

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Finance and Good Governance Committee Meeting held on Monday 4<sup>th</sup> September 2017 in the upstairs meeting room of Melbourn Community Hub at 7.30pm.**

**F&GG Committee - Cllrs Clark, Gatward, Hales, Kilmurray, Madiyko, Norman, Regan, Sherwen, Travis,**

**Present: Cllr Hales, Madiyko, Norman, Regan, Sherwen, Travis,**

**In attendance: The Clerk and one member of the public**

**FG11/17 To receive any apologies for absence**

Cllr Clark, Kilmurray for personal reasons

**FG12/17 To receive any Declarations of Interest and Dispensations**

a) **To receive declarations of interest from councillors on items on the agenda**

There were no declarations of interests made

**FG13/17 To approve the minutes of the Finance and Good Governance Meeting 10<sup>th</sup> July 2017**

**THERE WERE NO AMENDMENTS. IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR NORMAN THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR EXCEPT CLLR GATWARD AND MADIYKO WHO ABSTAINED AS THEY WERE NOT PRESENT AT THE MEETING**

**FG14/17 To report back on the minutes of the Finance and Good Governance Meeting 10<sup>th</sup> July**

FG07/17 – The Clerk explained the Village Warden has been able to fit a new replacement corner unit in the pavilion kitchen and the company that kindly donated the flooring 3 years ago when the pavilion was refurbished has offered to supply the material free of charge and the labour for £130. The cost for this work has been reduced from £4000 to approximately £200.

The Clerk explained there has been an appeal submitted for the car park rates and the Parish Council is awaiting their response.

FG08/17 – *The Clerk to compare cost of allotment insurance with other Parish Councils.* The Clerk asked for confirmation from the Council's Insurance Company and was informed of the following: *The policy we arrange with Aviva provides public liability insurance automatically in respect of the Parish Councils responsibilities towards either owning or maintaining allotment land. In the event of someone being injured due to a defect on the land for which the Parish Council is found to be legally liable the policy we arrange will provide cover for any resultant claim.*

The Clerk confirmed Fidelity Cover and Keyperson insurance are covered within our existing policy on page 8, 9 and 10.

*Are the figures sufficient on pages 11 + 12 of the insurance policy in particular Employee Liability and Public and Products Liability?* – The Clerk explained the insurance company stated this was a standard amount that Came and Company uses for all Parish Councils.

**ACTION: MEMBERS ASKED FOR THE CLERK TO SEEK CLARIFICATION WHETHER THE STANDARD OF COVER IS SUITABLE FOR A PARISH COUNCIL THIS SIZE, ONCE THE CLERK HAS FOUND THIS INFORMATION OUT MEMBERS NEED TO DECIDE IF THEY FEEL**

**COMFORTABLE WITH THIS APPLIED TO THE COUNCIL'S POLICY.**

FG09/17 – The Clerk explained the S106 balance and Priority Scheme List is an agenda item for later on this evening.

Cllr Norman explained the committee need to have an idea of which projects they would like to be grant funded then the next step is to research which grants are available for that particularly project

FG10/17 – The Clerk confirmed the approval list from 1 April 2016 to 31<sup>st</sup> March 2017 had been printed and submitted to Councillors and an informal meeting to discuss the document had been held.

**FG15/17 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).**

There were no comments from the public. .

**FG16/17 To receive the income and expenditure verses budget report for 2017/2018 from 1 April 2017 to 30<sup>th</sup> August 2017 – APPENDIX A**

The Clerk explained this item is work in progress and recommended an informal meeting should be arranged to go through and minimise/tidy up the unnecessary budget headings that are currently listed on Edge System. The precept from 2017/2018 has been entered into the 2017/2018 column, although the current budget does not match with the headings currently used in EDGE, the actual net is how much money has been spent so far and the balance is how much the Council has left to spend under each budget heading.

