

Melbourn Parish Council
Minutes of the Meeting held on Monday 26 February 2018
at Melbourn Community Hub at 7.30 pm

Present: Councillors Norman (Chair), Clark, Cowley, Gatward, Hart, Porter, Sherwen, Siva and Travis

In attendance: County Cllr Van de Ven, District Cllr Hales, Ms G Van Poortvliet (RFO), 8 members of the public, and Mrs A Griffiths (Minutes Secretary, LGS Services).

The Chair indicated that the order of business would be varied at times throughout the meeting and the items are minuted in the order in which they were taken.

PC166/17 To receive any apologies for absence

Apologies had been received from Cllrs Kilmurray and Buxton (personal reasons)
[Post meeting note – apologies received from Cllr Madiyiko (work reasons)]

PC167/17 To receive any Declarations of Interest and Dispensations

PC168/17 a) To receive any Declarations of Interest from councillors on items on the agenda

Cllr Travis declared an interest in the payment for the Hub licence fee and in PC179/17 regarding the planning application on behalf of the Community Hub, as a Director of the Community Hub.
Cllr Porter declared an interest in PC179/17 relating to the Community Hub.

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

None.

c) To grant any requests for dispensation as appropriate

None.

PC169/17 To approve the minutes of the Parish Council Meeting 22 January 2018 – Appendix A

RESOLVED the minutes of the meeting of 22 January 2018 be approved and signed by the Chair, after the following amendment: item 158/17a) to read “The Chair of the HR Panel noted that the HR Panel had recently met,” and delete “but no report was available at this time.” The numbering had been corrected.

Proposed by Cllr Hart, seconded by Cllr Cowley. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Norman, Cowley and Gatward. Abstention: Cllr Siva who had not been present at the meeting on 22 January.

Cllr Van de Van arrived during this item at 7.35 pm.

PC170/17 To report back on the minutes of the Parish Council Meeting 22 January 2018

RESOLVED to note the following:

PC154/17: The online payment forms had been sent off to Unity Trust Bank.

PC159/17: The S106 forms had been completed and submitted.

PC163/17 and 164/17: The Assistant Clerk had made the amendments to the policies.

PC165/17: Cllr Norman has prepared a job specification for the Pavilion Cleaner.

PC171/17 To approve the minutes of the Extraordinary Parish Council Meeting on 12 February 2018 – Appendix B

RESOLVED the minutes of the extra-ordinary meeting of 12 February 2018 be approved and signed by the Chair.

Proposed by Cllr Travis, seconded by Cllr Siva. In favour: Cllrs Porter, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward. Abstention: Cllr Hart.

- PC172/17** **To report back on the minutes of the Extraordinary Parish Council Meeting on 12 February 2018**
Nothing to report.
- PC173/17** **Public Participation**
A resident commented on the funding request and proposed application by the Hub Management for a capital grant towards improvements to the building.
Another resident stated that extra rooms were needed.
A member of the public queried the amount of Parish Council budget for the Hub and expressed concerns that this included expenses that should be met by the Hub. He felt that the application was being rushed to meet the deadline, incurring Parish Council expenditure on the application without certainty as to the outcome.
A member of the public expressed concerns at the potential congestion from the proposed diversion of A10 traffic through the village in June while works are carried out to the bypass.
Standing orders were reinstated at 7.50 pm.
- PC174/17** **To receive a report from County Cllr Van de Ven – Appendix C**
County Cllr Van de Ven's previously circulated written report was taken as read.
- PC175/17** **To receive a report from District Cllrs Barrett and Hales – Appendix D**
District Cllr Hales circulated and spoke to his written report, which covered:
- The Community Sweeper initiative
 - The SCDC Council Tax figures.
 - Refuse collections
 - Planning applications and pressure on the Planning department
 - The Local Plan.
 - Developments in Melbourn. The Countryside PLC application for 160 houses had been refused by SCDC. In response to a query, Cllr Hales explained that in the event of an appeal, if the Local Plan was approved before an appeal was concluded, all outstanding applications not included in the Plan would lapse.
 - District elections on 3 May and Ward Boundary changes.
- PC176/17** **To receive the Clerk's report – Appendix E**
The Clerk's report was noted.
- PC177/17** **To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for February 2018 – Appendix F**
Cllrs Porter and Travis, having previously declared an interest in the payment for the Hub licence fee, left the meeting at 7.55 pm.
RESOLVED the expenditure as detailed in the February 2018 approval list, be approved for payment, plus payments of £24.41 to Norburys (Pool table) and £83.74 to Cambridge Water (Pavilion water) which had been paid but not previously approved. Proposed Cllr Cowley, seconded by Cllr Sherwen. In favour: Cllrs Sherwen, Hart, Clark, Siva, Norman, Cowley and Gatward.
Cllrs Travis and Porter re-joined the meeting at 7.58 pm.
- PC178/17** **To receive monthly finance reports – Appendix G**
The Chair reported that the RFO would attend meetings on a quarterly basis in future. Members are to send any queries or comments to the RFO if she is not present. Thanks were extended to Ms Van Poortvliet for all her hard work. Members appreciated the monthly report and were happy for it to continue in its present format.
Ms Van Poortvliet spoke to the report and highlighted the following:

- The report showed actuals as at ten months. A small surplus of approximately £1200 - £1300 was anticipated at the financial year end.
- The originally forecast surplus of £12,000 for FY2017/18 and budgeted contribution to reserves at the year end was unlikely to be achieved due to variations in income and expenditure headings, as a result of insufficient information when the current year's budget was set. This was expected to be resolved for the next financial year.
- Increased expenditure had occurred in the areas of salaries, legal fees, Parish Office costs, the Community Hub, car park rates, and cemeteries, where some costs had been unbudgeted.
- The RFO reported on the bank balances.
- VAT returns will be made quarterly in future.

RESOLVED to accept the financial report. Proposed Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

On a proposition by the Chair, the order of business was varied.

PC195/17 To receive update on negotiations with regard to Littlehands rent increase

Cllr Clark reported on a meeting with the tenants. It is proposed that the new tariff is to be introduced as from 1 February 2018. The copies have been sent for engrossment. RESOLVED to approve the commencement of the lease and the increased rent of £26,000 from 1 February 2018. Proposed Cllr Clark, seconded Cllr Travis. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

PC181/17 To discuss and consider diversion of traffic from the A10 through the village

RESOLVED, following a discussion in which concerns were expressed about the potential gridlock resulting from A10 traffic being diverted through the village, particularly in the light of parked vehicles in the High Street, vehicles delivering to the two stores, and turning traffic, that the Parish Council ask County Cllr Van de Ven to seek feedback from Highways as to how these issues would be dealt with, and to defer a response until this information was known. The Parish Council is to contact Cllr Van de Ven by email with its views. Cllr Van de Ven left the meeting.

PC179/17 To consider a request from the MCHMG to prepare a Planning Application to extend the footprint of the building and to seek grant funding by way of capital money from Garfield Weston

RESOLVED that Cllrs Travis and Porter should remain present to answer questions but not to vote or contribute to the discussions.

The background to the request was outlined. The principle of supporting a planning application had previously been discussed in the light of potential S106 income, but the subsequent refusal of the Cambridge Road planning application would result in a shortfall of S106 funds. However, the opportunity had now arisen for a capital grant application from the Garfield Weston Foundation and the Hub Management intended to apply for 100% funding.

The Parish Council expressed concerns about the future financial implications for the Council as landlords:

- It was not known whether the capital fund covered the building only or also the costs of fitting it out. There could therefore be additional costs.
- If the application was unsuccessful or less than 100%, there was uncertainty as to how the shortfall would be covered. There was no guarantee of the successful completion of the project or of funding future repairs.

- It was acknowledged that the proposal did not address all the issues, such as the need for the kitchen to be larger.
- Whilst there was demand for extra meeting facilities, there was no evidence or costings of the revenue this would provide, and there would be a short-term negative impact on revenue during building works.

The Parish Council asked how the improvements would affect the building's ability to serve the community. The Hub hoped to extend services and provide room space to meet high demand.

It was stressed by the Hub that this was a rare opportunity to bid for funding, and the plans would need to be drawn up by mid March for approval by the end of June to meet the deadline.

A public consultation had yet to take place.

Questions were asked about the scope for expansion, as there were limitations on extending the building, and whether the Parish Council could recover its outlay from solar money if the grant application was unsuccessful.

RESOLVED to support the Management Group in principle in its planning application to Garfield Weston Foundation. Proposed by Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Gatward, Hart, Sherwen, and Clark. Against: Cllrs Siva, Norman and Cowley. Cllrs Travis and Porter did not participate in the vote. Proposal carried.

A proposal that the Parish Council agrees to fund the payment of £3,100.00, from a source to be decided at a future time, to meet the cost of preparing drawings and the payment of fees for the planning and grant applications, as set out in the Management Group's proposal, was defeated. Proposed by Cllr Gatward, seconded by Cllr Clark. In favour: Cllr Gatward, Cllr Clark. Against: Cllrs Norman, Siva, Hart and Cowley. Abstention: Cllrs Sherwin. Cllrs Travis and Porter did not participate in the vote.

The Parish Council was asked whether the Hub had the Council's approval to proceed, should it decide to raise the funds itself. The Parish Council expressed its agreement in principle to this, but given the questions raised, the request would need further consideration by the Parish Council when it was known what the application would involve, and details were provided of the consequential financial implications, such as additional financial requirements for fees, equipment, rates, etc, which had not been discussed, and which the Parish Council would need to know before entering into any large projects.

District Cllr Hales left the meeting at 9.18 pm.

PC180/17 To consider whether to adopt the spur road in the Victoria Heights development leading to New Road Cemetery

On a proposition by the Chair, at 9.20 pm the meeting was briefly suspended to enable the developer to speak. He provided copies of the original Land Registry transfer and expanded on his view that the Parish Council should maintain the section of road, which was being built to a high standard. The meeting resumed at 9.27 pm. RESOLVED to defer this item to the next meeting.

On a proposition by the Chair, the order of business was varied.

PC192/17 To discuss and agree Policy and Procedure for Appointment and Management of Contractors – Appendix H

RESOLVED to approve the Policy and Procedure for the Appointment and Management of Contractors as circulated. Proposed by Cllr Hart, seconded by Cllr

Porter. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

- PC188/17 To discuss and agree Invitation to Quote: Melbourn Cemeteries – Appendix I**
Cllr Travis reported on changes to the contracts which will now be on the basis of monthly visits made and subject to a monthly invoice.
RESOLVED to adopt the document Invitation to Quote: Melbourn Cemeteries, subject to an amendment to reflect the fact that there are four cemeteries in the village. Proposed by Cllr Sherwen, seconded by Cllr Siva. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC189/17 To discuss and agree Invitation to Quote: Grass Cutting – Appendix J**
Cllr Travis reported that the scope of the contract covered only grass cutting and that hedge cutting and shrub maintenance had been removed from the specification.
RESOLVED to adopt the document Invitation to Quote: Melbourn Grass Cutting, as circulated. Proposed by Cllr Siva, seconded by Cllr Clark. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC190/17 To discuss and agree Invitation to Quote: General Maintenance – Appendix K**
Cllr Travis reported on changes to the basis of the contract, namely that the contractor should consult the Clerk before work is carried out to seek confirmation on the work to be done.
RESOLVED to adopt the document Invitation to Quote; Melbourn General Maintenance, as circulated. Proposed Cllr Clark, seconded Cllr Gatward. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC182/17 To approve repair works to be carried out by Wicksteed to play areas at Clear Crescent and The Moor**
RESOLVED to accept the quotation from Wicksteed for repair works at the Clear Crescent play area, for the sum of £1425.78 plus VAT. Proposed by Cllr Travis, seconded by Cllr Clark. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
RESOLVED to accept the quotation from Wicksteed for repair works at The Moor play area, for the sum of £1869.50 plus VAT. Proposed by Cllr Clark, seconded by Cllr Porter. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC183/17 To discuss and agree quotes for cutting back Leylandii at Thatcher Stanfords Close**
RESOLVED to accept the quotation from Herts and Cambs Ground Maintenance Ltd for the sum of £170.00 plus VAT. Proposed by Cllr Gatward, seconded by Cllr Cowley. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC191/17 To discuss and agree Policy and Procedure for Parish Estate – Safety Inspections – Appendix L**
Cllr Travis reported that the Wardens carry out weekly inspections. The Maintenance Working Party had agreed to carry out a risk assessment on the different areas and to provide a schedule for the Wardens to follow, prioritised according to risk. Residents should continue to report issues.
RESOLVED to adopt the document Policy and Procedure for Parish Estate – Safety Inspections, as circulated. Proposed by Cllr Hart, seconded by Cllr Sherwen. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- PC185/17 To discuss and approve the final recommendation of the Phase 1 Car Park report**

Cllr Norman reported that no further information from Phase 2 was available to pass on to solicitors to look into the possibility of legal redress.

A suggested proposal that the Parish Council should seek legal advice about the possibility of seeking legal action against the contractor was not proposed or seconded. The proposal fell and the Parish Council will not pursue this further.

PC184/17 To review and discuss whether the list of in camera minutes can be released to the public – relating to the Grievance and Car Park Project

RESOLVED to defer this item to the March meeting.

PC186/17 HR Panel Update

a) Lone-working Policy – proposal for adoption – Appendix M

RESOLVED to adopt the Lone Working Policy, after an amendment to include all staff within its scope. Proposed by Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

b) Recruitment: Parish Clerk

Cllr Hart reported that Simon Crocker had been appointed as Parish Clerk, commencing on 3 April. Mr Crocker will be meeting with the RFO and Assistant Clerk to take matters forward.

c) Updates to contracts: Holiday entitlement

Cllr Hart reported that the updates had been finalised and would be in place for the new Clerk.

