January Monthly services	£87.55
		£175.10	£29.18	£175.10		LUCID Systems - Total	
1440	BACS1703 01MCHMG	£20.00	£0.00	£20.00	02/02/17	Melbourn Community Hub Management Group - Small upstairs meeting room	
1441	BACS1703 01MCHMG	£225.00	£0.00	£225.00	02/02/17	Melbourn Community Hub Management Group - parish meetings 09/16/30 January 2017	
1442	BACS1703 01MCHMG	£100.00	£0.00	£100.00	02/02/17	Melbourn Community Hub Management Group - car park WP Phase 2 meeting 260117	
1453	BACS1703 01MCHMG	£125.44	£0.00	£125.44	21/02/17	Melbourn Community Hub Management Group - Solar Panels Hub Payment Feed in Tariff	£470.44
		£470.44	£0.00	£470.44		Melbourn Community Hub Management Group - Total	
1475	P409	£10.00	£1.67	£8.33	23/02/17	Melbourn Garage - Petrol for mower Keith Rudge	£10.00
		£10.00	£1.67	£10.00		Melbourn Garage - Total	
1463	BACS1703 01MC	£510.00	£0.00	£510.00	23/02/17	Michelle Cooper - Bookkeeping services February 17	£510.00
		£510.00	£0.00	£510.00		Michelle Cooper - Total	
1427	DC170131 MS	£72.00	£12.00	£60.00	31/01/17	Moneysoft - Payroll Manager User Licence Certificate	£72.00
		£72.00	£12.00	£72.00		Moneysoft - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1431	P403	£25.20	£4.20	£21.00	01/02/17	Norburys - Stakes for River Mel - Keith Rudge Petty Cash	£25.20
		£25.20	£4.20	£25.20		Norburys - Total	
1424	BACS1703 01PJD	£137.50	£0.00	£137.50	25/01/17	P J Deards - Gas boiler servicer & re programmed heating /parts / labour The Hub	£137.50
		£137.50	£0.00	£137.50		P J Deards - Total	
1456	BACS1703 01PJR	£151.20	£25.20	£126.00	20/02/17	P J Robinson - Replace faulty fan and spur point to kitchen	
1457	BACS1703 01PJR	£441.60	£73.60	£368.00	20/02/17	P J Robinson - Rewire lighting to work from switches rather than sensors	£592.80
		£592.80	£98.80	£592.80		P J Robinson - Total	
1433	BACS1703 01PGC	£17.50	£0.00	£17.50	31/01/17	Phillimore Garden Centre - 1x Cambridge Gage tree - stockbridge Meadows	£17.50
		£17.50	£0.00	£17.50		Phillimore Garden Centre - Total	
1430	P404	£3.27	£0.00	£3.27	01/02/17	Post Office - Advertising Charge for W/P Poster and Postage for letter	£3.27
1429	P405	£6.45	£0.00	£6.45	31/01/17	Post Office - Special delivery postage for PWLB Letter	£6.45
1454	P406	£2.00	£0.00	£2.00	16/02/17	Post Office - Poster in Window advertising	£2.00
		£11.72	£0.00	£11.72		Post Office - Total	
1481	DD170301P WLB	£3,822.37	£0.00	£3,822.37	23/02/17	Public Works Loan Board - Capital repayment on the car park loan	£3,822.37
1482	DD170323P WLB	£2,820.42	£0.00	£2,820.42	23/02/17	Public Works Loan Board - Interest on the car park loan	£2,820.42
		£6,642.79	£0.00	£6,642.79		Public Works Loan Board - Total	
1451	BACS1703 01RICOH	£977.82	£162.97	£814.85	07/02/17	Ricoh UK Limited - Photocopier 1/11/16-31/01/17	£977.82

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
		£977.82	£162.97	£977.82	Ricoh UK Limited - Total	
1455	CHQ	£5.00	£0.00	£5.00 21/02/17	Society Of Local Council Clerks - Legal Training	£5.00
		£5.00	£0.00	£5.00	Society Of Local Council Clerks - Total	
1448	CHQ	£191.85	£31.98	£159.87 30/01/17	South Cambs District Council - Service for van	£191.85
		£191.85	£31.98	£191.85	South Cambs District Council - Total	
1472	P407	£15.00	£2.50	£12.50 22/02/17	Tesco - Fuel for Van - Keith Rudge	£15.00
		£15.00	£2.50	£15.00	Tesco - Total	
1476	BACS1703 01TS	£716.85	£0.00	£716.85 23/02/17	Tim Stebbings - Litterpicking 020117 - 190217	£716.85
		£716.85	£0.00	£716.85	Tim Stebbings - Total	
1471	P408	£10.00	£0.00	£10.00 22/02/17	Timpson - Key Cutting for New Road Cemetery - K Rudge	£10.00
		£10.00	£0.00	£10.00	Timpson - Total	
1423	BACS1703 01UL	£83.11	£13.85	£69.26 26/01/17	Unlimited Logos - Signs for Pavilion x2	£83.11
		£83.11	£13.85	£83.11	Unlimited Logos - Total	
1426	DC170201 WESHUK	£32.40	£5.40	£27.00 31/01/17	WESH UK - Slices for website	£32.40
		£32.40	£5.40	£32.40	WESH UK - Total	
<b>Total</b>		£26,782.55	£1,687.96	£25,094.59		

In addition to this on 31<sup>st</sup> January £180.88 was paid by Direct Debit to purchase 15x Banqueting Tables totalling £150.73 + VAT. This has come out of Celebrating Ages funding.

Signature  
Date

Signature

## MELBOURN PARISH COUNCIL

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

### Opening Hours :

Monday 9am – 4pm, Tuesday 9am – 3pm, Wednesday 9am – 3pm, Thursday 9am – 4pm  
and Friday, Office Closed.

### Quarter 3 Budget Monitoring Report to the Parish Council

Prepared by Michelle Cooper – Parish Bookkeeper

#### 1. Summary

- 1.1 This report presents the budget position for Q3 of the current fiscal year as at 31<sup>st</sup> January 2017.  
The Parish Council's current financial position and ongoing disputes regarding the costs of the car park makes it imperative that the Council maintains due diligence over its finances to ensure necessary action is taken to maintain a robust financial position.

#### 2. Recommendations

- 2.1 It is recommended that the Parish Council:
- a) Determine the final fee for the work undertaken on the car park and to ensure sufficient funds are available by way of Parish Council reserves or with the use of the new PWLB loan funds received.
  - b) Continue with a temporary hold on any unessential improvements, repairs, refurbishments or unnecessary expenditure.
  - c) Finalise the contract for Little Hands Nursery to secure the new rental fee.
  - d) Ensure HUB accounts are audited and that financial regulations are in place.

#### 3. Reasons for Recommendation

- 3.1 To demonstrate good governance in terms of scrutinising the Council's ongoing financial position and compliance with the recommended level of reserve.
- 3.2 To increase income and improve Council reserves.

#### 4. Supporting Information

- 4.1 Current cash in hand report.
- 4.2 Financial position to date vs budgeted figures.
- 4.3 Cash flow report

The VAT has been reclaimed up to 31<sup>st</sup> December 2016. A refund of £16,667.50 is due.

##### 4.1 Current cash in hand report

Current Account	£2,999.75
Business Account	£62,598.45
Martins Charity	£21.58
MAYD	£16,345.68
Melbourn Community Hub	£15,010.52
Petty Cash	£201.65
S.106	£24,455.70
Sinking Fund	£8,984.41
<b>TOTAL CASH</b>	<b>£130,617.74</b>
Loans due to be received	£57,000.00
<b>TOTAL AVAILABLE FUNDS</b>	<b>£187,617.74</b>
PWLB – Hub	-£638,857.96
PWLB – Car Park	-£192,520.03
PWLB – Car Park	-£57,000.00
<b>TOTAL LIABILITIES</b>	<b>-£888,377.99</b>

##### 4.2 See attached report

##### 4.3 See attached report

##### Work Completed

- VAT return up to and including 31<sup>st</sup> December 2016
- Bank reconciliations up to and including 31<sup>st</sup> January 2017
- Set up and administration of NOW: Pensions
- Quarterly reports
- Set up and administer bank account transition from HSBC to Unity Bank to comply with Financial Regulations
- Precept Assistance
- Liaising with EDGE regarding system issues

42. Report

## Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<u>Agency Services reimbursements</u>									
-110 Grass Cutting	£1,894.69	£0.00	£0.00	£0.00	£0.00	£1,894.69	£1,594.69	18.81%	3 Receipts
<b>Total Agency Services reimbursements</b>	<b>£1,894.69</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,894.69</b>	<b>£1,594.69</b>	<b>18.81%</b>	
<u>Allotment Rents</u>									
-100 Allotment Rent	£1,648.00	£42.00	£0.00	£0.00	£0.00	£1,690.00	£1,816.00	-6.84%	3 Receipts
-8 EOY difference	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28.75	-100.00%	3 Receipts
<b>Total Allotment Rents</b>	<b>£1,648.00</b>	<b>£42.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,690.00</b>	<b>£1,842.75</b>	<b>-8.29%</b>	
<u>Bank Interest</u>									
430 Bank Interest - S.106	£2.82	£0.00	£0.00	£0.00	£0.00	£2.82	£0.00	100.00%	3 Receipts
-445 Bank Interest - Melbourn Commu	£5.30	£0.00	£0.00	£0.00	£0.00	£5.30	£0.00	100.00%	3 Receipts
-475 Bank Interest - old account	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.87	-100.00%	3 Receipts
951 Bank Interest	£1.32	£0.00	£0.00	£0.00	£0.00	£1.32	£0.00	100.00%	3 Receipts
<b>Total Bank Interest</b>	<b>£9.44</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£9.44</b>	<b>£1.87</b>	<b>404.81%</b>	
<u>Bike Bank</u>									
-380 Bike Bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Bike Bank</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
<u>Burial Fees</u>									
-200 Burial Fees	£3,572.77	£1,000.00	£0.00	£75.00	£0.00	£4,487.77	£5,685.00	-20.88%	3 Receipts
<b>Total Burial Fees</b>	<b>£3,572.77</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£75.00</b>	<b>£0.00</b>	<b>£4,487.77</b>	<b>£5,640.00</b>	<b>-20.25%</b>	
<u>Car Park</u>									
-720 Car Park	£0.00	£57,000.00	£0.00	£0.00	£0.00	£57,000.00	£200,000.00	-71.50%	3 Receipts



## Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3+4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Total Car Park:</b>	£0.00	£57,000.00	£0.00	£0.00	£0.00	£57,000.00	£0.00	100.00%	
<u>Club Rents</u>									
-400 Club Rents	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Club Rents</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	
<u>Community Benefit</u>									
-960 Community Benefit Donations	£528.37	£0.00	£0.00	£0.00	£0.00	£528.37	£37,422.67	-98.55%	3 Receipts
<b>Total Community Benefit</b>	£528.37	£0.00	£0.00	£0.00	£0.00	£528.37	£0.00	100.00%	
<u>Community Building</u>									
-560 Community Benefit	£38,021.43	£0.00	£0.00	£0.00	£0.00	£38,021.43	£0.00	100.00%	3 Receipts
-710 Community Building	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Community Building</b>	£38,021.43	£0.00	£0.00	£0.00	£0.00	£38,021.43	£0.00	100.00%	
<u>Donations</u>									
-350 Grant Money	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
-480 Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
990 Celebrating Ages	£1,200.00	£0.00	£0.00	£0.00	£0.00	£1,200.00	£0.00	100.00%	3 Receipts
<b>Total Donations</b>	£1,200.00	£0.00	£0.00	£0.00	£0.00	£1,200.00	£0.00	100.00%	
<u>Hire of Recreation</u>									
-320 Hire of Old Recreation Ground	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00	£190.00	-21.05%	3 Receipts
<b>Total Hire of Recreation</b>	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00	£190.00	-21.05%	
<u>Insurance Claims</u>									
-480 Insurance Claims	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts

21/02/17 03:31 PM Vs: 7.36

Melbourn Parish Council

Page 3 of 10

## Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Total Insurance Claims</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	
<b>Interest (Bank)</b>									
-420 Bank Interest - Business No Not	£64.55	£0.00	£0.00	£0.00	£0.00	£64.55	£105.26	-38.68%	3 Receipts
-430 Bank Interest - S.106	£5.51	£0.00	£0.00	£0.00	£0.00	£6.51	£115.78	-94.38%	3 Receipts
-440 Bank Interest - Martin's Charity	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.14	-100.00%	3 Receipts
-520 Bank Interest - MAYD	£3.92	£0.00	£0.00	£0.00	£0.00	£3.92	£20.31	-80.70%	3 Receipts
-540 Bank Interest - Melbourn Hub	£1.73	£0.00	£0.00	£0.00	£0.00	£1.73	£36.41	-95.25%	3 Receipts
<b>Total Interest (Bank)</b>	<b>£76.71</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£76.71</b>	<b>£277.88</b>	<b>-72.39%</b>	
<b>Little Hands Nursery School</b>									
-330 Little Hands Nursery Rent	£11,550.00	£0.00	£0.00	£0.00	£0.00	£11,550.00	£13,860.00	-16.67%	3 Receipts
<b>Total Little Hands Nursery School</b>	<b>£11,550.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,550.00</b>	<b>£13,860.00</b>	<b>-16.67%</b>	
<b>Match Fees</b>									
-300 Match Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Match Fees</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
<b>MAYD PC Funding</b>									
-370 MAYD reimbursements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total MAYD PC Funding</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,100.00</b>	<b>-100.00%</b>	
<b>MAYD</b>									
-950 MAYD Donations	£4,233.20	£0.00	£0.00	£2,683.20	£0.00	£1,550.00	£13,120.00	-88.19%	3 Receipts
<b>Total MAYD</b>	<b>£4,233.20</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,683.20</b>	<b>£0.00</b>	<b>£1,550.00</b>	<b>£2,983.20</b>	<b>-48.04%</b>	
<b>Melbourn Futures Committee</b>									

## Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
-900 Melbourn Futures Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Melbourn Futures Committee</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
<b>Melbourn Steering Group</b>									
-400 Recharge of room rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	-100.00%	3 Receipts
<b>Total Melbourn Steering Group</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£30.00</b>	<b>-100.00%</b>	
<b>Miscellaneous Income</b>									
-310 Use of gazebo	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
-340 Pavillion	£382.88	£0.00	£0.00	£0.00	£0.00	£382.88	£0.00	100.00%	3 Receipts
-360 Other Sports	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
-530 Loan Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£70.00	-100.00%	3 Receipts
-800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Miscellaneous Income</b>	<b>£382.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£382.88</b>	<b>£199,930.00</b>	<b>-99.81%</b>	
<b>Photocopying</b>									
-470 Photocopying	£11.70	£0.10	£0.00	£0.00	£0.00	£11.60	£40.27	-70.70%	3 Receipts
<b>Total Photocopying</b>	<b>£11.70</b>	<b>£0.10</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11.60</b>	<b>£40.27</b>	<b>-70.70%</b>	
<b>Precept</b>									
-410 Precept	£195,917.24	£0.00	£0.00	£0.00	£0.00	£195,917.24	£190,210.90	3.00%	2 Precept
<b>Total Precept</b>	<b>£195,917.24</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£195,917.24</b>	<b>£190,210.90</b>	<b>3.00%</b>	
<b>Public Open Spaces (S106)</b>									
-700 Public Open Space (S106)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Public Open Spaces (S106)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	

## Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<b>Re-imbursements</b>									
-450 Re-imbursements	£20.00	£0.00	£0.00	£0.00	£0.00	£20.00	£600.00	-96.57%	3 Receipts
-460 Miscellaneous Income	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00	-£11,145.52	-101.35%	3 Receipts
-485 FIT payments	£391.58	£125.44	£0.00	£0.00	£0.00	£517.02	£723.64	-28.55%	3 Receipts
<b>Total Re-imbursements</b>	<b>£561.58</b>	<b>£125.44</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£687.02</b>	<b>£1,898.12</b>	<b>-63.81%</b>	
<b>Rent from hire of pavilion</b>									
390 Re Active profit	£94.47	£0.00	£0.00	£0.00	£0.00	£94.47	£0.00	100.00%	3 Receipts
-510 All Saints rent for hire of hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total Rent from hire of pavilion</b>	<b>£94.47</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£94.47</b>	<b>£0.00</b>	<b>100.00%</b>	
<b>S.106</b>									
-120 S.106	£7,573.02	£0.00	£0.00	£0.00	£0.00	£7,573.02	£28,386.71	-73.32%	3 Receipts
-550 Capital Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	3 Receipts
<b>Total S.106</b>	<b>£7,573.02</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£7,573.02</b>	<b>£65,809.38</b>	<b>-88.49%</b>	
<b>VAT on income/VAT repayments</b>									
-500 VAT Refund	£42,943.73	£16,670.13	£0.00	£29,673.35	£0.00	£29,940.51	£54,678.60	-45.24%	
<b>Total VAT on income/VAT repayment</b>	<b>£43,020.31</b>	<b>£16,670.13</b>	<b>£0.00</b>	<b>£29,673.35</b>	<b>£0.00</b>	<b>£30,017.09</b>	<b>£67,550.64</b>	<b>-55.56%</b>	
<b>INCOME TOTAL</b>	<b>£310,369.23</b>	<b>£58,167.54</b>	<b>£0.00</b>	<b>£2,758.20</b>	<b>£0.00</b>	<b>£365,778.57</b>			
<b>EXPENDITURE</b>									
<b>Agency Services</b>									
-1200 Grass Cutting	£4,705.00	£0.00	£0.00	£0.00	£0.00	£4,705.00	£3,520.00	33.66%	9 Payments

## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3+4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<b>Total Agency Services</b>	<b>£4,705.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,705.00</b>	<b>£3,520.00</b>	<b>33.66%</b>	
<b>Allotments</b>									
-1000 Allotments	£313.19	£0.00	£0.00	£0.00	£0.00	£313.19	£5,112.01	-94.88%	6 Payments
<b>Total Allotments</b>	<b>£313.19</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£313.19</b>	<b>£5,612.01</b>	<b>-95.26%</b>	
<b>Bike Bank</b>									
-3200 Bike Bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
<b>Total Bike Bank</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>	
<b>Car Park</b>									
-7100 Village Car Park - Rates & Main	£1,382.50	£265.81	£0.00	£0.00	£0.00	£1,648.31	£6,206.84	-73.44%	6 Payments
-7110 Village Car Park - Refurbishme	£96,431.49	£0.00	£0.00	£37,087.38	£0.00	£59,344.11	£256,351.80	-76.85%	6 Payments
<b>Total Car Park</b>	<b>£97,813.99</b>	<b>£265.81</b>	<b>£0.00</b>	<b>£37,087.38</b>	<b>£0.00</b>	<b>£60,992.42</b>	<b>£292,394.02</b>	<b>-79.14%</b>	
<b>Cemetery</b>									
-2000 Cemetery	£16,193.93	£14.18	£0.00	£1,408.37	£0.00	£14,799.74	£23,593.40	-37.27%	6 Payments
<b>Total Cemetery</b>	<b>£16,193.93</b>	<b>£14.18</b>	<b>£0.00</b>	<b>£1,408.37</b>	<b>£0.00</b>	<b>£14,799.74</b>	<b>£24,831.77</b>	<b>-40.40%</b>	
<b>Community Benefit</b>									
-9600 Community Benefit Donations	£27,011.43	£2,500.00	£0.00	£0.00	£0.00	£29,511.43	£35,737.01	-17.42%	6 Payments
<b>Total Community Benefit</b>	<b>£27,011.43</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£29,511.43</b>	<b>£11,050.38</b>	<b>167.06%</b>	
<b>Conservation</b>									
-1100 Conservation	£9,579.29	£29.50	£0.00	£30.00	£0.00	£9,578.79	£11,372.52	-15.77%	6 Payments
-1300 Public Open Space	£1,884.50	£0.00	£0.00	£213.34	£0.00	£1,671.16	£4,692.50	-64.39%	6 Payments

## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3+4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<b>Total Conservation</b>	£11,463.79	£29.50	£0.00	£243.34	£0.00	£11,249.95	£21,841.91	-48.49%	
<b>Donations</b>									
-4800 Celebrating Ages	£2,477.68	£0.00	£0.00	£806.90	£0.00	£1,670.78	£44.43	3680.48%	6 Payments
-500 Melbourn Primary School	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,892.88	-100.00%	6 Payments
-5200 Donations	-£400.00	£0.00	£0.00	-£100.00	£0.00	-£500.00	£3,500.00	-114.29%	6 Payments
-6201 Donation to MVC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£1,500.00	-100.00%	6 Payments
-5202 MAYD	£3,065.00	£0.00	£0.00	£2,236.00	£0.00	£830.00	£5,000.00	-83.40%	6 Payments
-5203 Cambridgeshire Healing Help	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£1,000.00	-100.00%	6 Payments
<b>Total Donations</b>	£5,143.68	£0.00	£0.00	£3,142.90	£0.00	£2,000.78	£11,577.24	-82.72%	
<b>Expenditure</b>									
-1400 S106	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,706.72	-100.00%	6 Payments
-6500 Martin's Charity	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
-5800 Bank Charges - Business Acco	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
-5900 Bank Charges - Current Accoun	£91.30	£0.00	£0.00	£0.00	£0.00	£91.30	£142.68	-35.87%	6 Payments
-6200 Mileage Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£473.48	-100.00%	6 Payments
-6300 Public Art Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
-6400 Community Hub - Hub	£17,488.22	£262.94	£0.00	£0.00	£0.00	£17,751.16	£29,894.54	-40.62%	6 Payments
-6500 Bank Charges - Melbourn Hub	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
-7000 Community Development	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31.80	-100.00%	6 Payments
-7 Petrol for Van	£138.68	£0.00	£0.00	£0.00	£0.00	£138.68	£160.98	-13.85%	6 Payments
-9999 Fines	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
<b>Total Expenditure</b>	£17,718.20	£262.94	£0.00	£0.00	£0.00	£17,981.14	£30,588.62	-41.18%	
<b>General Administration</b>									
-4000 Audit and Legal Fees	£7,846.99	£0.00	£0.00	£0.00	£0.00	£7,846.99	£6,066.00	26.08%	6 Payments
-4100 Chairman's Allowance	£17.00	£0.00	£0.00	£0.00	£0.00	£17.00	£1,037.00	-98.36%	6 Payments

