

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 26 October 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/91744439225> or on request to the Clerk

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

Absent:

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

- PC051/20 To receive and approve apologies for absence**
Apologies received from Cllr Kilmurray. Acceptable reasons were given.
It was:
RESOLVED to accept Cllr Kilmurray apologies for absence.
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- PC052/20 To receive any Declarations of Interest and Dispensations**
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate
Cllrs Travis and Kilmurray declared an interest in items PC060/20a) to d) **Community Hub Matters** as Directors of the Hub Management Group. Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.
- PC053/20 Chairs' Announcements – For information only**
The Chair welcomed Sophie Marriage, Assistant to the Clerk, to the Parish Council and to the meeting.
- PC054/20 To note a correction to the minutes of the Parish Council Meeting on 28 September 2020**
The correction previously noted in the minutes of 28 September with regard to the allotment rental increases approved at the Parish Council meeting of 27 July was not required and was removed from the minutes of 28 September 2020.
- PC055/20 To approve the minutes of the Parish Council Meeting held on 28 September 2020**
It was:
RESOLVED to approve the minutes of the Parish Council meeting held on 28 September 2020 as an accurate record of the meeting.
Proposed by Cllr Wilson, seconded by Cllr Buxton. All in favour.
- PC056/20 To report back on the minutes of the Parish Council Meeting held on 28 September 2020**
PC045/20c) Terms of Reference for MFWP to be reviewed by Finance and Good Governance Committee.
- PC057/20 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 was in attendance and was invited to address the meeting. The member of the public noted that she had written to the parish office with concerns about the state of various footpaths and roads in the village, particularly Orchard Road, Orchard Way, Russett Way, Water Lane, Beechwood Avenue, Back Lane. The member of the public noted that she had reported her concerns to the Highways Authority. Also noted concern over parking and speed of traffic on the High Street. Chair thanked the member of the public for raising these issues and suggested that District and County Cllrs reports to be discussed at PC058/20a) might provide some further information. A member noted that parked cars on the High Street may provide a form of traffic calming by slowing the speed of vehicles.

PC058/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn
County Cllr van de Ven presented the report. County Cllr van de Ven thanked the resident for bringing her concerns to the meeting and noted that she and District Cllr Hales had met with a Highways Officer in September. Awaiting follow up from the meeting but hopes to have an update for the next Parish Council meeting. Noted that there have been no improvements to the footpaths in Melbourn for many years. Noted that Highways have a very small allocation of funds for improvements and maintenance. **ACTION:** Clerk to forward contact details of resident to County Cllr van de Ven for follow up discussion.
District Cllr Hales noted that he had made requests for improvements to Back Lane. Highways have indicated this is part of a 3 year cycle of road improvements. Also noted challenges of parking enforcement.
A member noted the road inspections carried out periodically by parish councillors will further inform the overall picture with regard to repairs and improvements required.
- b) To consider the External Auditor's report
The report was noted.
- c) To consider executing an indemnity in respect of an S106 agreement related to the Melbourn Science Park expansion project
It was:
RESOLVED to execute the indemnity in respect of the s106 Agreement related to the Melbourn Science Park expansion project.
Proposed by Cllr Wilson, seconded by Cllr Barnes. In favour Cllrs Cowley, Hart, Baker, Buxton, Kent, Clark. Abstain: Cllr Travis
- d) To receive an updated report from the MCCR
The report was received.

PC059/20 Finance Matters:

- a) To consider the monthly finance report
The report was received.
- b) To receive and consider the approvals list for October 2020
It was:
RESOLVED to approve the approvals list for October 2020 for payment.
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- c) To consider retrospective approval for s137 expenditure on Remembrance Day Wreath
It was:
RESOLVED to retrospectively approve s137 expenditure in the sum of £17 for a Remembrance Day Wreath.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- d) To consider retrospective approval for repairs to the Parish clock
It was noted that the parish clock had been repaired in August. Subsequently a member noted that the clock was again showing the incorrect time. **ACTION:** Clerk to obtain quotes for repair.
It was:
RESOLVED to retrospectively approve the payment of £231.60 to Smith of Derby.
Proposed by Cllr Travis, seconded by Cllr Hart. All in favour.
- e) To consider retrospective approval for expenditure on the Parish Van
It was:
RESOLVED to retrospectively approve the payment of £116 for MOT and repairs to the parish van.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- f) To consider quotations for repairs to fencing at Worcester Way play area
Two quotes were considered for repairs to fencing bordering County Farms land.
It was:
RESOLVED to accept the quote from Herts & Cambs Ground Maintenance (items 1 and 2 only) totalling £2,070 + VAT.
Proposed by Cllr Cowley, seconded by Cllr Buxton. All in favour.

Noted that item 3 on the quote should be referred to the Maintenance Committee for further discussion.

- g) To note an adjustment to the IT support contract with Lucid Systems
Additional support costs of £20 per month to the IT support contract were noted. These costs relate to the addition of the shared drive which was installed to enable parish office staff to work from home.

