

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 28 September 2020 via Zoom 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, <https://zoom.us/j/95622442946> or on request to the Clerk

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

Absent:

In attendance: Simon Crocker – Parish Clerk, Claire Littlewood – Assistant Clerk, County Cllr Van de ven, District Cllr Hales and two members of the public

PC036/20 To receive and approve apologies for absence

Apologies received from Cllr Wilson.

It was:

RESOLVED to accept Cllr Wilson's apologies

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

[Post meeting note: Email apologies received from Cllr Baker]

PC037/20 To receive any Declarations of Interest and Dispensations

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

Cllrs Travis and Kilmurray declared an interest in item PC047/20f) as Directors of the Community Hub Management Group.

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

c) To grant any requests for dispensation as appropriate

Dispensations were granted to Cllrs Travis and Kilmurray in respect of item PC047/20f) to participate in the discussion for the purpose of answering questions but not to vote.

PC038/20 Chairs' Announcements – For information only

The Chair took the opportunity to thank the Parish Clerk for his service to the Parish Council and to wish him well for the future.

PC039/20 To consider an amendment to the minutes of the Parish Council Meeting held on 27 July 2020

No amendment was required as the rental increase noted in the minutes of 27 January was noted as correct.

PC040/20 To approve the minutes of the Parish Council Meeting held on 27 July 2020

It was:

RESOLVED to accept the minutes of the Parish Council Meeting held on 27 July 2020 as an accurate record of the meeting.

Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour.

PC041/20 To report back on the minutes of the Parish Council Meeting held on 27 July 2020

No actions to report.

PC042/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. There were two members of the public in attendance but they wished to address the meeting under specific items.

PC043/20 To consider a proposal to mark Holocaust Memorial Day

A member of the public addressed the meeting. Noted that information on Holocaust Memorial

Day (HMD) to be held on 27 January 2021 had been forwarded to the Parish Office for circulation. Request was for the Parish Council to arrange a commemoration for HMD. Members noted that whilst they felt HMD was an important event and supported the proposal to mark the occasion, the Parish Council did not have a budget for this in the current financial year. It was suggested that an application could be made to the Parish Council for community benefit funding for this event. Members noted that whilst the Parish Council endorsed and were in support of the event, it was not felt that the Parish Office had capacity to be responsible for the organisation. A member queried if it would be appropriate for the event to be supported at a higher level and asked District and County Cllrs in attendance if they were aware of any plans to mark HMD. Further enquiries to be made by District Cllr and reported back. Cllrs invited the member of the public to liaise with the Parish Office with regard to arrangements and possible grant funding. Cllrs noted support for HMD to be commemorated.

PC044/20 To consider a report from the MCCR

The report was noted. Noted that monies initially made available to MCCR had been repaid to the Parish Council. Cllrs paid tribute to the efforts of Cath Sharman and District Cllr Hales in their work with the MCCR and the support provided to local residents.

PC045/20 Governance Matters:

- a) To receive reports from the District and County Cllrs for Melbourn
The report was received. County Cllr van de Ven made mention of Covid19 testing in schools. Also noted meeting of Covid Community Groups.
District Cllr Hales reported on planning, in particular the Local Plan Call for Sites. Noted that high numbers of new properties proposed would not all be approved but there is likely to be development in larger parishes. Noted that Melbourn has valuable experience of this process.
- b) To consider the External Auditor's report
Report not yet received. This item was deferred until the October meeting of the Parish Council.
- c) To consider the structure and function of the Melbourn Futures Working Party
Noted that Melbourn Futures Working Party membership is currently Cllrs Kilmurray, Hart, Clark, County Cllr van de Ven, District Cllr Hales and David Telford (member of the public in attendance). Proposal is for MFWP to continue to operate flexibly as a working party which local residents could become involved in for specific projects. Currently involved looking at Melbourn Road Safety Initiative.
ACTION: Terms of Reference to be reviewed to reflect the flexible approach of the MFWP.
It was:
RESOLVED to give delegated authority to Finance and Good Governance Committee to review the MFWP Terms of Reference to meet its changing scope.
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- d) To note decisions taken by email
 - i) Purchase of secure storage for Pavilion
 - ii) Pavilion deep clean
 - iii) Adoption of National Pay Scales
 The decisions were noted.

PC046/20 Traffic Matters:

- a) To consider a report on Vehicle Activated Signs
Noted that there is no budget to purchase MVAS in this financial year. There was discussion as to the viability of applying for LHI grant funding. Members addressed questions to Mr Telford:
- A member suggested installing white wooden gateways at entrances to the village to encourage traffic to slow down.
Mr Telford responded that Royston Road and Cambridge Road were both trunk roads and therefore wide. Narrowing the road would be expensive but various options would be considered.
- A member queried if there was evidence that MVAS signs are effective in reducing speed. Anecdotal evidence was offered that this is the case. County Highways can provide further information.

It was:

RESOLVED to precept for MVAS signs in the 2021/22 budget.

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

- b) To consider a suggestion to make Drury Lane one-way
There was discussion with regard to potential for accidents on this narrow lane. It was suggested that there should be consultation with residents before further action is taken. Noted that the traffic survey carried out last year was not yet completed but would look at the whole village. A member suggested applying to LHI. It was noted that LHI applications are limited to one bid per year. Could be considered as part of wider traffic calming measures.

It was:

RESOLVED that the Parish Office write to Highways Authority to seek their view at this stage and the response to be fed back to MFWP and Greenways Group.

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

PC047/20 Finance Matters:

- a) To consider requesting Council to pre-approve payments to regular suppliers/contractors
Noted that Finance and Good Governance Committee recommended pre-approval of payments to regular suppliers/contractors. A member noted concern that items of large expenditure, particularly with regard to maintenance contractors should be reviewed prior to payment.

It was:

RESOLVED to pre-approve payments to regular suppliers/contractors subject to:

- review of large expenditure items relating to maintenance contractors, particularly where additional works have been carried out; and
- pre-approval should not apply to contractors or suppliers where a contract is coming to an end.

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

- b) To consider the monthly finance report
The report was noted.

- c) To receive and consider the approvals list for August and September 2020

It was:

RESOLVED to retrospectively approve the approvals list for August 2020

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

It was

RESOLVED to approve the approvals list for September 2020

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

- d) To approve the Parish Council's Insurance renewal

It was:

RESOLVED to approve the Parish Council's insurance renewal with Pen Underwriting Limited in the sum of £7,562.

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

- e) To consider a report on the Parish Van
Report received following pre-MOT inspection. Parish van requires expenditure of c£200 to get through next MOT. Noted that Finance and Good Governance Committee had recommended making provision for a replacement van in the next year or so.

- f) To consider quotations for project management of the Community Hub extension project
Cllrs Travis and Kilmurray noted their interest in this item. They were given dispensation to remain for the discussion but not to vote.

Three quotations considered:

- Bremner Partnership : £12,900 + VAT
- BuildMomentum : £8,470 + VAT

- 1731 Ltd : £7,590 + VAT

It was:

RESOLVED to award the project management of the Community Hub extension project to 1731 Ltd at a cost of £7,590 + VAT.

Proposed by Cllr Cowley, seconded by Cllr Barnes. In favour Cllrs Cowley, Barnes, Buxton, Clark and Hart. Cllrs Travis and Kilmurray had declared an interest and did not vote.

ACTION: Parish Office to instruct 1731 Ltd to undertake the project management work outlined in their quote.

- g) To consider the Parish Council's Investment Strategy
Noted that the Investment Strategy had been considered by Finance and Good Governance Committee.

It was:

RESOLVED to approve the Investment Strategy.

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

[20:55 Cllr Buxton left the meeting due to technical issues]

PC048/20 Risk Assessments : To consider any risk assessments needing to be brought to Council's attention

A risk assessment for use of the Pavilion was considered.

It was:

RESOLVED to approve the Risk Assessment for the Pavilion (document number 8.13).

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

PC049/20 Policies and Terms of Reference:

- a) To consider adopting the Expenses Policy

It was:

RESOLVED to adopt the Expenses Policy (document number 4.04)

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

- b) To consider adopting Policy and Procedure for Verification of Bank Reconciliations

It was:

RESOLVED to adopt the Policy and Procedure for Verification of Bank Reconciliations (document number 4.29)

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

PC050/20 To note the date of next meeting: 26 October 2020

The date of the next meeting of the Parish Council was noted.

The meeting closed at 20:59

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 27 July 2020 via Zoom 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 Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Hart, Kent, Kilmurray, Travis, Wilson

Absent: None

In attendance: Simon Crocker – Parish Clerk, County Cllr Van de ven, District Cllr Hales and one member of the public

PC024/20 To receive and approve apologies for absence

Apologies were received from Cllr Buxton. Acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved

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

PC025/20 To receive any Declarations of Interest and Dispensations

Cllrs Travis and Kilmurray declared disclosable pecuniary interest in agenda items PC032 a) and PC032 c) as hub directors. The Parish Clerk reported that both Cllrs had been issued dispensations which permitted them to participate in discussions but not vote.

Cllr Wilson declared a non-statutory interest in agenda item PC032 c) as he knows the quote provider

PC026/20 Chairs' Announcements – For information only

The Parish Chair emphasised the new access arrangements to be followed during the present Covid—19 outbreak

PC027/20 To approve the minutes of the Annual Parish Council Meeting 15 June 2020

It was:

RESOLVED that the minutes of the Annual Council meeting held on 15 June 2020 be approved as a correct record and duly signed by the Chair.

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

PC028/20 To report back on the minutes of the Annual Parish Council Meeting 15 June 2020

There were no actions to report.

PC029/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

A member of the public had submitted written questions in advance of the meeting. The Chair reiterated that while meetings are being held remotely, questions submitted would be minuted, a written answer supplied to the question asker within 14 days, and answers minuted at the next meeting.

Questions submitted:

PC032/20 Melbourn Community Hub: c) To consider a quotation for Project Management from Tom Upcraft.

a) has the PC acquired this independently, or is it provided by the company ("the hub") that wants the work undertaken?

b) has the PC tried to acquire three quotes for the work ?

c) There seems to not even be an outline as to what the estimate is meant to cover

PC030/20 Governance:

- a) To appoint another Councillor to check bank reconciliations

It was:

RESOLVED. To appoint Cllr Kent as the Cllr responsible for independently checking bank reconciliations.

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

- b) To consider the Internal Auditor's report

The report was **noted**.

- c) To receive reports from the District and County Cllrs for Melbourn

County Cllr Van de ven had previously submitted a monthly report (attached herewith). The report was **noted**,

- d) To note remote decisions taken (*Dynamos, PA System, Instructing Solicitors – TTP, Re opening play areas*)

The report was **noted**.

PC031/20 Finance Matters:

- a) To receive and consider the approvals list for June and July 2020

It was:

RESOLVED that the monthly transaction list for June 2020 be received and approved

Proposed by Cllr Hart, seconded by Cllr Baker – All in Favour.

It was:

RESOLVED that the monthly transaction list for July 2020 be received and approved

Proposed by Cllr Wilson, seconded by Cllr Barnes – All in Favour.

- b) To approve an increase in allotment rentals

It was:

RESOLVED to increase the annual allotment rental for St Georges from £25.00 to £27.00 and Grays from £20.00 to £21.50, effective 01 October 2020

Proposed by Cllr Travis, seconded by Cllr Cowley – All in Favour.

- c) To approve maintaining pavilion hire charges and match fees at current levels

The approval was **noted**

- d) To consider a proposal for a block booking September 2020

It was:

RESOLVED to delegate authority to the Parish Office to produce and negotiate a block booking following an enquiry received by a potential hirer.

Proposed by Cllr Cowley, seconded by Cllr Travis – All in Favour.

PC032/20 Melbourn Community Hub:

- a) To receive a financial forecast report and request for payment of £15,000 grant

Cllrs Travis and Kilmurray left the meeting

It was:

RESOLVED to receive the report and approve the payment.

Proposed by Cllr Hart, seconded by Cllr Wilson – All in Favour.

Cllrs Travis and Kilmurray re-joined the meeting

- b) To note arrangements for access to the parish office

The Parish Chair reiterated the access arrangements for the Parish Office (attached herewith). Access is by appointment only and social distancing rules of the Hub must be followed. The report was **noted**.

- c) To consider a quotation for Project Management from Tom Upcraft

Cllr Wilson left the meeting.

Cllrs Travis and Kilmurray answered questions and left the meeting prior to a vote

It was noted the quote was in several parts, and the tendering process would seek to generate several bids. The first part only (initial preparation) was considered

It was:

RESOLVED to accept the initial part of the quote for £375.00, subject to a re-write of the quote, and clarity that the work is for Melbourn Community Hub, to include:

- To produce a detailed schedule of works taking into consideration:
- All site preparation requirements, RAMS, access and
- operating hours for the project
- Technical details & viability
- Obtaining costs for professional services such as
- engineering
- Obtaining quantity and costs for all materials
- Packaging up all information into a tender document
- Sending tender to various local tradespeople /
- companies
- Fielding technical question associated with tender
- Reporting information back to the parish council
- Solicit any professional services required

Proposed by Cllr Cowley, seconded by Cllr Baker – All in Favour.

Cllrs Travis, Wilson and Kilmurray re-joined the meeting

- d) To receive any updates and consider actions

There were no further updates

PC033/20 MCCR :

- a) To note successful grant application for £2,165 from CCF

The grant was **noted**

- b) To consider a request from the Timebank Coordinator to allocate hours to winding up MCCR

Cllrs expressed their gratitude and admiration for the work done over the last few months by the MCCR team.

It was:

RESOLVED to approve the request to allocate timebank hours to winding up the MCCR.