Melbourn Parish Council

Page 7 of 10

21/02/17 09:32 PM V5: 7.36

## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2+3+4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
-4200 Contingency Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
-4300 Handymen	£15,844.69	£219.87	£0.00	£0.00	£0.00	£16,064.56	£21,851.59	-26.48%	4 Staff
-4400 Hire of Centre	£1,580.45	£345.00	£0.00	£180.00	£0.00	£1,745.45	£1,237.95	41.00%	6 Payments
-4500 Insurances	£8,743.98	£0.00	£0.00	£0.00	£3,798.21	£12,543.19	£10,968.39	14.35%	6 Payments
-4700 Membership of Societies	£946.37	£0.00	£0.00	£0.00	£0.00	£946.37	£864.06	9.53%	6 Payments
-4900 Parish Clock	£172.00	£0.00	£0.00	£0.00	£0.00	£172.00	£5,905.68	-97.09%	6 Payments
-5000 Parish Office	£24,157.93	£1,210.94	£0.00	£881.12	£0.00	£24,487.75	£7,170.47	241.51%	6 Payments
-5100 Salaries	£31,283.24	£0.00	£0.00	£0.00	£0.00	£31,283.24	£35,782.89	-12.57%	4 Staff
-5300 Sundry Expenses	£321.20	£0.00	£0.00	£0.00	£0.00	£321.20	£9,092.49	-96.47%	6 Payments
-5400 Training	£2,762.91	£0.00	£0.00	£24.16	£0.00	£2,743.75	£2,791.00	-1.69%	6 Payments
-5600 Tax & NI	£16,640.22	£0.00	£0.00	£1,440.46	£0.00	£16,169.77	£14,520.37	4.68%	4 Staff
-5700 Bank Charges - S.105	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	6 Payments
5800 Election costs	£4,179.43	£0.00	£0.00	£0.00	£0.00	£4,179.43	£0.00	100.00%	
<b>Total General Administration</b>	<b>£114,296.41</b>	<b>£1,780.81</b>	<b>£0.00</b>	<b>£2,525.73</b>	<b>£3,798.21</b>	<b>£117,350.70</b>	<b>£114,915.25</b>	<b>2.12%</b>	
<b>Highways</b>									
-8000 Highways and Footpaths	£3,080.39	£0.00	£0.00	£4,194.39	£0.00	£1,104.00	£11,062.41	-80.02%	6 Payments
<b>Total Highways</b>	<b>£3,080.39</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,194.39</b>	<b>£0.00</b>	<b>£1,104.00</b>	<b>£8,868.02</b>	<b>-83.93%</b>	
<b>MAYD PC Funding</b>									
-3100 MAYD PC budget	£8,416.95	£225.00	£0.00	£225.00	£0.00	£8,416.95	£839.00	1217.21%	6 Payments
<b>Total MAYD PC Funding</b>	<b>£8,416.95</b>	<b>£225.00</b>	<b>£0.00</b>	<b>£225.00</b>	<b>£0.00</b>	<b>£8,416.95</b>	<b>£9,817.00</b>	<b>-14.26%</b>	
<b>Melbourn Area Youth Development</b>									
-9500 MAYD Youth Club	£1,467.00	£0.00	£0.00	£0.00	£0.00	£1,467.00	£190.00	672.11%	5 Payments
<b>Total Melbourn Area Youth Develop</b>	<b>£1,467.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,467.00</b>	<b>£190.00</b>	<b>672.11%</b>	
<b>Melbourn Futures Committee</b>									

Page 8 of 10

Melbourn Parish Council

21/02/17 03:32 PM Vs: 7.36

## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
-9000 Melbourn Futures Committee	£7,451.00	£0.00	£0.00	£51.00	£0.00	£7,400.00	£187.00	3857.22%	5 Payments
<b>Total Melbourn Futures Committee</b>	<b>£7,451.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£51.00</b>	<b>£0.00</b>	<b>£7,400.00</b>	<b>£238.00</b>	<b>3009.24%</b>	
<u>Parish Plan</u>									
-6000 Parish Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	5 Payments
-5100 Bank Charges - Sinking Fund	£55.00	£0.00	£0.00	£0.00	£0.00	£55.00	£86.00	-16.67%	5 Payments
-6600 Sinking Fund	£922.09	£0.00	£0.00	£0.00	£0.00	£922.09	£922.09	0.00%	5 Payments
<b>Total Parish Plan</b>	<b>£977.09</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£977.09</b>	<b>£968.09</b>	<b>-1.11%</b>	
<u>Petty Cash Expenditure</u>									
-1 Petty Cash	£27.00	£0.00	£0.00	£0.00	£0.00	£27.00	£55.00	-58.48%	5 Payments
-2 Postage	£177.86	£11.72	£0.00	£0.00	£0.00	£189.58	£73.75	157.06%	5 Payments
-3 Handyman Materials	£274.65	£21.00	£0.00	£0.00	£0.00	£295.65	£307.13	-3.74%	5 Payments
-4 Office Stationery	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2.00	-100.00%	5 Payments
-5 Parish Office-General	£82.89	£0.00	£0.00	£0.00	£0.00	£82.89	£10.00	728.90%	5 Payments
-6 Petty Cash Sundries	£38.39	£0.00	£0.00	£0.00	£0.00	£38.39	£189.16	-77.31%	5 Payments
<b>Total Petty Cash Expenditure</b>	<b>£600.79</b>	<b>£32.72</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£633.51</b>	<b>£617.44</b>	<b>2.60%</b>	
<u>Playing Fields</u>									
-3000 Play Areas and Recreation	£12,585.30	£755.27	£0.00	£123.37	£0.00	£13,217.20	£34,281.27	-61.42%	5 Payments
<b>Total Playing Fields</b>	<b>£12,585.30</b>	<b>£755.27</b>	<b>£0.00</b>	<b>£123.37</b>	<b>£0.00</b>	<b>£13,217.20</b>	<b>£34,800.34</b>	<b>-62.02%</b>	
<u>Public Works Loan Board</u>									
-6450 PWLB Community Hub - Inter	£16,520.57	£0.00	£0.00	£0.00	£0.00	£16,520.57	£29,324.88	-43.68%	5 Loans
-6451 PWLB Community Hub - capt	£16,433.63	£0.00	£0.00	£0.00	£0.00	£16,433.63	£3,628.32	352.80%	5 Loans
-6452 PWLB Car Park - Interest	£2,875.61	£0.00	£0.00	£0.00	£0.00	£2,875.61	£2,930.00	-1.88%	5 Loans
-6453 PWLB Car Park - capital	£3,787.18	£0.00	£0.00	£0.00	£0.00	£3,787.18	£3,712.79	1.46%	5 Loans



## Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
Total Public Works Loan Board	£39,596.99	£0.00	£0.00	£0.00	£0.00	£39,596.99	£39,596.99	0.00%	
<u>Street Lighting</u>									
-8100 Street Lighting	£0.00	£1,158.49	£0.00	£0.00	£0.00	£1,158.49	£1,131.60	2.33%	6 Payments
Total Street Lighting	£0.00	£1,158.49	£0.00	£0.00	£0.00	£1,158.49	£1,131.60	2.38%	
<u>War Memorial</u>									
-8700 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,876.00	-100.00%	6 Payments
Total War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	
EXPENDITURE TOTAL	£39,604.35	£7,024.72	£0.00	£40,612.70	£3,795.21	£39,604.35	£39,604.35	0.00%	

43 Report

## Financial Cash Position Month by Month

Financial Cash Position Month by Month							
RECEIPTS	Apr Net (£)	May Net (£)	Jun Net (£)	Jul Net (£)	Aug Net (£)	Sep Net (£)	Oct Net (£)
01/04 - 30/09/2016 Conservation							
-110 Grass Cutting	0.00	1,594.69	300.00	0.00	0.00	0.00	0.00
-100 Allotment Rent	22.00	0.00	0.00	42.00	21.00	35.00	39.00
-8 EOY difference	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Conservation Total	22.00	1,594.69	300.00	42.00	21.00	35.00	39.00
01/04 - 30/09/2016 Cemeteries							
-200 Burial Fees	175.00	0.00	0.00	400.00	740.00	392.77	535.00
01/04 - 30/09/2016 Cemeteries Total	175.00	0.00	0.00	400.00	740.00	392.77	535.00
01/04 - 30/09/2016 Play & Rec							
-380 Bike Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-370 MAYD reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-360 Other Sports	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-350 Grant Money	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-340 Pavilion	0.00	0.00	0.00	0.00	0.00	382.88	0.00
-330 Little Hands Nursery Rent	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00
-320 Hire of Old Recreation Ground	0.00	150.00	0.00	0.00	0.00	0.00	0.00
-310 Use of gezebo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-300 Match Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
390 Be Active profit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Play & Rec Total	1,155.00	1,305.00	1,155.00	1,155.00	1,155.00	1,537.88	1,155.00
01/04 - 30/09/2016 Finance & General Purpose							
-4400 Recharge of room rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-660 Community Benefit	0.00	0.00	38,021.43	0.00	0.00	0.00	0.00
-650 Capital Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-540 Bank Interest - Melbourn Hub	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-630 Loan Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-520 Bank Interest - MAYD	0.00	0.00	1.95	0.00	0.00	1.97	0.00
-510 All Saints rent for hire of hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-500 VAT Refund	0.00	0.00	0.00	0.00	29,673.01	0.00	13,273.01
-490 Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00

23/02/17 11:32 AM VS: 7.36

Melbourn Parish Council

Page 1 of 6

Nov Net (£)	Dec Net (£)	Jan Net (£)	Feb Net (£)	Mar Net (£)	Total Net (£)
0.00	0.00	0.00	0.00	0.00	1,894.69
63.00	1,024.00	324.00	78.00	0.00	1,648.00
0.00	0.00	0.00	0.00	0.00	0.00
63.00	1,024.00	324.00	78.00	0.00	3,542.69
385.00	635.00	210.00	100.00	0.00	3,572.77
385.00	635.00	210.00	100.00	0.00	3,572.77
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	382.88
1,155.00	1,155.00	1,155.00	0.00	0.00	11,550.00
0.00	0.00	0.00	0.00	0.00	150.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
94.47	0.00	0.00	0.00	0.00	94.47
1,249.47	1,155.00	1,155.00	0.00	0.00	12,177.35
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	38,021.43
0.00	0.00	0.00	0.00	0.00	0.00
0.00	1.73	0.00	0.00	0.00	1.73
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	3.92
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	42,943.73
0.00	0.00	0.00	0.00	0.00	0.00

## Financial Cash Position Month by Month

				Start of year 01/04/16		
-485	FIT payments	0.00	0.00	0.00	391.58	0.00
-480	Insurance Claims	0.00	0.00	0.00	0.00	0.00
-475	Bank interest - old account	0.00	0.00	0.00	0.00	0.00
-470	Photocopying	1.40	1.40	2.30	0.00	0.00
-460	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
-450	Re-Imbursements	0.00	0.00	0.00	0.00	0.00
-445	Bank Interest - Melbourn Community Hub	0.00	0.00	0.00	0.00	0.00
-440	Bank Interest - Martin's Charity	0.00	0.00	0.00	0.00	0.00
-420	Bank Interest - Business No Notice	0.00	0.00	0.00	0.00	0.00
-410	Precept	97,958.62	0.00	0.00	0.00	0.00
-400	Club Rents	0.00	0.00	0.00	0.00	0.00
430	Bank Interest - S.106	0.00	0.00	0.00	0.00	0.00
990	Celebrating Ages	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Finance & General Purpose Tot	97,960.02	1.40	2.30	30,062.30	13,273.01
01/04 - 30/09/2016	Planning					
-720	Car Park	0.00	0.00	0.00	0.00	0.00
-710	Community Building	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Planning Total	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Highways					
-800	Highways & Rural Footpaths	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Highways Total	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Melbourn Futures Committee					
-900	Melbourn Futures Committee	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Melbourn Futures Committee To	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Melbourn Area Youth Development					
-950	MAYD Donations	2,683.20	0.00	0.00	300.00	0.00
951	Bank Interest	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	Melbourn Area Youth Developm	2,683.20	0.00	0.00	300.00	0.00
01/04 - 30/09/2016	Community Benefit					
-960	Community Benefit Donations	0.00	127.32	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00	0.00	391.58
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.30	0.00	0.00	0.00	0.00	0.00	11.70
0.00	120.00	0.00	0.00	0.00	0.00	150.00
0.00	20.00	0.00	0.00	0.00	0.00	20.00
0.00	0.00	0.00	0.00	0.00	0.00	5.30
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	15.50	0.00	0.00	0.00	0.00	64.55
0.00	0.00	0.00	0.00	0.00	0.00	195,917.24
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	2.82	0.00	0.00	0.00	0.00	2.82
0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
1.30	160.05	0.00	0.00	1,200.00	0.00	278,734.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
950.00	8,500.00	-8,500.00	0.00	0.00	0.00	4,233.20
0.00	1.32	0.00	0.00	0.00	0.00	1.32
950.00	8,501.32	-8,500.00	0.00	0.00	0.00	4,234.52
401.05	0.00	0.00	0.00	0.00	0.00	528.37

## Financial Cash Position Month by Month

	Start of year 01/04/16						
	01/04 - 30/09/2016	Community Benefit Total	01/04 - 30/09/2016	Section 106	01/04 - 30/09/2016	Section 106	01/04 - 30/09/2016
01/04 - 30/09/2016	127.32	0.00	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-700 Public Open Space (S106)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-430 Bank Interest - S.106	2,429.03	0.00	2.34	0.00	0.00	4.17	0.00
-120 S.106	2,429.03	0.00	2.34	0.00	0.00	4.17	0.00
01/04 - 30/09/2016	104,424.25	3,028.41	39,515.30	1,599.30	37,422.29	100,286.48	15,002.01
Total Receipts							
PAYMENTS							
01/04 - 30/09/2016	213.34	0.00	177.78	213.34	213.34	213.34	213.34
-1300 Public Open Space	0.00	0.00	0.00	0.00	1,830.00	0.00	1,830.00
-1200 Grass Cutting	36.00	600.00	401.85	350.39	1,725.00	266.97	435.80
-1100 Conservation	0.00	0.00	0.00	43.19	0.00	270.00	0.00
-1000 Allotments	249.34	600.00	579.63	606.92	3,768.34	750.31	2,479.14
01/04 - 30/09/2016	1,549.21	2,122.52	2,465.04	1,490.55	1,238.04	1,237.95	2,562.77
-2000 Cemetery	1,549.21	2,122.52	2,465.04	1,490.55	1,238.04	1,237.95	2,562.77
01/04 - 30/09/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	2,897.48	210.00	225.00	2,702.47	0.00	0.00	180.00
-3100 MAYD PC budget	712.17	965.58	1,022.01	1,585.15	2,414.68	948.55	1,247.85
-3000 Play Areas and Recreation	3,609.65	1,175.58	1,247.01	4,267.62	2,414.68	948.55	1,427.85
01/04 - 30/09/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-9999 Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-6700 War Memorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-6600 Sinking Fund	922.09	0.00	0.00	0.00	0.00	0.00	0.00
-6500 Bank Charges - Melbourn Hub	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-6453 PWLB Car Park - capital	0.00	0.00	0.00	0.00	0.00	3,767.18	0.00
-6452 PWLB Car Park - interest	0.00	0.00	0.00	0.00	0.00	2,875.61	0.00

401.05	0.00	0.00	0.00	0.00	528.37
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	6.51
0.00	0.00	0.00	0.00	0.00	7,573.02
0.00	0.00	0.00	0.00	0.00	7,579.53
3,049.82	11,475.37	-6,811.00	1,378.00	0.00	310,369.23
Nov Net (£)	Dec Net (£)	Jan Net (£)	Feb Net (£)	Mar Net (£)	Total Net (£)
213.34	213.34	213.34	0.00	0.00	1,884.50
0.00	0.00	1,045.00	0.00	0.00	4,705.00
2,018.28	1,365.00	2,380.00	0.00	0.00	9,579.29
0.00	0.00	0.00	0.00	0.00	313.19
2,231.62	1,578.34	3,638.34	0.00	0.00	16,481.98
9.37	2,338.11	1,180.37	0.00	0.00	16,193.93
9.37	2,338.11	1,180.37	0.00	0.00	16,193.93
0.00	0.00	0.00	0.00	0.00	0.00
2,202.00	0.00	0.00	0.00	0.00	8,416.95
422.65	2,324.28	942.38	0.00	0.00	12,585.30
2,624.65	2,324.28	942.38	0.00	0.00	21,002.25
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	922.09
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	3,767.18
0.00	0.00	0.00	0.00	0.00	2,875.61

## Financial Cash Position Month by Month

-6451 PWLB Community Hub - capital	1,919.05	0.00	0.00	0.00	0.00	0.00	14,514.58
-6450 PWLB Community Hub - interest	14,558.05	0.00	0.00	0.00	0.00	0.00	1,962.52
-6400 Community Hub - Hub	0.00	0.00	15,000.00	1,400.00	391.58	0.00	0.00
-6300 Public Art Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-6200 Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-6100 Bank Charges - Sinking Fund	5.50	5.50	5.50	5.50	5.50	5.50	5.50
-6000 Parish Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5900 Bank Charges - Current Account	14.60	14.10	11.70	9.30	7.10	6.40	0.00
-5800 Bank Charges - Business Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5700 Bank Charges - S.106	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5600 Tax & NI	0.00	5,156.25	2,194.02	1,864.64	976.76	905.54	1,401.08
-5500 Martin's Charity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5400 Training	74.16	1,735.50	0.00	0.00	0.00	0.00	515.85
-5300 Sundry Expenses	133.20	36.00	117.00	0.00	0.00	0.00	35.00
-5203 Cambridgeshire Healing Help	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5202 Cambridgeshire Healing Help	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5201 Donation to MVC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-5200 Donations	100.00	0.00	0.00	0.00	0.00	0.00	0.00
-5100 Salaries	2,382.82	2,871.11	3,686.69	2,940.18	2,467.46	3,494.32	2,938.25
-5000 Parish Office	789.38	896.22	613.86	13,111.08	1,326.62	356.24	298.79
-4900 Parish Clock	0.00	0.00	0.00	0.00	0.00	0.00	172.00
-4800 Celebrating Ages	119.50	873.75	150.73	1,182.97	0.00	0.00	0.00
-4700 Membership of Societies	0.00	610.37	0.00	0.00	0.00	0.00	0.00
-4500 Insurances	230.00	0.00	0.00	0.00	0.00	8,513.98	0.00
-4400 Hire of Centre	180.00	424.45	0.00	210.00	252.00	0.00	0.00
-4300 Handymen	1,700.63	1,483.80	1,762.95	1,395.40	1,868.55	1,372.18	1,500.80
-4200 Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-4100 Chairman's Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-4000 Audit and Legal Fees	0.00	0.00	300.00	0.00	0.00	0.00	1,300.00
-500 Melbourn Primary School	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-7 Petrol for Van	12.51	0.00	27.50	12.00	20.00	10.00	27.49



0.00	0.00	0.00	0.00	0.00	16,433.63
0.00	0.00	0.00	0.00	0.00	16,520.57
308.00	513.64	0.00	0.00	0.00	17,613.22
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
5.50	5.50	5.50	0.00	0.00	55.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	13.10	5.50	0.00	0.00	91.30
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1,765.56	1,361.07	1,015.30	0.00	0.00	16,640.22
0.00	0.00	0.00	0.00	0.00	0.00
322.40	115.00	0.00	0.00	0.00	2,762.91
0.00	0.00	0.00	0.00	0.00	321.20
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
-500.00	0.00	0.00	0.00	0.00	-400.00
4,237.03	3,398.73	2,866.85	0.00	0.00	31,283.24
2,818.19	1,816.51	2,031.04	0.00	0.00	24,157.93
0.00	0.00	0.00	0.00	0.00	172.00
0.00	0.00	150.73	0.00	0.00	2,477.68
0.00	0.00	336.00	0.00	0.00	946.37
0.00	0.00	0.00	0.00	0.00	8,743.98
204.00	200.00	110.00	0.00	0.00	1,580.45
1,910.95	1,515.00	1,324.43	0.00	0.00	15,844.69
0.00	0.00	0.00	0.00	0.00	0.00
17.00	0.00	0.00	0.00	0.00	17.00
226.32	266.67	5,554.00	0.00	0.00	7,646.99
0.00	0.00	0.00	0.00	0.00	0.00
0.00	8.33	20.85	0.00	0.00	138.68

## Financial Cash Position Month by Month

	Start of year 01/04/16				
	0.00	0.00	0.00	0.00	0.00
-6 Petty Cash Sundries	0.00	0.00	0.00	0.00	0.00
-5 Parish Office-General	0.00	2.00	0.00	0.00	0.00
-4 Office Stationery	0.00	0.00	0.00	0.00	0.00
-3 Handyman Materials	22.50	32.80	20.00	17.44	46.00
-2 Postage	0.00	4.12	7.25	38.50	38.21
-1 Petty Cash	13.90	0.00	0.00	0.00	0.00
6800 Election costs	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Finance & General Purpose To	23,177.69	14,155.97	8,895.00	8,382.13	24,762.47
01/04 - 30/09/2016 Planning					
-7110 Village Car Park - Refurbishment	37,096.13	1,109.62	750.00	545.00	545.00
-7100 Village Car Park - Rates & Maintenance	-450.38	629.64	628.89	37.50	67.28
-7000 Community Development	0.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Planning Total	36,645.75	1,739.26	1,378.89	582.50	612.28
01/04 - 30/09/2016 Highways					
-8100 Street Lighting	0.00	0.00	0.00	0.00	0.00
-8000 Highways and Footpaths	-4,194.39	1,054.00	0.00	0.00	0.00
01/04 - 30/09/2016 Highways Total	-4,194.39	1,054.00	0.00	0.00	0.00
01/04 - 30/09/2016 Melbourn Futures Committee					
-9000 Melbourn Futures Committee	51.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Melbourn Futures Committee T	51.00	0.00	0.00	0.00	0.00
01/04 - 30/09/2016 Melbourn Area Youth Development					
-9500 MAYD Youth Club	0.00	0.00	0.00	0.00	0.00
-5202 MAYD	0.00	2,236.00	0.00	200.00	0.00
01/04 - 30/09/2016 Melbourn Area Youth Develop	0.00	2,236.00	0.00	200.00	0.00
01/04 - 30/09/2016 Community Benefit					
-9600 Community Benefit Donations	0.00	0.00	13,999.00	0.00	1,382.50
01/04 - 30/09/2016 Community Benefit Total	0.00	0.00	13,999.00	0.00	1,382.50
01/04 - 30/09/2016 Section 106					
-1400 S106	0.00	0.00	0.00	0.00	0.00

10.97	0.00	7.42	0.00	0.00	38.39
55.89	25.00	0.00	0.00	0.00	82.89
0.00	0.00	0.00	0.00	0.00	0.00
45.38	12.50	44.23	0.00	0.00	274.65
56.74	0.00	27.50	0.00	0.00	177.86
-6.90	20.00	0.00	0.00	0.00	27.00
0.00	4,179.43	0.00	0.00	0.00	4,179.43
11,477.03	13,550.48	13,499.35	0.00	0.00	175,392.16
26,085.74	26,560.00	2,450.00	0.00	0.00	96,431.49
71.31	127.82	179.30	0.00	0.00	1,382.50
0.00	0.00	0.00	0.00	0.00	0.00
26,157.05	26,687.82	2,629.30	0.00	0.00	97,813.99
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	-3,090.39
0.00	0.00	0.00	0.00	0.00	-3,090.39
0.00	0.00	0.00	0.00	0.00	7,451.00
0.00	0.00	0.00	0.00	0.00	7,451.00
0.00	0.00	180.00	0.00	0.00	1,467.00
0.00	225.00	0.00	0.00	0.00	3,066.00
0.00	225.00	180.00	0.00	0.00	4,533.00
0.00	17,269.93	-5,640.00	0.00	0.00	27,011.43
0.00	17,269.93	-5,640.00	0.00	0.00	27,011.43
0.00	0.00	0.00	0.00	0.00	0.00

# Financial Cash Position Month by Month

01/04 - 30/09/2016	Section 106 Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Payments		61,088.25	23,083.33	28,564.57	51,842.54	16,585.69	25,494.54	33,227.01	0.00

0.00	0.00	0.00	0.00	0.00	0.00
42,499.72	63,973.96	16,429.74	0.00	0.00	362,769.35

## **Melbourn Parish Council - Banking**

To comply with financial regulations, it should be a consideration that Melbourn Parish Council moves their banking system from HSBC with whom the Council currently banks, to Unity Bank.

