

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 28th November 2016 in the Lecture Room at Melbourn Village College at 7.15pm.

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

In attendance: The Clerk, District Cllr Barrett and County Cllr S v d Ven and approximately 40 members of the public.

PC189/16 To receive apologies for absence

Cllr Stead for work commitments and Cllr Sherwen for personal reasons. Cllr Travis sent his apologies to arrive late due to personal reasons. Cllr Travis later arrived during the meeting.

The Chair asked County Cllr van de Ven to speak about her report and grant application as she had to leave the meeting early

PC197/16 To receive a report from County Cllr van de Ven (APPENDIX A)

County Cllr van de Ven presented her report to Council and also gave a brief presentation relating to PC196/16(h).

PC190/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Norman non pecuniary interest in PC/196(a) as is a volunteer for MADS. Cllr Norman also stated she had a non-pecuniary interest in PC/196 (b) as Vice Chair Governors, Melbourn Primary School.

Cllr Kilmurray non pecuniary interest in PC/196(a) as is a volunteer for MADS.

Cllr Hales non pecuniary interest in PC/196(a) as is a volunteer for MADS and Cllr Hales also stated he had a non-pecuniary interest in PC/196(k/l/m) as a Governor of Melbourn Village College.

Cllr Cross non pecuniary interest in PC196/b) as is employed by Melbourn Playgroup, which is attached to Melbourn Primary School.

Cllr Shepherd non pecuniary interest in PC196/b) as a Melbourn Playgroup Committee member and the Playgroup is attached to Melbourn Primary School.

Cllr Gatward non pecuniary interest - PC196/c)

Cllr Hart has a non-pecuniary interest as the Chair of 1st Orwell Scouts is her neighbour.

PC191/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

At 7.38pm The Chair Suspended Standing Orders

Mrs Meliniotis raised her concerns about the signage in Rose Lane at the top end near to the High Street and at the speed of traffic. **ACTION THE CLERK.**

At 7.41pm The Chair reinstated Standing Orders

PC192/16 To approve the Minutes of the Parish Council Meeting 14th November 2016

Cllr Gatward stated Melbourn Parish Council is not responsible for TPO's. It is the responsibility of South Cambridgeshire District Council. Greengage rise has been missed off the list.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL IN FAVOUR. THIS WAS CARRIED.

PC193/16 To report back on the minutes of the Parish Council Meeting 14TH November 2016

The Clerk reported as follows:

- PC162/16 - The 50% deposit to Hibbitt & Son has been paid for Kohima Memorial Stone.
- PC163/16 – The Clerk's Contract has now been signed.
- PC165/16 – The Parish Council Office new opening times are now effective and are published on the noticeboard and website.
- PC167/16 – The Feedback Training form for Cllrs is now complete. The Clerk will distribute to Cllrs for completion.
- PC169/16 – Social Media Working Party consists of Assistant Clerk/Cllr Cross and Caroline Baker. They will meet over the next few weeks.
- PC170/16 – MPC Boundary Commission Response is on the agenda this evening.
- PC171/16 – To report how much S106 money is left to Cllr Gatward – work in progress
- PC172/16 – The Clerk has written to Mr Luff.

Melbourn Parish Council wishes to thank SCDC District Cllrs for arranging with SCDC to remove leaves from road gutters.

PC194/16 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 B

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR HALES THAT THE EXPENDITURE AND TRANSFER OF £18,000 FROM BUSINESS NO NOTICE ACCOUNT

TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.

PC195/16 To receive the Financial Report ending October 2016 and Quarterly Budget Report. APPENDIX C

The Clerk presented Income and Expenditure Account and the Quarter 2 Budget Monitoring Report from The Bookkeeper.

The Clerk raised the Bookkeepers comments that at this time The Bookkeeper is not confident in the accuracy of the Edge System and is very dubious about reporting on the figures. Further discussions will need to be had in the New Year about Edge as the system is not user friendly. **ACTION: THE CLERK FUTURE AGENDA**

The Quarter 2 Report is self-explanatory, however the figures mentioned in 4.2 Current cash in hand report is still work in progress. Cllrs to give comments to the Clerk about the format of the report and suggestions for other information to be included.

The new Lease for Littlehands is still ongoing. **ACTION: THE CLERK TO CHASE THE SOLICITOR**

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR CROSS TO ACCEPT THE REPORTS FROM THE BOOKEEPER. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC196/16 To discuss and approve Community Grant Funding: APPENDIX D

The budget allocation for grants was £11659.93 but Melbourn Parish Council received applications for a total of £19000.00. Cllr Regan proposed giving each applicant 59% of the amount applied for as a rule of thumb. This could be adjusted according to comments on the strength of the application.

a) Melbourn Amateur Dramatics Society

Cllr Norman, Cllr Hales and Kilmurray left the room. Cllr Siva Chaired the meeting.

MADS gave a short presentation.

IT WAS PROPOSED BY CLLR HARRINGTON TO GIVE MADS £547.51 AND SECONDED BY CLLR REGAN. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Hales and Cllr Kilmurray returned to the room

b) Melbourn Primary School

Cllr Cross and Cllr Shepherd left the room. Cllr Siva chaired the meeting.

IT WAS PROPOSED BY CLLR KILMURRAY TO GIVE MELBOURN PRIMARY SCHOOL £2360.00 AND SECONDED BY CLLR HALES. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Norman, Cllr Cross and Cllr Shepherd returned to the room.

c) Melbourn Bloomsday Celebration Group

Cllr Gatward left the room.

Mr Pollock gave a short presentation.

The Chair pointed out this is the second grant Melbourn Bloomsday Celebration Group has applied for in this financial year. However, this is due to Melbourn Parish Council changing the dates they review grant applications. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR PORTER ON THIS OCCASION MELBOURN PARISH COUNCIL WOULD ACCEPT TWO APPLICATIONS FROM THE SAME ORGANISATION IN ONE YEAR. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

IT WAS PROPOSED BY CLLR PORTER TO GIVE MELBOURN BLOOMSDAY CELEBRATION GROUP £1000.00 AND SECONDED BY CLLR REGAN. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Gatward returned to the room.

d) Melbourn Short Story Group.

The Chair suggested that rather than give a grant to a particular community group, there should be a general fund for photocopying and room hire. She also noted that The Clerk should not be doing the photocopying herself for any community group. Cllrs felt the practicalities of the scheme need to be worked out before they took a view.

IT WAS PROPOSED BY CLLR GATWARD TO GIVE MELBOURN SHORT STORY GROUP £30.00 AND SECONDED BY CLLR KILMURRAY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Hart left the room.

e) 1ST Orwell Scout Group - Gave a short presentation.

IT WAS PROPOSED BY CLLR HARRINGTON TO GIVE 1ST ORWELL SCOUT GROUP £760.00 AND SECONDED BY CLLR KILMURRAY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Hart returned to the room.

f) Melbourn United Reformed Church

IT WAS PROPOSED BY CLLR HALES TO GIVE MELBOURN UNITED REFORMED CHURCH £1341.97 AND SECONDED BY CLLR HARRINGTON. ALL WERE IN FAVOUR. THIS WAS CARRIED.

g) A Chain of Wild Flowers – gave a short presentation.

IT WAS PROPOSED BY CLLR REGAN TO GIVE A CHAIN OF WILD FLOWERS £500.00 AND SECONDED BY CLLR PORTER. ALL WERE IN FAVOUR. THIS WAS CARRIED.

h) Meldreth, Shepreth & Foxton Rail User Group – gave a short presentation at the beginning of the meeting.

IT WAS PROPOSED BY CLLR HART TO GIVE MELDRETH, SHEPRETH & FOXTON RAIL USER GROUP £700.00 AND SECONDED BY CLLR KILMURRAY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

i) Cambridgeshire Army Cadet Force

The Chair explained that each year Melbourn Parish Council contact Cambridgeshire Army Cadet Force to ask them to unlock the cadet building to turn their water supply on so the annual fun fair that locates itself on the Old Recreation Ground can have access to the water. In June this year the Cadets felt Melbourn Parish Council should give a donation to them for the call out each year.

IT WAS PROPOSED BY CLLR HALES TO GIVE CAMBRIDGESHIRE ARMY CADET FORCE £295.00 AND SECONDED BY CLLR CROSS. ALL EXCEPT 1 WERE IN FAVOUR. THIS WAS CARRIED.

j) The Melbourn District Library – gave a short presentation

IT WAS PROPOSED BY CLLR REGAN TO GIVE THE MELBOURN DISTRICT LIBRARY £350.00 AND SECONDED BY CLLR PORTER. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Hales left the room.

k/l/m Melbourn Village College, Hardship Fund/Enrichment Activities & Transport/Student Support Centre.

Cllrs discussed whether MVC submitting 3 separate applications was counter to the Community Grant Policy. In the future, MVC should submit 1 application and then decide itself how to apportion any grant received.