PC187/17 Cemeteries update:

a) To agree changes to burial charges – Appendix N

RESOLVED to adopt the charging structure as circulated following an amendment that the fees for children of six months to one year should be free of charge rather than half fees.

RESOLVED to make the following amendment to the Cemetery Rules and Regulations: Under Clause 6b, to add after “the initial interment,” the wording “this equates to a double depth plot. Please refer to Burial Charges Information Sheet.”

b) To agree changes to Rules and Regulations (music)

RESOLVED to amend the Cemetery Rules and Regulations, to add the following wording in the existing Regulations under Section 4, referring to paragraphs b, c, d and e: “Quietly performed music may be allowed at the graveside or memorial headstones.” Proposed by Cllr Travis, seconded by Cllr Siva. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

c) To agree purchase and installation of new memorial bases for New Road cemetery

RESOLVED, given that there were no quotations for installation costs, to defer this item to the next meeting.

d) To agree purchase and planting of replacement trees for New Road cemetery

RESOLVED to defer this item to the next meeting.

PC193/17 To discuss and agree Community Facilities and Services: Equal Opportunity for Access Policy

RESOLVED to defer this item to the next meeting.

PC194/17 To discuss and agree the Risk Assessment for the Pavilion

RESOLVED to defer this item to the next meeting.

There was no further business and the meeting closed at 10:23 pm.

SignedChairdate

MELBOURN PARISH COUNCIL
DRAFT MINUTES

Minutes of the Parish Council Meeting held on Monday, 22 January 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Buxton, Clark, Cowley, Gatward, Hart, Kilmurray, Madiyiko, Porter, Sherwen, Travis

In attendance: Assistant to the Clerk, District Cllrs Hales and Barrett and County Cllr van de Ven and approximately 15 members of the public.

- PC145/17 To receive any apologies for absence**
Cllr Siva for personal reasons.
- PC146/17 To receive any Declarations of Interest and Dispensations**
a) To receive declarations of interest from councillors on items on the agenda
Cllr Travis, Porter and Kilmurray pecuniary interest relation to PC107/17 ((To review and agree the Precept for 2018/2019) as members from the Hub Management Group
b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
None received
c) To grant any requests for dispensation as appropriate
Non-pecuniary dispensations were granted for Travis, Porter and Kilmurray
- PC147/17 To approve the minutes of the Parish Council Meeting 27 November 2017 – APPENDIX A**
Noted an amendment received by email from Cllr Hart to reflect that her apologies were for work related reasons not personal reasons.
IT WAS PROPOSED TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING WITH THE AMENDMENT NOTED ABOVE.
PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. IN FAVOUR: CLLRS KILMURRAY, TRAVIS, BUXTON, COWLEY, CLARK, NORMAN. AGAINST: NONE.
ABSTENTIONS: CLLRS HART AND GATWARD AS THEY WERE NOT PRESENT AT THE MEETING ON 27 NOVEMBER 2017. THIS WAS CARRIED.
- PC148/17 To report back on the minutes of the Parish Council Meeting on 27 November 2017**
Assistant to the Clerk reported back on actions:
PC128/17 – Damaged sign has been repaired - Complete
PC129/17g) – Still awaiting quote from Wicksteed – Ongoing.
PC129/17h) – To be included in February Agenda – Ongoing.
PC138/17k) – Letter sent to Quintas and response received confirming – Complete
PC139/17 – Assistant to the Clerk to seek clarification as to response to Mr Simmonett's question – Ongoing.
PC139/17 – Item to be included in February Agenda – Ongoing.
Chair invited comments from Cllrs – none received.
- PC149/17 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)**
At 19h33 the Chair suspended Standing Orders to allow for public participation:

- a) Mr Tyler addressed the meeting with regard to ownership of the access road to the development at Victoria Heights. The Chair informed Mr Tyler that this item would be included for discussion on the Agenda for the Parish Council Meeting in February.
 - b) A member of the public expressed concern about large number of housing developments in the village and suggested that the Moor be developed as conservation area. The Chair requested that the resident put his suggestion in writing for inclusion on a future Agenda.
 - c) A member of the public expressed concern as to damage done to the raised verge in Dolphin Lane/Rose Lane by construction traffic.
 - d) A member of the public requested that consideration be given to the Parish Council's financial position when the precept is considered. Also raised concern as to planning application at 36 New Road.
 - e) A member of the public raised a query with regard to the approvals list - payment of £205 for fire checks and £920 for 100 Houses. Queried if this should be responsibility of the Hub. Also raised a query re Littlehands Lease – is it covered under Landlord & Tenant Act, was s.25 Notice and/or Interim Rent Notice served?
 - f) A member of the public noted percentage increase in the precept depends upon income and the increase in rent from Littlehands will impact on this. Also noted the impact on the Parish Council's financial position of continuing to support the Hub financially.
- At 19h46 the Chair re-imposed Standing Orders.

PC150/17

To receive a report from County Cllr van de Ven – APPENDIX B

As the report was only available shortly before the meeting, the Chair suggested that the item regarding traffic diversion should be discussed at another date but prior to the diversion being imposed. County Cllr van de Ven presented her report. Noted that Parish Councils are being put under great pressure to take responsibility for matters previously within the remit of County Councils. County Cllr van de Ven noted that the precept had not been increased in recent years but financial support from County Council had been reduced. Other items for noting included:

- Community Rail Partnership – this will be a paid post;
- Greenways Consultation – walking and cycling routes (consultation at the Hub on 24/1/18)

The Chair invited questions:

- A Cllr queried if Network Rail are planning to close all level crossings. County Cllr van de Ven noted that this is the long-term plan.

PC151/17

To receive a report from District Cllrs Barrett and Hales – APPENDIX C

District Cllr Hales circulated his report to the meeting:

- Noted that the Local Plan will not be signed off before the election.
- Community Energy Fund.
- Recycling.
- Also noted that SCDC does not have a 5 year land supply. Noted that Planning Inspector has written to SCDC and indicated that Liverpool Formula (20%) will be applied.

The Chair invited question. None received.

PC152/17

The Clerk's report – APPENDIX D

The Clerk's report was circulated. The Chair invited questions:

- With regard to the item relating to Rights of Way, member queried if the Parish Council and emergency services would be given a key to the gate. This was confirmed.

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PC153/17

To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for December 2017 and January 2018 – APPENDIX E

Chair noted that the December payments had already been approved.

IT WAS PROPOSED TO ACCEPT THE DECEMBER APPROVALS LIST. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

Chair noted that January payments were to be approved. Noted for clarification that bank charges to HSBC were included as they were picked up on bank statements which were recently reconciled by the RFO. A member queried whether item 2126 (payment to Bridget Smith) would be the final such payment. Chair noted that will be one further payment for work done by Ms Smith in respect of grant funding for the Pavilion.

IT WAS PROPOSED TO ACCEPT THE JANUARY APPROVALS LIST. PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.

PC154/17 To agree addition of named Councillors with authority to authorise online payments with Unity Bank

The Chair noted that additional online authorisers were required to ensure that payments could be actioned. A brief explanation of what is involved was given. Cllrs Cowley, Clark and Kilmurray indicated that they would be prepared to be online authorisers.

IT WAS PROPOSED TO ADD CLLRS COWLEY, CLARK AND KILMURRAY AS NAMED COUNCILLORS FOR ONLINE PAYMENTS. PROPOSED BY CLLR HART. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant Clerk to arrange for paperwork to be prepared for signature.

**PC155/17 To review the Strategic Plan: APPENDIX F
a) DRAFT Strategic Plan November 2017 – October 2018**

The draft Strategic Plan was circulated. Chair invited comments. A member queried if clause 3 should include wording with regard to implementation of appraisals for all members of staff.

IT WAS PROPOSED TO ACCEPT THE STRATEGIC PLAN SUBJECT TO THE ADDITION OF THE WORDING AS NOTED ABOVE. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR HART. ALL IN FAVOUR. THIS WAS CARRIED.

PV156/17 To review and agree the Precept for 2018/2019 – APPENDIX G

The Chair explained that the RFO was bringing the Parish Council's accounts up to date. Noted that the Parish Council has c£39k available until end of the financial year. Noted that RFO has been unable to establish how much of that is already committed. There was discussion as to the lack of money available for routine maintenance in the village. Noted that to allow for discretionary spend / maintenance work, an increase of 9.3% would be necessary. Without any discretionary spend, an increase of 5.06% would be necessary. To provide for the additional discretionary spend which had not been included in the 9.3% increase scenario, provide a cushion for contingencies and allow the Parish Council to build up its reserves, an increase of 15% would be needed.

At 20h21 Cllrs, Kilmurray, Travis and Porter left the room to allow the meeting to discuss further grant funding for the Hub.

There followed a discussion as to grant of £15,000 requested by the Hub. Chair provided some background on the Hub's current position with regard to VAT registration (in the region of £1,300 per month to be paid in VAT). Over the year, this would equate to £15,000. A member queried what would happen if the Parish Council did not approve the grant. A member of the MCHMG noted that the café would have to close.

IT WAS PROPOSED TO MAKE PROVISION IN THE PARISH COUNCIL'S BUDGET FOR A GRANT OF £15,000 TO BE MADE TO THE HUB. PROPOSED BY CLLR SHERWEN. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.

Cllrs Kilmurray, Travis and Porter re-joined the meeting.

The Chair invited questions as to other items on the spreadsheet (noted that this had been discussed by F&GG on 9 January 2018):

- A member queried if staff costs allowed for annual increase in salaries. This was confirmed.
- A member queried cemeteries contract. Noted that the contract will go out to tender
- A member asked for clarification as to annual payment to 100 Houses. A District Cllr noted that Brooksbank is a private road and the amount paid is ground rent.
- A member asked for clarification under Maintenance Green heading and noted important to contingency in light of recent storms.

There followed a discussion as to percentage increases in the Precept and the actual cost over the year for a Band D home:

- 15% would include contingency and discretionary maintenance works not included in the 9.3% scenario (for example, overdue repairs to Littlehands building, repairs to car park at Littlehands) : £14.73;
- 9.3% would include the specified discretionary spend : £8.53;
- 5.06% would not include any discretionary spend : £3.93

The Chair invited comments:

There followed discussion as to when the village would benefit in terms of council tax from new developments.

The Chair suspended Standing Orders at 20h51 to allow County Cllr van de Ven to address the meeting. There followed a discussion as to the cuts CCC was making to services and the impact on Parish Councils. A member of the public queried how a 15% increase would be impacted by the increase in rent from Littlehands. Chair clarified that the 15%, 9.3% and %.06% scenarios are all based on the assumption that the Littlehands rent is £26,000 for the FY 2018-19.

20:59 Chair re-imposed Standing Orders.

IT WAS PROPOSED THAT THE PRECEPT FOR 2018/2019 BE INCREASED BY 15% to £236,570 (£14.73 PER YEAR FOR A BAND D HOUSE). PROPOSED BY CLLR COWLEY. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

PC157/17 To discuss and agree new contract with Edge – APPENDIX H

A report from the RFO was circulated. Noted that support from Edge is not always available. There was discussion as to possible benefit of extending contract with Edge for 12 months to allow sufficient time for a well informed decision to be made as to long-term.

IT WAS PROPOSED TO EXTEND THE CONTRACT WITH EDGE FOR A FURTHER YEAR AT A COST OF £1,400. PROPOSED BY CLLR CLARK. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

PC158/17 HR Panel

a) HR Matters update

Cllr Hart noted that HR Panel had recently met but no report was available at this time. Noted that it had not been possible to appoint a temporary Clerk.

b) Reminder of items for councillors to save office workload – APPENDIX I

A document aimed at reducing Clerk's workload was recirculated to Cllrs. Also a document setting out criteria for prioritising workload in the Parish Office.

IT WAS PROPOSED TO ADOPT BOTH DOCUMENTS AS PRESENTED. PROPOSED BY CLLR HART. SECONDED BY CLLR BUXTON. ALL IN FAVOUR. THIS WAS CARRIED.

c) Temporary admin role for MPC?

Chair noted that HR Panel had had discussions with LGS Services of Caldecott with regard to them undertaking work to put the Parish records in good order as recommended by the internal auditor. LGS Services hourly rate is £20 which is higher than the anticipated cost of a temp but it was noted that as no Clerk was currently in post, savings were being made with regard to reduction in salaries paid. Also noted importance of employing someone with an understanding of the importance of record keeping in the Parish Office.

d) Contract updates - Bank Holiday entitlement

A member of the HR Panel provided an update and confirmed that bank holiday entitlement is being addressed.

e) Extension to closing date - Parish Clerk

A member of the HR Panel noted that closing date for applications had been extended from 19 January to the end of January. Interviews will be held as soon as possible.

PC159/17 a) To discuss the following planning applications:

Demolition of existing dwelling and the erection of 23 dwellings together with associated open space, landscaping, highway and drainage infrastructure works at 36 New Road.

APPENDIX J

It was noted that this application had been considered by Planning Committee on 9 January with a recommendation to strongly object to the application. Noted that full application is now for 23 houses rather than 18 as previously. There was a discussion with regard to s.106 monies. Chair invited questions:

- A District Cllr noted that he had had discussions with the s.106 Officer at SCDC. Noted that this application is for Outline Planning. The original application for 18 houses had a lengthy s.106 agreement. District Cllr to forward details to the Clerk. Also noted concern that the amount of affordable housing likely to be reduced. Chair noted that reduction in affordable housing was not picked up by Planning Committee and this should be included in our comments objecting to the proposed development.
- A member noted that previous application for 18 houses was considered too high density. Chair noted that density is now increased and this should also be noted in the objection.
-

IT WAS PROPOSED TO OBJECT TO THE PLANNING APPLICATION ON THE BASIS OF THE COMMENTS DISCUSSED ABOVE. PROPOSED BY CLLR PORTER. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant to the Clerk to draft letter to SCDC setting out objections.

