

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Finance and General Purposes Committee held on Monday 4 January 2016 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

Present: Cllrs. Tulloch (Chair), M.Townsend (Vice-Chair), R. Gatward, K.Crosby, J Hales, J.Norman, I Bloomfield, M.Linnette and C.Stead

In attendance: The Clerk and + Bookkeeper

F&GP28/15 Apologies for absence:
Cllr Regan for personal reasons.

F&GP29/15 Declarations of Pecuniary and Non-Pecuniary Interests:
Cllr Tulloch, Cllr Bloomfield and Cllr Crosby have Non Pecuniary Interest as members from the Hub Management Group

F&GP30/15 Minutes of the meeting held on 30th November 2015:
F&G23/15, Page 2 of 36 – “The council can raise the Precept by up to 2% without triggering a referendum”. Cllr Hales confirmed this was an incorrect statement and that it should be removed. Only Cambridge County Council and South Cambs District Council have a cap in place. Parish Councils do not have restrictions on how much they increase their precepts.

IT WAS PROPOSED BY CLLR. NORMAN SECONDED BY CLLR LINNETTE AND AGREED THAT THE MINUTES OF 30TH NOVEMBER 2015 BE ACCEPTED AS A TRUE RECORD OF THE MEETING.

F&GP31/15 Report on the last meeting 30TH November 2015
F&G24/15: The Clerk confirmed the Grant Policy Poster had been published in The Hub, Melbourn Parish Council Website and Noticeboard. Cllr Norman asked if copies could be placed more widely around the village. The Clerk to post the notice in the Coop, Post Office and other facilities within the village.
F&G26/15: The Clerk has sent the latest Asset Register to all councillors asking for any input they can give. This will be discussed and finalised at Full Parish Council at the end of January 2016.
ACTION: The Clerk

F&GP32/15 To receive a report on Income and Expenditure:
The Clerk presented the report of income and expenditure since April 2015 to 4 January 2016.(Appendix A)
Cllr Hales raised the issue about the Ranger claiming private mileage when there is a Parish Council van. The bookkeeper confirmed this is due to the Ranger buying and running errands whilst using his own vehicle and in his own time. The question was also raised why the Ranger is being paid 0.70p per mile instead of 0.45.(page 15 of 20 from expenditure transactions). The Clerk to look into this and confirm the wording in his contract. It was agreed that as the Ranger has access to the Parish Van and fuel is paid by the council, no private mileage should be claimed.
Action: The Clerk
Cllr Hales also raised the issue about have P11D's. The bookkeeper confirmed there has been no P11D's completed within the last two years. P11D's should be completed on annual basis when you are seen to be reclaiming mileage. **Action Bookkeeper and Clerk to investigate and report back to council.**

IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR BLOOMFIELD THAT THE REPORT ON INCOME AND EXPENDITURE BE ACCEPTED (see Appendix A). This was CARRIED.

F&GP33/15 To finalise next year's Precept

The Chairman presented a draft Precept (See Appendix B) and Notes Accompanying the precept figures from 2016/2017 (See Appendix C) to councillors

Each line of the precept spreadsheet document was discussed and the following amendments were made:

- Donations column of £15000: it was agreed to leave this amount in the precept. If it is not used it will be moved into the sinking fund at the end of year.
- All Saints Churchyard column of £500: it was agreed to increase the budget to £2000 as work to the church wall may be required.
- MAYD column of £4400.00 is to remain the same, but additional funds maybe requested from the Community Benefit Fund.
- Pavilion column of £200.00: it was agreed to increase the budget to £500.00 to allow repair work if required, that will be completed by contractors.
- Highways should have an income column on the spreadsheet, which includes £1600 from the Cambridge County Council's grant. Therefore remove £1600 from Conservation Grass Cutting column.

Cllr Hales confirmed the following wording from the document "Notes accompanying the precept figures for 2016/2017" (Appendix C) is not factually correct and therefore should be removed from the document.

"Play and Recs, The total for this cost centre will be £14,000. Any additional expenditure here can come out of Little Hands Nursery Rent"

Cllr Hales confirmed County Council and District Council are dropping their revenue support, ie School Patrol Crossings are to be funded by Parish Councils. This should be taken into account when setting the precept.

It was suggested that the current layout of the spreadsheet be updated so expenditure and income is easier to read. The community funding will be updated to show how much money we have to spend ie mandatory and discretionary.

ACTION: THE CLERK, CHAIRMAN AND BOOKKEEPER TO UPDATE THE SPREADSHEET AND DISTRIBUTE. THE CLERK TO ARRANGE AN EXTRAORDINARY F&G MEETING TO AGREE THE AMENDED DOCUMENTATION AND AGREE THE PRECEPT FOR 2016/2017.

F&GP34/15 To discuss Staffing Matters

There were no staffing issues to report.

F&GP35/15 To discuss other uses for the Car Park Workshop

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD THAT THIS ITEM BE TAKEN IN CAMERA AS IT CONCERNED DELICATE INFORMATION. This was CARRIED. THE BOOKEEPER WAS THEN ASKED TO LEAVE THE ROOM, BUT IT WAS PROPOSED BY CLLR NORMAN AND CLLR HALES THAT THE BOOKKEEPER REMAINS IN THE ROOM. THIS WAS CARRIED.

Cllr Gatward raised her concern about the existing Post Office Manager and how he plans to retire from the the village in March 2016, leaving no Post Office for Melbourn Residents.

After having discussions it was decided that due to the following reasons the Post Office could not be considered to move to the workshop on the car park:

- Security of the building would not be suitable for a Post Office and the building it is not placed in a suitable location.
- It could take up to 6 months for planning permission.
- The Ranger may object as he has been promised a new workshop for many years.

IT WAS PROPOSED BY CLLR BLOOMFIELD AND CLLR CROSBY THAT THE MEETING COME OUT OF CAMERA. This was CARRIED.

F&G36/15 Correspondence

- (a) An email from a resident living near to the car park was discussed. Is it possible for baffles to be placed on the new lighting to reduce the brightness into their home. Sweett Group is looking into this and The Clerk will report back to the resident.

F&GP37/15 To accept notices and matters for the next agenda.

- (a) VAT Issues

There being no other business, the Chairman closed the meeting at 8.46 p.m.

Appendix 1: Received Income Transactions between 01/04/15 and 04/01/16 Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	16/04/15	9	£95,105.45	£0.00	£95,105.45	F&GP	South Cambs District Council	Precept payment 410
Dr	20/04/15	11	£1.87	£0.00	£1.87	F&GP	HSBC	Bank interest from old unused account before closure 470
Cheque 003430	29/04/15	1	£60.00	£0.00	£60.00	CEM	Peasgood & Skeates	memorial 200/2
Cheque 007533	29/04/15	2	£360.00	£0.00	£360.00	CEM	Jeremy Rule Funeral Service	Burial fee 200/1
Cheque 504840	29/04/15	3	£50.00	£0.00	£50.00	CEM	Hibbit & Sons	Memorial 200/2
Cash	29/04/15	4	£2.30	£0.00	£2.30	F&GP	U3A	photocopy 470
Cheque 100674	29/04/15	5	£7.65	£0.00	£7.65	F&GP	Simon Mulvey	FOI photocopying 470
Cheque payment	29/04/15	10	£50.00	£0.00	£50.00	CON	Miscellaneous	Allotment rents 100
BACS	30/04/15	8	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
BACS	18/05/15	14	£8,399.34	£0.00	£8,399.34	F&GP	HM Customs & Excise	VAT refund 500
Cheque 003443	27/05/15	6	£310.00	£0.00	£310.00	CEM	Newlings Of Royston	Burial fees 200/1
Cheque 003471	27/05/15	12	£50.00	£0.00	£50.00	CEM	Newlings Of Royston	burial fee 200/1
Cr	29/05/15	20	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cr	29/05/15	22	£37,422.67	£0.00	£37,422.67	CON	Light Source	Energy repay 120
Cr	07/06/15	21	£17.97	£0.00	£17.97	F&GP	HSBC	Bank interest 420
Cr	07/06/15	28	£8.85	£0.00	£8.85	F&GP	HSBC	Bank interest 520
Cr	07/06/15	29	£12.00	£0.00	£12.00	F&GP	HSBC	Bank interest 540
Cr	07/06/15	30	£0.04	£0.00	£0.04	F&GP	HSBC	Bank interest 440
Cr	07/06/15	31	£32.40	£0.00	£32.40	F&GP	HSBC	Bank interest 430
Cash	23/06/15	7	£0.40	£0.00	£0.40	F&GP	A. Mellor	photocopying 470
Cash	23/06/15	13	£1.50	£0.00	£1.50	F&GP	U3A	Photocopying 470
Cash	23/06/15	15	£150.00	£0.00	£150.00	PLAY	H.Harris	Fee for the fair 2015 320
Cheque 007659	23/06/15	16	£160.00	£0.00	£160.00	CEM	Jeremy Rule Funeral Service	Burial fees 200/3
Cheque 002478	23/06/15	17	£650.00	£0.00	£650.00	PLAY	Meldreth Parish Council	MAYD Contribution 370

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Received Income Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Paying ref.	Received Tn no date	Gross	Vat	Net	Cttee	Details	Heading
Cash	23/06/15 18	£8.00	£0.00	£8.00	F&GP	All Saints' PCC	Photocopying 470
Cheque 101024	23/06/15 19	£40.00	£0.00	£40.00	PLAY	H.Harris	Payment for water & elec for the fair 320
Cash	23/06/15 23	£1.30	£0.00	£1.30	F&GP	U3A	photocopying 470
Cheque 003790	23/06/15 24	£360.00	£0.00	£360.00	CEM	Newlings Of Royston	Burial fees 200/1
Cash	23/06/15 25	£4.50	£0.00	£4.50	F&GP	U3A	photocopying 470
BACS	30/06/15 27	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cheque 003817	29/07/15 26	£360.00	£0.00	£360.00	CEM	Newlings Of Royston	Burial fees 200/1
Cheque 729099	29/07/15 32	£60.00	£0.00	£60.00	CEM	Ivett & Reed	Memorial 200/2
Cheque 007765	29/07/15 33	£360.00	£0.00	£360.00	CEM	Jeremy Rule Funeral Service	Burial 200/1
Cash	29/07/15 34	£1.50	£0.00	£1.50	F&GP	U3A	photocopying 470
Cash	29/07/15 35	£0.82	£0.00	£0.82	F&GP	U3A	photocopying 470
Cash	29/07/15 36	£2.40	£0.00	£2.40	F&GP	All Saints' PCC	Photocopying 470
BACS	30/07/15 41	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
BACS	01/08/15 48	£191.10	£0.00	£191.10	F&GP	Good Energy	FIT payment 470
CR	05/08/15 47	£5,622.40	£0.00	£5,622.40	F&GP	HM Customs & Excise	VAT refund 500
	30/08/15 46	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cash	01/09/15 42	£1.50	£0.00	£1.50	F&GP	U3A	Photocopying 470
Cr	01/09/15 59	£1,594.69	£0.00	£1,594.69	CON	Cambridge County Council	Grass cutting 110
Cr	07/09/15 52	£8.36	£0.00	£8.36	F&GP	HSBC	Bank interest 520
Cr	07/09/15 53	£12.00	£0.00	£12.00	F&GP	HSBC	Bank interest 540
Cr	07/09/15 54	£0.04	£0.00	£0.04	F&GP	HSBC	Bank interest 440
Cr	07/09/15 55	£40.47	£0.00	£40.47	F&GP	HSBC	Bank interest 430
Cr	07/09/15 56	£13.92	£0.00	£13.92	F&GP	HSBC	Bank interest 420
Cheque 905875	23/09/15 37	£50.00	£0.00	£50.00	CEM	Co-op Funeralcare	Cremated remains 200/3
Cheque 007789	23/09/15 40	£135.00	£0.00	£135.00	CEM	Jeremy Rule Funeral Service	Burial fee 200/1
BACS	23/09/15 49	£95,105.45	£0.00	£95,105.45	F&GP	South Cambs District Council	Second half of Precept 410