IT WAS PROPOSED BY CLLR KILMURRAY TO GIVE MELBOURN VILLAGE COLLEGE £3775.45 AND SECONDED BY CLLR CROSS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Hales returned to the room.

n) Cambridgeshire Search and Rescue (CamSAR)

The Parish Council felt CamSAR was not specifically of benefit to the residents of Melbourn therefore **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN THAT NO GRANT WAS GIVEN TO CAMSAR. ALL IN FAVOUR EXCEPT 1 WHO ABSTAINED. THIS WAS CARRIED.**

PC198/16 To receive a report from District Cllrs Barrett and Hales – APPENDIX E

Cllr Barrett presented her District Cllr Report to Council

PC199/16 To agree the Melbourn Parish Council Response to Boundary Commission Consultation – APPENDIX F

The Chair presented Melbourn Parish Council's DRAFT response to the Boundary Commission Consultation.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR REGAN TO ACCEPT THE WORDING IN THE DRAFT RESPONSE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Kilmurray read out Heidi Allen's interview that was held on Monday 28 November 2016 – Radio Cambridgeshire:

I am just listening to Radio Cambridgeshire's "Big Conversation" and the presenter, Paul Stainton, was talking to Heidi Allen about the boundary changes. Whilst stating that she is against losing the three wards - us, Bassingbourn and The Mordens - she also said that MPC had done an "awesome job" in leafletting every house in the village.

"...I've written to all the parish councils. By the way, a big shout out to Melbourn Parish Council who've done an awesome job. Without me saying a word to them, they've leafletted every single house in the village."

Interrupted by Paul Stainton: "Big on Melbourn, big on Melbourn"

Heidi Allen continues: "Yeah, they're just brilliant; they've done an amazing job. I'm so chuffed at them. Thank you Melbourn"

PC200/16 To discuss and approve payment of professional fees with regard to the Car Park

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO APPROVE PROFESSIONAL FEES – 5 HOURS @£160.00 = UP TO £800.00. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC201/6 To review and approve the Hub Vision documentation for Melbourn Community Hub – APPENDIX G

The Chair presented a document detailing a strategy for the future to Councillors and stated this had been proposed to the previous Council but was never adopted. **THE COUNCIL AGREED TO THIS DOCUMENT IN PRINCIPLE AND THAT IT SHOULD BE ADOPTED AT A FUTURE MEETING.**

PC202/16 To discuss and approve emergency funds to support Melbourn Community Hub

The Chair presented a letter from Melbourn Parish Council to Melbourn Community Hub Management Group dated 1st November 2016 **APPENDIX H** and a letter of resignation from Melbourn Community Hub Management Group to Melbourn Parish Council – dated 22nd November 2016. **APPENDIX I**

The Chair of the Hub Management Group (Mr Cook) stated that the Management Group will give 3 months' notice effective from the date of this letter, so new directors can be appointed. Mr Cook did not feel the letter from Parish Council gave the Hub Management Group time to build a business case. Cllr Norman stated if the Hub knew they were not going to be self-sustaining, they should know what they expect Melbourn Parish Council to fund after the third year.

Mr Jonathan Berks talked about the current expenditure of The Hub, The Charity Commission, and lack of marketing expertise on the Hub Management Group.

10.00pm – CLLRS AGREED FOR THE MEETING TO CONTINUE UNTIL 10.30pm.

Cllr Travis stated The Hub is a valued asset in the village, but is struggling due to a lack of resources and at this moment in time there is no clear evidence of what the problems are. The Centre Manager, Siegmar Parton suggested new ideas including longer opening times for the café and offering children's hot teas.

10.10pm STANDING ORDERS WERE SUSPENDED

Dr Alderton – raised the fact that other garden centres trade in the village yet this has not affected the Hub. Having a tea shop at Leeches should not make The Hub fail.

Mrs Meliniotis – felt the Hub is still growing and needs to explore new options. The Hub was set up so it cannot fail, it must succeed.

Mr David Atkins – Melbourn Dynamos, Cllr Norman stated he is her husband. Mr Atkins suggested the rooms need to be as cheap as possible. He stated that he used to be a volunteer for Hub sitting but his services were no longer required and that It is very important to make use of those willing to volunteer.

Mrs Jeannie Seers – Cllr Hales stated Jeannie Seers is his wife. Mrs Seers was a Former Business Improvement Consultant and helped as a volunteer on the two Hub Opening Days. Mrs Seers stated she had shared ideas with former

Marketing Directors but her ideas were not taken further. Mrs Seers presented Marketing Plans to the Hub Management Group in Summer 2014 and February 2015, but her expertise was not taken advantage of.

Hugh Pollock – Stated the relationship between the Hub Management and Parish Council need to move forward.

Mr Berks confirmed the Hub Directors will continue running as normal for the next 3 months and have the money in the account to support this.

Discussions have been had by the Clerk with a solicitor and the Council need to decide whether the Parish Council sets aside a sum of money for changing the governance structure for the future. There is potentially the need for input from 3 legal specialists and advice from NALC/CAPALC will also be sought to supplement it. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SILVA TO APPOINT BIRKETTS AND UP TO THE VALUE OF £5000.00. THIS WAS APPROVED BY ALL APART FROM CLLR GATWARD WHO WAS AGAINST. THIS WAS CARRIED.**

10.15pm Standing Orders were reinstated.

PC203/16 Correspondence:

a) Any other correspondence at time of meeting

Email from Jocelyn Robson **APPENDIX J** – The Chair presented this to Council and stated the Council would respond. **APPENDIX K**

PC204/16 To accept notices and matters for future agendas

a) Suggestions from Councillors

- Cutting the Hedge on Cambridge Road

At 10.18pm Standing Orders were suspended.

b) Suggestions from Members of the Public

- Mrs Meliniotis congratulated the Parish Council on the recent Boundary Consultation through resident's doors.
- Mr Siegmund Parton, Centre Manager of Melbourn Community Hub stated that if there were any persons wanting to volunteer at The Hub or if anyone knew of someone that may be interested then please make contact with him/The Hub

At 10.20pm The Chair reinstated Standing Orders.

At 10.21pm The Chair closed the meeting

APPENDIX A

Melbourn Parish Council, County Councillor Report, November 2016

Mayor of Cambridgeshire and Peterborough: The County Council voted (not unanimously) on November 22 for a new Cambridgeshire and Peterborough 'Combined Authority', to be overseen by an elected paid mayor with accompanying new bureaucracy and decision-making taken upward away from councils. This is a new layer of government. The mayor will be elected in May 2017.

Community Health Centre: Last week I visited the Community Health Centre in Orchard Road. I was alarmed to learn that, in light of the centre's recent planning application having been refused, there is no clarity as to where this service will be able to relocate. I have arranged to meet Cambridge Community Services NHS Trust to discuss options.

Highways faults - Cracks, bollards, line painting: I've reported a number of road faults where an old road repair or utility work patch has developed ruts along the seams. County Highways has a budget specifically for 'crack sealing', however this has run out and no more repairs can take place until the new financial year starting in April. Once again I should encourage anyone who is concerned about a fault on the highway to report it on-line. If you forget the link, just google Cambridgeshire Report a Fault and it takes you straight in. I have reported the broken bollard in front of Leech's, and also made a request for refreshing of line painting at the New Road/A505 junction, and at Flint Cross.

26 Bus: I've asked Stagecoach why they have reduced the frequency of the 26 bus to once every two hours, commencing January 3rd. The expected answer was that there has been a reduction in ridership. However, this was not a sharp reduction; the service has long been marginal so it has just tipped over the threshold. In addition to the concern for bus users having access to a less frequent service, there is the problem of the commercial strength of a weakened service.

Speed limit Cambridge Road: Now that the pedestrian cycle path is being created along Cambridge Road, I wonder if the parish council would like to consider the possibility of revisiting the speed limit along the road connecting Melbourn and Shepreth. It is easier now than it was a few years ago for parishes to lead on speed limit reductions outside village envelopes. I'm happy to help.

Drainage Action Group: I would like to assemble this group in the new year, starting with a drainage tour of the village with Highways officers, followed by a public information evening. The purpose of the group would be to get the community and Highways working together. Where this kind of group has worked well elsewhere, it is formed as a parish council working party with the involvement of County and District Councillors, plus residents who are prepared to help.

Community Rail Partnership: Transport interchange facilities, Meldreth Station: I have requested financial support from City Deal toward 'Station Travel Planning' – an exercise aimed at understanding travel needs of passengers connecting to particular stations, and a necessary step to accessing infrastructure funding. The City Deal has agreed to part-fund this. We have also received a pledge of support from the Association of Community Rail Partnerships, so are cobbling together sources of match funding.