The Chair queried if this application should be considered by SCDC Planning Committee. A District Cllr confirmed that a request to this effect would be worthwhile.

The Chair noted that s.106 form needs to be completed. Noted that this is a new form that the Parish Council is unfamiliar with. Noted that the Parish Council has been asked to make proposed for s.106. Discussions were held in November including children's play, skateboard facilities and an extension to the Hub. Further information to be included on the form and submitted to SCDC as soon as possible.

ACTION: Assistant to the Clerk to complete form and submit to SCDC.

IT WAS PROPOSED TO COMPLETE THE S.106 FORM AS DISCUSSED AND SUBMIT TO SCDC. PROPOSED BY CLLR HART. SECONDED BY CLLR CLARK. IN FAVOUR: CLLRS HART, CLARK, BUXTON, SHERWEN, GATWARD, NORMAN. AGAINST: NONE. ABSTAIN: CLLRS TRAVIS, KILMURRAY AND PORTER (AS DIRECTORS OF THE HUB MANAGEMENT GROUP). THIS WAS CARRIED.

PC159/17 b) Reserved Matters Conditions 1) Details of appearance, landscaping, layout and scale following outline permission S/2791/14/OL for a care home of up to 75 beds, new vehicular and pedestrian access - Land east of New Road, New Road, Melbourn APPENDIX K
Noted that the Parish Council objected to this application as there was further information outstanding. Information now received and discussed by Planning Committee on 9 January 2018. Noted that the developer is unwilling to reduce the number of rooms as requested. It was suggested that further request regarding reduction in the number of rooms should be sent. Also noted that the parking report was commissioned by the developer. Report suggests that car sharing will be 40/50% of staff. This was considered unrealistic. It was suggested that the quality of the report be questioned.

ACTION: Cllr Clark to provide suggested wording to Assistant to the Clerk to send to SCDC in this regard.

A member suggested that the Parish Council request further details as to the source of the statistics contained in the report.

IT WAS PROPOSED TO OBJECT TO THE APPLICATION WITH FURTHER COMMENTS TO BE SENT TO SCDC AS DISCUSSED ABOVE. PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.
IT WAS FURTHER PROPOSED THAT THE PARISH COUNCIL REQUEST THAT THE APPLICATION BE CONSIDERED BY SCDC PLANNING COMMITTEE. PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.

PC160/17 To discuss and agree a response to the tenant's solicitors' proposals with regard to fixing a date for the increase in rent – APPENDIX L

There was discussion about the increased rent for Littlehands nursery. Options are:

- Rent to be backdated to April (Parish Council preferred option).
- Rent increase to be backdated to September (Littlehands preferred option)
- Split the difference and rent increase to be backdated to a date to be agreed.

Noted that the new Lease and rent negotiations have become very protracted. Further consideration of the negotiations so far to be carried out. **ACTION: Cllr Clark to have a discussion with Littlehands in order to progress the matter as per three options above.**

The Chair noted that any decision must come back to Council for approval.

PC161/17 To agree to spend unassigned grant money (£7,237.00) on work authorised by Parish Council on 27 November 2017 as discussed at F&GG Meeting on 9 January 2017 under item FG36/17 – APPENDIX M

The Chair noted that this had been discussed by F&GG on 9 January. Assistant to the Clerk had written to Quintas to seek approval for the £7,237 to be utilised by the Maintenance Working Party. Noted that Quintas had confirmed that this was accepted.

IT WAS PROPOSED THAT THE UNASSIGNED GRANT MONEY OF £7,237 BE USED BY THE MAINTENANCE WORKING PARTY. PROPOSED BY CLLR BUXTON. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

PC162/17 To review and approve Model Publication Scheme – APPENDIX N

The Chair noted that the draft Policy had not been amended but tidied up. The list of documents had been extended. Difference between actual copy cost and cost charged reflects copier rent and time spent making copies. Review date to be amended to January 2019.

IT WAS PROPOSED TO ACCEPT THE POLICY AS DRAFTED WITH AMENDED REVIEW DATE. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

PC163/17 To review and approve Policy and Procedure for the publication of information and the public's rights to request information – APPENDIX O
The Chair explained that the Policy was based on an existing Policy but had been reviewed on the advice of the Internal Auditor.

Clause 3.1 of the Policy : There was discussion as to 12 months as a reasonable time within which to retain recordings.

IT WAS PROPOSED TO ACCEPT THE RECOMMENDATION TO DESTROY RECORDINGS OF MEETINGS AFTER 12 MONTHS. PROPOSED BY CLLR HART. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

Clause 3.2 of the Policy : Noted that Clerk's notes should be destroyed 3 months after the meeting at which they are taken.

IT WAS PROPOSED TO ACCEPT THE RECOMMENDATION TO DESTROY THE CLERK'S NOTES 3 MONTHS AFTER THE MEETING AT WHICH THEY ARE TAKEN. PROPOSED BY CLLR CLARK. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

- The Chair noted that any requests for information from the Parish Office should be dealt with under FOI.
- If information is to be made public in the normal course, then it need not be provided separately.

A member queried the timescales in clause 6. Chair noted these timescales are laid by in legislation.

ACTION: Assistant to the Clerk to amend version number and allocate policy number.

IT WAS PROPOSED TO ACCEPT THE POLICY AND PROCEDURE FOR THE PUBLICATION OF INFORMATION AND THE PUBLIC'S RIGHTS TO REQUEST INFORMATION.

PROPOSED BY CLLR HART. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

PC164/17 To discuss and approve Records Management and Disposal Policy – APPENDIX P
There was discussion as to the necessity to implement this policy. Chair noted that records in the office are to be rationalised. Chair noted at page 5 of the draft policy after the words 'lease agreements' to insert the words '12 years or ...'
The Chair invited questions: None received.
IT WAS PROPOSED THE ACCEPT THE POLICY AS AMENDED.
PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

PC165/17 Appoint Service Provider to clean the pavilion

Chair noted that an amount of £1,800pa had been budgeted for. There was discussion about appropriate contract hours – to be progressed by HR Panel. Noted that the cleaner would need to be a keyholder. HR Panel to be provided with further information.

IT WAS PROPOSED TO DRAW UP A JOB SPECIFICATION.

PROPOSED BY CLLR NORMAN. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Cllr Norman

The Chair closed the meeting at 22:09

MELBOURN PARISH COUNCIL
DRAFT MINUTES

Minutes of the Extraordinary Meeting of the Parish Council held on 12 February 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.00pm.

Present : Cllr Norman (Chair), Cllrs Clark, Gatward, Porter, Sherwen, Siva and Travis,

In attendance: The Assistant to the Clerk

1. To receive any apologies for absence

Apologies were received from Cllrs Hart for work related reasons and Cllr Kilmurray for personal reasons.

[Post meeting note: Apologies were received by email for Cllr Buxton for personal reasons]

2. To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

3. To agree the contract with LGS Services and ongoing support.

The Chair noted for the record that details of the proposed contract with LGS Services had been circulated to Councillors by email and that 11 out of 12 Councillors responded and all who responded indicated that they were in agreement with the terms of the contract – **APPENDIX 1.**

IT WAS PROPOSED TO AGREE THE CONTRACT WITH LGS SERVICES. PROPOSED BY CLLR SIVA. SECONDED BY CLLR. TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

In addition to the worked detail in the contract with LGS, it was proposed that LGS would provide ongoing support to the Assistant to the Clerk and RFO to include telephone and email advice and also support for minuting meetings – **APPENDIX 2.**

IT WAS PROPOSED TO AGREE UP TO 30 HOURS OF SUPPORT FOR THE ASSISTANT TO THE CLERK AND RFO FROM LGS. PROPOSED BY CLLR CLARK. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 19:07



Mrs Gail Stoehr
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Tel: 01954 210241

E-mail: office@lgs-services.co.uk

APPLICATION FOR SERVICES

Company: Melbourn Parish Council
Address: 30 High Street, Melbourn, Royston, SG8 6DZ

Contact Details: Tel: 01763 263303
Fax:
Email:

Details of the services required:

Undertake the items listed on the Council's brief (dated 23 January). Including filing, by grave plot, of the Council's 2 burial records folders.

Excluding:

Photocopying of Burial Records (this has already been completed).
Searching clerks emails to find missing documents.

Estimate 100 hours @ £20 per hour

Please note that FOI support and general mentoring and support for Councillors and Staff is excluded from the above estimate and will be charged at £20 per hour

We will provide a quote for binding of the Minute Books.

When the above works are completed we can discuss with the Council a price to provide burial administration and scanning/OCR of archive files.

Signature Julie Norman
On behalf of Melbourn Parish Council

Date 29 January 2018

Chair

TERMS AND CONDITIONS

We are pleased to accept work from the UK or abroad, as long as the output is in English and our payment terms are agreed.

Written quotations will be provided on request together with a confirmation form listing details of the task and any specific requirements.

Please note - a signed acceptance of the amount and payment terms is required before work will commence. If the client's original requirements change, we reserve the right after suitable consultation to amend the original quotation.

Payment can be made by cheque, payable to LGS Services or by BACS (bank details available on request)

We reserve the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998, on overdue amounts at the rate of 8% over the Bank of England base rate on the outstanding balance. If a cheque is refused by the bank, the client will be responsible for all bank charges resulting from the returned cheque.

For companies in UK an invoice will be submitted with the completed work. For amounts over £50, either a signed acceptance of the quotation and terms and conditions or payment of a third of the total amount is due before work will commence. Payment is strictly 30 days from the date of the invoice.

For individuals in UK a signed acceptance of the quotation and the terms and conditions is required before work will commence. For amounts less than £30, an invoice will be submitted with the completed work and payment is due strictly by return. For amounts over £30, payment of a third of the total amount is due with the initial instructions, with the balance payable on satisfactory completion of the work. An invoice will be submitted with the completed work and is payable strictly by return.

For individuals and companies outside UK a signed acceptance of the quotation and the terms and conditions is required before work will commence. A company purchase order (or order on company headed paper cleared with your accounts department) is required before work will commence. Please note we do not accept credit cards, and all invoices will be submitted in £ sterling and may be subject to an exchange rate surcharge. Payments to be made by direct bank transfer immediately upon receipt of completed and satisfactory work.

For bulk mailings the price includes printing, folding and stuffing envelopes but NOT the cost of postage. However, if you require us to post everything for you, all postage costs must be paid in advance.

For retainer packages - invoices will be submitted in advance on the 1st of each month for that month's hours and are due for immediate payment. Please note all work for a client will cease if payment is not received by the 10th of each month.

All telephone costs will be charged as necessary.

Please note

- Final responsibility for proof-reading errors in completed work (including manuscripts, dissertations) rests with the client. LGS Services can accept no responsibility for errors found after submission but will gladly correct any found within a reasonable time frame. If errors are found in the work, they will be rectified free of charge but they must be notified within 24 hours of receipt of completed work or within 5 working days for work of more than 5000 words.
- All incoming emails, files or disks will be scanned for viruses. However, even after scanning we will still not open unsolicited attachments to emails or emails containing no message alongside the attachment.
- Back-up copies of client files may be kept for a period of one year only. After that time, any retained files will be deleted.

Ongoing support from LGS Services for Assistant Clerk and RFO

6 February 2018

In addition to the support provided by LGS and covered in the contract dated 29 January 2018, LGS will provide ad hoc support (usually by telephone) for the Assistant to the Clerk and RFO. This support will be charged at £20 per hour. LGS will invoice for time spent on support. In addition, LGS will provide cover for meetings to include minute taking and preparation of draft minutes for circulation. LGS anticipate preparation of minutes to take 1-2 times length of the meeting (ie minutes for a 3 hour meeting will take 3-6 hours to prepare). This is also charged out at £20 per hour. In addition, their staff charge mileage.

It is difficult to anticipate how much support will be required. At this time, we have requested cover for the Parish Council meeting on 26 February 2018. Based on the above, I would suggest setting a limited of 30 hours support initially. LGS will advise when we approach the limit of the support available.

Claire Littlewood

Assistant to the Parish Clerk

Melbourn Parish Council, February 2018, County Councillor Report

Flood Avoidance subcommittee: While we've lost our excellent local Highways officer, our excellent senior Highways officer has said he'd be very happy to accompany the Flood Avoidance Group on another tour of the village. This group includes parish councillors and residents – if any new people are interested in joining please get in touch with me, and I'll organize dates. This will be in April.

Oil Club: This year's Oil Club rebate from the supplier has amounted to £140, higher than previous years on account of the additional new participating households from Whaddon and Bassingbourn. The rebate has been donated to the North Herts and District Citizens Advice Bureau, specifically to support the CAB outreach work which takes place in Bassingbourn (pre-book service) and at the Melbourn Hub, where the drop-in service takes place 1st and 3rd Thursdays from 9:30-12:00. The level of need is growing and the service is often the only place that people have to turn to.

Council Tax: The council was in full agreement on supporting the government's permitted 2.99% general council tax rise, alongside the 2% social care precept. Another year of tax freeze would have been catastrophic. But the council was split on how to deploy this extra funding. The ruling Conservative group voted to put it into reserves. I voted to deploy it to services, but this was lost. This means that plans for cuts to services, predicated on the assumption of a tax freeze, go ahead.

Children's Centre update: I continue to check in with the County Council on a regular basis to learn whether any progress is being made on the future of the Melbourn Children's Centre. There is still nothing to report. Ironically, it seems that the plans to cut back expenditure from April 1st is not going to be possible because alternative plans for delivering 'the same or better children's services as before' have not been worked out. Therefore, funding children's centres will need to draw from reserves to make the numbers add up.