Received Income Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Paying ref.	Received Tn no date	Gross	Vat	Net	Cttee	Details	Heading
Cr	23/09/15 58	£199,930.00	£0.00	£199,930.00	F&GP	Public Works Loan Board	New loan 530
004196	28/09/15 50	£100.00	£0.00	£100.00	CEM	Newlings Of Royston	Memorial 200/2
Cheque 396388	29/09/15 44	£674.24	£0.00	£674.24	CON	Beechwood Residents Association	Money left after the transfer. 120
Cash	29/09/15 51	£1.40	£0.00	£1.40	F&GP	U3A	Photocopying 470
Cr	30/09/15 57	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cheque 400040	27/10/15 60	£470.00	£0.00	£470.00	F&GP	Your Company Works LLP	Cheque previously issued 460
Cheque 002854	27/10/15 61	£15.00	£0.00	£15.00	CON	A. Mellor	Allotment rent Plot 6 100
Cheque 005933	27/10/15 62	£19.00	£0.00	£19.00	CON	J. Stevens	Allotment rent 8B 100
Cheque 100865	27/10/15 63	£42.00	£0.00	£42.00	CON	J. Gibson	Allotment rent 2A & 3A 100
Cheque 001903	27/10/15 64	£22.00	£0.00	£22.00	CON	D.J. Elliott	Allotment rent 13B 100
Cheque 100748	27/10/15 65	£42.00	£0.00	£42.00	CON	D.Sell	Allotment rent 30A & 31A 100
Cheque 005018	27/10/15 66	£42.00	£0.00	£42.00	CON	R. Manley	Allotment rent 40 A&B 100
Cheque 201703	27/10/15 67	£21.00	£0.00	£21.00	CON	Neil Smith	Allotment rent 43B 100
Cash	27/10/15 68	£20.00	£0.00	£20.00	CON	A. Smith	Allotment rent 17A 100
Cheque 102523	27/10/15 69	£41.00	£0.00	£41.00	CON	J White	Allotment rent 6B & 7B 100
Cheque 100344	27/10/15 70	£40.00	£0.00	£40.00	CON	T. Warburton	Allotment rent 7A & 8A 100
Cash	27/10/15 71	£63.00	£0.00	£63.00	CON	Helen Wedd	Allotment rent 44A, 45A, 46A 100
BACS	30/10/15 105	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cheque 000739	24/11/15 73	£22.00	£0.00	£22.00	CON	S. Pettit	Allotment rent 25B 100
Cheque 000992	24/11/15 74	£21.00	£0.00	£21.00	CON	M.S. Congreve	Allotment rent 39B 100
Cheque 103919	24/11/15 75	£42.00	£0.00	£42.00	CON	D. Jeffrey	Allotment rent 18 A&B 100
Cheque 000011	24/11/15 76	£19.00	£0.00	£19.00	CON	D Barker	Allotment rent 15B 10

Received Income Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Cheque 102368	24/11/15	77	£22.00	£0.00	£22.00	CON	G. Godward	Allotment rent 27A 100
Cheque 000353	24/11/15	78	£21.00	£0.00	£21.00	CON	T Moffat-griffin	Allotment rent 28B 100
Cheque 101284	24/11/15	79	£21.00	£0.00	£21.00	CON	D. Tokley	Allotment rent 10A 100
Cheque 103964	24/11/15	80	£15.00	£0.00	£15.00	CON	D. Smith	Allotment rent 2 100
Cheque 100546	24/11/15	81	£42.00	£0.00	£42.00	CON	C. Baker	Allotment rent 41 A&B 100
Cheque 102513	24/11/15	82	£33.00	£0.00	£33.00	CON	S. Cane	Allotment rent 4B & 39A/2 100
Cheque 100181	24/11/15	83	£33.00	£0.00	£33.00	CON	A. Cooke	Allotment rent 21 & 22B 100
Cash	24/11/15	84	£40.00	£0.00	£40.00	CON	A. Plumb	Allotment rent 37A & 38A 100
Cheque 000025	24/11/15	85	£21.00	£0.00	£21.00	CON	B.Bowers	Allotment rent 2B 100
Cheque 100933	24/11/15	86	£21.00	£0.00	£21.00	CON	Gordon Rogers	Allotment rent 6A 100
Cheque 904143	24/11/15	87	£240.00	£0.00	£240.00	CEM	Dignity Funerals	Burial 200/3
Cash	24/11/15	88	£1.40	£0.00	£1.40	F&GP	U3A	Photocopying 470
Cash	24/11/15	89	£22.00	£0.00	£22.00	CON	Hannah Tripe	Allotment rent 20A 100
Cash	24/11/15	90	£22.00	£0.00	£22.00	CON	M.Wray	Allotment rent 26B 100
Cheque 000646	24/11/15	91	£21.00	£0.00	£21.00	CON	R. Foulger	Allotment rent 10B 100
Cheque 100377	24/11/15	92	£42.00	£0.00	£42.00	CON	G.Handscombe	Allotment rent 20B & 19b 100
Cheque 396670	24/11/15	93	£1,344.50	£0.00	£1,344.50	CON	Carol Pullen	Payment for memorial seat 120
Cash	24/11/15	94	£22.00	£0.00	£22.00	CON	B. Huett	Allotment rent 26A 100
Cheque 000203	24/11/15	95	£21.00	£0.00	£21.00	CON	Arthur Iddles	Allotment rent 28A 100
Cash	24/11/15	96	£11.00	£0.00	£11.00	CON	Rachel Hardy	Allotment rent 34Halfplot 100
Cash	24/11/15	97	£21.00	£0.00	£21.00	CON	D.Brunsdon	Allotment rent 42B 100
Cash	24/11/15	98	£21.00	£0.00	£21.00	CON	C. Peacock	Allotment rent 42A 100

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Received Income Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Paying ref.	Received Tn no date	Gross	Vat	Net	Cttee	Details	Heading
Cheque 100601	24/11/15 99	£22.00	£0.00	£22.00	CON	L. Anderson	Allotment rent 4A 100
Cash	24/11/15 100	£50.00	£0.00	£50.00	CON	A. Bidnell	Allotment rent 1A & 1B 100
Cheque 100418	24/11/15 101	£11.00	£0.00	£11.00	CON	Debbie Troy	Allotment rent 34Halfplot 100
Cheque 101600	24/11/15 102	£22.00	£0.00	£22.00	CON	C Law	Allotment rent 27B 100
Cash	24/11/15 103	£63.00	£0.00	£63.00	CON	C. Housden	Allotment rent 32A & B, 33B 100
Cash	24/11/15 104	£15.00	£0.00	£15.00	CON	D. Jaques	Allotment rent 4 100
Cheque 101935	24/11/15 106	£15.00	£0.00	£15.00	CON	G. Squires	Allotment rent for 2015/2016 Plot 1 100
Cash	24/11/15 107	£21.00	£0.00	£21.00	CON	N. Clark	Allotment rent 43A 100
Cheque 033927	24/11/15 108	£535.00	£0.00	£535.00	CEM	Cecil Newling	Burial fee 200/1
Cheque 100077	24/11/15 120	£22.00	£0.00	£22.00	CON	Ross Holdgate	Allotment rent 13A 100
	25/11/15 121	£450.00	£0.00	£450.00	PLAY	Shepreth Parish Council	MAYD payment 370
	27/11/15 72	£5,830.50	£0.00	£5,830.50	F&GP	HM Revenue & Customs	VAT 500
	27/11/15 119	£1,155.00	£0.00	£1,155.00	PLAY	Little Hands Nursery	Rent 330
Cash	23/12/15 109	£21.00	£0.00	£21.00	CON	B Diville	Allotment rent plot 38A 100
Cheque 002287	23/12/15 110	£19.00	£0.00	£19.00	CON	T.Moules	Allotment rent plot 5B 100
Cheque 000088	23/12/15 111	£15.00	£0.00	£15.00	CON	Richard Arnott	Allotment rent 5 100
Cheque 101208	23/12/15 112	£20.00	£0.00	£20.00	CON	J.Oram	Allotment rent 14A 100
Cash	23/12/15 113	£19.00	£0.00	£19.00	CON	Tim Cottage	Allotment rent 15A 100
Cheque 100003	23/12/15 114	£42.00	£0.00	£42.00	CON	W. Knight	Allotment rent 33A & 34A 100
Cash	23/12/15 115	£42.00	£0.00	£42.00	CON	Laura MacDougall	Allotment rent 30B & 31B 100
Cheque 139532	23/12/15 116	£1,070.00	£0.00	£1,070.00	CEM	Dignity Funerals	Burial fees (from Cecil Newling) 200/1
Cheque 100205	23/12/15 117	£21.00	£0.00	£21.00	CON	S Hatcher	Allotment rent 11B 100
Cheque 100035	23/12/15 118	£20.00	£0.00	£20.00	CON	Amy Reed	Allotment rent 17B 100

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Received Income Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
Cash	23/12/15	122	£19.00	£0.00	£19.00	CON	J. Willmott	Allotment Rent for 12B	100
Cash	23/12/15	123	£15.00	£0.00	£15.00	CON	Sarah Isle	Allotment Rent for 7	100
Cheque 000159	23/12/15	124	£21.00	£0.00	£21.00	CON	S. Fuller	Allotment Rent 21A	100
Cheque 004810	23/12/15	125	£60.00	£0.00	£60.00	CEM	Newlings Of Royston	Memorial Fee	200/2
Cheque 000801	23/12/15	126	£40.00	£0.00	£40.00	CON	C.Chamberlain	Allotment Rent 36A and 36B	100
CASH	23/12/15	127	£21.00	£0.00	£21.00	CON	W. Knight	Allotment rent for 35A	100
Total			£468,291.93	£0.00	£468,291.93				

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Direct Debit	08/04/15	82	£7.50	£0.00	£7.50	F&GP	Tesco	Mobile charge 5000/1
Direct Debit	08/04/15	83	£4.00	£0.00	£4.00	F&GP	Tesco	Mobile insurance 4500
Direct Debit	16/04/15	81	£14,642.12	£0.00	£14,642.12	F&GP	Public Works Loan Board	Loan interest repayment 6450
Direct Debit	21/04/15	84	£10.07	£0.00	£10.07	PLAY	e.on	Elec charges ORG 3000/4
DR	28/04/15	80	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charges 6100
Dr	28/04/15	85	£8.70	£0.00	£8.70	F&GP	HSBC	Bank charges 5900
Visa	28/04/15	86	£166.80	£0.00	£166.80	F&GP	Scotsdale Nursery	Goods from Nursery 5300
Direct Debit	29/04/15	1	£66.00	£0.00	£66.00	CEM	South Cambs District Council	Rates for NRC 2000/2
Direct Debit	29/04/15	2	£59.60	£0.00	£59.60	CEM	South Cambs District Council	Rates for ORC 2000/1
Direct Debit	29/04/15	3	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
Direct Debit	29/04/15	4	£246.00	£0.00	£246.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
Direct Debit	29/04/15	5	£9.52	£0.45	£9.07	PLAY	e.on	Elec charges for ORC 3000/4
BACS	29/04/15	6	£510.00	£85.00	£425.00	F&GP	Hacker Young	Internal audit 4000
BACS	29/04/15	7	£54.00	£0.00	£54.00	F&GP	South Cambs Motors	Van MOT 4500
BACS	29/04/15	8	£20.00	£0.00	£20.00	CON	Barbara MacKellar	83, High Street 1300
Visa	29/04/15	10	£123.75	£0.00	£123.75	F&GP	DVLA	Tax for van 4500
BACS	29/04/15	11	£75.00	£0.00	£75.00	F&GP	ASSM	asset management 5300
BACS	29/04/15	12	£675.00	£0.00	£675.00	CON	Shire Tree Surgery	Thatcher Stanfords Close reduction of Lleylandii 1000
BACS	29/04/15	13	£1,350.00	£0.00	£1,350.00	CEM	Shire Tree Surgery	Sycamore Trees ORC 2000/1
104312	29/04/15	14	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
BACS	29/04/15	15	£52.00	£8.67	£43.33	F&GP	Wrights Mower Centre	1 post rammer 4300/3
104313	29/04/15	16	£62.40	£10.40	£52.00	PLAY	P J Robinson	refixing pavilion clock 3000/2
BACS	29/04/15	17	£120.00	£0.00	£120.00	PLAY	Morley Manufacturing	safety grills on slide 3000/3
104314	29/04/15	18	£35.00	£0.00	£35.00	F&GP	CAPALC	Chairman's Training A 5400
1004314	29/04/15	19	£35.00	£0.00	£35.00	F&GP	CAPALC	Chairman's training B 5400
BACS	29/04/15	20	£10,493.76	£1,748.96	£8,744.80	F&GP	The Hertfordshire Groundwork Trust	payment for MAYD 5200/1
BACS	29/04/15	21	£1,800.00	£0.00	£1,800.00	PLAN	Merlins	Civil engineering & design 7100
BACS	29/04/15	22	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Monthly maintenance 106 1400
BACS	29/04/15	23	£1,500.00	£250.00	£1,250.00	PLAN	Sweett (UK) Ltd	Administrator fees for car park 7100