APPENDIX B

Melbourn Parish Council

Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1242	BACS1611 30AC	£28.47	£0.00	£28.47 14/11/16	Anita Cook - 2.5 hours community garden 12/11/16 and 19/11/16 & Plants	£28.47
		£28.47	£0.00	£28.47	Anita Cook - Total	
1220	BACS1611 30BA	£180.00	£0.00	£180.00 02/11/16	Beactive Melbourn Ltd - Pavillion Room hire 4/11/18 and 25 November 16	£180.00
		£180.00	£0.00	£180.00	Beactive Melbourn Ltd - Total	
1277DC161123BL		£125.00	£0.00	£125.00 23/11/16	Bennett Locksmiths - Change lock for small mtg room Hub	£125.00
		£125.00	£0.00	£125.00	Bennett Locksmiths - Total	
1280	BACS1611 30BS	£364.20	£0.00	£364.20 23/11/16	Bridget Smith - Project Development & Fundraising support + travel exp	£364.20
		£364.20	£0.00	£364.20	Bridget Smith - Total	
1240	BACS1611 30BT	£47.40	£7.90	£39.50 07/11/16	British Telecom - Monthly broadband workshop	£47.40
		£47.40	£7.90	£47.40	British Telecom - Total	
1212	BACS1611 30CAPS	£10.00	£0.00	£10.00 09/11/16	CAPS - Deduction of wages November	£10.00
		£10.00	£0.00	£10.00	CAPS - Total	
1287:	BACS1611	£226.32 £226.32	£0.00	£223.32	Canalbs Ltd Mid Yr Internal Audit	
1234	BACS1611 30EITS	£76.80	£12.80	£64.00 24/10/16	Edge IT Systems - Finance support one hour	£76.80
		£76.80	£12.80	£76.80	Edge IT Systems - Total	
1266	BACS1611 30EMS	£386.88	£64.48	£322.40 23/11/16	Enrol My Staff - Auto enrolment seminar 22/11/16	£386.88
		£386.88	£64.48	£386.88	Enrol My Staff - Total	
1229	BACS1611 30ESPO	£52.68	£8.78	£43.90 21/10/16	ESPO - Nameplace Card holders - await credit as product returned	
1267	BACS1611 30ESPO	£93.60	£15.60	£78.00 04/11/16	ESPO - Fridge for Parish Office	

Melbourn Parish Council

Expenditure transactions - approval list

year 01/04/16

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1268	BACS1611 30ESPO	£51.32	£8.55	£42.77	04/11/16	ESPO - Kettle/mugs/spoons	
1269	BACS1611 30ESPO	£31.96	£5.33	£26.63	04/11/16	ESPO - Hand soap and Soap dispenser for Pavilion	£229.56
1286	CREDIT	-£52.68	-£8.78	-£43.90	04/11/16	ESPO - Nameplace Card holders - CREDIT	-£52.68
		£176.88	£29.48	£176.88		ESPO - Total	
1217	BACS1611 30GL	£42.00	£7.00	£35.00	03/11/16	Glassblade Ltd - 1 hour MP3 training and testing	£42.00
		£42.00	£7.00	£42.00		Glassblade Ltd - Total	
1226	BACS1611 30GE	£2,426.40	£404.40	£2,022.00	31/10/16	Groundwork East - Youth Club Provision Dates to be confirmed	£2,426.40
		£2,426.40	£404.40	£2,426.40		Groundwork East - Total	
1231	BACS1611 30H&CGM	£126.00	£21.00	£105.00	27/10/16	Herts And Cambs Ground Maintenance Limited - Mark Pitches October 16	
1232	BACS1611 30H&CGM	£156.00	£26.00	£130.00	27/10/16	Herts And Cambs Ground Maintenance Limited - Cut old & new rec grounds	
1270	BACS1611 30H&CGM	£256.01	£42.67	£213.34	23/11/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for five areas of the village Nov 16	
1271	BACS1611 30H&CGM	£1,400.40	£233.40	£1,167.00	23/10/16	Herts And Cambs Ground Maintenance Limited - Monthly Cemeteries Maintenance	
1272	BACS1611 30H&CGM	£288.00	£48.00	£240.00	23/11/16	Herts And Cambs Ground Maintenance Limited - Slit new rec & old rec month of October	
1273	BACS1611 30H&CGM	£48.00	£8.00	£40.00	23/11/16	Herts And Cambs Ground Maintenance Limited - Mark Old Rec	
1274	BACS1611 30H&CGM	£252.00	£42.00	£210.00	23/11/16	Herts And Cambs Ground Maintenance Limited - Mark of new rec and old rec x 2 November	
1275	BACS1611 30H&CGM	£78.00	£13.00	£65.00	23/11/16	Herts And Cambs Ground Maintenance Limited - Overmark new rec	

Melbourn Parish Council

Expenditure transactions - approval list

year 01/04/16

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1276	BACS1611 30H&CGM	£132.00	£22.00	£110.00	24/11/16	Herts And Cambs Ground Maintenance Limited - cutting millennium corpse and jubilee orchard	£2,736.41
		£2,736.41	£456.07	£2,736.41		Herts And Cambs Ground Maintenance Limited - Total	
1281	BACS1611 30HMRC	£7539.34	£0.00	£7539.34	25/11/16	HM Revenue & Customs - Tax and NI November 2016	£7539.34
		£7539.34	£0.00	£7539.34		HM Revenue & Customs - Total	
1197	DD161028H SBC	£5.50	£0.00	£5.50	06/10/16	HSBC - Bank charges	£5.50
		£5.50	£0.00	£5.50		HSBC - Total	
1214	BACS1611 30IB	£69.95	£11.66	£58.29	02/11/16	IdentiBadge - Name place holders for Parish Meetings	£69.95
		£69.95	£11.66	£69.95		IdentiBadge - Total	
1265	P388	£5.00	£0.00	£5.00	23/11/16	K. Rudge - Petrol for Mower	£5.00
1230	BACS1611 30MVC	£244.80	£40.80	£204.00	26/10/16	Melbourn Village College - Room Hire for 10th and 24th October	£244.80
		£244.80	£40.80	£244.80		Melbourn Village College - Total	
1278	BACS1611 30MC	£680.00	£0.00	£680.00	24/11/16	Michelle Cooper - Bookkeeping Services November 2016 - 34 hours	£680.00
		£680.00	£0.00	£680.00		Michelle Cooper - Total	
1241	BACS1611 30MS	£17.00	£0.00	£17.00	12/11/16	Mike Swann - Wreath for Remembrance Parade	£17.00
		£17.00	£0.00	£17.00		Mike Swann - Total	
1279	Cheque 102362	-£120.00	-£20.00	-£100.00	25/11/16	MKA Ecology - Refund of duplicated payment	-£120.00
		-£120.00	-£20.00	-£120.00		MKA Ecology - Total	

Melbourn Parish Council

Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1253	BACS1611 30RB	£183.00	£0.00	£183.00 12/11/16	Richard Burns - Electrical services to kitchen & toilet	£183.00
		£183.00	£0.00	£183.00	Richard Burns - Total	
1252	BACS1611 30RUKLTD	£548.78	£91.46	£457.32 09/11/16	Ricoh UK Limited - Photocopier rental Nov - Jan 17 & copying Aug to Oct 16	£548.78
		£548.78	£91.46	£548.78	Ricoh UK Limited - Total	
1233	BACS1611 30SC	£71.82	£11.97	£59.85 24/10/16	Stationery Cupboard - Copier paper	
1259	BACS1611 30SC	£90.90	£15.15	£75.75 14/11/16	Stationery Cupboard - Paper and arch lever files	£162.72
		£162.72	£27.12	£162.72	Stationery Cupboard - Total	
1215	BACS1611 30TS	£590.79	£0.00	£590.79 29/09/16	Tim Stebbings - Litter picker 18/7/16 - 30/9/16	
1263	BACS1611 30TS	£507.83	£0.00	£507.83 21/11/16	Tim Stebbings - Litter picking 03/0/16-18/11/16	£1,098.62
		£1,098.62	£0.00	£1,098.62	Tim Stebbings - Total	
1261	BACS1611 30UL	£78.00	£13.00	£65.00 22/11/16	Unlimited Logos - window etched glass for Parish Office	£78.00
		£78.00	£13.00	£78.00	Unlimited Logos - Total	
Total		£17,339.47	£1,146.17	£15,966.98		

List of Cash Transactions

November 2016

Company	Date	Gross	Reason
E.On	01.11.16	33.40	Electricity for new workshop
E.On	29.10.16	8.79	Electricity for Orchard Road cemetery
E.On	28.10.16	8.44	Electricity for old recreation ground
E.On	28.10.16	8.44	Electricity for Sports and Social Club
E.On	06.11.16	72.58	Electricity for Pavillion
Shred Station	02.11.16	60.00	2 x 40 ltr nylon bag of shredding
Wesh UK	01.11.16	32.40	Melbourn PC and Melbourn Hub website
Interserve	04.11.16	30,648.89	Interim payment for car park refurb
English Blinds	16.11.16	26.59	Roller blind for parish office
Hibbitt & Sons	16.11.16	2255.77	Portland stone memorial
Wrights Mower Centre	03.11.16	12.00	Oil for mower
Melbourn Garage	03.11.16	5.00	Petrol for mower
Melbourn Garage	31.10.16	10.00	Petrol for mower
Post Office	02.11.16	1.74	1st class recorded delivery
Co-Op	03.11.16	10.97	Refreshments for meeting
Keith Rudge	09.11.16	16.98	Door hooks for pavillion
Melbourn Garage	21.10.16	21.60	Repair puncture
United Reformed Church	03.11.16	49.50	Room hire for parish meeting
Flint Cross	31.10.16	14.99	Diesel for van
Phillimore Garden Centre	14.11.16	6.40	Turf for cemetery
Post Office	17.11.16	55.00	100 x 2nd class stamps
Co-Op	11.11.16	2.68	Refreshments for meeting
Melbourn Stores	21.11.16	3.71	Biscuits, milk and Blue-Tak for office
Melbourn Garage	23.11.16	<u>5.00</u>	Petrol for mower
Total		33,370.97	

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

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.

Quarter 2 Budget Monitoring Report to the Parish Council

1. Summary

- 1.1 This report presents the budget position for Q2 of the current fiscal year as at 23rd November 2016.
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 a PWLB loan, should the Council decide that this is feasible and affordable.
 - 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.