Defibrillators: The East of England Ambulance Service recently attended the County Council Health Committee and applauded the rollout of defibrillators in many parishes. They advise that in accompaniment, it would be very good to appoint more 'Community First Responders' – professionally trained people in the community. I've asked for more information and will circulate.

Community Rail Partnership Project Officer in post: The Meldreth, Shepreth and Foxton Community Rail Partnership has appointed its first Project Officer, Sarah Grove. Parish Councils will be invited to a launch meeting of the CRP under its new Terms of Reference, including oversight by the new Meldreth, Melbourn, Shepreth and Foxton Community Interest Company.

Melbourn-Royston off-road link: As I've reported previously, the Melbourn Greenways proposal includes a link to Royston. An off-road path and bridge over the A505 is also the subject of a business case study by the Greater Cambridge Partnership, and will be considered in July.

Community Sweeper Pilot Project: Four volunteers have now been fully trained to drive the South Cambs community sweeping machine. One is from Melbourn, one from Foxton and two from Royston; three of these have come forward via the A10 Corridor Cycling Campaign. Wyevale Garden Centre has kindly agreed to store the sweeper and skip for holding the debris collected. A test run will take place on March 2nd, on the Melbourn-Shepreth path along Cambridge Road. If the pilot is successful, it will eventually be rolled out to other parishes.

Visit to Waterbeach Recycling Centre 27 Feb 10-12: A public visit has been organized – please contact Jonathan.crisp@amey.co.uk to sign up. It's not too late!

Melbourn Parish Council, District Councillor report – February 2018.

Community Sweeper Initiative,

Great news for Melbourn. Working with Cllr Van de Ven, myself and SCDC officers, we are pleased to report that a new initiative that with the help of volunteers, will enable us to assist in keeping the streets cleaner in and around Melbourn. It has long been stated that debris from trees, leaves, along with the general mess of life etc causes issues with road drainage and sometimes just looks untidy. On the 2nd March there will be a launch event of the community initiative at Wyevale garden centre. A team of volunteers have put themselves forward to operate the sweeper. The trial scheme will run until the autumn where an assessment will take place as to the benefits of the scheme. I'm asking residents to contact me if they feel areas in the village could do with a clean. This scheme is addition to the usual road cleans provided by SCDC, there are no plans to reduce these cleans.

SCDC Council Tax Decision

Table 1	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
County Council	833.22	972.09	1,110.96	1,249.83	1,527.57	1,805.31	2,083.05	2,499.66
Police & Crime Commissioner	132.48	154.56	176.64	198.72	242.88	287.04	331.20	397.44
District Council	93.54	109.13	124.72	140.31	171.49	202.67	233.85	280.62
Fire Authority	45.84	53.48	61.12	68.76	84.04	99.32	114.60	137.52
Cambridgeshire and Peterborough Combined Authority	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

These figures represent a rise of the maximum amount allowed without a referendum. Band D for 2017/18 is £135.31.

Bins

The refuse service also now a shared service with the City, has had its issues during the changeover. These issues seem to be getting sorted out now. You may notice that there are several new refuse trucks in our village on a Tuesday, these are the new trucks that are hoped will deliver better fuel consumption. At the moment, the trucks use something like 4ltrs fuel per mile.

Planning Dept Under Siege.

SCDC planning dept still suffers from an extraordinary number of applications. Officers are trying to keep up with the workload, however this isn't always possible. With the introduction of the 3C's shared services, fellow councillors have noticed a real reduction in officer availability.

Local Plan News

Some might view 'no news as good news' and this may be true, however given that the local plan is still not signed off, it leaves the district in severe jeopardy of planning applications outside the submitted plan. The plan is still expected to be signed off sometime in late spring or early summer.

An irony of all this delay is that in 2019 (and it was to be 2018, but due to the delayed plan is now 2019) SCDC will again embark on another local plan process. Again there will be a call for land and again there will almost certainly be development in our villages.

Developments in Melbourn

Thankfully for once I can report good news on the planning front. SCDC officers have been working closely with their planning QC to decide whether as we approach the final weeks of the Local Plan process, major applications of significant impact on communities could be refused. I can therefore inform you that following a briefing to me on Friday last week, SCDC officers have decided to refuse the 160 houses application made by Countryside PLC proposed to be sited along the Cambridge Rd, under a process called Prematurity. This process looks at the impact of other developments in the community and makes a decision based on the accumulated impact.

As we have already had approved 199 houses, 23 houses, a 75 bed care home, 64 houses. And a further 23 houses in the potential pipeline, I should say this decision is very overdue and welcome.

This can only come as a great relief to us as a village, considering the amount of speculative applications we have had over the past few years. I would love to say we are out of the woods, but frankly that would be foolish, so instead I will say that for the moment, we can all at least take a small breath and relax a bit.

District Elections and Ward Boundary Changes

As has been reported previously, the district council elections take place on the 3rd May 2018. Alongside this election is a total reworking by the boundary commission of all the wards within SCDC. At present there are 57 councillors serving the 105 villages. From May 2018, the 57 become 45, a reduction of 12 councillors. The district has been divided up with wards generally becoming larger. Melbourn ward will remain a two member ward and they will represent Melbourn, Meldreth, Shepreth and Whaddon.

As always I am available 24/7 for questions, comment, problems or complaints. I can be contacted on 07703 262649 or josehales@gmail.com

Cllr Jose Hales

Melbourn Heydon and The Chishills ward

THE CLERK'S REPORT : 26 FEBRUARY 2018**1 Change of ownership of Stockbridge Meadows**

The Parish Office was advised in January of a change of land ownership of Stockbridge Meadows – edged red on attached map. This item is included for information only – there is no financial impact on the Parish Council (Appendix A).

2 Letter of thanks

The Parish Office received a letter of thanks from a resident at The Moor for the support that the Parish Council and District Councillors had provided during the negotiations over the planning application for 23 houses on the site of the old orchard.

3 Precept 2018/18

South Cambridgeshire District Council have formally written to the Parish Council to confirm that the increase of 15% to £236,570, giving a Band D equivalent of £124.96 in 2018-19, an increase of £14.73 or 13.36% above the bank equivalent charge in 2017-18 (Appendix B).

4 Parish Clock

You may have noticed the Parish clock has been a little less reliable of late. Smiths of Derby have carried out necessary maintenance to restore the clock to good order.

5 New Road Cemetery

A new sign has been installed in New Road cemetery to address some activities which have caused concern.

6 Membership / Subscriptions

Membership of the SLCC (Society of Local Council Clerks) has been renewed for 2018.

7 Re-locating fire safe

The fire safe has now been re-located from the Hub to the car park workshop.

8 Parish Council Website

We have been experiencing some intermittent problems with the Parish website. We are looking into alternative hosting arrangements for the website which we hope will avoid this problem recurring in the future.

Melbourn Parish Council

Expenditure transactions – February 2018 approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2174	BACS1802 28BT	£145.48	£17.58	£127.90 28/01/18	British Telecom - Line rental for car park CCTV Jan-Mar 2018	
2185	BACS1802 28BT	£88.84	£8.14	£80.70 08/02/18	British Telecom - Broadband subscription for car park	£234.32
		£234.32	£25.72	£208.60	British Telecom - Total	
1840	BACS1802 28CL&S	£252.00	£42.00	£210.00 15/02/18	Cambs Lock and Safe - Removal of firesafe from Hub to Workshop	£252.00
		£252.00	£42.00	£210.00	Cambs Lock and Safe - Total	
2160	BACS1802 28CAPALC	£65.76	£0.00	£65.76 19/01/18	CAPALC - Local Council Explained x 4 copies	£65.76
		£65.76	£0.00	£65.76	CAPALC - Total	
2176	BACS1802 28CL	£40.48	£6.75	£33.73 06/02/18	Claire Littlewood - WESH Website upgrade from 6 - 7 slices	
2170	DD180212E ON	£8.35	£0.40	£7.95 28/01/18	e.0n - Electricity Bill Orchard Rd Cemetery	
2172	DD180212E ON	£8.44	£0.40	£8.04 28/01/18	e.0n - Electricity for Old Rec 26/12/17 to 26/01/18	
2173	DD180212E ON	£8.97	£0.43	£8.54 28/01/18	e.0n - Electricity charges Littlehands store 27/12/17 to 12/01/18	£25.76
2171	DD180215E ON	£464.81	£77.47	£387.34 01/02/18	e.0n - Electricity bill for car park workshop actual 01Jan to 01 Feb 2018	£464.81
2184	DD180219E ON	£166.40	£27.73	£138.67 04/02/18	e.0n - Electricity charges Pavilion 7 Jan 18 to 4 Feb 18	£166.40

Signature

Signature

Date

22/02/18 04:25 PM Vs: 8.02

Page 1 of 4

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
		£656.97	£106.43	£550.54	e.0n - Total	
2166	BACS1802 28EDGE	£1,473.48	£245.58	£1,227.90	01/02/18 Edge IT Systems - Edge Online contract renewal - year to 14th Feb 2019	£1,473.48
		£1,473.48	£245.58	£1,227.90	Edge IT Systems - Total	
2198	BACS1802 28GVP	£78.00	£13.00	£65.00	22/02/18 Gabby van Poortvliet - Moneysoft Payroll Manager Software Renewal	
2195	BACS1802 28H&CGM	£1,656.41	£276.07	£1,380.34	21/02/18 Herts And Cambs Ground Maintenance Limited -	
1		£1,400.40	£233.40	£1,167.00	CEM Monthly cemetery maintenance for FEB 18	
2		£256.01	£42.67	£213.34	CON Monthly maintenance for five areas of the village FEB 18	
2196	BACS1802 28H&CGM	£906.00	£151.00	£755.00	21/02/18 Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for FEB 2018	£2,562.41
		£2,562.41	£427.07	£2,135.34	Herts And Cambs Ground Maintenance Limited - Total	
2175	BACS1802 28JT	£70.00	£11.67	£58.33	29/01/18 John Travis - 2 x mobile phones for wardens Tesco Mobile	£70.00
		£70.00	£11.67	£58.33	John Travis - Total	
2177	BACS1802 28LUCID	£95.40	£15.90	£79.50	01/02/18 LUCID Systems - Covered agreement Mar 2018	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total	
2200-2204	BACS180228 HMRC/various	£2,680.94	£0.00	£2,680.94	Staff salaries and HMRC liability February 2018	£2,680.94

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2191	BACS1802 28MCHMG	£154.56	£0.00	£154.56	19/02/18	Melbourn Community Hub Management Group - FIT Payment 13/09/17 to 11/12/17	
2194	BACS1802 28MCHMG	£12,775.00	£0.00	£12,775.00	21/02/18	Melbourn Community Hub Management Group - Licence Fee Jan-Dec 2018	£12,929.56
		£12,929.56	£0.00	£12,929.56		Melbourn Community Hub Management Group - Total	
2190	CHQ30001 8	£20.00	£0.00	£20.00	19/02/18	Natural Death Centre - Natural Death Handbook for Green Burial Research	£20.00
		£20.00	£0.00	£20.00		Natural Death Centre - Total	
2159	DD180202N OW	£43.20	£7.20	£36.00	01/02/18	Now Pensions - Employer service charge for February 2018	£43.20
2156	DD180220NP	£27.72	£0.00	£27.72	18/01/18	Now Pensions - Direct Debit pension contribution January 2018	£27.72
2199	DD180320NP	£35.02	£0.00	£35.02	22/02/18	Now Pensions - Direct Debit pension contribution February 2018	£35.02
		£105.94	£7.20	£98.74		Now Pensions - Total	
2143	DD180214P WLB	£667.77	£0.00	£667.77	16/01/18	Public Works Loan Board - 2nd Car park loan - interest	
2144	DD180214P WLB	£1,133.17	£0.00	£1,133.17	16/01/18	Public Works Loan Board - 2nd Car Park loan - capital repayment	£1,800.94
		£1,800.94	£0.00	£1,800.94		Public Works Loan Board - Total	
2197	BACS1802 28RICOH	£362.40	£60.40	£302.00	07/02/18	Ricoh Capital Limited - Rental and useage costs for printer/copier 01/11/17 to 31/01/18	£362.40
1		£206.30	£34.38	£171.92		F&GP Photocopier useage 01/11/17 to 31/01/18	
2		£156.10	£26.02	£130.08		F&GP Photocopier Rent 01/02/18 to 30/04/18	
		£362.40	£60.40	£302.00		Ricoh Capital Limited - Total	
2188	P504	£10.00	£1.67	£8.33	14/02/18	Rontec - Petrol for van - D Bartle	£10.00
		£10.00	£1.67	£8.33		Rontec - Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2165	BACS1802 28SHIRES	£300.00	£50.00	£250.00 18/02/18	Shire Tree Services - Removal of branches at the new Rec	£300.00
		£300.00	£50.00	£250.00	Shire Tree Services - Total	
2161	BACS1802 28SD	£180.00	£30.00	£150.00 26/01/18	Smith Of Derby - New Motor All Saints Clock	£180.00
		£180.00	£30.00	£150.00	Smith Of Derby - Total	
2040	DD180201S CDC	£936.00	£156.00	£780.00 13/11/17	South Cambs District Council - Dog and litter bin collection 1 April 2017 - 31 March 2018	£936.00
1778	DD180203S CDC	£18.13	£0.00	£18.13 25/05/17	South Cambs District Council - direct debit trade refuse pavilion Feb 18	£18.13
		£954.13	£156.00	£798.13	South Cambs District Council - Total	
2193	BACS1802 28SK	£27.78	£0.00	£27.78 18/01/18	Steve Kilmurray - Monitor, splitter and cables for Hub	£27.78
		£27.78	£0.00	£27.78	Steve Kilmurray - Total	
2189	BACS1802 28UL	£60.00	£10.00	£50.00 15/02/18	Unlimited Logos - 1 x replacment magnetic sign for Parish van 1 x A3 panel	£60.00
		£60.00	£10.00	£50.00	Unlimited Logos - Total	
2158	BACS1802 28WMC	£70.00	£11.66	£58.34 24/01/18	Wrights Mower Centre - 2 x shovels	£70.00
		£70.00	£11.66	£58.34	Wrights Mower Centre - Total	
2181	DD180208CW£4.00	£0.00	£4.00	£0.00 08/09/17	Cambridge Water Company - Water services for car park workshop Feb 2018	£4.00
		£4.00	£0.00	£4.00	Cambridge Water Company - Total	
Total		£25,888.41	£1,221.05	£24,667.36		

Items Already Paid (but not previously approved by the Parish Council)

1753	P431	£24.41	£4.07	£20.34 18/05/17	Norbury's – pool table cover for Pavilion K. Rudge
2164	DD180108CW	£83.74	£0.00	£83.73 08/01/18	Cambridge Water – Pavilion water 5 th May to 30 Nov 2017

P431 - paid from Petty Cash in May but not entered on Finance System until January 2018. Identified during Petty Cash reconciliation

2164 - invoice received after the January 2018 approvals list so was not included on it. It has been paid by DD.

