

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 5th December 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk, District Cllr Barrett and County Cllr S v d Ven and approximately 10 members of the public.

PC205/16 To receive apologies for absence

Cllr Stead for work commitments, Cllr Shepherd, Cllr Sherwen, and Cllr Siva for personal reasons.

PC206/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Harrington for PC216/16 – Expenditure List (C). Non pecuniary interest as living opposite the area being discussed.

PC207/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

At 7.17pm The Chair Suspended Standing Orders

Mrs Townsend commented on how nice the Christmas Tree looked in the centre of village and thank you to the Council for organising this.

Mr Stapleton – Raised his concern about the lack of storage available to The Hub and asked whether this affected Health and Safety issues.

At 7.20pm The Chair reinstated Standing Orders

PC208/16 To approve the Minutes of the Parish Council Meeting 21st November 2016

Mr Mulcock contacted The Clerk prior to the meeting and proposed the following wording to be amended in the Minutes of 21st November 2016.

PC180/16

Mr Mulcock read from past Parish Council minutes on his computer, highlighting the three costing's previously given of 56K, 30K and 33K to the Parish Council. In response to questions from Mr Potter, The Chair of the current car park working party, Mr Mulcock stated that there was only a file date of Jan 2015, but he could not at this point see a date in the document, he also replied that this was for resurfacing and lighting.

The Clerk stated after listening to the recording the words" *there was only a file date of January 2015, but he could not at this point see a date in the document*" did not appear in the recording. Therefore the amended wording should read:

Mr Mulcock read from past Parish Council minutes on his computer, highlighting the three costing's previously given of 56K, 30K and 33K to the Parish Council. In response to questions from Mr Potter, The Chair of the current Car Park Working Party asked when this was – The 14th January 2015 was mentioned by Mr Mulcock. Mr Mulock also replied that this was for resurfacing and lighting.

The Chair stated that since the meeting the minutes that Mr Mulcock mention were found by the Assistant Clerk and were dated 2011. These have been forwarded onto the Car Park Working Party.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART FOR ACCURACY. ALL IN FAVOUR. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR KILMURRAY THE MINUTES WERE A TRUE RECORD OF THE MEETING. FIVE WERE IN FAVOUR, FIVE WERE UNABLE TO VOTE AS THEY WERE NOT AT THE LAST MEETING. THIS WAS CARRIED.

PC209/16 To report back on the minutes of the Parish Council Meeting 21st November 2016

The Clerk reported as follows:

- PC176/16: The Clerk has contact the Tree Officer at SCDC to ask for his opinion on the large horse chestnut tree located at The Cross. Shire Tree Surgery's will carry out the work once advice has been given. Awaiting comments.
- PC180/16 Drop Kerbs outside the new car park. SCDC are now dealing with this. Work to commence shortly.
- PC181/16 The Clerk informed Cambridge County Council that the Melbourn Parish Council would like their advice when discussing Flood Awareness.
- PC183/16 The Clerk to place Public Rights of Way Maps in The Hub. Place an article in Melbourn Magazine and to Contact U3A/Ramblers. **ACTION: THE CLERK**

PC210/16 To agree whether to charge rent to traders on the Car Park

The Chair reminded Councillors of the Car Park Lease:

Clause 2.1.1 of the lease which says:

"Permitted use means a free, short stay public car park and for no other purposes whatsoever"

Councillor Hales received the following advice from Head of Service Env Health & Licensing South Cambs District Council.

SCDC charge for a trading licence. It is entirely at the discretion of the Parish Council (subject to any other legal agreements that may affect the powers of the Parish Council) whether to charge if they so wish for any person to be situated on or at the car park. If the Parish Council charges traders, they would also have to charge other users. This is against the terms of the lease.

The Kebab Man has a trading Licence. The Clerk To get clarification to see if the Fish Man has a licence to trade. ACTION: THE CLERK

MELBOURN PARISH COUNCIL WILL NOT SEEK TO CHARGE RENT ON THE CAR PARK.

PC211/16 To discuss and agree quote from North Herts Surfacing Ltd – Alteration to side of bus stop at village car park – APPENDIX A

The Chair explained the reason for the quote is that members of the public cut across the existing fencing to reach the Kebab Man, which is causing damage to the shrubs. To make access easier the Council need to decide whether inserting a pathway to the right hand side of the bus stop is required.

North Herts Surfacing has also sent a quote for PC216/16. If successful with both the pathway and Littlehands Car park quotes Melbourn Parish Council should ask for a renegotiated quote. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE OF UP TO £750.00. (TAKING INTO ACCOUNT THE ABOVE COMMENT). ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC212/16 To accept the Internal Auditors Report and Recommendations. APPENDIX B

The Chair presented the Internal Auditor Report and Recommendations.

This Auditor is assisting with the processes and procedures and areas of improvement.

The Chair explained the process of Year End. Due to the recent issues within the Council the Auditor recommended that the Council consider an external accountant to go through the accounts in detail to provide assurance to Melbourn Parish Council that the accounts are accurate.

The Chair explained Playground Inspections are being looked into by The Clerk and there is a requirement for a written policy for appointing contractors. **ACTION: THE CLERK/ACTION HR PANEL.**

In the New Year Cllrs will need to work with The Clerk to look closely at Risk

Assessments and that we are abiding by the check list within the report. **ACTION: THE CLERK/COUNCILLORS**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE REPORT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC213/16 Financial Regulations – Under Review APPENDIX C

The Chair presented NALC Financial Regulations that are under review by The Clerk and Bookkeeper. These will be brought back to Council for approval before the end of the financial year. **ACTION: THE CLERK AND BOOKKEEPER**

In the meantime, the model regulations are to be used as a guide for the Council's work.

