

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

The Annual meeting of this Council was held on Monday, 14 May 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Norman (Chair), Clark, Cowley, Travis, Sherwen, Kilmurray, Stead

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, Assistant to the Clerk, Responsible Financial Officer, District Cllr Hart, District Cllr Hales, and seven members of the public

PC001/18 To receive nominations and to elect the Chair of the Parish Council;

Cllr J Norman was nominated. There were no other nominations.

It was:

RESOLVED that Cllr J Norman be elected as Chair of the Parish Council for the municipal year 2018/2019. Cllr Norman duly signed the declaration of acceptance of office.

Proposed by Cllr Travis, seconded by Cllr Kilmurray – All in favour.

PC002/18 To receive nominations and to elect the Vice-Chair of the Parish Council;

Cllr G Clark was nominated. There were no other nominations.

It was:

RESOLVED that Cllr G Clark be elected as Vice-Chair of the Parish Council for the municipal year 2018/2019. Cllr Clark duly signed the declaration of acceptance of office.

Proposed by Cllr Travis, seconded by Cllr Sherwen – All in favour.

PC003/18 To receive and approve apologies for absence.

Apologies were received from Cllrs Buxton and Hart. Acceptable reasons for absence had been given.

It was:

RESOLVED to receive and approve the apologies.

Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour.

PC004/18 To receive any Declarations of Interest and Dispensations

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

Cllr Clark declared a Non-Statutory Disclosable interest in agenda item PC024/18 a) as a recently joined member of the Bowls Club. There were no requests for dispensation.

PC005/18 Cllrs to Sign Code of Conduct in accordance with LGA 2000 s52(3)

All Cllrs Present duly signed the adopted Code of Conduct.

PC006/18 To approve the minutes of the Parish Council Meeting 23 April 2018

It was:

RESOLVED that the minutes of the Parish Council meeting held on 23 April 2018 be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Kilmurray, seconded by Cllr Travis. In Favour: Cllrs Norman, Clark, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Stead.

PC007/18 To report back on the minutes of the Parish Council Meeting 23 April 2018

The Parish Clerk reported back on actions:

PC228/17 – The Parish Clerk reported that the investigation into the abnormally high electricity bills had been concluded and the results circulated to Cllrs. As well as the heating being on for a number of days following works to the workshop floor, the street-

lighting columns in the car park were tied into the workshop electricity supply, hence the elevated bills during the darker months.

PC231/17 – The Parish Clerk reported that the action to separate planning meetings to a night on their own had been completed, and a new draft calendar of meetings was on the agenda for ratification.

The Report was **noted**.

PC008/18 To receive the Clerk's Report

The Parish Clerk delivered a report (attached herewith).

The report was **received**.

PC009/18 To consider an updated Calendar of Meetings for the forthcoming Municipal Year

Following actions identified at the Parish Council meeting in April 2018 a revised calendar of meetings was considered.

It was:

RESOLVED that the calendar of meetings for municipal year 2018 / 2019 be approved and adopted.

Agenda item PC016/18 was taken next.

PC016/18 To receive a report from District Cllrs Hales and Hart

District Cllrs Hales and Hart were in attendance for this item and reported that due to the new ward boundary arrangements, a joint report in conjunction with the County Cllr for Melbourn would be produced for subsequent meetings.

It was:

RESOLVED that the report be received.

PC010/18 Appointment of Standing Committees

a) Planning Committee (max eight Cllrs)

The Current Chair of the planning Committee reported on the need for this Committee to continue due to the volume of planning applications considered and the timeframes associated with responding to consultations. It was further reported that standing orders stipulated the Committee would elect its own Chair at the first meeting of the municipal year.

It was:

RESOLVED to form a Planning Committee for municipal year 2018 / 2019

*Proposed by **Cllr Kilmurray**, seconded by **Cllr Clark** – All in favour*

Membership of Planning Committee:

- Cllr Kilmurray
- Cllr Sherwen
- Cllr Clark
- Cllr Buxton
- Cllr Hart
- Vacancies x 3

b) Finance & Good Governance Committee (max nine Cllrs)

It was:

RESOLVED to form a Finance & Good Governance Committee for municipal year 2018 / 2019

*Proposed by **Cllr Stead**, seconded by **Cllr Sherwen** – All in Favour*

Membership of Finance & Good Governance Committee

- Cllr Norman
- Cllr Clark
- Cllr Sherwen
- Cllr Stead
- Cllr Kilmurray
- Vacancies x 4

c) To consider the formation of a Maintenance Committee

Cllr Travis reported this working party had reached a state of maturity and would now benefit from becoming a Committee. The Parish Clerk explained the statutory differences

between a working party and a Committee, in as much as a Committee has decision making authority, has meetings which are open to the public, and follows the 3 clear days rule with regard to publication of agendas. It was further explained that the Committee, if formed, would meet during the day.

