

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 26th October 2015 in the upstairs room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk, Susan van de Ven, County Councillor, Stuart Cook, Chairman of the Hub Management Company and Jonathan Berks, Finance Director of the Hub Management Company.

PC93/15 Apologies for absence:

Cllrs Barrett for personal reasons. Cllrs Baker, Regan and Sherwen for health reasons.

PC94/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllrs Tulloch, Crosby, Bloomfield for PC100/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company.

PC95/15 Minutes of the meeting held on 28th September, 2015:

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR TOWNSEND THAT THE MINUTES OF 28TH SEPTEMBER 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC96/15 To report on the last meeting 28th September 2015

The Clerk reported on the following items:-

1. *PC71/15 rePC60/15: Due to Cllrs Bloomfield and Gatward absent from the meeting there was a shortage of councillors to sign cheques. The Assistant Clerk confirmed she would ask Cllr Gatward to sign the cheques separately after the meeting closed.*

Cllr Sherwen suggested another Cllr put themselves forward to act as a Cheque Signature. Cllr Norman accepted this position. ACTION: THE CLERK TO ARRANGE FOR CLLR NORMAN TO BECOME A CHEQUE SIGNATURE. This has still not been done.

The Clerk has the necessary paperwork for cheque signatories to fill in.

2. *PC75/15: The VAT Report from the Finance Director will be considered by a small Working Party.* The Clerk to set this up. Cllrs Norman and Townsend volunteered. The Clerk to ask Alan Brett and Jonathan Berks to serve on the Working Party.
3. *PC92/15: To consider moving back to ASCH for Full Parish Council meetings.*
4. *PC92/15: Dog Fouling.* Both to be placed on the agenda for next time.

ACTION: The Clerk

**PC72/15 To receive a report from County Councillor Susan van de Ven
Melbourn Parish Council, October 2015, County Councillor Report**

Bus stop repositioning, High Street near Water Lane: This project is trundling on very slowly but there is an opportunity to make things better. However, it will cost the parish council between £300-400, because it is now later in the financial year and the small Highways pot has dwindled. The situation is this: County Bus Stop officer has got the OK of Stagecoach and are happy for the stop to be moved – this is actually quite positive because

initially we did not have the OK from County. All parties agree that re-siting the stop on the south side of Water Lane junction would be sensible. The problem is that the pole onto which we had thought we could move the flag is too short. We'll need a new pole. I am meeting Mike Cooper on Wednesday to tweak the precise positioning; if the parish council is happy to fund this project that he can go ahead quickly and get the job done. Otherwise I fear it will get kicked into the very long grass.

The council decided to consider this at the next Planning Committee meeting. In the meantime, C.Cllr S. van de Ven will obtain a quote for the work. Cllr Gatward objected to having the bus stop relocated and this was noted.

Station accessibility: Contactless ticketing will be available on both platforms at Foxton, Shepreth and Meldreth within a few months and this will improve accessibility. The pedestals are now installed and will go live in tandem with Cambridge Station. It would be very helpful if Melbourn Parish Council could formally write to me about needed improvements to physical accessibility to Meldreth Station's London-bound platform: are you happy with the current situation for passengers wanting to access the station on foot?

The council to write. Cllr Norman to provide the text.

Rural level crossing closures between Melbourn and Meldreth: Network Rail has announced prospective local crossings to be closed before 2019, as part of a national level crossing closure plan. These include, in Meldreth, the Flambards Crossing and the crossing just south of Meldreth Station Vehicle Bridge. I am meeting the County Rights of Way officer this week to discuss.

Mind in Cambs would like to bring a further mental health support project to our area, probably from the Melbourn Hub. They would also like to increase the current 'Wellbeing' service to more than the current monthly arrangement, as the demand is so strong. They will of course be in touch with the Hub but I wanted to bring this to your attention.

Frog End junction improvements

The County Council operates an Accident Cluster Site list. Frog End is not at the top by any stretch, however it has been on that list for a very long time and it is possible to make significant improvements with funding that the Road Safety team has managed to allocate. In all likelihood, government cuts mean that the Road Safety Team budget is likely to go down not up, so it has been important to capture this window of opportunity. Hopefully, improvement works should be started in March 2016.