Signature

Date

APPENDIX G

Melbourn Parish Council Financial Budget Comparison 01/04/17 to 31/01/18 (10 months)

	2017/18 Budget	Revised Budget (Forecast)	Actual (to 31/01/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
INCOME					
Conservation					
Allotment Rent	1,700	2,167	2,167	467	467
Grass Cutting	3,849	3,849	3,849	-	-
Total Conservation	5,549	6,016	6,016	467	467
Cemeteries					
Burial Fees	1,401	3,520	1,705	304	2,119
Total Cemeteries	1,401	3,520	1,705	304	2,119
Play & Rec					
Match Fees	-	2,300	2,016	2,016	2,300
Hire of Old Recreation Ground	-	190	190	190	190
Little Hands Nursery Rent	13,860	13,860	11,550	-	-
Pavilion	-	850	697	697	850
Total Play & Rec	13,860	17,200	14,453	593	3,340
Finance & General Purpose					
Precept	205,033	205,713	205,713	680	680
Bank Interest - Business No Notice	-	9	9	9	9
Bank Interest - Melbourn Community Hub	-	2	2	2	2
Re-imbursements	-	14	14	14	14
Miscellaneous Income	-	725	725	725	725
Photocopying	-	31	31	31	31
Insurance Claims	-	782	782	782	782
FIT payments	-	1,014	859	859	1,014
Celebrating Ages	-	-	-	-	-
Total Finance & General Purpose	205,033	208,289	208,135	3,102	3,257
Melbourn Area Youth Development					
MAYD Contributions from other Parishes	1,050	3,400	-	1,050	2,350
Bank Interest	-	2	2	2	2
Total MAYD	1,050	3,402	2	1,048	2,352
Community Benefit					
Community Benefit	37,500	39,216	39,216	1,716	1,716
Total Community Benefit	37,500	39,216	39,216	1,716	1,716
Section 106					
Bank Interest - S.106	-	7	7	7	7
Total Section 106	-	7	7	7	7
Total Income	264,393	277,649	269,533	5,140	13,256

EXPENDITURE	2017/18 Budget	Revised Budget (Forecast)	Actual (to 31/01/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
Conservation					
Allotments	-	1,200	1,078	- 1,078	- 1,200
Conservation	-	1,300	1,173	- 1,173	- 1,300
Grass Cutting - verges	4,000	4,449	4,449	- 449	- 449
Public Open Space	-	2,560	2,133	- 2,133	- 2,560
Total Conservation	4,000	9,509	8,833	- 4,833	- 5,509
Cemeteries					
Cemetery	17,863	17,574	13,674	4,190	290
Total Cemeteries	17,863	17,574	13,674	4,190	290
Play & Rec					
Play Areas and Recreation	22,283	16,584	13,184	7,187	5,699
Total Play & Rec	22,283	16,584	13,184	7,187	5,699
Finance & General Purpose					
Petty Cash Expenditure	1,300	1,070	774	- 526	230
Audit and Legal Fees	1,500	5,461	2,961	- 1,461	- 3,961
Handymen - wages and materials	36,500	23,288	21,288	15,212	13,212
Hire of Centre	-	271	271	- 271	- 271
Insurances	-	9,732	9,432	- 9,432	- 9,732
Membership of Societies	980	880	667	313	100
Celebrating Ages	-	-	-	-	-
Parish Clock	180	327	177	3	- 147
Parish Office - IT, photocopier, stationery, rent, litter-picker	16,495	14,025	6,711	9,784	2,470
Salaries - Parish Office staff (plus pensions)	33,369	35,080	31,350	2,018	- 1,712
Sundry Expenses	-	300	256	- 256	- 300
Training	1,500	2,000	1,559	- 59	- 500
Tax & NI	-	13,917	12,917	- 12,917	- 13,917
Bank Charges - Current Account	-	150	100	- 100	- 150
Bank Charges - Sinking Fund	-	22	22	- 22	- 22
Community Hub - grant & expenses	14,500	22,566	21,912	- 7,412	- 8,066
PWLB Community Hub - interest	16,521	28,895	28,895	- 12,374	- 12,374
PWLB Community Hub - capital	16,434	4,059	4,059	12,374	12,374
PWLB Car Park - interest	8,000	6,821	3,446	4,554	1,179
PWLB Car Park - capital	8,945	10,067	4,998	3,947	- 1,122
Sinking Fund	-	-	922	922	-
Election costs	1,500	-	-	1,500	1,500
Total Finance & General Purpose	157,723	178,932	150,874	5,797	- 21,209
Planning					
Community Development	1,500	-	-	1,500	1,500
Village Car Park - Rates & Maintenance, Utilities	6,600	12,748	12,448	- 5,848	- 6,148
Total Planning	8,100	12,748	12,448	- 4,348	- 4,648
Highways					
Highways and Footpaths	2,600	-	-	2,600	2,600
Street Lighting	1,500	1,300	-	1,500	200
Total Highways	4,100	1,300	-	4,100	2,800
MAYD					
MAYD Youth Club	-	15,623	15,623	- 15,623	- 15,623
Melbourn Fete	-	10	10	10	10
Total MAYD	-	15,613	15,613	- 15,613	- 15,613
Community Benefit					
Community Benefit Donations	37,500	25,786	20,344	19,068	11,714
Total Community Benefit	37,500	25,786	20,344	19,068	11,714
Total Expenditure	251,569	278,045	234,969	15,548	- 26,476

TOTAL INCOME AND EXPENDITURE

	2017/18 Budget	Revised Budget (Forecast)	Actual (to 31/01/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
Total Income	264,393	277,649	269,533	5,140	13,256
Total Expenditure	251,569	278,045	234,969	15,548 -	26,476
Total Net Balance	12,824 -	395	34,563 -	10,408 -	13,219
Excluding MAYD, Celebrating Ages and Community Benefit					
Income	225,843	235,032	230,315	4,472	9,189
Expenditure	214,069	236,647	199,012	12,093 -	22,578
Net Balance excluding MAYD, Celebrating Ages & Community Benefit	11,774 -	1,615	31,303 -	7,621 -	13,389

Adjustments - (Non-cash reserve movements)

MAYD Reserve - charge for Pavilion Hire (8 mnths)	1,533
Community Grant - Meldreth short story group photocopying	30
Asset Management Reserve - Hub replacement dishwasher	2,824
Election Costs Reserve (unspent - moved to a reserve)	(1,500)
Adjusted forecast at 31 March 2018	<u>1,272</u>

FINANCIAL REPORT - 10 MONTHS TO 31 JAN 2018

The figures above have been produced by the Parish Council's accounting system. The Revised Budget/Forecast figures are estimates taking into account known commitments plus estimated expenditure to 31st March 2018.

The 2017/18 Budget was for a surplus of income over expenditure of £12,824, enabling a £9,000 contribution to the Asset Management Reserve and a £3,000 contribution to the General Reserve.

At the 10 month stage there is a surplus of income over expenditure of £34,563 although, once estimated commitments for the remainder of the financial year are taken into account, there is forecast deficit at 31st March 2018 of £395 (budget surplus £12,824).

Figures in the accounting system include income and expenditure for MAYD, Community Benefit and Celebrating Ages as this goes through Melbourn Parish Council's bank accounts but is then allocated to separate reserves. However, this income and expenditure is not the Parish Council's and does not form part of the Parish Council's budget. Income and expenditure from these sources has been removed from the figures shown in the grey shaded box above which includes only Parish Council items. These adjusted figures show a surplus of £31,303 at 31st January 2018 and a forecast for a deficit of £1,615 at 31st March 2018. After removing any items which have been taken through reserves the forecast is for a small year end surplus of £1,272. This is still £11,552 lower than the original budget.

The forecast variance from budget of £13,389 is made up of £9,189 excess income less £22,578 excess expenditure. There are lots of variations on individual budget heading lines and some of these are caused by insufficient detail when allocating the budget within the accounting system. Overall the main areas where there are significant budget variances are:

Income:

c£2,100 Cemeteries - it is difficult to accurately budget the number of burials and cremations
c£3,150 Recreation - income from match fees and hire of Pavilion (previously managed by BeActive)
c£3,260 Miscellaneous income - this was not budgeted and includes recharges to other PC's for training, insurance claim for a kissing gate and Feed in Tariff income

Increased Expenditure:

c£2,400 - Parish Office Salaries, Tax & NI and Handymen - employment of Assistant Warden and increase in Clerk's hours to accommodate increased workload. After the Clerk left in December, salary savings have been reallocated to admin support and Fixed Asset Register work being provided by LGS (c£2,200) which is included in the Parish Office forecast below
c£4,000 Audit and Legal - unbudgeted legal fees for Hub/AGM and Little Hands lease renegotiation
c£7,300 Parish Office/Insurance - admin support from LGS (reallocated from salaries above), assistance with accounting system, photocopier rental
c£8,000 Community Hub - unbudgeted costs include grounds maintenance, emergency plumbing and repair works for toilets, replacement dishwasher (allocated against Asset Mgmt Reserve), annual service inspections for fire equipment and ground rent.
c£6,150 Car Park Rates - large unbudgeted increase in rates for car park. This is being appealed.
c£1,500 Cemeteries - 14 new headstone bases and installation costs (currently being sourced)
c-£4,100 Community Development plus Highways and Footpaths - unspent

The Parish Council has already been made aware of the impact on Reserves of employing an Assistant Warden and increasing the Clerk's hours. This was agreed at the Parish Council meeting on 24th July 2017.

The forecast figures will be subject to change over the next few months. However, at this stage it looks unlikely that the Parish Council will be able to make a contribution to Reserves at 31st March 2018 at anywhere close to the budgeted level.

<u>POLICY and PROCEDURE:</u>	APPOINTMENT and MANAGEMENT of CONTRACTORS
-------------------------------------	--

PURPOSE: To ensure contractors are selected such that the work they carry out is performed safely, effectively and offers good value to the public purse

SCOPE: Contractors to the Melbourn Parish Council

Definition: A contractor is anyone Melbourn Parish Council asks to do work for them that is not an employee. This definition includes service providers.

Melbourn Parish Council and the contractor both have responsibilities under the Health and Safety Act 1974. The Council and the contractor must take the right precautions to reduce the risks of workplace dangers to employees and the public. This is a joint responsibility. **See notes for guidance under Appendix A.**

POLICY:

1. Principles

- 1.1 We, the Melbourn Parish Council, will appoint contractors based on a transparent process that allows a clear comparison to be made between the options available.
- 1.2 Contract price will not be the overriding factor in choosing a contractor. Competence, reliability, safety record, clarity of method, quality of supervision, management, staff training and best value will also be taken into consideration.
- 1.3 All jobs to be carried out by contract will require the Clerk to supply a job specification, detailing the work to be carried out. This will include both the tasks required but also any predefined aspects of delivery, such as safety considerations or methods of work.
- 1.4 Three contractors will be required to quote for each contract job. Depending on the contract value and circumstances, it may not be possible to obtain three quotations. If this situation arises the Clerk will bring the issue to Full Council for resolution.
- 1.5 Quotations from contractors must include a safety method statement, a work method statement and job supervision plan and details of professional liability insurance. This will require the contractor to complete a Contractor Competency Form.
- 1.6 A Risk Assessment must be carried out for each job.
- 1.7 The Clerk will monitor contract work and report to the Council at least annually as part of the Governance process. Contracts will comply with all Financial Regulations that apply to the Melbourn Parish Council

PROCEDURE:**2. STEPS TO BE TAKEN**

2.1 ***Identify the job and work requirements*** - Before embarking on a new contract the Clerk will verify that approved funds are available to meet the likely costs. Assuming funds are available the Melbourn Parish Council, through the Clerk will -

- **Create a Job Specification** that clearly identifies all aspects of the work wanted from the contractor. In addition to the work content, the Job Specification must include (a) the health and safety implications of the job, (b) any appropriate terms and conditions, (c) the level of risk, depending on the nature and complexity of the work. The Clerk should carry out an outline risk assessment at this stage with respect to any resulting risks to council employees and the public.
- **Seek out potential contract partners** - The Council, through the Clerk, will provide potential contractors with Job Specification information package and make sure that they know and understand the service expected of them.
- **Determine the selection criteria** - The Clerk will identify the evaluation criteria needed for a successful tender.

2.2 ***Select a suitable contractor – Melbourn Parish Council, through the Clerk, will satisfy themselves that the contractor they choose can do the job safely, without risks to health and at a cost acceptable to the public purse.*** The Clerk will enquire and evaluate on the Council's behalf the competency of each contractor and their combination of skills and knowledge. Where a contract value is likely to exceed £3000, **three** contractors will be required to quote for each job. Where the contract value is likely to fall below this figure the Clerk should strive to obtain three quotations. In all circumstances where three quotations prove impossible, the Clerk will always bring the issue to Full Council for resolution and/or approval.