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 Interserve invoices to date, current payments made and original pricing structure.
- 4.2 Current cash in hand report.
- 4.3 Income and Expenditure account
- 4.4 Utilities
- 4.5 VAT

4.1 Invoices received

19/10/2015	20,583.18net	4,116.64vat	24,699.82gross	Paid
26/10/2015	37,583.18net	7,504.36vat	45,026.16gross	Paid
30/11/2015	74,023.51net	14,804.70vat	88,828.21gross	Paid
05/01/2016	86,856.48net	17,371.30vat	104,227.78gross	Paid
19/01/2016	8,131.50net	1,626.30vat	9,757.80gross	Paid
24/03/2016	16,666.67net	3,333.33vat	20,000.00gross	Paid
24/03/2016	18,937.92net	3,787.59vat	22,725.51gross	Paid
04/11/2016	25,540.74net	5,108.15vat	30,648.89gross	Paid
Total	288,261.80		345,914.17	

Original contract sum total: **£257,733.99net.**

4.2 Current cash in hand report

Current Account	£3,722.85
Business Account	£165,874.68
Martins Charity	£21.58
MAYD	£11,943.23
Melbourn Community Hub	£15,008.79
Petty Cash	£87.90
S.106	£24,452.88
Sinking Fund	£9,923.00
TOTAL CASH	£230,947.01
TOTAL AVAILABLE FUNDS	£230,947.01
PWLB – Hub	-£613,666.90
PWLB – Car Park	-£192,529.03
TOTAL LIABILITIES	-£806,195.93

4.3 I&E account statement attached

4.4 Utilities

The parish council are now due to renew contracts with the energy supplier. We are currently with e.On, paying approximately £130.00 per month. I recommend that the parish council continue with this supplier for the next 12 months or until the council and the Hub are in a more stable position.

4.5 VAT

The last VAT return was completed on 31st July 2016. The next VAT return will be reclaimed on 31st December 2016 which will cover the period 01st August 2016 to 31st December 2016. I anticipate that the return will be in the region of £8,000.00. There are currently a few erroneous VAT transactions to the value of approximately £300.00 which I am in the process of correcting in the next return. This will have no impact on the council from a legal perspective.

Income and Expenditure Account

31/03/16 £		31/03/17 £
	INCOME	
1,594.69	Agency Services reimbursements	1,894.69
1,842.75	Allotment Rents	643.00
1.87	Bank Interest	5.30
0.00	Bike Bank	0.00
5,640.00	Burial Fees	2,627.77
0.00	Car Park	0.00
0.00	Club Rents	0.00
0.00	Community Benefit	528.37
0.00	Community Building	38,021.43
0.00	Donations	0.00
190.00	Hire of Recreation	150.00
0.00	History Group	0.00
0.00	Insurance Claims	0.00
277.88	Interest (Bank)	59.48
13,860.00	Little Hands Nursery School	8,085.00
0.00	Match Fees	0.00
1,100.00	MAYD PC Funding	450.00
2,983.20	MAYD	300.00
0.00	Melbourn Futures Committee	0.00
0.00	Melbourn Magazine	0.00
30.00	Melbourn Steering Group	0.00
0.00	Millennium Copse	0.00
199,930.00	Miscellaneous Income	382.88
0.00	Petty Cash	0.00
40.27	Photocopying	11.70
190,210.90	Precept	195,917.24
0.00	Public Open Spaces (S106)	0.00
0.00	Recycling Credits	0.00
1,898.12	Re-imbursements	721.58
0.00	Rent from hire of pavilion	0.00
65,809.38	S.106	7,573.02
0.00	Sale of Assets	0.00
0.00	Youth Committee	0.00
0.00	Youth Council	0.00
485,409.06	INCOME TOTAL	257,371.46
	EXPENDITURE	
3,520.00	Agency Services	3,660.00
6,612.01	Allotments	313.19
0.00	Bike Bank	0.00
0.00	Capital Schemes	0.00
292,394.02	Car Park	31,409.49
24,831.77	Cemetery	11,167.08
11,050.38	Community Benefit	26,381.50

Income and Expenditure Account

31/03/16 £	EXPENDITURE	31/03/17 £
21,841.91	Conservation	7,048.77
11,577.24	Donations	1,625.05
30,568.62	Expenditure	17,151.77
114,915.25	General Administration	94,599.86
6,868.02	Highways	1,104.00
0.00	History Committee	0.00
0.00	Interest on Long Term Debts	0.00
9,817.00	MAYD PC Funding	8,191.95
190.00	Melbourn Area Youth Development	1,287.00
238.00	Melbourn Futures Committee	7,400.00
0.00	Melbourn Magazine	0.00
0.00	Nursery School	0.00
988.09	Parish Plan	960.59
617.44	Petty Cash Expenditure	454.65
34,800.34	Playing Fields	9,195.27
0.00	Provision for Doubtful Debts	0.00
39,596.99	Public Works Loan Board	39,596.99
202.00	S. 137 Payments	125.00
0.00	Sports Pavilion	0.00
1,131.60	Street Lighting	0.00
0.00	War Memorial	0.00
0.00	Youth Committee	0.00
0.00	Youth Council	0.00
<hr/> 611,760.68	EXPENDITURE TOTAL	<hr/> 261,672.16
-290,701.32	Balance as at 01/04/16	-66,444.77
<hr/> 485,409.06	Add Total Income	<hr/> 257,371.46
194,707.74		190,926.69
611,760.68	Deduct Total Expenditure	261,672.16
<hr/> 0.00	Stock Adjustment	<hr/> 0.00
350,608.17	Transfer to/ from reserves	0.00
<hr/> -66,444.77	Balance as at 31/03/17	<hr/> -70,745.47

Income and Expenditure Trial Balance

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME
Agency Services reimbursements	£1,894.69	£0.00	£0.00	£0.00	£0.00	£1,894.69
Allotment Rents	£201.00	£442.00	£0.00	£0.00	£0.00	£643.00
Bank Interest	£5.30	£0.00	£0.00	£0.00	£0.00	£5.30
Bike Bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Burial Fees	£2,627.77	£75.00	£0.00	£75.00	£0.00	£2,627.77
Car Park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Club Rents	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Benefit	£528.37	£0.00	£0.00	£0.00	£0.00	£528.37
Community Building	£38,021.43	£0.00	£0.00	£0.00	£0.00	£38,021.43
Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hire of Recreation	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00
History Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance Claims	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest (Bank)	£59.48	£0.00	£0.00	£0.00	£0.00	£59.48
Little Hands Nursery School	£8,085.00	£0.00	£0.00	£0.00	£0.00	£8,085.00
Match Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MAYD PC Funding	£450.00	£0.00	£0.00	£0.00	£0.00	£450.00
MAYD	£2,983.20	£0.00	£0.00	£2,683.20	£0.00	£300.00
Melbourn Futures Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Melbourn Magazine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Melbourn Steering Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Millennium Copse	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Miscellaneous Income	£382.88	£0.00	£0.00	£0.00	£0.00	£382.88
Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Photocopying	£11.70	£0.00	£0.00	£0.00	£0.00	£11.70
Precept	£195,917.24	£0.00	£0.00	£0.00	£0.00	£195,917.24
Public Open Spaces (S106)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recycling Credits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Re-imbursements	£721.58	£0.00	£0.00	£0.00	£0.00	£721.58
Rent from hire of pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
S.106	£7,573.02	£0.00	£0.00	£0.00	£0.00	£7,573.02
Sale of Assets	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Youth Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
INCOME TOTAL	£259,612.66	£517.00	£0.00	£2,758.20	£0.00	£257,371.46
EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE
Agency Services	£3,660.00	£0.00	£0.00	£0.00	£0.00	£3,660.00
Allotments	£313.19	£0.00	£0.00	£0.00	£0.00	£313.19
Bike Bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Schemes	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Car Park	£68,457.37	£39.50	£0.00	£37,087.38	£0.00	£31,409.49
Cemetery	£11,508.45	£1,067.00	£0.00	£1,408.37	£0.00	£11,167.08
Community Benefit	£15,381.50	£11,000.00	£0.00	£0.00	£0.00	£26,381.50

Income and Expenditure Trial Balance

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE
Conservation	£6,940.30	£351.81	£0.00	£243.34	£0.00	£7,048.77
Donations	£4,767.95	£0.00	£0.00	£3,142.90	£0.00	£1,625.05
Expenditure	£16,968.77	£185.70	£0.00	£2.70	£0.00	£17,151.77
General Administration	£76,708.52	£16,397.86	£0.00	£2,305.73	£3,799.21	£94,599.86
Highways	-£3,090.39	£0.00	£0.00	-£4,194.39	£0.00	£1,104.00
History Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest on Long Term Debts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MAYD PC Funding	£6,214.95	£2,202.00	£0.00	£225.00	£0.00	£8,191.95
Melbourn Area Youth Development	£1,287.00	£0.00	£0.00	£0.00	£0.00	£1,287.00
Melbourn Futures Committee	£7,451.00	£0.00	£0.00	£51.00	£0.00	£7,400.00
Melbourn Magazine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Nursery School	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Parish Plan	£955.09	£5.50	£0.00	£0.00	£0.00	£960.59
Petty Cash Expenditure	£449.65	£5.00	£0.00	£0.00	£0.00	£454.65
Playing Fields	£8,502.01	£816.63	£0.00	£123.37	£0.00	£9,195.27
Provision for Doubtful Debts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Public Works Loan Board	£39,596.99	£0.00	£0.00	£0.00	£0.00	£39,596.99
S. 137 Payments	£0.00	£125.00	£0.00	£0.00	£0.00	£125.00
Sports Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Street Lighting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Youth Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Youth Council	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
EXPENDITURE TOTAL	£266,072.35	£32,196.00	£0.00	£40,395.40	£3,799.21	£261,672.16

