

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 22 June 2020, at 7.30pm via Zoom meeting link <https://zoom.us/j/96700509620>

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

Present: Cllrs Cowley (Chair), Barnes, Clark, Hart, Kilmurray

Absent: None.

In attendance: Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO

FG001/20 To receive nominations and elect the Chair of the Finance & Good Governance Committee

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Cowley be elected Chair of the Finance and Good Governance Committee for the new civic year.

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

Noted that Cllr Cowley will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG002/20 To receive nominations and elect the Vice-Chair of the Finance & Good Governance Committee

Cllr Kilmurray was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Kilmurray be elected Vice Chair of the Finance and Good Governance Committee for the new civic year.

Proposed by Cllr Hart, seconded by Cllr Clark. In favour: Cllrs Cowley, Hart and Clark. Abstain: Cllr Kilmurray.

Noted that Cllr Kilmurray will sign the Declaration of Acceptance of Office in the presence of the Clerk when circumstances allow.

FG003/20 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- FG004/20**
- a) To receive declarations of interest from councillors on items on the agenda
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate

None received.

Signed:..... Dated: 21/09/2020

FG005/20 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

None in attendance.

FG006/20 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

Noted that J Hales had attended the meeting as a Director of the MCHMG and he was noted on the minutes as in attendance.

It was:

RESOLVED to approve the minutes as an accurate record of the meeting, subject to the amendment noted above.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour

FG007/20 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 16 March 2020

FG037/19 – Fixed asset list to go on July Agenda for Maintenance Committee.

FG039/19 – Need further investigation into Edge reports.

FG039/19 – HR Panel to prepare organizational chart.

FG008/20 Discussion and consideration of potential financial impact of Covid-19

Report prepared by the RFO was discussed. Noted difficulty in predicting the full impact of the current crisis. Discussion as to possibility of reduced income. Current position with regard to reserves is good – may allow for reduced contributions or reallocating money from reserves if necessary. Situation to be monitored. The report was noted.

FG009/20 To consider and review value for money in Parish Council spending

Discussion with regard to importance of monitoring value for money in Parish Council spending. Noted this is not simply a case of seeking lowest cost but best outcomes. Policy needs to look at different aspects of spend including procurement, contracts and salaries.

ACTIONS:

- Assistant Clerk to arrange short, initial meeting for Chairs of Maintenance and Finance & Good Governance Committees, HR Panel, Cllr Clark, RFO and Assistant Clerk.
- Cllr Travis to be requested to draft framework for discussion

FG010/20 To consider a review of allotment rental fees

Discussion with regard to current popularity of allotments. Noted there is a long waiting list for vacant plots. Water costs will only be available at the end of the year.

It was:

RESOLVED to increase the annual rental for all plots on St Georges Allotments by £2 (from £25 to £27 per annum).

Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

It was:

FURTHER RESOLVED to increase the annual rental for all plots on Grays Allotments by £1.50 (from £20 to £21.50 per annum).

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

FG011/20 To consider a review of pavilion hire charges and match fees

Signed:..... Dated: 21/09/2020

It was noted that the pavilion remains closed to the public at this time.

It was:

RESOLVED that pavilion hire charges and match fees will remain unchanged for the next 12 months.

Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour

FG012/20 Policies: To consider and review policies as per Policy Review Schedule:

a) To review the Gift and Hospitality Policy

It was:

RESOLVED to amend the value at which gifts should be declared from £50 to £25 and subject to the amendment, to approve the Gift and Hospitality Policy.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour

b) To review the Child and Vulnerable Adult Protection Policy

It was:

RESOLVED to approve the new Safeguarding Children and Adults at Risk Policy.

Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour

ACTION: Assistant Clerk to identify appropriate safeguarding training course.

c) To consider a draft Expenses Policy

It was:

RESOLVED to approve the Councillors and Staff Expenses Policy.

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

d) To consider a draft Policy and Procedure for Verification of Bank Reconciliations

Discussion as to duration of responsibility (6 or 12 months).

ACTIONS:

- RFO to discuss further with Cllr Travis.
- Document then to be considered and approved by full Council.

FG013/20 To note date of next meeting: 21 September 2020

The meeting closed at 20:55.