As I have reported in the past, traffic lights and roundabouts are not options that can be taken forward, on account of high cost. Ball park figures are around £600K for lights (probably higher due to the staggered nature of the junction) and £1 million for a roundabout (in addition to land acquisition). Here are the basics from the County Council Road Safety team, working with a budget of about £120K. Not all problems will be solved but the junction should be safer as a result:

“Cambridgeshire County Council is proposing to undertake a road safety scheme at the A10 junction with Frog End and Cambridge Road, Shepreth. Due to a high number of injury accidents at this junction an investigation was undertaken to identify trends contributing to these collisions and what improvements may be possible. This investigation identified that the majority of collisions occurred due to vehicles turning right onto the A10 from the two minor roads, with vehicles joining from Cambridge Road being the more prevalent of the two.

Guidance and experience from other schemes has shown that simplifying the junction layout by removing the left slip lane off the A10 into Cambridge Road can reduce these accidents by;

- Eliminating the possibility of left turning vehicles blocking inter-visibility between closely following ahead vehicles and vehicles waiting at the junction

- Reducing the number of hazards a driver needs to identify
- Helping to slow vehicles through the junction
- Providing more gaps for vehicles to join the major road

Therefore the scheme proposed is to alter the layout of the Cambridge Road side of the junction and remove the left slip lane on the A10 heading south into the junction. To do this, changes to the pedestrian crossing will also be made as the triangular island will need to be removed. This will make the overall crossing shorter and in two stages rather than three. It is planned to begin work on site in late March 2016.

In conjunction with this work vegetation clearance will be undertaken to improve visibility out of Frog End and to the existing direction signs on the approaches. It is also hoped funding will also be available to undertake other general highway maintenance through the junction.

It is planned for an information evening to be held at Shepreth Village Hall, 25 January 2016 from 3-7 PM to give residents a chance to view the proposals and ask any questions they may have.”

- PC98/15 To receive the Financial Report dated 30th September, 2015 (See Appendix 1)
IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR NORMAN
THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.**
- PC99/15 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish
Council’s account as detailed or amended by late payments. To approve payments and
agree the amount to be transferred from the Business ‘No Notice’ Account. (See
Appendix 2)
IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR
BLOOMFIELD THAT THE EXPENDITURE AND TRANSFER OF £40,000 BE
APPROVED. THIS WAS CARRIED.**
- PC100/15 To receive a report from Melbourn Community Hub. (See Appendix 3)
The Report was received by the council.
IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR
BLOOMFIELD THAT THE REPORT BE ACCEPTED. This was CARRIED.**
- PC101/15 To receive an update from the Melbourn Futures Committee**
- (a) Neighbourhood Plan: nothing to report.
 - (b) To receive a recommendation from Melbourn Futures Committee for Philip Kratz to act for the council at the appeal at a cost of £5,000. **IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR NORMAN THAT MELBOURN PARISH COUNCIL WILL ASK PHILIP KRATZ TO ACT FOR THE COUNCIL AT THE APPEAL AT A COST OF £5,000. This was CARRIED by 10 votes to 1.**
 - (c) To receive a recommendation from Melbourn Futures Committee to employ a Landscape and Visual Design Consultant to consider the application at a cost of £3,000. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN THAT MELBOURN PARISH COUNCIL WILL APPOINT A LANDSCAPE AND DESIGN CONSULTANT AT A COST OF £3,000. This was CARRIED by 10 votes to 1.**
- PC102/15 To consider a request for £1700 for Celebrating Ages events.
IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN
THAT MELBOURN PARISH COUNCIL DONATE A SUM OF £1700 FOR**

CELEBRATING AGES EVENTS, INCLUDING £220 FROM MARTIN'S CHARITY. This was CARRIED by 9 votes (Cllrs Tulloch, Crosby, Townsend, Cleminson, Hales, Norman, Linnette, Bloomfield, Stead) for and 2 against (Cllrs Gatward & Mulcock). The remainder of the money to come out of the Community Benefit.

PC103/15 To consider a proposal re: Public Art

The council declined to consider this proposal. The Clerk to write to Alison Turnbull.

ACTION: The Clerk

PC104/15 To consider quotes for repairs to the Moor Play Park

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR BLOOMFIELD THAT MELBOURN PARISH COUNCIL ACCEPTS THE QUOTE FOR THE REPAIR OF THE MOOR PLAY PARK FOR £6,907.06 FROM WICKSTEED. This was CARRIED. The money to come from the Play Areas and Recreation budget and the Community Benefit.

PC105/15 To consider a quote for a container

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD THAT MELBOURN PARISH COUNCIL ACCEPTS THE QUOTE OF £1575 FROM PETER NORBURY FOR THE CONTAINER. This was CARRIED by 10 votes with 1 abstention.