At present, HSBC does not offer the service of dual signatory authorisation relating to online payments for which compliance is not only a legal requirement but should also be used as an extra measure to ensure robust financial control.

In addition, Unity Bank offers the following services which would be of great benefit to the Parish Council:

*Ease of access*

*Ease of use*

*Avoidance of automated telephone systems*

*Personal service*

*Low bank fees*

The Unity banking system has been recommended by CAPALC and also by another local Parish Clerk who have successfully used their services for many years.

Please refer to the general guidance notes and T&C's for further information.

**Melbourn Parish Council February 2017  
County Councillor Report**

**Results of County Council Budget Meeting**

Cambridgeshire is one of the very few councils nationally to have opted not to take the 1.99% standard council tax rise. This is what government permits, and it allows councils to address inflationary and demographic pressures - though it makes only a small difference in addressing the enormous funding gap resulting from government's total withdrawal of revenue support grant. The 1.99% rise would cost a Band D property 42 pence per week.

The council did opt to levy a 2% rise specifically for social care, as permitted by government, but this will be a drop in the bucket in terms of addressing the social care crisis that is contributing to NHS hospital bed blocking and cancelled operations.

The Conservatives, UKIP and Independents rejected the 1.99% rise. The Lib Dems and Labour both supported it. The social care rise was supported by all party groups except UKIP.

UKIP proposed that reserves be used in lieu of any council tax rise. Council reserves stand at £16 million, against an annual expenditure of £500 million, excluding the Dedicated Schools Grant.

The Conservatives argued that the council can transform the way it delivers services to such an extent as to make substantial savings negating the need for the 1.99% council tax rise, but this is speculative.

What I voted for: My group, the Lib Dems, argued for the 1.99% rise in order to support the following services - though much greater financial support is needed to bring services to a decent standard.

**Children's services:**

- Increase services supporting parents and their babies
- Maintain special needs support in schools
- Increase support for the local social care team
- Keep more Children's Centres open

**Services for Vulnerable Adults:**

- Increase the hourly rate for the staff providing home care
- Increase services to help people leave hospital as soon as they are well enough
- Reverse cuts to voluntary sector contracts for mental health services

**Roads and Transport:**

- Remove the charge for parking at Park and Ride sites in Cambridge
- Subsidise bus routes and community transport
- Improve maintenance of roads, pavements and cycle-ways

Other pressures cited in the Council's budget papers are associated with Brexit, including general financial uncertainty and uncertainty as to future government support to local authorities. For example in 2020 local authorities will be allowed retain Business Rates. However, they may be asked to fund new services currently supported by government. At council level we are also scrutinizing the impact of Brexit on staff recruitment and retention in health and social care.

### **Melbourn Edible Gardening**

This project, started off with a £4K grant accessed by the Community Rail Partnership last year, is preparing to start up again after the Easter holidays, with volunteer support from the Community Rail Partnership and taking place on the grounds of Melbourn Primary School.

**Oil Club donation to Home-Start:** This year's small Oil Club rebate of £115 has been donated to Home-Start. Due to falling budgets, health and social care services are being radically restructured, and Home-Start will receive no more County Council funding at all – in spite of being specifically cited in the council's care plan as a key provider.

### **Cycle Path Opening 15 March**

The new path linking Melbourn and Shepreth is nearing completion and will be formally opened on March 15, 10:30AM, with a ride from Melbourn to Wyeval Garden Centre where refreshments will be served courtesy of Wyeval. It has been noticeable through the winter months that even the unfinished path is a popular route for walkers and joggers. As you know, all cycle schemes are funded by specific grants from outside bodies, not the council.

The County Council is now running a survey on six cycle schemes including the overall A10 scheme. The A10 link is: <http://www.smartsurvey.co.uk/s/a10cyclelink/>

### **Meldreth Station issues and Rail User Group 14 March 7:30PM Shepreth Village Hall**

Since the story about booking office closures appeared in the local press last week, we have at last got confirmation from Govia Thameslink that they are advertising for a permanent post.

Govia Thameslink will be attending the March 14 Rail User Group to answer questions about the booking office and ticket machine. Network Rail will be attending to ask questions about platform lengthening. The agenda and minutes will be posted at [meldrethsheprethfoxtonrail.org.uk](http://meldrethsheprethfoxtonrail.org.uk).

**26 bus – possible new hourly link to Park and Ride?** I've been to visit Stagecoach again to ask whether the company would consider bringing back the hourly 26 service. They won't resume the previous hourly service, but are considering altering the current route to terminate at Trumpington Park and Ride, running hourly. Passengers could transfer to the Guided Bus for Addenbrookes or the Park and Ride bus into the city centre. If they decide to formally consider this, it will involve a public questionnaire, which we will need to help disseminate.

**Out-of-hours GP service – move from Chesterton to Addenbrooke's?** The GP surgery out-of-hours service that has been based at Chesterton Hospital is consulting on moving to the Addenbrooke's site, in order to situate the service where relevant specialist help will be available – including back-up GP coverage. About 10-15% of people who arrive at A & E don't require A & E services and are asked to head to the GP out-of-hours service instead. This proposal would mean a £3.50 parking charge, standard at Addenbrooke's. From a clinical point of view, the move would be beneficial.



## Finance Meeting SCDC 23rd February, 2017

Cambridgeshire and Peterborough Combined Authority Mayoral elections will be held in May along with the County Council elections. Our Council is required to appoint a Returning Officer responsible for organising the event.

It was agreed that the interim Chief Executive Officer be appointed.

### Support for vulnerable people:

SCDC is contracted by the County Council to deliver £302,000 per annum of tenure neutral support services to older people across the district, with an initial contract term of 3 years from April 2014, extended for one year from April 2017.

### Welfare Reforms:

Universal Credit was introduced in Cambridge Job Centre on 29th Feb 2016 and is currently only applicable to single, working age customers, otherwise entitled to make a claim for jobseekers Allowance. Universal Credit generally includes costs for this group and this is paid directly to the customer unless it can be demonstrated that there are budgeting concerns. Claims must be made online

### Removal of Spare Room Subsidy:

Numbers of customers affected by the removal of the spare room subsidy continue to reduce slowly and currently there are 349 HRA tenants affected by the reform, with 211 impacted by a reduction of 14% and 33 by 25%. There are currently 37 HRA tenants who receive Discretionary Housing Payments to help towards their rent as due to removal of spare room subsidy.

### Limiting the Child Element to two children:

From 1st April 2017, new benefit claims and current benefit claims which increase the family element above two children, will not have additional child elements included in the Housing Benefit calculation.

There are some exemptions for multiple births, result of abuse and adoption, or similar. It will not impact on current claimants with more than two children, unless they have more children, then the child allowances will not increase, subject to the above exemptions.

### Local Housing Allowance (LHA) Restriction:

Social sector rents used in the calculation of Housing Benefit and the Housing Costs element of Universal Credit will be restricted to the prevailing Local Housing Allowance rates from April 2019. Local Housing Allowance rates will be the maximum Housing Benefit payable, towards both rent and any service charges. Regulations have not yet been released, but the following is the guidance issued thus far and will apply to both general needs housing and supported, impacting those of working age as well as pensioners:

The shared accommodation rate for under 35's will not apply to those in Supported Housing for Housing Benefit or the Housing element in Universal Credit.

In Housing Benefit, those with tenancies before 1st April 2016 will not be affected, but all Universal Credit customers will be impacted irrespective of when their tenancy started

LHA rates are set to be frozen for the remainder of this parliament, but may go down if average rents decrease within the Cambridge Broad Rental Market area

Recommended to Council:

Council Tax :

Recommended option for band D £5.00 p.a. Each year to 2019-20 and 2% thereafter.

Review of rents and charges:

Approval that social housing rents for existing tenants be reduced by 1% in line with legislative requirements with effect from 3rd April 2017.

Approval that affordable rents are reviewed in line with rent legislation, to ensure that rents charged are no more than 80% of market rent, with this figure then reduced by 1% as with social housing. Local policy is to cap affordable rents at the lower level of Local Housing Allowance, which will result in a rent freeze from 3rd April 2017.

Approval of inflationary increases of 1.9% in garage rents for 2017/18 in line with the base rate of inflation for the year assumed in the HRA Budget Setting Report.

Val Barrett  
23.2.2017

M.D Landscapes

Grass Cutting

**GRASS CUTTING CONTRACT: APRIL 2014 – MARCH 2017**

The Grass Cutting Contract will consist of the following items:-

## 1. A total of 15 cuts to each of the following areas:-

- Armingford Crescent
- Elm Way
- Rose Lane/Dolphin Lane
- Grassed area outside Leeches Butchers
- Chalkhill Barrow
- Remainder of the Cross
- Clear Crescent Play Area
- Telephone Box hill next to the Cross
- The Moor Play Area
- Grass in front of Orchard Road Cemetery in front of the hedge.
- Worcester Way Open Space

Added.

• Beechwood Avenue. £175.00 per cut Area (1)

TOTAL COST FOR AREAS NO 1. ~~£130 + VAT~~ Per cut

## 2. A total of 6 cuts to each of the following areas:-

- All of the village verges included on the map
- Triangular piece of land by the bus stop on the corner of High Street/Vicarage Close
- The verge on The Moor in front of the Play Area and Bowls Club
- The path beside the Bowls Club
- The corner of Medcalfe Way and Orchard Road
- Back Lane to Greengage Rise – the right hand side of the path and to widen the cutting perimeter.
- Church Walk down to All Saints Community Hall
- The small area next to the kebab van site
- Royston Road from Back Lane to the Bury (full width)
- Cambridge Road (both sides) to the Garden Centre and Wrights Mowers.
- Orchard Road opposite Orchard Gate for approx. 20 feet.

TOTAL COST FOR AREAS NO 2. ~~£260 + VAT~~ Per cutTOTAL COST FOR AREAS 1 & 2. ~~£390 + VAT~~ Per cuts  
£435 + VAT.

M.D Landscapes

~~£3810~~  
24185.00~~XXXXXXXXXX~~





Revised  
 1989 to  
 the Survey

15 cuts



**Parish Clerk**

---

**Subject:** RE: Child safety @ the new carpark.

**Sent:** 20 January 2017 14:38

**To:** Parish Clerk;

**Subject:** Child safety @ the new carpark.

**Importance:** High

Sarah, I need to draw your attention to an incident on Tuesday afternoon 17<sup>th</sup> that thankfully did not become a fatality or two, but came close.

I was changing trailer litter bags adjacent to the waste bin on the corner of the shrubbery as parents were leaving the primary school with their children, some were walking towards me from the school gate.

Two boys on their bikes came weaving through at a fast pace and exited the path across the end of the bus bay and the high st turning right towards the moor.

The leading child was talking excitedly to the second one over his shoulder and barely glanced at the road in either direction, the second blindly following the firsts lead, then they were gone.

It was fortunate that a kind motorist had slowed to a stop southbound, [after the zebra crossing], at the car park entrance to let a mother with buggy and children nip across.

The two cyclists could not have seen any vehicle travelling northbound.

My concerns are as follows.

1. There needs to be a Zig Zag barrier at the end of that path to slow down children.
2. Perhaps the school needs to re-address the teaching point of pedestrian crossings with and through the parents because so many of them take the children the shortest route ignoring the zebra crossing
3. Perhaps the pedestrian crossing is in the wrong place.
4. Perhaps there needs to be a school entry / exit time 20 mph school zone applied from the cross traffic lights to the moor, bearing in mind the number of youngsters that exit MVC and the primary and cross the high st via Vicarage – church walk – the moor.
5. With the concentrated number of vehicles traversing the high st and entering / exiting the carpark to collect / deliver.....it is only a matter of time.....

I have advised Jose Hales and the primary school office of this incident.

Sent from Mail for Windows 10

**Melbourn Parish Council Meeting – 27<sup>th</sup> February 2017**

Miscellaneous Expenditure – PC348/16

A) Skip Hire for Allotment Association

Since 2011 it has been agreed that the Parish Council will provide a skip annually to help clear rubbish and keep the site tidy.

Cost £264.00

B) Stud Wall – Car Park Workshop

The Warden has quoted to erect a stud wall in the car park workshop himself rather than using a contractor which would cost approximately £1000.00.

Cost of Materials and 2 days of the Warden's time. £120.00

C) Replacement of Dog Bin – Recreational Ground

Due to arsonists recently setting light to the dog bin located near Sheen Mill alleyway the cost of a new bin will be £300.29 +VAT and will need to be ordered from SCDC.

D) Parish Council Van

Following a recent service on the parish van it was noted that the work below will need to be carried out prior to the MOT in April.

- N/S Head Light
- Rear Wipe blade needs replacing
- Front shock absorbers weak
- Front brake discs and pads worn

Approximate cost from the garage is £500. The Warden has suggested he can carry out the above work for £150 which includes parts plus his time.

# Melbourn Community Hub

## Income and expenditure Account

		October 2016		November 2016		December 2016	
		£	£	£	£	£	£
<b>Income</b>							
Café takings			6,488		6,516		5,511
Room rental							
	Parish council	1,065		1,065		1,065	
	Other	1,253		2,151		1,327	
Other income		<u>0</u>		<u>0</u>		<u>401</u>	
			2,318		3,216		2,793
<b>Total income</b>		<u>8,806</u>		<u>9,732</u>		<u>8,304</u>	
<b>Expenditure</b>							
<u>Café</u>							
Purchases		2,758		3,034		2,645	
Other cafe costs		9		102		286	
Sundry purchases		0		0		246	
Catering staff costs		2,675		2,598		3,196	
Laundry		<u>187</u>		<u>214</u>		<u>203</u>	
			5,629		5,948		6,576
<u>Administration</u>							
Centre managers costs		2,710		2,490		2,755	
Professional fees		0		425		13	
Telephone		502		279		515	
IT contract		179		179		179	
Post and office supplies		35		431			
Streamline and till rental		<u>155</u>		<u>56</u>		<u>137</u>	
			3,581		3,860		3,599
<u>Premises</u>							
Electricity		826		581		581	
Gas		72		72		72	
Water		0		0			
Insurance		73		73		147	
Waste management		120		120		120	
Maintenance & cleaning		<u>801</u>		<u>775</u>		<u>973</u>	
			1,892		1,621		1,893
<b>Total expenditure</b>		<u>11,102</u>		<u>11,429</u>		<u>12,068</u>	
<b>Suplus/deficit income / expenditure</b>		<u>-2,296</u>		<u>-1,697</u>		<u>-3,764</u>	
Bank balance		£18,054		£14,258		£8,157	
Unbanked cash		£1,511		£403		£960	

Company Registration No. 08320569 (England and Wales)

**MELBOURN COMMUNITY HUB MANAGEMENT GROUP**  
**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2016**



# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## COMPANY INFORMATION

---

**Directors**

Robert Tulloch  
Kim Crosby  
Jonathan Berks  
Irene Bloomfield  
George Meliniotis (Appointed 20 April 2016)

**Company number**

08320569

**Registered office**

30 High Street  
Melbourn  
Royston  
Herts  
SG8 6DZ

**Business address**

30 High Street  
Melbourn  
Royston  
Herts  
SG8 6DZ

---

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## CONTENTS

---

	<b>Page</b>
Directors' report	1
Profit and loss account	2
Balance sheet	3
Notes to the financial statements	4 - 5

---

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## DIRECTORS' REPORT

***FOR THE YEAR ENDED 30 SEPTEMBER 2016***

---

The directors present their report and financial statements for the year ended 30 September 2016.

### **Directors**

The following directors have held office since 1 October 2015:

Stuart Cook	(Resigned 23 November 2016)
Robert Tulloch	
Kim Crosby	
Jonathan Berks	
Henrietta Tamsin Eastwood	(Resigned 23 February 2016)
Paula Santomauro	(Resigned 14 November 2016)
Irene Bloomfield	
Lee Dawson	(Appointed 25 February 2016 and resigned 12 April 2016)
George Meliniotis	(Appointed 20 April 2016)

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board

Jonathan Berks

**Director**

15 February 2017

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## PROFIT AND LOSS ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2016**

---

	Notes	2016 £	2015 £
Turnover		115,077	99,147
Cost of sales		(69,725)	(76,502)
<b>Gross profit</b>		<u>45,352</u>	<u>22,645</u>
Administrative expenses		(67,079)	(58,899)
<b>Loss on ordinary activities before taxation</b>	<b>2</b>	<u>(21,727)</u>	<u>(36,254)</u>
Tax on loss on ordinary activities	<b>3</b>	-	-
<b>Loss for the year</b>	<b>5</b>	<u><u>(21,727)</u></u>	<u><u>(36,254)</u></u>

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## BALANCE SHEET

AS AT 30 SEPTEMBER 2016

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	4		2,871		4,848
<b>Current assets</b>					
Stocks		600		600	
Debtors		4,420		1,961	
Cash at bank and in hand		23,220		29,205	
		28,240		31,766	
<b>Creditors: amounts falling due within one year</b>		(10,773)		(9,549)	
<b>Net current assets</b>			17,467		22,217
<b>Total assets less current liabilities</b>			20,338		27,065
<b>Capital and reserves</b>					
Restricted and unrestricted grants	5		128,559		113,559
Profit and loss account	5		(108,221)		(86,494)
<b>Members' funds</b>	6		20,338		27,065

For the financial year ended 30 September 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board and authorised for issue on 16 February 2017

Jonathan Berks  
**Director**

**Company Registration No. 08320569**

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 30 SEPTEMBER 2016**

---

### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements are prepared under the historical cost convention.

#### **1.2 Compliance with accounting standards**

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

#### **1.3 Turnover**

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on cost
Fixtures, fittings & equipment	25% on cost

#### **1.5 Stock**

Stock is valued at the lower of cost and net realisable value.

### **2 Operating loss**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Operating loss is stated after charging:		
Depreciation of tangible assets	2,438	2,323
	<u>          </u>	<u>          </u>

### **3 Taxation**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Total current tax</b>	-	-
	<u>          </u>	<u>          </u>
<b>Factors affecting the tax charge for the year</b>		
Loss on ordinary activities before taxation	(21,727)	(36,254)
	<u>          </u>	<u>          </u>
Loss on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 0% (2015 - 0%)	-	-
	<u>          </u>	<u>          </u>
<b>Current tax charge for the year</b>	-	-
	<u>          </u>	<u>          </u>

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2016

### 4 Tangible fixed assets

	Plant and machinery etc £
<b>Cost</b>	
At 1 October 2015	7,171
Additions	461
	<hr/>
At 30 September 2016	7,632
	<hr/>
<b>Depreciation</b>	
At 1 October 2015	2,323
Charge for the year	2,438
	<hr/>
At 30 September 2016	4,761
	<hr/>
<b>Net book value</b>	
At 30 September 2016	2,871
	<hr/>
At 30 September 2015	4,848
	<hr/>

### 5 Statement of movements on reserves

	Council grants £	Profit and loss account £
Balance at 1 October 2015	113,559	(86,494)
Loss for the year	-	(21,727)
Additional grants received	15,000	-
	<hr/>	<hr/>
Balance at 30 September 2016	128,559	(108,221)
	<hr/>	<hr/>

### 6 Reconciliation of movements in Shareholders' funds

	2016 £	2015 £
Loss for the financial year	(21,727)	(36,254)
Proceeds from issue of shares	15,000	25,000
	<hr/>	<hr/>
Net depletion in shareholders' funds	(6,727)	(11,254)
Opening Shareholders' funds	27,065	38,319
	<hr/>	<hr/>
Closing Shareholders' funds	20,338	27,065
	<hr/>	<hr/>

# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2016**

---

		2016		2015
	£	£	£	£
<b>Turnover</b>				
Cafeteria sales		80,333		78,222
Room rental - other		19,836		13,750
Room rental - parish council		12,775		7,175
Other income		2,133		-
		<hr/>		<hr/>
		115,077		99,147
<b>Cost of sales</b>				
Opening stock of finished goods	600		-	
Purchases	32,864		38,020	
Wages and salaries (excl. N.I.)	36,782		39,082	
Employer's N.I. contributions	79		-	
	<hr/>		<hr/>	
	70,325		77,102	
Closing stock of finished goods	(600)		(600)	
	<hr/>		<hr/>	
		(69,725)		(76,502)
<b>Gross profit</b>	39.41%	45,352	22.84%	22,645
<b>Administrative expenses</b>		(67,079)		(58,899)
<b>Operating loss</b>		<hr/>		<hr/>
		(21,727)		(36,254)
		<hr/>		<hr/>

---



# MELBOURN COMMUNITY HUB MANAGEMENT GROUP

## SCHEDULE OF ADMINISTRATIVE EXPENSES

**FOR THE YEAR ENDED 30 SEPTEMBER 2016**

---

	2016	2015
	£	£
<b>Administrative expenses</b>		
Wages and salaries (excl. N.I.)	30,420	21,369
Staff training	670	449
Sub-contract costs	-	642
Rates	1,659	1,627
Insurance	665	856
Light and heat	6,835	6,241
Cleaning	7,635	5,150
Laundry	2,424	2,017
Repairs and maintenance	3,340	4,418
Equipment items	546	-
Printing, postage and stationery	1,059	566
Advertising	-	40
Telephone	3,887	4,107
Computer running costs	2,313	4,959
Hire of equipment	480	210
Legal and prof fees - allowable	53	216
Bookkeeping & payroll	-	2,115
Bank charges	32	13
Streamline charges	987	1,043
Bad and doubtful debts	288	-
Staff welfare	400	300
Sundry expenses - allowable	948	109
Subscriptions - allowable	-	129
Depreciation on FF & E	308	193
Depreciation on computer equipment	2,130	2,130
	<hr/>	<hr/>
	67,079	58,899
	<hr/>	<hr/>

---

PC 353/16 (b)

**Parish Clerk**

---

**From:** John Hanson <john@uksaps.co.uk>  
**Sent:** 16 February 2017 14:11  
**To:** Parish Clerk  
**Subject:** Proposed Development at The Moor - Hanson Services Ltd  
**Attachments:** 194.14\_RSK ADAS LANDSCAPE.pdf

Good afternoon

Thanks for allowing us the opportunity to present to you a couple of weeks ago.