Signed:..... Dated: 21/09/2020

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 16 March 2020 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

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

Present: Cllrs Cowley (Chair), Barnes, Clark, Hart

Absent: None.

In attendance: Claire Littlewood – Assistant Clerk, Gabrielle van Poortvliet – RFO, J Hales - MCHMG

FG031/19 To receive and approve apologies for absence

It was:

RESOLVED to accept apologies received from Cllr Kilmurray

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

FG032/19 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- FG033/19**
- a) To receive declarations of interest from councillors on items on the agenda
 - b) b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) c) To grant any requests for dispensation as appropriate
- None received

FG034/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

No members of the public were present

FG035/19 To approve the minutes of the Finance & Good Governance Committee Meeting held on 16 December 2019

It was:

RESOLVED to approve the minutes as written

Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

FG036/19 To review the timetable of Committee Meetings

Discussion as to following changes:

- Annual review of burial fees to be moved to September meeting
- Annual review of allotment fees to be moved to June meeting
- Annual review of Littlehands rental to be moved to December meeting (date for implementation of any rent change in accordance with lease)

It was:

RESOLVED to adopt the amended timetable of committee meetings.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG037/19 To review the fixed asset register year to date

Signed:..... Dated: 15/06/2020

The fixed asset list was reviewed.

ACTIONS:

- Maintenance Committee to review list for duplications, omissions etc.
- Cllr Wilson to feedback on rolling review of assets
- Item to be deferred pending input from other committees.
- Wardens and Maintenance Committee to create inventories of items valued under £200

It was:

RESOLVED to adjust the asset register to remove items valued under £200 (not including items of community value) and to create inventories with input from Maintenance Committee.

Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.

FG038/19 To review the effectiveness of internal controls

Noted that the supporting policy related to internal audit rather than internal controls. To be deferred pending further discussions. ACTION: Clerk and RFO to discuss and determine if this needs to be completed prior to end of financial year.

FG039/19 To review the Parish Council's Statutory publishing obligations

Transparency Code was reviewed. Items to be published include:

- Land assets including unique identifiers (RFO noted that Edge software may have a way of capturing this information)
- Organisational chart (ACTION: HR Panel to prepare)
- Asset register
- Internal controls

There was a discussion as to how the information should be published to meet the criteria.

It was:

RESOLVED to review Column 1 of Annex A of the Transparency Code with a view to publishing information in 2* format this year and to aim to achieve 3* format next year.

Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG040/19 To consider a revised procedure for Bank Reconciliation and Employee Timesheet Checking

Discussion as to importance of clearly setting out procedure for bank reconciliations checking. Cllr Travis to carry out bank reconciliations checking at this time. Non-signatories to be approached to take over the task once the procedure is finalized.

ACTIONS:

- RFO to write procedure and Cllr Travis to review. Document then to be considered by full council for adoption.
- HR Panel to set out guidance for spot checks of timesheets.

It was:

RESOLVED that the RFO should prepare a procedure for checking bank reconciliations to be reviewed by Cllr Travis and sent to full Council for adoption.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG041/19 To consider requesting Council to pre-approve payments to regular suppliers / contractors

It was:

Signed:..... Dated: 15/06/2020

RESOLVED to request the Parish Council to pre-approve payments from the payments list at the next meeting of full council.

Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.

FG042/19 To consider Emergency Planning

Discussion as to emergency planning and rapidly changing advice from Government. Also need to consider how to facilitate parish office staff working from home. Parish Council scheduled for 23 March to be held in the Atrium of the Hub.

*[*Post meeting note: PC Meeting 23 March 2020 postponed in view of updated advice.]*

ACTIONS:

- HR Panel to seek guidance from CAPALC re on working arrangements. Also guidance from CCC, SCDC and Central Government on holding public meetings.
- Assistant Clerk to email all councilors with agenda to ensure quoracy*

It was:

RESOLVED that the HR Panel will look into remote working arrangement for parish employees and seek guidance on arrangements for public meetings.

Proposed by Cllr Cowley, seconded by Cllr Clark. All in favour.

PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, there being no members of the press or public in attendance, other than a representative of the MCHMG, recording of the meeting be suspended.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour

Discussion with regard to potential impact on the Hub of Covid-19

PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, there being no members of the press or public in attendance, other than a representative of the MCHMG, recording of the meeting recommence.

Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour

FG043/19 To review the Gift and Hospitality Policy

This item was deferred to the next meeting of the Finance & Good Governance Committee.

FG044/19 To consider a draft Expenses Policy

This item was deferred to the next meeting of the Finance & Good Governance Committee.

FG055/19 To consider an updated Investment Policy

This item was deferred to the next full Parish Council meeting.

FG038/19 To note date of next meeting: 15 June 2020

Noted

At 22:10 the meeting closed.

Signed:..... Dated: 15/06/2020

Signed:..... Dated: 15/06/2020

POLICY AND PROCEDURE:**Gifts and Hospitality Policy**

PURPOSE: To set out the procedure to be followed so that Melbourn Parish Council adheres to the requirements of good governance.

Criminal Law

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from your parish council.

SCOPE: This guidance applies to Councillors only.

POLICY:**1. Principles**

- 1.1 You are required to register any gifts or hospitality worth **£25 or over** that you receive in connection with your official duties as a member, and the source of the gift or hospitality. You must complete the registration within 28 days of receiving it.
- 1.2 As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.
- 1.3 If in doubt, any gift or offer made in kind should be politely declined.
- 1.4 Gifts of any kind should not be deliberately solicited or requested.

2. General Caution

- 2.1 The receipt of gifts or hospitality can be misinterpreted. This guidance is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.
- 2.2 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Parish Councillor.
- 2.3 Your personal reputation and that of your parish council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

2.4 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

2.5 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

3. Limits of Guidance

3.1 The Code of Conduct does not apply to:

- Gifts and hospitality you may receive from family and friends (as birthday or other festival presents) that are not related to your position as a Parish Council Member. You should however question any such gift or hospitality offered from an unusual source;
- The acceptance of facilities or hospitality provided to you by your parish council;
- Gifts given to your parish council that you accept formally on your parish council's behalf and are retained by the parish council and not by you personally.

4. Meaning of Gifts and Hospitality

4.1 The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

4.2 Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges, discount cards or other advantages are offered which might be related to your position as a Member of your parish council.

5. Appropriate Gifts and Hospitality

5.1 There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a Parish Council Member (e.g. tea, coffee and other normal beverages and biscuits);
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion;

- Small low value gifts (below £25 such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

6. Principles to Apply in Relation to Gifts and Hospitality

6.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Parish Council Member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- “Reward” includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with your parish council in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which your parish council has an involvement.
 - From applicants for grants, including voluntary bodies and other organisations applying for public funding from your parish council.
 - From parties in legal proceedings with your parish council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

7. Gifts Received and Donated to a Chair’s Appeal

- 7.1 It may be customary for some Members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal.
- 7.2 Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

8. Reporting of Inappropriate Gifts and Hospitality offered

- 8.1 It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of your parish council.
- 8.2 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.
- 8.3 You may thereafter be required to assist the Police in providing evidence.

9. How to report gifts and hospitality

9.1 Complete the registration form.

9.2 Send it to the Parish Clerk who will maintain a register.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Gifts and Hospitality Registration Form

To: The Parish Clerk

(EMAIL ADDRESS)

Notification of Receipt of Gifts or Hospitality

What was the gift or hospitality? (Give full description)	
What is your best estimate of its market value or cost?	
Who provided it?	
When and where did you receive it?	

Signed	
Name in Capitals	
Dated	

<u>POLICY AND PROCEDURE:</u>	SAFEGUARDING CHILDREN AND ADULTS AT RISK
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1. General Statement of Policy

The Melbourn Parish Council working from the Melbourn Community Hub must provide a safe and secure venue for a range of services, activities and events. There is regular access by members of the local and neighbouring communities including children and adults at risk. The Council recognises the importance of ensuring and making every effort to secure the safeguarding and welfare of all its customers. This Policy is written by reference to the Care Act 2014.