Proposed by Cllr Hart, seconded by Cllr Cowley – All in Favour.

PC034/20 Policies and Terms of Reference:

- a) To consider adopting the Gift and Hospitality Policy

It was:

RESOLVED to adopt the policy.

Proposed by Cllr Cowley, seconded by Cllr Wilson – All in Favour.

- b) To consider adopting the Safeguarding Children and Adults at Risk Policy

It was:

RESOLVED to adopt the policy

Proposed by Cllr Baker, seconded by Cllr Travis – All in Favour.

AND

RESOLVED to instruct the Parish Office to seek suitable training providers
*Proposed by **Cllr Cowley**, seconded by **Cllr Hart** – All in favour.*

- c)** To consider adopting the Expenses Policy

This item was deferred to a future meeting

- d)** To consider adopting Policy and Procedure for Verification of Bank Reconciliations

This item was deferred to a future meeting.

- e)** To receive and consider Terms of Reference for the HR Panel

It was:

RESOLVED to adopt the policy.

*Proposed by **Cllr Cowley**, seconded by **Cllr Barnes** – All in Favour.*

- f)** To receive any updates and consider actions

There were no further updates

PC035/20 To note the date of next meeting: 28 September 2020

The Chair closed the meeting at 21:01

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 28 September 2020 (Full Council)

Date of Report: 23 September 2020

Agenda Item: PC042/20) Request to mark Holocaust Remembrance Day

Proposal to Mark Holocaust Memorial Day 27 January in Melbourn

Thank you for the information you forwarded concerning arrangements for the September Parish Council meeting on 28 September 2020 and the suggestion I made to mark Holocaust Memorial Day 27 January in Melbourn. I trust this email provides what you seek. This being so, I request that you forward this email to Parish Councillors in the normal way - as you would with any other necessary background/information material you forward to Parish Councillors in advance of a Parish Council meeting in respect of an Agenda item tabled for discussion and decision.

In May 2020 I wrote to the Parish Clerk and suggested that the Parish Council, as the village and the parish's main civil local authority, discuss and consider marking Holocaust Memorial Day. This falls next year on 27 January as it has done every year since the Memorial Day's foundation in the United Kingdom in 2001 following the Government's leading role - along with 45 other Governments - in establishing Holocaust Memorial Day during the previous year.

The Parish Clerk, having requested and received further information from me, thought the suggestion a good idea and brought the correspondence to the attention of the Parish Chair suggesting that a Parish Council discussion be held in September - with a view to including the matter in next year's budget which would typically be finalised in December.

The proposal that I would wish to have the Parish Council discuss and decide is that:

"Melbourn Parish Council mark Holocaust Memorial Day on 27 January next in Melbourn with an occasion that was both modest and understated, as well as decorous, appropriate and in keeping with the matters involved."

I believe the Parish Council, being the village and the parish's main civil local authority, is ideally placed to take such a decision and bring the matter forward on behalf of all who make up the Melbourn Community - hopefully unanimously as a Parish Council - to a successful conclusion. I also believe the creation and holding of such an occasion, when undertaken by the Parish Council, will be seen and understood as an important statement in itself, as well as a reiteration of the traditional values long held by both the Melbourn Community and its Parish Council.

The following is a digital version of "Holocaust Memorial Day 2020 in Review", as published by the Holocaust Memorial Day Trust (Charity No: 1109348. Patron His Royal Highness, The Prince of Wales.), which publication I shall be drawing upon when called by the Parish Chair to speak to the Agenda item: <https://www.hmd.org.uk/wp-content/uploads/2020/03/HMD-2020-In-Review.pdf>

I am sure all Parish Councillors will find the information contained in this published and publicly available document instructive and useful in preparation for the Parish Council meeting. I am equally sure that all Parish Councillors will find it useful that this fifteen page document sets out and explains the five goals of the Holocaust Memorial Day Trust which the Trust was established to pursue, namely:

1. To promote Holocaust Memorial Day across the UK.
2. To support individuals and organisation's across the UK in marking Holocaust Memorial Day.
3. To commemorate and increase understanding of the Holocaust, Nazi Persecution and subsequent genocides, and what can occur post-genocide, through the life stories of those who suffered and were murdered in them.
4. To enable others to work towards a safer, better future by
 - Promoting a society free from hatred, prejudice and persecution and
 - Working to reduce the likelihood of future genocide.
5. To be a financially sound, effective organisation.

I have noted the September meeting's 19.30 start time, the fact that it is to be held remotely using the Zoom platform, and your advice that the Parish Chair will invite me to speak when the Agenda item is reached. I should be grateful if you would in due course advise me of the approximate time you estimate

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

at which the Agenda item will be taken, the time allocation made for the Parish Council's discussion of the Agenda item, and the number of minutes allocated to me to speak when the Agenda item is reached.

Thank you again for your interest and support in bringing this matter to the attention of the Parish Council and I look forward to hearing from you.

Every good wish

.....

Resident and Elector

Presentation to Melbourn Parish Council Meeting 28 September 2020

Thank you Chairperson for your kind invitation to address the Parish Council and speak to the proposal which is before the Council this evening, namely:

"That Melbourn Parish Council mark Holocaust Memorial Day on 27 January next in Melbourn with an occasion that was both modest and understated, as well as decorous, appropriate and in keeping with the matters involved."

My name is Hugh Pollock. I am a resident and elector living in Melbourn and I shall read from a prepared text. I wish at the outset to thank both outgoing and incoming Parish Clerks:

- for their interest and support;
- for bringing this proposal to the attention of Councillor Clark as the Parish Council Chair; and
- for, in this way, securing its place on the Agenda this evening for the Parish Council's discussion and decision.

I wish also, with your permission Chairperson, and simply on my own behalf, to take this opportunity, as one Parish Clerk departs and another steps forward and takes up her new post with the Parish Council, to wish each well in their respective journeys forward.

Chairperson and Council Members, I apologise to everyone for the technical signal difficulties being experienced at this end in regard to video imaging. As we meet together by Zoom we are clearly, every single one of us, living in great technical and COVID uncertainty. All communities and organisations, however, up and down the country, and in most countries across the world, are living and adjusting to COVID regulations. So life must go on. We, every single one of us - along with our important local organisations and institutions - cannot simply stop and go into hibernation or a form of deep-freeze. Instead, we must **live without fear and collectively together work our way around this public health hazard**. All planning by our important local organisations and institutions must go on - with all plans drawn up such that they are COVID safe.

Chairperson, in order to ensure that all Parish Councillors were well-informed concerning this Agenda item, and to assist their discussion and decision on the proposal which is under consideration tonight by the Council, I provided information to the Parish Clerk for him to distribute in advance to all Parish Councillors. That information was a 15 page document in digital form published this year by the Holocaust Memorial Trust and entitled "Holocaust Memorial Day 2020 in Review". It also sets out and explains the five goals of the Holocaust Memorial Day Trust which the Trust was established to pursue. I understand the Parish Clerk has circulated that document to all Parish Councillors in the usual way and so he made it available on the Parish Council website in the document pack for this Council Meeting.

Also in advance of tonight's discussion by the Parish Council, the subject matter was given a full page positive coverage in the current Melbourn Magazine - which was distributed during the first week of September to every household and every business within the Melbourn Community. The article, at page 55 of Melbourn Magazine, carried the following invitation to all members of the Melbourn Community:

"The proposal ... is due for discussion at the Parish Council's September meeting. If you have a view do, of course, write to the Parish Clerk and convey that view."

Furthermore, although I have been allocated 15 minutes to speak to the proposal on tonight's Agenda, I plan to speak for less than that in order to assist maximum participation and ensure full discussion and decision-making by our now very well-informed Parish Councillors.

Chairperson, Holocaust Memorial Day falls next year on 27 January, as it has done every year since the Memorial Day's foundation in the United Kingdom in 2001. Our Government in London played a leading role in establishing Holocaust Memorial Day in the year 2000 when 46 Governments came together and signed the Stockholm Declaration. Indeed, our Government ran Holocaust Memorial Day through the Home Office until 2005 when the national charity Holocaust Memorial Day Trust (Charity No. 1109348. Patron His Royal Highness The Prince of Wales.) was established and the Home Secretary appointed its Trustees. Indeed, the Ministry for Housing, Communities and Local Government has funded the work since 2007.

The Holocaust Memorial Day Trust, through discussion and collaboration each year, chooses a theme and the theme for 27 January 2021 is "Be the Light in the Darkness". This theme encourages everyone to reflect on the depths humanity can sink to - but also the ways individuals and communities have come together to resist that darkness by seeking to 'be the light' - before, during and after genocide.

Chairperson and Council I found the Holocaust Memorial Trust to be open, transparent, accountable, honest and very very helpful. My telephone calls were answered immediately. My emails were replied to equally promptly. As a body it will be a source of excellent advice, information and assistance to the Parish Council if the Council decides to adopt the proposal before the meeting and bring this matter forward.

Chairperson, considered across a wide range of relevant economic and social criteria, Melbourn Village has a standing as one of the larger and more important Villages in all of the South Cambridgeshire area. The Council you chair and lead, Melbourn Parish Council, is the Village and the Parish's main civil local authority. It is a dominant and constant presence in the Melbourn Community and, in one form or another down through the decades, it has always been a dominant, constant presence. Melbourn Parish Council - or its equivalent predecessors - has existed and has always represented the entire Community of those who reside and make their living here within the Melbourn Parish boundaries. Of course there are other important bodies and organisations which speak from within our Melbourn Community. Such bodies and organisations speak to the Community; and they speak also to others on behalf of our Melbourn Community. And they are many: the Police Service; our NHS Authorities; those who educate our children; our Fire Service which comes to our rescue when called; the Church leaders of the several churches and denominations present among us - to name but a few. **But none of these bodies and organisation's can speak with the authority we adults collectively and voluntarily give to our local Melbourn Parish Council. Further, we give Melbourn Parish Council that authority with our firm instruction that it speak and act on behalf of our entire Melbourn Community.**

It is to this Melbourn Parish Council that I brought the proposal which stands as an Agenda item for discussion and decision this evening. I ask that you individually cast your vote in favour of the proposal and so decide that Holocaust Memorial Day will be marked by this Council, in a COVID-safe manner, in Melbourn, on 27 January 2021. The Parish Council, being the village and the Parish's main civil local authority, is ideally placed to take such decision and carry this matter forward - on behalf of all who make up the Melbourn Community - to a successful conclusion. The creation and holding of such an occasion, when undertaken by the Parish Council, will be seen and understood as an important

statement in itself, as well as the explicit setting down of the greatly respected traditional values long held by both the Melbourn Community and its Parish Council. **The hall-mark of any such occasion would be that it was: Local; Simple; Inclusive; Dignified. The occasion itself would be the outcome of an initiative drawn up by the Parish Council that focussed on: Venue; Attendance; Programme to be Followed in a COVID-safe Manner; Duration.**

The first and necessary step is:

- that a decision be taken tonight in principle to proceed;
- and that the necessary planning work be put in hand in the days immediately ahead to create an occasion to mark Holocaust Memorial Day on 27 January in Melbourn which would also serve to unite and strengthen our local Melbourn Community.

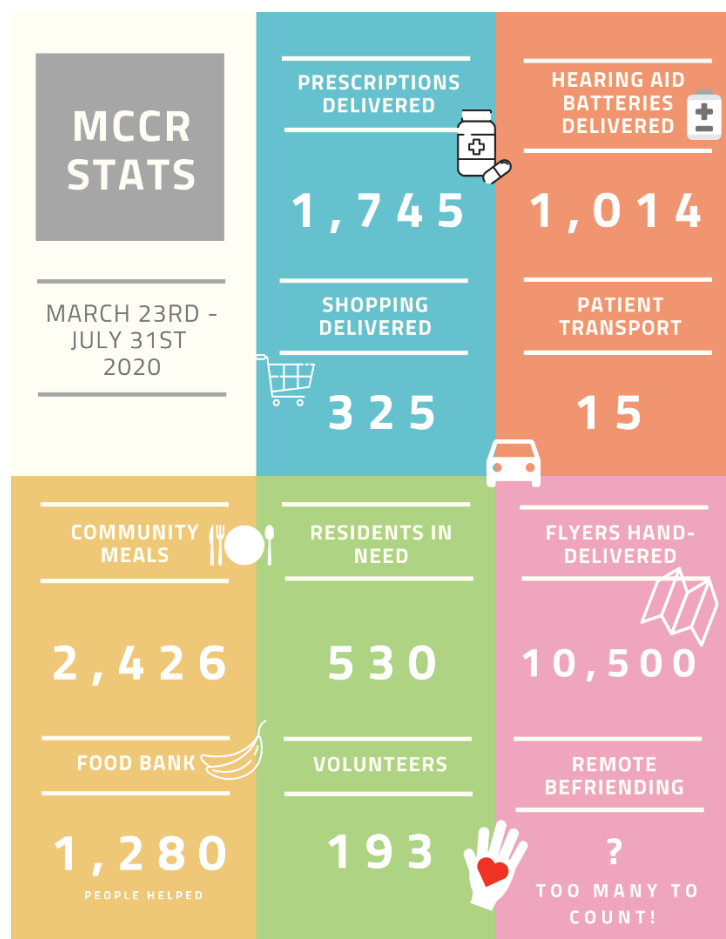
I am very hopeful that your decision as a Parish Council tonight will be a unanimous one. Thank you again Chairperson and that concludes what I wish to say to the Council Meeting.