A member suggested creating a document within excel showing our proposal and this could be sent to the software company to amend the system. **ACTION: CLERK TO SEND CLLR MADIYKO RELEVANT INFORMATION SO THIS TASK CAN BE CARRIED OUT.**

**ACTION THE CLERK: ONCE THIS INFORMATION HAS BEEN SENT TO THE CLERK, THE CLERK TO SEND TO F&GG COMMITTEE FOR COMMENT AND ARRANGE AN INFORMAL MEETING TO GO THROUGH THE SPEADSHEET.**

**FG17/17 To discuss and review Melbourn Parish Council Insurance Policy**

The Clerk presented the annual renewal premium from the Council's existing insurance company and another quote from an alternative insurance broker. **APPENDIX B**

A member noted the Council are in a long-term agreement until 30<sup>th</sup> September 2018 with the Council's existing insurance company; however it was useful to note that both premiums are very similar. If however, we were to use the other insurance broker they have also stated that a 3 year long term agreement would reduce the premium to £8354.67, which would therefore cost less than our current insurance provider.

**FG18/17 To discuss and draft a Policy for Unplanned Expenditure – Decision Making**

The Chair presented a Policy for Unplanned Expenditure – Decision Making. **APPENDIX C**  
The following comments were made:

**Category B – Medium Priority**

Change the wording from: *Depending on tracked annual spend and any other influences The Clerk will be asked to proceed with spending on items defined in this grouping but only as formally decided through the Finance Sub Committee.*

to:

*Change the wording from: Depending on tracked annual spend and any other influences The Clerk will be asked to proceed with spending on items defined in this grouping but only as formally decided through the Finance Committee who will forward their decision to Full Council.*

**The following comments were related to Category C – Low Priority**

*Annual pre-planning of certain expenditure may be required for Category C in order that low priority items are eventually addressed*

To

*Annual pre-planning of certain expenditure may be required for Category C in order that low priority items are eventually addressed through precept setting.*

**Appendix A**

**Salaries of members of staff should be moved from Category B to the first on the list of Category A.**

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO ACCEPT THE POLICY WITH THE ABOVE CHANGES. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**ACTION: CLERK TO PLACE UNPLANNED SPEND CATEGORIES AS AN AGENDA ITEM FOR THE NEXT PARISH COUNCIL MEETING**

**FG19/17 To note the S106 balance**

The Clerk explained there were only two items within the S106 budget.

- **28<sup>th</sup> April 2016 - £2,429.03 – Income transaction Robiotic (Flint Cross)**
- **5<sup>th</sup> August 2016 - £5,143.99 – Income transaction 208, Cooks Garden, The Moor**

S106 money is paid under two headings, Open Space and Community Infrastructure. The Council can ask for advice from the S106 department at SCDC if it wishes to deviate from the above areas of spends.

With each S106 agreement comes with a legal document between SCDC, the Developer and on occasion the Parish Council. All S106 monies have a time life approximately 10 years to spend the allocated sum. The money if not spent can be reclaimed by the developer or person providing the S106 money.

F&GG Committee to look how S106 monies can be spent in the future within the parameters of relevant S106 agreement.

**ACTION: MEMBERS NEED TO SUGGEST WHERE THE S106 MONEY MIGHT BE SPENT –**

**ACTION: THE CLERK TO FIND TERMS FOR THESE S106 ITEMS AND DISTRIBUTE TO MEMBERS IN ADVANCE OF THE NEXT F&GG MEETING IN OCTOBER 2017.**