It was:

RESOLVED to form a Maintenance Committee for municipal year 2018 / 2019

Proposed by Cllr Travis, seconded by Cllr Sherwen – All in favour

PC011/18 Appointment of Standing Working Parties

a) Melbourn Futures Working Party

It was:

RESOLVED that the Melbourn Futures Working Party would be re-formed once the remaining Cllr Vacancies are filled.

b) Maintenance Working Party (max six Cllrs, five members of public) if no Committee formed

This agenda item was no longer needed.

PC012/18 To note Parish Council Liaisons on the following:-

a) Board of Trustees of Francis John Clear Almshouses

It was: **noted** that Mavis Howard is the Liaison

b) Board of Trustees of Martin's Charity

It was: **noted** that the Parish Clerk is the Liaison

c) Board of Trustees of Triggs Charity Trust

It was: **noted** that Val Barrett is the Liaison

d) Melbourn Mobile Warden Scheme

It was: **noted** that Cllr Travis is the Liaison

e) Melbourn and Meldreth Luncheon Club

It was: **noted** that Cllr Travis is the Liaison

PC013/18 Subscriptions to Public Bodies: To Consider Renewal dates

It was:

RESOLVED to renew the Parish Council's annual subscription to CAPALC at a cost of £639.99

PC014/18 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)

The Chair suspended standing orders to allow public participation.

A member of the public queried how the value of land and buildings on the asset register was calculated. The Chair explained that it was construction cost or purchase cost that was recorded as this is a requirement under audit regulations.

The Chair re-imposed standing orders.

PC015/18 To receive a report from County Cllr Van de Ven

County Cllr Van de Ven had sent apologies.

PC017/18 To consider the appointment of a Data Protection Officer

It was:

RESOLVED to appoint the Local Council Public Advisory Service (LCPAS) as the Data Protection Officer and GDPR compliance advisory service for the forthcoming municipal year at a cost of £300.00, to include a site visit and audit.

Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour

PC018/18 To receive monthly finance reports

The Financial year end report was considered (attached herewith)

It was:

RESOLVED to receive the Year end finance report

Proposed by Cllr Travis, seconded by Cllr Cowley – In Favour: Cllrs Norman, Clark, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Stead (new Cllr).

PC019/18 To consider the use of pre-paid debit cards

The Parish Clerk reported that financial regulations prohibited employees from purchasing

goods or services using their personal debit cards and then claiming back the expenses. The Clerk requested delegated authority be given to himself and the RFO to jointly choose and acquire pre-paid debit cards for business use, to be used in keeping with financial regulations.

It was:

RESOLVED that joint delegated authority be given to the Parish Clerk and RFO to obtain pre-paid debit cards.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley – All in favour

PC020/18 Cemeteries Update: To consider quotations for the installation of memorial headstone bases.

Discussion occurred over the relative merits of the quotes.

It was:

RESOLVED to accept the quotation from Ashton Renovations for £675.00 + VAT

Proposed by Cllr Travis, seconded by Cllr Clark – All in favour

PC021/18 Annual Governance and Accountability Return 2017/2018: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

Council considered each of the nine governance statements in turn. The Parish Clerk gave evidence that each of the criteria for ticking yes had been met, with the exception of governance statement 9 which is not applicable to the Parish Council

It was:

RESOLVED to tick 'Yes' for governance statement 1

Proposed by Cllr Clark, seconded by Cllr Kilmurray

RESOLVED to tick 'Yes' for governance statement 2

Proposed by Cllr Travis, seconded by Cllr Cowley

RESOLVED to tick 'Yes' for governance statement 3

Proposed by Cllr Clark, seconded by Cllr Sherwen

RESOLVED to tick 'Yes' for governance statement 4

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen

RESOLVED to tick 'Yes' for governance statement 5

Proposed by Cllr Clark, seconded by Cllr Travis

RESOLVED to tick 'Yes' for governance statement 6

Proposed by Cllr Cowley, seconded by Cllr Travis

RESOLVED to tick 'Yes' for governance statement 7

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen

RESOLVED to tick 'Yes' for governance statement 8

Proposed by Cllr Cowley, seconded by Cllr Sherwen

For the eight resolutions above, In favour: Cllrs Norman, Clark, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Stead (new Cllr).