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
104314	29/04/15	24	£614.06	£0.00	£614.06	F&GP	CAPALC	Membership fee 2015 -16 4700/1
BACS	29/04/15	25	£105.60	£17.60	£88.00	F&GP	Unlimited Logos	various signs 5300
BACS	29/04/15	26	£51.60	£8.60	£43.00	F&GP	Unlimited Logos	A4 door signs 5000/2
104315	29/04/15	27	£922.09	£0.00	£922.09	F&GP	Hundred Houses Society	Sinkjng fund as scheduled 6400
Direct Debit	29/04/15	28	£22.24	£0.00	£22.24	CEM	Cambridge Water Company	Water ORC 2000/1
BACS	29/04/15	29	£596.25	£0.00	£596.25	F&GP	Came and Company	Van Tax 4300/4
BACS	29/04/15	30	£1,250.00	£0.00	£1,250.00	HWY	Morley Manufacturing	New gate in Church Walk 8000
BACS	29/04/15	31	£84.00	£14.00	£70.00	CON	Herts And Cambs Ground Maintenance Limited	Water new hedge in Worcester Way 1300
BACS	29/04/15	32	£2,160.00	£360.00	£1,800.00	CON	Herts And Cambs Ground Maintenance Limited	Construct 6 concrete bases & fit benches 1300
Direct Debit	29/04/15	33	£122.13	£5.82	£116.31	PLAY	e.0n	Elec charges for pavilion 3000/2
BACS	29/04/15	34	£3,285.30	£547.55	£2,737.75	F&GP	Transport Planning Consultants	Traffic survey for houses 5300
BACS	29/04/15	35	£168.00	£28.00	£140.00	CEM	Herts And Cambs Ground Maintenance Limited	Water graa seed on mound 2000/2
BACS	29/04/15	36	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery contract 2000/4
BACS	29/04/15	37	£700.00	£0.00	£700.00	F&GP	Michelle Cooper	accounts work 5100/3
BACS	29/04/15	38	£492.80	£0.00	£492.80	F&GP	K. Rudge	wages 4300/1
BACS	29/04/15	39	£18.90	£0.00	£18.90	F&GP	K. Rudge	Mileage 27 x 0.70 6200
BACS	29/04/15	40	£1,098.12	£0.00	£1,098.12	F&GP	Sarah Adam	assistant clerk's salary 5100/2
BACS	29/04/15	41	£1,128.75	£0.00	£1,128.75	F&GP	P. Andrews	wages 4300/1
BACS	29/04/15	42	£1,399.74	£0.00	£1,399.74	F&GP	Peter Horley	Clerk's salary 5100/1
104316	29/04/15	43	£1,112.16	£0.00	£1,112.16	F&GP	HM Revenue & Customs	Tax & NI 5600/1
P.277	29/04/15	44	£60.00	£0.00	£60.00	F&GP	K. Rudge	keys and padlocks 3
P.278	29/04/15	45	£10.00	£0.00	£10.00	F&GP	K. Rudge	Diesel for van 6
P.279	29/04/15	46	£13.00	£0.00	£13.00	F&GP	K. Rudge	Diesel for van 6
BACS	30/04/15	9	£158.10	£0.00	£158.10	PLAY	South Cambs District Council	Trade residual collection: pavilion 3000/2
BACS	30/04/15	87	£81.97	£0.00	£81.97	PLAY	Bannold	Paving 3000/3
Direct Debit	01/05/15	143	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
Direct Debit	01/05/15	144	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
Direct Debit	01/05/15	145	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Direct Debit	01/05/15	146	£59.00	£0.00	£59.00	CEM	South Cambs District Council	Rates for ORC 2000/1
P.280	05/05/15	51	£9.16	£0.00	£9.16	F&GP	K. Rudge	Wood for fence 3
P.281	05/05/15	52	£9.60	£0.00	£9.60	F&GP	K. Rudge	seeds for cross 3
P.282	05/05/15	53	£10.00	£0.00	£10.00	F&GP	Peter Horley	MBA breakfast 5
Direct Debit	07/05/15	147	£4.00	£0.00	£4.00	F&GP	Tesco	Mobile insurance 4500
Direct Debit	07/05/15	148	£8.22	£0.00	£8.22	F&GP	Tesco	Mobile charge 5000/1
BACS	15/05/15	74	£102.00	£17.00	£85.00	F&GP	Edge IT Systems	upgrade 5000/2
Visa	27/05/15	105	£51.56	£8.59	£42.97	F&GP	Stationery Cupboard	binding covers 5000/2
Visa	27/05/15	149	£25.98	£0.00	£25.98	F&GP	Stationery Cupboard	Stationery 5000/2
BACS	28/05/15	47	£120.00	£0.00	£120.00	CEM	Morley Manufacturing	repair to New Road Cemetery sign 2000/2
BACS	28/05/15	48	£50.00	£0.00	£50.00	F&GP	ASSM	Update asset register 4000
BACS	28/05/15	49	£173.45	£28.91	£144.54	F&GP	Stationery Cupboard	Office supplies 5000/2
BACS	28/05/15	50	£516.00	£86.00	£430.00	CEM	R V Cronin	Footpath repair in NRC 2000/2
BACS	28/05/15	54	£360.00	£60.00	£300.00	F&GP	Hacker Young	Internal Audit 2015 4000
BACS	28/05/15	55	£744.00	£124.00	£620.00	PLAY	Herts And Cambs Ground Maintenance Limited	Renovate skate board ramp site 3000/4
BACS	28/05/15	56	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery maintenance contract 2000/4
BACS	28/05/15	58	£130.37	£21.73	£108.64	F&GP	Wrights Mower Centre	Service for Massport rotary mower 4300/3
Direct Debit	28/05/15	59	£7.80	£0.37	£7.43	CEM	e.0n	elec charges for ORC 2000/1
Direct Debit	28/05/15	60	£222.78	£37.13	£185.65	PLAY	e.0n	Elec charges for the pavilion 3000/2
Direct Debit	28/05/15	61	£24.16	£1.15	£23.01	PLAY	e.0n	Elec charges for ORG 3000/4
Direct debit	28/05/15	62	£1.48	£0.75	£0.73	PLAY	e.0n	Elec charges for adj sports club 3000/4
BACS	28/05/15	63	£158.95	£0.00	£158.95	F&GP	Melbourn Community Hub Management Group	Room hire + refreshments 4400
BACS	28/05/15	64	£50.78	£8.46	£42.32	F&GP	Stationery Cupboard	envelopes and duplicate books 5000/2
BACS	28/05/15	65	£24.00	£0.00	£24.00	CON	Barbara MacKellar	83, High Street 1300
p.283	28/05/15	66	£19.98	£0.00	£19.98	F&GP	Sarah Adam	stamps 2
p.284	28/05/15	67	£20.00	£0.00	£20.00	F&GP	K. Rudge	Diesel for van 1
BACS	28/05/15	68	£384.00	£64.00	£320.00	F&GP	Unlimited Logos	8 x 4 Neighbourhood Plan signs 5300
BACS	28/05/15	69	£78.00	£13.00	£65.00	PLAN	Unlimited Logos	To supply one new sign and amendments 7100
104317	28/05/15	73	£160.00	£0.00	£160.00	CEM	Paul Whitton	Concrete seat bases for NRC 2000/2

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	28/05/15	75	£1,020.00	£170.00	£850.00	F&GP	Langham Press Ltd	Letters & leaflets 5300
BACS	28/05/15	76	£720.00	£120.00	£600.00	CON	Herts And Cambs Ground Maintenance Limited	concrete bases and benches 1100
BACS	28/05/15	77	£504.00	£84.00	£420.00	CON	Herts And Cambs Ground Maintenance Limited	Extensions to bases, remove benches & fit picnic benches 1100
104318	28/05/15	78	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
BACS	28/05/15	79	£255.26	£42.54	£212.72	F&GP	Ricoh UK Limited	rental & click charges 5000/3
BACS	28/05/15	88	£370.00	£0.00	£370.00	F&GP	Michelle Cooper	Accounts 5100/3
BACS	28/05/15	90	£128.60	£0.00	£128.60	F&GP	Melbourn Community Hub Management Group	room hire and refreshments 4400
104319	28/05/15	91	£90.00	£0.00	£90.00	F&GP	John Einchcomb	Leaflets for Neighbourhood Plan 5300
P.286	28/05/15	92	£10.00	£0.00	£10.00	F&GP	P. Andrews	Petrol for Mowers 1
P.287	28/05/15	93	£2.00	£0.00	£2.00	F&GP	K. Rudge	Clips for CCTV 3
BACS	28/05/15	94	£967.56	£0.00	£967.56	F&GP	Sarah Adam	Wages 5100/2
BACS	28/05/15	95	£26.10	£0.00	£26.10	F&GP	Sarah Adam	Mileage Allowance for training 58 x 0.45 6200
BACS	28/05/15	96	£408.40	£0.00	£408.40	F&GP	K. Rudge	Wages 4300/1
BACS	28/05/15	97	£28.70	£0.00	£28.70	F&GP	K. Rudge	Mileage allowance 41 x 0.70 6200
BACS	28/05/15	98	£909.00	£0.00	£909.00	F&GP	P. Andrews	Wages 4300/1
BACS	28/05/15	99	£1,400.95	£0.00	£1,400.95	F&GP	Peter Horley	Clerk's salary 5100/1
BACS	28/05/15	100	£4.50	£0.00	£4.50	F&GP	Peter Horley	Mileage Allowance 10 x 0.45 6200
104320	28/05/15	101	£949.51	£0.00	£949.51	F&GP	HM Revenue & Customs	Tax & NI 5600/1
104321	28/05/15	102	£121.68	£0.00	£121.68	F&GP	Jose Hales	Expenses connected with 199 Houses + 6200
p.288	28/05/15	103	£4.49	£0.00	£4.49	F&GP	K. Rudge	oil 3
BACS	28/05/15	104	£630.33	£0.00	£630.33	F&GP	Tim Stebbings	Litter 4300/1
Dr	28/05/15	150	£3.08	£0.00	£3.08	F&GP	HSBC	Bank charge 5900
Dr	28/05/15	151	£23.90	£0.00	£23.90	F&GP	HSBC	Bank charge 5900
Dr	28/05/15	152	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charges 6100
DD	01/06/15	195	£59.00	£0.00	£59.00	CEM	South Cambs District Council	Rates for ORC 2000/1
DD	01/06/15	196	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2
DD	01/06/15	197	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
DD	01/06/15	198	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
BACS	03/06/15	194	£500.00	£0.00	£500.00	CON	Melbourn Water Aid	Melbourn Water Aid 1000

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
DD	04/06/15	193	£4.00	£0.00	£4.00	F&GP	Tesco	Mobile insurance 4500
DD	08/06/15	192	£10.00	£0.00	£10.00	F&GP	Tesco	Mobile charge 5000/1
BACS	23/06/15	57	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	S106 areas 1400
Direct Debit	23/06/15	70	£135.60	£0.00	£135.60	CON	Cambridge Water Company	Charges for the Moor Allotments 1000
Direct Debit	23/06/15	71	£15.67	£0.00	£15.67	CON	Cambridge Water Company	Charges Grays Allotments 1000
Direct Debit	23/06/15	72	£25.75	£0.00	£25.75	PLAY	Cambridge Water Company	Charges for Sports pavilion 3000/2
Direct Debit	23/06/15	89	£20.25	£0.00	£20.25	CEM	Cambridge Water Company	Charges for NRC 2000/2
Visa	23/06/15	107	£42.00	£0.00	£42.00	F&GP	Peter Horley	postage 5000/5
BACS	23/06/15	108	£50.00	£0.00	£50.00	F&GP	ASSM	Update of asset register 5300
BACS	23/06/15	109	£462.00	£77.00	£385.00	F&GP	Unlimited Logos	to suppl & fit 8 signs 5300
p.289	23/06/15	110	£20.00	£0.00	£20.00	F&GP	River Mel Restoration Group	pavilion hire 5200/4
p.285	23/06/15	111	£7.14	£0.00	£7.14	F&GP	K. Rudge	Hazard warning tape 3
BACS	23/06/15	112	£324.00	£54.00	£270.00	PLAN	Herts And Cambs Ground Maintenance Limited	remove fence on the car park 7100
BACS	23/06/15	113	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery contract 2000/4
p.290	23/06/15	115	£10.00	£0.00	£10.00	F&GP	Peter Horley	MBA meeting 5000/2
Direct Debit	23/06/15	116	£81.39	£3.88	£77.51	PLAY	e.0n	Elec charges for pavilion 3000/2
Direct Debit	23/06/15	117	£12.44	£0.59	£11.85	PLAY	e.0n	Elec charges for adj sports social club 3000/4
Direct Debit	23/06/15	118	£7.62	£0.36	£7.26	CEM	e.0n	Elec charges for ORC 2000/1
Visa	23/06/15	119	£25.00	£0.00	£25.00	CEM	Phillimore Garden Centre	Garden vouchers 2000/2
Visa	23/06/15	121	£110.85	£0.00	£110.85	F&GP	Tesco	Food for the Anglo-Saxon reburial 5300
BACS	23/06/15	122	£185.76	£30.96	£154.80	F&GP	Unlimited Logos	8 vinyl stickers on signs 5300
P.291	23/06/15	123	£3.99	£0.00	£3.99	F&GP	K. Rudge	fertilizer for flower bed 3
BACS	23/06/15	124	£80.00	£0.00	£80.00	CEM	Weaverman Baskets	Shroud & sisal rope 2000/2
104329	23/06/15	125	£108.51	£0.00	£108.51	F&GP	Mike Sherwen	Expenses associated with the Anglo-Saxon reburial 5300
BACS	23/06/15	126	£158.40	£26.40	£132.00	F&GP	Melbourn Village College	Meeting room hire 4400
104322	23/06/15	127	£306.22	£51.04	£255.18	PLAN	Speedy Asset Services Ltd	fencing for car park 7100
BACS	23/06/15	128	£25.00	£0.00	£25.00	F&GP	Wrights Mower Centre	safety helmet 4300/3
104323	23/06/15	129	£1,170.00	£195.00	£975.00	F&GP	Birketts	Philip kratz 5300