[20:06 : Cllr Kilmurray joined the meeting]

- h) To consider funding an Interpretation Board for New Road Cemetery out of Community Benefit Funds
It as noted that Cllr Barnes has designed and prepared an illustration for an interpretation board with information relating to the Saxon Burial Mound at New Road Cemetery. Cllr Barnes was thanked for her work on this project.
Discussion with regard to allocating Community Benefit Funds for purchase, delivery and installation of the interpretation board.
It was:
RESOLVED to approve funding up to a maximum of £1,000 for the purchase, delivery and installation of an interpretation board at New Road Cemetery from Community Benefit Funds.
Proposed by Cllr Travis, seconded by Cllr Hart. All in favour.

PC060/20 Community Hub Matters:

- a) To consider retrospective approval for s106 expenditure for a replacement marquee
It was noted that a replacement marquee has been purchased by the Hub. Two quotes were presented (House of Tents £2,139.69 and Gala Tents £1,888.40). The cost of the marquee will come from a re-allocation of s106 monies for previously identified Hub projects which will not proceed this year.
It was:
RESOLVED to retrospectively approve re-allocation of s106 monies for the purchase of a replacement marquee in the sum of £1,888.40 from Gala Tents.
Proposed by Cllr Buxton, seconded by Cllr Baker. In favour : Cllrs Cowley, Hart, Kent, Wilson, Clark, Barnes. Abstain: Cllrs Travis and Kilmurray.
- b) To consider two quotations for replacement of emergency lighting at the Community Hub
Two quotations for were considered (Greg Barnaby £1,875.00 and PJ Robinson £1,465). It was noted that the quotation from PJ Robinson did not include all the elements of work required. Noted that undertaking this work is a legal requirement.
It was:
RESOLVED to approve the quotation from Greg Barnaby for £1,875 for replacement of emergency lighting.
Proposed by Cllr Wilson, seconded by Cllr Barnes. In favour: Cllrs Buxton, Baker, Cowley, Hart, Kent, Clark. Abstain: Cllrs Travis and Kilmurray
- c) To consider retrospective approval for emergency drainage works to Hub terrace
Noted that this essential work has been undertaken by a contractor on a cost only basis (no costs for labour). Costs are likely to include hire of mini digger and some materials.
It was:
RESOLVED to retrospectively approve the emergency drainage work to the Hub terrace up to a maximum of £800 to cover hire of equipment and materials.
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barnes, Buxton, Baker, Cowley, Kent, Clark. Abstain: Cllrs Travis and Kilmurray.
- d) To consider quotations for purchase of hardware for EPOS system
Two quotes for hardware were considered (EPOSNow £392.59 and Fry Scales £900). Noted that due to Covid regulations table service was mandatory. This resulted in additional staffing costs. EPOS system will make ordering more streamlined and accurate. Ongoing support costs will be paid by the Hub.
It was:
RESOLVED to accept the quotation from EPOSNow for hardware only in the sum of £392.59.

Proposed by Cllr Hart, seconded by Cllr Cowley. In favour: Cllrs Wilson, Barnes, Buxton, Baker, Kent, Clark. Abstain: Cllrs Travis and Kilmurray.

- e) To receive an update on the Hub extension project
A member of the MCHMG provided an update on the Hub extension project following a meeting with the project manager. Project manager is now preparing schedule of works. It was noted that the extension project will be funded entirely from s106 monies and grant funds obtained from Cambridgeshire County Council. Expenditure will be administered by the Parish Council and the RFO and Clerk will be fully involved in the process.

PC061/20 HR Matters : To receive and consider any updates from the HR Panel
Chair of the HR Panel welcomed the new Assistant to the Clerk and provided an update on recent meeting to set objectives with the Clerk.

PC062/20 Risk Assessments : To consider any risk assessments needing to be brought to Council's attention

It was noted that youth club will re-start at the Pavilion on Monday, 2 November. A risk assessment received from Groundwork East was noted.

PC063/20 Policies and Terms of Reference:

- a) To consider approving the Financial Risk Register
It was:
RESOLVED to approve the Financial Risk Register.
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.
- b) To consider approving Terms of Reference for the Finance & Good Governance Committee
It was:
RESOLVED to approve the Terms of Reference for the Finance & Good Governance Committee.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.
- c) To consider approving the Policy and Procedure to Evaluate the Effectiveness of Internal Audit
It was:
RESOLVED to approve the Policy and Procedure to Evaluate the Effectiveness of Internal Audit
Proposed by Cllr Baker, seconded by Cllr Cowley. All in favour.

PC064/20 To note the date of next meeting: 23 November 2020

The date of the next meeting is 23 November 2020

The meeting closed at 20:40

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 20 Oct 2020 – District and County Councillor Report

Covid-19 and recalibration of District and County Hubs

As is well known through the media and public information websites, there has been a concerning rise in cases in Cambridge and South Cambridgeshire. The District and County Councils are poised to support community Covid support groups should the need arise; meanwhile everyone is being asked to help disseminate public health advice on hand hygiene, social distancing and staying home as much as possible, plus guarding against complacency.

Once again, Cambridgeshire and Peterborough Public Health Intelligence detailed updates on Covid-19 cases and settings are here:

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

Council finances

We will have more to report in the near future on the impact of Covid on district and county council finances, ahead of the 2021-22 budget setting.