It was:

RESOLVED that the Parish Chair and the Parish Clerk sign section 1 of the AGAR.

Proposed by Cllr Clark, seconded by Cllr Cowley In Favour: Cllrs Norman, Clark, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Stead (new Cllr).

PC022/18 Annual Governance and Accountability Return 2017/2018: To consider signing the Accounting Statements 2017/2018.

The Responsible Financial Officer presented the accounting statements and reported the figures were correct and that the outstanding Public Works Loan Board figure had been restated as per the request of the external auditors.

It was:

RESOLVED that the Parish Chair duly sign section 2 of the AGAR

Proposed by Cllr Clark, seconded by Cllr Travis – In Favour: Cllrs Norman, Clark, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Stead (new Cllr).

PC023/18 Policies:

a) To note the publication of updated Model Standing Orders and consider delegating review to the Finance & Good Governance Committee.

It was:

RESOLVED to delegate review of the new Model Standing Orders to the Finance and Good Governance Committee.

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour

b) To Consider a Draft Policy Review Schedule.

A draft Policy Review Schedule was presented and the Parish Clerk reported that the aim is that the document be updated and presented at each subsequent annual meeting with a view to kick-starting the annual process of policy review and update. A member suggested a further column be added denoting which committee or employee has specific responsibility for individual policies. Clarification was sought on the existence of a capability policy. **ACTION** Parish Clerk to report back on capability policy

It was:

RESOLVED that the policy review schedule be adopted subject to clarification on the existence of a capability policy

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour

PC024/18 Community Grant Awards: To consider applications and receive presentations.

a) Melbourn Bowls Club

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £956.00 be made to Melbourn Bowls Club

Proposed by Cllr Cowley, seconded by Cllr Sherwen – In Favour: Cllrs Norman, Stead, Travis, Kilmurray, Cowley, Sherwen. Abstentions: Cllr Clark (non-statutory interest).

b) MAYD

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £11,000.00 be made to MAYD

Proposed by Cllr Kilmurray, seconded by Cllr Clark - In Favour: Cllrs Norman, Stead, Travis, Kilmurray, Clark, Sherwen. Abstentions: Cllr Cowley (non-statutory interest).

c) Melbourn History Group

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £6,686.00 be made to Melbourn History Group.

Proposed by Cllr Sherwen, seconded by Cllr Stead – All in favour.

d) St George's Allotments

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £276.00 be made to St George's Allotments.

Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour.

e) Chain of Wild Flowers

This application was deferred until a later date in order that further information be obtained.

f) Celebrating Ages

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £3,700.00 be made to Celebrating Ages.
Proposed by Cllr Clark, seconded by Cllr Travis, - All in favour.

g) Melbourn Mobile Warden Scheme

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £5,000.00 be made to Melbourn Mobile Warden Scheme.

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.

h) Grinnel Hill BMX Club

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) that an award of £3,984.34 be made to Grinnel Hill BMX Club.

Proposed by Cllr Cowley, seconded by Cllr Stead – All in favour

PC025/18

HR Matters

a) To report back on the in Camera minutes of the Full Council meeting held on 26 March 2018

The Parish Chair reported that the In Camera discussion at the Full Council meeting held on 26 March 2018 was agreement on a change to staff contracts so that leave entitlement was now calculated in hours rather than days, and agreement of the Parish Clerk's and RFO's contracts of employment.

The report was **noted**

b) To formally agree a service provider document for gardening at 83 High St

This item was deferred as the service provider was now no longer available.

c) To receive the NJC local government pay scales for 2018

This item was deferred to the June meeting of the Full Council

The Chair closed the meeting at 21:30

THE CLERK'S REPORT

14 May 2018

1 Election Report.

The local elections are now concluded. Membership of the Parish Council is as follows:

Cllr Julie Norman
Cllr Richenda Buxton
Cllr Graham Clark
Cllr Ian Cowley
Cllr Sally Ann Hart
Cllr Steve Kilmurray
Cllr Mike Sherwen
Cllr Chris Stead
Cllr John Travis

There are currently six vacancies, which the Council will seek to co-opt into at a future meeting. District Cllrs for Melbourn are Cllr Jose Hales and Cllr Philippa Hart.