APPENDIX D

MELBOURN PARISH COUNCIL Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

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


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

1.	Name of Organisation	Melbourn Amateur Dramatics Society (MADS)
2.	Name, Address, and Status of Contact	Mrs Donna Sleight Founder & Producer 3 Cedar Close Melbourn Herts SG8 6BL
3.	Telephone Number of Contact	01763 232622
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£927.99
6.	For what purpose of project is the grant requested.	To purchase sound equipment and microphones which will enhance the audience experience. We wish to purchase 2 sets of the Sennheiser wireless lavalier microphone systems and the graphic equaliser which is needed to regulate the sound levels and prevent feedback.
7.	What will be the total cost of the above project?	£1492.99
8.	If the total cost of the project is more than the grant, how will the residue be financed?	An application has been made

Melbourn Parish Council Community Grant Policy -March 2016

		to Melbourn Fete Committee. Any additional costs such as delivery fees will be funded from existing bank balance.
9.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	<p>Yes</p> <p>We have applied to Melbourn Fete Committee for £550 to purchase one set of Sennheiser EW 112 G3 GB Wireless Lavalier Microphone System as we would like to have 3 sets in total and also to purchase the mixing desk which is needed to connect this system to the speakers.</p>
10.	Who will benefit from the project?	<p>Each year MADS put on two performances one in the spring and the other during the festive period. In the last 12 months ticket sales exceeded 500. the audiences who attend our shows are people from the local community and nearby villages made up of families with young children, and the elderly and we also accommodate several young people who attend our shows from Orchard Manor School. Having improved technical equipment will enhance their experience for each of our performances.</p>
11.	Approximately how many of those who will benefit are parishioners?	<p>It is difficult to say exactly how many parishioners are amongst our ticket buyers but we would expect over 50%.</p>

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

Signed...  Date 05/10/16.

MELBOURN PARISH COUNCIL

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

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

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

1.	Name of Organisation	Melbourn Primary School
2.	Name, Address, and Status of Contact	Mortlock Street Melbourn Nr Royston Herts SG8 6HL
3.	Telephone Number of Contact	Natalie Mulvey 01763 223457
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£4,000
6.	For what purpose of project is the grant requested.	<p>To purchase a yurt to support our Forest School provision and outdoor activities of local children's groups.</p> <p>We have developed part of the school grounds for the teaching of Forest School. The children learn about the outdoor environment as well as applying skills they have learnt in the classroom. The huge benefit of Forest School is the opportunity that it gives for developing children's natural curiosity in the world around them, their self confidence, social skills and learning skills.</p> <p>We have observed that children are more ready to access their academic learning after learning the skills of listening and collaborating outside.</p> <p>Every Foundation and Year 1 & 2 child has a Forest School lesson every week. During the winter months, the inclement weather can prove challenging for teaching and learning outdoors. The addition of a yurt will provide warmth and shelter during the winter and allow this important part of our curriculum to continue.</p>
7.	What will be the total cost of the above project?	£16,143 £14,143 for the initial cost of the unit and

Melbourn Parish Council Community Grant Policy – October 2016

		installation. £2000 for a covered porch, welly store, rugs & cushions.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We will ask the PTFA to help meet any short fall.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	We have already received funding from: Tesco Bags for Help, £10,000 Melbourn Fete committee £1,000 Trigg Trust £500.
10.	Who will benefit from the project?	All the children from the school, pre-school and local scout group. We are investigating other avenues to open this to all children in the village and possibly another local pre-school provision.
11.	Approximately how many of those who will benefit are parishioners?	Between 95-100%

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

Signed..........Date.....17/11/16.

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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

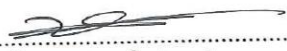
If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Bloomday Celebration Group
2.	Name, Address, and Status of Contact	Hugh Pollock The Maples 52 Orchard Road Co-ordinator Melbourn SG8 6BB
3.	Telephone Number of Contact	01763 260253
4.	Is the organisation a Registered Charity?	Yes /No We are a free and not-for-profit group. We seek to raise publicity and funds for Woburn ASD (Reg. Charity No: 288701) and to promote: reading; fun and entertainment; culture for all in Melbourn; and civilised values everywhere.
5.	Amount of grant requested	That the June 2017 Festival Grant be maintained at the June 2016 level. 2016: Grant of £500 delivered 3 full days of Events (AM; PM; & Even) 2015: Grant of £500 delivered 1 full day of Events (AM; PM; & Even)
6.	For what purpose of project is the grant requested.	Organising and holding the June 2017 Melbourn Bloomday Festival: - Spread over 3-5 days - Now an Annual Event in the Melbourn Calendar.
7.	What will be the total cost of the above project?	£ The Grant allocated determines the nature and extent of the Festival. A prudent amount (waived fees due etc) has been retained to help our Group's decision-making for next year if funding is cancelled.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	See 7 Above. If required by Volunteer contribution.

Melbourn Parish Council Community Grant Application form - October 2016

9.	Have you applied for grant for the same project to another organisation? No but assistance will be requested as before: e.g. Melbourn Co-op - personnel and goods; PPL Group - printing costs up to £500 approx. These requests are awaiting the funding application decision of the Parish Council.	
10.	Who will benefit from the project? Melbourn Residents. Wider Melbourn Community, namely, many institutions and groups e.g. Parish Council; Community Club; Village College; Churches; individuals and groups who participate; also Watershed. A positive message of Melbourn benefits all: both Business and Residents.	
11.	Approximately how many of those who will benefit are parishioners? Most if not all. They also benefit from co-operation between Group volunteers, sponsors and supporters throughout the year.	

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

Signed..........Date.....15 November 2016.....
 (Hugh Pollock)

MELBOURN PARISH COUNCIL

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

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

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

1.	Name of Organisation Melbourn Short Story Reading Group	
2.	Name, Address, and Status of Contact Britta Heinemeyer, group co-ordinator 7 Orchard Gate SG8 6BS	
3.	Telephone Number of Contact 07476231138	
4.	Is the organisation a Registered Charity?	Yes/No no
5.	Amount of grant requested	£ 8-10.00 x 13 copies 2000
6.	For what purpose of project is the grant requested. copies of the reading material	
7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant, how will the residue be financed?	/

Melbourn Parish Council Community Grant Policy – October 2016

9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	no
10.	Who will benefit from the project?	Melbourn residents open to everyone approx. 10
11.	Approximately how many of those who will benefit are parishioners?	~ 80%

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

Signed.....*P. Hetherington*.....Date *08.11.16*.....

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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

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

1.	Name of Organisation	1st Orwell Scout Group
2.	Name, Address, and Status of Contact	John Goodricke 81 High Street, Melbourn, ROYSTON SG8 6AA Group Chairman
3.	Telephone Number of Contact	07703 459165
4.	Is the organisation a Registered Charity?	Yes /No Excepted, HMRC Charities reference: EW36251
5.	Amount of grant requested	£1,147.00
6.	For what purpose of project is the grant requested.	To replace worn-out camping equipment. Also to purchase a shed to store Scouting equipment at Melbourn Primary School.
7.	What will be the total cost of the above project?	£2,294.00
8.	If the total cost of the project is more than the grant, how will the residue be financed?	The residual cost is to be funded from membership

Melbourn Parish Council Community Grant Application form – October 2016

		subscriptions and fund-raising events.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No.
10.	Who will benefit from the project?	The Scout Group (boys and girls in the Beaver Scouts, Cub Scouts and Scouts aged 6 to 14 years of age) from Melbourn and the surrounding villages.
11.	Approximately how many of those who will benefit are parishioners?	The Scout Group currently has 67 members, approximately 50% are from Melbourn. The Group is in the process of moving its meeting location to Melbourn.

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

Signed.....



Date 14 November 2016

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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

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

1.	Name of Organisation	Melbourn United Reformed Church
2.	Name, Address, and Status of Contact	Rosaline Van de Weyer Hon. Secretary Church Elder Melbourn United Reformed Church
3.	Telephone Number of Contact	07801550494 01223 870869
4.	Is the organisation a Registered Charity?	Yes Registered Charity Number: 1133373 (This is the URC charity number)
5.	Amount of grant requested	£2,274.53
6.	For what purpose of project is the grant requested.	To replace our community church hall tables as they are very worn and cannot sustain further repairs.
7.	What will be the total cost of the above project?	£2,274.53
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Fund raising via Melbourn URC
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Who will benefit from the project?	All who use the Church hall. Here is a list of the current weekly groups:

Melbourn Parish Council Community Grant Policy – March 2016

		<p><u>Community Groups</u></p> <ul style="list-style-type: none"> ❖ Guides ❖ Brownies ❖ French class ❖ Bridge Club ❖ Craft & Chat group ❖ Friday morning coffee ❖ Young families: Regular Birthday party venue <p><u>Church events</u></p> <ul style="list-style-type: none"> ❖ Church community lunch ❖ Christingle refreshments with Brownies & Guides ❖ Christian Aid/topical speakers (followed by charity supper) ❖ Tastes of Christmas community event <p>Other groups that use the hall are as follows, however given their nature, are unlikely to need tables but will benefit from them being able to be folded away:</p> <ul style="list-style-type: none"> ❖ Yoga class ❖ Aerobics group
11.	Approximately how many of those who will benefit are parishioners?	The vast majority.