PC214/16 Update on Melbourn Community Hub

The Chair explained there was nothing to report on The Hub. The Clerk will be seeking legal advice from the Council's solicitor. **ACTION: THE CLERK**

The Chair asked Councillors to write to The Clerk if they have any questions::
ACTION: COUNCILLORS

PC215/16 To agree The Clerk's proposal dealing with documentation for Meetings. APPENDIX D

The Chair presented The Clerks proposal. The Council agreed this would free up The Clerks time to concentrate on council business and would save the Council money.

The Clerk to ask The Hub Management Group for approval to erect a noticeboard outside the Parish Office. **ACTION: THE CLERK AND FOR CLERK TO PURCHASE NOTICE BOARD**

If supporting documentation is sent out after the Friday prior to the meeting on the Monday can The Clerk ensure copies of these documents are given to Councillors at the meeting.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR CROSS TO ACCEPT THE CLERKS PROPOSAL BUT THAT ANY DOCUMENTATION SENT OUT AFTER THE FRIDAY PRIOR TO THE MEETING ON THE MONDAY COPIES WILL NEED TO BE SUPPLIED BY THE CLERK. ALL WAS IN IN FAVOUR. THIS WAS CARRIED.

PC216/16 To discuss and approve payments of miscellaneous expenditure. APPENDIX E

- a) **Herts and Cambs Ground Maintenance – Orchard Road Cemetery Hedges**
Councillors were unsure whether this quote included the normal contract cut.
ACTION: THE CLERK TO CONTACT H&CGM.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE AFTER SEEKING CLARIFICATION WITH H&CGM. ALL WERE IN FAVOUR. THIS WAS CARRIED.

B) SCDC – Dog waste bin at the corner of The Moor

The quote from SCDC is for a normal waste bin not a dog waste bin and would there be an extra charge for installation and collection of waste.

ACTION: DISTRICT CLLR HALES AND BARRETT TO SEEK CLARIFICATION FROM SCDC.

IT WAS AGREED IN PRINCIPLE TO PURCHASE A DOG BIN FOR THE TOP OF THE MOOR.

C) Clearing Area at the end of Maple Way – Quote from Herts & Cambs Ground Maintenance

Cllr Harrington left the meeting.

The Council wanted to be sure they owned the area in question. **ACTION: THE CLERK TO SEND LAND REGISTRY INFORMATION TO COUNCILLORS.**

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE FROM HERTS & CAMBS GROUNDS MAINTENANCE. ALL WERE IN FAVOUR APART FROM ONE COUNCILLOR ABSTAINING AND ONE COUNCILLOR AGAINST. THIS WAS CARRIED.

Cllr Harrington returned to the meeting

D) Cutting of Hedging – Cambridge Road, Royston Road and Worcester Way – Herts & Cambs Ground Maintenance

The Council were unsure what area of Worcester Way H&CGM had quoted for. **ACTION: THE CLERK TO SEEK CLARIFICATION AND INFORM CLLR HALES AND CLLR GATWARD.**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE FROM H&CGM AFTER RECEIVING CONFIRMATION OF THE ABOVE COMMENT.

E/F/G/H/I/J/K – Quotes for resurfacing Little Hands Car Park

As the quotes were relatively old Councillors asked The Clerk to clarify if the prices will remain the same. **ACTION THE CLERK**

The council felt the quotes from both North Herts Surfacing Ltd and John Cobbs differed and did not quote for the same work. The Council agreed to send both companies the same tender document. **ACTION: CLLR REGAN TO**

SEND DETAILS TO THE CLERK

Cllr Regan explained spending money on filling in pot holes potentially will not last for a long period. It would be more cost effective to resurface the entire car park.

The Clerk to speak with the insurance company about liability to the Parish Council in the short term. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR TRAVIS THAT IN PRINCIPAL THE COUNCIL SHOULD RESURFACE THE ENTIRE CAR PARK – CLERK TO BRING BACK TO COUNCIL FOR FURTHER DISCUSSIONS. ALL IN FAVOUR. THIS WAS CARRIED.

L) Repairs to Chain Link at Beechwood Avenue

The Clerk to check with Cambridge Fencing as the quote is over 3 months old. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

M) Rubber Mats to the entrance of the Pavilion – Espo

Due to this being a Health and Safety issue **IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE. ALL IN FAVOUR. THIS WAS CARRIED.**

N) Bloom and Wake Ltd – Emergency Lighting Completion Certificate ECN4/0320178 Melbourn Car Park.

This is an annual inspection that is required. **IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

O) Adobe – Adobe Acrobat

Councillors felt this was essential to have on all documentation sent out under Melbourn Parish Council.

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

P) PJ Robinson – Light Sensors Pavilion

Awaiting Quote.

Q) Herts and Cambs Ground Maintenance – New Road Cemetery – Soil

Store

Quote to be discussed on 12th December 2016

R) Shire Tree Surgery – Beechwood Avenue Trees

The Council wanted to know if these trees are treated now and how long it would be before work is needed again. **ACTION THE CLERK.**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

S) Shire Tree Surgery – Horse Chestnut Tree on The Cross.

Awaiting comments from Tree Officer prior to quoting for work.

T) Herts & Cambs Ground Maintenance – Clear Crescent Hedges

Councillors suggest The Clerk ask H&CGM for a discount for the four quotes accepted at tonight's meeting. **ACTION: THE CLERK TO RAISE THIS WITH H&CGM**

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES TO ACCEPT THE QUOTE NOTING THE COMMENT ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC217/16 To discuss the background and potential projects for 2017/2018 relating to Play Parks.