Note: It is very important that questions answered or clarifications offered with respect individual contractors during the tendering stage are formally recorded. Where such matters result in a material change they must be shared with all competing contractors.

The degree of competence required will depend on the work and complexity of the job. All potential contractors will complete the Contractor Quotation

Competency Form that is part of this document. The Clerk will use the evaluation criteria from 2.1 above to compare contractors based on the combined evidence of quoted price, all information supplied including the Competency Form, awarding contracts accordingly.

Some other factors that should be considered: -

- *For contractors offered repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a Contractor Competency Form may be waived with the Clerk's agreement*
- *For large contracts the Parish Council needs to be aware of the Construction Design and Management Regulations (CDM)*
- *As appropriate, the Job Specification should require the contractors guarantee, warrantee and test certificates (for example with the electrical installations)*

2.3 Review and if needed re-assess the risks of the work - Both the Council and the Contractor will think about the planned work:

- What can harm people?
- Who might be harmed and how?
- How will the risks be controlled?

A risk assessment must be done. Both the Council and the contractor will be party to this. The contractor must assess the risks for the contracted work. The Clerk (on behalf of the Council) and the contractor will together consider any risks from each other's work that could affect the health and safety of the workforce or the public. The Clerk (on behalf of the Council) and the contractor will agree the risk assessment for the contracted work and the preventative and proactive steps that will apply when the work is in progress. If subcontractors are involved they will be part of the discussion and agreement. All measures needed to control the risk will be agreed between the Clerk and contractor before any work starts.

Note: For contractors with repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a separate Risk Assessment for each job

may be waived with the Clerk's agreement

- 2.4 ***Provide information, instruction and training*** - The Council, contractor and subcontractors will provide their employees with information, instruction and training on matters that may affect their health and safety. The Clerk, contractors and subcontractors will agree what information will be passed between them and appropriate ways to communicate with each other throughout the process. The Clerk (on behalf of the Council) will make sure that contractors, subcontractors and their employees have information on:
- Health and safety risks they may face
 - Measures in place to deal with those risks
 - The Council's emergency procedures if relevant.
- 2.5 ***Cooperate and coordinate with the contractor*** - The Clerk (on behalf of the Council) will work together with the contractors and subcontractors to coordinate all activities, to make sure that the work can be done safely and without risks to health. Depending on the size of contract the Clerk will regularly meet with the contractor throughout the length of the contract. The level of cooperation and coordination required will be agreed before work starts and will depend upon:
- The job to be done
 - The number of contractors and/or subcontractors involved
 - The risks involved.
- 2.6 ***Consult the workforce*** - Melbourn Parish Council will routinely consult its employees on contracted task content and related health and safety matters to help the Council to make better decisions on the actual risks and the measures to control them. Employees will be consulted on:
- How the contractors work will affect the Council employees' health and safety;
 - Information and training
 - Making sure they know how to raise any concerns they may have about the contractors and their work
 - Ensuring contracted work is done without conflict with the job roles and job descriptions of council employees

- 2.7 ***Manage and supervise the work*** - The Clerk (on behalf of the Council) will make regular checks on contractors, the work being completed, whether the contractors are working in a safe way and complying with the control measures put in place. This will be supported through the use of a **Checklist** to ensure that all key control steps have been completed properly. The frequency and degree of checks will reflect the length of experience with a particular contractor and the nature of the work, for example if such work is highly repetitive.

The Clerk will have agreed with the contractor through risk assessment and declared methods of working how the work will be done and the precautions that will be taken.

In the case of mishaps, accidents, ill health etc. the Clerk, on behalf of the Council, will investigate with the contractor what went wrong, reporting to the council when appropriate.

- 2.8 ***Review*** – On an annual basis the Clerk will review the contractor management process and consider ways to improve future performance. An annual report will be given to the Full Council as part of governance monitoring. It is recommended that the Clerk, supported if necessary by other council employees or councilors, periodically observe the performance of contractors in the fulfillment of contracts awarded. Elements that can be monitored (not exclusively) are:

- Adherence to Method Statement, number of operators and time spent
- Adherence to safety commitments and Risk Assessment recommendations, use of safety equipment,
- Provision of supervision, where appropriate
- Safe and effective use of equipment and vehicles

The Clerk should make arrangements to formally record the observations made during the monitoring of contractor work.

INVITATION TO QUOTE - COMPETENCY FORM (EXAMPLE)

Company Name:		
Address:		
Tel. No. /Mobile No.		
Email		
Name of person completing form:		Contract Reference/ Contract Title
Details of experience with this type of work. For example previous contracts, customers etc.		
Liability Insurance (Please attach copy)		
Risk Assessment (Please attach copy)		
Health & Safety Policy (Please attach copy)		
Details of recent (last 2 years) safety performance, in terms of accidents, ill health or HSE action or involvement		
Reference details of previous similar work carried out in the last year		
Describe safety or other training given to workers involved on this contract		

Signature

Reviewed (Parish Clerk)**Name****Signature****APPENDIX A****Notes to assist council employees in the understanding of their contractor responsibilities**

- ❖ The Health and Safety at Work etc. Act 1974 requires employers and others in control of buildings or public places to ensure the safety of employees and others who work or visit there. The Management of Health and Safety at Work Regulations 1999 also require those in control of land and buildings to co-operate with contractors or self-employed persons to ensure that they are not exposed to unacceptable health and safety risks.
- ❖ Although the responsibility to work safely rests principally with the contractor, Melbourn Parish Council also have a duty to do all that is within its control to make sure that this happens.
- ❖ This means that Melbourn Parish Council have a duty to ensure that a contractor is competent to perform the task safely and without unacceptable risk to other employees, members of the public and any others on the site.
- ❖ Where accidents occur on site through the incompetence or negligence of a contractor, Melbourn Parish Council could also be held liable if steps had not taken to appraise the contractor or carry out management checks to ensure that agreed standards of operation were actually being carried out correctly.
- ❖ Contractors should only be allowed to carry out work on the agreed site if they have been vetted and approved by Melbourn Parish Council. Even if the same contractors have been used for the past 10 years you still need to regularly assess them in order to ensure you are adhering to your legal obligations.
- ❖ Use this Policy and Procedure document to assist in compliance with these standards and, at the same time, ensure that contractors deliver value for money.

Document Approval:**(Chair to Melbourn****Parish Council)****Date of Parish Council Meeting:***Review Policy: Annual*

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN CEMETERIES

Quote Reference Number: MC03/2018

Closing Date/Time for Submission of Quotations: 30 March 2018 @13.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 April 2018

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has three cemeteries, two open and one closed.

New Road Cemetery is situated off New Road, behind Victoria Way and is now the principal cemetery for the village.

Orchard Road Cemetery in Orchard Road dates from the late 1800's and is still in use, although only for burials that have been pre-booked.

All Saints' Church Yard, located in the village centre adjacent to the church, is a closed cemetery. MPC, together with the Parochial Church Council continue to maintain this churchyard.

It is the responsibility of MPC to maintain all the cemeteries above and covered by this Invitation to Quote, and to the standards as set out.

A location map for the above sites included within the scope of this document is available with this Invitation to Quote, together with a grass-cutting plan for New Road Cemetery.

Invitation To Quote - KEY INFORMATION

Quotation No:	MC03/2018
Quotation Title:	Melbourn Cemeteries
Quotation Availability date:	1 st March 2018
Quotation latest return date & Time:	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	23 April 2018
Contract Start Date:	1 st May 2018

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Contractor Contact Information, Quotation and Competencies Declaration

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st May 2018.
- 1.2 The contract term is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality Competencies , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
 - a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.19 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence of first aid principles in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Two written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:

- The general understanding of the Bidder of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct, entries, exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may/will result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

Section 2

Melbourn Parish Council – Contractor Contact Information, Quotation & Competencies Declaration

To: Melbourn Parish Council
Melbourn Community Hub
30 High Street
Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

Company
Address:

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Note: Please see the conditions set out below. If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

QUOTATION FOR: Melbourn Cemeteries MC03/2018

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **30 March 2018**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?
	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.
	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.
	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?
	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).
	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>
	<p>Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) Costings and Method Statements

A. Schedule of Works for Quotation – New Road Cemetery

Please refer to appended grass cutting schematic

Weekly: April to September - Tasks	
<p>1. Adequately water all newly planted and vulnerable stock planting, especially during dry weather. This will include all trees, shrubs, flowerbeds, shrubs and flowerbed on outside left hand side of entrance and newly turfed graves. All newly grassed areas to be given particular care until new grass is properly established.</p>	
Per Visit Cost	£
Per Annum Cost for 24 visits	£
Three Monthly: April to September - Tasks	
<p>1. Inspect for significant weeds in grassed areas, particularly the 'mound', and remove weeds/treat as required with selective weed killer. 2. Inspect all paths and Car Park area for weed growth and treat when needed.</p>	
Per Visit Cost	£
Per Annum Cost for 2 visits	£
Fortnightly: April to October - Tasks	
<p>1. Grass cutting to the whole of the cemetery according to the attached cutting plan. Areas defined as 'A' should be short – cut (Note – short cutting includes <u>when needed</u> the Burial Mound); Area defined as 'B' medium – cut; Area defined as 'C' long – cut. <i>It is assumed that areas of longer grass will not need to be cut as frequently as once per fortnight.</i></p> <p><i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc. All areas will not necessarily need to be cut each visit.</i></p>	
Per Visit Cost	£
Per Annum Cost for 15 visits	£
TOTAL per annum New Road Cemetery	£

Methods and Risk Assessments – **New Road Cemetery**

Method of Work – Describe the methods and any tools/equipment to be used.
--

Note 1. Contractors to use cemetery rear access gate via track leading from Water Lane. (Padlock keys will be issued and signed for)

Note 2. Grass cutting to be carried out without damage to tree stock

Note 3. Contractors vehicles and equipment must not damage grassed or paths

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.	
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Hazards Identified	Planned Actions to Minimise Risks
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B. Schedule of Works for Quotation – Orchard Road Cemetery

Weekly: April to September - Tasks	
1. Adequately water any vulnerable stock planting, especially during dry weather.	
Per Visit Cost	£
Per Annum Cost for 24 visits	£
Three Monthly: April to March - Tasks	
1. Inspect for significant weeds in all burial areas, and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
Per Visit Cost	£
Per Annum Cost for 4 visits	£
Fortnightly: April to September - Tasks	
1. Grass cutting inside the cemetery. Grass cutting also to include between 'close' graves, where Strimming may be needed. <i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
Per Visit Cost	£
Per Annum Cost for 12 visits	£
TOTAL per annum Orchard Road Cemetery	£

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified

Planned Actions to Minimise Risks

B. Schedule of Works for Quotation – All Saints' Church Yard

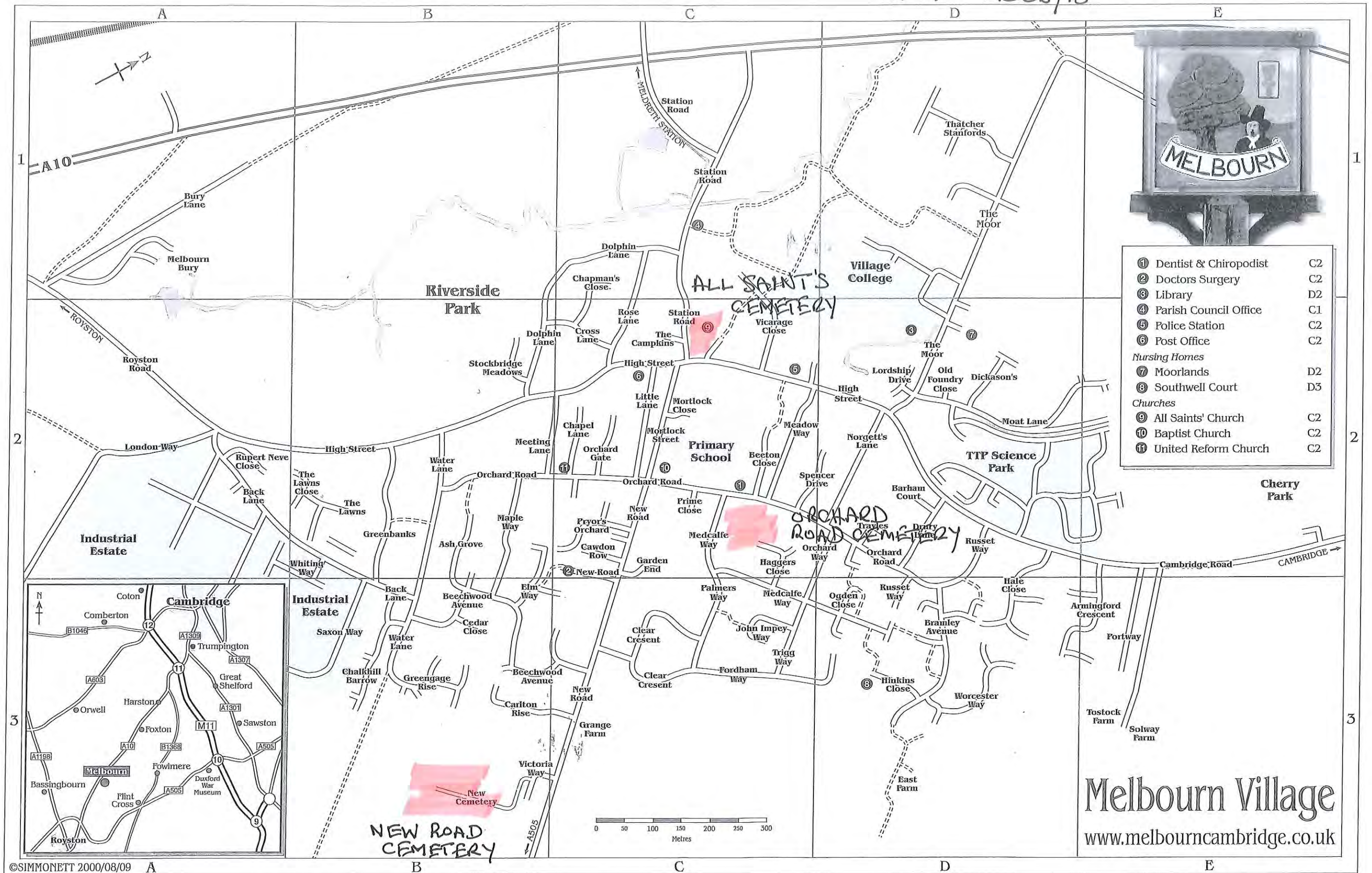
Three Monthly: April to March - Tasks	
1. Inspect for significant weeds in grassed areas and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
Per Visit Cost	£
Per Annum Cost for 4 visits	£
Fortnightly: April to September - Tasks	
1. Grass cutting inside the cemetery including path edges <i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
Per Visit Cost	£
Per Annum Cost for 12 visits	£
TOTAL per annum All Saints' Church Yard	£

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified

Planned Actions to Minimise Risks

[illegible]

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN GRASS CUTTING

Quote Reference Number: MGC03/2018

Closing Date/Time for Submission of Quotations: 30 March 2018 @ 13.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 April 2018.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a large number of grassed verges and some specific open grassed recreational spaces as a result of continuous road and housing development over many years.