2 Refuse Collections.

South Cambs District Council have confirmed that the size of the refuse Lorries collecting on Rose Lane has been reduced from 32 tonnes to 26 tonnes. It was further explained that the load capacity of the smaller 18 tonne lorry was not practicable for the route in question. If residents become aware of any further damage caused by the Lorries, please report it to the Parish Clerk on parishclerk@melbournpc.co.uk

3 Asset Register.

A comprehensive audit of the Parish Council's fixed assets has now been completed. The value of the assets will appear on the annual return as part of the yearly audit, and the register itself will be published on the Parish Council's website in due course.

4 Litter Picking.

The recent anti dog fouling campaign with the pink poo fairy posters had an excellent result and for the time being has almost stopped the mess. The local PCSO has been executing additional patrols on some of the drug and offensive mess hotspots. Stockbridge carpark, London Way track and Greenlow Kennels cul de sac have seen much reduced levels of abuse. There has been an increase in the occurrences of Nitrous Oxide abuse, partly at Stockbridge but the dumping of canisters and party balloons is random in location but usually close to pubs

5 Message from Heidi Allen MP.

Following the incidence of unlawful encampments experienced by so many Parishes in South Cambs last year, Heidi is contacting all Parishes to raise awareness of the current consultation into powers for dealing with unauthorised development and encampments. Residents' and organisations who would like to respond can do so at:

<https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments>

6 Community Awards Update.

The Annual Community awards are scheduled to be given out at the Annual Parish Meeting on Tues 29th May. So far there have been no nominations. If you know someone who has gone 'above and beyond' for the village then this is your opportunity to publicly recognise their efforts. All you need to do to nominate someone is write to the Parish clerk on parishclerk@melbournpc.co.uk with the name of the individual or group and a few words about why you feel they deserve to be recognised. The deadline for nominations is 21 May 2018.

Melbourn Parish Council
Financial Budget Comparison year ended 31/03/18

	2017/18 Budget	2017/18 Actual	Variance (vs Budget)	Variance (vs Budget)
INCOME	£	£	£	£
Conservation				
Allotment Rent	1,700	2,274	574	34%
Grass Cutting	3,849	3,849	-	0%
Total Conservation	5,549	6,123	574	10%
Cemeteries				
Burial Fees	1,401	3,695	2,294	164%
Total Cemeteries	1,401	3,695	2,294	164%
Play & Rec				
Match Fees	-	2,456	2,456	100%
Hire of Old Recreation Ground	-	190	190	100%
Little Hands Nursery Rent	13,860	15,883	2,023	15%
Pavilion	-	1,042	1,042	100%
Total Play & Rec	13,860	19,571	5,711	41%
Finance & General Purpose				
Precept	205,033	205,713	680	0%
Bank Interest - Business No Notice	-	9	9	100%
Bank Interest - Melbourn Community Hub	-	2	2	100%
Re-imbursements	-	59	59	100%
Miscellaneous Income	-	868	868	100%
Photocopying	-	31	31	100%
Insurance Claims	-	782	782	100%
FIT payments	-	1,014	1,014	100%
Total Finance & General Purpose	205,033	208,477	3,445	2%
Melbourn Area Youth Development				
MAYD Contributions from Partner Parishes	1,050	1,322	272	26%
Bank Interest	-	2	2	100%
Total MAYD	1,050	1,325	275	26%
Community Benefit				
Community Benefit	37,500	39,216	1,716	5%
Total Community Benefit	37,500	39,216	1,716	5%
Section 106				
Bank Interest - S.106	-	4	4	100%
Total Section 106	-	4	4	100%
Total Income	264,393	278,411	14,018	5%