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between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Direct Debit	23/06/15	130	£22.18	£1.06	£21.12	CON	e.on	Elec charges for ORG 1300
P.292	23/06/15	131	£8.64	£0.00	£8.64	F&GP	K. Rudge	Wood & wire 3
P.293	23/06/15	132	£5.00	£0.00	£5.00	F&GP	K. Rudge	Petrol for mowers 1
104324	23/06/15	133	£366.00	£61.00	£305.00	F&GP	Dent's	new locks and keys 6400
BACS	23/06/15	134	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
104325	23/06/15	135	£33.00	£0.00	£33.00	F&GP	All Saints Community Hall	MFC meeting 5300
BACS	23/06/15	136	£95.76	£15.96	£79.80	F&GP	Stationery Cupboard	office paper 5000/2
BACS	23/06/15	137	£37.96	£6.33	£31.63	F&GP	Stationery Cupboard	ink cartridges 5000/2
BACS	23/06/15	138	£276.00	£46.00	£230.00	CON	Herts And Cambs Ground Maintenance Limited	allotments x 2 1000
BACS	23/06/15	139	£336.00	£56.00	£280.00	F&GP	Herts And Cambs Ground Maintenance Limited	weed & tidy beds at the hub 6400
104326	23/06/15	140	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
Visa	23/06/15	141	£22.18	£3.70	£18.48	F&GP	WESH UK	4 slices Primary software 5300
p.295	23/06/15	142	£5.00	£0.00	£5.00	F&GP	K. Rudge	petrol for mowers 1
BACS	23/06/15	153	£180.00	£0.00	£180.00	F&GP	Michelle Cooper	accounts 5100/3
BACS	23/06/15	154	£39.39	£6.57	£32.82	F&GP	Wrights Mower Centre	strimmer repairs 4300/3
BACS	23/06/15	155	£433.86	£72.31	£361.55	F&GP	Glassblade Ltd	WP plugin for new website + training 5300
BACS	23/06/15	156	£20.99	£0.00	£20.99	F&GP	NALC	book purchase 5000/2
BACS	23/06/15	157	£84.00	£14.00	£70.00	CON	Herts And Cambs Ground Maintenance Limited	Water hedge in Worcester Way 1300
P.296	23/06/15	158	£20.07	£0.00	£20.07	F&GP	Sarah Adam	stamps 2
BACS	23/06/15	161	£535.00	£0.00	£535.00	F&GP	K. Rudge	wages 4300/1
BACS	23/06/15	162	£21.00	£0.00	£21.00	F&GP	K. Rudge	Mileage allowance 30 x 0.70 6200
BACS	23/06/15	163	£983.80	£0.00	£983.80	F&GP	Sarah Adam	Assistant Clerk's salary 5100/2
BACS	23/06/15	164	£909.00	£0.00	£909.00	F&GP	P. Andrews	Wages 4300/1
BACS	23/06/15	165	£1,400.95	£0.00	£1,400.95	F&GP	Peter Horley	Clerk's salary 5100/1
104328	23/06/15	166	£989.56	£0.00	£989.56	F&GP	HM Revenue & Customs	Tax & NI 5600/1
p.291	23/06/15	167	£5.00	£0.00	£5.00	F&GP	K. Rudge	petrol for strimmers 1
Dr	28/06/15	190	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charge 6100
Dr	28/06/15	191	£11.10	£0.00	£11.10	F&GP	HSBC	Bank charge 5900

Paid Expenditure Transactions

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Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Visa	29/06/15	175	£852.12	£142.02	£710.10	F&GP	Allianz Cornhill	Renewal of Insurance policy for the Play Areas 4500
DD	01/07/15	263	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2
DD	01/07/15	264	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
DD	01/07/15	265	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
VISA	02/07/15	266	£38.00	£0.00	£38.00	F&GP	Co-op Supermarket	Various stationery 5300
DD	02/07/15	267	£18.00	£0.00	£18.00	F&GP	WESH UK	Internet web hosting 5000/1
DD	04/07/15	268	£4.00	£0.00	£4.00	F&GP	Tesco	Mobile insurance 4500
DD	07/07/15	269	£9.64	£1.61	£8.03	F&GP	Tesco	Mobile charge 5000/1
TFR	27/07/15	228	£25,000.00	£0.00	£25,000.00	F&GP	Melbourn Community Hub Management Group	Donation 6400
TFR	27/07/15	229	£1,000.00	£0.00	£1,000.00	F&GP	Melbourn Village College	Donation 5200/1
BACS	28/07/15	262	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charge 6100
DR	28/07/15	272	£11.70	£0.00	£11.70	F&GP	HSBC	Bank charges 5900
p.292	29/07/15	168	£1.26	£0.00	£1.26	F&GP	Peter Horley	postage 2
BACS	29/07/15	169	£600.00	£0.00	£600.00	HWY	Morley Manufacturing	gate between Ash Grove & orchard Road 8000
BACS	29/07/15	170	£528.00	£88.00	£440.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery hedges + Haggars Close 2000/1
BACS	29/07/15	171	£66.00	£11.00	£55.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering NRC 2000/2
BACS	29/07/15	172	£252.00	£42.00	£210.00	CON	Herts And Cambs Ground Maintenance Limited	Clear allotment 6A 1000
BACS	29/07/15	173	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Watering New Road Cemetery & Worcester Way 1300
104331	29/07/15	176	£233.90	£38.98	£194.92	PLAN	Speedy Asset Services Ltd	fencing on the car park 7100
104332	29/07/15	177	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
104333	29/07/15	178	£495.00	£0.00	£495.00	PLAY	Beactive Melbourn Ltd	Payment for Youth Club 3100
BACS	29/07/15	179	£188.40	£0.00	£188.40	F&GP	Melbourn Community Hub Management Group	Room hire + refreshments 6400
BACS	29/07/15	180	£967.20	£161.20	£806.00	F&GP	Birketts	Interim payment for Beechwood Avenue transfer 4000
BACS	29/07/15	181	£84.00	£14.00	£70.00	PLAY	Briar Security Systems	Intruder Alarm Annual Maintenance Charge 3000/2
P.294	29/07/15	182	£7.99	£0.00	£7.99	F&GP	K. Rudge	Chain for NRC gate 3
p.293	29/07/15	183	£16.99	£0.00	£16.99	F&GP	R Gatward	Rose bushes 3
BACS	29/07/15	184	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	29/07/15	185	£416.70	£0.00	£416.70	F&GP	Bridget Smith	Project development & fundraising 5100/5
BACS	29/07/15	187	£62.40	£10.40	£52.00	PLAY	P J Robinson	Reapair water leak beneath sink in the pavilion 3000/2
p.295	29/07/15	188	£15.00	£0.00	£15.00	F&GP	K. Rudge	Diesel for van 7
p.296	29/07/15	189	£3.82	£0.00	£3.82	F&GP	K. Rudge	tap 3
BACS	29/07/15	199	£9.28	£1.55	£7.73	F&GP	Stationery Cupboard	White copy paper 5000/2
p.296	29/07/15	201	£0.95	£0.00	£0.95	F&GP	Sarah Adam	postage 2
BACS	29/07/15	202	£492.00	£82.00	£410.00	CON	Herts And Cambs Ground Maintenance Limited	cut back of open spaces to enable regular maintenance 1300
Direct Debit	29/07/15	203	£17.47	£0.83	£16.64	CON	e.0n	elec charges for ORG 1100
Direct Debit	29/07/15	204	£56.42	£1.23	£55.19	PLAY	e.0n	Elec charges for pavilion 3000/2
Direct Debit	29/07/15	205	£10.25	£0.49	£9.76	CEM	e.0n	Elec charges for ORC 2000/1
BACS	29/07/15	206	£105.48	£17.58	£87.90	CEM	Cambridge China Hire	China for Anglo-Saxon remains tea 2000/2
BACS	29/07/15	207	£144.00	£24.00	£120.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering NRC 2000/2
	29/07/15	208	£156.00	£26.00	£130.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering of cemetery 2000/2
BACS	29/07/15	209	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	S106 Maintenance 1400
BACS	29/07/15	210	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Monthly cemetery contract 2000/4
104334	29/07/15	211	£208.18	£0.00	£208.18	CON	John Travis	Peat, compost and plants 1100
104335	29/07/15	212	£420.00	£0.00	£420.00	F&GP	CAPALC	CiLCA Training course 5400
BACS	29/07/15	213	£120.00	£0.00	£120.00	F&GP	Michelle Cooper	accounts for June 5100/3
BACS	29/07/15	214	£22.98	£3.83	£19.15	F&GP	ESPO	Laptop bag 5000/2
BACS	29/07/15	215	£3,537.60	£589.60	£2,948.00	F&GP	The Hertfordshire Groundwork Trust	Youth Club delivery 5200/1
BACS	29/07/15	216	£636.45	£0.00	£636.45	F&GP	Tim Stebbings	Litter picking 4300/1
BACS	29/07/15	217	£1,192.56	£198.76	£993.80	CEM	Red Graphic	Leaflets, brochures and posters for Anglo-Saxon burial 2000/2
p.298	29/07/15	218	£15.00	£0.00	£15.00	F&GP	K. Rudge	Diesel for van 7
BACS	29/07/15	219	£856.84	£142.81	£714.03	F&GP	LUCID Systems	Laptop + fittings 5000/2
BACS	29/07/15	220	£354.00	£59.00	£295.00	PLAN	Unlimited Logos	signs for car park 7100
BACS	29/07/15	221	£478.80	£0.00	£478.80	F&GP	K. Rudge	wages 4300/1
BACS	29/07/15	222	£21.70	£0.00	£21.70	F&GP	K. Rudge	Mileage allowance 31 x 0.70 6200