The Clerk to write to Melbourn Dynamos about making a financial contribution to the work carried out by the council on the Old Recreation Ground and in pitch preparation over and above the terms of the Grounds Maintenance Contract.

ACTION: The Clerk

PC106/15 To consider a quote for the Parish Clock

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR STEAD THAT MELBOURN PARISH COUNCIL ACCEPTS THE QUOTE FROM SMITH'S FOR THE REPAIR OF THE PARISH CLOCK. This was CARRIED.

PC107/15 To consider a quote for allotment hedges

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR MULCOCK THAT MELBOURN PARISH COUNCIL ACCEPTS A QUOTE TO CUT THE HEDGES ON BOTH SIDES OF THE GATE ONLY. This was rejected by 7 votes to 2 with 2 abstentions.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR LINNETTE THAT MELBOURN PARISH COUNCIL ACCEPTS THE QUOTE FROM HERTS AND CAMBS GROUND MAINTENANCE LTD FOR THE CUTTING OF THE ALLOTMENT HEDGES BOTH SIDES OF THE GATE AND ALONG THE LEFT-HAND SIDE. This was CARRIED by 8 votes (Cllrs Tulloch, Crosby, Townsend, Hales, Norman, Linnette, Bloomfield and Stead) to 2 (Cllrs Gatward and Mulcock).

PC108/15 To consider quotes for work on the New Recreation Ground

IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR LINNETTE THAT MELBOURN PARISH COUNCIL ACCEPT A QUOTE FROM HERTS AND CAMBS GROUND MAINTENANCE OF £1700 + VAT FOR WORK ON THE OLD RECREATION GROUND. This was CARRIED.

- PC109/15** *To consider a quote for hedging in New Road.*
IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR GATWARD THAT MELBOURN PARISH COUNCIL ACCEPT THE QUOTE FROM HERTS AND CAMBS GROUND MAINTENANCE LTD OF £4,400 + VAT FOR THE PLANTING OF HEDGES IN NEW ROAD SUBJECT TO INVESTIGATIONS TO MITIGATE THE COST BY CONSERVATION. This was CARRIED. *The Clerk to investigate cost from the Woodland Trust for Chalk Down hedge packs.*
ACTION: The Clerk
- PC110/15** **To consider a quote for fencing on the car park**
IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR HALES THAT MELBOURN PARISH COUNCIL ACCEPT A QUOTE OF £ 5560 FROM CAMBRIDGE FENCING AND FORESTRY COMPANY FOR A FENCE ON THE CAR PARK. This was CARRIED.
The Clerk to see if the cost can be mitigated because it is next to a Safer Route to school despite this policy being abandoned some time ago.
ACTION: The Clerk
- PC111/15** **To consider adopting a ‘donations’ policy**
The council considered this to be a good idea: submissions to be made twice a year in November and June. The Clerk suggested that any organisation seeking a grant should fill in a form and also provide a copy of the Annual Accounts. The Clerk, together with Cllr Norman, to come up with a pro-forma.
ACTION: The Clerk and Cllr Norman
- PC112/15** **To consider a response from Melbourn Parish Council to the proposed changes in SCDC’s Planning System**
In the absence of any returns, the Chairman and the Clerk will frame a response on behalf of the parish council.
ACTION: The Clerk and Cllr Tulloch
- PC113/15** **To consider policies from the Assistant Clerk for approval by the Parish Council**
(a) Disciplinary Policy for Employees
(b) Grievance procedure for Employees
(c) Harassment Policy for Employees
IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR CROSBY THAT ALL THESE POLICIES BE ADOPTED. THIS WAS CARRIED.
- PC114/15** **To consider the installation of lights in front of the pavilion**
The council is awaiting a quote from P.J.Robinson.
- PC115/15** **To receive an update about the car park**
[This item was taken before PC101/15]
IT WAS PROPOSED BY CLLR LINNETTE THAT THIS ITEM BE CONSIDERED IN CAMERA DUE TO ISSUES OF COMMERCIAL SENSITIVITY. This was CARRIED with C.Cllr S. van de Ven permitted to remain in the meeting.
Cllr Linnette explained the present position regarding the car park: costs have risen due to additional work being necessary to mitigate certain design faults in the original scheme and delays in the work caused by BT’s failure to deliver necessary ducting and telecom lines. This has led to certain parts of the original design specifications to be