Hugh Pollock
Resident and Elector

MELBOURN CORONAVIRUS COMMUNITY RESPONSE (MCCR)

Report dated 25th September 2020

The MCCR operated for 20 weeks and in total it is estimated that in excess of 2,500 hours were volunteered for the MCCR effort since its inception on 16th March 2020. This helped achieve the below:



With the support of existing key local organisations and individuals, Melbourn Timebank, Melbourn Hub, the Parish Council, the Melbourn Mobile Warden Scheme and the District Councillor for Melbourn, the MCCR successfully operated for 20 weeks combatting the epidemic threat to vulnerable residents. The thank you cards from grateful residents were manyfold and a pleasure to receive (and also the kind gifts of chocolates, cakes and biscuits!) All those involved in the MCCR were so pleased to be able to provide the much needed support.

Financial Report

CREDIT	
PC grant	£ 750.00
CCCF Grant 1	£ 3,200.00
CCCF Grant 2	£ 1,165.00
Just Giving (net)	£ 4,304.10
Donations	£ 5,176.61
PC Loan	£ 1,750.00
Overpayment credits	£ 3.26
Reclaimed monies	£ 691.79

(minus charges)

PPE/MMWS etc

£ 17,040.76

DEBIT	
MCCR overheads	£ 5,030.78
Fuel expenses	£ 597.60
Community Meals	£ 1,526.29
Food bank	£ 4,708.33
Debtors (unable to pay)	£ 16.68
Debtors (deceased)	£ 26.14
Debtors (underpayment)	£ 0.15
iZettle charges	£ 11.74
PC loan returned	£ 1,750.00

£ 13,667.71

Credit	£ 17,040.76
Debit	-£ 13,667.71

Remaining funds to be ring-fenced in Hub accounts	£ 3,373.05
---	-------------------

MELBOURN CORONAVIRUS COMMUNITY RESPONSE (MCCR)

Case study (names changed for anonymity)

Joe is a 79-year old Melbourn resident, he lives with his wife who is in the early stages of dementia. He contacted the MCCR very early on in lockdown and was clearly very anxious about going out; both he and his wife have regular prescriptions, a need for grocery shopping and payment of bills and other household tasks. Their situation was exacerbated by the fact that Joe's wife used to take care of all household chores and now Joe was finding himself needing to take over, but already very unsure of himself. His anxiety about his newfound responsibilities and the COVID-19 lockdown meant he called us frequently and it was plain to hear he was worried and fearful about many tasks that needed fulfilling.

Lisa is also a Melbourn resident, a member of Melbourn Timebank and had contacted the MCCR during the first few days of lockdown to offer whatever assistance she could to anyone in the community.

Initially the MCCR focussed predominantly on servicing prescription needs to reduce footfall through the small village pharmacy premises and to bring an economy of scale efficiency to the operation whereby one person collected 30+ prescriptions in one visit and then delivered them to patients. After the first couple of weeks of lockdown, as expected, an increasing demand for weekly household shops emerged. To assist with households deemed to be particularly in need of support, the MCCR established a pool of volunteers that were either referenced through the Timebank or vouched for by members of the MCCR Team (these members included a District Councillor – Jose Hales, the Timebank Coordinator – Cath Sharman, the chair of Melbourn PC – Graham Clark and several directors of Melbourn Hub). Volunteers from this pool were then considered as suitable matches for households in need and approached individually to establish their willingness and availability to be 'buddied' with another household. Where possible, location was taken into account to allow for neighbouring households to be buddied.

Lisa lives on the same road as Joe, but they were unknown to one another. Cath spoke to Lisa about the requirement and Lisa gladly volunteered to be Joe's buddy. We spoke to Joe too and he was happy with the arrangement, and both agreed to the MCCR sharing their contact details with the other person. We hand-delivered a letter from the MCCR to Joe with Lisa's name and phone number and emailed Joe's phone number and address to Lisa. Included in this email were instructions covering safe delivery procedures, advice on financial arrangements and a reminder that we must be notified immediately in the case of Lisa being unwell and unable to assist Joe. The email also asked Lisa to 'phone Joe to introduce herself and see how she could help. From then on, and for the next 19 weeks, Lisa undertook a weekly grocery shop for Joe. Occasionally, if he was short of something and didn't want to trouble Lisa, Joe would come back to the MCCR for a pint of milk from the village Coop. This situation was ideal as we knew that Joe had someone calling/checking up on him and his wife regularly and Lisa was also then in a position to alert us if she had any concerns. The MCCR continued to handle Joe and his wife's repeat prescriptions. Lisa helped Joe with everything else, helping him pay his newspaper bill and shopping for him regularly. During lockdown, Joe needed to visit the hospital so the MCCR also arranged transport for that trip. Cath checked in with Lisa periodically to make sure all was well and whenever Joe rang in for prescriptions we also checked with him to ensure we had double confirmation that everything was working well with the buddy system.

Over the lockdown period, what had begun as a buddy arranged by the MCCR/neighbourly help blossomed into a lovely friendship; Joe bought Lisa flowers to thank her for her help and we were all delighted to see them both enjoying coffee and cake together this week in the re-opened Hub after so many weeks of only being able to talk on the 'phone and maintain socially-distanced no-contact-doorstop-drops.

Melbourn Parish Council September 2020 – County and District Councillors’ Report

Covid-19 testing for school staff and the general public: capacity falls short

It was not long after schools reopened that the unavailability of Covid-19 testing for staff became a live issue locally. We’ve asked about the potential for dedicated and accessible testing arrangements for school staff, in order to prevent unnecessary and long staff absences due to self-isolation requirements when someone in the household develops any symptoms. It’s clear that a significant gap in capacity in Covid test labs means the system simply can’t meet demand. This is why it has been so difficult to secure a local test appointment, let alone create bespoke school testing arrangements. People are being urged not to seek a test unless they are required to do so, in order to protect limited capacity for those who are required to have a test and need it most.

Public Health Intelligence team: Covid-19 updates

The Cambridgeshire and Peterborough Public Health Intelligence team produces frequent detailed updates on Covid-19 cases and settings. You can find these the reports here:

https://cambridgeshireinsight.org.uk/coronavirus_cambridgeshire/cambridgeshire-and-peterborough-public-health-covid-19-reports/

A concerning rise in cases among young adults in the 18-30 age group has been logged in Cambridge and South Cambridgeshire, and while hospital admissions and deaths have been low, there is concern about transmission to the wider population.

One-way streets in Melbourn

During works in Mortlock Street over the summer, several key residential streets including Norgetts Lane, Little Lane, Meeting Lane and Water Lane saw a concerning rise in driving in or out contrary to restricted access regulations, presumably as drivers looked for village cut-throughs. A number of helpful suggestions from residents have been given to the Local Highways Officer, and we hope to report back on remedial action in the near future.

Poor broadband speeds on the edge of the village? Government funded top-up vouchers

The Cambridgeshire County Council Connecting Cambridgeshire team has launched a top-up scheme for rural gigabit vouchers – topping up the voucher value for those on the slowest speeds. Please, if you experience slow broadband speeds and live at the edge of the village, check this out:

<https://www.connectingcambridgeshire.co.uk/2020/09/gigabit-broadband-voucher-scheme-to-be-topped-up/>

Government consultation on pavement parking

As part of its suite of measures to encourage active travel, the government is consulting on significant restrictions on pavement parking.

<https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>

Bus services and Addenbrooke’s

No doubt those who use the Stagecoach service are aware of fundamental changes that came into force on August 30, with the 'Busway A' service between Royston and Cambridge replaced by the 915. The new service runs between Royston and Drummer Street Station Cambridge, including stops at Melbourn High St car park, Shepreth near Dunsbridge Turnpike, Foxton Station Road and Trumpington Park and Ride for a short wait for anyone wishing to change to the 'Busway A' service from there to Addenbrooke's. This means that the journey to Addenbrooke's is now broken into two. The reason for the change – which has been replicated throughout Cambridgeshire – is the effects of the Covid pandemic upon public transport, both in terms of reduced users and revenue, and a reduced workforce. Stagecoach have told us they are looking at this as a temporary alteration and hope to build back.

Meanwhile, for those bus passengers disembarking at Addenbrooke's, the Outpatients bus stop had been moved in order to accommodate an enlarged ambulance access to the Emergency Department. The good news is that the bus stop will be restored imminently.

New triage pilot at Addenbrooke's

There is now a new pilot triage system at Addenbrooke's Hospital launched to help make sure patients get the right care in the right place. From 9am to 9pm, anybody who attends Emergency Department (ED) without a referral from a medical professional, who hasn't been brought in by an ambulance, or hasn't called NHS 111 in advance will be reviewed by a senior clinician.

They will assess the patient's symptoms and decide whether emergency is the most appropriate place for their issue. If the patient does not require care from the ED, they will be directed to call NHS 111 or to visit their GP or a local pharmacy.

This pilot supports the new national NHS 111 First initiative that encourages people to contact NHS 111 before going to an Emergency Department in order to ensure they get the right help at the right time.

Business recovery

South Cambs District Council has distributed over £25 million of government grants to businesses. The flow of money has now stopped but the Council now has appointed a team of four experts whose job it is to support local businesses in any way they wish - help with a planning application or a trading license or advice on business recovery and diversification and so on. The aim is to create a One Stop Shop at the council for all businesses regardless of size, and to give all business owners a single point of contact in terms of a real person with whom they can communicate. If you are a local business, please do sign up for the newsletter which contains updates on just about everything you could ever want to know as a business owner in South Cambs. Lots of information is available:

<https://www.scambs.gov.uk/business/coronavirus-information-for-businesses/>

Planning

The Government has published a White Paper on Planning Reform that is causing some consternation amongst planning authorities. Although there are some serious issues with current legislation, and things could be made slicker and better from the customer point of view, generally Councils do a good job of protecting the places that need to be protected including the Green Belts, Conservation Areas, Heritage Assets and rural areas. The Government blames local authorities for

restricting the speed of housing delivery, but in fact this is caused by developers who will only build houses as fast as they can sell them.

The new proposal is that areas will be designated for 'growth' and that very few application processes will need to be got through for building to commence. Councils such as South Cambs are gravely concerned that ensuring housing is built to high standards and is located close to jobs and facilities will be stopped, and the planning system reduced to a random race to the bottom. There is a wide-ranging consultation underway and we expect that the final legislation will look quite different from what is currently proposed - at least we hope it will.

'Call for Sites' & the new Local Plan

The "Call for Sites" is the first stage in the statutory process of creating a Local Plan - a responsibility of South Cambridgeshire District Council.

The process must be transparent and needs to identify as many potential opportunities as possible. Around 600 sites of varying sizes have been submitted by landowners across South Cambridgeshire in response to the Call for Sites. These have not yet been assessed or filtered in any way, and therefore have **no planning status**. It is a list of potential sites that may be used in the plan-making process, after the council has decided on what spatial strategy to use. This is the same process followed in making the current Local Plan.

Following on from feedback received from the public during the Issues & Options First Conversation, there will now be a process of working out which of the spatial strategies will be selected for providing jobs and homes that are affordable for people in the district, whilst meeting our zero carbon and sustainable living objectives. Just as in the previous plan, where only a small number of submitted sites were selected - less than 10% - the district council envisages that only a very small number of sites on this list will be used in the plan.

There will be further consultations with the public later in the process, to present and discuss the preferred spatial options. Until then, **none** of these sites has any planning status.

Lots of background and information here:

<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/first-conversation-consultation-and-call-for-sites/>

Cambridgeshire County Council's mobile libraries resume

The mobile library fleet is running again, with two new vehicles. The service returned on September 21 to its regular stops, but unfortunately access to the vehicle is limited to help keep staff safe, so customers will need to choose books in advance. To do so:

Please use the usual reservation service: <https://cambridgeshire.spydus.co.uk>

The new Select and Collect service allows you to request a collection of books based on your tastes:

https://cambridgeshire-self.achieveservice.com/service/Select_and_Collect

Or by telephone on 0345 045 5225

Choose the mobile library as a pick up point, and order as far in advance as possible to ensure a selection is ready and issued for you to pick up from your stop – ideally a week in advance, but the service will do its best with forms received after this.

If you have any queries, email the team: MobileLibraries@cambridgeshire.gov.uk

Home-Start

Home-Start has been working very hard to support local children and families facing a particularly difficult stretch these past few months.

They've had to adapt their services to virtual and telephone platforms but, taking stock, feel they've been able to make a fundamental difference – indeed their service is often described as a lifeline service. They rely on donations and grants to make their service possible. Thanks for all the support that has been directed their way. To find out more including how you can help, please visit

<https://www.hsrsc.org.uk/> or ring 01763 262 262.

Clean stuff only in the blue bin please!

South Cambs District Council is asking us to make sure that yogurt pots, tin cans, tomato sauce dispensers, fast food trays and anything else going in the blue bin are clean, to avoid contamination of items that can be recycled. For a list of what goes in which bin:

<https://www.scambs.gov.uk/bins/what-goes-in-which-bin/>

There has been an ongoing discussion about the need for additional storage at the pavilion. This now needs to be actioned in order to accommodate the block booking by MVC.

There is s106 money available for improvements to the pavilion. As part of the upgrade to the building, an Asgard motorcycle storage shed (the same as that to the rear of the Hub) had been identified as a suitable storage container to be located on the rear patio - <https://www.asgardsss.co.uk/motorcycle-storage/motorbike-garage-plus>.

The dimensions have been checked and there is sufficient space for a 10ft 11" x 5ft 2" metal shed at a cost of £1,499. Due to current demand, the lead time for orders is approximately 14 weeks.

As MVC want to start using the pavilion from September onwards, the storage shed needs to be ordered as soon as possible.