**The Chair closed the meeting at 8.41pm**

## APPENDIX A

### Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
<b>INCOME</b>			
<b>01/04 - 30/09/2016 Conservation</b>			
8 EOY difference	£0.00	£0.00	£0.00
100 Allotment Rent	£1,700.00	£38.42	-£1,661.58
110 Grass Cutting	£3,848.72	£3,848.72	£0.00
<b>Total 01/04 - 30/09/2016 Conservation</b>	<b>£5,548.72</b>	<b>£3,887.14</b>	<b>-£1,661.58</b>
<b>01/04 - 30/09/2016 Cemeteries</b>			
200 Burial Fees			
200/1 Burials	£1,401.40	£685.00	-£716.40
200/2 Memorials	£0.00	£100.00	£100.00
200/3 Cremated Remains	£0.00	£150.00	£150.00
200 Total	£1,401.40	£935.00	-£466.40
<b>Total 01/04 - 30/09/2016 Cemeteries</b>	<b>£1,401.40</b>	<b>£935.00</b>	<b>-£466.40</b>
<b>01/04 - 30/09/2016 Play &amp; Rec</b>			
300 Match Fees			
300/1 Melbourn FC	£0.00	£84.00	£84.00
300/2 Melbourn Dynamos	£0.00	£0.00	£0.00
300/3 Melbourn Sundays	£0.00	£0.00	£0.00
300/4 External Clubs	£0.00	£76.00	£76.00
300 Total	£0.00	£160.00	£160.00
310 Use of gezebo	£0.00	£0.00	£0.00
320 Hire of Old Recreation Ground	£0.00	£190.00	£190.00
330 Little Hands Nursery Rent	£13,860.00	£3,465.00	-£10,395.00
340 Pavillion	£0.00	£142.00	£142.00
350 Grant Money	£0.00	£0.00	£0.00
360 Other Sports	£0.00	£0.00	£0.00
370 MAYD reimbursements	£1,050.00	£0.00	-£1,050.00
380 Bike Bank	£0.00	£0.00	£0.00
390 Be Active profit	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Play &amp; Rec</b>	<b>£14,910.00</b>	<b>£3,957.00</b>	<b>-£10,953.00</b>
<b>01/04 - 30/09/2016 Finance &amp; General Purpose</b>			
400 Club Rents	£0.00	£0.00	£0.00
410 Precept	£205,032.82	£205,713.00	£680.18
420 Bank Interest - Business No Notice	£0.00	£6.97	£6.97
430 Bank Interest - S.106	£0.00	£0.00	£0.00
440 Bank Interest - Martin's Charity	£0.00	£0.00	£0.00
445 Bank Interest - Melbourn Community Hub	£0.00	£2.24	£2.24
450 Re-imbursements	£0.00	£29.50	£29.50
460 Miscellaneous Income	£0.00	£527.12	£527.12
470 Photocopying	£0.00	£38.00	£38.00

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## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
475	Bank interest - old account	£0.00	£0.00	£0.00
480	Insurance Claims	£0.00	£0.00	£0.00
485	FIT payments	£0.00	£161.26	£161.26
490	Donations	£0.00	£0.00	£0.00
500	VAT Refund	£0.00	£0.00	£0.00
510	All Saints rent for hire of hall	£0.00	£0.00	£0.00
520	Bank Interest - MAYD	£0.00	£1.60	£1.60
530	Loan Income	£0.00	£0.00	£0.00
540	Bank Interest - Melbourn Hub	£0.00	£0.00	£0.00
550	Capital Grant	£0.00	£0.00	£0.00
560	Community Benefit	£37,500.00	£39,215.52	£1,715.52
990	Celebrating Ages	£0.00	£0.00	£0.00
4400	Recharge of room rental	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Finance &amp;</b>		<b>£242,532.82</b>	<b>£245,695.21</b>	<b>£3,162.39</b>
<b>01/04 - 30/09/2016 Planning</b>				
710	Community Building	£0.00	£0.00	£0.00
720	Car Park	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Planning</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Highways</b>				
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Highways</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Melbourn Futures Committee</b>				
900	Melbourn Futures Committee	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Melbourn Futures</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Melbourn Area Youth Development</b>				
950	MAYD Donations	£0.00	£0.00	£0.00
951	Bank Interest	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Melbourn Area</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Community Benefit</b>				
960	Community Benefit Donations	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Community Benefit</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Section 106</b>				
120	S.106	£0.00	£0.00	£0.00
430	Bank Interest - S.106	£0.00	£4.18	£4.18
700	Public Open Space (S106)	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Section 106</b>		<b>£0.00</b>	<b>£4.18</b>	<b>£4.18</b>
<b>Total Income</b>		<b>£264,392.94</b>	<b>£254,478.53</b>	<b>-£9,914.41</b>

## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
<b>EXPENDITURE</b>			
<b>01/04 - 30/09/2016 Conservation</b>			
1000 Allotments	£0.00	£635.71	-£635.71
1100 Conservation	£0.00	£526.22	-£526.22
1200 Grass Cutting	£4,000.00	£2,704.00	£1,296.00
1300 Public Open Space	£0.00	£1,066.70	-£1,066.70
<b>Total 01/04 - 30/09/2016 Conservation</b>	<b>£4,000.00</b>	<b>£4,932.63</b>	<b>-£932.63</b>
<b>01/04 - 30/09/2016 Cemeteries</b>			
2000 Cemetery			
2000/1 Orchard Road	£1,691.00	£250.94	£1,440.06
2000/2 New Road	£2,172.00	£405.87	£1,766.13
2000/3 All Saints' Churchyard	£1,000.00	£0.00	£1,000.00
2000/4 Cemetery Contracts	£13,000.00	£5,835.00	£7,165.00
2000 Total	£17,863.00	£6,491.81	£11,371.19
<b>Total 01/04 - 30/09/2016 Cemeteries</b>	<b>£17,863.00</b>	<b>£6,491.81</b>	<b>£11,371.19</b>
<b>01/04 - 30/09/2016 Play &amp; Rec</b>			
3000 Play Areas and Recreation			
3000/1 Little Hands Nursery	£0.00	£69.19	-£69.19
3000/2 Pavilion	£2,923.00	£2,405.03	£517.97
3000/3 Play Areas	£2,000.00	£686.92	£1,313.08
3000/4 Recreation	£17,360.00	£2,588.49	£14,771.51
3000/5 Refuse collection			
3000/5/1 Stockbridge Meadow	£0.00	£0.00	£0.00
3000/5/2 Ogden Close/Water Lane	£0.00	£0.00	£0.00
3000/5/3 Clear Crescent	£0.00	£0.00	£0.00
3000/5/4 Refund 2014/15 overpayment	£0.00	£0.00	£0.00
3000/5 Total	£0.00	£0.00	£0.00
3000 Total	£22,283.00	£5,749.63	£16,533.37
3100 MAYD PC budget	£0.00	£630.00	-£630.00
3200 Bike Bank	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Play &amp; Rec</b>	<b>£22,283.00</b>	<b>£6,379.63</b>	<b>£15,903.37</b>
<b>01/04 - 30/09/2016 Finance &amp; General Purpose</b>			
-5203/12/1	£0.00	£0.00	£0.00
1 Petty Cash	£0.00	£20.00	-£20.00
2 Postage	£0.00	£35.10	-£35.10
3 Handyman Materials	£0.00	£152.59	-£152.59
4 Office Stationery	£0.00	£332.91	-£332.91
5 Parish Office-General	£0.00	£34.21	-£34.21
6 Petty Cash Sundries	£0.00	£10.46	-£10.46
7 Petrol for Van	£1,300.00	£91.76	£1,208.24
500 Melbourn Primary School			
500/1 Donation	£0.00	£0.00	£0.00

## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
500	Total	£0.00	£0.00	£0.00
4000	Audit and Legal Fees	£1,500.00	£2,715.20	-£1,215.20
4100	Chairman's Allowance	£0.00	£0.00	£0.00
4200	Contingency Fund	£0.00	£0.00	£0.00
4300	Handymen			
4300/1	Wages	£25,000.00	£8,215.30	£16,784.70
4300/2	Materials	£500.00	£27.92	£472.08
4300/3	Equipment	£0.00	£598.58	-£598.58
4300/4	Insurance	£11,000.00	£0.00	£11,000.00
4300/5	Recruitment	£0.00	£0.00	£0.00
4300/6	Mileage	£0.00	£0.00	£0.00
4300/7	CAPS	£0.00	£50.00	-£50.00
4300	Total	£36,500.00	£8,891.80	£27,608.20
4400	Hire of Centre	£0.00	£109.50	-£109.50
4500	Insurances	£0.00	£790.00	-£790.00
4700	Membership of Societies			
4700/1	CAPALC	£640.00	£620.61	£19.39
4700/2	SLCC	£340.00	£0.00	£340.00
4700/3	The Wildlife Trust	£0.00	£0.00	£0.00
4700/4	Cambs. ACRE	£0.00	£0.00	£0.00
4700/5	CPRE	£0.00	£0.00	£0.00
4700/6	The Ramblers Association	£0.00	£0.00	£0.00
4700/7	Fields in Trust	£0.00	£0.00	£0.00
4700/8	Association of Burial Authorities	£0.00	£0.00	£0.00
4700	Total	£980.00	£620.61	£359.39
4800	Celebrating Ages	£0.00	£0.00	£0.00
4900	Parish Clock	£180.00	£0.00	£180.00
5000	Parish Office			
5000/1	IT/Phone	£0.00	£896.86	-£896.86
5000/2	Office Supplies	£3,600.00	£281.68	£3,318.32
5000/3	Photocopier Rent	£0.00	£1,063.13	-£1,063.13
5000/4	Rates	£0.00	£0.00	£0.00
5000/5	Postage	£0.00	£0.00	£0.00
5000/6	Office Rent	£12,775.00	£0.00	£12,775.00
5000/7	Click Charges	£0.00	£0.00	£0.00
5000/8	Software Licence	£120.00	£0.00	£120.00
5000/9	Subcontractors			
5000/9/1	Asset Register	£0.00	£0.00	£0.00
5000/9/2	Bookkeeper	£0.00	£0.00	£0.00
5000/9/3	Caretaker	£0.00	£1,393.68	-£1,393.68
5000/9	Total	£0.00	£1,393.68	-£1,393.68
5000/10	Furniture	£0.00	£210.10	-£210.10
5000/11	Car park workshop	£0.00	£0.00	£0.00

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## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
5000/12	Water rates	£0.00	£0.00	£0.00
5000	Total	£16,495.00	£3,845.45	£12,649.55
5100	Salaries			
5100/1	Clerk	£20,328.88	£10,558.80	£9,770.08
5100/2	Assistant Clerk	£10,239.84	£4,546.92	£5,692.92
5100/3	Bookkeeper	£1,000.00	£0.00	£1,000.00
5100/4	Caretaker	£0.00	£0.00	£0.00
5100/5	Project Development	£0.00	£0.00	£0.00
5100/6	Staff Pensions	£1,800.00	£652.51	£1,147.49
5100	Total	£33,368.72	£15,758.23	£17,610.49
5200	Donations			
5200/1	CAB	£0.00	£0.00	£0.00
5200/2	Relate	£0.00	£0.00	£0.00
5200/3	MAGPAS	£0.00	£0.00	£0.00
5200/4	River Mel Group	£0.00	£0.00	£0.00
5200/5	British Legion	£0.00	£0.00	£0.00
5200/6	RDCT	£0.00	£0.00	£0.00
5200/7	Library	£0.00	£0.00	£0.00
5200/8	M&M SHG	£0.00	£0.00	£0.00
5200/9	Mobile Warden	£0.00	£0.00	£0.00
5200/10	Victim Support	£0.00	£0.00	£0.00
5200/11	Air Ambulance	£0.00	£0.00	£0.00
5200/12	Cambridgeshire Hearing Help	£0.00	£0.00	£0.00
5200/13	RSPCA	£0.00	£0.00	£0.00
5200/14	Melbourn Water Aid Bloomday	£0.00	£0.00	£0.00
5200	Total	£0.00	£0.00	£0.00
5201	Donation to MVC			
5201/1		£0.00	£0.00	£0.00
5201/2		£0.00	£0.00	£0.00
5201/3		£0.00	£0.00	£0.00
5201	Total	£0.00	£0.00	£0.00
5203	Cambridgeshire Healing Help			
5203/1		£0.00	£0.00	£0.00
5203/2		£0.00	£0.00	£0.00
5203/3		£0.00	£0.00	£0.00
5203/4		£0.00	£0.00	£0.00
5203/5		£0.00	£0.00	£0.00
5203/6		£0.00	£0.00	£0.00
5203/7		£0.00	£0.00	£0.00
5203/8		£0.00	£0.00	£0.00
5203/9		£0.00	£0.00	£0.00
5203/10		£0.00	£0.00	£0.00
5203/12	Cambridgeshire Healing Help			