omitted from the scheme, including the pathway to the left of the car park and the cancellation of the replacing of the bollards outside the Co-op. In all meetings between Sweetts Group, Interserve and the parish council. It has been reiterated that the parish council has no more money to put in the project. The latest Financial Summary submitted by Sweetts gives an estimated final figure from them of £286,943.99, with Interserve claiming £382,291.64. The parish council will resist any such additional charges. It is awaiting the results of a meeting between Sweetts and Interserve to see if a final figure can be arrived at. The parish council is inclined to employ a Contracy Lawyer from Birketts to examine the contract and to fight the council's case. **IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR LINNETTEE THAT MELBOURN PARISH COUNCIL WILL CONTACT A LAWYER SPECIALISING IN CONTRACTS AT BIRLETTS IF NEGOTIATIONS BETWEEN SWEETTS AND INTERSERVE ARE NOT SATISFACTORILY RESOLVED. This was CARRIED.** **IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR NORMAN THAT THE PARISH COUNCIL COMES OUT OF CAMERA. This was CARRIED.**

PC116/15 Correspondence

- (a) Letter from Maureen Brierley re: River Mel Restoration Group. The proposed planting plan for the side of the river was approved and applauded by the parish council.
- (b) Letter from Heidi Allen, MP regarding Bridgfoot Quarry was received and noted. The Clerk to correspond with Julie Foley, Cambridgeshire & Bedfordshire Area Manager of the Environment Agency regarding the present position.
- (c) Letter from All Saints Church re: scaffolding. The council decided not to make a contribution towards the scaffolding.
- (d) Letter from Cambridgeshire County Council re; Groomfields. This was noted. The Clerk to reply.

ACTION: The Clerk

PC117/15 To receive any comments or questions on the following meetings: Planning 1st & 14th September; Highways 7th September; Play Areas 7th September.

No comments or questions.

PC118/15 To accept notices and matters for the next agenda

- 1. To consider the issue of dog fouling
- 2. To consider a proposal to return to All Saints' Community Hall for Full Parish Council meetings.

The Chairman closed the meeting at 10.00 p.m.

APPENDIX 1

Financial Summary - Cashbook

Summary between 01/09/15 and 30/09/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40

Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50

Loan Received Accounts

Public Works Loan Board loan	-£646,451.06
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Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£485,724.13

Balances at start of period

Ordinary Accounts

Business Account	£48,511.65
Current Account	£20,598.40
Martin's Charity	£221.48
MAYD	£50,161.20
Melbourn Community Hub	£84,970.40
Petty Cash	£21.92
S.106	£150,656.97
Sinking Fund	£1,929.00

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
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Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£487,545.06

RECEIPTS	Net	Vat	Gross
Conservation	£2,268.93	£0.00	£2,268.93
Cemeteries	£285.00	£0.00	£285.00
Play & Rec	£1,155.00	£0.00	£1,155.00
F&GP	£295,113.14	£0.00	£295,113.14
Total Receipts	£298,822.07	£0.00	£298,822.07

PAYMENTS	Net	Vat	Gross
Conservation	£901.14	£131.03	£1,032.17
Cemeteries	£2,047.26	£355.96	£2,403.22
Play & Rec	£13,787.64	£327.66	£14,115.30
F&GP	£3,197.67	£12.94	£3,210.61
Planning	£24,540.48	£677.10	£25,217.58
Highways	£180.00	£36.00	£216.00
Total Payments	£44,654.19	£1,540.69	£46,194.88

Closing Balances

Ordinary Accounts

Business Account	£391,271.16
Current Account	£967.13
Martin's Charity	£221.52
MAYD	£9,005.56
Melbourn Community Hub	£84,982.40
Petty Cash	£58.50
S.106	£113,197.44
Sinking Fund	£9,994.50

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
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Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£234,917.87