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

Please see the supporting information, with thanks in anticipation.



Rosaline Van de Weyer

Hon. Secretary Melbourn United Reformed Church

Date: 17.11.16

Melbourn Parish Council Community Grant Policy – March 2016

MELBOURN PARISH COUNCIL

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

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

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1.	Name of Organisation A CHAIN OF WILD FLOWERS	
2.	Name, Address, and Status of Contact MRS YVONNE CHAMBERLAIN 42 BRAMLEY AVE MELBOURN ROYSTON, Herts. SG8 6HG SECRETARY	
3.	Telephone Number of Contact 01763 262254 07759 530039	
4.	Is the organisation a Registered Charity? A 'NOT FOR PROFIT' GROUP	Yes/No <input checked="" type="radio"/> No
5.	Amount of grant requested	£ 500 .
6.	For what purpose of project is the grant requested. COMPILING A BOOK ABOUT THE PROJECT (A COPY IN THE HUB) ART/POETRY/PHOTOGRAPHY WORKSHOPS TALKS ETC TO SCHOOLS POSSIBLE EVENT AT MILLENNIUM COUSE	
7.	What will be the total cost of the above project?	£ 500 .
8.	If the total cost of the project is more than the grant, how will the residue be financed? CAR BOOT SALES STALLS FUNDING FROM LOCAL BUSINESSES FUNDRAISING EVENTS	

Melbourn Parish Council Community Grant Policy – October 2016

9.	Have you applied for grant for the same project to another organisation? NO If so, which organisation and how much?	
10.	Who will benefit from the project? EVERYONE WHO VISITS OUR PLACE MEADOWS TALKS TO MIDDLELANDS ETC SCHOOLS MELBOURN RESIDENTS IN EVENTS AT HUB	
11.	Approximately how many of those who will benefit are parishioners? ALL	

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

Signed Ulrich De Luca Date 15/11/2016

MELBOURN PARISH COUNCIL

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

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

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1.	Name of Organisation	Meldreth, Shepreth and Foxton Rail User Group
2.	Name, Address, and Status of Contact	<p>Susan van de Ven 95 North End Meldreth, Royston, Herts, SG8 6NU Chair, Meldreth, Shepreth and Foxton Rail User Group and Community Rail Partnership</p> <p>Beatrice Fisher Meldreth House, High Street, Meldreth, Royston, Herts SG8 6LA Treasurer, Meldreth, Shepreth and Foxton Rail User Group</p>
3.	Telephone Number of Contact	<p>1. 07905325574</p> <p>2. R. 260204</p>
4.	Is the organisation a Registered Charity?	Yes/No No. Properly Constituted Community Group.

Melbourn Parish Council Community Grant Policy – October 2016

5.	Amount of grant requested	£700
6.	For what purpose of project is the grant requested.	<p>Paid admin support for growing Community Rail Partnership.</p> <p>Please see attached paper.</p>
7.	What will be the total cost of the above project?	£2800
8.	If the total cost of the project is more than the grant, how will the residue be financed?	By equal grants from three other parish councils, two of which have been approved (Meldreth and Foxton) and the third being considered by Shepreth Parish Council.
9.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	<p>South Cambridgeshire District Council is providing paid assistance in formalizing needed structures but this is not in the form of an outright grant (see attached paper).</p>
10.	Who will benefit from the project?	<p>Everyone in Melbourn, Meldreth, Shepreth and Foxton who relies on the local rail service.</p> <p>Additionally, the community rail partnership brings funding into the community – for example the Melbourn Community Edible Gardening programme, worth £4K and currently active on the grounds of Melbourn Primary School.</p> <p>Other grant funding received by the Community Rail</p>

Melbourn Parish Council Community Grant Policy – October 2016

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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1.	Name of Organisation	Cambridgeshire ACF
2.	Name, Address, and Status of Contact	Major G R HAMMOND CTC Waterbeach Denny End Road Waterbeach Cambs CB25 9QU
3.	Telephone Number of Contact	01223 862949 Option 2 07920 194310 EMail: ea-camceo@rfca.org.uk
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ £500.00
6.	For what purpose of project is the grant requested.	Support to cadets attending Annual and weekend Camps for families that require financial assistance
7.	What will be the total cost of the above project?	£ Approx total for 300 cadets on annual camp is 30K
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Through cadet contributions and monies saved throughout the year
9.	Have you applied for grant for the same project to another organisation?	No

Melbourn Parish Council Community Grant Policy – March 2016

	If so, which organisation and how much?	
10.	Who will benefit from the project?	30 people Melbourn.
11.	Approximately how many of those who will benefit are parishioners?	↓.

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

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

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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1.	Name of Organisation	THE MELBOURN DISTRICT LIBRARY
2.	Name, Address, and Status of Contact	P.N. SAUNDERS 31A ORCHARD RD MELBOURN
3.	Telephone Number of Contact	01763 260557
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 350
6.	For what purpose of project is the grant requested.	THE PURCHASE OF NEW BOOKS
7.	What will be the total cost of the above project?	£ UP TO £800=
8.	If the total cost of the project is more than the grant, how will the residue be financed?	FROM LIBRARY FUNDS
9.	Have you applied for grant for the same project to another organisation?	No

Melbourn Parish Council Community Grant Policy – March 2016

	If so, which organisation and how much?	N/A.
10.	Who will benefit from the project?	ALL RESIDENTS OF MELBOURN AND SURROUNDING VILLAGES
11.	Approximately how many of those who will benefit are parishioners?	ALL

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

Signed..........Date.....18th October 2016.....

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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

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

1.	Name of Organisation	Melbourn Village College Hardship Fund
2.	Name, Address, and Status of Contact	MVC, The Moor, Melbourn, Herts, SG8 6BW Caroline Deadman Pupil Premium/Young Carers Champion
3.	Telephone Number of Contact	01763 223400
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£1,500
6.	For what purpose of project is the grant requested.	Please see attached letter for more details
7.	What will be the total cost of the above project?	Ongoing fundraising to ensure an available fund is available to support students each academic year
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Additional Fundraising and sponsored events and PTFA events within school
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	We have received some funding through fundraising and grant applications Fete Committee - £1,000 Trigg Trust - £1,500
10.	Who will benefit from the project?	All students from MVC whose parents struggle to allow them to access enrichment activities due to financial restrictions

Melbourn Parish Council Community Grant Policy - November 2016

11.	Approximately how many of those who will benefit are parishioners?	Approximately half of our catchment come from the parish of Melbourn and the fund will be available for all those that require support to apply for financial assistance
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You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..........Date.....18/11/16.....

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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1.	Name of Organisation	MELBOURN VILLAGE COLLEGE
2.	Name, Address, and Status of Contact	MELBOURN VILLAGE COLLEGE, THE MOOR, MELBOURN, NR ROYSTON HERTS SG8 6EP MR JONATHAN BAILES (ASSISTANT PRINCIPAL)
3.	Telephone Number of Contact	01763 223400
4.	Is the organisation a Registered Charity?	Yes <input checked="" type="radio"/> No <input type="radio"/>
5.	Amount of grant requested	£ 4,472
6.	For what purpose of project is the grant requested.	ENRICHMENT ACTIVITIES AND TO SUPPORT TRANSPORT REQUIRED FOR THESE ACTIVITIES
7.	What will be the total cost of the above project?	£ 7200 PER ANNUM.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	THROUGH CONTRIBUTIONS BY STUDENTS
9.	Have you applied for grant for the same project to another organisation?	NO, BUT HAVE APPROACHED MELDRETH PARISH COUNCIL AND EACH OTHER PARISH COUNCIL IN THE CATCHMENT AREA OF MELBOURN VILLAGE COLLEGE

Melbourn Parish Council Community Grant Policy – October 2016

	If so, which organisation and how much?	
10.	Who will benefit from the project?	STUDENTS IN THE CATCHMENT AREA OF MELBOURN VILLAGE COLLEGE
11.	Approximately how many of those who will benefit are parishioners?	300 183

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

Signed..........Date 14/11/16

MELBOURN PARISH COUNCIL

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

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

1.	Name of Organisation	Melbourn Village College Student Support Centre
2.	Name, Address, and Status of Contact	Anna-Lisa Ghale, Special Educational Needs Co- ordinator, Melbourn Village College, The Moor, Melbourn, Royston, Hertfordshire, SG8 6EF
3.	Telephone Number of Contact	01762 223400 and ask for the SENCO
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£1000
6.	For what purpose of project is the grant requested.	The money will be used to create a sensory room for students and staff at Melbourn Village College, and also for students from primary schools who are visiting or attending the College for special days. Year 4 up to 6 attend for several days a year, and a number of these students access the Student Support Centre during their time with us.
7.	What will be the total cost of the above project?	£1000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We will try to raise money through TAs and the SENCO doing sponsored or other events at school.
9.	Have you applied for grant for the same project to	No