South Cambridgeshire Hall – SCDC offices

Having just re-opened South Cambs Hall it has now been closed again as part of our efforts to do all we can to minimise the spread of Coronavirus locally. We feel this is the right and responsible thing to do following the latest Government announcements. Residents and businesses have been able to carry out the vast majority of transactions without visiting and for the small number of tasks that have required people to visit in-person, such as pension verification, we have made arrangements to continue delivering them in a safe way. Please check the website for further details.

Melbourn and Bassingbourn Oil Club – household heating oil

The Melbourn and Bassingbourn Division Oil Club, working with local oil supplier Agricole Oil, exists to help householders access the best available prices.

There is no joining fee and no obligation to make more than one order – please simply contact Jeremy Cole at Agricole Oil if you'd like to know more about how things work or how to make an order: Jeremy@agricole.co.uk, tel [01954 719452](tel:01954719452).

Every year, Agricole Oil gives us a rebate which is based on the volume of orders made, and the Oil Club in turn donates this to a community group. Last year the rebate went to Royston and District Community Transport.

Difficulties with Water bills?

Cambridge Water is offering help for people struggling to pay their water bills because of COVID-19. Please contact Cambridge Water via the website, by Facebook or Twitter or give call 0800 587 7701. More information can be found online at <https://www.cambridge-water.co.uk/covid-help>. Tailored support including the Assure social tariff (for customers whose household income is less than £16,380 a year); the Assure Covid-19 tariff, which is available for a 12-week period for customers whose household income has been impacted by the Coronavirus outbreak and is temporarily less than £16,380 a year; as well as a number of other plans.

Melbourn One-way Streets?

Apologies as feedback from Highways is still being chased.

Community Rail Partnership News:

Rail User Group meeting November 18

A virtual meeting will be hosted on Zoom for rail user group and any interested residents, to hear about the current state of play around rail services.

Turning the tubs around for winter on the station platforms

In spite of the pandemic, local volunteers have been continuing to work behind the scenes to ensure our station garden remains cheerful and well-tended, for which many thanks. Do please get in touch if you'd like to help out in any way – all according to Covid protocols of course.

Amazon locker at Meldreth Station

Amazon lockers are being rolled out at a number of railway stations, and one has been offered for Meldreth. This would serve as a collection point for Amazon packages. The Community Rail Partnership had only 24 hours notice and felt on balance that it would be a useful additional public amenity to the station environment. It will be installed on the hard standing where currently there are four poorly positioned cycle racks; we've asked for the racks to be re-sited elsewhere in the station car park area – details to be worked out. As you may have seen, a brand new 16-unit covered cycle park facility was installed in the car park just before lockdown.

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

MELBOURN PARISH COUNCIL - CA0179

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

06/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Melbourn Parish Council Financial Budget Comparison

Six months ended 30th September 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 | £1,440.00 | -£1,560.00 |
| Total Cemeteries | | £3,000.00 | £0.00 | £1,440.00 | -£1,560.00 |
| 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 | £267,870.00 | £0.00 |
| 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 | £36.00 | £36.00 |
| 480 | Insurance Claims | £0.00 | £0.00 | £0.00 | £0.00 |
| 485 | Feed In Tariff | £0.00 | £0.00 | £612.97 | £612.97 |
| 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 | £277,646.10 | £8,776.10 |
| 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 | £13,000.02 | -£12,999.98 |
| Total Rental Property | | £26,000.00 | £0.00 | £13,000.02 | -£12,999.98 |
| 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 | £296,004.84 | -£12,405.16 |

Melbourn Parish Council Financial Budget Comparison

Six months ended 30th September 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 | £4,977.97 | £2,372.03 |
| 1150 | Stockbridge Meadows | £970.00 | £0.00 | £188.00 | £782.00 |
| 1200 | Grass Cutting Contract | £8,590.00 | £0.00 | £3,112.50 | £5,477.50 |
| 1300 | Public Open Space Maintenance Contract | £7,000.00 | £0.00 | £3,060.00 | £3,940.00 |
| Total Conservation | | £25,590.00 | £0.00 | £11,769.55 | -£13,820.45 |
| Cemeteries | | | | | |
| 2000 | Cemetery Rates, Utilities & Upkeep | £5,045.00 | £0.00 | £2,993.63 | £2,051.37 |
| 2100 | Cemetery Grounds Maintenance Contract | £5,500.00 | £0.00 | £2,434.98 | £3,065.02 |
| Total Cemeteries | | £10,545.00 | £0.00 | £5,428.61 | -£5,116.39 |
| Play Areas & Recreation Grounds | | | | | |
| 3000 | Play Areas | £3,025.00 | £0.00 | £526.00 | £2,499.00 |
| 3200 | Recreation Grounds | £12,480.00 | £0.00 | £5,580.51 | £6,899.49 |
| 3400 | Pavilion | £9,970.00 | £0.00 | £2,545.17 | £7,424.83 |
| Total Play Areas & Recreation Grounds | | £25,475.00 | £0.00 | £8,651.68 | -£16,823.32 |
| Finance & General Purpose | | | | | |
| 4000 | Audit, Legal and Professional 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 | £831.75 | £2,068.25 |
| 4500 | Insurances | £7,400.00 | £0.00 | £7,562.00 | -£162.00 |
| 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 | £2,574.47 | £22,215.53 |
| 5100 | Salaries, NI & Pensions | £75,000.00 | £0.00 | £37,894.53 | £37,105.47 |
| 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 | £216.00 | £219.00 |
| 5900 | Bank Charges | £200.00 | £0.00 | £83.80 | £116.20 |
| 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 | £3,009.20 | £2,932.80 |
| 6453 | PWLB Car Park - Capital | £10,945.00 | £0.00 | £5,434.53 | £5,510.47 |
| 6500 | MCCR Costs | £0.00 | £0.00 | £11,720.00 | -£11,720.00 |
| 6600 | Timebanking Expenses | £600.00 | £0.00 | £141.70 | £458.30 |
| 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 | £8,258.65 | £5,391.35 |
| Total Finance & General Purpose | | £213,800.00 | £6,710.00 | £115,036.85 | -£98,763.15 |