APPENDIX 2

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
343	104347	£4,200.00	£0.00	£4,200.00	30/09/15	Cambridge Fencing And Forestry Company - Installation of chain link fencing and gate on ORG	£4,200.00
348	104348	£225.00	£0.00	£225.00	05/10/15	Beactive Melbourn Ltd - Hire of pavilion for youth club	
388	104348	£180.00	£0.00	£180.00	21/10/15	Beactive Melbourn Ltd - July's payment for Youth Club	£405.00
359	104349	£10.00	£0.00	£10.00	12/10/15	CAPS - Deduction from wages	£10.00
394	104350	£500.00	£0.00	£500.00	26/10/15	Melbourn District Villages Association - Library donation	£500.00
402	104351	£1,366.85	£0.00	£1,366.85	26/10/15	HM Revenue & Customs - Tax & NI	£1,366.85
391	BACS	£1,368.46	£0.00	£1,368.46	26/10/15	Ten Insurance Services - Insurance for BMX	£1,368.46
358	BACS	£16.00	£0.00	£16.00	05/10/15	Barbara MacKellar - 83, High Street	£16.00
405	BACS	£20.00	£0.00	£20.00	26/10/15	Birketts - Land registry fee	£20.00
387	BACS	£360.00	£0.00	£360.00	21/10/15	Michelle Cooper - Accounts for Sept	£360.00
362	BACS	£3,315.60	£552.60	£2,763.00	12/10/15	Sweett (UK) Ltd - Contracted admin services	£3,315.60
349	BACS	£960.00	£160.00	£800.00	05/10/15	PKF Littlejohn LLP - External Audit Fee	£960.00
400	BACS	£1,530.60	£0.00	£1,530.60	26/10/15	Sarah Adam - Assistant Clerk's salary	£1,530.60
351	BACS	£900.00	£150.00	£750.00	05/10/15	Withers Thomas - Land registry compliant lease plan	£900.00
365	BACS	£300.00	£0.00	£300.00	13/10/15	Cambridgeshire Hearing Help - Donation	£300.00
377	BACS	£24,699.82	£4,116.64	£20,583.18	19/10/15	Interserve Construction Ltd - Interim Payment for the car park	
392	BACS	£45,026.16	£7,504.36	£37,521.80	26/10/15	Interserve Construction Ltd - 2nd Interim payment	£69,725.98
403	BACS	£1,613.40	£268.90	£1,344.50	26/10/15	Harry Stebbing Workshop - memorial seat + delivery	
404	BACS	£2,309.70	£384.95	£1,924.75	26/10/15	Harry Stebbing Workshop - parish noticeboard + delivery	£3,923.10
406	BACS	£175.00	£0.00	£175.00	26/10/15	Adrian Bullers Ltd - Attending anglo-saxon ceremony photographs	£175.00
399	BACS	£909.00	£0.00	£909.00	26/10/15	P. Andrews - Wages	£909.00
363	BACS	£340.80	£56.80	£284.00	12/10/15	Wicksteed Leisure - Inspection of Play Areas	£340.80
397	BACS	£591.40	£0.00	£591.40	26/10/15	K. Rudge - Wages	
398	BACS	£26.60	£0.00	£26.60	26/10/15	K. Rudge - Mileage allowance 38 x 0.70	£618.00
367	BACS	£71.82	£11.97	£59.85	13/10/15	Stationery Cupboard - 3	

						boxes of paper (15 reams)	
395	BACS	£78.82	£13.14	£65.68	26/10/15	Stationery Cupboard - Cartridges and paper	
396	BACS	£96.10	£16.02	£80.08	26/10/15	Stationery Cupboard - Office supplies	£246.74
353	BACS	£108.00	£18.00	£90.00	05/10/15	Herts And Cambs Ground Maintenance Limited - Mark 2 pitches	
354	BACS	£156.00	£26.00	£130.00	05/10/15	Herts And Cambs Ground Maintenance Limited - 1 cut of Rec & ORG	
355	BACS	£156.00	£26.00	£130.00	05/10/15	Herts And Cambs Ground Maintenance Limited - 1 cur of NRG & ORG	
356	BACS	£384.00	£64.00	£320.00	05/10/15	Herts And Cambs Ground Maintenance Limited - Reduce hedge open space in Beechwood Avenue	
357	BACS	£78.00	£13.00	£65.00	05/10/15	Herts And Cambs Ground Maintenance Limited - Remove coping & relay	
379	BACS	£204.00	£34.00	£170.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Roll rec & old rec 08/10/15	
380	BACS	£252.00	£42.00	£210.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Mark pitches on ORG uo to 08/10/15	
381	BACS	£54.00	£9.00	£45.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Mark pitches on ORG 09/10/15	
382	BACS	£108.00	£18.00	£90.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Mark 2 x pitches 09/10/15	
383	BACS	£168.00	£28.00	£140.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Clear spray rotavate allotment 34B 07/10/15	
384	BACS	£78.00	£13.00	£65.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Mark 2 x pitches 03/10/15	
385	BACS	£156.00	£26.00	£130.00	19/10/15	Herts And Cambs Ground Maintenance Limited - Cut NRG & ORG	
407	BACS	£216.00	£36.00	£180.00	26/10/15	Herts And Cambs Ground Maintenance Limited - Slitting on Rec 21/10/15	
408	BACS	£816.00	£136.00	£680.00	26/10/15	Herts And Cambs Ground Maintenance Limited - Hedge cutting on Cambridge Road & London Road	
409	BACS	£126.00	£21.00	£105.00	26/10/15	Herts And Cambs Ground Maintenance Limited - Mark 2x pitches on NRG & 2 x pitches on ORG	
410	BACS	£174.00	£29.00	£145.00	26/10/15	Herts And Cambs Ground Maintenance Limited - Supply top soil at pavilion & seed. Erect fencing around	
411	BACS	£66.00	£11.00	£55.00	26/10/15	Herts And Cambs Ground Maintenance Limited - Spray footpath between Vicarage Close & Station Road	£3,300.00
368	BACS	£54.00	£9.00	£45.00	14/10/15	Step Pest Control - Pest prevention service for the hub	£54.00
386	BACS	£9.78	£1.63	£8.15	19/10/15	ESPO - Rigger gloves	
390	BACS	£28.80	£4.80	£24.00	21/10/15	ESPO - High Vis jacket	£38.58