In view of the cost, this expenditure must be approved by full council. I have spoken to Simon about this and he agrees that an email decision would be appropriate with retrospective approval of the expenditure at the meeting on 28 September.

Decision for full council:

The proposal is to approve expenditure in the sum of £1,499 in respect of the Asgard motor cycle storage shed to be installed on the rear patio of the pavilion (details as attached). This expenditure to be taken from s106 monies allocated to the pavilion.

Supporting documents:	Date of proposal	For	Against	Abstain	Outcome
Asgard storage shed brochure	10 August 2020	Cllr Travis Cllr Kilmurray Cllr Clark Cllr Hart Cllr Baker Cllr Kent Cllr Buxton Cllr Barnes Cllr Wilson			Majority – carried.

The pavilion is currently closed to all users. However, we are in discussions with a potential hirer for a long term block booking. In preparation for re-opening the pavilion, we need to arrange for the building to be thoroughly cleaned. I met with a cleaning contractor to discuss not only an initial deep clean but also ongoing cleaning arrangements for when the building re-opens. Royston Eco Clean have indicated that they would charge £85 (5 hours @ £17 p/h) for an initial clean.

Decision for the Maintenance Committee:

The proposal is to instruct Royston Eco Clean to carry out a thorough clean of the pavilion at a cost of £85.

Supporting documents:	Date of proposal	For	Against	Abstain	Outcome
Email from Royston Eco Clean	5 August 2020	Cllr Cowley Cllr Baker Cllr Travis Cllr Clark Cllr Killmurray Cllr Barnes			Unanimous – carried.

The National Joint Council for Local Government Services has agreed the new pay scales for local council workers for 2020 – 2021. An advisory note from NALC is attached, as is a report from the RFO.

Following discussion by the HR panel, Councillors are now invited to make a decision by email on adopting the new scales and backdating pay to April 2020 for all staff **and** the MCCR hours.

The reason for the decision by email is so as to be in time for September Payroll.

The Proposal:

That Melbourn Parish Council adopt and implement the national pay scales for 2020/2021, to be applied to all staff and the MCCR hours, and backdated to April 2020.

Supporting documents:	Date of proposal	For	Against	Abstain	Outcome
Report from RFO National salary award	07/09/2020	Cllr Clark Cllr Travis Cllr Cowley Cllr Kent Cllr Buxton Cllr Barnes Cllr Kilmurray Cllr Baker			Majority – carried.

Melbourn Road Safety Initiative

This initiative, being undertaken by the Melbourn Futures Working Party (MFWP) of the Parish Council, is examining road safety issues relating to vehicle speed and routing, pedestrians, disabled users, cyclists and new housing and highway developments.

In February 2020 MFWP commissioned a traffic survey the results of which are to be made available on the Parish Council web site. The survey identified the following areas of concern.

1. High vehicle speed violations in 30mph restricted Cambridge Road (60% exceedance), Station Road (92%), Royston Road (36%) and Back Lane (73%).
2. Significant heavy goods vehicle use of Beechwood Avenue (8%).

This paper addresses vehicle speeds with Beechwood Avenue being the subject of a separate paper.

Analysis of accident statistics up to and including 2018 showed no particular black spots or trends, but subsequent data will be monitored as and when available.

The Melbourn Greenway scheme, which has been approved, will introduce a 20mph speed restriction through the High Street. The scheme has yet to be designed in detail and MFWP will liaise with Greater Cambridge Partnership Greenways team in regard to safety measures to be incorporated in the scheme and in particular those relating to vehicular speed transition at the entry points to the 20mph restriction. These could include sequenced decreasing speed restrictions, road marking and narrowing, speed humps and cushions and village entry signs and gates.

MFWP will also consider such measures for Station Road and Back Lane. If appropriate, recommendations will be made for Local Highway Initiative (LHI) grant applications to fund approved improvements.

Excessive speed is largely due to vehicle power and comfort, lack of concentration on the part of drivers and road conditions. The speed reduction measures detailed are designed to stimulate driver response to speed. This can also be achieved by use of Mobile Vehicle Activated Sign (MVAS) which display vehicle speed in green for compliance, red for non-compliance and other information such as 'Slow Down', 'Thank You' etc. The equipment also records vehicle numbers in both directions which can obviate the need for and cost of future traffic surveys.

In order to encourage a much needed reduction in excessive traffic speeds and condition drivers to the introduction of future speed reduction measures, it is recommended MVAS equipment is utilised at locations in Melbourn where speed is of concern. The cost of a unit, including spare rechargeable batteries and six mounting brackets is between £3 – 4k. The units can be mounted on existing street furniture and relocated by the Parish Council's wardens using a step ladder and hand tools and the batteries recharged at its' garage.

An LHI grant application can be made to meet the cost but this will take time and may not be successful. Alternatively the equipment can be purchased by the Parish Council justified by immediacy of use and saving in future survey costs.

Recommendation

That Council approves the sum of £4k for the purchase of an MVAS unit and accessories.

DT 10.9.20

Melbourn Parish Council Financial Budget Comparison

Five months ended 31st August 2020

Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,170.00	£0.00	£0.00	-£2,170.00
101	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,020.00	£0.00	£3,848.72	-£2,171.28
Cemeteries					
200	Burial Fees	£3,000.00	£0.00	£1,000.00	-£2,000.00
Total Cemeteries		£3,000.00	£0.00	£1,000.00	-£2,000.00
Play Areas & Recreation Grounds					
300	Match Fees	£2,520.00	£0.00	£0.00	-£2,520.00
320	Hire of Recreation Grounds	£250.00	£0.00	£70.00	-£180.00
340	Pavilion Hire	£750.00	£0.00	£0.00	-£750.00
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds		£4,520.00	£0.00	£70.00	-£4,450.00
Finance & General Purpose					
410	Precept	£267,870.00	£0.00	£133,935.00	-£133,935.00
420	Interest - Deposit Account Unity	£0.00	£0.00	£212.13	£212.13
425	Interest - Nationwide 45 Day	£800.00	£0.00	£0.00	-£800.00
430	Interest - Public Sector Deposit	£200.00	£0.00	£0.00	-£200.00
460	Miscellaneous Income	£0.00	£0.00	£12.00	£12.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£155.78	£155.78
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR	£0.00	£0.00	£8,915.00	£8,915.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£268,870.00	£0.00	£143,229.91	-£125,640.09
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£10,833.35	-£15,166.65
Total Rental Property		£26,000.00	£0.00	£10,833.35	-£15,166.65
Melbourn Area Youth Development					
950	MAYD Partner Contributions	£0.00	£1,155.00	£0.00	£0.00
Total Melbourn Area Youth Development		£0.00	£1,155.00	£0.00	£0.00
Community Benefit					
960	Community Benefit	£0.00	£1,092.16	£0.00	£0.00
Total Community Benefit		£0.00	£1,092.16	£0.00	£0.00
Section 106					
140	S.106	£0.00	£0.00	£0.00	£0.00
Total Section 106		£0.00	£0.00	£0.00	£0.00
Celebrating Ages					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages		£0.00	£0.00	£0.00	£0.00
Total Income		£308,410.00	£2,247.16	£158,981.98	-£149,428.02

Melbourn Parish Council Financial Budget Comparison

Five months ended 31st August 2020

Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Conservation					
1000	Allotments	£1,680.00	£0.00	£431.08	£1,248.92
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£7,350.00	£0.00	£4,107.97	£3,242.03
1150	Stockbridge Meadows	£970.00	£0.00	£109.00	£861.00
1200	Grass Cutting Contract	£8,590.00	£0.00	£2,490.00	£6,100.00
1300	Public Open Space Maintenance Contract	£7,000.00	£0.00	£2,600.00	£4,400.00
Total Conservation		£25,590.00	£0.00	£9,738.05	-£15,851.95
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£2,902.22	£2,142.78
2100	Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£2,029.15	£3,470.85
Total Cemeteries		£10,545.00	£0.00	£4,931.37	-£5,613.63
Play Areas & Recreation Grounds					
3000	Play Areas	£3,025.00	£0.00	£370.00	£2,655.00
3200	Recreation Grounds	£12,480.00	£0.00	£4,619.81	£7,860.19
3400	Pavilion	£9,970.00	£0.00	£2,134.63	£7,835.37
Total Play Areas & Recreation Grounds		£25,475.00	£0.00	£7,124.44	-£18,350.56
Finance & General Purpose					
4000	Audit and Legal Fees	£3,000.00	£0.00	£116.87	£2,883.13
4200	Contingency	£3,000.00	£0.00	£0.00	£3,000.00
4300	Wardens' Materials, Equipment & Van	£2,900.00	£0.00	£805.54	£2,094.46
4500	Insurances	£7,400.00	£0.00	£0.00	£7,400.00
4700	Membership of Societies	£1,300.00	£0.00	£908.09	£391.91
4900	Parish Clock	£200.00	£0.00	£150.00	£50.00
5000	Parish Office, IT & Contractors	£24,790.00	£0.00	£2,359.07	£22,430.93
5100	Salaries, NI & Pensions	£75,000.00	£0.00	£29,985.83	£45,014.17
5300	Sundry Expenses	£234.00	£6,000.00	£0.00	£234.00
5400	Training	£1,500.00	£0.00	£0.00	£1,500.00
5700	Pension Scheme Charges	£435.00	£0.00	£180.00	£255.00
5900	Bank Charges	£200.00	£0.00	£36.00	£164.00
6000	Grants Awarded	£700.00	£0.00	£0.00	£700.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£13,850.00	£710.00	£4,658.16	£9,191.84
6450	PWLB Community Hub -	£28,311.00	£0.00	£14,181.47	£14,129.53
6451	PWLB Community Hub - Capital	£4,643.00	£0.00	£2,295.63	£2,347.37
6452	PWLB Car Park - Interest	£5,942.00	£0.00	£598.42	£5,343.58
6453	PWLB Car Park - Capital	£10,945.00	£0.00	£1,202.52	£9,742.48
6500	MCCR Costs	£0.00	£0.00	£11,590.00	-£11,590.00
6600	Timebanking Expenses	£600.00	£0.00	£113.70	£486.30
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
7100	Village Car Park - Rates, Utilities & Maintenance	£13,650.00	£0.00	£7,026.46	£6,623.54
Total Finance & General Purpose		£213,800.00	£6,710.00	£91,207.76	-£122,592.24

Melbourn Parish Council Financial Budget Comparison

Five months ended 31st August 2020

Excludes transactions with an invoice date prior to 01/04/20

	2020/21 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£0.00	£0.00	£0.00	£0.00
Total Planning	£0.00	£0.00	£0.00	£0.00
Highways				
8000 Highways and Footpaths	£200.00	£0.00	£0.00	£200.00
8100 Street Lighting	£1,800.00	£0.00	£1,398.02	£401.98
Total Highways	£2,000.00	£0.00	£1,398.02	-£601.98
Rental Property				
9000 Little Hands Nursery	£3,450.00	£0.00	£1,211.88	£2,238.12
Total Rental Property	£3,450.00	£0.00	£1,211.88	-£2,238.12
Melbourn Area Youth Development				
9500 MAYD Youth Club	£0.00	£1,556.00	£0.00	£0.00
Total Melbourn Area Youth Development	£0.00	£1,556.00	£0.00	£0.00
Community Benefit				
9600 Community Benefit Donations	£0.00	£13,288.96	£0.00	£0.00
9601 Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit	£0.00	£13,288.96	£0.00	£0.00
Section 106				
1400 S106	£0.00	£0.00	£8,840.24	-£8,840.24
Total Section 106	£0.00	£8,840.24	£0.00	£0.00
Celebrating Ages				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£280,860.00	£30,395.20	£115,611.52	£165,248.48
 Total Income	 £308,410.00	 £2,247.16	 £158,981.98	 -£149,428.02
Total Expenditure	£280,860.00	£30,395.20	£115,611.52	£165,248.48
Total Net Balance	£27,550.00		£43,370.46	

Bank Balances at 31st August 2020

Ordinary Accounts

Current Account Unity	£150,312.55
Deposit Account Unity (Instant Access)	£212,928.11
Nationwide 45 day Business Saver	£83,272.88
Petty Cash	£30.00
Prepaid Debit Card	£613.67

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£0.00
Total	£447,157.21

The bank reconciliations were checked by Cllr Kent on 15th September 2020.

The opening of the Public Sector Deposit fund has been temporarily delayed by Covid-19 and difficulties in getting paperwork signed by Parish Council signatories.

Melbourn Parish Council Finance Report 31st August 2020

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st August 2020. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

At this stage there are no major concerns about the budget although there are some areas where there has been unbudgeted expenditure and income (see explanations below). The impact of the Covid-19 pandemic on the Council's finances is being kept under review. There are still some uncertainties surrounding this. Income from match fees and Pavilion/recreation ground hire were initially expected to fall this year as a result of social distancing measures. However, MPC has recently taken a large new booking for the Pavilion. Investment income will be lower than budgeted due to the fall in interest rates to a historic low. Expenditure on the Melbourn Coronavirus Community Response team (MCCR), which was set up in response to the pandemic and is being partially funded by MPC, was unbudgeted but has been partially offset by two grant awards. MCCR activity was wound down during July. The Hub was closed until late July due to Covid-19 but has now re-opened. It received some government financial support whilst closed but ongoing trading conditions are unknown and it is possible that assistance from MPC may be required at some point. Costs of safety screens to allow the Hub to re-open were met by MPC.

Variations from Budget

Income:

MCCR – MPC was successful in obtaining £7,125 grant funding from the Cambridgeshire Coronavirus Community Fund to support the MCCR team. Of this, £2,800 was used towards salary costs for MCCR staff and the rest has been transferred to the MCCR team to cover other running costs. MCCR has also repaid £1,750 of the funds transferred by MPC to underwrite debit card purchases for vulnerable residents.