Melbourn Parish Council Community Grant Policy – October 2016

	another organisation?	
	If so, which organisation and how much?	
10.	Who will benefit from the project?	<p>All children and young people in our community and also the surrounding villages will be able to use our sensory room when they need to during the day, or whilst they visit the College.</p> <p>Any adults in the College, will also be able to use the sensory room which will provide a quiet restful place where anyone can spend a few minutes to an hour.</p> <p>There is a national trend in adolescents and children's mental wellbeing declining, and there is an urgent need to provide a safe, calm space for anyone to just "be" in. One in four people has a mental illness, and at primary school one in five children had a mental illness before the age of 11 (NASEN Special November 2016).</p> <p>For some of our visiting primary children, their day can become very stressful, particularly if they have any additional needs. This can lead them to becoming distressed which has a direct effect on their behaviour and learning ability. Having a safe calm, sensory space will allow them time to calm and regain some control of their feelings and behaviour.</p> <p>The sensory room has wider uses, as babies and mothers will also benefit from the sensory area.</p>

Melbourn Parish Council Community Grant Policy – October 2016

	<p>This is particularly useful for new mothers, who can feel quite overwhelmed at this early stage of parenthood. Our Health and social care students would also be able to get first-hand knowledge of more portable sensory activities that some elderly people with dementia find soothing. Students would be able to put their experience into practise when visiting our elderly neighbours in the Moorlands Care complex.</p> <p>We recently developed a link with Long Road's health and social care teaching team, and have hosted an ex student's work experience placement. In the future post 16 students on such placements with us would also be able to experience our sensory activities and our sensory space and use this to enhance their work in the community.</p> <p>Our Student Support Centre not only supports students, but also their families. We have regular meetings with parents and carers. Sometimes there are distressing and difficult topics that need to be discussed, and our sensory space would provide a calm, safe space for parents and carers to feel comfortable in.</p> <p>Our school nurse and occupational therapists will also be able to use the space for their work with students.</p> <p>I am very keen for the space to be used daily for anyone</p>
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Melbourn Parish Council Community Grant Policy – October 2016

		who needs it. Given increasingly hectic lives, with economic downturns hitting all families, levels of mental ill health such as depression and anxiety are increasing for all members of society.
11.	Approximately how many of those who will benefit are parishioners?	Any parishioner who is in Melbourn Village College will be able to book the use of the sensory room when on school site.

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

Signed: Anna-Lisa Ghale Date 15th November 2016

Melbourn Village College Sensory Room

Melbourn Parish Council Community Grant Policy – October 2016

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

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

1.	Name of Organisation	Cambridgeshire Search and Rescue (CamSAR)
2.	Name, Address, and Status of Contact	Richard Morley, Chair, 15 Alwyn Close, St Ives, Cambs PE27 3HL Anne Ninham, Admin support
3.	Telephone Number of Contact	E-mail preferable to admin@camsar.org Mobile for Anne Ninham 07788 716989
4.	Is the organisation a Registered Charity?	Yes/No Yes
5.	Amount of grant requested	£300.00
6.	For what purpose of project is the grant requested.	See attached
7.	What will be the total cost of the above project?	£15,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	The residue will hopefully be financed through successful grant applications and fund raising events.
9.	Have you applied for grant for the same project to another organisation?	See attached

Melbourn Parish Council Community Grant Policy – March 2016

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

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

Signed One Nilan Date 25-8-16

APPENDIX E

District Councillors' Report November, 2016 'Devolution '

At an Extraordinary Meeting on Monday, 21st November, South Cambs District Council voted to give consent to the Secretary of State in making an order to establish the Cambridgeshire and Peterborough Combined Authority.

The reasons for the recommendation are:

To consult on a scheme for the Cambridgeshire and Peterborough area with a directly elected Mayor, in order to devolve powers from Government to a combined Authority.

To bring additional funding to the Cambridge and Peterborough area with local decision making for these funds.

The proposals are to deliver:

A new £20 million annual fund for Cambridge and Peterborough for the next 30 years to support economic growth, development of local infrastructure and jobs;

£100 million for non-housing revenue account (HRA) affordable, rent and shared ownership over five years and at least 2000 affordable homes for Cambridgeshire and Peterborough.

There were other proposals regarding Affordable housing in Cambridge, developing a Peterborough University with degree awarding powers, devolved skills and an apprenticeship budget; further potential for rail improvements (new rolling stock, improved King's Lynn, Cambridge, London rail);

The Order will require the appointment of one representative from each Council to the combined authority and one substitute, the recommendation being the appointment of the Leader of the Council with the Deputy Leader to act as substitute.

There should be Overview and Scrutiny and Audit Committees of the combined authority. This order is still in draft form.

One of the requirements for the Chair of the Committees is that they are of a different political party to the Mayor.

There are of course costs to the interim arrangements leading up to the election in May, 2017 which will be funded from the first year of the gain share grant provided by the Government (the revenue element of the £20m per year fund).

APPENDIX F

The Parish of Melbourn objects strongly to the proposal to put us into a NE Herts constituency. We fully support Heidi Allen MP's alternative proposal (attached). Melbourn PC has encouraged residents to respond to the consultation. Paper responses have been scanned and attached.

The population figures you used are already out of date and the population of Cambridgeshire is growing faster than other places in England. Thus your stated aim of achieving a roughly equal population in each constituency will never be met. So what is the point of making minor adjustments at this stage?

The proposal separates the Parishes of Melbourn and Meldreth. Yet the two villages are physically joined up and Meldreth relies on Melbourn for a number of services (eg health) and Melbourn shares the railway station in Meldreth. Melbourn is defined by South Cambridgeshire District Council as a minor rural centre for the villages in South Cambs (attached) because of our links with other local villages - these do not include Bassingbourn or The Mordens.

Melbourn shares the rural, village character of South Cambridgeshire. We are linked to Cambridge. Our children attend Sixth Form College there and so use it for their leisure pursuits. Melbourn has 2 Science Parks because of links with the expanding technological institutes and industries in Cambridge.

Your argument that Royston is our nearest market town shows a total lack of understanding of the reality of the situation. Royston is 3.7 miles from Melbourn whilst Cambridge is 10.6 miles but in practice both are equally accessible. People choose to travel to Cambridge because the shops and facilities are far superior to those of Royston.

Under the proposed changes, Melbourn will still be part of Cambridgeshire (County) and South Cambridgeshire (District) and we will rely on those authorities for provision of services. Hertfordshire and Cambridgeshire are very different in terms of funding. For example, consider education funding. North Hertfordshire (hence Royston) is considered close enough to London to attract additional funding per pupil. The Fairer Funding consultation proposed that the additional funding is maintained. Cambridgeshire in contrast receives the lowest amount of funding per pupil in England in some years.

When the District and County Councils are considering cuts to services in the future as the cuts to Local Authority funding bite, Melbourn will be seen as an easy target.

The political landscape of Cambridgeshire will be very different to that of Hertfordshire in the future because we will have a Mayor.

So to represent the people of Melbourn properly, an MP for NE Herts will have to understand 2 completely different systems and liaise within both Hertfordshire and Cambridgeshire. MPs are busy people and when a choice has to be made about representing the vast majority of their constituency well or spread themselves thinly by trying to give an equivalent service to a small proportion of their electorate from a few villages in Cambridgeshire, we know what will happen. Melbourn will lose out.

This is unacceptable to the people of Melbourn. We object strongly to this threat to our parliamentary representation. **Ca 3200 characters**

HEIDI ALLEN MP
SOUTH CAMBRIDGESHIRE



HOUSE OF COMMONS
LONDON SW1A 0AA

The Hon Mrs Justice Patterson DBE
Deputy Chair
Boundary Commission for England
35 Great Smith Street
London
SW1P 3BQ
By email to: information@boundarycommissionengland.gov.uk
By upload to: www.bce2018.org.uk

23rd November 2016

Dear Mrs Justice Patterson

I am writing to the Boundary Commission, as Member of Parliament for South Cambridgeshire to comment upon the proposals contained within the 2018 Boundary Review Initial Proposals report.

I respect the duty of the Review to enact the provisions contained within the Parliamentary Voting System and Constituencies Act 2011 ('the 2011 Act') and understand that a degree of change is necessary in every constituency to accommodate the required total and to ensure that every constituency is no smaller than 71,031 and no larger than 78,507.

In the context of this requirement I am able to support some of the Review's suggestions but strongly object to others and set out my reasons for these below, in line with guidance contained within the Guide to the 2018 Review of Parliamentary Constituencies.

I am content that the proposal to move Queen Edith's ward out of South Cambridgeshire and into the Cambridge City boundary would serve constituents well. Whilst this move is personally regrettable for me, I support the Review's intentions for Queen Edith's.

I strongly object to Bassingbourn, the Mordens and Melbourn moving from South Cambridgeshire to North East Hertfordshire and I know that a great many of my constituents within these villages feel strongly opposed to this move. I note from paragraph 7 of the Report that the Commission may also take into account:

- special geographical considerations, including in particular the size, shape and accessibility of a constituency;
- local government boundaries as they existed on 7 May 2015;
- boundaries of existing constituencies; and
- any local ties that would be broken by changes in constituencies.