Following on from this I have been working behind the scenes to come up with some responses/reports/answers for you and the public as best I can.

While I appreciate that it's unlikely we will get your support after the meeting I don't like to give up easily so have actioned or would respond to concerns as follows;

The vast majority of the opposition appeared to be about the traffic. There were a number of technical reasons for the survey being carried out at outside No.40, according to our consultants they were primarily for capacity analysis for site access and speeds as well as visibility splays.

However, I feel that given the weight of concern another survey would be appreciated so we will commission this to take place. It's also worth me noting that the original survey was conducted in term time, 18<sup>th</sup> – 24<sup>th</sup> November and any additional survey will also be.

Another thing which I offered on the night (and I am not sure how this works?) and am still happy to do is meet with you/a representative(s) on site with our highways consultant to discuss current concerns and if there is any way we could help ease them were the project to gain permission. Please let me know if this is something that you would like to arrange.

Another potential issue raised was with regard to surface water drainage which we are investigating and we have had our consultants write to Anglian water to investigate the Sewage situation, again with both we will report back in due course but this can take some weeks.

A question was raised as to when the ecology report was conducted and I can confirm this was done back in October as we were advised it should be before a certain date in the year and will become public once the application is made.

I have attached a copy of our revised layout and proposed landscaping/bio diversity scheme. The layout has changed considerably since our public consultation and due to a number of the local residents' concerns to where certain types of units were proposed and privacy issues.

We have moved units 1-9 to the rear of the site and proposed (please see text below to accompany the report) a number of boundary treatments to help shelter the site from the houses directly surrounding it. We wanted to, and hope that we have demonstrated that their comments were taken on board and we have tried to react accordingly.

Apologies for the delay in coming back to you but the reports all take longer than expected and the significant design changes had knock on effects also.

If you have any questions please let me know

John Hanson

'Regarding boundary tree species to the west of the site, we have selected trees that are easy to maintain, have a positive amenity value and provide suitable screening from neighbouring properties. These are a mix of four chanticleer pear *Pyrus calleryana* 'Chanticleer' and three upright hornbeam *Carpinus betulus* 'fastigiata', both of these species do not have spreading forms and will reach a final height of between 10 and 17 metres dependant on growth conditions.

Within the site we have selected six small ornamental trees and shrubs with flower and fruit potential, that will not exceed an 8 metre height and spread, and have good autumn colour. These are two common medlar *Mespilus germanica*, two Cultivated apples *Malus domestica* 'Cox's orange pippin' and two June berry *Amalanchier arborea* 'Robin Hill'.

In addition to the trees within the site we have also allocated areas for planting beds for which we have selected five herbaceous plants better suited to calcareous soil conditions. The planting bed scheme is designed to provide seasonal coverage and colour, and will be planted at 4 plants per square metre. The plants selected are common lavender *Lavandula angustifolia*, Lilac fuchsia *Fuchsia arborescens*, winged spindle *Euonymus alatus* 'Burning bush', Japanese snowball *Viburnum plicatum* f. *tomentosum* 'Mariesii' and Californian lilac *Ceanothus griseus* var. *horizontalis* 'Yankee Point'.

To the south of the site we have selected two hedgerow species to provide suitable screening from neighbouring residential gardens, principally for the reason that this area of the site does not require higher screening. Bordering the proposed residential unit in the south west corner will be common yew *Taxus baccata* to provide an evergreen screen, with a view to being managed as a 1.5-2 metre height hedgerow. Bordering the proposed car park spaces to the south of the site will be copper beech *Fagus sylvatica* 'Purpurea' hedging, managed at a 1.5 metre height.

Finally, as part of ecological enhancement to the area we are also installing three bat and two bird boxes in two retained mature trees on site to increase ecological value of the site.'

Kind regards

**John Hanson**  
Director

**UKSAPs:-** 01763 241797

**Twitter:-** @UKSAPs

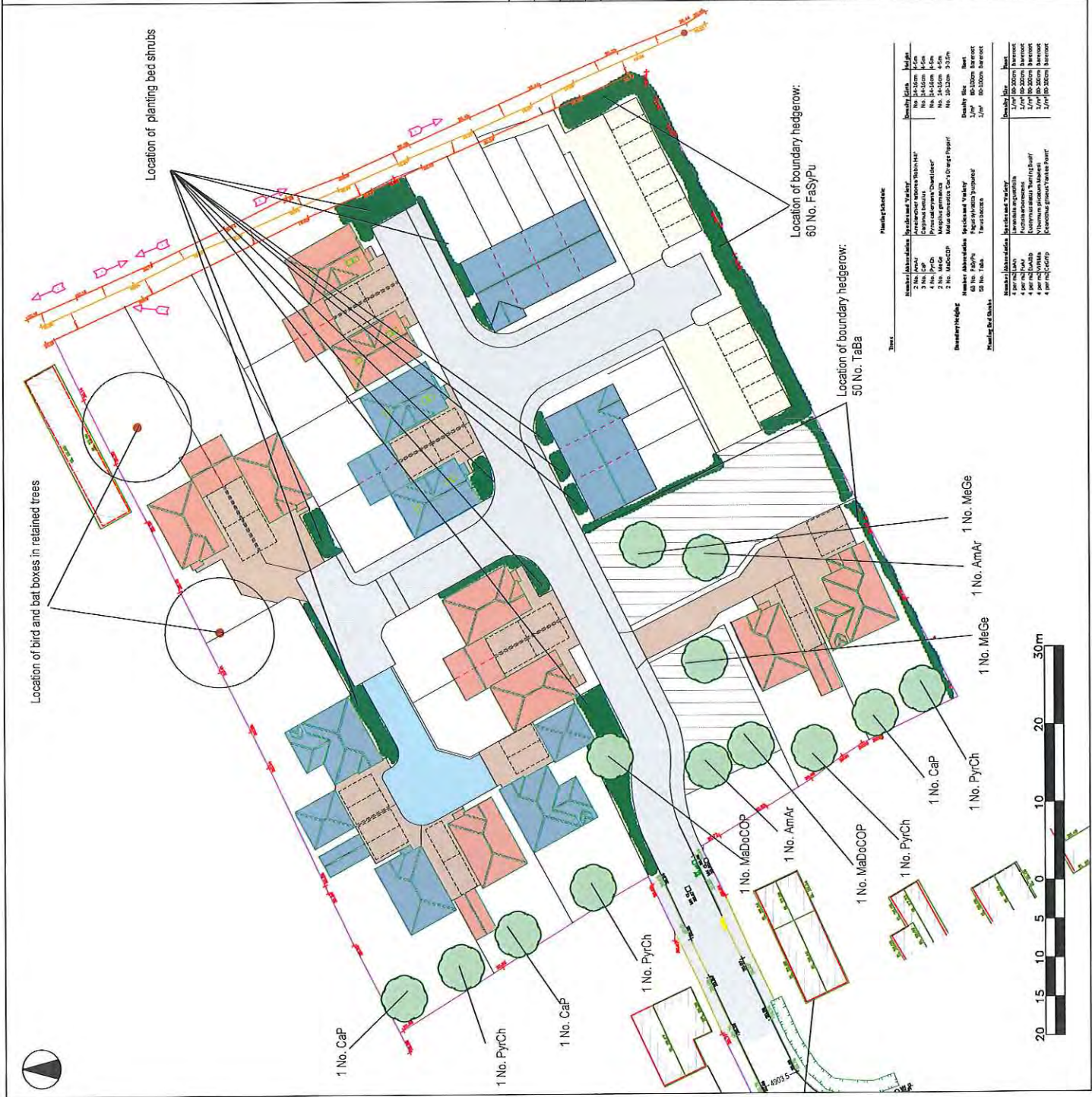
**Web:** [www.uksaps.co.uk](http://www.uksaps.co.uk)

UK SAPS  
Roysia House  
John Street  
Royston  
Herts SG8 9JH



**UKSaps** | **UKSoundTesting** | **UKAirTesting**





Location of bird and bat boxes in retained trees

Location of planting bed shrubs

Location of boundary hedgerow:  
60 No. FeSjPu

Location of boundary hedgerow:  
50 No. TaBa

Planting Schedule	
Item	Quantity
1 No. FeSjPu	1
1 No. TaBa	1
1 No. CaP	1
1 No. PyrCh	1
1 No. MaDoCOP	1
1 No. AmAr	1
1 No. MeGe	1
1 No. PyrCh	1
1 No. MaDoCOP	1
1 No. PyrCh	1
1 No. AmAr	1
1 No. MeGe	1
1 No. PyrCh	1
1 No. MaDoCOP	1
1 No. PyrCh	1
1 No. AmAr	1
1 No. MeGe	1

- Drawing Notes:
1. Drawing is for planning purposes only not for construction.
  2. All contractors should ascertain the location of all underground services/utilities before undertaking any planting work and conflicts resolved before planting.
  3. All planting work to be undertaken in conjunction with an suitable specification to be agreed prior to any work being undertaken.
  4. It is assumed all work will be carried out by an experienced competent contractor working to an approved method statement.
  5. ADAS should be notified immediately by email of any discrepancies in the drawing.
  6. No dimensions are to be scaled from this drawing and all dimensions should be confirmed on site.
  7. This drawing is based upon Kingston Studios drawing 194.14

#### Planting Notes:

1. All planting to take place in planting season (November to March) with slow release fertilizer and appropriate back fill material where applicable.
2. All plant failures will be replaced with an appropriate size and species of plant for the first 5 years.
3. All planting to be undertaken in accordance with BS:8545 (2014) Trees from nursery to independence in the landscape

DATE	DRWN	CHKD	REVD	ISSUE
15/02/17	TF	DH	A	INITIAL ISSUE
Client				

**Buzz Estates Ltd**

Job Title

The Moor, Melbourne

Drawing Title

PLANTING PLAN

Drawing No

BUZ901/PETF-16/PP Index

Scale 1:500 @A3

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. ADAS licence no. AL100020033. January 2017.



ADAS Battlegate Road, Boxworth, Cambridgeshire, CB22 4NN  
tel: 01954 268 236

Correspondence MPC Chair +  
Mr Mitchell

Brian F. Mitchell

Tel. [REDACTED]

Email. [REDACTED]

7<sup>th</sup> February, 2017.

Dear Councillor Norman,

As a matter of courtesy and for your information I write to you as leader of the Melbourn Parish Council, and enclose copy correspondence addressed to the Parish Clerk.

In addition to the two items queried from the income and expenditure information supplied, free Wi-Fi and reduced food prices for pensioners might be all very well for a successful business making sufficient profits to absorb largesse of this nature, but when it is being subsidised against the Parishes background of debt and at the expense of the local taxpayer, for which there is no redress, they become just another indication of the abuse of power.

The attached sheet is a sample of the many questions and concerns raised over the Councils actions since the inception of the Hub and car park projects, most of which still remain unanswered.

I look forward to receiving your personal observations and comments on the above and also the contents of the letter addressed to the Parish Clerk.

Yours sincerely,

  
Brian F. Mitchell.



Brian F. Mitchell

Tel [REDACTED]

Email [REDACTED]

6<sup>th</sup> February, 2017.

[REDACTED]  
[REDACTED]  
[REDACTED]  
The Parish Clerk,  
30 High Rd.  
Melbourn  
SG8 6DZ

Dear Mrs Adam,

Thank you for your reply of 30<sup>th</sup> January and the contents enclosed.

It is noted, rather than respond briefly, listing the information requested in my previous correspondence, you chose to "flood" me with numerous pages of Parish Council minutes; and other documentation, in order to advise me of information that was, in your own words, readily available.

This rather childish response has only had the effect of crystallising the deceit, self-indulgence, obfuscation and miss-management, pervading the entire "HUB" project since its conception, when, as I have stated before, my lone voice of opposition at the inaugural meeting, in attempting to draw the need of professional and qualified staff to the successful management of such a scheme, as well as the looming problems of their projections, was arrogantly brushed aside by Mr. Travis and the coterie of councillors present, who then proceeded to sell their never land fantasy of self-financing, to a gullible crowd only too eager to be "sold" something for nothing.

This "fairy-tale" was still arrogantly preached at a chance meeting with the then Leader of the council, Mr. Tulloch, right up to the Hubs opening in January 2014, even when at which point, Mr. Travis was hiring salaried staff and he knew very well it was at complete variance with the truth. See (PC297/16).

The self-indulgent manner, in which the Hub was imposed on a completely disinterested and apathetic village, in less than a year revealed, regrettably, just how well founded my opposition had been and the prediction of it becoming a millstone round the tax payers neck had all too soon become a reality; and now will remain so in perpetuity. Again see (PC297/16). I will not go into the complete lack of management and staff skills which gave rise to the financial debacle in its first year of operation; or the failure in management that has just seen the departure of a third hub manager in as many years.

They may not wish to be reminded, but, virtually all the village support for a Hub came from the council, whose "wants" took precedence, even to the extent of the last minute cancellation of a pre-arranged meeting with a strong opposition group, on the basis it would not have been "democratic"; a bit rich, coming from an entirely unelected council.

Having learned nothing from this experience, one cannot start to comprehend the total mindlessness of councillors who then proceeded to consider it prudent to increase the villages already unrealistic debt burden with the "investment" of a further £3/400,000 into a car park, the lease of which they knew perfectly well barred them from deriving any income from the charging of parking fees to offset interest and loan repayments, not to mention the mounting running costs, e.g. Workshop electricity-£146.79, Birketts (professional fees)-£1,034.00 and on-going

ground maintenance fees for the unsightly frontage, where common-sense dictates a requirement of low-cost paving or tarmac.

It is rather late in the day to be speaking about "good-governance"; a topic which has been painfully absent from any agenda involving the foregoing and there can be little wonder at the site manager's, comments prior to the reopening of the car park, when he observed the overspend and delays were all the result of the council's total lack of any idea as to what was required.

One only has to refer to the minutes of 25<sup>th</sup> July 2016, in order to obtain a flavour of the incompetence and often infantile behaviour, which at times I have personally witnessed, in order to come to an understanding as to why the village finances are flirting with insolvency and why, once again council tax payers are going to suffer another 5% fleecing to pay for this endemic waste and incompetence.

One outcome of the total lack of good governance is the 300% increase seen in my council tax bill since 1997, which this years proposed increase of 5% will, after tax (for council tax is a tax "taken" from taxed money) see any expectation of benefit from a small increase in my state pension disappear completely into the bottomless black hole of local government finance.

This of course will be of little consequence, for while I now have no choice but to contemplate the inevitable reduction in my living standards, the Melbourn Councillors will be fully involved in the more essential tasks placed before them by the Intelligentsias empty chatter on "face book".

To conclude, from the unsolicited information included in your reply, two items requiring explanation stand out.

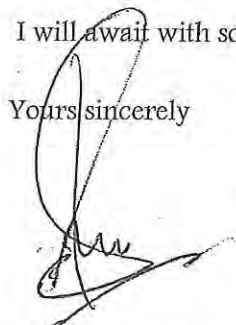
1) Annual Subscription, totalling £336 in respect of the Clerk's and Assistant's membership of the Society of Local Council Clerks. Surely such a charge is not the responsibility of the taxpayer. This is a personal choice and should be covered by the individuals concerned.

2) The hubs income and expenditure accounts for October and November include regular monthly receipts of £1,065 in respect of council rent. Similar quarterly payments of £3,200 are included in the cash forecasts. Why? What was the point of the council bankrupting the village in order to build the hub, requiring annual interest and loan repayments of tens of thousands of pounds, and then expect the local taxpayer to find an additional £12,800 in respect of annual rent for its use of a property it owns? There is also the itemised payment of £90.00 dated 30/12/16 covering council meetings on 12<sup>th</sup> and 19<sup>th</sup>. December; It will be enlightening to learn of the economics surrounding this abuse of tax payers money.

I am still trawling through the "flood" and will of course contact you further if additional explanation is required.

I will await with some interest, your comments and observations, together with the explanations requested.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brian F. Mitchell', with a large, stylized initial 'B'.

Brian F. Mitchell.



## A huge amount to spend on a car park

I read with interest the letter from Brian Mitchell's letter (Crow, August 6) on the subject of the financial background to Melbourn Parish Council's community hub and car park projects.

I have to assume the published figures are correct, and I consider that £300,000 is a horrendous amount of money to be spent on a car park, without consultation.

I assume that if there is no letter of explanation from the parish council, we have to presume that all published figures are correct.

Will there be parking charges to recoup the financial outlay?

R. J Chamberlain,  
Melbourn

## What's the real cost of running the Hub?

Resulting from my outspoken opposition to the Melbourn Hub - which villagers may wish to be reminded was sold to them as being an entirely self-financing project, I have received an anonymous letter the contents of which, if only partly substantiated, will require some serious questions to be answered by the people involved.

I am informed that the parish council, in order to proceed with the Hub, took out a loan of more than £500,000, requiring annual repayments and interest of around £30,000, and that the first year of operations show a loss of around £50,000. Put into perspective, these two items represent 40 per cent of all annual council tax receipts from the village.

I have sent queries to five parish councillors - to date only two brief acknowledgements have been received, referring the matter to the parish clerk, whose response was equally negative.

If these revelations contain any truth, I am unable to derive any comfort or satisfaction that my predictions have proved only too accurate.

It can only be hoped the people who were so enthusiastically involved in the Hub's creation, will apply as much enthusiasm in making sure that it does not become a millstone round the neck

## Silence continues over village hub

Sir, It had been hoped that following your article last week, and the re-publishing of the recent photo shoot of the great and the good of Melbourn, preening themselves before their new "club-house", at least one parish councillor would have felt obliged to offer a credible explanation to the parish council tax payers, as to how it is proposed to achieve their claim for the "Hub" to be self-

financing.

Mr Hales, who now appears to be the self-appointed voice for the council, in declaring that it is to be a "non-profit" operation, might like to expand on how this is to create sufficient funds, not only to pay salaries and wages, but also sufficient to allow for contingencies as well as the high cost of maintenance of a building where so much exterior timber has been enthusiastically used in place of more durable materials. However, with letters remaining unanswered, the council's arrogant silence continues and does nothing to assuage the

disquiet of many Melbourn residents that this project is based entirely on what, at best, can only be described as selfish naivety.

WHERE are the Melbourn parish councillors coming from?

The country's finances are in "meltdown" mode, so the time is considered ripe to rehash their pipe dream, Community Hub (Centre), which was well and truly rejected a couple of years ago.

This is the last thing that hard-pressed villagers need, when they see personal budgets squeezed and are finding it increasingly difficult to provide food and warmth for their families.

Is there nothing better on which to spend the "surplus" £250,000?

Villagers want to see their outgoings decreased, not have them added to, just to satisfy the egotistical fantasies of parish councillors, who would not have allowed this latest wheeze off the drawing board if the running costs had to come from their pockets.

Again we see the proposed imprudent expenditure of "cheap" money, (just because its available) with minimal thought about the consequences, and any way, it's someone else's money we're spending, so we won't have to worry if it goes wrong, we can just add it to the fictional £1.12 per month (D band properties) proposed increase in the parish rate.

At this time, village finances should not be dissipated on projects of this nature. The hoped-for (sprat to catch a mackerel) profit of £60,000 from "clean" energy (via solar panels over 25 years) will probably never be obtained. And the councillors have not stopped to consider that the "surplus" energy they hope to sell to the national grid at three times the price of energy provided from traditional sources, will have to be paid for in the already ruinous energy bills of the villagers this is supposed to be benefiting! Not much of a bargain is it?

This is true to type local authority thinking which does nothing but exacerbate an already unsustainable policy of selfishly spending other people's money on unaffordable and unnecessary projects of this nature.

We are all supposed to be cutting back, but clearly Melbourn parish councillors, in line with most other local authorities, have been asleep over the past two years. They should wake up and come into the real world.

BRIAN F MITCHELL  
Meadow Way  
Melbourn

## Parish council that exists in a cocoon

If any further evidence was needed to reveal the cocooned world inhabited by Melbourn Parish Council, look no further than the car park.

Having imposed the Melbourn Community Hub on the village, at the cost of over £500,000 - resulting in an operating deficit of £50,000 in the first full year, excluding annual loan repayments of £30,000 - councillors have now turned their attention to the car park where, without any personal liability to themselves or public consultation, they have committed the village to an additional loan of £200,000, in order to meet the estimated £300,000 cost of the planned upgrading.

I understand this work is to include landscaping, presumably for floral displays, electric points, a shed in which to store village tools, and tarring up the bus stop.

A costly land management company has been contracted to keep the Hub grounds in order rather than give the job to the village handyman, and recent minutes are suggesting the employment of caretaking services - this all to run what was presented as a self-financing project with the aid of volunteers.

I am informed by the parish clerk that this was never intended to be the case until it reached break-even

point at some unspecified future date. Maintenance of the car park will now be added to this drain on scarce resources, while any short walk in the village will reveal gutters clogged with weeds and blocked culverts that have never been properly maintained.

Efforts to obtain justification for this expenditure from individual councillors have, so far, only met with their collective invisibility behind the corporate anonymity of the parish clerk.

So much for local democracy.  
Brian F Mitchell,  
Meadow Way, Melbourn



## Concern remains over costs of village hub

Sir, I note with interest Mr Bessell's enthusiasm for the Melbourn Hub. However, before he gets too carried away, may I suggest he refers to the village plan, as it was to this document our "unelected" council resorted, for full justification of their actions, after the village has expressed its almost total lack of interest in its response to the original questionnaire on the subject. This document, designed to seek answers for the future of the village, contains on the last page, following references to traffic and travel, cyclists and pedestrians, footpaths and byways, crime and public safety, homes, shops and businesses and our environment, a reference to concerns about the library's future, and at the foot of the penultimate page a nebulous

reference to "a possible new village hub". The glaring omissions are references to meeting rooms, of which the village already has a sufficiency, public toilets, those that did exist having been so badly vandalised the council had to have them demolished, or coffee shop, a facility for which a local businessman's plans have been repeatedly rejected. If Mr Bessel is not too concerned about this almost certain extra cost to the local tax payers in this prolonged period of austerity, I am, for as he quite rightly notes the council may get it wrong, and almost probably will in their haste to subject the village to what, unless he can prove otherwise, remains an exercise in local authority self-gratification, for which they are totally unaccountable.