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## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
5203	Total	£0.00	£0.00	£0.00
5300	Sundry Expenses	£0.00	£846.20	-£846.20
5400	Training	£1,500.00	£2,094.00	-£594.00
5500	Martin's Charity	£0.00	£0.00	£0.00
5600	Tax & NI			
5600/1	Total all employees	£0.00	£6,926.15	-£6,926.15
5600	Total	£0.00	£6,926.15	-£6,926.15
5700	Bank Charges - S.106	£0.00	£0.00	£0.00
5800	Bank Charges - Business Account	£0.00	£0.00	£0.00
5900	Bank Charges - Current Account	£0.00	£52.94	-£52.94
6000	Parish Plan	£0.00	£0.00	£0.00
6100	Bank Charges - Sinking Fund	£0.00	£33.00	-£33.00
6200	Mileage Allowance	£0.00	£0.00	£0.00
6300	Public Art Project	£0.00	£0.00	£0.00
6400	Community Hub - Hub	£14,500.00	£17,603.75	-£3,103.75
6450	PWLB Community Hub - interest	£16,520.57	£2,006.97	£14,513.60
6451	PWLB Community Hub - capital	£16,433.63	£14,470.13	£1,963.50
6452	PWLB Car Park - interest	£8,000.00	£3,445.57	£4,554.43
6453	PWLB Car Park - capital	£8,944.99	£4,998.16	£3,946.83
6500	Bank Charges - Melbourn Hub	£0.00	£0.00	£0.00
6600	Sinking Fund	£0.00	-£922.09	£922.09
6700	War Memorial	£0.00	£0.00	£0.00
6800	Election costs	£1,500.00	£0.00	£1,500.00
9999	Fines	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Finance &amp; General Purpose</b>		<b>£157,722.91</b>	<b>£84,962.60</b>	<b>£72,760.31</b>
<b>01/04 - 30/09/2016 Planning</b>				
7000	Community Development	£1,500.00	£0.00	£1,500.00
7100	Village Car Park - Rates & Maintenance	£6,600.00	£5,569.63	£1,030.37
7110	Village Car Park - Refurbishment	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Planning</b>		<b>£8,100.00</b>	<b>£5,569.63</b>	<b>£2,530.37</b>
<b>01/04 - 30/09/2016 Highways</b>				
8000	Highways and Footpaths	£2,600.00	£0.00	£2,600.00
8100	Street Lighting	£1,500.00	£0.00	£1,500.00
<b>Total 01/04 - 30/09/2016 Highways</b>		<b>£4,100.00</b>	<b>£0.00</b>	<b>£4,100.00</b>
<b>01/04 - 30/09/2016 Melbourn Futures Committee</b>				
9000	Melbourn Futures Committee	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Melbourn Futures Committee</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>01/04 - 30/09/2016 Melbourn Area Youth Development</b>				
5202	MAYD			
5202/1	MAYD	£0.00	£0.00	£0.00