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS	29/07/15	223	£1,175.64	£0.00	£1,175.64	F&GP	Sarah Adam	salary	5100/2
BACS	29/07/15	224	£26.10	£0.00	£26.10	F&GP	Sarah Adam	Mileage for training 58 x 0.45	6200
BACS	29/07/15	225	£1,128.35	£0.00	£1,128.35	F&GP	P. Andrews	wages	4300/1
BACS	29/07/15	226	£1,387.35	£0.00	£1,387.35	F&GP	Peter Horley	Salary	5100/1
104336	29/07/15	227	£1,191.69	£0.00	£1,191.69	F&GP	HM Revenue & Customs	Tax & NI	5600/1
Visa	29/07/15	230	£852.12	£142.02	£710.10	F&GP	Allianz Cornhill	Insurance for play parks	4500
p.	29/07/15	231	£20.00	£0.00	£20.00	F&GP	Peter Horley	Allotment holder payment	6
VISA	30/07/15	270	£63.96	£10.66	£53.30	F&GP	Staples Uk Limited	Stationery	5000/2
103813	30/07/15	271	£470.00	£0.00	£470.00	F&GP	Your Company Works	Very old chq cashed at bank - 11/11/2013	6400
DD	01/08/15	316	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion	3000/2
DD	01/08/15	317	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC	2000/2
	01/08/15	318	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park	7100
BACS	24/08/15	258	£1,500.00	£0.00	£1,500.00	F&GP	Relate Cambridge	Donation	5200/2
BACS	26/08/15	232	£2,340.00	£390.00	£1,950.00	PLAN	Sweett (UK) Ltd	Contract administrator services	7100
BACS	26/08/15	233	£1,206.00	£201.00	£1,005.00	PLAY	The Hertfordshire Groundwork Trust	Summer provision for youth club	3100
BACS	26/08/15	234	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in April: inners and verges	1200
BACS	26/08/15	235	£336.00	£56.00	£280.00	CON	MD Landscapes	Work carried out in May: inners	1200
BACS	26/08/15	236	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in June: inners and	1200
BACS	26/08/15	237	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in July: inners, verges	1200
BACS	26/08/15	239	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	five areas of the village	1400
BACS	26/08/15	240	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery maintenance	2000/4
BACS	26/08/15	241	£1,704.00	£284.00	£1,420.00	F&GP	Herts And Cambs Ground Maintenance Limited	One years maintenance of the Hub	6400
BACS	26/08/15	242	£368.40	£61.40	£307.00	PLAY	Wicksteed Leisure	fixing equipment in Clear Cres Play Area	3000/3
BACS	26/08/15	243	£1,800.00	£300.00	£1,500.00	F&GP	Withers Thomas	negotiations for lease on Little Hands Nursery School	4000
P.300	26/08/15	245	£9.99	£0.00	£9.99	F&GP	K. Rudge	fuel cap lock for van	3
BACS	26/08/15	246	£30.00	£0.00	£30.00	CON	Barbara MacKellar	83, High Street	1300
BACS	26/08/15	247	£14.16	£2.36	£11.80	F&GP	ESPO	ring binders	5000/2
Direct Debit	26/08/15	248	£11.38	£0.54	£10.84	PLAY	e.0n	Elec charges for ORG	3000/4

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Direct Debit	26/08/15	249	£25.32	£1.21	£24.11	PLAY	e.0n	Elec charges for the pavilion 3000/2
Direct Debit	26/08/15	250	£7.62	£0.36	£7.26	CEM	e.0n	Elec charges for ORC 2000/1
Direct Debit	26/08/15	251	£0.84	£0.58	£0.26	PLAY	e.0n	Elec charges adj Sports & Social 3000/4
BACS	26/08/15	252	£205.01	£34.17	£170.84	PLAN	Archant Anglia	Advert re car park 7100
104337	26/08/15	253	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
BACS	26/08/15	254	£42.00	£7.00	£35.00	PLAN	Unlimited Logos	Change dates on signs 7100
104338	26/08/15	256	£228.74	£38.12	£190.62	PLAN	Speedy Asset Services Ltd	Removal of fencing on car park 7100
BACS	26/08/15	257	£260.41	£0.00	£260.41	F&GP	Melbourn Community Hub Management Group	Room hire + refreshments 6400
BACS	26/08/15	259	£48.00	£8.00	£40.00	PLAN	Herts And Cambs Ground Maintenance Limited	Collect and remove fencing from car park 7100
P.301	26/08/15	260	£20.00	£0.00	£20.00	F&GP	K. Rudge	Petrol for mowers/strimmers 1
BACS	26/08/15	261	£1,620.00	£270.00	£1,350.00	CEM	Matthew Lane Sanderson	Mound benches 2000/2
BACS	26/08/15	273	£200.00	£0.00	£200.00	F&GP	Michelle Cooper	Accounts 5100/3
BACS	26/08/15	274	£347.91	£57.98	£289.93	F&GP	Ricoh UK Limited	rental + click charges 5000/3
BACS	26/08/15	275	£6,500.00	£0.00	£6,500.00	F&GP	Melbourn Mobile Warden Scheme	Donation for 2015 -16 5200/9
BACS	26/08/15	276	£500.00	£0.00	£500.00	PLAN	Shire Tree Surgery	Cutting back tress and hedges in the car park 7100
BACS	26/08/15	277	£80.00	£0.00	£80.00	CEM	Shire Tree Surgery	Crown lift of Horse Chestnut in All Saints' Churchyard 2000/3
BACS	26/08/15	278	£492.80	£0.00	£492.80	F&GP	K. Rudge	Wages 4300/1
BACS	26/08/15	279	£37.10	£0.00	£37.10	F&GP	K. Rudge	mileage allowance 53 x 0.70 6200
BACS	26/08/15	280	£898.20	£0.00	£898.20	F&GP	Sarah Adam	Assistant Clerk's salary 5100/2
BACS	26/08/15	281	£909.00	£0.00	£909.00	F&GP	P. Andrews	Wages 4300/1
BACS	26/08/15	282	£1,437.48	£0.00	£1,437.48	F&GP	Peter Horley	Clerk's salary 5100/1
104339	26/08/15	283	£948.41	£0.00	£948.41	F&GP	HM Revenue & Customs	Tax & NI 5600/1
DR	28/08/15	315	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charges 6100
Direct Debit	28/08/15	319	£7.50	£0.00	£7.50	F&GP	Tesco	Phone insurance 5000/1
BACS	28/08/15	320	£2,350.00	£0.00	£2,350.00	PLAY	Shire Tree Surgery	Work on ORG 3000/4
	28/08/15	321	£12.50	£0.00	£12.50	F&GP	HSBC	Bank Charges 5900
Visa	29/08/15	306	£32.40	£5.40	£27.00	F&GP	Logo Placeholder	9 slices of software 5000/1
Direct Debit	29/08/15	325	£4.00	£0.00	£4.00	F&GP	Tesco	Phone insurance 4500

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
	01/09/15	369	£62.00	£0.00	£62.00	CEM	South Cambs District Council Rates for NRC	2000/2
	01/09/15	370	£540.00	£0.00	£540.00	PLAN	South Cambs District Council Rates for High Street car park	7100
	01/09/15	371	£250.00	£0.00	£250.00	PLAY	South Cambs District Council Rates for the pavilion	3000/2
	02/09/15	375	£32.40	£0.00	£32.40	F&GP	WESH UK Internet web hosting	5000/1
VISA	15/09/15	374	£31.80	£0.00	£31.80	PLAN	Bluejet Limited Planning and mapping	7000
104343	21/09/15	322	£224.54	£0.00	£224.54	CON	St George's Allotment Assoc Skip payment	1000
DD	21/09/15	373	£4.00	£0.00	£4.00	F&GP	Tesco Phone insurance	4500
Dr	28/09/15	366	£5.50	£0.00	£5.50	F&GP	HSBC Bank charge	6100
	28/09/15	372	£7.90	£0.00	£7.90	F&GP	HSBC Bank charges	5900
Visa	30/09/15	238	£63.96	£10.66	£53.30	F&GP	Staples Uk Limited Laminator and pouches	5000/2
104346	30/09/15	244	£180.00	£0.00	£180.00	PLAY	Beactive Melbourn Ltd payment for hire of pavilion for the youth club	3100
p.302	30/09/15	284	£15.01	£0.00	£15.01	F&GP	K. Rudge Diesel for van	7
BACS	30/09/15	285	£115.20	£19.20	£96.00	PLAN	Town House Publishing Ltd Article on the car park in the Listing	7100
Direct Debit	30/09/15	286	£8.54	£0.00	£8.54	F&GP	Tesco Mobile Mobile bill	5000/1
104341	30/09/15	287	£200.00	£0.00	£200.00	CEM	T.Miles Burial of Saxon Remains	2000/2
BACS	30/09/15	288	£480.00	£80.00	£400.00	PLAN	South Cambs District Council Business Control Inspection Fee	7100
BACS	30/09/15	289	£16.00	£0.00	£16.00	CON	Barbara MacKellar 83, High Street	1300
BACS	30/09/15	290	£486.00	£81.00	£405.00	CEM	Herts And Cambs Ground Watering New Road & Worcester Way	2000/2
BACS	30/09/15	291	£456.00	£76.00	£380.00	CON	Herts And Cambs Ground Perimeter of ORG and remove debris	1100
BACS	30/09/15	292	£96.00	£16.00	£80.00	PLAY	Herts And Cambs Ground Re-fit seat at chess table	3000/4
BACS	30/09/15	293	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Cemetery maintenance contract	2000/4
BACS	30/09/15	294	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground S106 contract	1400
p.303	30/09/15	295	£19.44	£0.00	£19.44	F&GP	Sarah Adam stamps	2
BACS	30/09/15	296	£826.80	£137.80	£689.00	F&GP	Birketts Transfer of land from Beechwood Avenue	4000
BACS	30/09/15	297	£191.10	£0.00	£191.10	F&GP	Melbourn Community Hub FIT tariff payment	6400
Direct Debit	30/09/15	298	£25.04	£1.19	£23.85	PLAY	e.0n Elec charges for pavilion	3000/2
Direct Debit	30/09/15	299	£7.62	£0.36	£7.26	CEM	e.0n Elec charges for ORC	2000/1

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Direct Debit	30/09/15	300	£12.06	£0.57	£11.49	PLAY	e.0n	Elec charges for Adj Sports Social Club 3000/4
Direct Debit	30/09/15	301	£7.62	£0.36	£7.26	CON	e.0n	Elec charges for ORG 1100
104342	30/09/15	302	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
BACS	30/09/15	303	£3,435.60	£572.60	£2,863.00	PLAN	Sweett (UK) Ltd	Contract administration services 7100
BACS	30/09/15	304	£317.72	£0.00	£317.72	F&GP	Tim Stebbings	Litter picking: July, August and September 4300/1
BACS	30/09/15	305	£180.00	£30.00	£150.00	PLAY	Herts And Cambs Ground Maintenance Limited	Cut of Recreation Ground and ORG 3000/4
BACS	30/09/15	307	£12.50	£0.00	£12.50	F&GP	Les Sullivan	Domain name renewal 5000/1
p.304	30/09/15	308	£10.00	£0.00	£10.00	F&GP	Peter Horley	MBA meeting 6
BACS	30/09/15	309	£8,012.87	£0.00	£8,012.87	F&GP	Came and Company	Insurance premium 4500
BACS	30/09/15	310	£39.00	£6.50	£32.50	F&GP	Wrights Mower Centre	Pair of loppers 4300/3
BACS	30/09/15	311	£180.00	£30.00	£150.00	PLAY	Herts And Cambs Ground Maintenance Limited	Pitch marking 3000/4
BACS	30/09/15	312	£216.00	£36.00	£180.00	HWY	Herts And Cambs Ground Maintenance Limited	Cut back overgrown footpath from Station Road to Vicarage Close 8000
BACS	30/09/15	313	£180.00	£30.00	£150.00	PLAY	Herts And Cambs Ground Maintenance Limited	Cutting of both recreation grounds 3000/4
BACS	30/09/15	314	£74.40	£12.40	£62.00	PLAY	P J Robinson	Lighting in pavilion 3000/2
BACS	30/09/15	324	£20,583.18	£0.00	£20,583.18	PLAN	Sweett (UK) Ltd	Interim payment on the car park 7100
BACS	30/09/15	326	£260.00	£0.00	£260.00	F&GP	Michelle Cooper	Accounts for August 5100/3
p.305	30/09/15	327	£15.00	£0.00	£15.00	F&GP	K. Rudge	Diesel for van 7
Visa	30/09/15	328	£31.80	£5.30	£26.50	PLAN	Bluejet Limited	OS map for the car park 7100
BACS	30/09/15	329	£87.00	£14.50	£72.50	PLAY	Briar Security Systems	Reset alarm system at the pavilion 3000/2
BACS	30/09/15	330	£978.00	£163.00	£815.00	PLAY	The Hertfordshire Groundwork Trust	Extra occasional worker for the youth club 3100
BACS	30/09/15	331	£72.00	£12.00	£60.00	CON	Herts And Cambs Ground Maintenance Limited	Flail overgrown areas 1300
BACS	30/09/15	332	£180.00	£30.00	£150.00	PLAY	Herts And Cambs Ground Maintenance Limited	1 cut of NRG & ORG 3000/4
104344	30/09/15	333	£247.20	£41.20	£206.00	CEM	J.k.h. Drainmage Units Ltd	Slabs for NRC 2000/2
BACS	30/09/15	334	£492.80	£0.00	£492.80	F&GP	K. Rudge	Wages 4300/1
BACS	30/09/15	335	£15.40	£0.00	£15.40	F&GP	K. Rudge	Mileage 22 x 0.70 6200
BACS	30/09/15	336	£1,469.40	£0.00	£1,469.40	F&GP	Sarah Adam	Assistant Clerk's salary 5100/2
BACS	30/09/15	337	£26.10	£0.00	£26.10	F&GP	Sarah Adam	Mileage allowance 58 x 0.45 6200