Expenditure:

Conservation – MPC approved emergency expenditure on some trees in the parish which needed urgent attention. Total cost for these works was just over £3,000 and further tree works (£870) have been approved by the Maintenance Committee. The Maintenance Committee has also approved tree work and repair of some fencing at The Moor (£840). This budget heading is likely to go over budget later in the year.

Sundry Expenses – the £6,000 reserve-funded expense is a zero carbon grant which was received under a joint initiative with Melbourn Village College and has now been transferred to MVC.

MCCR costs – MPC approved a grant of £750 to MCCR and also transferred a further £1,750 to underwrite debit card costs for the project. The underwriting fund has now been repaid (see income). In addition, MPC approved extra staff costs to head up the MCCR team until the end of July if required. The approved costs were up to £6,300 (of which £2,800 has been covered by grant funding) but actual costs will be lower than this. Total MCCR costs should be considered net of MCCR income shown in the income section (net costs are £2,675 to date although some final salary costs are still to go through).

Street lighting – CCC are no longer administering the street lighting contract and this has now been taken over by MPC. A large final bill from CCC means that this budget heading is expected to be overspent this financial year.

G van Poortvliet

RFO – Melbourn Parish Council

16/09/20

Melbourn Parish Council

Expenditure transactions - approval list 24th August 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3743	DD200820 BGASWSH OP	£251.79	£41.96	£209.83 06/08/20	British Gas - Workshop Electricity 30/06-31/07/20 estimated	£251.79
3745	DD200825 BGASORC	£11.23	£0.53	£10.70 06/08/20	British Gas - Electricity bill - old rec ground 30/06/20 - 31/07/20 - estimated	£11.23
3744	DD200825 BGASPAV	£79.34	£3.77	£75.57 06/08/20	British Gas - Pavillion Electricity - 30/06-31/07/20 estimated	£79.34
		£342.36	£46.26	£296.10	British Gas - Total	
3632	DD200808 CWBWS	£6.00	£0.00	£6.00 08/08/20	Cambridge Water Business - Water services car park workshop Aug 2020	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total	
3741	DD200801 DVLA	£23.18	£0.00	£23.18 01/08/20	DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total	
3746	BACS2008 25EA	£495.60	£82.60	£413.00 05/08/20	Earth Anchors - Dog bins and posts x 2	£495.60
1		£453.60	£75.60	£378.00	PLAY Dog bins and posts	
2		£42.00	£7.00	£35.00	PLAY Delivery - dog bins	
		£495.60	£82.60	£413.00	Earth Anchors - Total	
3634	BACS2008 25GRATTE	£1,368.49	£228.08	£1,140.41 29/07/20	Gratte Brothers - Steel shelving and work top - Hub kitchen refurbishment	
3753	BACS2008 25GRATTE	£102.00	£17.00	£85.00 24/07/20	Gratte Brothers - Move water boiler to new position - Hub kitchen refurbishment	
3754	BACS2008 25GRATTE	£114.00	£19.00	£95.00 24/07/20	Gratte Brothers - Removal and disposal of fridge - Hub kitchen refurbishment	
3755	BACS2008 25GRATTE	£4,045.70	£674.28	£3,371.42 29/07/20	Gratte Brothers - Undercounter fridge and counter freezer - Hub kitchen refurbishment	£5,630.19
		£5,630.19	£938.36	£4,691.83	Gratte Brothers - Total	
3727	DD200715 HAVEN	£2.42	£0.11	£2.31 01/07/20	Haven Power - Street lighting - unmetered supply 01/06-30/06/20	
3728	DD200715 HAVEN	£122.42	£5.83	£116.59 01/07/20	Haven Power - Street lighting - unmetered supply 01/06-30/06/20	

Signature

Signature

Date

24/08/20 10:06 AM Vs: 8.47.02

Page 1 of 4

Melbourn Parish Council

Expenditure transactions - approval list 24th August 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3729	DD200715 HAVEN	£6.95	£0.33	£6.62 01/07/20	Haven Power - Street lighting - unmetered supply 01/06-30/06/20	£131.79
3765	DD200817 HAVEN	£2.50	£0.12	£2.38 03/08/20	Haven Power - Street lighting - unmetered supply 01/07-31/07/20	
3766	DD200817 HAVEN	£126.55	£6.03	£120.52 03/08/20	Haven Power - Street lighting - unmetered supply 01/07-31/07/20	
3767	DD200817 HAVEN	£7.18	£0.35	£6.83 03/08/20	Haven Power - Street lighting - unmetered supply 01/07-31/07/20	£136.23
		£136.23	£6.50	£129.73	Haven Power - Total	
3735	BACS2008 25H&CGM	£906.00	£151.00	£755.00 24/07/20	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - rec grounds, millennium copse etc Aug 2020	
3736	BACS2008 25H&CGM	£552.00	£92.00	£460.00 24/07/20	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Aug (1/12 annual contract)	
3737	BACS2008 25H&CGM	£487.00	£81.17	£405.83 24/07/20	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Aug 2020 (1/12 x annual contract)	
3738	BACS2008 25H&CGM	£747.00	£124.50	£622.50 24/07/20	Herts & Cambs Ground Maintenance Limited - Verges cutting - Jul 2020 (1/12 contract)	
3747	BACS2008 25H&CGM	£864.00	£144.00	£720.00 07/08/20	Herts & Cambs Ground Maintenance Limited - Install 4 x cremated remains bases (blocks of 4) - New Road Cemetery	£3,556.00
		£3,556.00	£592.67	£2,963.33	Herts & Cambs Ground Maintenance Limited - Total	
3748	BACS2008 25LUCID	£97.20	£16.20	£81.00 01/08/20	LUCID Systems - Covered agreement - Sep 2020	£97.20
		£97.20	£16.20	£81.00	LUCID Systems - Total	
3804	BACS2008 25HUB	£33.96	£5.66	£28.30 22/08/20	Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/07/20-12/08/20 plus	£33.96
		£33.96	£5.66	£28.30	Melbourn Community Hub Management Group - Total	

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 24th August 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3733	DD200801 NOW	£43.20	£7.20	£36.00 01/08/20	Now Pensions - Employer Service Charge Augl 2020	£43.20
3751	BACS2008 25PGC	£20.52	£3.42	£17.10 31/07/20	Phillimore Garden Centre - 8 x hose clips	£20.52
		£20.52	£3.42	£17.10	Phillimore Garden Centre - Total	
3726	DD200814 PWLb	£1,800.94	£0.00	£1,800.94 27/07/20	Public Works Loan Board - Loan repayment - car park loan 2	£1,800.94
1		£1,202.52	£0.00	£1,202.52	F&GP Loan repayment - car park loan	
2		£598.42	£0.00	£598.42	F&GP Loan repayment interest - car park loan 2	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
3760	BACS2008 25RICOH	£536.09	£89.35	£446.74 07/08/20	Ricoh UK Limited - Photocopier rent and printing costs	£536.09
1		£371.92	£61.99	£309.93	F&GP Printing charges 01/05/20-31/07/20 - b&w and colour	
2		£164.17	£27.36	£136.81	F&GP Photocopier rental - 01/08/20-31/10/20	
		£536.09	£89.35	£446.74	Ricoh UK Limited - Total	
3749	BACS2008 25SD	£180.00	£30.00	£150.00 31/07/20	Smith Of Derby - Parish clock - call out and fault repair	£180.00
		£180.00	£30.00	£150.00	Smith Of Derby - Total	
3786	DD200801 SCDCCP	£1,198.00	£0.00	£1,198.00 01/04/20	South Cambs District Council - Rates - Car Park Instalment 5 of 10	£1,198.00
3694	DD200801 SCDCD&L	£390.00	£0.00	£390.00 09/07/20	South Cambs District Council - Dog and litter bin collection 01/04/20-	£390.00
1		£39.00	£0.00	£39.00	CON Stockbridge Meadows - dog bin collection 01/04/20-31/03/21 1 of 8	
2		£195.00	£0.00	£195.00	PLAY Rec Grounds - dog and litter bin collection 01/04/20-31/03/21 1 of 8	
3		£156.00	£0.00	£156.00	PLAY Play Areas - dog and litter bin collection 01/04/20-31/03/21 1 of 8	

Signature

Signature

Date

24/08/20 10:06 AM Vs: 8.47.02

Page 3 of 4

Melbourn Parish Council

Expenditure transactions - approval list 24th August 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3792	DD200801 SCDCNR	£75.00	£0.00	£75.00 01/04/20	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 5 of 10	£75.00
3798	DD200801 SCDCPAV	£259.00	£0.00	£259.00 01/04/20	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 5 of 10	£259.00
3551	DD200801 SCDCWC	£38.00	£0.00	£38.00 01/04/20	South Cambs District Council - Pavilion fortnightly trade waste collection - installment 2 of 9	£38.00
			£1,960.00	£0.00 £1,960.00	South Cambs District Council - Total	
3725	BACS2008 25TN	£304.05	£0.00	£304.05 23/07/20	TimNovations - Litter picking 14/06/20-22/07/20 plus equipment	£304.05
		£304.05	£0.00	£304.05	TimNovations - Total	
3750	BACS2008 25UL	£78.00	£13.00	£65.00 31/07/20	Unlimited Logos - Gate closure sign Littlehands car park	£78.00
		£78.00	£13.00	£65.00	Unlimited Logos - Total	
Total		£14,897.15	£1,837.49	£13,059.66		

Items already paid under Clerks and RFO's delegated authority

3730	BACS2007 28CCC	£887.52	£0.00	£887.52 18/06/20	Cambridgeshire County Council - Final invoice for street lighting energy 01/10/19-04/03/20	£887.52
		£887.52	£0.00	£887.52	Cambridgeshire County Council - Total	
3732	BACS2007 28SSG	£2,856.00	£476.00	£2,380.00 24/07/20	SS Graphics Limited - Supply & fit social distance screens - Hub kitchen	£2,856.00
		£2,856.00	£476.00	£2,380.00	SS Graphics Limited - Total	
3731	BACS2007 28BACS	£32.99	£5.49	£27.50 06/07/20	Wrights Mower Centre - Pressure washer cleaning fluid and gaffa tape	£32.99
		£32.99	£5.49	£27.50	Wrights Mower Centre - Total	
		£5,715.38	£0.00	£5,715.38	Confidential items – salaries, NI & pensions	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list 28th September 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3826	DD200925 BGASORC	£11.23	£0.53	£10.70	08/09/20 British Gas - Electricity bill - old rec ground .31/07/20 - 31/08/20 - estimated	£11.23
		£11.23	£0.53	£10.70	British Gas - Total	
3768	DD200908 CWBWS	£6.00	£0.00	£6.00	08/07/20 Cambridge Water Business - Water services car park workshop Sep 2020	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total	
3833	BACS2009 29CAME& CO	£7,562.00	£0.00	£7,562.00	25/08/20 Came and Company - Parish Council insurance premium, broker fees and IPT 01/10/20 to 30/09/21	£7,562.00
		£7,562.00	£0.00	£7,562.00	Came and Company - Total	
3824	BACS2009 29CLEXPS	£55.10	£0.00	£55.10	04/09/20 Claire Littlewood - Reimburse post office expenses - 80 x 2nd class stamps + small parcel postage	
3829	BACS2009 29CLEXPS	£7.00	£0.00	£7.00	15/09/20 Claire Littlewood - 1 x office key cutting	£62.10
3782	DD200901 DVLA	£23.18	£0.00	£23.18	01/09/20 DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total	
3825	DD200915 EON	£8.59	£0.41	£8.18	29/08/20 e.0n - Electricity - Orchard Road Cemetery 28/07/20-29/08/20	£8.59
		£8.59	£0.41	£8.18	e.0n - Total	
3823	BACS2009 29ESPO	£14.76	£2.46	£12.30	27/08/20 ESPO - Alcohol wipes for parish office	£14.76
		£14.76	£2.46	£12.30	ESPO - Total	
3813	DD200915 HAVEN	£2.50	£0.12	£2.38	01/09/20 Haven Power - Street lighting - unmetered supply 01/08-31/08/20	
3814	DD200915 HAVEN	£126.55	£6.03	£120.52	01/09/20 Haven Power - Street lighting - unmetered supply 01/08-31/08/20	
3815	DD200915 HAVEN	£7.18	£0.35	£6.83	01/09/20 Haven Power - Street lighting - unmetered supply 01/08-31/08/20	£136.23
		£136.23	£6.50	£129.73	Haven Power - Total	

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 28th September 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3809	BACS2009 29H&CGM	£747.00	£124.50	£622.50	28/08/20 Herts & Cambs Ground Maintenance Limited - Verges cutting - Aug 2020 (1/12 contract)	
3810	BACS2009 29H&CGM	£906.00	£151.00	£755.00	24/07/20 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - rec grounds, millennium copse etc Sep 2020	
3811	BACS2009 29H&CGM	£487.00	£81.17	£405.83	28/08/20 Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Sep 2020 (1/12 x annual contract)	
3812	BACS2009 29H&CGM	£552.00	£92.00	£460.00	28/08/20 Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Sep (1/12 annual contract)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
3817	BACS2009 29LUCID	£97.20	£16.20	£81.00	01/09/20 LUCID Systems - Covered agreement - Oct 2020	£97.20
		£97.20	£16.20	£81.00	LUCID Systems - Total	
3834	BACS2009 29HUB	£72.00	£12.00	£60.00	23/09/20 Melbourn Community Hub Management Group - Parish Office cleaning Jul-Sep	£72.00
3835	BACS2009 2HUB	£33.60	£5.60	£28.00	23/09/20 Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/08/20-12/09/20 plus	£33.60
		£105.60	£17.60	£88.00	Melbourn Community Hub Management Group - Total	
3820	BACS2009 29NEWLIN E	£42.65	£7.11	£35.54	26/08/20 Newline - Antibac soap, hand sanitiser, paper towels - Pavilion	£42.65
		£42.65	£7.11	£35.54	Newline - Total	
3821	DD200901 NOW	£43.20	£7.20	£36.00	01/09/20 Now Pensions - Employer Service Charge Sep 2020	£43.20