Historically, the majority of these have been assigned as the responsibility of Melbourn Parish Council to maintain. A significant balance, however, has remained either as a Cambridgeshire County Council or South Cambridgeshire District Council (SCDC) responsibility to cut and look after.

The situation changed at the end of 2017, and responsibility for those Cambridgeshire County Council maintained areas was transferred to Melbourn Parish Council, increasing the scope of works now required. A few areas remain with SCDC, and these are not included within the scope of this document. Also not included within the scope are the regular but infrequent requirements to maintain boundary hedges and shrubberies that abut some of the grassed areas included here. These works are the subject of another Invitation to Quote '*Melbourn General Maintenance*'.

In addition to the general grass cutting requirements, two other small areas are included for general maintenance: -

Melbourn Community Hub, 30 High Street Melbourn – this Invitation to Quote requires the bidder to also quote for grass cutting of the small lawned area, together with the pruning and maintenance of the garden areas.

Shrubbery Apron area to Main Melbourn Car Park – This Invitation to Quote includes maintenance of the small shrubbery area between the Main Car Park and High Street, adjacent to the Bus Stop.

Location maps for all sites included within the scope of this document are available with this Invitation to Quote.

Invitation To Quote - KEY INFORMATION

Quotation No:	MGC03/2018
Quotation Title:	Melbourn Grass Cutting
Quotation Availability date:	1 st March 2018
Quotation latest return date & Time:	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	23 April 2018
Contract Start Date:	1 st May 2018

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 4. Schedule of Grassed Areas Excluded from this Invitation to Quote

This Section lists those roads and locations that remain the responsibility of either South Cambridgeshire District Council or Housing Associations.

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st May 2018.
- 1.2 The contract term is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (if your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
 - a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.19 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
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- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence of first aid principles in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Two written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The general understanding of the Bidder of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct, entries, exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC "reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may/will result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub
30 High Street
Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

Company

Address:

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Note: Please see the conditions set out below. If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

QUOTATION FOR: Melbourn Grass Cutting MGC03/2018

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **30 March 2018**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required	
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	Yes/No
2.4 (20%)	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	
	Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – Grass Verges and Recreation Spaces (see map)

- Armingford Crescent
- Elm Way
- Rose Lane/Dolphin Lane
- Grassed area outside Leeches Butchers
- Grassed area around the War memorial
- Chalkhill Barrow
- Clear Crescent Play Park area
- Sloping Area Adjacent to Telephone Box at Village Centre
- The Moor Play Park area
- Grass in front of Orchard Road Cemetery in front of hedge
- Worcester Way open recreational space
- Grassed area leading to housing immediately adjacent to Worcester Way rec. space
- Lawned area in front of the Community Hub 30 High Street
- Greengage Rise – three areas – (a) at road entrance (b) at half way point (c) green space at end of road
-

Fortnightly: April to October - Tasks	
1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i>	
Per Visit Cost	£
Per Annum Cost for 15 visits	£

B. Schedule of Works for Quotation – Other Grass Spaces (see map)

❖ All Village Verges Shown in Dark Green on the Map, and including -

- Small triangular grassed area adjacent to Bus Stop and Vicarage Close
- Beechwood Avenue grassed area opposite junction with Elm Way
- The Verge on The Moor in front of the Play Park and Bowls Club
- The Path beside the Bowls Club
- The Corner of Medcalfe Way and Orchard Road
- Verge Opposite the Black Horse Pub
- Back Lane to Greengage Rise
- Car Park perimeter areas
- Royston Road to Bury turning
- Church Walk down to All Saints' Community Hall
- Orchard Road opposite Orchard Gate for approx. 20 feet
- Entrance to Gray Allotments (Thatcher Stanfords Close)
- Corner of Mortlock Close and Mortlock Street
- Cambridge Road to Garden Centre and Wrights Mowers
- Path perimeters Stockbridge Meadows (by agreement with Clerk only)

Monthly: April to October - Tasks	
1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i>	
Per Visit Cost	£
Per Annum Cost for 6 visits	£

C. Schedule of Works for Quotation – Other Grass Spaces at village entrances (see map)

- **A10 Cambridge Road to Village (both sides)**
- **A10 Station Road to Village (both sides)**
- **A10 Royston to Village (both sides) including splay onto A10**
- **A505 New Road to Village (both sides)**

Every Eight Weeks: April to September - Tasks	
<p>1. Grass cutting to the whole of the above sites from village boundary to A10 and A505. <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i></p>	
Per Visit Cost	£
Per Annum Cost for 3 visits	£

D. Schedule of Works for Quotation – Garden Maintenance – Melbourn Hub 30 High Street & Central Car Park Apron Area (see map).

Every Eight Weeks: April to October - Tasks	
<p>Note: This includes both the back and front areas of the Hub Gardens</p> <ul style="list-style-type: none"> ▪ Weeding of borders as required ▪ Pruning of decorative and defensive shrubbery as required ▪ Removing all dead vegetation from site as required ▪ Removing dead leaves (autumn) including from roadway 	
Per Visit Cost	£
Per Annum Cost for 3 visits	£

TOTAL PER ANNUM COSTS (A+B+C+D)	£
--	---

Methods and Risk Assessments – **Grass Cutting in Melbourn (Various Sites)**
Schedules A, B and C

Method of Work – Describe the methods and any tools/equipment to be used.

--

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Planned Actions to Minimise Risks

--	--

Methods and Risk Assessments – **Garden Areas, Community Hub 30 High Street**

Schedule D

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that the Community Hub is a busy public area)

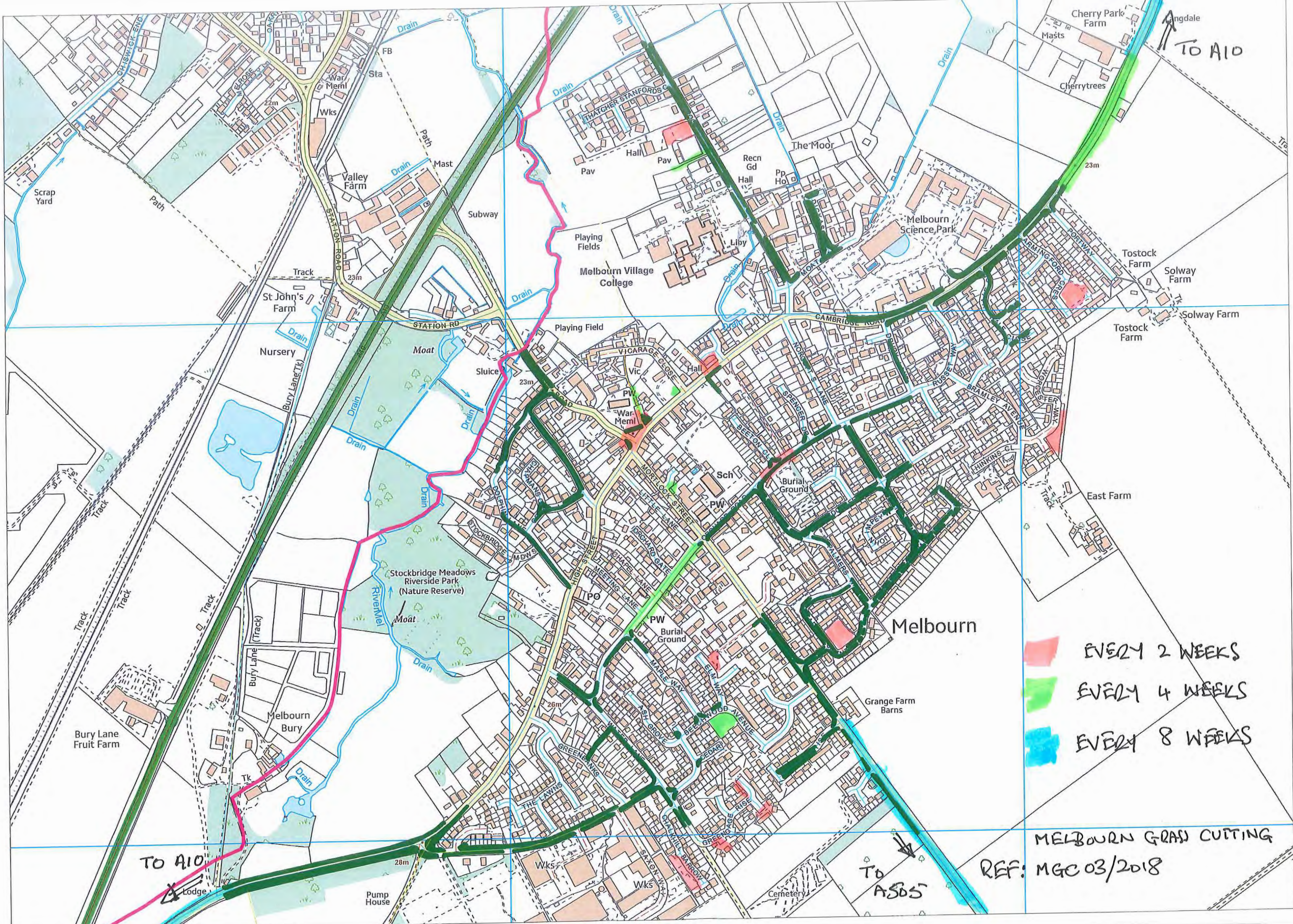
Planned Actions to Minimise Risks

Section 4 EXCLUDED AREAS

Melbourn Parish Council – Grassed areas NOT covered by the scope of this Invitation to Quote:

- Vicarage Close
- John Impey Way
- Corner of Trigg Way and Fordham Way
- Russet Way opposite junction with Bramley Avenue
- Area on the Left Hand Side of Russet Way as the road joins Cambridge Road
- Hagers Close
- Anything in Medcalfe way beyond junction with Ogden Close
- Ogden Close
- Worcester Way (except areas specified in this document)
- Hinkins Close
- Bramley Avenue

These areas remain the responsibility of either Housing Associations or South Cambridgeshire District Council.