In the case of all three of these villages, their local ties to Cambridgeshire would be irrevocably broken by this move which would cause great harm to these rural centres that identify as Cambridgeshire villages.

These constituents have the benefit of services provided by Cambridgeshire County Council and South Cambs District Council and tell me that they feel no connection to Hertfordshire or the local authorities therein. Their life would in fact become much more difficult as they would continue to pay their local taxes to a Cambridgeshire authority whilst falling under the scope of a Hertfordshire MP. In my experience, much of my work for these villages relies on the local bonds and connections forged between myself and my local authorities. To strip this away makes their representations at a local and national level much more difficult.

I note from paragraph 34 of the Initial Proposals that the move of these villages is made partly in response to the need to even out the numbers within Huntingdonshire with the cross-county boundary move justified by the 'good transport links between Royston and...these villages'. Royston is also cited as 'the closest market town for these villages'.

The constituents consider that the natural border for South Cambridgeshire falls at Royston and whilst they use this as their 'local' town they rely a great deal on Cambridge and the surrounding area as their local city. I do not consider that this move respects 'county boundaries'. A move based on transport links does not sufficiently address the residents' right to adequate democratic representation at a local level. For the same reasons, I am not satisfied that the moving Gransden into South Cambridgeshire and away from Huntingdonshire respects local ties or takes into account local authority provision. I am unable to support this proposal.

I am mindful of the advice contained within paragraph 66 that objections to changes must bear in mind the knock on effect to other constituencies. To this end, I have utilised the research department of the House of Commons Library and have formulated a counter proposal that allows for Bassingbourn, the Mordens and Melbourn to be retained within South Cambridgeshire. The proposals are extremely detailed and I attach evidence of the suggestions to this letter. In summary, my counter proposal affects 5 constituencies in total (including South Cambridgeshire). My suggestions, based on the new proposals are:

- South Cambridgeshire lose 3 wards (Gransden and the Offords, Fulbourn, and Linton) and gain 3 wards (The Mordens, Bassingbourn, and Melbourn).
- North East Hertfordshire lose 3 wards (The Mordens, Bassingbourn, and Melbourn) and gain 3 wards (Stort Valley, Clavering, and Littlebury, Chesterford & Wende).
- Saffron Walden lose 3 wards (Stort Valley, Clavering, and Littlebury, Chesterford & Wende) and gain 2 wards (Linton and Balsham).
- North East Bedfordshire gain 1 ward (Gransden and the Offords).
- South East Cambridgeshire lose 1 ward (Balsham) and gain 1 ward (Fulbourn)

Based on these exchanges of wards all of the constituencies would maintain an electorate between the minimum and maximum limits allowed by the BCE.

I thank the Commission for taking the time to consider my submission and look forward to receiving Stage 2 of the Review.

Yours sincerely,



Heidi Allen, MP

153 ST NEOTS ROAD, HARDWICK, CAMBRIDGESHIRE CB23 7QJ
Constituency office: 01954 212707 London office: 0207 219 5091 heidi.allen.mp@parliament.uk

PC201/16

DRAFT 1

MELBOURN COMMUNITY HUB

STRATEGIC VISION APRIL 2015

Introduction

The Melbourn Hub operates for the benefit of the community in keeping with the present and future wishes of its freehold owner: The Parish Council. This document sets out the strategic vision of the owner to ensure that the hub premises are maintained to enhance its attractiveness to the community and to set the agenda for the hub delivery arm, the Hub Management Group.

Vision

The hub should be the facility of choice for the community of Melbourn, the population of surrounding towns and villages and business/public sector users fully meeting their expectations in terms of performance and meeting expectations of quality of service.

The hub should also be an employer of choice for staff, both paid and voluntary, be an equal opportunities employer, and have a culture where all staff are encouraged to be pro active and deliver the high levels of service expected to support the vision. Staff are to be treated fairly and equitably, trained and developed as required to maximise opportunities, and should where possible be consulted on service and quality issues

Objectives

The Parish Council and Hub Management Group will work in partnership and successfully to deliver the Parish Council's strategic vision. The following objectives reflect the strategic vision for 2015/16:

- The Hub will provide a community space that will appeal to individuals, community groups and businesses alike and generate sufficient income to meet its running costs and to invest in the local community.
- The Hub will provide a multi- functional facility that includes conference facilities, library space and café that is considered by the Melbourn community and external business users as their ideal choice to meet and eat.
- The Hub meeting spaces will be utilised significantly throughout the week and will attract community and local business users with a range of options and packages that meet diverse needs whilst retaining the community ethos of the building.
- The library will have a strong membership, contributing to village leisure, information and education.

- The Hub will have an excellent widespread reputation for efficiency, quality, value, ambience and customer service with its range of customer services and commitment to continuous improvement.
- The Hub will provide employment opportunities and attract and retain staff and volunteers to manage the Hub, through excellent working conditions, high motivation, recognition and a strong sense of community.

Review

This document will be reviewed on an annual basis in the lights of trends ,changing markets, customer feedback and performance.

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

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

Opening Hours : Monday – Friday 9am – 4pm (closing from 1pm – 2pm for lunch)

1st 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 28th November 2016

Please provide the information requested below by 23rd 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 28th 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 case¹. 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*.
- 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 10th 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.
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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?

¹ 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."

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

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
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Please list all monies that come to the MCHMG including:

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Double charging of the PC

- What actions have been put in place since March 2016 to rectify the issue
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"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

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- What was the significance of this
- Has it had an impact on the business
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- 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.

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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 I

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 1st 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

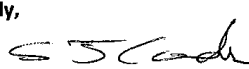
Jonathan Berks

Kimmi Crosby


Bob Tulloch


Irene Bloomfield


George Meliniotis

 22/11/16

 22/11/16

 22/11/16

 22/11/16

 22/11/16

 - 22 Nov 2016

APPENDIX J

From: Jocelyn Robson
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.

The Parish Clerk
Melbourn Parish Council
Melbourn Hub
30 High Street
Melbourn
SG8 6DZ

7th October 2014

Dear Sirs

RE: THE MELBOURN HUB

I have recently had the opportunity to make my long overdue first few visits to the Hub. This is a development that I am a full supporter of - as a resident, as the founder of the Village Plan committee and as the former Chairman of the Melbourn Library Committee. I have been excited to see the building go up and impressed by the external look. Congratulations! Concerned!

Unfortunately though, I must report that I was rather shocked to note that the number of customers during my visits was around 1:1. It may have been the times I chose to visit. At lunch I must say I was expecting to see more of a trade going on. And the level of noise was excessive for the work available on each occasion.

I started looking around for possible reasons for the low customer numbers. Please deliver some frank feedback as I assure you it is well-meaning.

It struck me that the Hub had the feel internally of a rather sanitary and unappealing building, rather than that of a commercial enterprise seeking to attract people to spend time and money there. The flooring makes it feel like a hospital, the menu is unnecessarily limited given the facilities available, and the acoustics were horrible.

I left with a concern that, contrary to my previously held beliefs, the Hub is not an effective management committee that is responsible for ensuring it does not make a loss. Surely some changes would be being made to up the number of customers and to reduce costs to needs.

This then raises questions in my mind about how much the taxpayer is paying for the Hub.

I would therefore be obliged if I could please have the following questions answered to satisfy my curiosity on the project. Might you be able to get back to me on these points within the next month? Apologies if any of this information is already in the public domain but I could not readily find it:

1. Who is responsible for running the Hub and what is their formal remit?
2. What is the overall cost of the Hub project to date since its conception, and can I please have a detailed breakdown of these costs?
3. How have these costs been financed?
4. Who actually owns the Hub building and how was it/is it being paid for?
5. What are the ongoing costs to the Melbourn taxpayers of running and/or owning the Hub, including any exposure due to the Hub running at a loss?
6. Does the Parish Council incur any further costs to use the Hub facilities, be it as a Parish office or as a meeting space?

Thank you in advance for your help clarifying these points. I want to assure you that I am not trying to be awkward but rather just wanting to have peace of mind that such a great facility for the village is being run as effectively and transparently as possible and hence being the very best asset it can be for all residents.

Best wishes

Jocelyn Robson

APPENDIX K

29th 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

1st November 2016

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

Dear Stuart

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Please provide the Business Case by 23 November.

Yours sincerely

Sarah Adam

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Melbourn Parish Clerk

APPENDIX

SUMMARY OF QUESTIONS

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- **What actions have been put in place since March 2016 to rectify the issue**
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"Inappropriately spent monies"

- **Please provide the audited figure**
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Please provide a summary of income and expenditure

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APPENDIX B

22 November 2016

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Melbourn Parish Council
Melbourn Community Hub,
30 High Street
Melbourn
SG8 6DZ

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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.

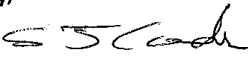
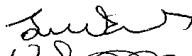

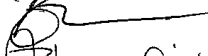


We do not believe that the Hub can become self-sustaining in its present structure. It was not, as we believe, set up to be self-sustaining, but to provide a valuable service for the village.

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 Meliniotis		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 Iceni/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 to parish council, include the following:

- To clearly place the routine responsibility for, and functions provided by, the community hub within the community it serves, and
- 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:

- 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
- 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