Melbourn Parish Council Financial Budget Comparison

Six months ended 30th September 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 | £1,527.75 | £272.25 |
| Total Highways | £2,000.00 | £0.00 | £1,527.75 | -£472.25 |
| 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 | £143,626.32 | £137,233.68 |
| Total Income | £308,410.00 | £2,247.16 | £296,004.84 | -£12,405.16 |
| Total Expenditure | £280,860.00 | £30,395.20 | £143,626.32 | £137,233.68 |
| Total Net Balance | £27,550.00 | | £152,378.52 | |

Bank Balances at 30th September 2020

Ordinary Accounts

| | |
|--|-------------|
| Current Account Unity | £258,628.98 |
| Deposit Account Unity (Instant Access) | £212,928.11 |
| Nationwide 45 day Business Saver | £83,272.88 |
| Petty Cash | £30.00 |
| Prepaid Debit Cards | £600.00 |

Short Term Investment Accounts

| | |
|---|--------------------|
| CCLA - Public Sector Deposit fund (opening transfer made 15 th October 2020) | £0.00 |
| Total | £555,459.97 |

The bank reconciliations were checked by Cllr Kent on 23rd October 2020.

Melbourn Parish Council Finance Report 30th September 2020

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th September 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 the half year 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 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 which will offset this. 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 was partly funded by MPC, was unbudgeted but was 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 remain uncertain and, although further external grant funding has been obtained, 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 since 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.

Insurances – the Parish Council is in the final year of a three year deal with the current provider. The premium was slightly underbudgeted this year (£162).

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 was covered by grant funding) but actual costs were lower than that. Total MCCR costs should be considered net of MCCR income shown in the income section (net costs are £2,805).

Street lighting – CCC are no longer administering the street lighting contract and this has now been taken over by MPC. A large final bill of £888 from CCC means that this budget heading is expected to be overspent this financial year.

G van Poortvliet
RFO – Melbourn Parish Council

21st October 2020

Melbourn Parish Council

Expenditure transactions - approval list 26th October 2020

Start of year 01/04/20

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque |
|-------|---------------------|---------|--------|-------------|--|---------|
| 3864 | BACS2010 27AMG | £540.00 | £90.00 | £450.00 | 02/10/20 AMG (Southern Services) Ltd - Annual drain clean - Littlehands | £540.00 |
| | | £540.00 | £90.00 | £450.00 | AMG (Southern Services) Ltd - Total | |
| 3852 | BACS2010 27AOS | £48.74 | £8.12 | £40.62 | 29/09/20 AOS Online - 3 x boxes A4 paper | £48.74 |
| | | £48.74 | £8.12 | £40.62 | AOS Online - Total | |
| 3853 | DD201016 BGASPAV | £18.56 | £0.88 | £17.68 | 06/08/20 British Gas - Pavilion Electricity - 01/08-21/09/20 estimated | £18.56 |
| 3877 | DD201023 BGASORC | £10.92 | £0.52 | £10.40 | 06/10/20 British Gas - Electricity bill - old rec ground 01/09/07/20 - 30/09/20 - estimated | £10.92 |
| | | £29.48 | £1.40 | £28.08 | British Gas - Total | |
| 3548 | DD201008 CWBORC | £45.84 | £0.00 | £45.84 | 01/10/20 Cambridge Water Business - Water services - Orchard Rd Cemetery 1/4/20-31/03/21 Installment 2 | £45.84 |
| 3769 | DD201008 CWBWS | £6.00 | £0.00 | £6.00 | 08/07/20 Cambridge Water Business - Water services car park workshop Oct 2020 | £6.00 |
| | | £51.84 | £0.00 | £51.84 | Cambridge Water Business - Total | |
| 3783 | DD201001 DVLA | £23.18 | £0.00 | £23.18 | 01/10/20 DVLA - Vehicle tax - Parish Van | £23.18 |
| | | £23.18 | £0.00 | £23.18 | DVLA - Total | |
| 3875 | DD201013 EON | £8.87 | £0.42 | £8.45 | 28/09/20 e.on - Electricity - Orchard Road Cemetery 28/08/20-28/09/20 | £8.87 |
| | | £8.87 | £0.42 | £8.45 | e.on - Total | |
| 3876 | BACS2010 27ESPO | £52.92 | £2.51 | £50.41 | 01/10/20 ESPO - Clear wallets, facemasks, year planner etc | £52.92 |
| | | £52.92 | £2.51 | £50.41 | ESPO - Total | |