2. Purpose

2.1. The purpose of this policy is to outline the duty and responsibility of Melbourn Parish Council in respect to Safeguarding. The key objectives of this policy are to:

- 2.1.1. To explain the responsibilities of the Council Safeguarding Officer and workers in respect of the safeguarding of children and adults at risk.
- 2.1.2. To enable workers who receive disclosures of, witness, or suspect abuse to make informed and confident responses.
- 2.1.3. To ensure that information relating to safeguarding is kept securely and only shared on a need-to know basis.

3. Scope, Principles & Definitions

3.1. Safeguarding is about protecting the safety, independence and wellbeing of people at risk of abuse, and is everybody's responsibility.

3.2. This policy relates to all children and adults who become known to the organisation through the course of our work and who may be at risk of abuse.

3.3. Assessing whether children or adults are experiencing abuse is the responsibility of professionals within the local authority. The role of Melbourn Parish Council is therefore not to assess whether abuse has taken place, but to safeguard by informing the local authority if information becomes known to us that could indicate that abuse **may** have taken place, or that a child or adult may be at risk of abuse.

3.4. For the purpose of this policy, a child is defined as a person under the age of 18 and an adult is defined as a person aged 18 years or over.

3.5. For the purpose of this policy an adult at risk of abuse is defined as "someone who has care and support needs and is therefore unable to protect themselves from either the risk of, or the experience of, abuse or neglect".

4. Responsibilities

4.1. Parish Councillors

All Parish Councillors have the responsibility of dealing with any incidents or concerns that arise. **Claire Littlewood** is nominated as the Safeguarding Officer and if not available for discussion, the Chair of the HR Panel, Council Chair or Vice Chair can be contacted. The Safeguarding Officer will ensure that their training is kept up to date. As appropriate the Safeguarding Officer will consult with and refer matters to the HR Panel.

4.2 Workers (Paid Employees)

All workers have a duty to promote the welfare of children and adults at risk. It is everybody's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

4.3. Workers (Volunteers, contractors or members of the public co-opted to assist the Melbourn Parish Council)

All those defined in 4.2 and 4.3 have the same duty to promote the welfare of children and adults at risk. It is every volunteer's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

5. Information

5.1. All workers will be informed on induction and reminded on an annual basis of their responsibility to be vigilant and to report any concerns to the safeguarding officer.

5.2. The Safeguarding Officer should complete training on safeguarding children and adults once every 2 years.

6. Safeguarding within the context of Melbourn Parish Council Activities

6.1. The majority of contact with service-users is done either in the context of public meetings or through visits to the Parish Council office for advice. Warden staff members also come into contact with the general public across the parish estate.

6.2. Melbourn Parish Council also have a responsibility to ensure contractors adhere to this policy and take steps to intervene as appropriate.

6.3. Melbourn Parish Council workers do not fall within the legally defined eligibility criteria for requesting Enhanced Disclosure and Barring Service (DBS) checks (as outlined in the [DBS eligibility guidance](#)). The Council does not, therefore, request Enhanced DBS disclosures for workers.

6.4 In cases where contact is off site and safeguarding principle should be applied, paid workers or volunteers should not enter the home of any person, even when there is no suggestion of risk to that person, unless a second colleague is present.

7. Confidentiality and information sharing

If a disclosure is made to a worker, or a worker has a concern about the welfare of a child or adult at risk, the worker should follow this procedure in the event of a disclosure or safeguarding concern (Appendix 1). This includes ensuring that the person making a disclosure is aware that the worker may need to share the information, and cannot promise to keep it secret.

Information should only be shared on a strictly need-to-know basis with the HR panel, Council Chair and the Safeguarding Officer.

The Safeguarding Officer can seek support in the case of children via the Cambridgeshire Multi-Agency Safeguarding Hub (MASH) 0345 045 5203 (day) 01733 234 724 (out of hours) and accessed via the link <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family>.

8. Record keeping

In the event of a disclosure or safeguarding concern, an incident/concern form must be raised by the person who receives the information as soon as possible, and always on the same day.

These records must be stored securely, in a locked drawer or password protected file, indefinitely.

Document Approval:

Date of Parish Council meeting:

Review Policy: *Every 12 months*

Appendix 1. Procedure in the event of a disclosure or safeguarding concern

It is important that children, young people and adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously, including those received anonymously. This procedure must be followed whenever a disclosure of abuse is made or when there is a suspicion of abuse.