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 28th September 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3806	DD200923 PWLb	£6,642.79	£0.00	£6,642.79	26/08/20 Public Works Loan Board - Loan repayment - car park loan 1	£6,642.79
1		£4,232.01	£0.00	£4,232.01	F&GP Loan repayment - car park loan	
2		£2,410.78	£0.00	£2,410.78	F&GP Loan repayment interest - car park loan 1	
		£6,642.79	£0.00	£6,642.79	Public Works Loan Board - Total	
3816	BACS2009 29SHIRE	£1,044.00	£174.00	£870.00	24/08/20 Shire Trees Limited - Remove ivy and dead wood; sever ivy- trees opposite Science Park	£1,044.00
		£1,044.00	£174.00	£870.00	Shire Trees Limited - Total	
3787	DD200901 SCDCCP	£1,198.00	£0.00	£1,198.00	01/04/20 South Cambs District Council - Rates - Car Park Instalment 6 of 10	£1,198.00
3695	DD200901 SCDCD&L	£390.00	£0.00	£390.00	09/07/20 South Cambs District Council - Dog and litter bin collection 01/04/20- 31/03/21 2 of 8	£390.00
1		£39.00	£0.00	£39.00	CON Stockbridge Meadows - dog bin collection 01/04/20-31/03/21	
2		£195.00	£0.00	£195.00	PLAY Rec Grounds - dog and litter bin collection 01/04/20-31/03/21	
3		£156.00	£0.00	£156.00	PLAY Play Areas - dog and litter bin collection 01/04/20-31/03/21	
3793	DD200901 SCDCNR	£75.00	£0.00	£75.00	01/04/20 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 6 of 10	£75.00
3799	DD200901 SCDCPAV	£259.00	£0.00	£259.00	01/04/20 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 6 of 10	£259.00
3775	DD200901 SCDCWC	£38.00	£0.00	£38.00	01/04/20 South Cambs District Council - Pavilion fortnightly trade waste collection - installment 3 of 9	£38.00
		£1,960.00	£0.00	£1,960.00	South Cambs District Council - Total	
3808	BACS2009 29UL	£48.00	£8.00	£40.00	27/08/20 Unlimited Logos - Signs for Stockbridge Meadows x 2	£48.00
		£48.00	£8.00	£40.00	Unlimited Logos - Total	

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 28th September 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Items already paid under Clerks and RFO's delegated authority						
3827	BACS2009 14HALLS	£93.60	£15.60	£78.00	08/09/20 Halls of Cambridge - Spare keys for Pavillion x 5	£93.60
		£93.60	£15.60	£78.00	Halls of Cambridge - Total	
3819	BACS2009 14WAVE	£28.19	£0.00	£28.19	22/08/20 Wave - Car park workshop water and waste bill 16/03/20 to 06/09/20	£28.19
		£28.19	£0.00	£28.19	Wave - Total	
		£7,983.98	£0.00	£7,983.98	Confidential items – salaries, NI & Pensions	
Prepaid debit card expenses (FFX account)						
3832	BACS2009 09FFX	£10.00	£0.00	£10.00	09/09/20 FairFX Plc - Debit card charges x 2 for closure of FFX account	£10.00
		£10.00	£0.00	£10.00	FairFX Plc - Total	
3831	BACS2009 09FFX	£3.64	£0.61	£3.03	01/09/20 Rontec - Petrol for mower	£3.64
		£3.64	£0.61	£3.03	Rontec - Total	
Total		£28,618.94	£704.89	£27,914.05		

Signature

Date

23/09/20 04:48 PM Vs: 8.47.05

Signature

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

1.0 INTRODUCTION

- 1.1 We have pleasure in submitting our fixed price lump sum fee proposal for providing a combined Employers Agent & Quantity Surveying service on the proposed project to expand the Melbourne Community Hub.
- 1.2 The scope of our consultant service is detailed in section 2.0 below.
- 1.3 As discussed with Cllr Richard Wilson on 21 September, our fee proposal is based upon the adoption of a Design & Build procurement route and tenders obtained in competition. This provides single point responsibility for the design and construction of the works and we recommend that the contract is based upon the standard JCT Design & Build Contract 2016 Edition.
- 1.4 Under this form of contract the Employer is required to appoint an Employer's Agent to administer the contract on their behalf. This role includes the preparation of contract documents, issuing contract instructions to the contractor, preparing interim valuations (monthly) and agreeing the Final Account.
- 1.5 Our fee proposal also assumes the following:
- Detailed design will be completed by the Main Contractor. The tender documents will be based upon the Planning Drawings, amended if required to suit your preferred internal layout.
 - The Main Contractor will undertake the Principal Designer and Principal Contractor under the CDM Regulations.
 - Building Regulation approval and discharge of any planning conditions will be undertaken by the Main Contractor under the D&B Form of Contract.
 - Start on site in Spring 2021 (understood planning consent expires 22.05.21)
- 1.6 One of the advantages of adopting a design and build procurement route is that the tender documents can be prepared quickly using existing planning drawings.
- 1.7 We have included for providing the services detailed in section 2.0 below.

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

2.0 SCHEDULE SERVICES

2.1 Quantity Surveying services (Pre-Construction)

- Provide advice to the Employer in relation to the Building Contract and the works or the performance or execution thereof
- Assist with assembly of project team members & appointments and survey reports, if required
- Prepare Construction Cost Estimate based upon planning drawings
- Prepare Employers Requirements document for tender purposes
- Obtain competitive tenders
- Analyse and negotiate tender sum and commercial arrangements prior to award of building contract
- Obtain Contractors Proposals from D&B Contractor, including drawings and outline specification of the works
- Agree construction programme
- Prepare contract documents and arrange signing by both parties
- Advise on the need for collateral warranties / bonds
- Attend meetings as reasonably required during pre-construction period

2.2 Employers Agent /QS services during Construction Phase

- Carry out the duties of the Employer's Agent, as defined in the contract, in administering the contract.
- Hold pre-construction meeting with Contractor; brief the Contractor on their duties, the project itself and roles / responsibilities

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

2.0 SCHEDULE OF SERVICES (CONT'D)

2.2 Employer's Agent services during Construction Phase (Cont'd):

- Establish contract administration procedures in conjunction with the Employer and Building Contractor
- Establish communication, reporting, correspondence and drawings distribution and authorisation procedures to operate between Employer, Contractor and the Employer's Agent
- Assist the Employer in all aspects of the project and assume responsibility for the co-ordination of the D&B contractor during construction period
- On behalf of the Employer, receive or issue such applications, instructions, notices, requests or statements required in accordance with the conditions of the building contract
- Attend meetings as reasonably required by the Employer
- Agree with the Employer the financial limit of the Employer's Agent's authority to issue instructions without the Employer's prior approval
- Throughout the construction stage report regularly to the Employer on the status of the project and advise the Employer on the decisions required
- In the event that any aspect of the project appears likely to fail to achieve the Employer's objectives, agree with the Employer suitable corrective action and monitor its application (with due regard to the Employer's Agents scope of service and delegated authority)
- Advise the Employer to monitor the Building Contractors' insurances
- Establish a meetings structure. Lay down procedures for convening, chairing, attendance, function & frequency. Co-ordinate, chair and minute monthly progress meetings. Attend other meetings with the Employer, Contractor and outside bodies as reasonably required
- Examine and agree the Contractor's Design and Construction programme

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

2.0 SCHEDULE OF SERVICES (CONT'D)

2.2 Employer's Agent services during Construction Phase (Cont'd):

- Advise the Employer as is practicable on the cost and programme implications of proposed changes to the Employer's Requirements
- Prepare progress reports in an agreed format at monthly intervals, including design and construction progress, financial statement and forecast final account
- Administer the payment process as described in the building contract
- Preparation of cash flow in conjunction with contractor
- Issue instructions on behalf of the Client to instigate any changes to the required works
- Checking contractor's valuations for payment and issue Payment Notices to the Employer
- Checking contractor's final account and issuing Final Account statement
- Arranging and attending pre-handover inspection
- Monitor the preparation, submission and acceptance of the CDM health and safety file, as built drawings, operating and maintenance manuals, maintenance agreements and guarantees
- Establish suitable procedures for the notification and rectification of defects during the defect period and for the final inspection of the project at the end of that period

3.0 PROGRAMME

3.1 Our fee proposal assumes the following programme:

- | | |
|--------------------------|------------------------------------|
| • Consultant Appointment | end September / early October 2020 |
| • Out to Tender | Early November 2020 |
| • Tenders returned | Mid December 2020 |
| • Contractor Appointment | by end January 2021 |

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

3.0 PROGRAMME (CONT'D)

3.1 Our fee proposal assumes the following programme (cont'd):

- Contractor mobilisation 6 – 8 weeks commencing early February 2021
- Start on site March / April 2021

3.2 We have assumed that there are no pre-commencement planning conditions to be discharged.

4.0 FEE PROPOSAL

4.1 Our fixed price lump sum fee to carry out the consultant services outlined in section 2.0 above is £12,900 plus VAT, broken down as follows:

	Fee £ (plus VAT)
4.1.1 Pre-Construction QS/ Cost Management	5,900.00
4.1.2 Preparation of contract documents	1,200.00
4.1.3 Construction Phase Employer's Agent / QS service	4,800.00
4.1.4 End Defects Rectification Period	500.00
4.1.5 Disbursements	500.00
Total Fee	£12,900.00 + VAT

4.2 Fee invoices will be submitted for payment on a monthly basis and invoices will be due for payment within 21 days of date of invoice.

4.3 Please note our fee excludes the following:

- Undertaking a quality monitoring role or clerk of works
- the cost of employing any design consultants or other third parties
- survey costs
- Principal Designer role (this will be undertaken by the appointed Contractor)

4.4 We are able to provide £5M PII on this project

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

5.0 TEAM

- 5.1 If appointed, the combined EA/QS role will be undertaken by Stuart Bremner, with QS support from Tim Harwood.
- 5.2 We thank you for the opportunity to work with you on this project. Our team has extensive capability with this type of project and procurement route and recently provided EA/QS services to Cambourne Parish Council on a similar Parish Office extension project. We would welcome the opportunity to work closely with you to ensure a successful delivery of this project.
- 5.3 Please do not hesitate to contact the undersigned should you have any queries or require any further information.

Submitted by: Stuart Bremner (Partner)
Bremner Partnership LLP
Unit 15
Chesterton Mill
French's Road
Cambridge CB4 3NP

Contact Details: E: stuartb@bremnerpartnership.com
Mobile: 07711 412583

Date: 21 September 2020

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

Appendix A

The essential features of the Bremner Partnership LLP standard terms of engagement are as follows:

1. Bremner Partnership shall exercise reasonable skill and care in the performance of the services.
2. Bremner Partnership have no liability for the design of the project or choice or specification of materials.
3. The final date for payment of fee instalments shall be 21 days from the date of issue by Bremner Partnership of a valid VAT invoice.
4. Subject to payment of all fees an irrevocable, royalty free, non-exclusive licence to use proprietary material produced by Bremner Partnership shall be granted to you. Bremner Partnership shall not be liable for any use of the proprietary material other than that for which it was prepared.
5. Bremner Partnership's liability shall be limited to the proportion of any of your losses which it would be just and equitable to require Bremner Partnership to pay having regard to the extent of Bremner Partnership's responsibility for such losses in the performance or non-performance of the services and the acts and omissions of other consultants and contractors engaged on the project.
6. Bremner Partnership shall have no liability for loss of production, loss of profits, loss of business or any other indirect losses or consequential damages arising through the performance or non-performance of the Services and nor shall Bremner Partnership have any liability to the Client for any claims, losses and/or expenses arising from pollution, contamination, date recognition or asbestos risks under or in connection with this Appointment.
7. Bremner Partnership's maximum liability under the Agreement in contract, tort or otherwise is £1,000,000
8. In accordance with the requirements of the Royal Institution of Chartered Surveyors, Bremner Partnership maintain a complaints handling procedure. In the event that you have a complaint in respect of the performance of Bremner Partnership's services you are entitled to have access to the complaints handling procedure, a written copy of which is available on request from Stuart Bremner (Partner)

EXPANSION OF MELBOURN COMMUNITY HUB

**FEE PROPOSAL UNDER DESIGN AND BUILD CONTRACT WITH BREMNER PARTNERSHIP
ACTING AS EMPLOYERS AGENT /QS**

Appendix A (cont'd)

9. The Client acknowledges that Bremner Partnership are a limited liability partnership and agrees not to bring any claim personally against any individual employee or member of Bremner Partnership for any loss incurred by the Client resulting from Bremner Partnership's acts or omissions in the performance of their services and duties arising under or in connection with the Appointment.
10. The Agreement between us is subject to the law of England and Wales.

The fee proposal outlined above is based on the use of Bremner Partnership's Standard Terms of Engagement. In the event you wish to use an alternative form of appointment the fee proposal is subject to amendment to reflect the terms and conditions of the alternative form.



Project Management Proposal for the Melbourn Community Hub, 30 High Street, Melbourn SG8 6DZ.