Brian F. Mitchell  
Meadow Way  
Melbourn

## A huge amount to spend on a car park

I read with interest the letter from Brian Mitchell's letter (Crow, August 6) on the subject of the financial background to Melbourn Parish Council's community hub and car park projects.

I have to assume the published figures are correct, and I consider that £300,000 is a horrendous amount of money to be spent on a car park, without consultation.

I assume that if there is no letter of explanation from the parish council, we have to presume that all published figures are correct.

Will there be parking charges to recoup the financial outlay?

R. J Chamberlain,  
Melbourn

Sir, Councillor Trimble is quoted as saying: "We carried out a survey of residents and had a huge response, with the vast majority in favour of building a new centre".

Which part of Planet Mars does he come from? What survey, and of whom? Nobody I know was surveyed, and the first thing most people heard of it was when some concerned residents leafleted the neighbourhood.

Furthermore, nobody I have met is in favour of the scheme. With an estimated final cost of about £1m, I understand £2k of our money has already been spent on professional fees and admin. This money could have been better spent installing flashing speed signs in the High Street, or buying a strip of land for the BMX bikers to use. With the wonderful new All Saints Community Hall, and at least three other halls for hire in

the village, do we really need another, which would also serve to reduce patronage of the other halls? Then there's the proposed licence to 1.30am on a Saturday night - great for the neighbours. And who will pay the wages of the extra staff that will be needed to look after the place? It would probably be lovely for the parish council to have a posh new home, but at what cost to the Council Tax payers? How badly do we need such a

venue? It seems that a small nucleus of councillors is trying to bulldoze this proposal through, without proper consultation with the people whom they serve, and who in the end, are going to have to foot the bill. Grand schemes like this need proper consideration and consultation. Act in haste, and repent at leisure. What price democracy?

Alaric Aldred,  
High Street,  
Melbourn

## Outline business plan should be available

Sir, I have read with great interest the various letters submitted in the papers this year regarding the building of The Hub in Melbourn. I know that any increase in the council tax next year would put many people in Melbourn in a difficult financial position; an added burden resulting from an increase in the parish precept in order to subsidise The Hub would be totally unacceptable. However, I do have good news for everyone since I received verbal confirmation earlier this year from a parish councillor, in the presence of a witness, that The Hub would not cause an increase in the parish precept. With all of the paid positions recently advertised, one wonders

being generated. I am sure an outline business plan should be made available for all village residents to see. In the event of The Hub not being able to balance its finances, perhaps all of the people responsible for this project should be prepared to personally underwrite any losses incurred.

David Guest  
Mortlock Street  
Melbourn

## Small army being recruited for Hub

Sir, I note Mr Limming's comments with interest, and fully concur with the necessity of a village hall for the efficient working of the council and the parish clerk, but this in no way confirms a justification or mandate for the profligate expenditure of £500,000 public

As I have previously stated, when this project was originally mooted, my suggestion, that without professional management it would be unsustainable, was publicly rebuffed by the self same person, who after declaring that a "select committee" was to be appointed, who with a sufficiency of "volunteers" would be able to cover every aspect of The Hub's operation, is now, enrolling a small army of managers, assistant managers and cleaning staff, not to mention the council's seeking to employ an assistant to the parish clerk, presumably to cover for the additional administration generated by The Hub. As a result, the parish must now be looking at a conservative annual wages bill approaching £80/£100k, and that is before they discover the shortfalls of running a cafe/restaurant six

support. Clearly fantasy has run up against the buffers of economic fact. I make no apologies for emphasising the "unelected" nature of the parish council, for at the end of the day they still remain totally unaccountable for their actions. As for there being vacancies for three councillors, when are such positions widely advertised, and why would any right-minded person wish to become involved in the activities of any organisation that chooses to ignore the glaring deficiencies of proposing to utilise scarce resources in the "the bank manager's ultimate nightmare" of a "high-risk" catering business on the basis of part-time managers and volunteer staff?

Brian F. Mitchell  
Meadow Way



[REDACTED]  
[REDACTED]  
[REDACTED]  
20 February 2017

Dear Mr Mitchell

Thank you for your letter of 7 February 2017, and enclosures.

I am aware of the recent correspondence between you and the Clerk as she keeps Councillors informed about correspondence received by the Council and, as necessary, consults Councillors about draft responses.

You will be aware of the requirements which the Freedom of Information Act places on public bodies such as Parish Councils. Members of the public have the right to request **information** from Melbourn Parish Council. The Clerk has looked at your letters and identified where you have made requests for information. She has responded to those requests.

You complain that she 'chose to flood me with numerous pages of.....' and you call this a childish response. The Clerk could simply have told you the information was in the public domain and left you to find it for yourself. She chose to be helpful and save you the job of looking it up. She will not do that again.

The Clerk and Council distinguish between requests for information and statements of opinion. We note your opinions but we do not have to respond to them. As has been pointed out, many of the opinions expressed have arisen because you have not looked at the information which is already in the public domain. The Parish Council does not have to present you with rebuttals of your erroneous assumptions and conclusions.

The Clerk will continue to provide you with specific information where it has not already been published and if you have not requested it before.

I have been consulted on the Clerk's responses to your previous letters (including the most recent of 6 February, which you will receive in due course). I have nothing to add to them. I note your previously expressed letters published in The Crow.

Yours sincerely

Dr J A Norman

Correspondence

MPC Vice Chair +  
Mr Mitchell

[REDACTED]  
[REDACTED]  
[REDACTED]  
21 February 2017

Dear Mr Mitchell

Thank you for your letter of 7 February 2017. I apologise for my delayed response but I have been unwell for a number of weeks now.

Your passion and commitment to the issues you have raised are evident.

I understand that the Clerk has already provided you with requested information and I have no other information that can be added.

You have raised issues about the Hub and following the Hub AGM, I am hopeful that, in due course, we will be in a better position to understand its current position. You have raised a number of issues about the car park and I am of the understanding that they fall under the remit of the Car Park Working Committee.

With this mind, we must allow due process to be followed in order for any informed and lawful decisions to be considered and made. I am sure you agree having read your correspondence giving your views on "mis-management" and "deceit".

You asked for my personal views and I am sure you are aware that any personal views I have on any issues, I raise in Council Meetings, in the public domain, and I will continue to do so.

Yours sincerely

Ms S Sivaloganathan

Parish Council Vice Chair

~~Correspondence~~  
Clerk + Mr Mitchell

**Parish Clerk**

---

**From:** Parish Clerk  
**Sent:** 22 February 2017 13:20  
**To:** 'Brian Mitchell'  
**Subject:** RE: Reply. to yours of 30th. January

Dear Mr Mitchell

Thank you for your letter dated 6th February 2017.

You ask for an explanation of 2 items.

a) Councillors discussed whether the Council should pay the subscriptions to the SLCC at the meeting on 9 January. The reason given for this decision is recorded in the minutes.

b) The payment of a licence fee by the Parish Council to the Hub is included in the terms of the lease. The amount paid by the Council is not being increased for the financial year 2017/18. The Council will be reviewing what it gets for this payment with the Hub Management Group once the new Directors are in place after the AGM of 22 February 2017.

Regards

Sarah Adam  
Melbourn Parish Clerk

-----Original Message-----

From: Brian Mitchell [mailto:  
Sent: 06 February 2017 15:21  
To: Parish Clerk  
Subject: Reply. to yours of 30th. January

Dear Mrs Adam,  
The attached is my response to your contact of 30yth January.

Yours sincerely,

Brian F. Mitchell

## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 09 February 2017 09:46  
**To:** 'Brian Mitchell'  
**Subject:** RE: Reply. to yours of 30th. January

Dear Mr Mitchell

Thank you for your letter. I will be in touch as soon as I am able to reply Regards Sarah Adam Melbourn Parish Clerk

-----Original Message-----

From: Brian Mitchell [[mailto:](#)   
Sent: 06 February 2017 15:21  
To: Parish Clerk  
Subject: Reply. to yours of 30th. January

Dear Mrs Adam,  
The attached is my response to your contact of 30yth January.

Yours sincerely,

Brian F. Mitchell



Brian F. Mitchell

Tel. [REDACTED]

Email [REDACTED]

6<sup>th</sup> February, 2017.

[REDACTED]  
[REDACTED]  
[REDACTED]  
The Parish Clerk,  
30 High Rd.  
Melbourn  
SG8 6DZ

Dear Mrs Adam,

Thank you for your reply of 30<sup>th</sup> January and the contents enclosed.

It is noted, rather than respond briefly, listing the information requested in my previous correspondence, you chose to "flood" me with numerous pages of Parish Council minutes; and other documentation, in order to advise me of information that was, in your own words, readily available.

This rather childish response has only had the effect of crystallising the deceit, self-indulgence, obfuscation and miss-management, pervading the entire "HUB" project since its conception, when, as I have stated before, my lone voice of opposition at the inaugural meeting, in attempting to draw the need of professional and qualified staff to the successful management of such a scheme, as well as the looming problems of their projections, was arrogantly brushed aside by Mr. Travis and the coterie of councillors present, who then proceeded to sell their never land fantasy of self-financing, to a gullible crowd only too eager to be "sold" something for nothing.

This "fairy-tale" was still arrogantly preached at a chance meeting with the then Leader of the council, Mr. Tulloch, right up to the Hubs opening in January 2014, even when at which point, Mr. Travis was hiring salaried staff and he knew very well it was at complete variance with the truth. See (PC297/16).

The self-indulgent manner, in which the Hub was imposed on a completely disinterested and apathetic village, in less than a year revealed, regrettably, just how well founded my opposition had been and the prediction of it becoming a millstone round the tax payers neck had all too soon become a reality; and now will remain so in perpetuity. Again see (PC297/16). I will not go into the complete lack of management and staff skills which gave rise to the financial debacle in its first year of operation; or the failure in management that has just seen the departure of a third hub manager in as many years.

They may not wish to be reminded, but, virtually all the village support for a Hub came from the council, whose "wants" took precedence, even to the extent of the last minute cancellation of a pre-arranged meeting with a strong opposition group, on the basis it would not have been "democratic"; a bit rich, coming from an entirely unelected council.

Having learned nothing from this experience, one cannot start to comprehend the total mindlessness of councillors who then proceeded to consider it prudent to increase the villages already unrealistic debt burden with the "investment" of a further £3/400,000 into a car park, the lease of which they knew perfectly well barred them from deriving any income from the charging of parking fees to offset interest and loan repayments, not to mention the mounting running costs, e.g. Workshop electricity-£146.79, Birketts (professional fees)-£1,034.00 and on-going

ground maintenance fees for the unsightly frontage, where common-sense dictates a requirement of low-cost paving or tarmac.

It is rather late in the day to be speaking about "good-governance"; a topic which has been painfully absent from any agenda involving the foregoing and there can be little wonder at the site manager's comments prior to the reopening of the car park, when he observed the overspend and delays were all the result of the council's total lack of any idea as to what was required.

One only has to refer to the minutes of 25<sup>th</sup> July 2016, in order to obtain a flavour of the incompetence and often infantile behaviour, which at times I have personally witnessed, in order to come to an understanding as to why the village finances are flirting with insolvency and why, once again council tax payers are going to suffer another 5% fleecing to pay for this endemic waste and incompetence.

One outcome of the total lack of good governance is the 300% increase seen in my council tax bill since 1997, which this years proposed increase of 5% will, after tax (for council tax is a tax "taken" from taxed money) see any expectation of benefit from a small increase in my state pension disappear completely into the bottomless black hole of local government finance.

This of course will be of little consequence, for while I now have no choice but to contemplate the inevitable reduction in my living standards, the Melbourn Councillors will be fully involved in the more essential tasks placed before them by the Intelligentsias empty chatter on "face book".

To conclude, from the unsolicited information included in your reply, two items requiring explanation stand out.

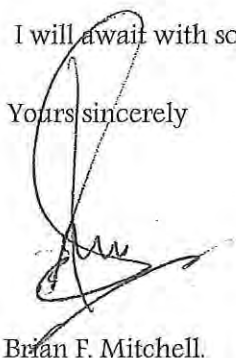
1) Annual Subscription, totalling £336 in respect of the Clerk's and Assistant's membership of the Society of Local Council Clerks. Surely such a charge is not the responsibility of the taxpayer. This is a personal choice and should be covered by the individuals concerned.

2) The hubs income and expenditure accounts for October and November include regular monthly receipts of £1,065 in respect of council rent. Similar quarterly payments of £3,200 are included in the cash forecasts. Why? What was the point of the council bankrupting the village in order to build the hub, requiring annual interest and loan repayments of tens of thousands of pounds, and then expect the local taxpayer to find an additional £12,800 in respect of annual rent for its use of a property it owns? There is also the itemised payment of £90.00 dated 30/12/16 covering council meetings on 12<sup>th</sup> and 19<sup>th</sup>. December; It will be enlightening to learn of the economics surrounding this abuse of tax payers money.

I am still trawling through the "flood" and will of course contact you further if additional explanation is required.

I will await with some interest, your comments and observations, together with the explanations requested.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brian F. Mitchell', written over the typed name.

Brian F. Mitchell.



## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 30 January 2017 16:04  
**To:** 'Brian Mitchell'  
**Subject:** FW:  
**Attachments:** Hub Copy of accts oct-nov16.pdf; Hub Copy of forecast 16-17.pdf; Hub mpc report jan 17.pdf; Parish Council 23rd January 2017 Minutes Web.pdf

Dear Mr Mitchell

Thank you for your email dated 10<sup>th</sup> January 2017. I would respond to the points raised in your email as follows (in red):

Kind regards

Sarah Adam  
Melbourn Parish Clerk

---

From: Brian Mitchell [mailto: ]  
Sent: 10 January 2017 12:30  
To: Parish Clerk  
Subject: Reply

Dear Mrs Adam,

Thank you for your response Of 9th January, the contents of which have been noted.

Quite clearly, the instruction to the "council employee" to clear the worst affected areas of leaves and detritus only applied to the holy ground surrounding the hub, for the actions I witnessed, of an unimpressive individual, more interested in his cigarette than giving any thought as to the consequences of his actions, certainly was not giving any consideration to the inconvenience or possible danger he was causing to the residents who have to transverse the pathway which still remains in a filthy state. As for waiting for action from S.C.D.C, I would have thought the experience of the having the "carbuncle" developement imposed on the village as a result of their lack of action, would have cured any expectations from that source.

I find your comments concerning the car park unconvincing. All that was required to resolve the problems of the miss-use, was a suitably high fence and a secure gate and possibly some resurfacing. Instead of which we now have a white elephant which does not provide an income but continues to cost the village money it can't afford in maintenance and lighting and which too many users of the hub ignore, choosing only to selfishly park at the dangerous junctions now formed by the hub and Meadow Way. The problem you fail to mention, is the lease granted to the "kebab wagon", which does more to attract undesirable elements into the village than any other factor. Also, if so much money was not so easily squandered by all public bodies, a strong police presence might well have been preserved in the village instead of the complete void now experinced.

*You will be aware that a Working Party is investigating the car park project from inception to delivery. Its report will cover the scope of the design and cost. The licence granted to the kebab van is administered by South Cambs District Council, not the Parish Council.*

On the subject of lighting, you probably would not have noticed, but as I passed the car park on Sunday morning last, every lamp present was still happily blasing away at 8.45am. Not too much evidence of a lack of "taxpayers" money there.



*We are looking into the light situation and thank you for your comment.*

With regards to the figures I quote, with which you say you are unable to agree, why are you, or indeed any of the councillors I have approached on the subject so hesitant, reluctant or afraid to come forward with the facts to prove my information and calculation incorrect; as my experience has been for all involved to seek the corporate anonymity of the "parish clerk" whose eventual response has been as void of facts as your current reply and does nothing to clarify, or even satisfy the questions raised.

The Parish Council has published and continues to publish financial information on the Hub - its set up costs and on-going running costs. In your previous e-mail you say you made "an educated assumption as to [the Hub] haemorrhaging cash at around £1000 a week". The facts are available in the monthly reports the Hub Management makes to the Parish Council and which are published on the website and the Parish Noticeboard. You do not need to guess. I attach the report presented to the Parish Council on 9 January.

With regards your question about how much the running of the Hub has cost the village to the year ended January 2016, I refer you to the minutes (<http://melbournparishcouncil.co.uk/meetings-and-agenda/>) of the Parish Council meeting of 24 October 2016 where there is a clear statement (PC 124/16) that in the first Financial Year the Hub operated the PC gave £75,000, in the second year they gave £25,000 and in the third year (that is up to end March 2017) it is £15,000.

The level of grant to be given to the Hub for the next FY and the question of whether the Hub can ever be self-financing was discussed at the PC meeting on 23 January 2017 under PC297/16 (attached).

If as you say, the information is readily available in the parish records, to which you have direct access may I request you, in light of the new Council's "transparent" mantle, to prove it by providing me with the full facts of the financing of both the car park and the hub, the latter of which, as I have so often stated, was sold to the village as a self-financing project and which a subsequent letter from the then parish clerk claimed was never the case, but which even Mr Tulloch, the then leader of the council, was still holding to, right up to the opening in January 2014, in spite of his being fully aware this was never the case. Perhaps you would also advise me as to how much the running of the hub cost the village to the year ended January 2016.

I was not Clerk for the period when the Hub was being built and handed over to the Parish Council. I am in the process of looking at the information which is on the website. I can direct you to:

1. Minutes of meetings of the Parish Council (and its Committees) are available for inspection by the public on the Parish Council website - <http://melbournparishcouncil.co.uk/meetings-and-agenda/>. Minutes of meetings prior to 2013 are also available - <http://melbournparishcouncil.co.uk/meetings-and-agenda/archive/>. These include financial information about the Hub and Car Park.
2. Annual Returns for the Parish Council (Years 2012 – 2016) are now available for inspection on the website – <http://melbournparishcouncil.co.uk/parish-office/annual-return-forms/>.
3. With regard to legal documentation entered into by the Council in relation to the Hub:
  - a. Accounts and other documents relating to the Hub Finances are also available on the website under the 'Minutes' tab.
  - b. The Agreement with the Management Group is attached to the Lease Agreement between the Parish Council and the Hub Management Group (as Annexure 1 – Position Paper) - <http://melbournparishcouncil.co.uk/wp-content/uploads/2017/01/Lease-MPC-and-MCHMG-20-December-2013.pdf>.
  - c. A copy of the Lease between Melbourn Parish Council and the MCHMG dated 20 December 2013 is available on the website (see link above). Other documentation of the Management Group may be requested directly from them. I would suggest, in the first instance, you contact Jonathan Berks, Vice Chair, Melbourn Community Hub.

Your invitation to attend meetings of the council is appreciated, but having attended such meetings in the past, I am not overdesirous of repeating the experience for, judging by the observations relayed by other residents who have done so recently, little has changed in the manner in which they have been conducted.

I will await your response and the receipt of the above requested information.

Yours sincerely

Brian F. Mitchell.

Kind regards

Sarah Adam  
Melbourn Parish Clerk  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

Tel: 01763 263303 option 3

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**

Alternatively, please call to arrange an appointment.



## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 16 January 2017 08:55  
**To:** 'Brian Mitchell'  
**Subject:** RE: Reply

Dear Mr Mitchell

Thank you for your reply.

I will respond to your email as soon as I am able.

Kind regards

Sarah Adam  
Melbourn Parish Clerk

-----Original Message-----

From: Brian Mitchell [mailto:  
Sent: 10 January 2017 12:30  
To: Parish Clerk  
Subject: Reply

Dear Mrs Adam,

Thank you for your response Of 9th January, the contents of which have been noted.

Quite clearly, the instruction to the "council employee" to clear the worst affected areas of leaves and detritus only applied to the holy ground surrounding the hub,for the actions I witnessed, of an unimpressive individual, more interested in his cigarette than giving any thought as to the consequences of his actions, certainly was not giving any consideration to the inconvenience or possible danger he was causing to the residents who have to transverse the pathway which still remains in a filthy state. As for waiting for action from S.C.D.C, I would have thought the experience of the having the "carbuncle" developement imposed on the village as a result of their lack of action, would have cured any expectations from that source.

I find your comments concerning the car park unconvincing. All that was required to resolve the problems of the miss-use, was a suitably high fence and a secure gate and possibly some resurfacing. Instead of which we now have a white elephant which does not provide an income but continues to cost the village money it can't afford in maintenance and lighting and which too many users of the hub ignore, choosing only to selfishly park at the dangerous junctions now formed by the hub and Meadow Way. The problem you fail to mention, is the lease granted to the "kebab wagon", which does more to attract undesirable elements into the village than any other factor. Also, if so much money was not so easily squandered by all public bodies, a strong police presence might well have been preserved in the village instead of the complete void now experinced.

On the subject of lighting, you probably would not have noticed, but as I passed the car park on Sunday morning last, every lamp present was still happily blasing away at 8.45am. Not too much evidence of a lack of "taxpayers" money there.

With regards to the figures I quote, with which you say you are unable to agree, why are you, or indeed any off the councillors I have approached on the subject so hesitant, reluctant or afraid to come forward with the facts to prove my information and calculation incorrect; as my experience has been for all involved to seek the corporate anonymity of the "parish clerk" whose eventual response has been as void of facts as your current reply and does nothing to clarify, or even satisfy the quetions raised.

If as you say, the information is readily available in the parish records, to which you have direct access may I request you,in light of the new Council's "transparent" mantel,to prove it by providing me with the full facts of the financing of both the car park and the hub, the latter of which, as I have so often stated, was sold to the village as a self-financing project and which a subsequent letter from the then parish clerk claimed was never the case, but which

even Mr Tulloch, the then leader of the council, was still holding to, right up to the opening in January 2014, in spite of his being fully aware this was never the case. Perhaps you would also advise me as to how much the running of the hub cost the village to the year ended January 2016.

Your invitation to attend meetings of the council is appreciated, but having attended such meetings in the past, I am not overdesirous of repeating the experience for, judging by the observations relayed by other residents who have done so recently, little has changed in the manner in which they have been conducted.

I will await your response and the receipt of the above requested information.

Yours sincerely

Brian F. Mitchell.

A horizontal black bar used to redact the signature of Brian F. Mitchell.

## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 09 January 2017 09:56  
**To:** [REDACTED]  
**Subject:** RE:

Dear Mr Mitchell

In response to your emails I would comment as follows:

The Parish Council was informed that the pavement opposite the Hub was very slippery. South Cambridgeshire District Council were due to send out a team to sweep pavements and clear gutters around the village. In the meantime, a Parish Council employee was asked to clear the leaves from the worst affected pavements for the safety of the public and this included blowing the leaves from the pavements onto the road.