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	30/09/15	338	£1,128.75	£0.00	£1,128.75	F&GP	P. Andrews	Wages 4300/1
BACS	30/09/15	339	£1,376.74	£0.00	£1,376.74	F&GP	Peter Horley	Clerk's salary 5100/1
BACS	30/09/15	340	£5.40	£0.00	£5.40	F&GP	Peter Horley	Mileage allowance 12 x 0.45 6200
104345	30/09/15	341	£1,385.23	£0.00	£1,385.23	F&GP	HM Revenue & Customs	Tax & NI 5600/1
p.308	30/09/15	342	£3.97	£0.00	£3.97	F&GP	K. Rudge	Grass seeds 3
DUPLICATED ENTRY	30/09/15	376	-£852.12	-£142.02	-£710.10	F&GP	Allianz Cornhill	Contra 230, Insurance for play parks 4500
DD	01/10/15	437	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2
DD	01/10/15	438	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
DD	01/10/15	439	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
	02/10/15	448	£32.40	£0.00	£32.40	F&GP	WESH UK	Internet web hosting 5000/1
	06/10/15	440	£4.00	£0.00	£4.00	F&GP	Tesco	Phone insurance 4500
Direct Debit	07/10/15	441	£35.00	£0.00	£35.00	F&GP	ICO	First payment re membership 5300
DD	07/10/15	447	£22.24	£0.00	£22.24	CEM	Cambridge Water Company	Water ORC 2000/1
	08/10/15	443	£7.50	£0.00	£7.50	F&GP	Tesco	Mobile charge 5000/1
Refund	09/10/15	445	-£391.37	£0.00	-£391.37	F&GP	Came and Company	Insurance refund 4500
Refund	14/10/15	446	-£20,583.18	£0.00	-£20,583.18	PLAN	Sweett (UK) Ltd	Refund of payment 7100
Direct Debit	16/10/15	350	£14,682.76	£0.00	£14,682.76	F&GP	Public Works Loan Board	Loan repayment 6450
BP	19/10/15	377	£24,699.82	£4,116.64	£20,583.18	PLAN	Interserve Construction Ltd	Interim Payment for the car park 7100
p.314	27/10/15	442	£15.00	£0.00	£15.00	F&GP	K. Rudge	Diesel for van 3
104347	28/10/15	343	£4,200.00	£0.00	£4,200.00	PLAY	Cambridge Fencing And Forestry Company	Installation of chain link fencing and gate on ORG 3000/4
Direct Debit	28/10/15	344	£3.31	£0.16	£3.15	CON	e.0n	Elec Charges for Old Rec Ground 1300
Direct Debit	28/10/15	345	£70.18	£3.34	£66.84	PLAY	e.0n	The Pavilion 3000/2
Direct Debit	28/10/15	346	£6.98	£0.33	£6.65	CEM	e.0n	Orchard Road Cemetery 2000/1
p.309	28/10/15	347	£8.10	£0.00	£8.10	CEM	K. Rudge	Turf 2000/2
104348	28/10/15	348	£225.00	£0.00	£225.00	PLAY	Beactive Melbourn Ltd	Hire of pavilion for youth club 3100
BACS	28/10/15	349	£960.00	£160.00	£800.00	F&GP	PKF Littlejohn LLP	External Audit Fee 4000
BACS	28/10/15	351	£900.00	£150.00	£750.00	F&GP	Withers Thomas	Land registry compliant lease plan 4000
BACS	28/10/15	353	£108.00	£18.00	£90.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2 pitches 3000/4

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	28/10/15	354	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	1 cut of Rec & ORG 3000/4
BACS	28/10/15	355	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	1 cur of NRG & ORG 3000/4
BACS	28/10/15	356	£384.00	£64.00	£320.00	CON	Herts And Cambs Ground Maintenance Limited	Reduce hedge open space in Beechwood Avenue 1100
BACS	28/10/15	357	£78.00	£13.00	£65.00	CEM	Herts And Cambs Ground Maintenance Limited	Remove coping & relay 2000/3
BACS	28/10/15	358	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
104349	28/10/15	359	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages 4300/1
p.311	28/10/15	360	£10.00	£0.00	£10.00	F&GP	Peter Horley	MBA meeting 6
p.297	28/10/15	361	£2.75	£0.00	£2.75	F&GP	K. Rudge	keys 3
BACS	28/10/15	362	£3,315.60	£552.60	£2,763.00	PLAN	Sweett (UK) Ltd	Contracted admin services 7100
BACS	28/10/15	363	£340.80	£56.80	£284.00	PLAY	Wicksteed Leisure	Inspection of Play Areas 3000/3
Visa	28/10/15	364	£54.00	£0.00	£54.00	F&GP	Peter Horley	Stamps 5000/5
BACS	28/10/15	365	£300.00	£0.00	£300.00	F&GP	Cambridgeshire Hearing Help	Donation 5200/12
BACS	28/10/15	367	£71.82	£11.97	£59.85	F&GP	Stationery Cupboard	3 boxes of paper (15 reams) 5000/2
BACS	28/10/15	368	£54.00	£9.00	£45.00	F&GP	Step Pest Control	Pest prevention service for the hub 6400
p.313	28/10/15	378	£15.00	£0.00	£15.00	F&GP	K. Rudge	Diesel for van 7
BACS	28/10/15	379	£204.00	£34.00	£170.00	PLAY	Herts And Cambs Ground Maintenance Limited	Roll rec & old rec 08/10/15 3000/4
BACS	28/10/15	380	£252.00	£42.00	£210.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark pitches on ORG uo to 08/10/15 3000/4
BACS	28/10/15	381	£54.00	£9.00	£45.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark pitches on ORG 09/10/15 3000/4
BACS	28/10/15	382	£108.00	£18.00	£90.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2 x pitches 09/10/15 3000/4
BACS	28/10/15	383	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Clear spray rotavate allotment 34B 07/10/15 1000
BACS	28/10/15	384	£78.00	£13.00	£65.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2 x pitches 03/10/15 3000/4
BACS	28/10/15	385	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	Cut NRG & ORG 3000/4
BACS	28/10/15	386	£9.78	£1.63	£8.15	F&GP	ESPO	Rigger gloves 4300/3
BACS	28/10/15	387	£360.00	£0.00	£360.00	F&GP	Michelle Cooper	Accounts for Sept 5100/3
104348	28/10/15	388	£180.00	£0.00	£180.00	PLAY	Beactive Melbourn Ltd	July's payment for Youth Club 3100

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
p.312	28/10/15	389	£6.00	£0.00	£6.00	CEM	K. Rudge	Turf for NRC 2000/2
BACS	28/10/15	390	£28.80	£4.80	£24.00	F&GP	ESPO	High Vis jacket 4300/3
BACS	28/10/15	391	£1,368.46	£0.00	£1,368.46	F&GP	Ten Insurance Services	Insurance for BMX 4500
Visa	28/10/15	393	£123.75	£0.00	£123.75	F&GP	DVLA	Vehicle licence for van 4500
104350	28/10/15	394	£500.00	£0.00	£500.00	F&GP	Melbourn District Villages Associaition	Library donation 5200/7
BACS	28/10/15	395	£78.82	£13.14	£65.68	F&GP	Stationery Cupboard	Cartridges and paper 5000/2
BACS	28/10/15	396	£96.10	£16.02	£80.08	F&GP	Stationery Cupboard	Office supplies 5000/2
BACS	28/10/15	397	£591.40	£0.00	£591.40	F&GP	K. Rudge	Wages 4300/1
BACS	28/10/15	398	£26.60	£0.00	£26.60	F&GP	K. Rudge	Mileage allowance 38 x 0.70 6200
BACS	28/10/15	399	£909.00	£0.00	£909.00	F&GP	P. Andrews	Wages 4300/1
BACS	28/10/15	400	£1,530.60	£0.00	£1,530.60	F&GP	Sarah Adam	Assistant Clerk's salary 5100/2
BACS	28/10/15	401	£1,376.74	£0.00	£1,376.74	F&GP	Peter Horley	Clerk's salary 5100/1
104351	28/10/15	402	£1,366.85	£0.00	£1,366.85	F&GP	HM Revenue & Customs	Tax & NI 5600/1
BACS	28/10/15	403	£1,613.40	£268.90	£1,344.50	CON	Harry Stebbing Workshop	memorial seat + delivery 1300
BACS	28/10/15	404	£2,309.70	£384.95	£1,924.75	F&GP	Harry Stebbing Workshop	parish noticeboard + delivery 5300
BACS	28/10/15	405	£20.00	£0.00	£20.00	F&GP	Birketts	Land registry fee 4000
BACS	28/10/15	406	£175.00	£0.00	£175.00	CEM	Adrian Bullers Ltd	Attending anglo-saxon ceremony photographs 2000/2
BACS	28/10/15	407	£216.00	£36.00	£180.00	PLAY	Herts And Cambs Ground Maintenance Limited	Slitting on Rec 21/10/15 3000/4
BACS	28/10/15	408	£816.00	£136.00	£680.00	CON	Herts And Cambs Ground Maintenance Limited	Hedge cutting on Cambridge Road & London Road 1100
BACS	28/10/15	409	£126.00	£21.00	£105.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2x pitches on NRG & 2 x pitches on ORG 3000/4
BACS	28/10/15	410	£174.00	£29.00	£145.00	PLAY	Herts And Cambs Ground Maintenance Limited	Supply top soil at pavilion & seed. Erect fencing around 3000/2
BACS	28/10/15	411	£66.00	£11.00	£55.00	HWY	Herts And Cambs Ground Maintenance Limited	Spray footpath between Vicarage Close & Station Road 8000
Dr	28/10/15	436	£5.50	£0.00	£5.50	F&GP	HSBC	Bank charge 6100
	28/10/15	444	£7.70	£0.00	£7.70	F&GP	HSBC	Bank charges 5900
	01/11/15	523	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2
	01/11/15	524	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
	01/11/15	525	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading	
104352	01/11/15	557	£0.60	£0.00	£0.60	PLAN	Bluejet Limited	Correccion to Visa payment	7100
DD	01/11/15	559	£500.00	£0.00	£500.00	F&GP	Melbourn District Café Library	Library donation	5200/7
Contra	04/11/15	558	£4.00	£0.00	£4.00	F&GP	Tesco	Mobile insurance	4500
BACS	24/11/15	555	-£63.96	-£10.66	-£53.30	F&GP	Staples Uk Limited	Contra 238, Laminator and pouches	5000/2
p.318	25/11/15	392	£45,026.16	£7,504.36	£37,521.80	PLAN	Interserve Construction Ltd	2nd Interim payment	7100
p.317	25/11/15	412	£19.20	£0.00	£19.20	F&GP	K. Rudge	keys for pavilion	3
BACS	25/11/15	413	£2.87	£0.00	£2.87	F&GP	K. Rudge	Grass seed	3
BACS	25/11/15	414	£2,000.00	£0.00	£2,000.00	F&GP	Melbourn Neighbourhood Plan Steering Group	Budget for Neighbourhood Plan	5300
104354	25/11/15	415	£22.80	£3.80	£19.00	F&GP	ESPO	High Vis jacket	4300/3
Direct Debit	25/11/15	416	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages	4300/1
Direct debit	25/11/15	417	£91.56	£4.36	£87.20	PLAY	e.0n	Elec charges for pavilion	3000/2
104353	25/11/15	418	£10.52	£0.50	£10.02	CEM	e.0n	Elec charges for ORC	2000/1
BACS	25/11/15	419	£54.00	£0.00	£54.00	F&GP	Peter Horley	Stamps	5000/5
BACS	25/11/15	420	£588.63	£0.00	£588.63	HWY	Cambridgeshire County Council	Highways payment for moving bus stop	8000
Cheque 104353	25/11/15	421	£500.00	£0.00	£500.00	F&GP	A Chain of Wild Flowers	Donation	5200/1
BACS	25/11/15	422	£2,715.60	£452.60	£2,263.00	PLAN	Sweett (UK) Ltd	Contract administration services	7100
104355	25/11/15	423	£2,692.88	£0.00	£2,692.88	F&GP	Melbourn Primary School	reimbursement for lifting of planning conditions	500/1
BACS	25/11/15	424	£360.00	£60.00	£300.00	F&GP	Hacker Young	Payment for Internal audit	4000
104356	25/11/15	425	£180.00	£0.00	£180.00	PLAY	Beactive Melbourn Ltd	Youth club payment for pavilion	3100
BACS	25/11/15	426	£120.00	£0.00	£120.00	F&GP	Melbourn Community Hub Management Group	Room hire for war memorial, car park, cemeteries, MFC	4400
p.316	25/11/15	427	£30.00	£0.00	£30.00	F&GP	River Mel Restoration Group	Pavilion hire x 3	6
p.315	25/11/15	428	£5.00	£0.00	£5.00	F&GP	K. Rudge	unleaded fuel	7
Direct Debit	25/11/15	429	£8.70	£0.41	£8.29	PLAY	e.0n	Elec chargers for ORG	3000/4
BACS	25/11/15	430	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Maintenance of 5 areas	1400
BACS	25/11/15	431	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	cemetery maintenance contract	2000/4
104357	25/11/15	432	£50.00	£0.00	£50.00	F&GP	CAPALC	Annual Clerks' Catch Up Day	5400
p319	25/11/15	433	£0.76	£0.00	£0.76	F&GP	Peter Horley	Postage	2