The Chair explained that Melbourn Parish Council are coming to the end of a 3 Year Service Level Agreement with BeActive who have been responsible for sporting and well-being activities, including the running of the Pavilion and the bookings of the old recreation ground.

The Council felt there could be a need for a new skateboard ramp and will have to speak with members of the public to see if there is a demand for this. The Council would need to have a case prepared in advance of applying for grants and ask for support from Bridget Smith.

Cllr Hart to raise this question at the next Practical Solutions Group on 14th December 2016.

THE COUNCIL AGREED TO CONSULT ABOUT THE DEMAND FOR A NEW SKATEBOARD RAMP FOR THE VILLAGE. FURTHER DISCUSSIONS TO BE HAD.

PC218/16 To receive any notifications or planning consultation documents.

- (a) Proposed rear extension and restoration of existing Grade 11 Listed Building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2423/16/FL. Mr & Mrs Chamberlain – Decision Withdrawn. Was noted.
- (b) Alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. Mr Jonathan Reeves. S/2487/16/LB. Approved. Was noted.
- (c) Alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. Mr Jonathan Reeves. S/2487/16/FB. Approved. Was noted.
- (d) Any other notifications at the time of meeting

PC219/16

To consider the following Planning Applications:

- a) Proposed Single Storey Rear Extension at 19 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. Mr Malcolm James. S/3151/16/FL.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED CLLR CROSS TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC220/16

Correspondence:

- a) **Any other correspondence at time of meeting**

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

PC221/16

To accept notices and matters for future agendas

- a) **Suggestions from Councillors**

- Contracts
- Maintenance Plan
- Framework Agreement
- Forward Maintenance Register

At 9.10pm Standing Orders were suspended.



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

- Mr Forbes – asked when the minutes from the Car Park working party are going to be published. The Clerk referred back to the minutes of 21st November 2016 stating that due to a legal investigation the minutes cannot be published at this moment in time.
- Mr Forbes asked questions about previous antisocial behaviour on the car park, Kebab van, workshop, councillors on working parties.

At 9.27pm The Chair reinstated Standing Orders.

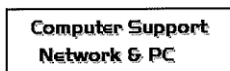
At 9.28pm The Chair closed the meeting

APPENDIX A

NORTH HERTS SURFACING LIMITED	DIRECTOR: S.J.E. CANDLER
	ASPHALT MACADAM SURFACING & ROAD MAINTENANCE CONTRACTORS
	WIRELESS STATION PARK · CHESTNUT LANE · KNEESWORTH NEAR ROYSTON · HERTFORDSHIRE · SG8 5JH Telephone: 01763 246055 · Facsimile: 01763 242629
Melbourn Parish Council The Moor Melbourn Herts SG8 6EF	
For the attention of Sarah Adam.	
30 th November 2016	
Dear Sarah,	
<u>Re: Alteration to side of bus stop @ village car park.</u>	
Further to your enquiry please find our quotation as follows:	
Excavate existing garden area to a depth of 75mm and remove soil to tip. Remove section of timber rail fence to provide access. Supply and lay timber edging to form new path access. Supply, lay and roll geotextile membrane to formation. Supply, lay and roll 20mm dense bitumen macadam binder course 50mm thick and 6mm dense bitumen macadam surface course 25mm thick.	
Approx 5 square metres for the sum of £750.00 excluding vat.	
Works duration will be one day. Payment terms to be agreed if successful.	
We hope this quotation is of interest and if we can be of any further assistance please do not hesitate in contacting me.	
Regards,	
	
Dean Candler Director	
	

REGISTERED OFFICE:
LAKE HOUSE · MARKET HILL · ROYSTON · HERTS · SG8 9JN

REGISTERED IN ENGLAND
No. 2392591



canalbs ltd.

35 Westfield Rd.,
Manea, Nr. March,
Cambs. PE15 0LS
Tel: 01-354-680319
Email: admin@canalbs.co.uk

Independent Internal Audit & Training Service for Parish and Town Councils

25th November 2016

Mrs Julie Norman, The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn
Cambs SG8 6DZ

Dear Mrs Norman

INDEPENDENT INTERNAL AUDIT FOR Financial Year 2016/2017

As a result of my mid year inspection, I have enclosed a report of my findings together with observations and recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but a spot check has raised the following issues. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I shall be addressing the remaining issues, primarily concerning financial matters, at my end of year visit.

Yours faithfully

Jacque Wilson (Mrs)
Director

Directors S.J. Wilson, J. Wilson
Registered at 35 Westfield Road Manea Nr. March Cambs. PE15 0LS

Registered No. 3224045

OBSERVATIONS AND RECOMMENDATIONS for financial mid year 2016/2017

The Chairman (Julie Norman), The Parish Clerk (Sarah Adam) and the Book-keeper (Michelle) were present during my visit to the Parish Council Office on 23rd November.

Having been appraised of the problems prior to the Election that was held on 22nd September I understand that the position is:

The previous Clerk left the Council employment in December 2015 giving one month's notice.

Sarah Adams who had been Assistant Clerk for two years was appointed Clerk to the Council and despite all the problems within the office she has managed to pass her CiLCA Certificate.

New Assistant Clerk was appointed in September 2016 and will be undertaking her CiLCA qualification next April.

Michelle, the Book-keeper has returned to the Council employment for six months and is operating the computer accounts – using the Edge software package – has promised to deliver accounting training to the Clerk and see the Council through the end-of-year Income and Expenditure processes. The previous Clerk had been erroneously submitting Receipt and Payments year-end-accounts.