I am unsure from where you have obtained the figures you quote relating to the Hub but I am unable to agree with them. The costing of the Hub has been discussed at Parish Council meetings which are open to the public, the minutes of which are available for inspection on our website.

Similarly, matters relating to the car park have been discussed at Parish Council meetings. You rightly note that the car park is free to the public.

I would point out that this is a requirement of the Lease and this has also been discussed at public meetings. I understand your concern about the car park being lit throughout the night. However, one of the objectives behind the car park refurbishment was to reduce anti-social behaviour that was becoming a persistent problem in the centre of the village. The Parish Council has also received complaints relating to possible drug dealing in poorly lit areas of the village. I would point out that this has now reduced the problem significantly. Again, these issues were discussed at public meetings.

Again, I would assure you that these matters have been properly discussed by the Parish Council at public meetings (which you are of course welcome to attend) and the minutes are available for inspection on the Parish website.

Kind regards

Sarah Adam  
Melbourn Parish Clerk

-----Original Message-----

**From:** Parish Clerk  
**Sent:** 05 January 2017 14:17  
**To:** [REDACTED]  
**Subject:**

Dear Mr Mitchell

Thank you for your email.

I will respond to your email as soon as I am able. As you will appreciate the Parish Office was extremely busy towards the end of December and has been closed for the Christmas Break.

Kind regards

Sarah Adam  
Melbourn Parish Clerk



-----Original Message-----

From: Brian Mitchell [mailto:[REDACTED]]

Sent: 02 January 2017 15:49

To: Parish Clerk

Subject:

Dear Mrs. Adam,

I refer to my Email of 15th December, and note the overwhelming silence its content has produced; being no more than was expected from our new "transparent and caring" council, whose make up includes too many of those who constituted the previous council and whose self-indulgent use of taxpayers money has resulted in its current parlous financial state.

The lack of any kind of response only enforces a conclusion the content of the email was far too near the truth and that there still remains an ethos of secrecy and reluctance on the part of either yourself or any council member to refute, or justify, my observations.

In the meantime, the filthy and dangerous state, caused by the ground management team you employ, of the footpath opposite the Hub remains with no visible sign from the council of its intent to rectify the problem.

Regrettably there are not too many re-assurances, other than "hot air", of the "refurbished" council having any greater ability than its predecessor to deal effectively in its use of taxpayers money.

Yours sincerely,

Brian F. Mitchell.

[REDACTED]  
[REDACTED]  

---

From: Brian Mitchell [mailto:[REDACTED]]

Sent: 15 December 2016 16:38

To: Parish Clerk

Subject: Fwd: Melbourn Parish Council

As this letter was not published in the Crow this week, you may find some of its content relevant to the "parlous" state of the Council's finances.

Sirs,

Following the publication of my letter on 1st December and an article on the Parish Council, in the recent copy of the Melbourn magazine, referring to their cash strapped financial situation; earlier this week on my daily walk for a newspaper, which takes me past the Hub, I was able to witness a prime example as to just how "careful" they are with taxpayers money.

The operative, from the ground management company, contracted by the Council for such work, was making sure everyone in the surrounding properties was awake, with his highly powered and noisy blower, which was being used to clear leaves from the Hub grounds and the adjoining green areas.

There was absolutely no attempt by this operative to collect these leaves and dispose of them, as he quite deliberately blew them into the centre of the road in front of oncoming traffic and into and onto the opposite gutter and footpath, where they still reside. Against this, leaves fallen from a large nearby willow tree over the last two weeks have now been blown onto the areas "cleared", leaving it in a worse state than previously.

This is the Council who have spent a reported £1million plus on their Hub, which in spite of its presentation as being "self-financing" allows for, if my information is anywhere near the truth, which the silence of councillors and a letter from the Parish clerk in 2015 would appear to support, an educated assumption as to its hemorrhaging cash at around £1,000 a week; add to this the reported £450,000 cost of the car park, the use of which is free, remains empty throughout the night, but is lit up like a Christmas tree; and they complain of being "cash strapped". If this is

the case, then it is quite clear where the axe should be falling and the ground management contract should be high on the list.

More than likely though, rather than sort their own house out, Councillors will just pass the buck and local residents will again be faced with another unjustified and unwarranted 4% increase in their tax burden next April.

Brian F. Mitchell.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Parish Clerk**

---

**From:** Parish Clerk  
**Sent:** 21 February 2017 10:41  
**To:** 'Jocelyn Robson'  
**Subject:** RE: After our meeting  
**Attachments:** Money transfer to Birketts.pdf; DCLG-PWLB documentation.pdf; Summary of variations.pdf

Dear Ms Robson

Further to our meeting and your e-mail of 2 February, I attach the information which you requested, and that I have been able to find during a search of files in the Parish Office. There are some items on your list which I have not found.

**Use of PWLB loan (2, 5&6)**

Your major concern seemed to be to establish that the Parish Council had fulfilled the terms of the PWLB loan and that all the money borrowed had been put towards the purchase of the Hub. I therefore started with that.

The purchase price was set out in a document from Birketts (page 1; Report on Development Agreement 24 January 2013) as £534,436. The document sets out the agreement between the buyer and the seller. It carries the caveat (1.2) that the contents of the report are private and confidential and must not be relied on by or made available to any other party without our (ie Birketts') written consent. Hence i have not scanned that document.

The final amount payable to Hundred Houses Society for the purchase of the Community Hub was £613,725.86. I can find a statement to this effect but cannot find any paperwork to document why the purchase price has increased.

In addition the costs of purchase were:

- VAT £18,611.33
- Stamp duty/land tax £25,293.49

The grand total is £657,630.67. This amount tallies exactly with the money transferred from the PC to Birketts on 10 December 2013 . A scan of the transfer document is attached.

The scan entitled Summary of variations sets out how the costs are broken down.

You requested details of the Approval from DCLG and PWLB. Both are in the scanned document 'DCLG-PWLB documentation'. You will note that para. 6a says: The Council may borrow [£650,000] only for the purpose specified in para. 1 above.

That para.1 reads: "....purchase of a community hub once built from Hundred Houses...."

**The documentation I have found demonstrates that the loan was spent on purchase of the Hub in accordance with the conditions of the PWLB loan.**

The above information completes 2, 5 and 6 of your request.



## **Total amount of grant money (7) and PC reserves (8)**

I have referred to a document marked 'Strictly confidential' so again I have not scanned it. I can find some supporting paperwork in the file (eg for the TTP grant) but not for each item.

The total amount transferred from Reserves was apparently £254,000. This is the figure referred to in the summary document mentioned above. I assume the decision is recorded in full Parish Council minutes under the monthly finance agenda item. I have not found a separate record for the transfer. I don't know why this is slightly different to the £258,000 in the subcommittee minutes of 22/11/2011. This deals as best I can with your No. 8.

Grants were as follows:

- TTP £50,000
- Cambridgeshire County Council £10,000 towards the kitchen
- SCDC approved the use of the £31,001.98 s106 monies due to MPC in relation to the Old Police Station site development to be used for the Hub project
- Melbourn Village Library Access point approved a donation of £4000 towards the project.

The summary document makes it clear that the £7,808 grant from Awards for All was awarded to the Hub Management Group and does therefore not appear in the accounting for the Parish Council. This was used for public access computers and furniture for the cafe.

Taken together this gives a total for the project of loan + reserves + grants of £998,774.48 (an admin fee of £227.50 was deducted).

In addition, £48,270 was spent on professional costs and a grant of £75,000 was made to the Hub to finance 1st year staffing, running and set up costs.

Other projects were allocated money from this total amount (again this info is taken from the confidential summary document) as follows (total: £111k)

- refurbishment of the car park (£40k) – this was in response to a commitment given as part of the Planning Application (see the Design and Access statement section 10) to reduce the amount of on-road parking which would otherwise have occurred.
- provision of a zebra crossing (£18k) – again to fulfil a promise in the planning permission (see the D&A statement Section 9)
- £53k was used to match fund the application for grant funding for the refurbishment of the Pavilion.

Thus the total spend was: £657,630.67 + £48,270 + £75,000 + £111,000 + £81,090 (see below) = £897,990.67

Thus £25,784 is not accounted for. This is acknowledged in the confidential summary and the money was not recommended for re-assignment because “..there will be some works that have been overlooked or will need to be carried out after completion of the building contract.” (see below for a further comment on this).

## **Missing Hub S-C minutes (1)**

I have not found these.

### **Full PC approval for total spend before commitment to spend (4) and fit out costs (3)**

The vote to commit to the project was taken at the full PC meeting on 28 August 2012 (minute no PC 54/12) following discussion of a Confidential (and hence not scanned) report from the Hub S\_C. The report asks the PC to agree to a Grand Total Cost of £742,904. This includes an estimate of £77,352 for fixtures and fittings (rather than the £92,00 you quote from the S\_C minutes of Oct 2011). The confidential summary document states that a total of £81,090 had been spent on sundries (including fixtures and fittings).

The document does not have a date so it is not clear to me whether that is the final total. I suspect not because there is a comment to the effect that “..there will be some works that have been overlooked or will need to be carried out after completion of the building contract.”

To summarise, I have not found a document which clearly states the total amount spent on fixtures and fittings. It is not possible to interrogate EDGE to find this information in summary form because the data entry was not coded according to a specific 'Hub Project'.

### **Conclusion**

This addresses your requests 1-8. You will be aware that the Clerk, and now I, have spent a lot of time responding to your e-mails and supplying the information you have requested. The records that the Parish Council holds are not complete and the financial records are not coded in such a way as to allow interrogation to find total sums spent on projects. The Council knows that record-keeping must be much improved and new systems are being put in place to achieve this.

The Clerk and I consider this request for information to be discharged.

Yours sincerely

Julie Norman  
Chair of Melbourn Parish Council

---

**From:** Jocelyn Robson  
**Sent:** 02 February 2017 14:53  
**To:** Parish Clerk  
**Subject:** After our meeting

Hi Sarah

Please can you forward to Julie and John for me, as I don't have their email addresses to hand?

Summary of requested info as discussed:

1. Missing minutes from Hub sub-committee, being 21 August 2012; 28th February 2013 and anything after 24th October 2013
2. Proof of total purchase price of Hub building, originally estimated at £504k, and us paying them that money (sub committee minutes of 1/11/2011)
3. Proof of total cost of fit-out, services connection etc, originally estimated at £92k (sub committee minutes of 4/10/2011)
4. Official full parish council approval of total spend before commitment to spend
5. Approval from Department for Local Communities & Local Government (DCLG) for borrowing
6. Terms and conditions of PWLB loan

7. Total amount of grant money received e.g. £50k from TTP, £7k from All Awards etc (£80k in sub committee minutes of 25/10/2012)

8. Total amount of reserves put towards project, originally mentioned as £258k (sub committee minutes of 22/11/2011)

There was one other thing I forgot to mention, and that was the move in expected annual loan repayments, first cited as £22k pa (sub committee minutes of 01/11/2011) then referred to in the Annual Parish Meeting minutes of June 2014, in the F&GP section, as being £32k pa. Seems strange.

Thanks again for your attention, and I do appreciate you have a lot of other demands on your time, all three of you. Please rest assured that I would not be bothering myself unless I thought there was potentially a serious matter here needing investigation.

Do let me know if you have any questions on any of this.

Jocelyn

Sent from Outlook



# MELBOURN PARISH COUNCIL

CLERK: PETER HORLEY BA MBA  
262494

TELEPHONE 01763

THE PARISH OFFICE  
MELBOURN VILLAGE COLLEGE  
THE MOOR  
MELBOURN,  
CAMBRIDGESHIRE, SG8 6EF  
OPENING HOURS – MON, TUE & THUR 9 – 1 & 2 – 4

E-MAIL PARISHCLERK@MELBOURNPC.CO.UK

Date: 10<sup>th</sup> December, 2013

Dear Sirs,

**RE: ACCOUNTS – MELBOURN COMMUNITY HUB 51493949**

TRANSFER OF MONIES TO ANOTHER ACCOUNT: BIRKETTS LLP : SORT  
CODE 12-16-39; ACCOUNT NUMBER 00136604: ACCOUNT NAME BIRKETTS  
LLP CLIENT A/C

The Council wishes to transfer immediately the following sum **FROM** the Melbourn  
Community Hub Account 51493949 TO BIRKETTS LLP CLIENT A/C 00136604

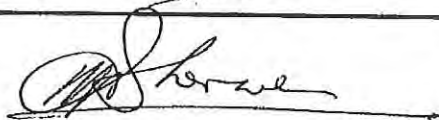
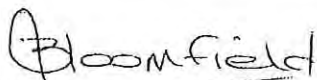

£657,630.67

£

AMOUNT IN WORDS

**SIX HUNDRED AND FIFTY THOUSAND SIX HUNDRED  
AND THIRTY POUNDS AND SIXTY-SEVEN PENCE**

Yours faithfully,



(Members of the Finance & General Purposes Committee)

The Manager,  
HSBC,  
12 Melbourn Street,  
Royston,  
Herts. SG8 7BT



Department for  
Communities and  
Local Government

OUR Ref.

PW 502 551

Mr Peter Horley  
Melbourn Parish Council  
Melbourn Village College  
The Moor  
Melbourn  
Royston  
Herts  
SG8 6EF

Our Ref:  
SRP 5/23/05 Application 2013-14 (47)

Your Ref:

15 July 2013

Dear Mr Horley,

**BORROWING APPROVAL**

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, purchase of a community Hub once built from Hundred Housed (RSL), is approved by him as a purpose for which Melbourn Parish Council, "the Council", may borrow an amount not exceeding £650,000. This sanction supersedes the approval letter dated 14 August 2012.

2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.

3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided that council tax referendum principles will not be set in respect of parish councils for 2013-14. However, they have made it clear that the decision in respect of council tax referendum principles for local councils in 2014-15 will take account of the extent to which councils' restraint in relation to council tax in 2013-14 has been exercised.

4. If council tax referendum principles were to be applied to parish councils for 2014-15, all council tax precepts would be considered against the "excessiveness principles" determined by the Secretary of State. Councils with precept increases which exceeded the principles would be required to hold a referendum to seek the approval of local electors; the result of the referendum would be binding. Councils would be responsible for meeting the costs of any referendum.

5. It should be noted that a precept increase which was attributable to this borrowing approval would not be excluded from consideration under council tax referendum principles.



6. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

- (a) the Council may borrow only for the purpose specified in paragraph 1 above;
- (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;
- (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;
- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Department for Communities and Local Government (DCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify DCLG as soon as is reasonably practicable.

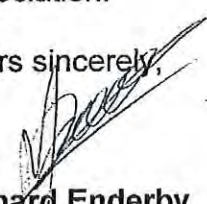
7. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 50 years, starting on the date on which the money is borrowed.

8. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLb) should visit the Board's website in the first instance [www.pwlb.gov.uk](http://www.pwlb.gov.uk). PWLB may be contacted on 0845 357 6610 or e-mailed at [pwlb@dmo.gsi.gov.uk](mailto:pwlb@dmo.gsi.gov.uk).

9. The contact at this office for any enquiries is Midi Zeroual on 0303 444 2838 or e-mail to [parish.borrowing@communities.gsi.gov.uk](mailto:parish.borrowing@communities.gsi.gov.uk).

10. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,

  
**Richard Enderby**  
Strategy, Revenue and Capital Division



**United Kingdom  
Debt Management  
Office  
Public Works Loan Board**

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
F 020 7862 6509  
E [pwlb@dmo.gsi.gov.uk](mailto:pwlb@dmo.gsi.gov.uk)  
[www.pwlb.gov.uk](http://www.pwlb.gov.uk)

**APPLICATION FOR A LOAN BY A PARISH COUNCIL IN ENGLAND OR A COMMUNITY COUNCIL IN WALES**

Details of the lending arrangements are set out in guidance note LC2, which is available from the Board's website or on request

<b>NAME OF COUNCIL</b> in full	MELBOURN PARISH COUNCIL
<b>PWLB REFERENCE NUMBER</b> if known	N/A
<b>PURPOSE OF LOAN:</b> please briefly describe the works or other purposes	TO PROVIDE A COMMUNITY HUB FOR THE VILLAGE OF MELBOURN.
<b>SUM NOW REQUIRED</b> (see note 3)	£ 650,000.00
<b>TYPE OF LOAN REQUIRED:</b> please delete which is not applicable.	FIXED RATE / <del>VARIABLE RATE</del>
<b>FIXED RATE LOANS</b>	
<b>HALF-YEARLY INTEREST PAYMENT DATES</b> (see note 4)	
<b>VARIABLE RATE LOANS – Payment Frequency</b> ('rollover')	<del>MONTHLY</del> / 3 MONTHLY / 6 MONTHLY (Delete as required)
<b>TERMS OF REPAYMENT:</b> please complete either a, b or c:	
a) <b>ANNUITY</b> (Fixed Rate Loans only) - where each payment is of a constant amount inclusive of principal and interest, or	ANNUITY - repayable over 50 years
b) <b>EIP</b> - where each payment consists of a constant instalment of principal plus a diminishing amount of interest calculated on the balance of principal then outstanding, or	<del>EIP</del> - repayable over ..... years
c) <b>MATURITY</b> - where each payment is of interest only with a single repayment of principal at the end of the term	<del>MATURITY</del> - repayable over ..... years
<b>PREFERRED DATE OF ADVANCE</b> Loans may be advanced on any day except a Saturday, Sunday or bank holiday.  The completed form should reach the Board approximately two weeks before the advance is needed.	17 <sup>th</sup> OCTOBER 2013

**NOTES:**

1. The original of the borrowing approval, requested overleaf, should accompany the application together with a blank cancelled cheque verifying the details of the bank account to which the advance should be made. The approval will be returned after examination.
2. The terms of the loan will be agreed by telephone in accordance with the arrangements set out in guidance note LC2.
3. The fee due in respect of the loan will be deducted from the advance (see LC2).
4. It is open to borrowers to choose their own half-yearly payment dates, for example to coincide with the repayment dates of existing loans or with regular income such as from the precept. By default, the first repayment date will be six months after the day of the advance, and at regular six monthly intervals thereafter. For example, a loan agreed on Wednesday, 24 February 2010 is advanced on Friday 26 February 2010 and falls due for repayment on 26 February and 26 August.



The following additional information is required:

LOAN DEBT outstanding for all purposes at the end of the last financial year.	£ 0
INCOME to be received by the Council during the current financial year from:	
Council Tax	£ 194,376
Grants	£
Other sources (please specify) INCOME:-	£ 21,600
TOTAL:-	£ 215,976
BORROWING APPROVAL: please forward the original of the letter notifying the council of the amount of borrowing approved in respect of this application. (See note 1)	
Amount already borrowed against the Borrowing Approval (if any)	£ 0

Name, in full, and address of the Responsible Finance Officer (usually the Clerk to the Council) I, the undersigned PETER HORLEY  
THE PARISH OFFICE, MELBOURN VILLAGE COLLEGE,  
THE MOOR, MELBOURN, ROYSTON, HERTS  
SG8 6ET  
Daytime contact no 01763 262494 (PARISH OFFICE)  
e-mail address parishclerk@Melbournps.co.uk

hereby apply for a loan of the amount stated overleaf to be repayable in the manner stated with interest at the appropriate rate determined by HM Treasury for loans to local authorities of the appropriate type, duration and method of payment.

I certify that the information given is true to the best of my knowledge and belief.

I authorise the Public Works Loan Board to pay the sum applied for or such lesser sum as it may agree to lend, subject to deduction of fee payable from the advance at the time it is made.

Details of Council's Bank account to be credited

Bank sort code

Bank account number

40 - 39 - 22

31312979

Please enclose a blank, cancelled cheque bearing the name and the number of the account to which the advance should be made (see note 1)

Bank name HSBC

Bank address 12 MELBOURN STREET, ROYSTON

SG8 7BT

Signed

[Signature]

Date

17/09/13



Celebrating 80 years of providing homes and services

1933



2013



## Sales Invoice

51 Scotland Road

**Invoice To:-**  
Melbourn Parish Council  
FAO: ACCOUNTS PAYABLE  
Melbourn Village College  
The Moor  
Melbourn  
SG8 6EF  
United Kingdom

**Deliver To:-**  
Melbourn Parish Council  
Melbourn Village College  
The Moor  
Melbourn  
SG8 6EF  
United Kingdom

Cambridge CB4 1QW  
Tel: 01223 315036  
Fax: 01223 315087  
www.hhs.org.uk  
info@hhs.org.uk

Customer Order No	Our Order No	Account No	Sales Invoice No	Invoice & Tax Point Date
		MELB01	SI000000130	18-DEC-2013
<b>Despatch Details</b> Community Hub, 30 High Street, Melbourn			<b>Despatch/Due Date</b>	18-DEC-2013

Qty.	Description	VAT Rate	VAT	Goods Total
1	RCP property eligible for zero rate relief	Z	£0.00	581,443.79
1	Non-qualifying property at standard rate	T	£6,456.40	£32,282.00

620,182.19  
 INCLUDING VAT @ 5.26%  
 VAT @ 20%  
 FOR NON RECOVERABLE PART.  
 +  
 25,293.49 SDLT.  
 TOTAL TRANSFER 657,630.67

<b>** PAYMENT DUE BY 18TH DECEMBER, 2013 **</b>		£6,456.40	613,725.79
VAT Reg No: 158 8708 61		<b>TOTAL DUE</b>	620,182.19

Chief Executive: Chris Jackson  
Chairman: Ian Kidman

HIGH STREET, MELBOURN - COMMUNITY HUB  
Variations Under Sales Agreement



09 December 2013

PROJECT SUMMARY

£

Purchase Price	£534,436.00
Blocked VAT on Purchase Price (see below)	£12,154.93
Variations	£67,134.86
	<hr/>
	£613,725.79
	<hr/>
VAT on 5.26% of cost @ 20%	£6,456.40
	<hr/>
<b>Overall Total Cost</b>	<b>£620,182.19</b>
	<hr/>

Blocked VAT on Purchase Price as Sales Agreement

Carpets - £11,984.00 @ 20%	£2,396.80
Kitchen Appliances - £48,872.00 @ 20%	£9,774.40
	<hr/>
<b>Total VAT Payable (as Sales Agreement)</b>	<b>£12,171.20</b>
<b>Adjustments to VAT Payable</b>	
Omit; VAT on provisional sum for sundry items.	-£2,000.00
Add; VAT for additional counter (Ref. DS0646).	£1,603.20
Add; VAT for Grease Pak (Ref. DS0649).	£121.40
Add; VAT for infra red tap to kitchen handwash sink.	£58.80
Add; VAT on counter (on £1,001.65)	£200.33
	<hr/>
	<b>£12,154.93</b>
	<hr/>

Signed as accepted.....  
Authorised Signator for and on behalf of Melbourn Parish Council

Date.....