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Melbourn Parish Council

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## Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
5202 Total	£0.00	£0.00	£0.00
9500 MAYD Youth Club			
9500/1 Provisions	£0.00	£18,762.00	-£18,762.00
9500/2 Melbourn Fete	£0.00	£0.00	£0.00
9500 Total	£0.00	£18,762.00	-£18,762.00
<b>Total 01/04 - 30/09/2016 Melbourn Area Youth</b>	<b>£0.00</b>	<b>£18,762.00</b>	<b>-£18,762.00</b>
<b>01/04 - 30/09/2016 Community Benefit</b>			
9600 Community Benefit Donations	£37,500.00	£10,564.00	£26,936.00
<b>Total 01/04 - 30/09/2016 Community Benefit</b>	<b>£37,500.00</b>	<b>£10,564.00</b>	<b>£26,936.00</b>
<b>01/04 - 30/09/2016 Section 106</b>			
1400 S106	£0.00	£0.00	£0.00
<b>Total 01/04 - 30/09/2016 Section 106</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£251,568.91</b>	<b>£137,662.30</b>	<b>£113,906.61</b>
Total Income	£264,392.94	£254,478.53	-£9,914.41
Total Expenditure	£251,568.91	£137,662.30	£113,906.61
<b>Total Net Balance</b>	<b>£12,824.03</b>	<b>£116,816.23</b>	

## APPENDIX B



**Underwritten by Aviva Insurance Limited**  
Registered in Scotland No. 2116  
Registered Office: Pitheavlis, Perth, Scotland PH2 0NH  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
**Renewal**

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### Your Parish Council Policy

**Policy Holder**                      **Melbourn Parish Council**

**Policy Number**

**Produced on**                      **3rd August 2017**

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### THIS SCHEDULE FORMS PART OF YOUR POLICY

If the information in The Schedule is incorrect or incomplete or if the insurance does not meet Your requirements, please tell us as soon as possible.

You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

The information contained on this page is confidential and should not be sent to third parties.

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### Your Parish Council Policy Details

Effective Date	1st October 2017
Policy Expires	30th September 2018
Renewal Date	1st October 2018
Long-Term Agreement Expires	30th September 2018
Annual Premium	£8,642.22
Premium Due Inclusive of Insurance Premium Tax	£8,642.22

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On the following page we have summarised all of the Risks which Apply to your Policy. Any pages which follow the summary relate only to the Risks which have changed. They replace the previous details for these Risks, and form part of your Policy.

**Your Details**

The Policyholder	Melbourn Parish Council
Address	Melbourn Community Hub 30 High Street Melbourn Cambridgeshire SG8 6DZ
Population	10000
Client Reference	

**SCHEDULE CONTINUED**

Policy Number  
Effective From 1st October 2017  
Produced On 3rd August 2017

The Policy Holder: Melbourn Parish Council

The Business: Local Council

Long Term Agreement: 30th September 2018

**SUMMARY OF COVER****Asset Protection**

Property Damage -- All Risks (including Theft)	Insured
Glass	Insured
Business Cover away from the premises	£5,000
Defibrillators & cabinets	£5,000
Money & Assault	£1,000
Employee Dishonesty	£350,000

**Revenue Protection**

Business Interruption	£23,200.00
On Gross Revenue	£13,200
Increased Cost of Working (ICOW)	£10,000
Terrorism	Not Insured

**Legal Liabilities**

Employers Liability	£10,000,000
Public & Products Liability	£10,000,000
Hirers' Indemnity	£5,000,000
Commercial Legal Protection	£100,000
Officials Indemnity	£500,000
Libel and Slander	£250,000

**Employee Benefits**

Personal Accident	£50,000
Motor No Claims Bonus and Excess	Insured
Key Person	Insured

**SUMMARY COMPLETED**

**POLICY AND PROCEDURE:**

**Unplanned Expenditure - Decision Making**

**PURPOSE:** The categorisation of expenditure decisions as an aid to the Clerk and Councillors in setting priorities for items outside precept plans.

**SCOPE:** All financial decisions to spend amounts greater than £100 made by Melbourn Parish Council that arise outside those items pre-planned through the annual precept. Items specifically listed within the precept are not included.