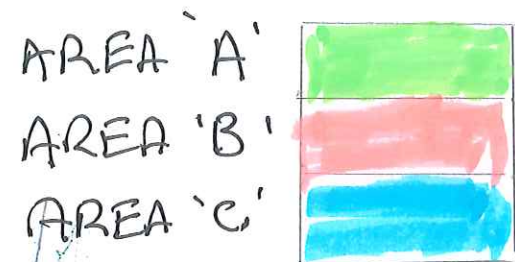
- EVERY 2 WEEKS
- EVERY 4 WEEKS
- EVERY 8 WEEKS

MELBOURN GRASS CUTTING
REF: MGC 03/2018

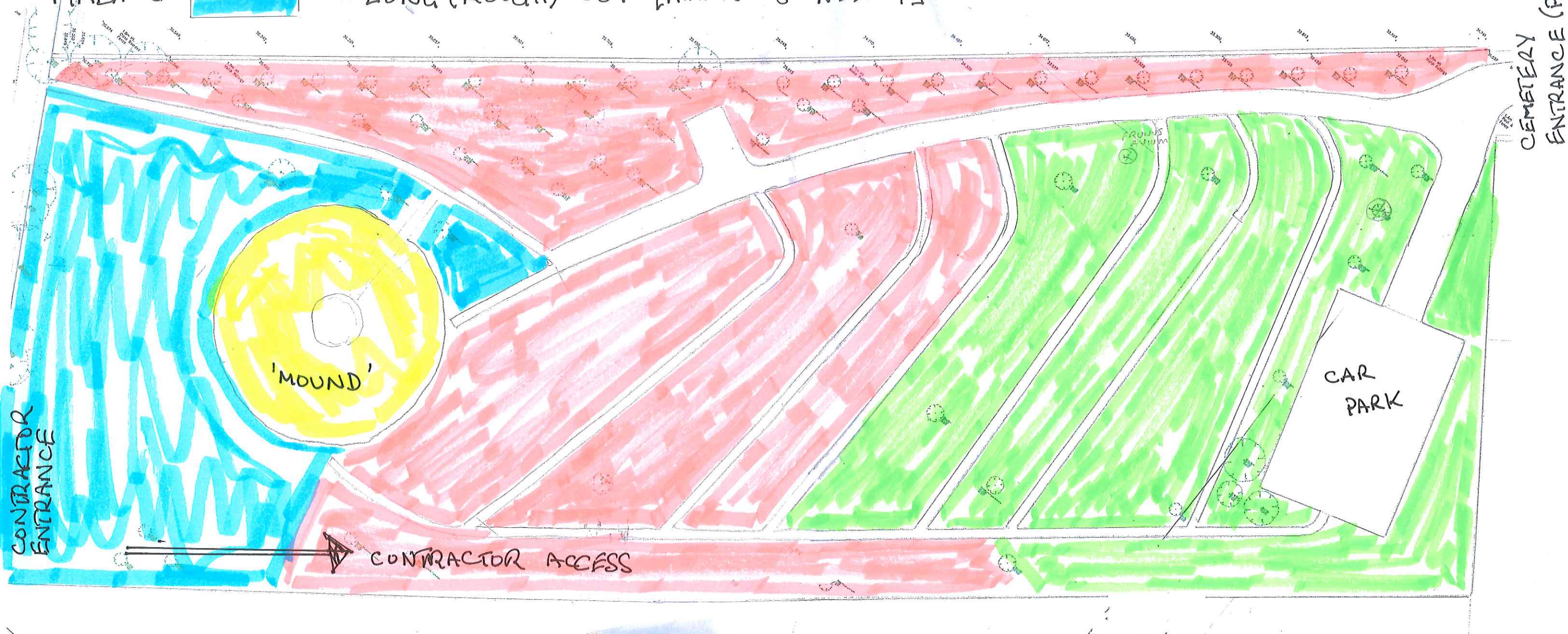
NEW ROAD CEMETERY - MELBOURN

REF: MC03/2018

GRASS CUTTING - SCHEMATIC



- 'LAWNED' and SHORT-CUT [APPROX. 2-WEEKLY]
- MEDIUM CUT [APPROX. 4-WEEKLY]
- LONG (ROUGH) CUT [APPROX - 8-WEEKLY]



'MOUND' - to be short cut and weed-treated.

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN GENERAL MAINTENANCE

Quote Reference Number: MGM03/2018

Closing Date/Time for Submission of Quotations: 30 March 2018 @ 13.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 April 2018.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a widespread stock of hedges, green planting and shrub areas that form part of roadsides and recreational spaces, a result of continuous road and housing development over many years.

Many of these have been assigned as the responsibility of Melbourn Parish Council to maintain. These areas require regular trimming and clearing, and works may need to be carried out in sympathy with the natural world, for example the nesting season for birds.

Due to the nature of these areas it is not possible to create a fixed timetable of maintenance. Through this invitation to quote, it is intended to assign a 'preferred contractor' to these tasks. Work would be agreed according to need and season and then carried out at the individual visit rates proposed though this document. By this means, work can be agreed quickly by the Clerk and avoids the need to obtain competitive quotes for each job as it arises.

This Invitation to Quote excludes major tree management works, as these will be assigned to specialist contractors as a separate arrangement.

Location maps for all sites included within the scope of this document are available with this Invitation to Quote.

Invitation To Quote - KEY INFORMATION

Quotation No:	MGM03/2018
Quotation Title:	Melbourn General Maintenance
Quotation Availability date:	1 st March 2018
Quotation latest return date & Time:	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	23 April 2018
Contract Start Date:	1 st May 2018

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st May 2018.
- 1.2 The contract term is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
 - a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.19 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence of first aid principles in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Two written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The general understanding of the Bidder of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct, entries, exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may/will result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub
30 High Street
Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

**Company
Address:**

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Note: Please see the conditions set out below. If successful, you will be required to submit invoices that reflect the cost of each area visit made. Every maintenance visit will be pre-agreed between the successful bidder and the Clerk, based on seasonal needs and any other factors arising. If successful, you will be expected to suggest work that needs to be done in those areas covered by the scope of the document, but work will only be carried out with specific and written agreement in advance.

QUOTATION FOR: Melbourn General Maintenance MGM03/2018

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **30 March 2018**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required	
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	Yes/No
2.4 (20%)	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	
	Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – Shrub and Hedge Maintenance

Please refer to attached location schematic

As Agreed With Parish Council - Tasks		
Area		Cost per Visit
1.	Armingford Crescent	£
2.	Corner of Beechwood Avenue opp. Elm Way	£
3.	Clear Crescent Play Park - Hedge Boundary	£
4.	Junction Back Lane & High Street	£
5.	Orchard Road Cemetery Hedges	£
6.	Worcester Way open rec. space boundary Hedging (back and front)	£
7.	Elm Way (and adjoining area to Orchard Road surgery)	£
8.	Chalkhill Barrow	£
9.	Hedge at Junction Maple Way and Orchard Road (opp. Black Horse Pub)	£
Total Per Annum Cost for 2 visits to every site		£

Note: MPC reserves the right to add or remove areas from the above list as circumstances dictate. Changes will be price- negotiated as they arise.

Methods and Risk Assessments –**Shrub and Hedge Maintenance in Melbourn (Various Sites)**

Method of Work – Describe the methods and any tools/equipment to be used.

Note 1. All work site visits must be pre-agreed with the Clerk.

Note 2. The timing of visits must respect the nesting season for birds

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Planned Actions to Minimise Risks

[illegible]

<u>POLICY AND PROCEDURE:</u> Parish Estate – Safety Inspections
--

PURPOSE: To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

SCOPE: All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

Note: Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.

1. POLICY:

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards. A hazard checklist is to be found in Appendix 2 for use during inspections.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

2. PROCEDURE:

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Moor Play Park	5	5	0	1	5	5	21	High
All Saints Churchyard	0	5	0	0	3	5	13	Medium
Orchard Road Cemetery	1	2	0	0	3	4	10	Low
Old Recreation Ground	2	4	0	5	4	3	18	Medium
New recreation Ground	2	3	0	5	5	3	18	Medium
Village Car Park	5	5	5	0	5	5	25	High
War Memorial	4	5	2	0	5	5	21	High
Littlehands and Access Way	5	5	4	2	5	3	24	High
Melbourn Hub and Gardens	5	5	0	0	5	5	20	High
Stockbridge Meadows	3	5	0	0	3	4	15	Medium

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Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Avenue	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemtry	1	3	0	2	3	5	14	Medium

.... [*Appendix 2*]

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APPENDIX 3

Area	Monthly Checking Record				Checking Frequency
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					Weekly Checks
Village Car Park					
War Memorial					
Littlehands and Access Way					
Melbourn Hub and Gardens					
Clear Cres.Play Park					
All Saints Churchyard					Two – Weekly Checks
Jubilee Orchard					
Old Recreation Ground					
New Rec. Ground					
Stockbridge M.					
Worcester Way					
BMX Site					

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Area	Monthly Checking Record				Checking Frequency
	Week1	Week2	Week 3	Week4	
Allotments					Two – Weekly Checks
New Road Cemtry					
Fire Engine Shed					Monthly Checks
Orchard Road Cemetery					
Armingford Cres.					
Beechwood Avenue					
Chalkhill Barrow					
Elm Way					
Millenium Copse					

POLICY: LONE WORKING

PURPOSE: Melbourn Parish Council (hereafter 'the Council') recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

SCOPE: The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's paid employees. Lone Working risks are broadly divided into (a) risk of violence or threat to the person and (b) risk of accidents to the person that affects personal health and safety.

Note: The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

POLICY:

1. Definition

1.1 The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Council's employees: the Clerk the Assistant Clerk's and two Village Wardens, all of whom are required to carry out their duties for all or part of their working day working in isolation.

2. Aims

The aims of the policy are to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and on-going way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable.
- Ensure that appropriate training is available to all staff in all areas that equip them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to staff who have to work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

3. Responsibilities

3.1 Clerk to the Council

The Clerk to the Council is the Line Manager for the implementation of this Policy to all staff reporting to them. The Clerk is also responsible for personal compliance to this Policy as and when Lone Working is undertaken the Clerk as an individual. The Clerk should seek support for this whenever needed from the Chair to the Council.

The implementation of Lone Working Policy will include:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy.
- Ensuring that all staff members are aware of the policy.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice that are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff members are given appropriate information, instruction and training.
- Ensuring that appropriate support is given to staff involved in any incident.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

3.2 Employees

Employees have a personal responsibility to take reasonable care of themselves and others at all time, but particularly when involved in Lone Working. In order to minimise risk they should:

- Co-operate by following rules and procedures designed for safe working.
- Report all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Take part in training designed to meet the requirements of the policy.
- Report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

4. Risk Assessment

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff members that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed for each member of staff (See Appendix 1). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form.

Risk assessments for site based lone workers will include:

- Safe access and exit.
- Risk of violence.
- Safety of equipment for individual use.
- Channels of communication in an emergency.
- Working site security.
- Security arrangements i.e. alarm systems and response to personal alarms.
- Level and adequacy of on/off site supervision.
- Risk assessments for mobile lone workers will, additionally, include, travelling between sites.
- Reporting and recording arrangements.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required. Risk Assessments should be considered on an individual employee basis, as personal and gender differences may affect the results. (See Appendix 1 and Appendix 2)

5. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or 'unsafe' (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

6. Contacting or Involving the Police

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff members are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

7. Support for Staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

8. Immediate Support following a Violent Incident or Accident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Council Chair should be contacted. The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident. If the incident occurs to the Clerk, then the duties outlined will become those of the Council Chair.

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Review - Annually

Appendix 1 – Employee Lone Working Risk Checklist.

This checklist is to be completed in advance of formal risk assessment and findings used to supplement those factors listed in Section 4 above.

Checklist Completed by:

Date:

Employee Name:
Male/Female

Key Risk Factors

Please tick as appropriate

- Does individual ever work alone?
- Does individual often/always work alone?
- Does individual work outside normal office hours?
- Does individual have to travel to or from work in hours of darkness?
- Does individual routinely meet with members of the public in an isolated location?
- Is there enough security provision (e.g. if money is handled or in terms of general building access control)?
- Is there safe access to the building or working area?
- Does individual's activity involve working in confined spaces, e.g. a loft space with restricted or single access?
- Does individual's activities involve handling dangerous substances, heavy weights or moving/sharp or mechanically driven equipment?
- Does individual carry out work in high-risk locations (i.e. areas with known crime or traffic high density/speed)?
- Does individual ever/routinely carry out work in isolated areas?

Appendix 2 – Employee Lone Working - Risk Mitigation

There follows a list of control factors that should be considered in minimising the risks of Lone Working. These should be used when carrying out a separate formal Risk Assessment. It is recommended that formal Risk Assessments be carried out for individual Employees, as each person may bring both strengths (e.g. equipment skills) that tend to reduce risks, and also weaknesses (e.g. a physical disability such as impaired vision) that increase certain risks.

- Is it possible to prevent lone working by reorganising working patterns, especially for high-risk activities (i.e. in confined spaces, high risk areas and with dangerous substances)?
- Does the individual carry personal factors that influence risk either positively or negatively?
- Can one carry out regular supervisor or colleague checks during activities?
- In a building work setting, can entrance security systems be effectively used?
- Is there security lighting around building access points and parking areas?
- Is it appropriate to install panic buttons?
- Does individual have information and training on basic personal safety?
- Has safety instruction been done and training recorded on hazardous materials and equipment?
- Can individuals be trained in strategies for preventing and managing violence?
- Do individuals have access to forms for reporting incidents or near misses and appreciate the need for this procedure?
- Are individuals encouraged to speak when there are concerns about safety?
- Does the Council seek or share risk information with other local government bodies?
- Are there systems for monitoring staff whereabouts and movements for regularly reporting to base, e.g. through the issue of mobile phones?
- Is the issue of personal attack alarms worth considering?

Wording for additions to NR Cemetery R and R's

Additional/Revised wordings ref recommendations by Andrew Fuller of Newlings, discussion between cemetery members of the maintenance working party and a request from an involved member of the parish.

Add:-

Allowed music

Quietly played music may be allowed at either the graveside or the memorial headstones, played either by a maximum of 3 musicians or electronically. This must be requested and approved by the Clerk to the Parish Council no later than 3 weeks prior to the interment.

Suggest this is added and included in Section 4 of the R and R's, referring to b, c, d and e.

6b. Add:the initial interment, *this equates to a double depth plot. Please refer to Burial Plot Charges information sheet.*

Amendments to;- New Road Cemetery and Orchard Road Cemetery burial charges.

Plot.	£400
<i>Half plot / Memorial base</i>	<i>£165</i>
<i>Half plot (in case of stillborn or child to age 6 years, see separate charge list (as below)</i>	

Burial Plot Charges/Interment Fees- Still births and very young infants etc

{Revision to charges and text}

Stillborn – 6 months. Sole burial plot or memorial base Free plot.) See Note 1 below.
Stillborn – 6 months. Double depth plot / memorial base, Free plot) “
(applies if a future burial is planned.)

6 months – 5 years	Sole burial plot.	£165.00)	See Note 2 below.
6 months – 5 years	Memorial base	£82.50)	“
6 years- 12 years	Sole burial plot.	£400.)	See Note 3 below.
6 years- 12 years	Memorial base.	£200.)	“

Notes.

Note 1. This concession applies only if requested at the time of notification of the first death.

Note 2. Conditions as per Note 1. In the case of a memorial base/cremated remains base the charge equates to a half plot cost.

Note 3. Normal adult fee scale, interment charges are extra.
 Normal Exclusive rights of burial apply.

Memorial plot also means the Cremated remains base. Interment base digging must only be carried out by authorised professionals.

Note :-These charges and changes are not to be applied retrospectively.