An election was called on 22nd September

The Council now comprises of 11 councillors – 5 of which are newly elected. Plus 3 new new councilors were co-opted on 31st October – which leaves the Council with 1 casual vacancy.

The first meeting of the newly formed Council was held on 10th October.

FREEDOM OF INFORMATION REQUEST

Two weeks ago the Clerk received confirmation that the ICO has received a complaint about the withholding of sight of the Adjudicating Panel Report and that it is currently on a waiting list for a decision.

ACCOUNTS.

I understand that the Council are awaiting the various results of legal and professional advice with regard to the un-approved £115,000 overspend on the newly completed car park. The Council are also currently seeking professional advice regarding the holding of insufficient General and Earmarked Reserves.

THE HUB MANAGEMENT GROUP

On 22nd November all Directors resigned asking for the Council to appoint three new Directors. The Council are seeking legal advice on this issue.

It would be prudent for the Council to consider contacting their own insurance company to notify them of this situation and asking if there have insurance cover to help off-set probable legal costs.

/2.....

PARISH COUNCIL POLICIES

All Council Policies need to be studied, updated and then adopted. There is currently no formal written policy for the procedure for appointing contractors.

ALLOTMENTS

Some work needs to be done, in the future, to re-establish plot boundaries, re-establish paths, and to create a business plan to ensure that the costs of running these allotments are viable. Investigate add-on package available from Edge.

BURIAL RECORDS

Urgent action needs to be taken to preserve the original site plan and get it into County Archives for professional repair and preservation (after photocopying the document for Council office use). Other burial records should also be archived. Investigate add-on package available from Edge.

PLAYGROUNDS

Considerable money has been paid out on repairing play equipment last year and the current company undertaking the annual inspection are not registered as operating to RoSPA professional standards.

Quotes should be sought before re-appointing the current company next June.

One company which could be approached is

Play Safety Ltd –

Address: The Old Barn, Wicklesham Lodge, Faringdon, SN7 7PN

Phone: 01367 244600

Email: info@rospaplaysafety.co.uk

One of the Councils that I have also audited this year reported that their annual inspection cost was £129.50 which included an additional charge for an on-site meeting. (I understand the rate is dependent on the number of pieces of equipment to be inspected.) The report includes a colour picture of each piece inspected together with their findings and recommendations.

Jacque Wilson (Mrs)
Director

Canalbs Ltd Independent Internal Audit Checks

CHECKING PURCHASES

Melbourn Parish Council mid year 2016-17

Question to check	Yes/No	What needs to be reported?
What spot check purchase was chosen?		
Was the proposal on the agenda?		
Were three clear days notice given?		
Did councillors make legal decision?		
Evidence they check statutory power?		
Was provision made in the Budget?		
Did they conform to Standing Orders?		
Did they conform to Financial Regs?		
Was order placed with agreed supplier?		
Were the goods delivered?		
Was the invoice for the correct amount?		
Was cheque for correct amount?		
Was it signed by minimum of 2 councillors?		
Are they the signatories on mandate?		
Has the cheque cleared through the bank?		
Account reconciled?		
Reclaimed the VAT?		

CHECKING EMPLOYMENT

Question to check	Yes/No	What needs to be reported?
Is the council registered with HMRC?		To look at next financial year
Are all staff paid above minimum wage?		
Are salaries paid in line with council approval?		
Is PAYE payroll operated correctly?		
How are other payments to staff approved?		
Are Annual Returns made to HMRC?		
Is the clerk an employee?		
Do all employees have a contract?		
Do all employees have a job description?		
Is there a staff appraisal process?		
Is there a written staff grievance procedure?		
Have Council introduced new pension scheme?		

CHECKING AGENDAS

Question to check	Yes/No	What needs to be reported?
Are councillors summoned to meetings?		To look at next financial year
Are the public & press invited?		
Are three clear days given?		
Are they signed by Clerk/Proper Officer?		
Is an approved copy kept signed by chairman?		
Is there a contact address?		
Was the Annual Meeting of Parish Council held in May?		
Is the 1 st item on Annual Meeting the election of the Chair?		
Was the Annual Parish Meeting held between 1 st March and 1 st June?		
Do they have "Any Other Business"?		
Do they have "Matters Arising"?		

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CHECKING MINUTES

Question to check	Yes/No	What needs to be reported?
		To look at next financial year
Is there an official signed Minute Book? *		
Are each set initialled and signed?		
Is there sequential numbering in ringbinder?		
Are decisions being made under AOB?		
Are decisions being made in Matters Arising?		
Does decision making comply with Standing Orders?		
Are Minutes verbatim reports?		
Evidence of declaration of interests?		
Evidence of public participation?		
Evidence of council approval of all payments?		
Evidence that planning applications are considered in public meetings?		
Evidence of a S.137 decision?		

CHECKING ETHICAL FRAMEWORK

Question to check	Yes/No	What needs to be reported?
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	Yes	
Has the Chairman signed as Chair?	Yes	
Is the Register of Interests Book up-to-date?	Yes	
Is there evidence it is regularly monitored?	Yes	
Is there evidence that councillors are declaring interests at meetings?		Minutes not inspected this visit Due to disruption of business
When declaring "prejudicial" interests are councillors leaving the meeting?		
Dispensation Grant Policy	Yes	

CHECKING CONTRACTORS

Question to check	Yes/No	What needs to be reported?
Evidence they seek Best Value		To look at next year
Evidence they check that the proposed contractor has their own		
Public Liability Insurance		
Relevant qualification to undertake job		
Certificates – if required		
Own equipment regularly checked		
Observes H & S at work regulations		
Councillors not being paid to undertake work for the council?		