**1. POLICY:** It is the policy of Melbourn Parish Council to use this document as the primary reference to ensure non-designated money set aside and spent *outside the planned and itemised precept* is used to the maximum benefit of the community. This objective will be achieved through an agreed system of priorities, as set out in this document, to properly balance parish council musts, needs and wants against the financial resources available.

**2. PROCEDURE:**

**2.1** The Annual Precept will include a global estimate, based on historical requirements and extrapolated into the future year, of non-designated funds that should be available for servicing items that arise randomly and that cannot be easily predicted.

**2.2** Unplanned items can arise from many sources and can be made known to the Clerks and Councillors, depending on the nature of these. The logging of new items will be co-ordinated by the Clerks, based a clear and complete description of the matter in question and details of the originator of the request.

**2.3** If quotations are required, ideally three competitive quotes must be provided, together with supporting technical information and images as appropriate. Costings, quotations and justifications to spend may be developed by either the Clerks or through Sub-Committees and/or Working Parties

**2.4** The Clerks will refer to the Categorisation List in Appendix A of this document and decide action on the item accordingly, and by type.

**2.5 Decision Making:****Category A – High Priority**

The Clerk will authorise work or purchases defined by this grouping, informing the Chairs and Vice Chairs of both the Parish Council and Finance Sub-Committee of the action taken, for information only. There is no requirement that the Clerk should seek prior approval to act. However, in the case of any doubt, the Clerk can seek advice from one or more of those councillors holding the positions noted above.

**Category B – Medium Priority**

The Clerk will log items in this grouping and notify the issues raised, together with any background information as appropriate, to the Chair and Vice Chair of the Parish Council and to members of the Finance Sub-Committee. The Clerk will bring the accumulated list to Finance Sub-Committee meetings for consideration. Depending on tracked annual spend and any other influences the Clerk will be asked to proceed with spending on items defined in this grouping but only as formally decided through the Finance Sub-Committee.

**Category C – Low Priority**

As with Category B, the Clerk will log items in this category. The clerk will bring these to the Finance Sub-Committee for consideration. Depending on tracked annual spend and any other influences the Clerk will be asked to proceed with spending on items in this grouping but only as formally decided through the Finance Sub-Committee. However, spends defined in this grouping will only be approved when financial circumstance allow. *Annual pre-planning of certain expenditure may be required for Category C in order that low priority items are eventually addressed.*

**Document Approval:****(Chair to Melbourn Parish Council)****Date of Parish Council meeting:***Review Policy: Every 12 months*

## APPENDIX A

### Spend Items - Priority Categorisation

#### Category A

*Expenditure that is a 'must pay', and often where associated with a high risk issues, including:*

- Failure to act will result in prosecution
- Danger to life and limb
- Undertaking statutory and mandatory maintenance
- Making safe in emergency situations
- Negating insurance cover
- Replacing essential equipment
- Contractual commitments where cost of cancelling contract significantly exceeds costs and nature of work being undertaken
- Foul and storm-water sewer blockages
- Making safe water leakage or similar problems where damage is occurring in real time.
- Payments to statutory bodies
- Matters that would otherwise adversely affect the image of the Parish Council

#### Category B

*Expenditure with a 'need to pay' but can in certain circumstances be deferred or the timing otherwise reviewed, including:*

- Salaries of members of staff
- High impact grass cutting /tree surgery
- Repair rather than replace decisions on key equipment
- Work to be undertaken following emergency to make safe prior to repair/replace decision
- Maintaining key equipment
- Maintaining cemeteries
- Expenditure that can result in measurable cost savings to the Parish Council

#### Category C

*'Discretionary' expenditure with medium/low short term impact, including:*

- Expenditure to maintain village facilities
- Internal/external decoration
- Stationery (if not required for business continuity)
- Low impact landscaping/flower beds etc.
- Elements of planned maintenance where decision to allow equipment to fail is more cost effective and of low priority
- Work to be undertaken following emergency to make safe prior to repair/replace decision not considered to be in Category A or B
- Purchase of new equipment not in Category A or B