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Melbourn Parish Council

Expenditure transactions - approval list 26th October 2020

Start of year 01/04/20

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque |
|-------|---------------------|-----------|---------|------------------|---|-----------|
| 3854 | DD201015 HAVEN | £6.95 | £0.33 | £6.62 01/10/20 | Haven Power - Street lighting - unmetered supply 01/09-30/09/20 | |
| 3855 | DD201015 HAVEN | £122.42 | £5.83 | £116.59 01/10/20 | Haven Power - Street lighting - unmetered supply 01/09--30/09/20 | |
| 3856 | DD201015 HAVEN | £2.42 | £0.11 | £2.31 01/09/20 | Haven Power - Street lighting - unmetered supply 01/09-30/09/20 | £131.79 |
| | | £131.79 | £6.27 | £125.52 | Haven Power - Total | |
| 3845 | BACS2010 27H&CGM | £906.00 | £151.00 | £755.00 25/09/20 | Herts & Cambs Ground Maintenance Limited - Grounds maintenance - rec grounds, millennium copse etc Oct 2020 | |
| 3847 | BACS2010 27H&CGM | £487.00 | £81.17 | £405.83 25/09/20 | Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Oct 2020 (1/12 x annual contract) | |
| 3848 | BACS2010 27H&CGM | £552.00 | £92.00 | £460.00 25/09/20 | Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Oct (1/12 annual contract) | |
| 3849 | BACS2010 27H&CGM | £747.00 | £124.50 | £622.50 25/09/20 | Herts & Cambs Ground Maintenance Limited - Verges cutting - Sep 2020 (1/12 contract) | £2,692.00 |
| | | £2,692.00 | £448.67 | £2,243.33 | Herts & Cambs Ground Maintenance Limited - Total | |
| 3861 | BACS2010 27LUCID | £97.20 | £16.20 | £81.00 01/10/20 | LUCID Systems - Covered agreement - Nov 2020 | |
| 3870 | BACS2010 27LUCID | £6.62 | £1.10 | £5.52 06/10/20 | LUCID Systems - Outlook email - Timebank co-ordinator | £103.82 |
| | | £103.82 | £17.30 | £86.52 | LUCID Systems - Total | |

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Melbourn Parish Council

Expenditure transactions - approval list 26th October 2020

Start of year 01/04/20

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque |
|-------|---------------------|-----------|---------|--------------------|---|-----------|
| 3858 | BACS2010 27HUB | £457.19 | £0.00 | £457.19 05/10/20 | Melbourn Community Hub Management Group - FiT re electricity solar panels Hub building 19/06/20-18/06/20 | |
| 3881 | BACS2010 27HUB | £33.60 | £5.60 | £28.00 13/10/20 | Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/09/20-12/10/20 plus | |
| 3882 | BACS2010 27HUB | £24.00 | £4.00 | £20.00 13/10/20 | Melbourn Community Hub Management Group - Parish Office cleaning w/c 21 Sep - 9 Oct 2020 | £514.79 |
| | | £514.79 | £9.60 | £505.19 | Melbourn Community Hub Management Group - Total | |
| 3873 | BACS2010 27MMSF | £700.00 | £0.00 | £700.00 08/10/20 | Meldreth Melbourn Shepreth and Foxton Community Interest Company - Contribution to Community Rail Partnership | £700.00 |
| | | £700.00 | £0.00 | £700.00 | Meldreth Melbourn Shepreth and Foxton Community Interest Company - Total | |
| 3851 | DD201001 NOW | £43.20 | £7.20 | £36.00 01/10/20 | Now Pensions - Employer Service Charge Oct 2020 | £43.20 |
| 3860 | BACS2010 27PO | £300.00 | £50.00 | £250.00 05/10/20 | Parish Online - Parish Online subscription 05/10/20-04/10/21 | £300.00 |
| | | £300.00 | £50.00 | £250.00 | Parish Online - Total | |
| 3874 | BACS2010 27PGC | £39.60 | £6.60 | £33.00 14/10/20 | Phillimore Garden Centre - Turf for cemeteries | £39.60 |
| | | £59.31 | £9.89 | £49.42 | Phillimore Garden Centre - Total | |
| 3451 | BACS2010 27PKF | £1,560.00 | £260.00 | £1,300.00 31/03/20 | PKF Littlejohn LLP - Audit Fee 2020/21 | £1,560.00 |
| | | £1,560.00 | £260.00 | £1,300.00 | PKF Littlejohn LLP - Total | |
| 3788 | DD201001 SCDCCP | £1,198.00 | £0.00 | £1,198.00 01/04/20 | South Cambs District Council - Rates - Car Park Instalment 7 of 10 | £1,198.00 |
| 3696 | DD201001 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 3 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 | |