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS	25/11/15	434	£486.70	£0.00	£486.70	F&GP	Bridget Smith	project management & fundraising	5100/5
BACS	25/11/15	435	£3,426.00	£571.00	£2,855.00	CON	MS Group Ltd	War Memorial refurbishment	1100
BACS	25/11/15	449	£936.00	£156.00	£780.00	CON	Herts And Cambs Ground Maintenance Limited	Bulbs & planting	1100
BACS	25/11/15	450	£360.00	£60.00	£300.00	CON	Herts And Cambs Ground Maintenance Limited	Cut top & outside of hedge	1100
BACS	25/11/15	451	£192.00	£32.00	£160.00	CEM	Herts And Cambs Ground Maintenance Limited	Clear large volumes of leaves in church yard and remove	2000/3
BACS	25/11/15	452	£126.00	£21.00	£105.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark ORG	3000/4
BACS	25/11/15	453	£108.00	£18.00	£90.00	PLAY	Herts And Cambs Ground Maintenance Limited	Slit NRG & ORG	3000/4
104358	25/11/15	455	£60.28	£0.00	£60.28	PLAN	Mike Linnette	Expenses for car park refurbishment BT conduit bends and travel and telephone	7100
P320	25/11/15	456	£1.44	£0.00	£1.44	F&GP	K. Rudge	Gutter fixings for pavilion	3
BACS	25/11/15	457	£2,040.00	£340.00	£1,700.00	PLAY	Herts And Cambs Ground Maintenance Limited	Recreation ground work,	3000/4
BACS	25/11/15	458	£78.00	£13.00	£65.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2 pitches on rec	3000/4
BACS	25/11/15	459	£48.00	£8.00	£40.00	PLAY	Herts And Cambs Ground Maintenance Limited	Line marking old rec	3000/4
BACS	25/11/15	460	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	cutting of old and new rec	3000/4
BACS	25/11/15	461	£90.00	£15.00	£75.00	CON	Herts And Cambs Ground Maintenance Limited	Spray sites around village as agreed with Sarah	1100
104359	25/11/15	462	£17.00	£0.00	£17.00	F&GP	Mike Swann	Remembrance Day Wreath	5300
BACS	25/11/15	463	£86.40	£14.40	£72.00	F&GP	Red Graphic	Chairman Reception Inivites	4100
BACS	25/11/15	464	£47.52	£7.92	£39.60	F&GP	Stationery Cupboard	Office Supplies	5000/2
BACS	25/11/15	465	£171.53	£28.59	£142.94	F&GP	V.b. Trophies	Awards for Chairmans Reception	4100
BACS	25/11/15	466	£520.80	£0.00	£520.80	F&GP	K. Rudge	Wages November 2015	4300/1
BACS	25/11/15	467	£16.80	£0.00	£16.80	F&GP	K. Rudge	Mileage Allowance 24 x 0.7	6200
BACS	25/11/15	468	£908.80	£0.00	£908.80	F&GP	P. Andrews	Wages for November 2015	4300/1
BACS	25/11/15	469	£1,575.48	£0.00	£1,575.48	F&GP	Sarah Adam	Assistant Clerk Salary	5100/2
BACS	25/11/15	470	£26.10	£0.00	£26.10	F&GP	Sarah Adam	Mileage 58 x 0.45	6200
BACS	25/11/15	471	£1,376.74	£0.00	£1,376.74	F&GP	Peter Horley	Clerk Salary November	5100/1
BACS	25/11/15	472	£4.50	£0.00	£4.50	F&GP	Peter Horley	Mileage 10 x .45	6200

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Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
104360	25/11/15	473	£44.43	£0.00	£44.43	F&GP	Jose Hales	Celebrating Ages reimbursement of expenses
104360	25/11/15	474	£187.00	£0.00	£187.00	MFCOM	Jose Hales	Planning Committee & attendance of the MFC Team - Printing
104361	25/11/15	475	£1,371.16	£0.00	£1,371.16	F&GP	HM Revenue & Customs	Tax and National Insurance
p.321	25/11/15	476	£15.99	£0.00	£15.99	F&GP	K. Rudge	diesel for van
DR	25/11/15	526	£13.60	£0.00	£13.60	F&GP	HSBC	Bank charges
Direct Debit	25/11/15	527	£7.50	£0.00	£7.50	F&GP	Tesco	telephone bill
Direct Debit	25/11/15	529	-£7.54	£0.00	-£7.54	PLAY	e.0n	Elec charges credit
Visa	27/11/15	556	£61.32	£0.00	£61.32	F&GP	Meon Direct	Dog poo spray
Direct Debit	23/12/15	454	£223.94	£0.00	£223.94	CON	Cambridge Water Company	Water charges for allotments
p. 322	23/12/15	477	£7.50	£0.00	£7.50	F&GP	K. Rudge	cable ties
104362	23/12/15	478	£88,828.21	£14,804.70	£74,023.51	PLAN	Interserve Construction Ltd	3rd Interim payment
BACS	23/12/15	479	£78.36	£13.06	£65.30	F&GP	Stationery Cupboard	Office supplies
BACS	23/12/15	480	£50.00	£0.00	£50.00	F&GP	ASSM	Asset depreciation forecast
Direct Debit	23/12/15	482	£9.52	£0.45	£9.07	PLAY	e.0n	Elec charges ORG
Direct Debit	23/12/15	483	£3.91	£0.00	£3.91	CEM	e.0n	Elec charges for ORC
P. 323	23/12/15	484	£5.76	£0.00	£5.76	F&GP	K. Rudge	Sundries
p. 324	23/12/15	485	£10.00	£0.00	£10.00	F&GP	K. Rudge	Petrol for strimmer
p.325	23/12/15	486	£2.48	£0.00	£2.48	F&GP	K. Rudge	grass seed
BACS	23/12/15	487	£508.97	£84.83	£424.14	F&GP	Pitts Architects	Fee & Expense account for the Parish Clock
BACS	23/12/15	488	£1,107.00	£184.50	£922.50	F&GP	Edge IT Systems	4th year of 5 year contract
BACS	23/12/15	489	£1,764.00	£294.00	£1,470.00	PLAN	Roger Parker Associates Ltd	Electrical design services
104364	23/12/15	490	£180.00	£0.00	£180.00	PLAY	Beactive Melbourn Ltd	Youth Club: pavilion
BACS	23/12/15	491	£3,537.60	£589.60	£2,948.00	PLAY	Groundwork East	Youth Club delivery: November
BACS	23/12/15	492	£305.16	£50.86	£254.30	F&GP	Ricoh UK Limited	Rent & click charges
Direct Debit	23/12/15	493	£41.20	£0.00	£41.20	CON	Cambridge Water Company	Charges for allotments to the rear of 39-45 The Moor
Direct Debit	23/12/15	494	£40.29	£0.00	£40.29	PLAY	Cambridge Water Company	charges for pavilion
Direct Debit	23/12/15	495	£227.98	£0.00	£227.98	CEM	Cambridge Water Company	Charges for NRC
BACS	23/12/15	496	£78.00	£13.00	£65.00	PLAY	Herts And Cambs Ground Maintenance Limited	Mark 2 pitches on NRG

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details		Heading
BACS	23/12/15	497	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Clear and remove large volumes of ivy	1100
BACS	23/12/15	498	£384.00	£64.00	£320.00	CON	Herts And Cambs Ground Maintenance Limited	Construct concrete base & fit memorial bench	1300
BACS	23/12/15	499	£252.00	£42.00	£210.00	CON	Herts And Cambs Ground Maintenance Limited	Cutting hedges in Worcester Way	1300
BACS	23/12/15	500	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Monthly maintenance of S106 areas	1400
104365	23/12/15	501	£10.00	£0.00	£10.00	F&GP	CAPS	Deduction from wages	4300/1
BACS	23/12/15	502	£534.63	£0.00	£534.63	F&GP	Melbourn Village College	Celebration of Ages tea party	4800
Cash	23/12/15	503	£100.00	£0.00	£100.00	F&GP	Linda Gregory	Gratuities for staff	4800
P.315	23/12/15	504	£2.00	£0.00	£2.00	F&GP	Sarah Adam	Get well card	4
Visa	23/12/15	505	£345.00	£0.00	£345.00	F&GP	Tesco	Refreshment for Chairman's Reception	4100
Visa	23/12/15	506	£20.00	£0.00	£20.00	F&GP	Fieldgate Nurseries	Flowers for Mike	5300
BACS	23/12/15	507	£2,462.50	£0.00	£2,462.50	PLAN	Don Bennett Consulting	Car park design work	7100
Visa	23/12/15	508	£127.76	£0.00	£127.76	F&GP	Tesco	Food for Chairman's Reception	4100
Visa	23/12/15	509	£50.00	£0.00	£50.00	F&GP	Fieldgate Nurseries	Flowers for Chairman's Reception	4100
BACS	23/12/15	510	£2,508.00	£418.00	£2,090.00	CEM	Ashton Renovations	ORC roof works; NRC foundation works	2000/1
BACS	23/12/15	511	£1,200.00	£200.00	£1,000.00	PLAN	Sweett (UK) Ltd	Contract Administrator services	7100
Direct Debit	23/12/15	512	£8.44	£0.40	£8.04	CON	e.0n	Elec charges for ORG	1100
Direct Debit	23/12/15	513	£133.10	£6.34	£126.76	PLAY	e.0n	Elec charges for pavilion	3000/2
Direct Debit	23/12/15	514	£7.18	£0.16	£7.02	CEM	e.0n	Elec charges for ORC	2000/1
Direct Debit	23/12/15	515	£3.54	£0.17	£3.37	PLAY	e.0n	Elec charges for adj Sports Social	3000/4
BACS	23/12/15	516	£139.20	£23.20	£116.00	F&GP	ESPO	Shredder fo office	5000/2
BACS	23/12/15	517	£288.86	£48.14	£240.72	F&GP	South Cambs Motors	Repair to the van	4300/3
p.316	23/12/15	518	£14.98	£0.00	£14.98	F&GP	K. Rudge	diesel for van	7
p.317	23/12/15	519	£3.76	£0.00	£3.76	F&GP	K. Rudge	staples for trees	3
p.318	23/12/15	520	£8.86	£0.00	£8.86	F&GP	K. Rudge	barrier tape	3
Cash	23/12/15	521	£150.00	£0.00	£150.00	F&GP	Deana Gregerson	payment for Chairman's Reception	4100
Cash	23/12/15	522	£80.00	£0.00	£80.00	F&GP	Chloe Dobson	payment for Chairman's Reception	4100
Direct debit	23/12/15	528	£4.00	£0.00	£4.00	F&GP	Tesco	mobile insurance	5000/1
BACS	23/12/15	530	£580.00	£0.00	£580.00	F&GP	Michelle Cooper	Accounts for Oct & Nov	5100/3