EXPENDITURE	2017/18 Budget	2017/18 Actual	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£
Conservation				
Allotments	-	1,938	-	1,938
Conservation	-	1,173	-	1,173
Grass Cutting - verges	4,000	5,521	-	1,521
Public Open Space	-	2,560	-	2,560
Total Conservation	4,000	11,192	-	7,192
Cemeteries				
Cemetery	17,863	16,102		1,761
Total Cemeteries	17,863	16,102		1,761
Play & Rec				
Play Areas and Recreation	22,283	18,112		4,171
Total Play & Rec	22,283	18,112		4,171
Finance & General Purpose				
Petty Cash Expenditure	1,300	771		529
Audit and Legal Fees	1,500	5,510	-	4,010
Wardens - wages and materials	25,500	23,482		2,018
Meeting Room Hire	-	271	-	271
Insurances	11,000	9,432		1,568
Membership of Societies	980	814		166
Donations	-	-		-
Parish Clock	180	327	-	147
Parish Office - IT, photocopier, stationery, rent, litter-picker, contractors	16,495	13,803		2,692
Salaries - Parish Office staff (plus pensions)	33,369	35,124	-	1,756
Sundry Expenses	-	529	-	529
Training	1,500	2,304	-	804
Tax & NI	-	13,903	-	13,903
Pension scheme service charge	-	432	-	432
Bank Charges - Current Account	-	135	-	135
Bank Charges - Sinking Fund	-	22	-	22
Community Hub - grant & expenses	14,500	22,152	-	7,652
PWLB Community Hub - interest	16,521	28,895	-	12,374
PWLB Community Hub - capital	16,434	4,059		12,374
PWLB Car Park - interest	8,000	6,821		1,179
PWLB Car Park - capital	8,945	10,067	-	1,122
Election costs	1,500	-		1,500
Total Finance & General Purpose	157,723	178,852	-	21,129
Planning				
Community Development	1,500	-		1,500
Village Car Park - Rates & Maintenance, Utilities	6,600	14,345	-	7,745
Total Planning	8,100	14,345	-	6,245
Highways				
Highways and Footpaths	2,600	-		2,600
Street Lighting	1,500	1,359		141
Total Highways	4,100	1,359		2,741
MAYD				
MAYD Youth Club	-	15,623	-	15,623
Melbourn Fete	-	10		10
Total MAYD	-	15,613	-	15,613
Community Benefit				
Community Benefit Donations	37,500	20,744		16,756
Total Community Benefit	37,500	20,744		16,756
Total Expenditure	251,569	276,319	-	24,750

TOTAL INCOME AND EXPENDITURE

	2017/18 Budget	Actual (to 31/03/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£
Total Income	264,393	278,411	14,018	5%
Total Expenditure	251,569	276,319	24,750	-10%
Total Net Balance	12,824	2,092	10,732	-84%
Excluding MAYD, Celebrating Ages and Community Benefit				
Income	225,843	237,871	12,028	5%
Expenditure	214,069	239,962	25,893	-12%
Net Balance excluding MAYD, Celebrating Ages & Community Benefit	11,774	2,091	13,865	-118%

Adjustments for non-cash reserve movements (see Reserves)

	3,067
Surplus for year	<u>976</u>

FINANCIAL REPORT - YEAR TO 31st MARCH 2018

The figures above have been produced by the Parish Council's accounting system.

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

At the year end there is a surplus of income over expenditure of £2,092. However, the 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 designated reserves. This income and expenditure is not the Parish Council's and does not form part of the Parish Council's budget. In the figures in the grey shaded box income and expenditure from these sources has been removed and only Parish Council items are included. These adjusted figures show a deficit of £2,091 at 31st March 2018 but, after removing any items that have been taken through reserves, there is a small surplus of £976 for the year. This is £11,848 lower than the original budget.

The variance from budget is made up of £12,028 additional income less £25,893 excess expenditure. There are lots of large variations on individual budget heading lines and some of these are caused by insufficient detail when allocating the original budget within the accounting system. This makes meaningful comparisons on a line-by-line basis difficult. However, overall, the main areas where there are significant budget variances are:

Income:

£2,294 Cemeteries - it is difficult to accurately budget the number of burials and cremations

£5,711 Play & Recreation - this includes income from match fees and Pavilion hire which was previously managed by BeActive but is currently being managed by the Parish Council (£3,498). Also, the Little Hands lease was renegotiated with a higher rent received from 1st February 2018.

£3,445 Finance and General - other than the Precept, this income was not budgeted and includes recharges to other Parish Council's for shared training, an insurance claim for the kissing gate and Feed in Tariff solar panel income.

Expenditure:

-£1,260 Conservation, Cemeteries and Play and Rec - these areas have been taken together as the expenditure was mainly for grounds maintenance which was allocated differently in the original budget. £545 additional expenditure was to repair a water leak at the allotments and £420 for renovating the Village Sign.

-£21,129 Finance and General - within this overspend, Audit and Legal fees were around £4,000 over budget. This related to legal advice regarding the Hub/AGM and for negotiating the new lease with Little Hands nursery. Parish Office and Warden's salaries, Tax & NI taken together exceeded budget by £12,787 due to restructuring of the warden staffing arrangements and subsequent employment of an Assistant Warden, an increase in Clerk's hours to accommodate an increased workload, employment of an RFO (from November) and a back-pay award.