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Melbourn Parish Council

Expenditure transactions - approval list 26th October 2020

Start of year 01/04/20

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque |
|-------|-----------------------|-----------|--------|--------------------|---|-----------|
| 3794 | DD201001 SCDCNR | £75.00 | £0.00 | £75.00 01/04/20 | South Cambs District Council - Rates - Victoria Way Cemetery Instalment 7 of 10 | £75.00 |
| 3800 | DD201001 SCDCPAV | £259.00 | £0.00 | £259.00 01/04/20 | South Cambs District Council - Rates - Pavilion Rec Ground Instalment 7 of 10 | £259.00 |
| 3776 | DD201001 SCDCWC | £38.00 | £0.00 | £38.00 01/04/20 | South Cambs District Council - Pavilion fortnightly trade waste collection - installment 4 of 9 | £38.00 |
| | | £1,960.00 | £0.00 | £1,960.00 | South Cambs District Council - Total | |
| 3871 | BACS2010 27TEN | £1,707.50 | £0.00 | £1,707.50 12/10/20 | Ten Insurance Services - Grinnel Hill BMX | £1,707.50 |
| | | £1,707.50 | £0.00 | £1,707.50 | Ten Insurance Services - Total | |
| 3846 | BACS2010 27TN | £556.50 | £0.00 | £556.50 24/07/20 | TimNovations - Litter picking 26/07/20-24/09/20 plus equipment and bike service/repair | £556.50 |
| | | £556.50 | £0.00 | £556.50 | TimNovations - Total | |
| 3883 | BACS2010 27WRIGHTS | £169.97 | £28.33 | £141.64 15/10/20 | Wrights Mower Centre - 2 x wheels for mower | £169.97 |
| | | £169.97 | £28.33 | £141.64 | Wrights Mower Centre - Total | |
| | | £5,016.54 | £0.00 | £5,016.54 | Confidential items – salaries, NI & Pensions | |

Items already paid under Clerks and RFO's delegated authority

| | | | | | | |
|------|--------------------|-----------|---------|--------------------|--|-----------|
| 3863 | BACS2010 081731 | £1,260.00 | £210.00 | £1,050.00 02/10/20 | 1731 Ltd - Project management - production of boardwalk documents & drawings | £1,260.00 |
| 3850 | BACS2010 08BACS | £294.00 | £49.00 | £245.00 28/09/20 | Glassblade Ltd - Bringing website up to accessability standards | £294.00 |
| 3872 | BACS2010 15RE | £85.00 | £0.00 | £85.00 02/09/20 | Royston Eco Cleaning Company - Pavilion - deep cleaning | £85.00 |
| 3862 | BACS2009 08SD | £231.60 | £38.60 | £193.00 25/08/20 | Smith Of Derby - Parish clock - call out and fault repair | £231.60 |

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Melbourn Parish Council

Expenditure transactions - approval list 26th October 2020

Start of year 01/04/20

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque |
|------------------------------------|---------------------|------------|-----------|------------------|--|---------|
| Prepaid debit card expenses | | | | | | |
| 3722 | BACS2010 08SOLDO | £8.39 | £1.40 | £6.99 13/07/20 | 1&1 - Website fee 12/07/20- 12/08/20 | |
| 3752 | BACS2010 08SOLDO | £8.39 | £1.40 | £6.99 13/08/20 | 1&1 - Website fee 12/08/20- 12/09/20 | |
| 3828 | BACS2010 08SOLDO | £8.39 | £1.40 | £6.99 13/09/20 | 1&1 - Website fee 12/09/20- 12/10/20 | £25.17 |
| 3668 | BACS2010 08SOLDO | £294.99 | £49.16 | £245.83 24/06/20 | Amazon Marketplace - Hikvision 16CH 5.0MP ultra HD DVR for car park CCTV system | £294.99 |
| 3865 | BACS2010 08SOLDO | £22.25 | £0.00 | £22.25 28/09/20 | Ebay - Wing mirror - parish van | £22.25 |
| 3866 | BACS2010 08SOLDO | £50.00 | £8.33 | £41.67 28/09/20 | Melbourn Garage - Pre- MOT check Parish Van | £50.00 |
| 3857 | BACS2010 08SOLDO | £19.71 | £3.29 | £16.42 23/09/20 | Phillimore Garden Centre - Broom | £19.71 |
| 3724 | BACS2010 08SOLDO | £6.50 | £1.08 | £5.42 21/07/20 | Rontec - Petrol for mower | |
| 3742 | BACS2010 08SOLDO | £15.22 | £2.54 | £12.68 27/07/20 | Rontec - Diesel for Parish Van | |
| 3830 | BACS2010 08SOLDO | £15.22 | £2.54 | £12.68 17/09/20 | Rontec - Diesel for Parish Van | £36.94 |
| 3867 | BACS2010 08SOLDO | £17.00 | £0.00 | £17.00 07/10/20 | Royal British Legion - Poppy Wreath for Remembrance Day (s137) | £17.00 |
| 3822 | BACS2010 08SOLDO | £15.50 | £2.58 | £12.92 28/08/20 | Tesco - Diesel for parish van | £15.50 |
| 3686 | BACS2010 08SOLDO | £8.00 | £1.33 | £6.67 06/07/20 | Wrights Mower Centre - Spare part for scythe mower | |
| 3740 | BACS2010 08SOLDO | £28.00 | £4.67 | £23.33 28/07/20 | Wrights Mower Centre - Materials for wardens | £36.00 |
| 3723 | BACS2010 08SOLDO | £14.39 | £0.00 | £14.39 20/07/20 | Zoom Video Communications Inc. - Zoom pro 20/07/20- | |
| 3805 | BACS2010 08SOLDO | £14.39 | £0.00 | £14.39 20/09/20 | Zoom Video Communications Inc. - Zoom pro 20/09/20- | £28.78 |
| Total | | £18,667.68 | £1,313.74 | £17,353.94 | | |