1. In the event of a disclosure

- Reassure the person concerned.
- Listen to what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions. Only ask questions to clarify the basic facts of what they are already telling you. Do not promise to keep it a secret.

2. Make sure the individual is safe

If the person is in immediate danger, the police or ambulance must be called straight away on 999. Ensure prompt action is taken to minimise the risk of harm from any further abuse, maltreatment or neglect. This is particularly important if:

- the person remains in or is about to return to the place where the alleged abuse occurred;
- the alleged abuser is likely to have access to the person or others who might be at risk.

3. Record the information

Make a full record of the disclosure, allegation or incident as soon as possible and at the latest within one working day and ensure it is recorded in the speaker's words. Refer to Appendix 2 'Concern Form'.

4. Report to the Safeguarding Officer

Report the disclosure or concern immediately or as soon as possible within one working day. In the first instance this may need to be done verbally but a concern/incident form should also be completed.

5. Dealing with allegations made against a worker or Councillor

Anyone wishing to make an allegation about a Parish Council worker or a Parish Councillor, either in relation to any suspicion, allegation or incident of abuse or non-adherence to these procedures should report the concern to the Chair of the HR Panel or the Chair of the Parish Council; or the police if no other options exist.

Appendix 2

MELBOURN PARISH COUNCIL INCIDENT / CONCERN FORM

Name of person completing this form:	
Date and time of incident:	
Incident/concern (who, what, where):	
Any other information (witnesses, action taken):	
Signature and role of person filling in form:	
Action taken by Safeguarding Officer:	

POLICY: COUNCILLORS AND STAFF EXPENSES POLICY

The purpose of this policy is to provide clear guidance on the reimbursement of expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on approved* Parish Council business. The expectation is that Councillors and employees will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

Expenses that can commonly be reclaimed are detailed below. This is not an exhaustive list. If in doubt Councillors or Staff should consult the Clerk or RFO before incurring an expense.

Breach of this policy, or fraudulent expense claims, may result in disciplinary action.

Travel Expenses

Councillors and Staff may claim travel expenses when carrying out approved duties on behalf of the Council. Examples of such duties may include attending training courses or representing the Council at meetings held outside the parish.

Councillors and Staff should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between cost and convenience.

Own Vehicle – mileage can be claimed at the HMRC approved rates applicable at the time (currently 45p per mile for cars). The starting and finishing point for any journey made by a Councillor shall be their home and for Staff shall be either their home or the Parish Office, depending where they start the journey. If the journey is not made on an employee's usual working day the starting and finishing point will be their home. Should Councillors or Staff start and/or finish their journey from a place other than their home (or Parish Office), the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home (or Parish Office).

Councillors and Staff using their own vehicles must ensure they are adequately insured and must hold a valid licence.

Parking and toll charges – may be claimed providing they were necessarily incurred.

Public Transport – standard class return fare or any available cheaper fare.

Taxis – will only be paid in exceptional or urgent circumstances.

Hotels and accommodation – will not be paid without prior approval. Councillors and employees are expected to research hotel costs to ensure expenses are kept to a minimum.

Other Expenses

Other approved expenses e.g. certain telephone calls, Time Banking costs or items where it is most efficient for the Councillor or member of Staff to purchase it can also be reclaimed.

Such expenses are likely to be rare as most approved purchases can be made by the Parish Office. Printing, photocopying and postage can also be arranged via the Parish Office.

Members of staff may also be able to claim certain expenses as per their contracts of employment. They should refer to their contracts for details.

Reimbursement Procedure

Expense claims can be made by completing the Expenses Claim Form, available from the Parish Office, within 3 months of the date the expenses were incurred. Claims, other than mileage, must be supported by the relevant VAT receipts or tickets. If it is not possible to produce a receipt, an explanation must be written on the claim form. The Council reserves the right not to reimburse an expense in the absence of a receipt.

Approved expense claims will be reimbursed either from Petty Cash (for claims under £10) or by bank transfer.

*Approval should be obtained in advance from the Parish Council, an appropriately delegated Committee or the Parish Clerk's delegated authority.

Document Approval:

Date of Parish Council meeting:

Review Policy: Every 12 months