401	BACS	£1,376.74	£0.00	£1,376.74	26/10/15	Peter Horley - Clerk's salary	£1,376.74
350	Direct Debit	£16,477.10	£0.00	£16,477.10	05/10/15	Public Works Loan Board - Loan repayment	£16,477.10
344	Direct Debit	£3.31	£0.16	£3.15	30/09/15	e.0n - Elec Charges for Old Rec Ground	
345	Direct Debit	£70.18	£3.34	£66.84	30/09/15	e.0n - The Pavilion	
346	Direct Debit	£6.98	£0.33	£6.65	30/09/15	e.0n - Orchard Road Cemetery	£80.47
361	p.297	£2.75	£0.00	£2.75	12/10/15	K. Rudge - keys	£2.75
347	p.309	£8.10	£0.00	£8.10	05/10/15	K. Rudge - Turf	£8.10
360	p.311	£10.00	£0.00	£10.00	12/10/15	Peter Horley - MBA meeting	£10.00
389	p.312	£6.00	£0.00	£6.00	21/10/15	K. Rudge - Turf for NRC	£6.00
378	p.313	£15.00	£0.00	£15.00	19/10/15	K. Rudge - Diesel for van	£15.00
393	Visa	£123.75	£0.00	£123.75	26/10/15	DVLA - Vehicle licence for van	£123.75
364	Visa	£54.00	£0.00	£54.00	13/10/15	Peter Horley - Stamps	£54.00
Total		£112,737.62	£13,804.64	£98,932.98			

APPENDIX 3

Melbourn Community Hub Management Group

Finance Directors Report October 2015

I regret that in my haste to produce a report before I left on holiday last month, I had not realised that the main food supplier to the Hub, Fieldgate Nurseries, had not sent an invoice for the supplies in July. We have since received invoices for both July and August, and I have therefore prepared an Income and Expenditure account for both months. If you average the two months, the monthly deficit is approximately £2,500, which is in line with previous months.

However, the café takings in September were strong, and room rentals are now being invoiced and collected on a regular basis, and there will be a good increase in the income received in the month.

Jonathan Berks
Finance Director

25 October 2015

Melbourn Community Hub

July and August 2015

	£	£	
Income		July	August
Café takings		6,237	5,684
Room rental			

	Parish council	1,025		1,025
	Commercial	666		443
			1,691	1,468
Total income		7,928		7,152
Expenditure				
<u>Café</u>				
Purchases		1,135		3,881
Other kitchen costs		330		96
Catering staff costs		4,150		3,581
Laundry		186		198
			5,801	7,374
<u>Administration</u>				
Centre manager costs		1,202		1,880
Telephone		315		310
IT contract		356		372
Post and stationery		35		594
Streamline and till rental		115		116
Secretarial		176		40
Recruitment costs		189		
Advertising		40		
			2,428	3,312
<u>Premises</u>				
Electricity		377		377
Gas		109		109
Maintenance		223		16
			709	502
Total expenditure		8,938		11,188
Suplus/deficit income / expenditure		-1,010		-4,036

Balance

Total grants received	113,559	113,559
less deficit to 30 September 2014	-50,240	-50,240
less accumulated deficit for year	-32,845	-36,881
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	30,474	26,438
Represented by		
Cash at bank	32,307	31,043
Prepayment	825	825
Fixed assets	7,143	7,143
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	40,275	39,011
less		
Barclaycard balance	-87	-583

Deferred income	-7,175	-6,150
Creditors	-2,539	-5,840
	<u>30,474</u>	<u>26,438</u>