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**Melbourn Parish Council
Financial Risk Register 2020-21**

**Doc. No. 4.20
Review date: November 2021**

| Risk No. | Description (the risk is that... | Impact (the impact on MPC would be... | Likelihood Score (1-3) | Impact Score (1-3) | Risk Rating (High, Medium, Low) | Response (what actions have been taken/are in progress) |
|-----------------|---|---|-------------------------------|---------------------------|--|--|
| F1 | Expenditure is incurred or grants awarded without proper legal authority | Potential for complaints, fines, qualified audit report | 1 | 2 | Low (2) | Qualified staff. Record of power under which grants are awarded is minuted. |
| F2 | The PC has insufficient General Reserves so is at risk of bankruptcy if precept is not paid on time | Inability to provide services or pay staff salaries and other contractual liabilities | 1 | 3 | Medium (3) | MPC holds over 5 months of running costs in general reserve and has a policy to build up its reserves to 6 months. |
| F3 | An adequate record of the Council's assets is not maintained | Potential theft or misappropriation of assets Assets could fall into disrepair. Assets may be inadequately insured | 1 | 3 | Medium (3) | Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. |
| F4 | The PC has insufficient money ring-fenced in Asset Replacement/Maintenance Reserves The PC does not have a maintenance plan so the budget for maintenance will be insufficient | Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact. | 2 | 3 | High (6) | Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC to build up Asset Management Reserve. Maintenance Committee prioritise and monitor spend monthly. MPC to link asset maintenance and renewal budget to asset register (Action). |

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|-----|---|---|---|---|------------|--|
| F5 | Cash is lost through theft/misappropriation | Funding shortfall Adverse publicity | 1 | 1 | Low (1) | Limited cash held and banked promptly. Controls over dealing with cash. Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance). |
| F6 | Failure to ensure proper use of funds under S137 | Total S137 expenditure could exceed statutory limit for MPC | 1 | 1 | Low (1) | Separate S137 heading in budget. Qualified Clerk. Powers for grant approvals minuted. |
| F7 | Proper financial records are not kept | Inadequate understanding of financial position of the authority. Potential qualified audit. | 1 | 3 | Medium (3) | RFO in place. Regular finance reports submitted at meetings. Regular internal audit visits. |
| F8 | Poor Financial Management | MPC could run out of funds before the financial year end. Risk to service delivery. | 1 | 3 | Medium (3) | RFO in place. Regular budget progress reports/monitoring. Reserves of over 5 mths running costs. |
| F9 | Failure to set a precept within sound budgeting arrangements. | Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners. | 1 | 3 | Medium (3) | RFO in place. Rigorous precept setting process followed. Adequacy of reserves considered when setting precept. Regular budget monitoring throughout the year. |
| F11 | Failure to maintain an effective bank payments system | Loss of funds from bank due to staff error or fraud. | 1 | 2 | Low (2) | Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance) |

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|-----|--|---|---|---|------------|---|
| F12 | Loss of funds due to bank failure | Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments. | 1 | 3 | Medium (3) | Guarantee limit of £85k per financial institution. Investment policy in place. |
| F13 | Failure to collect income from customers | Funding shortfall which needs to be met from elsewhere. | 1 | 1 | Low (1) | Responsibility for collection of debts defined – separation of duties. Procedures to chase outstanding debts. |
| F14 | Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces) | Adverse publicity Failure in duty of care to parishioners Increased insurance premiums | 2 | 2 | Medium (4) | Wardens regularly inspect and mend things. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held. |
| F15 | New employees in key officer roles | Loss of funds through staff error or fraud | 2 | 2 | Medium (4) | Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Budget monitoring. Internal audit Staff training and performance reviews. Fidelity guarantee (insurance) |
| F16 | Melbourn Community Hub Management Committee might not be able to make the Hub financially viable. | The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept | 1 | 3 | Medium (3) | MPC works closely with the Hub Management Group and several Cllrs are directors. Regular finance reports provided to MPC. Financial assistance via grants given by MPC. |