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CHECKING LEGISLATION REQUIREMENTS

A

Question to check	Yes/No	What needs to be reported?
Has Council formally written and adopted the following:		To look at next year
Asset Register *		Work in progress
Risk Management Policy *		
Freedom of Information Publication Scheme		
Data Protection Register		
Standing Orders		
Financial Regulations		
Disability Access Policy		
Fire Certification for buildings		
Staff Grievance Procedure		
Council Complaints Procedure		
Ethical Framework July 2014		
Archive Policy		

B

Question to check	Yes/No	What needs to be reported?
Is there evidence in the Minutes that these are regularly monitored and updated when required?		To investigate next year
Asset Register *		
Risk Management Policy *		
Freedom of Information Publication Scheme		
Data Protection Register		
Standing Orders		
Financial Regulations		
Disability Access Policy		
Fire Certification for buildings		
Grievance Procedure		
Archive Policy *		
Dispensation Policy		

CHECKING INSURANCE

Question to check	Yes/No	What needs to be reported?
Do they have current insurance policy?	Yes	Came & Co to Sept 2017
Public Liability	Yes	£10,000
Fidelity Guarantee		£350,000
Employer's Liability	yes	£10,000
Cover for all assets on register *		Look at this section year end
Any other insurance requirements		Limited to 10,000 population

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CHECKING VAT

Question to check	Yes/No	What needs to be reported?
Is the council registered to charge VAT?		
If yes – are they charging it?		
Are VAT claim forms being completed?		
If so – at what intervals?		
Is there evidence that they understand what can be reclaimed?		
For non-business activity?		
Business activity?		
Apportioned reclaims?		
Not claiming on 3 rd party purchases?		

CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	Yes/No	What needs to be reported?
What was the year's precept request?		
Precept request justified with Budget ?		
Is it approved by the whole council?		
Precept request sent on time to District?		
Does it comply with Dist.Coun. notification?		
Has it been paid into correct bank account?		
Is a formal budget prepared?		
Does it reflect sufficient detail of assets?		
Is it approved by the whole council?		
Is Section 137 set and within limits?		
Level of General Reserves?		
Level of Earmarked Reserves?		
Is there evidence in minutes that these are still "live" projects?		
Evidence of Budgetary Control Statements?		

CHECKING BOOK-KEEPING & BANK

Question to check	Yes/No	What needs to be reported?
S.137		
Is it recorded correctly in Cash Book?		
Is annual expenditure within limits?		
Is each bank account regularly reconciled?		
Cash Book		
Is it up to date and correct?		
Are all payments supported by Invoices/receipts Authorised Minuted		
Income		
Is it properly recorded & analysed?		
Is it promptly banked?		
Have fees been charged at correct rate?		

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CHECKING RISK MANAGEMENT & ASSET CONTROL *

Question to check	Yes/No	What needs to be reported?
Scan Minutes for unusual financial activity		Investigate next year
Review Asset Register & compare with insurance schedule		Investigate next year
Check security for Cash Valuables Documents – Covenants – Deeds - etc Official Minute Books		Maximum is usually £150 Check value of chairman's chain Need to be archived in future Need to be archived in future
Risk Assessment:		
Do checks compare to Risk Mgmt Policy		
Is there a robust monitoring process?		
What is system for action on reports?		
What system picks up failure in assessment process?		

CHECKING YEAR END FIGURES & RETURN

Question to check	Yes/No	What needs to be reported?
Do Year End Accounts agree with Cash Book?		
Does Bank Reconciliation agree with Accounts		
Evidence in Minutes of council approval of end of year accounts?		
Has Section 1 of Annual Return been completed in accordance with Accounts?		
Has Section 2 of Annual Return been completed and correctly considered?		
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return		
Evidence in Minutes of council receiving IIA report		
Evidence in Minutes of council receiving report from External Auditor		
Will the completed Annual Return be posted on the noticeboard?		
Do they understand the correct public inspection period which has to be given?		

Canalbs Ltd Independent Internal Audit Checks

CHECKING ALLOTMENTS

Question to check	Yes/No	What needs to be reported?
Do they own allotments?	Yes	
Do they have adequate records of tenants?	Yes	
Do they have public liability insurance?	Yes	
How do they collect rental – cash policy?	No	
Have they got maintenance budget?	Yes	

CHECKING - ARE THEY A BURIAL AUTHORITY

Question to check	Yes/No	What needs to be reported?
Are they a burial authority?	Yes	
If yes:		
Do they have public liability insurance?	Yes	
Do they have written Risk Management Policy?		Needs reviewing
Do they have burial records?	Yes	Needs archiving
Do they have up-to-date plan of site?	yes	Urgently needs archiving
Have they got maintenance provision in budget?	Yes	
If no:		
Are they responsible for Closed Churchyard?		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		

CHECKING PLAYGROUND MANAGEMENT

Question to check	Yes/No	What needs to be reported?
Do they own playground?	Yes	
Is it professionally inspected annually?	yes	But see attached report
Do they have public liability insurance?	Yes	
Do they have written risk management policy?		Needs reviewing
Have they got maintenance budget?	Yes	

CHECKING GENERAL POWER OF COMPETENCE

Question to check	Yes/No	What needs to be reported?
Are they using the General Power of Competence?	no	
Is there a formal resolution in the Minutes for current Council term? (full council)		
Is there evidence that Council has regard to Principal Authority's Community Strategy Policy?		
Do projects achieve the promotion or improvement of economic, social or environmental well-being?		
Eligibility:		
At least two thirds of council stood for election?		
80% of current members attended training?		
Have a correctly qualified Clerk? CiLCA module 7		
Published Statement of Intent to Community Engagement?		
Is there evidence they have told their community they have using this power?		