Private & Confidential

Introduction

Further to your enquiry dated 9th September and our meeting on site on Friday 18th September 2020, Build Momentum Limited are pleased to offer the following project management services associated with the proposed extension and refurbishment works at the Melbourn Community Hub:

Scope of Works

- The project management services are to be provided as per the stages detailed below:

Stage I – Tender Stage

- Issue Requests for Pricing (RFP) to all necessary consultants (principally the Structural Engineer and Building Control) and make recommendations to the Parish Council as to which consultants are to be appointed. We anticipate the RFP being sent to three consultants as a minimum to ensure a competitive tender process.
- Produce a master project program for the project including the construction works.
- Quantify materials required and obtain costings from local builder's merchants where necessary.
- Work alongside the Parish Council to determine a suitable list of main contractors to tender for the works.
- Produce a detailed schedule of works to ensure the tendering contractors (as far as practicably possible) allow for all works necessary.
- Arrange and attend pre-tender site meetings with the Parish Council and the main contractors as required.
- Produce a tender package including Site Set Up Plan, Project Program, Project Preliminaries, Pricing Schedule, Schedule of Works, and Tender Return Form.
- Identify within the tender package any incumbent contractors (i.e. security and fire alarms) whose pricing/input is to be sought as part of the tender process.
- Issue tender package (including all available design information) to tendering contractors for pricing purposes. We anticipate the tender being sent to three contractors as a minimum to ensure a competitive tender process.
- Liaise with the tendering contractors during the tender process and, in conjunction with the project team, respond to any queries main contractors may have regarding the works.
- Produce a detailed comparison of all received tender prices.
- Arrange and attend post-tender meetings with the Parish Council and the main contractor(s) as required.
- Work alongside the Parish Council, the design team, and the main contractors(s) should any Value Engineering be required to identify areas of possible savings.
- Make a recommendation to the Client as to which contractor should be awarded the contract.
- Compile overall project budget including main contractors' costs, consultants' fees etc.
- Confirm Contract Sum including relevant breakdown. Clearly identify any Provisional Sums.
- Ensure execution of the Head Contract by all parties.



Stage II – Pre-Construction Stage

- Alongside the successful main contractor, develop the site set up plan and project methodology to ensure the construction works are safely segregated from the core activities of The Hub and that those activities (primarily the café and the Parish Council offices) can operate without interruption.
- Ensure that all necessary health and safety documentation (i.e. insurances, risk assessments and method statements etc) are complete and on file prior to commencement on site.
- Provide notification as to when the works are to commence on site to all necessary parties.

Stage III - Construction

- Ensure that the site set up is undertaken in accordance with agreed site set up plan and works begin on site in a timely and safe manner.
- Liaise with the main contractor regarding site/technical queries.
- Liaise with the main contractor and the Parish Council to ensure that any disruptive works (i.e. noise, dust, plant movement) are co-ordinated to ensure minimal disruption to the building users.
- Liaise with the appointed Building Control Officer regarding site visits and queries.
- Maintain regular communications with the main contractor to ensure the works are progressing on site in a timely and safe manner.
- Assess and comment upon any contract variations (including additional or unforeseen works) which may arise during the project.
- Regular site visits to assess the progress and value of works completed.
- Produce regular project reports for the Parish Council including details of the projected completion date, expenditure against any contingency and Projected Final Account value to ensure all parties are aware of the status of the project at all times.
- Attend progress meetings with the Parish Council as required.
- Assess and certify the main contractor's progress claims for payment by the Parish Council.
- Agree and sign off the final account with main contractor for payment by the Parish Council.
- Maintaining accurate records and documentation on file for issue to the Parish Council upon project completion.

Stage IV – Project Completion

- Produce a defects list and ensure defects rectification works are completed by the main contractor in line with project completion.
- Co-ordinate the testing and commissioning procedures and collate all necessary documentation for issue to the relevant parties including the Parish Council.
- Collate the project file containing all relevant documentation relating to the project and issue to the Parish Council upon completion.



Fee Proposal

- Our fee proposal to undertake the project management for this project will be **£8,470.00 + VAT**.
- The above fee proposal is based on a total project duration of 6 months (including tender and pre and post contract stages). Should the project duration be extended, Build Momentum reserve the right to charge additional fees.
- We would invoice for our works monthly.

We trust that the above is an accurate representation of your expectations in terms of the types and levels of service offered by Build Momentum. Should you have any queries on any of the above please do not hesitate to contact us.

Peter Mumford

Director

Build Momentum Limited

peter.mumford@build-momentum.co.uk

Telephone: 01799 531 122

Mobile: 07484 162 830



About Build Momentum

Build Momentum is a multi-disciplinary construction consultancy based in Essex covering the whole of the United Kingdom. We work with a range of companies within the construction industry providing a range of services including project management, contracts management, cost consultancy and estimating.

Our Team

Peter Mumford - Director

Build Momentum Director Peter has 17+ years' experience operating within the construction industry, both in the United Kingdom and Australia. He has operated in a wide variety of roles ranging from Site Manager to Contracts Manager. His extensive experience as a Site Manager gives him an excellent understanding of the build process, along with the necessary tools to solve problems logically and quickly whilst maintaining project progress. Peter's commercial experience as a Project Manager and Contracts Manager ensures that projects are efficiently managed from a commercial point of view.

Having graduated from Nottingham Trent University with a degree in Construction Management in 2003, Peter operated in the London commercial fit out industry for several years as a Site Manager, working for ISG and Mansell Construction Services. He relocated to Sydney in 2008. During his time in Sydney, Peter progressed from Site Management into Contracts Administration then into Project Management working in both the commercial fit out and residential development sectors. Having returned to the UK, Peter joined London-based commercial fit out company square metre as a Contracts Manager before establishing Build Momentum Ltd in May 2017. His number of years within the industry mean that Peter has a large network of contacts ranging from Directors, Estimators and Senior Management of various main contractors to sub-contractors, designers, suppliers, and end users.

Tim Carter – Health and Safety Consultant

Build Momentum Consultant, Tim Carter has extensive experience within the construction industry, originally fulfilling a number of "hands on" roles as diverse as scaffolding and groundworks before embarking on a successful career in Construction Safety, seeing him contributing to numerous projects including the 2012 Olympic Park, Bury St Edmunds Cathedral, Great Ormond Street Hospital, Crossrail, HS2, the SMART Motorway programme and Mersey Gateway amongst many others.

Two spells at Kier Group (1989 to 2002 and 2005 to 2019) sandwiched a brief association with an Eastern European construction support services provider, and a three-year spell with Morgan Sindall.

Establishing a track record for achieving results in the most challenging of circumstances, including joint ventures, mergers, acquisitions and restructures, Tim has experience within many sectors of the industry, including transport, housing, water, defence, tunnelling, commercial property, health, education and heritage.

Having operated in recent years at a strategic level influencing Supply Chain, Business Improvement, Project Assessment and Leadership training, Tim brings a new dimension to the Build Momentum team, together with an enviable network of construction orientated contacts.



Ali Stubbings - Surveyor

Having completed a degree in surveying at Oxford Brookes University, Ali spent several years working for a local construction firm in the capacity of a Quantity Surveyor. In 1996 she became a Contracts Managers for Overbury Plc in London, specialising in large fast track fit out projects. The projects centred around high-end Clients in the city, providing high quality internal finishes. Her principal responsibilities were sub-contract management, cost reporting to the client, programming and generally ensuring Clients were handed successful projects. The main challenges were working to short time frames, such as a £1million project completion in 8 weeks, working in occupied offices and ensuring the Clients requests for high quality finishes were met. Ali left the construction industry for a period and focused on the management of a group of local Alms houses. The work involved the day-to-day management of 44 properties including maintenance and internal refurbishments. Ali currently provides project management and cost consultancy support for Build Momentum.





ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

BILL TO

Melbourn PC - Assistant Clerk

Claire Littlewood
Melbourn Community Hub
30 High Street
Melbourn, Cambridgeshire SG8 6DZ
United Kingdom

01763 263303
assistantclerk@melbournpc.co.uk

Estimate Number: 187

Estimate Date: September 15, 2020

Expires On: September 15, 2020

Grand Total (GBP): £7,590.00

Items	Quantity	Price	Amount
Project Managment Prior to tender period Gather and organise project information, produce schedule of works Quantify materials and obtain materials quotes Obtain quotes for engineering & building control for project Instruct engineers for calculations - Subject to approval Make alterations to plans and working drawings accordingly Instruct building control to complete pre works plan check Update all drawings Produce tender pack for contractors	37	£25.00	£925.00
Project Managment Tender period Send out tender packs Liaise with companies tendering, answer questions clarify information Compile prices and options for approval Appoint & schedule approved companies Address any areas of clarification/concern with relevant professional Finalise schedule and produce any working drawings required Ensure all H&S & RAMS documents are updated Ensure all contractor insurance is in place	48	£25.00	£1,200.00



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

Items	Quantity	Price	Amount
Project Managment	168	£25.00	£4,200.00
Work starts			
2-3 weekly site visits to oversee			
Organise material deliveries			
Meet with building control onsite			
Manage certification			
Manage paperwork organisation			
Keep daily diary of works - updating parish council/ hub management.			
Keep in daily contact with all relevant contractors			
Ensure site is safe and considerate at all times			
Compliance certification			
Snagging requirements			
Note	1	£0.00	£0.00
Please note, the above outlines the main responsibilities required for the project.			
As part of the overall project management responsibilities I expect to be available at all times to contractors and members of the Parish council / Hub management team.			
When discussing the running of this project at Council, it may be worth considering a decision making mechanism so that technical, design and other general decisions can be made effectively, i.e what decisions project management can make with just general oversight and what requires authentication via someone further up the hierarchy.			
Additionally it should be noted that we use transparent management software as standard now, meaning that any member of the PC or Hub management can log in and see progress, digital copies of paperwork etc.			



ESTIMATE

1731 Ltd
2 Trust Court
Histon, CB24 9PW
United Kingdom

Subtotal:	£6,325.00
VAT 20%:	£1,265.00
<hr/>	
Total:	£7,590.00
<hr/>	
Grand Total (GBP):	£7,590.00

MELBOURN PARISH COUNCIL

Investment Strategy

Introduction

Melbourn Parish Council appreciates the importance of prudently investing temporary surplus funds on behalf of Melbourn Parish. The objective of our Investment Strategy is to try to control risk and optimise returns from the investments made. Our Investment Strategy complies with relevant Local Government legislation and Guidance (*note 1*)

Definition of an Investment

The Local Government Act 2003 defines an investment widely, covering all a Parish Council's financial assets as well as other non-financial assets which are held mainly or partially to generate a profit e.g. investment property portfolios. It also covers loans made by Parish Councils.

Contribution of MPC's Investments

- Treasury Management Investments – these are made to support effective treasury management activities e.g. cash flow management, banking and investing cash deposits.
- Other investments – MPC holds a property at The Moor, Melbourn, Cambridgeshire, SG8 6ED which is no longer needed for Parish Council services and is leased to a tenant at a commercial rent. The rental income, after deducting maintenance expenses, is used to reduce our precept requirement.

Investment Policy

MPC will operate a prudent investment policy giving priority to three key objectives in the following order of importance:

1. **Security** – protecting the capital sum invested against loss.
2. **Liquidity** – ensuring that funds invested are available for expenditure when needed; and
- 3 **Yield (return)** – once appropriate levels of security and liquidity have been determined, MPC will strive for the best rate of return consistent with this.

Security – we aim to protect against capital loss as follows:

Financial Investments

- Specified Investments - these are made in sterling, for less than twelve months and are with a 'high quality' body or investment scheme or with the UK Government or another Local Authority. MPC will mainly make this type of investment. We consider UK banks and building societies that are protected by the Financial Services Compensation Scheme and investment schemes rated 'A' or above by a credit rating agency (*note 3*) to be 'high quality'.
- Loans – MPC will not make loans.
- Non-specified investments – these investments are not loans and do not meet the Specified Investment criteria e.g. investments over twelve months, stocks and shares. They are potentially riskier but may offer higher yields. MPC will only make investments over one year if we are satisfied that enough funds remain available for expenditure when needed. We will only make non-specified investments in sterling, with a 'high quality' body or scheme or with the UK Government. MPC will not invest directly in shares as these are considered too risky.

Non-financial investments – the rental property held by MPC has no loans or borrowings secured against it. As such there are no concerns about loss in asset value relative to the capital invested.

Financial Services Compensation Scheme - this scheme protects savings up to a specified limit in the event of failure of a financial services firm. The current limit is £85,000 per authorised institution. MPC will strive to spread investments over different institutions and keep below the FSCS limit where possible. However, we will take into consideration the perceived risk of financial organisation failure compared with the administrative burden of managing numerous accounts.

Risk Assessment – MPC's aim is to invest via simple financial instruments which do not require expert knowledge or external advisors. Our investment decisions will be based on publicly available information on yield and credit ratings. This information will be reviewed by the Finance & Good Governance Committee at least annually, and more often if there is a marked deterioration in performance, credit rating or market conditions. MPC will act to protect funds as necessary.

Liquidity

We will ensure that funds invested are available for expenditure when needed by carrying out an annual cash flow forecast, before the start of the financial year, to determine the maximum period that funds may prudently be committed. Our General Reserve will be invested in deposits requiring no more than three months' notice to allow quick access in case of emergency. Other designated reserves may potentially be invested for longer periods if MPC is satisfied that the funds will not be needed before the investment matures.

Capacity and Skills

MPC recognises that our Officers and Cllrs might not have expertise in investment analysis. We aim to use simple financial instruments that do not require expert knowledge. Our annual investment strategy will be recommended by the RFO/Clerk and reviewed by the FGGC prior to being presented to MPC for approval.