# HIGH STREET, MELBOURN - COMMUNITY HUB Variations Under Sales Agreement



09 December 2013

Approved Variations 1	Omit	Add
Add; Upgrade beam and block floor to 7.5KN in library area to accord with Rackline's advice.	£0.00	£124.00
Omit; Provisional Sum for sundry items as per Gratte Brother's quotation.	£10,000.00	£0.00
Add; 100mm foul water drain connection for sink wastes.	£0.00	£598.00
Add; Frame out and seek planning permission for additional roof light to the meeting room.	£0.00	£1,000.00
Add; Provide additional rooflight to meeting room subject to receipt of planning approval.	£0.00	£1,036.00
Add; Take down the mezzanine floor (removal of completed work as of 26/06/2013)	£0.00	£290.00
Add; Take down the IT Bay walls (removal of completed work as of 26/06/2013)	£0.00	£40.00
Add; Additional counter (Ref. DS0646).	£0.00	£8,016.00
Add; Grease Pak (Ref. DS0649).	£0.00	£607.00
Add; 18mm plywood lining to the three studs forming the kitchen (full height).	£0.00	£529.00
Add; Upgrade all roof lights to operate electronically using a remote control and incorporating rain sensors to automatically shut.	£0.00	£1,829.00
Omit; Standard extract system	£4,248.10	£0.00
Add; Upgrade ventilation to kitchen and supply air intake.	£0.00	£13,590.00
Add; Infra red tap to kitchen handwash sink.	£0.00	£294.00
Add; Carry out water pressure test.	£0.00	£30.00
Add; Upgrade landscaping with the addition of defensive planting.	£0.00	£175.00
<i>Carried Forward</i>	<b>£14,248.10</b>	<b>£28,158.00</b>



HIGH STREET, MELBOURN - COMMUNITY HUB  
Variations Under Sales Agreement



09 December 2013

	Omit	Add
<i>Brought Forward</i>	£14,248.10	£28,158.00
<b>Approved Variations 1 (continued)</b>		
Add; Take delivery of and fix only stone balls as part of defensive landscape strategy.	£0.00	£725.00
Add; Supply and install bottle brush style gutter guards	£0.00	£980.00
Add; Board out loft space and supply and supply and fit loft ladder	£0.00	£479.00
Add; Consultant's fees to action variations	£0.00	£1,500.00
	£14,248.10	£31,842.00
		-£14,248.10
<b>Value of Approved Variations 1</b>		£17,593.90
Iceni's Management charge	5%	£879.70
<b>Total Value of Approved Variations 1</b>		£18,473.60
<b>Approved Variations 2</b>		
Add; Revision to kitchen counter as requested by MPC and confirmed in email dated 23 September 2013	£0.00	£1,001.65
Add; Consultant's fees to action variations	£0.00	£250.00
	£0.00	£1,251.65
		£0.00
<b>Value of Approved Variations 2</b>		£1,251.65
Iceni's Management charge	5%	£62.58
<b>Total Value of Approved Variations 2</b>		£1,314.23

HIGH STREET, MELBOURN - COMMUNITY HUB  
Variations Under Sales Agreement



09 December 2013

	Omit	Add
<b>Approved Variations 3</b>		
Add; Upgrade paint specification to Dulux Diamond paint	£0.00	£580.00
Add; Consultants fee to action variations	£0.00	£50.00
	£0.00	£630.00
		£0.00
<b>Value of Approved Variations 3</b>		£630.00
Icenil's Management charge	5%	£31.50
<b>Total Value of Approved Variations 3</b>		£661.50

**Approved Variations 4**

Add; PV display panel to show energy generated against energy consumption	£0.00	£1,865.22
Add; Powered opener to high level windows	£0.00	£1,123.91
Add; Electrical revisions	£0.00	£30,354.50
Add; Radiator revisions to Parish Clerk's office and first floor meeting room	£0.00	£0.00
Add; Powered opener to rear door	£0.00	£2,860.00
Add; Glazed slot vision panels to both meeting rooms	£0.00	£264.00
Add; Extend picture rail all round library area and IT bay	£0.00	£114.78
Add; Form "cupboard" opening in fire break wall supporting stair	£0.00	£500.00
Add; Consultants fee to action variations	£0.00	£3,000.00
	£0.00	£40,082.41
		£0.00
<b>Value of Approved Variations 4</b>		£40,082.41
<i>Carried Forward</i>		£40,082.41



HIGH STREET, MELBOURN - COMMUNITY HUB  
Variations Under Sales Agreement



09 December 2013

	Omit	Add
<i>Brought Forward</i>		£40,082.41
Iceni's Management charge	5%	£2,004.12
<b>Total Value of Approved Variations 4</b>		<b>£42,086.53</b>

Approved Variations 5

Add; 5 Nr galvanised bollards to Hub landscape area as planning approved scheme and Marfleet's email dated 31.10.2013	£0.00	£897.50
Omit; stone bolders as part of Hub landscape scheme	£725.00	£0.00
Add; extra over cost for Hippo matting to ground floor staircase lobby in lieu of carpet to Hub	£0.00	£95.00
Add; hand first floor store door to Hub	£0.00	£55.00
Add; provide additional picture rail to Hub increase total length to 58.00m	£0.00	£152.00
Add; provide additional row of paving slabs to Hub front path	£0.00	£550.00
Add; Consultants fee to action variations	£0.00	£50.00
	<b>£725.00</b>	<b>£1,799.50</b>
		<b>-£725.00</b>
<b>Value of Approved Variations 5</b>		<b>£1,074.50</b>
Iceni's Management charge	5%	£53.73
<b>Total Value of Approved Variations 5</b>		<b>£1,128.23</b>

Approved Variations 6

Add; additional CCTV display monitor	£0.00	£465.00
Add; extra over cost for dome CCTV cameras	£0.00	£0.00
<i>Carried Forward</i>	<b>£0.00</b>	<b>£465.00</b>

# HIGH STREET, MELBOURN - COMMUNITY HUB Variations Under Sales Agreement



09 December 2013

	Omit	Add
<i>Brought Forward</i>	£0.00	£465.00
Add; extra BT line wiring	£0.00	£170.00
Add; 6.30m of additional 2.00m high close borad fencing	£0.00	£371.00
Add; Consultants fee to action variations	£0.00	£100.00
	£0.00	£1,106.00
		£0.00
<b>Value of Approved Variations 6</b>		£1,106.00
Iceni's Management charge	5%	£55.30
<b>Total Value of Approved Variations 6</b>		£1,161.30

## Approved Variations 7

Add; return visit to retro fit iGuzzini light fittings	£0.00	£529.00
Add; key switches to disarm the powered door openers	£0.00	£241.50
Add; provide 20Nr kickplates to doors	£0.00	£405.00
Add; secondary key pad for alarm	£0.00	£281.75
Add; Additional push button release to inner lobby powered opening doors	£0.00	£224.25
Add; Provide illumination to 3 Nr fire exit signs	£0.00	£368.00
Add; Consultants fee to action variations	£0.00	£150.00
	£0.00	£2,199.50
		£0.00
<b>Value of Approved Variations 7</b>		£2,199.50
Iceni's Management charge	5%	£109.98
<b>Total Value of Approved Variations 7</b>		£2,309.48
<b>Total Value of Approved Variations to Summary</b>		<b>£67,134.86</b>

## Requested / Anticipated Variations

None

Omit

Add

**From:** Parish Clerk  
**Sent:** 01 February 2017 13:36  
**To:** 'Jocelyn Robson'  
**Subject:** RE: Questions for the Council - Part 2

Dear Ms Robson

I explained in my e-mail of 26 January and also in that of 31 January that the purpose of a meeting is establish exactly what information you require, bearing in mind (again as I have already pointed out) that the Parish Council purchased the completed building and so was not involved in the building process (my e-mail of 20 January) and is not responsible for the running of the Hub (my e-mail of 26 January and previous ones). Thus the amount of information held by the Parish is limited and I have already supplied key documents and pointed you to the availability of others on the Parish website.

The rights given to members of the public are as follows:

- Under the Freedom of Information Act, you may make a request for information and the authority will make the information available to you if it has it.
- Under Council Accounts – A Guide to your rights, you have the right to inspect the council's accounts which are audited (together with books, deeds, contracts, etc) for that financial year. This right applies at the end of the Financial Year just gone when the information is audited and considered by Council. You do not have the right to examine accounts retrospectively.


You are not permitted to access the Council's financial system yourself nor to direct me, the Clerk, to show it to you.

You must tell me what information is required and I will then establish whether the information is available and provide it to you.

I have told you in general and specific terms what information is available. I get the impression that you think more is available and I have suggested a meeting to try to establish what you want to see.

I must stress that when we meet on Thursday, it is for a discussion of what information you want not to inspect the finance system.

Regards  
Sarah

**From:** Jocelyn Robson [[mailto:](#)   
**Sent:** 31 January 2017 09:07  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

This Thursday looks good, and I specifically want the accounting records for certain codes, so if you can be ready with a list of nominal codes (and departments if used) before all accounting systems used for last 6 years that will help us point to which print outs I would like.



See you Thursday

Sent from my iPhone

On 31 Jan 2017, at 09:01, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Dear Ms Robson

Please let me know your availability for a meeting to pin point what the Parish Council might be able to provide for you.

- Thursday 2<sup>nd</sup> February 1400-1430
- Monday 6<sup>th</sup> February 1400-1430
- Tuesday 7<sup>th</sup> February 1000-1030
- Wednesday 8<sup>th</sup> February 1400-1430

Regards  
Sarah

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 26 January 2017 10:04  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

Yes a meeting sounds very useful. What days and hours are you open next week, please?

Jocelyn

Sent from my iPhone

On 26 Jan 2017, at 10:00, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Dear Ms Robson

Your right to view the Parish Council's financial information ( as set out in Council Accounts – a Guide to your rights) is not in question. It is the practicalities which I need to sort out and to establish exactly what information the Parish Council holds.

You will be aware that I was not employed by the Council when the Hub was planned and set up, so I need to familiarise myself with the situation and information available in the Parish Office. You will also be aware from the discussions held at Parish Council meetings that the accounting system which the Parish Council currently uses (EDGE) is very user-unfriendly and, again, I was not party to information entered on the system before I became Clerk in January 2016.

You will also be aware that the Parish Council is undertaking a lot of business at the moment and I have to fit my investigation into how to address your request into the running of the Parish.

I think it would be helpful for us to meet so that I can gain a better understanding of what information you are seeking. As I have already explained, the Parish Council does not hold full accounting information for the Hub. Once the Hub Management Group was set up as a separate charitable business, it became responsible for the finances of the Hub and the Parish Council does not have

access to those accounts. All the information available to the Parish Council is contained in the reports from the Management Group to the Parish Council, and these are on the website.

I will be in touch with dates to meet very shortly.

Regards

Sarah Adam  
Melbourn Parish Clerk

**From:** Jocelyn Robson [redacted]  
**Sent:** 24 January 2017 09:59  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

I feel it is taking an extraordinary amount of time to be given access to the most basic of information and to records I have the right to view.

I have been very, very patient but there does come a time when enough is enough.

Let's just set a day you are working next week for me to come in and access the accounts, shall we? I can be very flexible and work around your availability.

Sent from my iPhone

On 24 Jan 2017, at 09:21, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Dear Jocelyn  
Thank you for your email. I will reply as soon as I am able  
Kind regards  
Sarah

**From:** Jocelyn Robson [redacted]  
**Sent:** 20 January 2017 14:49  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

Thanks for this, but the first thing I want to point out is that I actually want to look at the detailed accounting records. I want full ledger print outs from the accounting system, by nominal code, for the years in question. How do I go about getting that access? Happy to come in if best way.

Sent from my iPhone

On 20 Jan 2017, at 14:34, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Dear Ms Robson



Thank you for your email dated 21 December 2016. I would respond to the points raised in your email as follows:

- 1 Minutes of meetings of the Parish Council (and its Committees) are available for inspection by the public on the Parish Council website - <http://melbournparishcouncil.co.uk/meetings-and-agenda/>. Minutes of meetings prior to 2013 are also available - <http://melbournparishcouncil.co.uk/meetings-and-agenda/archive/>.
- 2 Annual Returns for the Parish Council (Years 2012 – 2016) are now available for inspection on the website – <http://melbournparishcouncil.co.uk/parish-office/annual-return-forms/>.
- 3 With regard to legal documentation entered into by the Council in relation to the Hub:
  - a. Accounts and other documents relating to the Hub Finances are also available on the website under the 'Minutes' tab.
  - b. The Agreement with the Management Group is attached to the Lease Agreement between the Parish Council and the Hub Management Group (as Annexure 1 – Position Paper) - <http://melbournparishcouncil.co.uk/wp-content/uploads/2017/01/Lease-MPC-and-MCHMG-20-December-2013.pdf>.
  - c. MPC approached the developer, who had purchased the old police station site, asking for space within the general site for a library, Parish Office and meeting room. This space was initially offered in what was to have been the ground floor of flats, where the Hub stands now.

The developer agreed but wanted to lease the space to the Parish Council. Advice was taken from Cambridge Acre and CAPALC who both suggested that leasing would be the wrong approach, ownership was the preferred option.

This proposal was put to the developer, that MPC own the whole building and associated land surrounding it. This was agreed and MPC undertook to purchase the completed building.

Because the Parish Council was entirely dependent on the one developer for the design and delivery of the building together with the associated land, at an agreed price, it could not and did not use a tender process and completed the purchase only after all agreed aspects of the construction project were complete.
  - d. A copy of the Lease between Melbourn Parish Council and the MCHMG dated 20 December 2013 is available on the website (see link above). Other documentation of the Management Group may be requested directly from them. I would suggest, in the first instance, you contact Jonathan Berks, Director, Melbourn Community Hub.

Any complaint that you may have about an existing Councillor you will need to follow our Complaints Policy available: <http://melbournparishcouncil.co.uk/wp-content/uploads/2015/11/Document-1.01-Melbourn-Parish-Council-Complaints-Councillors-January-2017.pdf>

Kind regards

Sarah Adam  
Melbourn Parish Clerk

**From:** Parish Clerk  
**Sent:** 05 January 2017 14:20  
**To:** 'Jocelyn Robson'  
**Subject:** RE: Questions for the Council - Part 2

Dear Ms Robson

Thank you for your email.

I will respond as soon as I am able. As you will appreciate the Parish Office was extremely busy towards the end of December and has been closed for the Christmas Break.

Kind regards

Sarah Adam  
Melbourn Parish Clerk

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 21 December 2016 16:54  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

Thanks for this response. I feel this clarifies nicely the position of the Council on these issues.

Please can you confirm when would be a convenient time to come and inspect:

1. all minutes of any committee and/or working party connected to the Village Hub project
2. the Council accounting records for the period commencing just before the Hub Project to the present day
3. Any legal documents entered into by the Council in relation to the Hub e.g. mortgage; full contract including appendices of the agreement with the management group; tender docs etc with builders and project management contractors etc
4. Any other records relating to the Hub since first thought of?

Also, please can you advise to whom one should raise an issue if it is found one any of the existing Councillors has failed to live by the Nolan Principles? For example, if I am of the opinion that the failure to co-opt Irene Bloomfield was a failure to act impartially, fairly and based on merit, then to whom should I liaise?

Jocelyn Robson

Sent from [Outlook](#)

---

**From:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>

**Sent:** 21 December 2016 13:28

**To:** Jocelyn Robson

**Subject:** RE: Questions for the Council - Part 2

Dear Ms Robson

Please find attached a reply from Melbourn Parish Council to your email dated 5<sup>th</sup> December 2016.

Regards

Sarah Adam

Melbourn Parish Clerk



# MELBOURN PARISH COUNCIL

---

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**

Alternatively, please call to arrange an appointment.

---

21<sup>st</sup> December 2016

Ms Robson  


Dear Ms Robson

Thank you for your response to my letter of 29 November 2016.

To answer your points:

1. **Will there be a review of the Hub Project from conception to the present day?** The Council has not considered whether to carry out an investigation into the Hub as an entire project. As I said in my previous letter, the Council's focus is on securing the future of the Hub. If you believe there to be a sound case for carrying out a conception to present day review of the Hub, please present your case to the Council and it will decide whether to set up a Working Party. Bearing in mind the resources needed to carry out such a review, the case will need to be supported by evidence.
2. **Does the Council believe the recent co-option process demonstrated a commitment to encouraging people to stand for Council?** Yes. The Council advertised the vacancies widely and 3 of the four applicants *have* been co-opted.
3. **Does the Council believe that the recent co-option process demonstrated a commitment to being representative of all parts of the community?** Yes. The Council we have now is more diverse than the previous one. For example, we now have Councillors with young children.
4. **Was the completion of the Nolan Principles section of the form mandatory?** When asked to complete an application, it is usual practice for applicants to provide the information requested. The applicant needs to provide sufficient information to those new Councillors who do not know them about their skills and commitment to the Nolan Principles. If applicants do not do so, those making the decision are at liberty to take the omission into consideration.
5. **Confirm that every member of the incumbent council had completed the Nolan principles questionnaire.** All 8 newly-elected Councillors completed the questionnaire at the time they took up office. The 3 remaining Councillors chose not to complete the form.



6. **Will Councillors Hales and Regan be involved as members of the Working Party in aspect of the second phase?** They will not. The information-gathering has been completed as part of Phase 1.
7. **Will Councillors Hales and Regan be treated equally with other Councillors and be 'invited to interview' only during the important second phase?** As I have said previously, Cllrs Hales and Regan will stand down from the Working Party at the end of Phase 1. The WP can invite all current and ex-Cllrs they wish to be interviewed.
8. **How did Roland Potter come to be introduced to MPC and elected Chair?** The PC agreed when the WP was set up that it would have an independent Chair. Several people were approached (via South Cambridgeshire District Council and CAPALC) but declined. Mr Potter works for Edge (supplier of the council's finance system) and is also a Parish Clerk in Hampshire. He became Chair because he has no prior knowledge of Melbourn, people or Councillors in Melbourn or the car park project.

You can hear questions to Mr Potter about his background and the work of the Car Park Working Party on the recording of the meeting of 21 November 2016. I can send this to you if you wish.

The Parish Council cannot "guarantee" Mr Potter's independence. As a Parish Clerk, he is well aware of the 7 Principles of Public Life. He will bring to the Working Party: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Yours sincerely

Sarah Adam  
Melbourn Parish Clerk

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 05 December 2016 18:28  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Thank you!

Sent from my iPhone

On 5 Dec 2016, at 18:09, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:  
Dear Ms Robson  
To confirm your letter in full will be published in the minutes of meeting dated 5<sup>th</sup> December 2016.  
Kind regards  
Sarah

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 05 December 2016 14:35  
**To:** Parish Clerk  
**Subject:** Re: Questions for the Council - Part 2

Hi Sarah

Thanks for this.

Whilst I really appreciate the speed, can I please confirm that inclusion at the last minute in tonight's meeting will not prevent my letter in full being attached to the minutes of tonight's meeting, as I want to make sure it is on public record.

Jocelyn

Sent from [Outlook](#)

---

**From:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>  
**Sent:** 05 December 2016 13:56  
**To:** Jocelyn Robson  
**Subject:** RE: Questions for the Council - Part 2

Dear Ms Robson  
Your letter will be presented to Council this evening  
Kind regards  
Sarah Adam

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 05 December 2016 12:41  
**To:** Parish Clerk  
**Subject:** Questions for the Council - Part 2

Hi Sarah

Thanks for the letter dated 29th November 2016. I have now read and digested the content, and would like to raise the following points to the Full Council, please.

**To be clear, I am requesting clear and direct responses to each and every one of my questions in bold below.**

1. I asked for confirmation that The Hub would be subject to a full investigation by a working party. Perhaps I was not clear enough in my letter, but your response does not actually answer my question.

I want to know if a full investigation will be carried out into The Hub as an entire project, much as the car park project will be, not just the continuing issues being encountered now.

This is extremely important, as the current financial challenges the Council face are in large part down to this one single project and I fear the import of this will be buried.

**So please can I have a yes or no answer to this question - will The Hub project, from conception to present day, be subjected to a full and thorough investigation by a working party?**

2. My second point was this - I do not see how the recent co-option process demonstrated a commitment to encouraging people to stand for Council, nor how it strives to be representative of all parts of the community.

You responded in two ways, but I'm afraid neither addressed my point specifically, so again perhaps I was not specific enough. I rephrase below.

You have told me about the Code Of Conduct Working Party due to present recommendations re future conduct. This does not comment on the recent conduct of which I spoke.

You have also alluded to the lack of Irene Bloomfield's response to the Nolan Principles checklist had some bearing on her not getting co-opted.

I therefore ask for clear answers to the questions below:

**Does the Council believe that the recent co-option process (specifically the failure to co-opt Irene Bloomfield into an uncontested vacant spot) demonstrated a commitment to encouraging people to stand for Council, as all local Councils should strive to do?**

**Does the Council believe that the recent co-option process (specifically the failure to co-opt Irene Bloomfield into an uncontested vacant spot) demonstrated a commitment to being representative of all parts of the community, as all local Councils should strive to be? Especially given that 26% of those who voted in the recent Parish Council elections voted for her [source: SCDC confirmed number of voters in Melbourne: 3672; Turnout: 28.13% i.e. 1,033 people; Number voting for Irene Bloomfield: 270 i.e. 26%]**

**Was the completion of the Nolan Principles section of the application form mandatory? If so, please:**

**a) indicate where on the form or elsewhere in the process it was described as mandatory, such that an applicant might reasonably be aware of the fact that failure to complete it would mean they would not get co-opted? and**

**b) confirm that every single member of the incumbent Council had, at the time of the co-option vote was taken against Irene Bloomfield, completed the same Nolan Principles questionnaire?**

3. I asked about whether or not Councillors involved in the original Car Park project would be taking part in the current working party set up to investigate the said project.

You have confirmed that the decision has been made to allow Councillors Regan and Hales to take part in the first, information gathering phase, but that they would step down when the process moved to investigating whether due process was followed and where liability for the overspend might lie.

First of all, this description of the 2-phase process does not correlate directly to the description in the Terms of Reference for the MPC Car Park Working Party Group.



In these terms, phase 1 is described as being "*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*".

Phase 2 is described as being a "*full Post Project Review to learn lessons for future projects authorised by the Parish Council*", with the review covering all aspects from the requirement to the value for money. This phase will involve information gathering, of course.