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THE NATIONAL ASSOCIATION OF LOCAL COUNCILS
109 GREAT RUSSELL STREET LONDON WC1B 3LD



MELBOURN PARISH COUNCIL – APRIL 2016

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Tel: 020 7637 1865 • Fax: 020 7436 7451 • e-mail: nalc@nalc.gov.uk • website: www.nalc.gov.uk

These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO; acts under the policy direction of the council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

- 1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant, or a single commitment in excess of £8,000 excluding VAT; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Full Parish Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purpose Committee and Full Parish Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £8,000 excluding VAT;
- a duly delegated committee of the council for items between £2000 and up to £8000 excluding VAT or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £2000 excluding VAT.
- On items required for the Parish Office or to allow him to carry out his statutory duties, the Clerk shall be allowed to spend up to **£500 excluding VAT** without prior approval of the Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and General Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three member[s] of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

- 6.21. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. [STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law.

In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [CHARITIES]

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts

and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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PROPOSAL FOR DOCUMENTATION FOR MEETINGS

Purpose of proposed changes:

- To enable members of the public to see documents well in advance of meetings. This will enable them to consider the items for discussion and plan any representations they wish to make. It will also enable people unable to attend the meeting to send comments to the Clerk in advance.
- To comply with the Council's Green Policy (adopted September 2015) which states: To reduce paper use wherever practical, electronic communications, email and internet will be used to distribute documents.
- To reduce the amount of time the Clerk spends photocopying on a meeting day so that she can spend the time freed up to progress the work of the Council.

Supporting Documentation to the Public

- When the Agenda is published on the website on a Wednesday, The Clerk will also create a document that will be placed under the Agenda labelled supporting documents for Meeting XXXX DATE.
- On arrival at the meeting The Clerk proposes a noticeboard is placed at the back of the meeting room. Supporting documents will be available for the public to read prior to the start of the meeting. The Clerk will provide copies of the agenda only.

Meeting Packs for Councillors:

- Each member already receives emailed copies of the agenda packs in advance of the meeting. Therefore The Clerk proposes that members read all documentation prior to the meeting and bring the necessary paperwork with them. The Clerk will provide copies of the agenda. If a Councillor is unable to do this please inform The Clerk and she will make a copy for that Councillor.

The Clerk will bring a copy of the complete agenda pack to the meeting for reference if needed.

Planning Applications:

The Clerk proposes that current Planning Applications that are being discussed at the next meeting will be displayed on the noticeboard outside The Parish Office for the Public to view without making an appointment.

The Clerk proposes this to be effective from 1st January 2017.

Page 41 of 58

[illegible]



Herts & Cambs Ground Maintenance Ltd
Grounds Maintenance Contractor's

Sarah Adams
Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts

18th October 2016

Dear Sarah

Orchard road cemetery has come to my attention in the fact that the hedges need a big cut down and sides taken in, we have cut the hedges in the cemetery for many years and gradually each year they gain a bit due to new growth being too tough for hedge trimmers. This is something that would normally be done every 3-4 years making it not such a big job as it is now. I don't think this has been done for at least 6 years

The sides are actually growing and encroaching over the graves in lots of places

I would recommend the tops are cut down to 6ft in height the sides are cut right in hard and ivy cut at the base where possible to stop it suffocating the hedge

I would do this work at a very competitive price as we are due to go in and trim the tops now as part of the contract and also this will make trimming next year a little easier.

I estimate this taking 3-4 days including removing all debris from site

It is an ideal time of year to do this as there is no wildlife nesting

Total £1200.00 plus Vat If done quicker I will be fair and reduce cost

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Bank details Account 20572530 / Sort code 60 18 42

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL

Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk

www.hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

www.cambridgegritting.com



Herts & Cambs Ground Maintenance Ltd
Grounds Maintenance Contractor's

Sarah Adams
Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts

27th September 2016

Dear Sarah

After looking at the areas at the end of Maple Way with you I have worked out a cost to carry out the works as follows

Area shown on your map, lift trees from over footpath and cut back closer to fence
Remove all debris
Total £110.00 plus Vat

Clear the area full length of car parking area, removing all brambles, branches, saplings etc right back to boundary trimming the ivy back.
Remove all debris
Total £280.00 plus vat

Area on the junction of Maple Way and Orchard Road
Total £80.00 Vat plus Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Bank details Account 20572530 / Sort code 60 18 42

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Herts & Cambs Ground Maintenance Ltd
Grounds Maintenance Contractor's

Sarah Adams
Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts

1st August 2016

Dear Sarah

As requested here is our quotations to cut the hedges on
Cambridge Rd Royston Rd and Worcester Way

Cambridge Rd cut hedge including around all trees and clear all debris up
Total £410.00 plus Vat

Royston Rd cut hedge including around all trees and clear up all debris
Total ~~£290.00~~ plus Vat 150.00

Worcester Way Cut hedges and clear away all debris
Total £260.00 plus Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Bank details Account 20572530 / Sort code 60 18 42

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL

Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk

www.hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

www.cambridgegritting.com



JOHN COBB & SONS LTD.
Surfacing Contractors

recd 12/8/16

Barrington Road
Orwell, Royston
Herts SG8 5QP
Tel: 01223 208108
Fax: 01223 207988

Our Ref: JFC/KC/11074/6168

1st August 2016 Email: admin@johncobbbandsons.com
Web: www.johncobbbandsons.com

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts SG8 6D2

For the attention of: Mr M Linnette



Dear Sirs,

RE: Little Hands Nursery

We thank you for your recent enquiry and have pleasure in submitting the following estimate which we trust will provide acceptable, and would draw your attention to our conditions overleaf.