After the Clerk left (in late December) the RFO also worked increased hours on a short-term basis. The insurance budget was underspent by £1,568 mainly because the BMX Park insurance (£1,385) was funded from Community Benefit Grant. Parish Office expenditure was £2,692 under budget. A prepayment was made for the Parish Office

licence fee (Income and Expenditure accounting) but this was partly offset by fees paid for support with updating the asset register and with the accounting system during the 2016/17 year end . Community Hub expenditure was £7,652 over budget. The budget only included the grant to be paid to the Hub rather than additional costs which are payable by the Parish Council. These costs included grounds maintenance, a replacement dishwasher (allocated against the Asset Management reserve), emergency plumbing and other repair works, ground rent and inspections for fire and safety equipment.

-£6,245 Planning - although the Community Development budget was not spent, there was a large overspend on Car Park expenses. SCDC significantly increased the rates for the car park (this is being appealed). In addition there were high electricity bills for the workshop as heaters were used to dry out the floor. A final balance was paid to the car park contractor, of which £625 had not been accrued last year and was charged against this year's budget. £2,741 Highways underspend. The 2017/18 budget for Highways and Footpaths was not spent although part of this could be allocated against other budget headings for the costs of litter and dog-bin emptying.

Melbourn Parish Council has been made aware of the budget position during previous Finance Reports. The Parish Council will not be able to make its budgeted contribution to the Assset Management Reserve in 2017/18. The £976 surplus for the year will be added to the General Reserve.

G van Poortvliet
RFO
8th May 2018

Melbourn Parish Council
Reserves at 31st March 2018

	General Reserve	Asset Management	Martins Charity	S106	MAYD	Celebrating Ages	Community Benefit	Election Costs	Total
Opening balance 1st April 2017	82,302.65	15,000.00	21.56	7,996.96	9,167.20	1,218.61	-		115,706.98
Community Benefit Income	(39,215.52)						39,215.52		-
Community Benefit Donations	20,774.44				11,000.00	2,400.00	(34,174.44)		-
MAYD expenditure	15,622.50				(15,622.50)				-
MAYD charge by MPC for Pavilion Hire*	1,533.33				(1,533.33)				-
MAYD income	(1,322.39)				1,322.39				-
Election Costs Reserve*	(1,500.00)							1,500.00	-
Replacement Assets (Hub dishwasher)*	2,824.00	(2,824.00)		6.62	2.21				-
S106 and MAYD- interest on bank accounts	(8.83)				(180.00)				-
2016/17 expense adjustment (see note)**	180.00								-
Unidentified difference	(1.00)								-
Income and expenditure account 2017/18	2,092.14								2,092.14
Closing balance at 31 March 2018	83,281.32	12,176.00	21.56	8,003.58	4,155.97	3,618.61	5,041.08	1,500.00	117,798.12

General reserve (should be 3-12 months of Precept)	4.22 mths	Reserve Movements 2017-18:
Or minimum 25% of running costs	33%	General Reserve 978.67
		Other Reserves 1112.47
		Total Reserves change 2,091.14

Running costs 2018/19
(Budgeted costs less reserves contributions)

Notes:

**MAYD reserve balance is £4,155.97 (difference £180) which is an invoice which related to the year ended 31st March 2017 but which was paid in April 2017. The expense was not taken through the MAYD reserve until 2017/18 although it should have been put through in 2016/17 as it relates to that year. The MAYD reserve balance at 31st March 2018 is correct but the expenditure shown for 2017/18 differs from that included in the reserve by £180.

* items denoted * are non-cash reserve movements and total £3,067.33

Total movement on General Reserve is +£978.67 (£3 diff with Financial Budget Comparison report - rounding)

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

MELBOURN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REF: PC021/18

dated

14/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.melbournparishcouncil.co.uk

Section 2 – Accounting Statements 2017/18 for

MELBOURN PARISH COUNCIL

RESTATE

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	211,533	115,707	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	195,917	205,713	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	129,645	72,698	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	75,749	71,156	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	46,240	49,842	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	299,401	155,322	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	115,707	117,798	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	154,476	111,059	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,022,610	2,243,237	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	884,556	870,430	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 9/5/18


I confirm that these Accounting Statements were approved by this authority on this date:

14/05/18

and recorded as minute reference:

PC022/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given

 SIGNATURE REQUIRED