**Please can you confirm, therefore, that Councillors Hales and Regan will not be involved as members of the working party in any aspect of the second phase, as described in the working party terms of reference, be that information gathering or not, and will solely be involved in phase one - the urgent review of the contractors final estimated cost of £393,364.09 and to make recommendations to the Parish Council to the way forward?**

**Please also confirm that they will be treated equally to other ex-councillors who sat on the car park working party and "be invited to interview" only during this important second phase?**

**Please also confirm how the independent Chair, Roland Potter, came to be introduced to Melbourn Parish Council and how he came to be elected as the Chair. How is his independence guaranteed?**

Thank you in advance to the Council as a whole for a timely and complete response

Jocelyn Robson

Sent from [Outlook](#)



---

**From:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>

**Sent:** 01 December 2016 08:11

**To:** Jocelyn Robson

**Subject:** RE: Question for the Council

Dear Ms Robson

Please find attached a letter in response to your email dated 25<sup>th</sup> November 2016.

Kind regards

Sarah Adam

Melbourn Parish Clerk

# MELBOURN PARISH COUNCIL

---

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**

Alternatively, please call to arrange an appointment.

---

29<sup>th</sup> November 2016

Ms Robson  


Dear Ms Robson

Thank you for your letter of 25 November 2016 which was presented to Council as you requested. I will address your points in turn:

The current Working Parties are:

- The Car Park
- Code of Conduct
- Tree planting at the New Road Cemeteries.

The Car Park WP is reporting regularly to the Council and its progress is included in the minutes.

## The Hub

Your letter of October 2014 was presented to Council but, as I understand it, Councillors did not see the reply.

The Council discussed the future of the Hub at its meeting on 28 November 2016. The Parish Council had sent a letter to the Hub Management Group (HMG) (APPENDIX A) asking for a business case to support any request for funding from the Council in the next Financial Year. The HMG's response is also (APPENDIX B). In practical terms the Council now has 3 months to make arrangements to transfer responsibility for the day-to-day running of the Hub away from the current Directors.

You will see that some of the concerns expressed in your original letter are reflected in the letter from the Parish Council to the HMG, in particular the apparent lack of marketing. The information you requested (1-6) is in the public domain as regular reports were given to the Parish Council as the Hub was set up, the cost to Melbourn taxpayers is recorded in documents explaining how the Precept is set each year and the HMG give monthly financial reports to the Parish Council. Issues such as the licence fee (referred to colloquially as the 'rent') the Parish are discussed in meetings and minuted (for example on 29 March 2016).

Your questions about the relationship between the Parish Council and HMG are covered in the 'Roles and Responsibilities' document (APPENDIX C). This document forms part of the lease between the Parish Council and the HMG.

The Parish Council will be reviewing whether the existing governance arrangements are fit for purpose as part of its preparation for the resignation of the current HMG. These discussions will take place in open session so please come along and ask questions in the public participation session.

### **Quality Council**

The Code of Conduct Working Party is due to report back to the Council on 12 December. It will be recommending to Council which level of the NALC Award to apply for. I hope you will be able to attend to hear the discussion on how the Council will behave in future.

### **Co-option**

You are absolutely correct that co-option has previously been an informal affair. When I looked how to run the co-option process, I looked at other Councils' procedures. Some aspects of Melbourn's procedures in the past have been incorrect (for example, not asking candidates to complete the declarations of eligibility and non-disqualification as part of the application process. The process to be followed was discussed at 2 Council meetings and agreed in public. You can listen to the recordings of the discussion. The decisions are recorded in the minutes (PC106/16 minute and Appendix G; PC 126/16 minute and Appendix M).

The process recommended by the National Association of Local Councillors involves a consideration of the skills and experience which the candidate brings. I had already asked the new Council to complete a skills audit and this was included in the revised application process. Councillors had also been asked to complete an assessment of how they measured up to the 7 principles of public life (the Nolan Principles). Again this was included in the revised process. Mrs Bloomfield chose not complete the assessment against the Nolan Principles. Councillors will have taken this into account when deciding whether to vote for her.

### **Working Party Memberships and Minutes**

All minutes of the Code of Conduct and Car Park Working Parties will be published. Some from the Car Park WP are already on the website and those of the Code of Conduct WP will be included in the report to be presented on 12 December.

As you will see from previous Parish Council minutes, others have suggested that the Car Park WP should not include Parish Councillors, and this point was most recently addressed by the Independent Chair of the Car Park Working Party at the Council meeting on 21 November. However, the decision has been made that Councillors Hales and Regan will be members of the WP during the information-gathering phase of the work. They will step down once the WP moves on to assessing whether due process was followed and where liability for the overspend might lie. Other ex-Councillors who sat on the Car Park WP (which oversaw the works) will be invited to interview.

I agree that the membership and terms of reference of the Working Parties need to be easy to find on the website. *(I have added them under: Meetings and Agendas/Working Parties and Terms of Reference.)*

Yours sincerely

Sarah Adam  
Melbourn Parish Clerk



## APPENDIX A

1<sup>st</sup> November 2016

Mr Stuart Cook  
Chairman, Hub Management Group  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

Dear Stuart

### Parish Council Representative on the Management Group

At its meeting on 10 October, the council agreed that Kerry Harrington would be its representative on the Hub Management Group (MG). I would be grateful if you would add her to your circulation lists and let her know when the next MG meeting will be.

**To be presented to Melbourn Parish Council on 28<sup>th</sup> November 2016**

**Please provide the information requested below by 23<sup>rd</sup> November.**

Councillors agreed at their meeting on 24 October that they will need information from the Hub Management Group when they consider whether to make a grant to the Hub in the forthcoming Financial Year.

Please include a list of current Directors and how these have changed over the past year.

There will be up to 8 new Councillors on the 28<sup>th</sup> November so I would be grateful if the case that you present contains background information on the Management Group's understanding of:

- The responsibilities of the MG in relation to upkeep of the fabric of the building, fixtures and fittings, and consumables such as tables and chairs and equipment.
- The responsibilities placed on the MG to run the Hub as a community facility.

Please also list any monies (including the rent paid by the PC, and income from the solar panels for example) which come to the Hub from the Parish Council (PC), in addition to any grant).

Having looked back at Council minutes (28 August 2015), there is an outstanding action on the MG to provide the Council with the figure for how much money was 'inappropriately spent' (as it is phrased in the minutes). Please provide the figure.

The PC has now made general grants to the Hub in 3 financial years: £75,000 in 2014/15, £25,000 in FY 2015/6 and £15,000 in FY 2016/17. These grants were made on the basis that the Hub would be expected to become self-sustaining and, at various points in the past 3 years, the PC has been given assurances that this would be the case<sup>1</sup>. I realise that the Hub's accounting year is a different time period to the Council's FY but for Councillors to understand the commitment of public money they will be making, could you give the following information based on FYs:

- A summary of income and expenditure for each quarter from the Hub's opening, with an overall total for each year and a final balance. For the current FY please give an estimate for Qs £3&4 combined *based on performance in this year to date*.

---

<sup>1</sup> For example, in the minutes of 28 August 2015, it is stated "Cllr Crosby confirmed [that] the Hub is trying to cover the running costs and need the commercial side of the business to break even and are not trying to maximise profit."

- A projection for Qs 3&4 if you implement your current plans to increase income. *Please state what those plans are.*
- You noted in the Hub report to the PC dated 10<sup>th</sup> October 2016 that the Hub was not registered as a food outlet. "During last year someone had notified HSE that we no longer served food". What is the significance of this? Has this had an impact on the business? What is HSE's role? Our understanding is that a food business needs to be registered with the environmental health service at your local authority (South Cambs for us) not the HSE.
- How was the £25,000 grant paid to the Hub in FY 2014/15 used?
- How will the £15,000 grant from the PC recently paid to the Hub be used?
- Can you confirm that you have the amount of reserves specified under the rules of the Charity Commission?

### **Business Case for Parish Council Financial Support to Melbourn Hub in FY 2017/18**

If the MG decides it will need further funding from the community, you will need to make a proposal to the PC for a grant for the next financial year to be drawn from the Council's Precept.

Please state the sum you will ask for and provide a detailed business case to support that figure, including:

- Projected Turnover
- Plans to reduce expenditure.
- Plans to grow the business
- A marketing strategy (including details of what sectors of the market the Hub wants to attract) with details about how this is to be implemented, including timescales for actions which can be reported to the PC in the monthly reports.
- Evidence that the community is receiving the service it wants and plans to provide any others for which there is demand
- Future strategy on how evidence will be collected and used to ensure the community Hub is delivering what the community wants.

### **Challenges for 2017/18**

On 31 October the Parish Council will be discussing a planning application from Leech and Son to open a coffee shop on The Cross. Has the Hub MG given any thought to how this might impact on the Hub's business?

You will also be aware that the Parish Council does not have the level of reserves it needs to have so there is no guarantee that the PC will be able to provide financial support. Does the MG have contingency plans if the PC is unable to provide financial support in the next FY?

For your convenience, the questions to be addressed are listed in the Appendix.

**Please provide the Business Case by 23 November.**

Yours sincerely

**Sarah Adam**

Sarah Adam  
Melbourn Parish Clerk

## APPENDIX

### SUMMARY OF QUESTIONS

What is the MCHMG's understanding of its responsibilities in relation to:

- The upkeep of the fabric of the building
- Fixtures and fittings
- Furniture such as tables and chairs
- The library and library equipment
- General maintenance
- Kitchen equipment maintenance
- Inventory of all equipment owned by the PC

What is the MCHMG's understanding of its responsibilities placed on it to run the Hub as a community facility.

Please provide an up to date list of directors for the Hub and also a list of directors for the past 12 months.

Please list all monies that come to the MCHMG including:

- Rent paid for space in the Hub
- PV array payments
- Any grants from the PC
- Any grants from other funders

Double charging of the PC

- What actions have been put in place since March 2016 to rectify the issue
- What reimbursement has been made to the PC
- Why was this not rectified at the time.

"Inappropriately spent monies"

- Please provide the audited figure
- Please provide details on measures to stop such incidents occurring again.

Please provide a summary of income and expenditure

- From the Hub's opening to date with an overall total for each year and a final balance for each.
- For the current FY please estimate Qs 3&4 combined based on performance to date this year.
- Please provide a detailed projection for Qs 3&4 this FY if implementing your current plans.
- Please state those plans.

You noted that the Hub was not registered as a food outlet as "someone had notified the HSE that we no longer served food"

- Please specify how this was discovered
- What was the significance of this
- Has it had an impact on the business
- How has it had an impact on the business.
- Was the environmental Health Dept aware the Hub was operating.

How was the £25,000 grant paid to the Hub in 2015/16 used (please give detailed use of the funding)

How will the £15,000 grant paid to the Hub in 2016/17 be used (please give detailed information on what areas of the business the funding will be used)

Please state how this £15,000 will benefit the community.

Potential requirement in 2017/18 for further funding:

- Please state the sum of grant funding required
- Please provide a detailed business case supporting the application for funding, to include:
  - Projected Turnover
  - Plans to reduce expenditure.
  - Plans to grow the business
  - A marketing strategy (including details of what sectors of the market the Hub wants to attract) with details about how this is to be implemented, including timescales for actions which can be reported to the PC in the monthly reports.
  - Evidence that the community is receiving the service it wants and plans to provide any others for which there is demand
  - Future strategy on how evidence will be collected and used to ensure the community Hub is delivering what the community wants.

What might be the impact of Leech and Son opening a coffee shop?

Does the MG have contingency plans if the PC is unable to provide financial support in the next FY?



## APPENDIX B

22 November 2016

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub,  
30 High Street  
Melbourn  
SG8 6DZ

Dear Sarah,

Thank you for your letter of 1<sup>st</sup> November, requesting information relating to the Hub, to be sent to you by 23 November 2016.

The financial information that you require, has already appeared in the accounts to date, which of course you have. Audited accounts have also been passed to the Charity Commission.

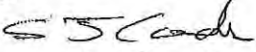
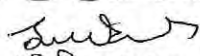
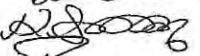


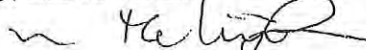
We do not believe that the Hub can become self-sustaining in its present structure. It was not, as we believe, set up to be self-sustaining, but to provide a valuable service for the village.

Other information you have asked for, relating to "inappropriately spent" money is already known to the Parish Council and is, as the Parish Council already knows, very difficult to quantify and itemise accurately. Of course, you also know, that it relates to the activities of a past employee, over a period of time, when there was no close control on spending, as the Hub was without a financial director. Indeed, members of the current Parish Council, were active in the running of the Hub from its opening, until not very long ago and are probably as well placed to provide any information that may be lacking.

Some of us have served on Hub Management for a long time and as we all believe that the Hub cannot be self-financing, we do not feel that we can produce a business plan to meet the requirements of the parish council. Please therefore, accept our resignation from the Hub Management Group.

There is a requirement that a minimum of three Directors are serving at any time and therefore it would be to the interest of all, if you could provide immediately, the names of three possible candidates, so that our resignation can take effect.

Yours sincerely,

Stuart Cook  22/11/16  
Jonathan Berks  22/11/16  
Kimmi Crosby  22/11/16  
Bob Tulloch  22/11/16  
Irene Bloomfield  22/11/16  
George Mellinotis  - 22 Nov 2016

**POSITION PAPER:**

**ROLES AND RESPONSIBILITIES -**

**THE PARISH COUNCIL AND THE COMMUNITY  
HUB MANAGEMENT GROUP**

## 1. Overview:

Planning permission has been granted for the Community Hub, together with a formal commitment from the Parish Council to complete the project and provide the facility. It is now appropriate to define what will be the best ways to organise village resources to assure success.

To date, the work has been divided up successfully into two categories: the specification and procurement of the fabric of the building; and the work involved in defining, setting up and managing the organisational structure needed for its day-to-day and ongoing operation.

The procurement of the building has been the responsibility of the Parish Council Hub Sub Committee. It is anticipated this same body will continue to work towards the completion of the build, culminating in the formal handover of the Community Hub building from Icen/Hundred Houses.

The Parish Council initiated the organisation of a Hub Holding Trust: tasked with the work of setting up and operating the Hub. Subsequently, it has transpired that a company limited by guarantee would be a more appropriate organisation for this work, rather than an unincorporated trust, and so arrangements now need to be made for the creation of that company.

The reasons for choosing a separate management vehicle to run the day-to-day operation of the hub, separating this activity from the parish council, include the following:

- o To clearly place the routine responsibility for, and functions provided by, the community hub within the community it serves, and
- o To take advantage of charitable status, conferring tax and fund-raising opportunities otherwise unavailable to the parish council

The reasons for choosing to operate the management vehicle through a Company Limited by Guarantee, rather than an unincorporated trust, include the following:

- o To shelter the Directors of the company from personal liability when acting in a professional or advisory capacity and free of any deliberate wrongdoing, and
- o To provide a corporate body that will continue regardless of changes in its directors or members

It is important that the company is set up in such a way that the following conditions are assured for the short, medium and long-term security of the Hub facility:

- ❖ That the Hub operates for the benefit of the community in keeping with the present and future wishes of its freehold owner: the Parish Council. This means that the Parish Council needs to be the primary influence, from the outset and into the future, in defining and publishing the strategic purpose and objectives of the Hub.

- ❖ That the planning and implementation of the operational aspects of the Hub are carried out by a company that is optimally organised to perform that work efficiently and flexibly, and in line with modern business practices and appropriate standards and regulations.

For these two conditions to be secured from now into the future, it is important that the underpinning arrangements between the Parish Council and the company are well founded. This document proposes the underlying principles of that arrangement.

It is fundamental that the Parish Council and the management vehicle (hereinafter called the 'Community Hub Management Group' (MG)) must work together in close liaison, with trust and co-operation paramount throughout the processes of procurement of the Hub and its long-term management

## **2. *Mission of the Community Hub Management Group***

The mission of the MG has two components:

- 2.1 To provide a vibrant, open, cost effective and trustworthy operational framework through which the residents of Melbourn can receive the very best services feasible within the scope of the Community Hub facility.
- 2.1 To operate with integrity within the terms of the lease agreed between the company and the Parish Council.

## **3. *Role of the Parish Council (PC)***

- 3.1 To maintain a feasible and sustainable strategic vision for the Hub, including the range of facilities, services and benefits the MG should endeavour to provide (See Appendix 1 -Project Charter)
- 3.2 To procure and carefully maintain the fabric of the building and fundamental fixtures and fittings necessary to enable the strategic vision to be delivered
- 3.3 To support the initiation and on-going existence of a MG configured to set up and operate the Hub efficiently and effectively
- 3.4 To establish in collaboration with the MG: systems, measures and controls that assure the current and future operation of the Hub is in line with the Council's strategic vision.

## **4. *Role of the Community Hub Management Group***

- 4.1 To collaborate with the PC in establishing the systems, measures and controls that underpin the on-going integrity of the PC's strategic vision
- 4.2 To define a business model for the Hub that is feasible, sustainable and reflects the strategic vision set out by the PC
- 4.3 To plan and carry out the work necessary to set up and evolve the running of the Hub along the lines defined in the business model, in



keeping with good business practice and appropriate best standards and regulations

- 4.4 To establish, in line with the plan, the operating systems necessary for the running of the Hub business, including the definition of appropriate policies, processes and procedures, training and safety measures
- 4.5 To define and implement, in line with the plan, a recruitment programme for employed and volunteer staff
- 4.6 To identify and implement any measures necessary to maintain the long term successful operation of the Hub including review and adaption of the business model in terms of current operating experience, changes in the needs of the village residents, changes in regulations, the business environment, etc.
- 4.7 To inform the PC, formally and on a pre-agreed regular basis, on the operation of the Hub, including making observations and recommendations for the on-going validity of the strategic vision
- 4.8 To set up and implement a process of election of the officers of the MG to assure the long-term representation of Melbourn Residents

**5. *The Lease between the Parish Council (PC) and the Community Hub Management Group (MG):***

- 5.1 To be entered into after the freehold interest in the Hub has been acquired by the PC
- 5.2 To govern the relationship between the parties throughout the term of the Lease
- 5.3 To achieve a correct balance between the need for the PC to protect its property and investment and sufficient freedom for the MG to run the Hub activities in a proper and effective way
- 5.4 To prescribe the issues listed in section 6.3 of the Melbourn Community Hub Review Report dated 24th August 2012 (See Appendix 2)

**6. *Structure of the MG & Representation on it:***

- 6.1 It will be a Company Limited by Guarantee
- 6.2 It will be governed by a Memorandum and Articles of Association
- 6.3 It will be registered as a Charity
- 6.4 It will take over the functions of the Holding Trust
- 6.5 The Holding Trust will be formally terminated
- 6.6 It will operate the long-term management of the Hub within the parameters and objectives set out in the Lease, which will underpin the PC's vision for its use
- 6.7 Parish Councillors will be welcome to attend any formal Directors' Meetings. There will be no minimum number of Parish Councillors on the Board of Directors but any Parish Councillor has the same rights as any other eligible member of the Melbourn community to be voted in at an AGM

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 28 November 2016 13:15  
**To:** Parish Clerk  
**Subject:** Re: Question for the Council

Super. Thanks Sarah

Sent from my iPhone

On 28 Nov 2016, at 13:03, Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)> wrote:

Dear Ms Robson  
Thank you for your email.  
This will be placed under correspondence this evening  
Kind regards  
Sarah Adam  
Melbourn Parish Clerk

**From:** Jocelyn Robson [REDACTED]  
**Sent:** 25 November 2016 15:19  
**To:** Parish Clerk  
**Subject:** Question for the Council

A letter for the full Council's consideration, please, at the next full parish council meeting.

Dear MPC

I read in the new Melbourn Magazine that there is a drive for the new Council to act in an "ethical and transparent" way, which is absolutely fantastic!

I for one am waiting with interest for the promised full disclosure of information on areas your working parties are investigating. I do hope that one area being investigated is that of the Hub.

I myself wrote to the Council in October 2014 asking for disclosure regarding the Hub expenditure and management. I intended this letter to go to full Council, as my covering letter advised. I have no idea if it did get on the agenda, but I do know that I was sent a dismissive and unhelpful letter by return making a total of zero disclosures and answers to my questions. I enclose a copy of the original letter for your reference, as I still wait for answers on these points. By the way, if you do have a working party looking into this area, I hereby volunteer to help! Finance is my profession.

So here is my first point - **please can you confirm that The Hub will be subject to a full investigation by a working party in the near future? And please let me know if I can help.**

Returning to the drive for ethics and transparency, I am worried that this does not turn out to be, at best, empty spin and, at worst, an abuse of power. I feel awkward having to use such strong language but I do it with genuine concern.

When it comes to the ethics of a Parish Council, I turn your attention to the definition of a "Quality Council" in the Good Councillors Guide, which all Councils are encouraged to strive towards. In particular, I draw attention to the fact a Quality Council is expected:

- be effectively and properly managed, with members and officers upholding high standards of conduct
- be representative of and actively involve all parts of their community
- encourage people to stand for the council and to vote in local council elections

Here is my second point - **I do not see how the recent co-option process demonstrated a commitment to encouraging people to stand for Council, nor how it strives to be representative of all parts of the community.**

My understanding is that there were 4 vacancies on the Council and 4 candidates standing for co-option. But one candidate, Irene Bloomfield, did not get enough votes to be co-opted, leaving the Council one councillor short!

Now my experience is that co-option is a pretty informal, pleasant affair. I have never, ever heard of someone standing for a vacant, uncontested position and being turned away.

So the Councillors thought that no Councillor was preferable to poor Irene Bloomfield, who has given so many years of selfless service to our village? How does that work?!

I have to say that I found reading about this, quite frankly, inhumane humiliation of one of our villages troopers extremely uncomfortable, and I am ashamed that you did this in my name as a resident of Melbourn. I hope Irene is OK.

My third point is this - **please can you reassure me that the working parties being set up to investigate past issues such as the car park will be 100% independent of anyone involved in the original process? Can you publish who is involved in each working party on the website, please?**

I am concerned that the use of working parties instead of committees actually moves the council further away from transparency rather than towards it, as I assume the minutes of any meetings, if there are any made, will not be made public in the way a committee's minutes would be. And, again, are we to see who is involved?

The issues and amounts of funds being investigated for things such as the car park (and again I throw in the Hub as needing investigation) are, to me, of such a magnitude and importance, that really a fully independent investigation should be carried out, and I would even go so far as to say it should not include any Parish Councillors past OR present, just members of the community with no vested interests, or even a professional firm brought in. I know cash is tight, but a stitch in time saves nine and it is imperative that the work in particular regarding the Code of Conduct and Council functions is done properly to prevent future occurrences.

So in conclusion I want to say this - please, please make sure that the recent changes are genuine and not a PR stunt. Make sure you really do investigate the problems fully and objectively so the fixes can be the right ones. And please do not demonise people who have done so much good for this village when acting in my name.

Jocelyn Robson  