Yours faithfully,
for and on behalf of;
JOHN COBB & SONS LTD.

Mr J.F. Cobb BSc (Hons)

Option 1: Repairs – Area not exceeding 100m2

Break out agreed areas of damaged concrete and dispose of to a licenced tip.

Upon your existing foundation, supply, lay and roll 60mm of 20mm dense bitumen macadam binder course.

On the above binder course supply, lay and roll 40mm of 10mm stone mastic asphalt surface course.

For the sum of £6,630.00 Plus VAT

Option 2: Entire car park overlay – Area not exceeding 1000m2

Clean and prepare by thoroughly sweeping, load and cart away spoil from site. Reinstate pot-holes and deep depressions with suitable grades of bitumen macadam and / or fine asphalt and consolidate same.

Our Ref:JFC/KC/11074/6168

1st August 2016

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts SG8 6D2
For the attention of: Mr M Linnette

Little Hands Nursery

Mr J.F. Cobb BSc (Hons)

Option 1: Repairs – Area not exceeding 100m2

Break out agreed areas of damaged concrete and dispose of to a licenced tip.

Upon your existing foundation, supply, lay and roll 60mm of 20mm dense bitumen macadam binder course.

On the above binder course supply, lay and roll 40mm of 10mm stone mastic asphalt surface course.

For the sum of £6,630.00 Plus VAT

Option 2: Entire car park overlay – Area not exceeding 1000m2

Clean and prepare by thoroughly sweeping, load and cart away spoil from site. Reinstate pot-holes and deep depressions with suitable grades of bitumen macadam and / or fine asphalt and consolidate same.

Apply a tack coat of bituminous emulsion, and thereon supply, lay and roll 40mm of 10mm stone mastic asphalt surface course.

For the sum of £15,075.00

Plus VAT

Terms & Conditions:

Nett, payment within 14 days of invoice date.

Reflective cracking may occur at a later date due to movement of underlying concrete.

G/H 7/0/14

DIRECTOR: S.J.E. CANDLER

**NORTH
HERTS
SURFACING
LIMITED**

ASPHALT MACADAM SURFACING & ROAD MAINTENANCE CONTRACTORS

WIRELESS STATION PARK · CHESTNUT LANE · KNEESWORTH
NEAR ROYSTON · HERTFORDSHIRE · SG8 5JH

Telephone: 01763 246055 · Facsimile: 01763 242629

Melbourn Parish Council
The Moor
Melbourn
Herts
SG8 6EF

1st August 2016

For the attention of Mr Mike Lennet.

Dear Sir,

Re: Car Park Surfacing @ Little Hands, The Moor, Melbourn.

Further to our meeting please find our quotation as follows:

Patching to Car Park.

To break out defective areas and remove material to tip (60 square metres @ 40mm & 10 square metres @ 150mm). spray formation with bitumen emulsion tack coat thereon supply, lay and roll 20mm dense bitumen macadam binder course 110mm thick (10 square metres) and 60mm stone mastic asphalt surface course 40mm thick (70 square metres).

All for the sum of £2,400.00 excluding vat.

Repair to existing Speed Ramp.

To break out defective area to a depth not exceeding 150mm thick and remove material to tip. Spray formation with bitumen emulsion tack coat thereon supply, lay and roll 20mm heavy duty macadam binder course 100mm thick and 6mm stone mastic asphalt surface course 50mm thick.

Approx 9 square metres for the sum of £1,600.00 excluding vat.

Joint Repairs to Car Park.

To clean out joints between concrete slabs and remove material to tip. Fill joints with hot poured bitumen.

Approx 400 metres for the sum of £900.00 excluding vat.

Overlay to complete Car Park.

To sweep clean existing surface and spray with bitumen emulsion tack coat. Supply, lay and roll 6mm stone mastic asphalt surface course 30mm thick.

Approx 1000 square metres for the sum of £13,195.00 excluding vat.

Page 1 of 2



If you wanted to white/yellow line parking bays or speed humps with hot applied thermoplastic paint you would be looking at a minimum visit charge of £825.00 excluding vat.

We hope this quotation is of interest to you and if we can be of any further assistance please do not hesitate in contacting us.

Regards,



Dean Candler
Director

CAMBRIDGE FENCING AND FORESTRY CO. LTD

Meadow Brook Farm, Gt. Abington,
Cambridge CB21 6BL • Telephone: 01223 894349

Quality fencing from the company who care

(L)

27th April 2016.

Attention Sarah Adam
Melbourn Parish Council
"The Hub"
High street
MELBOURN
Royston
Herts.

Dear Sarah

Thank you for your recent enquiry we are pleased to confirm our prices as follows:-

1 Replacement oak post and rail fencing at crossroads.
Take out existing fencing in front of church and clear away.
Supply and install approximately 51yds x 2ft high post and rail fencing using 3ft 6in x 6in x 4in morticed round topped oak posts at 7ft spacings and cemented in. 1 x 7ft x 3in x 2in oak rails fitted into mortice.

All for the price of £2235.00p.
Carry out as above in front of Butchers shop (45yds)

All for the price of £1923.00p.

2 Fencing rear of "the Hub". Remove damaged chain link fencing and replace with 4ft high green PVC coated chain link of a thicker gauge this time. (approximately 14yds)

All for the price of £ 280.00p.