Paid Expenditure Transactions

between 01/04/15 and 04/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	23/12/15	531	£222.00	£37.00	£185.00	F&GP	Herts And Cambs Ground Maintenance Limited	Christmas trees 5300
BACS	23/12/15	532	£4,080.00	£680.00	£3,400.00	CON	Herts And Cambs Ground Maintenance Limited	reduce hedges on allotments 1000
BACS	23/12/15	533	£5,280.00	£880.00	£4,400.00	CON	Herts And Cambs Ground Maintenance Limited	Supply and plant hedges in New Road 1100
BACS	23/12/15	534	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	Overmarking New & Old Recreation grounds 3000/4
BACS	23/12/15	535	£72.00	£12.00	£60.00	CON	Herts And Cambs Ground Maintenance Limited	Cut paths at Stockbridge Meadows 1300
BACS	23/12/15	536	£156.00	£26.00	£130.00	PLAY	Herts And Cambs Ground Maintenance Limited	Cut of New & Old Recreation Grounds 3000/4
BACS	23/12/15	537	£2,016.00	£336.00	£1,680.00	CON	Herts And Cambs Ground Maintenance Limited	Plant hedge in Vicarage Close 1100
104366	23/12/15	538	£250.00	£0.00	£250.00	F&GP	Society Of Local Council Clerks	Sarah Adam Cilca Registration Fee 5400
P318	23/12/15	539	£2.42	£0.00	£2.42	PLAY	Sarah Adam	Postage for MAYD paperwork 3100
BACS	23/12/15	540	£380.33	£0.00	£380.33	F&GP	Came and Company	Insurance for Refurbished car park and workshop 4500
BACS	23/12/15	541	£83.16	£13.86	£69.30	F&GP	Cambridge China Hire	Glass /crockery hire for Chairmans Reception 4100
104367	23/12/15	542	£250.00	£0.00	£250.00	F&GP	Society Of Local Council Clerks	Membership for SLCC 4700/2
Visa	23/12/15	543	£150.00	£0.00	£150.00	F&GP	Peter Horley	Leaving gift 5300
BACS	23/12/15	544	£2,024.28	£0.00	£2,024.28	F&GP	Sarah Adam	Assistant Clerk Wages 5100/2
BACS	23/12/15	545	£26.10	£0.00	£26.10	F&GP	Sarah Adam	Mileage December 58 x 0.45 6200
BACS	23/12/15	546	£1,425.17	£0.00	£1,425.17	F&GP	Peter Horley	Clerks Salary 5100/1
BACS	23/12/15	547	£5.40	£0.00	£5.40	F&GP	Peter Horley	Mileage 12 x 0.45 6200
BACS	23/12/15	548	£1,128.75	£0.00	£1,128.75	F&GP	P. Andrews	Wages 4300/1
BACS	23/12/15	549	£584.40	£0.00	£584.40	F&GP	K. Rudge	Wages 4300/1
BACS	23/12/15	550	£12.60	£0.00	£12.60	F&GP	K. Rudge	Mileage 18 x 0.70 6200
104368	23/12/15	551	£1,822.09	£0.00	£1,822.09	F&GP	HM Revenue & Customs	Tax and National Insurance for December 5600/1
DD	23/12/15	552	£250.00	£0.00	£250.00	PLAY	South Cambs District Council	Rates for the pavilion 3000/2
DD	23/12/15	553	£540.00	£0.00	£540.00	PLAN	South Cambs District Council	Rates for High Street car park 7100
DD	23/12/15	554	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC 2000/2
Total			£449,400.86	£46,274.47	£403,126.39		04/01/16 09:02 AM Vs: 7.17	Melbourn Parish Council Page 20 of 20

Appendix B

Expenditure

Cost Centre	Budget Heading	14/15	YTD	16/17
		Actual	Projection	Projection
F&GP	Audit Fees	3,725.35	5,640.00	2,000.00
	Chairman's Allowance	611.00	214.94	1,000.00
	Contingency Fund	1,430.00	-	15,000.00
	Handymen/Caretaker	27,212.78	13,901.39	20,000.00
	Insurances	10,766.99	10,625.80	12,000.00
	Membership of Societies	810.95	614.06	850.00
	Parish Clock	-	-	500.00
	Parish Office	12,121.15	4,423.33	20,000.00
	Salary - Clerk	16,897.64	11,156.69	20,000.00
	Salary - Clerks assistant	9,964.72	9,698.80	12,000.00
	Salary - bookkeeper	2,476.10	2,190.00	3,000.00
	PAYE/NIC	11,211.78	9,314.57	12,000.00
	Sundry Exps/Bank Charges	28,495.78	551.76	500.00
	Training	1,329.50	540.00	500.00
	Donations	15,002.00	17,600.00	15,000.00
Petty Cash Items	999.96	505.50	1,000.00	
S137	-	-	-	
Planning	PWLB - Hub	29,500.00	33,000.00	33,000.00
	PWLB - Car Park	9,973.30	20,000.00	13,000.00
	Car Park	1,500.00	77,373.32	5,000.00
Conservation	Allotments	1,152.24	2,354.75	2,000.00
	Conservation	8,913.98	6,642.08	9,000.00
	Grass Cutting	3,425.00	1,900.00	3,500.00
	Public Open Space	7,350.73	4,056.77	7,500.00
Cemeteries	Cemetery - Orchard Rd.	2,097.48	2,067.72	2,000.00
	All Saint's Churchyard	-	305.00	500.00
	Cemetery - New Road	12,226.31	5,150.05	12,000.00

	Cemeteries Contract	12,837.03	15,691.77	13,000.00
Play & Rec	Play Areas & Recreation	38,363.66	12,203.58	10,000.00
	MAYD/Youth Committee	5,555.00	9,772.80	4,400.00
	Pavilion	26,360.20	3,020.01	200.00
Highways & Footpaths	Highways & Footpaths	250.00	2,673.63	3,000.00
	Street Lighting	1,064.72	187.00	1,500.00
Melbourn Futures	Neighborhood Plan	-	-	5,000.00
Melbourn Hub	Community Hub	75,000.00	25,000.00	15,000.00

Sinking Fund	10,000.00	-	15,000.00
Total Expenditure	388,625.35	308,375.32	289,950.00
Income Due	224,713.38	242,254.87	288,700.00
Budget Shortfall/Surplus	163,911.97	66,120.45	1,250.00

Total Exp.	14/15	YTD	16/17
F&GP	192,529.00	139,976.84	150,350.00
Planning	1,500.00	77,373.32	51,000.00
Conservation	20,841.95	14,953.60	22,000.00
Cemeteries	27,160.82	23,214.54	27,500.00
Play & Rec	70,278.86	24,996.39	14,600.00
Highways & Footpaths	1,314.72	2,860.63	4,500.00
Melbourn Futures	-	-	5,000.00
Melbourn Hub	75,000.00	25,000.00	15,000.00

Income

Cost Centre	Budget Heading	14/15	YTD	16/17
		Actual	Projection	Projection
F&GP	Precept	181,152.35	190,210.90	194,000.00
	Bank Interest	294.37	349.61	300.00
	Misc Income	19,331.63	-	500.00
	Donations	500.00	-	500.00
	VAT	-	-	20,000.00
	Community Benefit	-	37,422.67	37,500.00
Conservation	Public Open Space	3,617.42	-	4,000.00
	Allotments	1,732.92	1,212.00	1,800.00
	Grass Cutting	1,594.69	1,594.69	1,600.00
Cemeteries	Burial Fees	2,480.00	3,190.00	2,500.00
Play & Rec	Rents	14,010.00	8,275.00	26,000.00

Total Income	224,713.38	242,254.87	288,700.00
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Total Inc.	14/15	YTD	16/17
F&GP	201,278.35	227,983.18	252,800.00
Conservation	6,945.03	2,806.69	7,400.00
Cemeteries	2,480.00	3,190.00	2,500.00
Play & Rec	14,010.00	8,275.00	26,000.00

APPENDIX C

NOTES ACCOMPANYING THE PRECEPT FIGURES FOR 2016/17

For this coming year's Precept figures, the money allocated will be placed under the headings of a number of **COST CENTRES**. These Cost Centres are as follows:-

FINANCE AND GENERAL PURPOSES

PLANNING

CONSERVATION

CEMETERIES

PLAY AREAS AND RECREATION

HIGHWAYS AND RURAL FOOTPATHS

COMMUNITY HUB

MELBOURN FUTURES

The previous budget headings are to be subsumed under these Cost Centre headings.

FINANCE AND GENERAL PURPOSES:

1. **CHAIRMAN'S ALLOWANCE:** the main expense associated with this allowance is the Chairman's reception at Christmas. I am recommending keeping a **precept of £1000**.
2. **HANDYMEN:** This heading includes handymen wages, materials, equipment , employer NI and mileage allowance. I recommend a conversation with the Handymen about their hours of work. Mileage allowance should be a lesser figure as most parish council business makes use of the van. I am therefore recommending a **precept of £20,000**
3. **INSURANCES:** The cost of Insurance will continue to rise in the light of the car park and the revamping of the Asset Register. I am therefore recommending a **precept of £12,000**
4. **MEMBERSHIP OF SOCIETIES:** To maintain the present membership of a variety of societies I am recommending a **precept of £850**
5. **PARISH OFFICE:** I am recommending a **precept of £20,000** to include an increased office rent so as to take account of IT costs + the hire of a room on Monday evenings.
6. **SALARY/CLERK:** This year I am including the salaries of all parish office personnel + PAYE & NI of all. I recommend a **precept of £47,000**
7. **TRAINING:** There are few training needs for councillors and none for the assistant clerk. I am recommending a **precept of £500**.
8. **AUDIT & LEGAL FEES:** The audit fees in the coming year will only need to cover the Internal & External Audit fees and none extra. Given this fact, I am recommending a **precept of £2,000**.
9. **PARISH CLOCK:** To maintain the parish clock, I recommend a **precept of £500**.
10. **CONTINGENCY FUND:** Within the Contingency Fund this year I have placed the money which may have to be used to service any appeal processes for the 199 Houses and to fight any other speculative development proposals rather than placing that money with Melbourn Futures Committee. I am recommending a **precept of £15,000**
- 10 **Donations: £15,000**
- 11 **Petty Cash Items: £1,000**

The total for this cost centre will be £150,350.00

PLANNING:

1. **RATES ON THE CAR PARK:** I recommend that we precept £5,000
2. **PWLB LOAN FOR THE HUB:** £33,000
3. **PWLB LOAN FOR THE CAR PARK:** £13,000

The total for this cost centre will be £51,000

CONSERVATION:

1. **ALLOTMENTS:** There is proposed work to be done, especially on the water supply and the pathways, so I am recommending for a precept is £2,000
2. **CONSERVATION:** My recommendation is for a precept of £9,000
3. **GRASS CUTTING:** I am recommending a continuing precept of £3,500
4. **PUBLIC OPEN SPACE & S106 AREAS:** £7,500

The total for this cost centre will be £22,000

CEMETERIES:

1. **ORCHARD ROAD CEMETERY:** I am recommending a precept of £2,000 to cover some developments in ORC
2. **ALL SAINTS' CHURCHYARD:** This has needed little expenditure this year so I am making a recommendation for a precept of £500
3. **NEW ROAD CEMETERY:** Given plans for this cemetery, I am recommending a precept of £12,000
4. **CEMETERIES CONTRACT:** To cover the Cemetery maintenance contract I recommend a precept of £13,000

The total for this cost centre will be £27,500

PLAY AREAS AND RECREATION:

1. **PAVILION:** In order to cover future expenditure, I am recommending a precept of £200
2. **PLAY AREAS & REC:** £10,000
3. **MAYD:** £4,400

The total for this cost centre will be £14,600. Any additional expenditure here can come out of Little Hands Nursery rent.

HIGHWAYS

1. **STREET LIGHTING:** A recommendation is for a precept of £1500
2. **HIGHWAYS AND FOOTPATHS:** Expenditure to date is nil. However, planned work in the village for bollards, the footpath behind the war memorial and some work on the creation of dedicated footpaths will generate a precept recommendation of £3,000

The total for this cost centre will be £4,500

COMMUNITY HUB:

I believe that the Community Hub will continue to need the support the Community Hub in its third year of operation. I am recommending a **precept of £15,000**

MELBOURN FUTURES:

The question of the appeals process has been allowed for under the Contingency Fund. I am therefore recommending a **precept of £5,000**

SINKING FUND:

In next year's figures there needs to be proper provision for a Sinking Fund to provide for future maintenance requirements for our assets:

I am recommending a sum of £15,000

The total for the precept for 2016/17 is: £289,728.30

Projected income is:

Precept: £194,000

Bank Interest: £300

Misc Income: £500

Donations: £500

VAT: £20,000

Community Benefit: £37,500

Public Open Space: £4,000

Allotments: £1,800

Grass Cutting: £1600

Burial Fees: £2,500

Rents: £26,000

Total Income: £288,700.00

That gives a total of: Expenditure: £289,950.00

Income: 288,700.00

Equals: a shortfall of £1,250.

This has allowed for a final precept figure of £194,000.00

VIREMENT FOR COMMITTEES

There will be no virement this year.

RESERVES

I have consulted Sally Smart, Principal Accountant at South Cambridgeshire District Council about the money the council should hold in reserves against the Precept. She has strongly advised that the council maintain reserves of Precept + one-half or, or at the very least, the equivalent to the Precept. It would be financially unwise to allow the reserves to shrink any lower.

Peter Horley
23/12/2015