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| F17 | SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level | The Precept would need to be increased to enable MPC to carry out additional duties | 2 | 3 | High (6) | MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this (Action). |
| F18 | Damage or loss by fire, weather or vandalism of Councils assets | Potential adverse service disruption and unbudgeted outlay for replacements/repairs | 2 | 2 | Medium (4) | Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Fire prevention measures in place. |
| F19 | Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment | MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services. | 2 | 2 | Medium (4) | Policy for appointment of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance. |
| F20 | Inadequate financial controls around ordering goods and services | The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available | 1 | 3 | Medium (3) | Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts. |
| F21 | Loss of Financial Records. | Inability to access financial information. Failure to meet statutory requirements regarding record keeping. | 1 | 3 | Medium (3) | Financial accounting system is on a cloud-based system that is backed up remotely. Finance drive is regularly backed up. |

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| F22 | Investments made by MPC lose money | The council would have to make the shortfall up from elsewhere | 1 | 3 | Medium (3) | Investment strategy in place – low risk investments to be made and reviewed. |
| F23 | Covid-19 pandemic may have an unforeseen impact on MPC finances | Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects. | 2 | 2 | Medium (4) | Position kept under review. Reserves in place of over 5 months. It may be possible to move funds from other ringfenced reserves in an emergency. |
| F24 | Inadequate controls over salaries and associated costs | Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC | 1 | 2 | Low (2) | HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR and MPC. Signatories check amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC. |

| Likelihood Scores | Impact Scores | Risk Rating Scores (Likelihood x Impact) |
|---|--|--|
| Low (unlikely) = 1 Medium (possible) = 2 High (highly likely) = 3 | Low (negligible) = 1 Medium (moderate) = 2 High (Severe) = 3 | Low = 1,2 Medium = 3, 4 High = 6,9 |

**TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE
COMMITTEE**

PURPOSE: To set out the rules by which this Committee of the Parish Council will work.

SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations.

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 9 members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

- 4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.3 To undertake an annual review of effectiveness of internal controls.
- 4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and Little Hands) to be complete by the time of setting the Precept for the next year.
- 4.5 Investigate alternative funding sources such as grants.
- 4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.10 Review the Asset Register annually to ensure it is kept up-to-date.

MELBOURN PARISH COUNCIL

Doc. No. 6.01

Version 2

Review Date: October 2021

4.13 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.

Document Approval:

(Chair to Melbourn Parish Council)



Date of Parish Council meeting: 26 October 2020

Review Policy: Every 12 months

| | |
|-------------------------------------|--|
| <u>POLICY AND PROCEDURE:</u> | To evaluate the effectiveness of the system of internal audit |
|-------------------------------------|--|

PURPOSE: Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

CRITERIA FOR EFFECTIVE INTERNAL CONTROL

| | Achieved |
|--|----------|
| The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years. | |
| The Internal Audit is timed to comply with the Annual Return timescales. | |
| Full rights of access are given to the auditor regarding records and documentation. | |
| The Internal Auditor is independent and makes a report to the Parish Council. | |
| The report is reviewed by the next Parish Council meeting and any necessary actions resolved. | |
| The Internal Auditor will follow up any actions required by review in subsequent audits. | |

ANNUAL REVIEW OF EFFECTIVENESS

Question: Did the Internal Auditor meet the Council's Expectations (as set out in the Terms of Reference)?

| Standards | Evidence of Achievement | Comments |
|-------------------------------|---|----------|
| Scope of internal examination | ToRs were approved by Council Scope of audit work takes into account risk management processes and wider internal control ToRs define audit responsibilities in relation to fraud | |
| Competence | No evidence that internal audit work has not been carried out ethically, with integrity and objectivity | |
| Relationships | Responsibilities for officers and internal audit are defined in relation to | |

| | | |
|--|--|--|
| | internal control, risk management and fraud and corruption matters | |
| | The responsibilities of Council members are understood; training of members is undertaken as necessary | |

Question: Was the internal audit effective?

| Characteristics of 'effectiveness' | Evidence of Achievement | Areas for Development |
|---|---|------------------------------|
| Internal audit work is planned | The IA is experienced and has a defined plan | |
| Understanding the whole organisation, its needs and objectives | The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement | |
| Be seen as a catalyst for change | Auditor makes comments following the visit that are reported to Council and acted upon | |
| Add value and assist the organisation in achieving its objectives | Demonstrated through positive management responses to recommendations for action | |
| Be forward looking | When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered. IA maintains awareness of new developments in services, risk management and corporate governance | |
| Be challenging | IA focuses on risks and encourages members to develop their own responses | |
| Ensure the right responses are available | Adequate resource is made available for audit. The IA understands the body and the legal and corporate framework in which it operates | |

Question: Was the appointed Internal Auditor independent?

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|--------------|---|--|
| Independence | IA has direct access to those charged with governance | |
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| | Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council | |
|--|--|--|

Question: Has the guidance received from the auditor been considered and incorporated into Council practice?

| | | |
|-------------------------|--|--|
| Internal auditor report | Has the auditor reported in writing? Has the internal auditor report been considered by the full Council? | |
| Guidance | Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls? | |



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 October 2020

Review Policy: Every 12 months