Optional addition. Supply and install 2ft high vertical close board fencing above chain link giving a total height of 6ft to stop access over fence.

All for the price of £ 485.00p.

3 Beechwood avenue. Repairs short length of chain link

All for the price of £ 60.00p.

Please note that we are at present not VAT registered therefore VAT will not be added to the above quoted prices.

Assuring you of our best attention at all times we look forward to receiving your further instructions.

Yours sincerely

C. M. Baker

C..MBaker
CAMBRIDGE FENCING & FORESTRY.

As Use



Bloom & Wake Ltd.
Electrical Contractors

(N)

130 Wisbech Road
Outwell
Wisbech
Cambs
PE14 8PF

Tel: 01945 772578

Fax: 01945 773135

www.bloomandwake.co.uk

enquiries@bloomandwake.co.uk

Our ref: EMCOM/03/DWS/LS

2nd September 2016

Melbourn Parish Council
30 High Street
Melbourn
Royston
SG8 6DZ

FOR THE ATTENTION OF THE BUILDING MAINTENANCE MANAGER

Dear Sir/Madam

Re: Emergency Lighting Completion Certificate ECN4/0320178
Melbourn Car Park

Our records indicate that the Emergency Lighting at the above will be due for the annual test on the 14th December 2016 to comply with current requirements and British Standards. ✓

Please contact us if you would like us to carry out this testing and issue the relevant certification.

Yours faithfully

D W Shaw
Contracts Manager



REGISTERED MEMBER
ECA



Registered Office: 130 Wisbech Road, Outwell,
Registered in England No. 01204090. VAT No. 282 1257 68
Directors J.W.WAKE M.D.WAKE J.D.WAKE

Parish Clerk

From: David Shaw <davidshaw@bloomandwake.co.uk>
Sent: 07 November 2016 09:34
To: Parish Clerk
Subject: Emergency light testing.

Morning

Further to your E-mail our price to carry out the annual test of the Emergency Lights will be £170+vat.
A certificate will be issued following the test.

Kind regards,

David Shaw
General Manager
DDI: 01945 771203



Bloom & Wake Ltd.
Electrical Contractors

130 Wisbech Road, Outwell,
Wisbech, Cambs, PE14 8PF
Tel: 01945 772578 Fax: 01945 773135
www.bloomandwake.co.uk

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SHIRE TREE SURGERY

1 Worcester Way, Melbourn, Nr. Royston, Herts SG8 6ND

Tel: 01763 220080 Mob: 07976 360 444

e-mail: shiretreesurgery@hotmail.com

www.shiretreesurgery.co.uk

quote

Melbourn Parish Council,
The Hub,
High Street,
Melbourn.

5th December 2016

Further to my site visit to supply tree surgeons and all equipment for tree works to be carried out as requested please find appended below following quotation

Crown reduce to previous pollard points
2 x Sugar Maples on the entrance to
Beechwood Ave., off Water Lane Melbourn. £495.00

Crown reduce 1 x Beech tree height and laterals
by approx. 4m on recreation ground Beechwood Ave
adjacent to electric station. £550.00

Regarding Horse Chestnut at The Cross Melbourn
adjacent to entrance to church. Unfortunately, until
SCDC tree officer Ian Lorman has reviewed the tree as to
what works can be carried out we cannot quote until we have his report.

1. Please note. If quote is accepted payment terms are on completion of works.
2. Fully insured.
3. Staff on site – tree surgeons plus equipment
4. Vehicles on site – 7.1/2 tonne lorry, 8” chipper
5. All arisings cleared from site and recycled except stump grindings unless otherwise stated.
6. References available.
7. District approved council contractors.
8. All staff friendly and professional fully trained to NPTC and City & Guilds

We hope this meets with your approval and look forward to hearing from you in the near future.

Please note if your tree surgeons cannot produce insurance certificates clearly stating “No Height Restrictions” on their Public Liability Policy they are not insured for tree work.

Frank and James Cantle
Shire Tree Surgery.



Herts & Cambs Ground Maintenance Ltd
Grounds Maintenance Contractor's

Sarah Adams
Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts

2nd December 2016

Dear Sarah

As promised here is our quote to cut the top and outside away from the path at Clear Crescent Park. This is the usual cost we charge for this as we don't do the inside this time of year only in the summer.

The outside encroaches over the path and the top if left grows totally out of control in the spring and then can't be cut until mid-June due to nesting birds.

All debris will be cleared and removed from site

Total £300.00 plus Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Bank details Account 20572530 / Sort code 60 18 42

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL

Tel: 01763 261 999 **Email:** Justin@hcgmltd.co.uk

www.hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

www.cambridgegritting.com

Parish Clerk

Subject: RE: Questions for the Council - Part 2

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

Hi Sarah

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

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

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

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

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

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

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

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

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

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

I therefore ask for clear answers to the questions below:

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

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

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

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

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

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

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

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

In these terms, phase 1 is described as being *"an urgent review of the contractors final estimated cost of £393,364.09 and make recommendations to the Parish Council as to the way forward"*.

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

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

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

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

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

Jocelyn Robson

Sent from [Outlook](#)

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>

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.

21st December 2016

Dear Ms Robson

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

To answer your points:

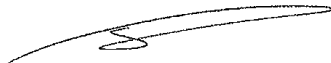
1. Will there be a review of the Hub Project from conception to the present day? The Council has not considered whether to carry out an investigation into the Hub as an entire project. As I said in my previous letter, the Council's focus is on securing the future of the Hub. If you believe there to be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

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

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

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

Yours sincerely



Sarah Adam
Melbourn Parish Clerk