If MPC should wish to consider more complex investment types, we will make training available to Officers and Cllrs as appropriate and/or get professional advice. MPC will not make investments unless we have enough understanding to make an informed decision.

Financial Regulations

This Strategy should be read in conjunction with section 8 of MPC's Financial Regulations.

Review Date

MPC will review its Investment Strategy annually, before the start of the financial year, and more frequently if a material change is planned during the year. Any changes will be approved by MPC.

2020-21 Investment Plan (Sept 2020)

The original Investment Plan for 2020/21 was not approved due to the impact of Covid-19 on MPC meetings. Since March 2020 the investment climate has changed significantly with interest rates being slashed. Many of the investment options previously proposed have since been withdrawn by their providers. The updated Investment Plan proposal is set out below.

Temporary Surplus Funds Available

At 1st April 2020 MPC had approx.£338k temporary surplus funds available:

Source	Balance at 01/04/20	Maximum investment term	Comments
General Reserve	£126,900	3 months	Easy access required in case of emergency need
Asset Management Reserve	£31,500	£10k: instant access £21,500: 1 yr	Prudent to keep £10k accessible in case of unbudgeted emergency asset repairs/replacements
s106 Reserve (unallocated funds)	£180,000 (further funds should be received in 2020/21)	3 months (review when definite s106 spending plan known)	As funds are allocated to projects it may be necessary to move them to more accessible accounts

- Almost all of MPC's available funds should be kept readily accessible - maximum three month notice period.
- It may be possible to invest part of the AMR and s106 reserve for a longer term.
- The Investment Plan will need to be reviewed as the plans for spending s106 funds are agreed to ensure that funds are available when required.

Current position – September 2020

MPC had previously invested £83k in a Nationwide 45 day Saver account. The opening of a CCLA Public Sector Deposit account (with £25k) as previously approved was delayed due to Covid-19 and no fund transfer has yet been made.

Economic Climate

Interest rates are at a historic low in response to the Covid-19 pandemic and are expected to remain very low in 2020/21. The possibility of negative interest rates has been suggested and, although thought unlikely, this has not been ruled out by the Bank of England.

Investment Options

A review of available investments which meet MPC's requirements shows that most providers have now withdrawn their deposit accounts with less than one year's notice or are offering interest rates of between 0.1% and 0.2%. Those with the best yields are shown below:

MPC investment proposal for the remainder of 2020-21:

Institution	Product	Max Investment agreed by MPC	Notice Period	Yield (at Sep 2020)	FSCS Yes/No	Credit Rating
Nationwide	45 day Members Saver (existing customer)	£108,000 (£83k already invested)	45 days	0.35%	Y	AA3 (Moody's) (AA2 2019)

Triodos Bank	90 days notice	£83,000 (min £10k inv)	None	0.3%	Y	n/a (1)
CCLA	Public Sector Deposit Fund* (money market fund)	£85,000 (£25k investment in progress)	On demand	0.125%	n/a	AAAmmf (Fitches)

*The Public Sector Deposit Fund is a money market fund specifically designed for the Public Sector. It invests in a diversified portfolio of high quality sterling denominated deposits and instruments. Its primary aim is to maintain the net asset value of the fund at par. The purchase of shares in the PSDF is not the same as investing in a bank deposit account and is not a guaranteed investment. There is a risk that the value per share may fall below face value.

(1) according to its website, Triodos Bank does not use the wholesale money markets so does not have a credit rating

Proposal 2020/21 (October – Mar)

Although return on investments is currently extremely low it is proposed to continue with some investments to make best use of surplus funds and to spread the risk of financial institution failure.

Nationwide 45 day saver – MPC should keep its current investment as it offers the best return currently available. MPC could also potentially invest another £25,000-£100,000. This would mean that the FSCS limit is breached although the overall exposure to financial institution failure is still spread.

CCLA Public Sector Deposit Fund – MPC should invest £25,000 as previously agreed (minimum investment allowed) and review the performance of the PSDF before deciding to invest further. Although the fund yield is currently no better than that offered by many banks or building societies, this is a different type of investment and would serve to diversify MPCs investment portfolio.

Triodos Bank – this is a Dutch ethical bank which currently offers a relatively good return for investors which meet its criteria (to be established). After MPC has reviewed its s106 spending plans and depending on how much it decides to invest in Nationwide and CCLA (above) it could consider investing between £10,000 (minimum investment) and £83,000 with Triodos. Alternatively, MPC could review the market again at that stage in case other providers have made suitable deposit accounts available.

All investments should be reviewed in Feb/March 2021, prior to the start of the next financial year, or earlier if there is a significant change in interest rates or economic climate.

Adoption Date

Reviewed by Finance and Good Governance Committee on [date]

Adopted by Melbourn Parish Council on [Date]

Notes:

1. The Government has issued Guidance on Local Government Investments (s16, Local Government Act 2003) which has statutory force and is mandatory where investments of a Parish Council are or are expected to exceed £100,000 at any point in a financial year.
2. Parish Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (s17, Local Government Act 2003)
3. A Credit Rating Agency is one of the following three companies:
 - Standard and Poor's
 - Moody's Investors Service Ltd; and
 - Fitch Ratings Ltd

COVID-19 Risk Assessment for Pavilion : September 2020

Risk
Catching or spreading Covid-19 via large droplets expelled by infected person during coughing/sneezing, and/or by accidental or deliberate projection of saliva/spit, being breathed in by, or coming into contact with mucous membranes (eyes/nose/mouth) of, non-infected person

Areas or People at Risk	Measures and Policy to Mitigate Risks		Notes & Other Actions
Staff – wardens, parish office staff	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>‘Stay at home’ guidance if unwell at entrance.</p> <p>Staff/volunteers provided with protective gloves. Contractors provide their own.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths or wipes should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Cleaning of facility to be carried out by cleaning Contractor (Royston Eco Clean and MVC contractor)</p>
Staff, contractors and volunteers–	Staff/volunteers who are either extremely vulnerable or over 70.	Staff in the vulnerable category are advised not to carry out cleaning at the Pavilion.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.

		<p>Contractor has been employed to clean after use.</p> <p>MVC will organise their own cleaning staff at the end of each day (Monday to Friday).</p> <p>Talk with staff and Hirers regularly to see if arrangements are working.</p>	<p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
Car Park / paths / veranda / rear patio	<p>Users must ensure that users accessing the pavilion observe social distancing</p> <p>Parents / carers picking up young people from youth club / MVC students gathering near the pavilion.</p>	<p>Posters to remind all users / visitors to adhere to 2 metre rule when accessing the pavilion.</p> <p>Difficult to mark out on grass but users reminded by way of posters.</p>	<p>Drop off and pick up times to be staggered so that there are only small numbers of users entering / exiting the building at any time</p> <p>Parents / carers to be asked not to arrive too early for pick up – avoid people congregating outside</p>
<p>Entrance hall / lobby / corridors</p> <p>Door handles, light switches in frequent use. Risk of spread of virus on surfaces</p>	<p>All users must observe the one way system for entering / exiting the building. Risk of users passing closely to one another.</p> <p>.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p>	<p>Hand sanitiser will be provided and will be checked daily.</p> <p>Users to be requested to wipe surfaces after use. Wipes to be provided.</p> <p>Empty all bins regularly.</p>

		Hand sanitiser to be provided by hall	
Main Hall Door handles, light switches, window catches, tables, chair backs and arms. Risk of transmission of virus	<p>Users to be reminded to wash hands regularly. Hand sanitiser and wipes will be available.</p> <p>Posters to be displayed – ‘Catch it, Bin it, Kill it’.</p>	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned after each use.	<p>Chair and tables are all hard surfaces – no cushions etc – so can be wiped clean after each use. Wipes to be provided</p> <p>MVC to be responsible for cleaning after their use.</p> <p>Cleaning contractor to be employed by MPC to clean after other bookings.</p>
Kitchen : Use of equipment : Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker / microwave	<p>Small space – limited ventilation.</p> <p>Door to remain open and area supervised at all times.</p> <p>Access must be limited to two people at any time. No students to be allowed to access the kitchen.</p>	<p>Hirers are asked to limit numbers using kitchen so as to ensure social distancing, especially for those in vulnerable category / over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Regular users to have dedicated cupboard space for their use only. Access to kitchen to be agreed in advance with user.</p>
Boiler Room Door handle, light switch			

Social distancing not possible	<p>Users should not need to access the boiler room. Students must not access the area.</p> <p>Wipes to be made available to clean door handles, light switches in the event that access is required.</p>	Public access unlikely. Cleaner to decide frequency of cleaning.	
<p>Store cupboards (cleaner etc)</p> <p>Door handles, light switch</p>	<p>Social distancing not possible.</p> <p>Access only for MPC staff.</p>	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
<p>Outside Storage Shed (furniture/equipment)</p> <p>For storage of furniture when not required.</p>	<p>Only one person at a time.</p> <p>Wipes available for door handles.</p>	<p>Hirer to control accessing and stowing equipment to encourage social distancing.</p> <p>Hirer to be responsible for wiping door handles after use.</p>	Wipes to be provided to enable users to clean surfaces, door handles, light switches after use.
<p>Toilets</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	Football teams are given access to the pavilion ONLY for the purposes of using toilet facilities. Home and away teams can only access facilities on their 'side' of the building.	<p>Hirer to control numbers accessing toilets at any time, with attention to more vulnerable users. Cleaners will ensure toilets are cleaned after each booking.</p> <p>Provide posters to encourage 20 second hand washing.</p> <p>Teams are responsible for ensuring they maintain</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p> <p>Close middle cubicle so only two cubicles are available for use.</p>

		appropriate distance and wipe surfaces after use.	
Changing Rooms Showers, benches, toilets/urinals.	<p>Access to changing rooms to be limited to [4] at a time.</p> <p>Football teams are requested to arrive in their kit ready for play.</p> <p>Use of changing rooms should be limited.</p>	<p>Showers to remain <u>closed</u> at this time.</p> <p>Benches, toilets and urinals to be cleaned after each hire.</p> <p>Windows to be opened during use to allow for ventilation.</p>	<p>Wipes, soap, paper towels to be made available. Must be disposed of in bin provided.</p> <p>All windows must be closed by the user.</p>
Refs room	<p>Access strictly limited to one person. Internal room so ventilation is difficult.</p>	<p>All surfaces to be wiped by user.</p> <p>Door to be kept open to allow for additional ventilation when in use. Must be closed when not in use.</p>	<p>Provide wipes which must be disposed of in one of the main bins.</p>
Spectators		Strictly no access to the pavilion (including toilets) for non-players.	<p>Spectators to be requested to ensure social distancing is observed</p>

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

POLICY and PROCEDURE: Verification of Bank Reconciliations

PURPOSE: To Define the Policy and Procedure for Verifying Bank Reconciliations

SCOPE: Bank Accounts operated by Melbourn Parish Council

POLICY: Bank reconciliations are a key financial control. The process compares MPCs financial records with those of their banks to ensure that there is agreement between the sums of money in the different accounts. It is responsibility of the RFO to produce reconciliation for each bank account at the end of every month. The Councillor who has been nominated by MPC to verify the bank reconciliations should follow the procedure below.

RESPONSIBILITIES: It is the responsibility of the Responsible Financial Officer (RFO) to ensure that bank account reconciliations are properly verified. Verification will be monthly. Councillors will be nominated and approved at full Parish Council meetings to serve a term as the person delegated to verify bank account reconciliations. A normal period of such service is one year, although this time period can be flexible at the discretion of the RFO. It is the responsibility of the nominated Councillor to report anomalies or concerns to Parish Council if these cannot be resolved by discussion with the RFO.

PROCEDURE:

1. Bank and Building Society Accounts

- 1.1 Check that a reconciliation has been produced for each account every month
- 1.2 Ensure that the opening cash book balance agrees with the closing balance from the previous month's reconciliation
- 1.3 Confirm agreement between the bank statement balance and an original (or on-line) bank statement
- 1.4 Check that any reconciling items appear genuine. Query any over three months old with the RFO or Clerk
- 1.5 For the main current account randomly select a small number of items from the bank statement and agree them to the Edge bank statement report. Randomly select a few items from the Edge report and agree them to the bank statement.
- 1.6 Query any unusual items

1.7 Sign the bank reconciliations and bank statements.

2. Prepaid debit cards

Note: MPC operates an imprest system for the prepaid debit cards. The balance on the debit cards plus the purchases made should total the amount agreed by MPC to be loaded on the cards (currently £600).

2.1 Ensure that a prepaid debit card reconciliation has been produced by the RFO

2.2 Check the opening balance to the previous month's reconciliation

2.3 Agree the statement balance per the reconciliation to the debit card statement

2.4 Ensure that the total of purchases made plus the statement balance is £600

2.5 Query any differences or unusual items

2.6 Sign the prepaid debit card reconciliation and debit card statements

3. Petty Cash

Note: MPC operates an imprest system for petty cash. The balance in the petty cash tin plus the petty cash vouchers should total the agreed float (currently £30)

3.1 Ensure that a reconciliation has been produced by the RFO

3.2 Check the operating balance to the previous reconciliation

3.3 Ensure that the total of the petty cash vouchers and the cash in the petty cash tin totals £30

3.4 Query and differences or unusual items

3.5 At random, carry out occasional check audits of the balance of petty cash in the tin

4. Reporting

Report that bank reconciliation checks have been completed to Melbourn Parish Council. Bring any concerns, or absence of bank reconciliations, to the attention of the Council or the Finance and Good Governance Committee.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: