MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 December 2020, at 7.30pm via Zoom meeting link **https://zoom.us/j/92033461220**

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

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

Absent: Cllr Barnes.

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

FG027/20 **To receive and approve apologies for absence**

No apologies were received.

FG028/20 **To receive any Declarations of Interest and Dispensations**

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

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

No requests for dispensations were received.

FG029/20 **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.

No members of the public were in attendance.

FG030/20 **To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020**

It was:
RESOLVED to approve the minutes of the Finance & Good Governance Committee meeting held on 21 September 2020 as an accurate record.
Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

FG031/20 **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 September 2020**

FG018/20 Cllr Travis to draft Policy for Value for Money in PC Spend and to meet with Chairs of Committees.
FG021/20 Address details updated with insurers
FG022/20 Provision for replacement van in the budget
FG023/20 Review of Internal Audit carried out on 4 November. To be discussed under FG035/20
Cllr Hart noted outstanding action from F&GG 16/3/20 (FG039/19) - HR Panel to provide an organizational chart with total salary costs.

Signed:…… Dated:

FG032/20 To review the Timetable for Recurring Agenda Items

It was:
RESOLVED to approve the Timetable for Recurring Agenda items as presented.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.

Further discussion with regard to draft timetable. Noted at FG033/20 that Littlehands rent should be reviewed in December in line with precept discussions and to give Littlehands sufficient notice of changes to rent.

It was:
RESOLVED to move Littlehands rent review from the March meeting to December in line with precept discussions.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

FG033/20 To consider a review of Littlehands rent

Noted that the lease defines the rent review date as '*1 April 2020 and every third anniversary of that date'*. Rent was not reviewed at March meeting. Next review is due by April 2023. Discussions with regard to reviewing in December in line with precept discussions and to allow Littlehands to budget accordingly. Noted that Littlehands have carried out improvement works to the building. **ACTION:** Clerk to write to Littlehands to advise that there will be no rent increase and the next rent review will be in April 2023.

It was:
RESOLVED that Littlehands rent is to remain fixed as at 1 April 2020 to be reviewed in December 2022, any change in rent to become effect 1 April 2023.
Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG034/20 Budget 2021

To consider a draft estimate of income and expenditure for the forthcoming financial year

Headline figures were noted:

Total income budget has reduced by £1,930
Total Expenditure budget has increased by £13,910
Contributions to reserves has reduced by £4,550
Reserves currently sitting at almost 6 months.
Cost per Band D household £137.16 / +£0.54 per year / +0.40%

It was noted that the proposed budget included a number of discretionary / project items. Some previously funded out of community benefit funding, The RFO was thanked for her work in preparing the draft budget.

It was:
RESOLVED to accept the draft budget and to recommend to full Council that a precept of £275,300 be levied for the financial year 2021/22
Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG035/20 To note a review of the effectiveness of the internal audit

The review was carried out on 4 November 2020. The report was noted.

FG036/20 To consider approving a draft document to Review Effectiveness of Internal Controls

The document was considered. The Review to be carried out annually and approved by full Council in March prior to signing of AGAR at year end. RFO was thanked for her work in preparing the document.

It was:
RESOLVED to recommend the document to Review the Effectiveness of Internal Controls to full

Council for approval.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG037/20 Policies: To consider and review policies as per Policy Review Schedule:

a) Employment Policy

It was:
RESOLVED to recommend to full Council that the Employment Policy be approved as drafted.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

b) Melbourn Futures Working Party Terms of Reference

It was:
RESOLVED to approve the Melbourn Futures Working Party Terms of Reference as drafted under delegated authority given by full Council on 28 September 2020.
Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

c) Financial Regulations

This item was deferred to the March meeting.

FG038/20 To note date of next meeting: 15 March 2021

The meeting closed at 20:26

Signed:…… Dated:

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 September 2020, at 7.30pm via Zoom meeting link https://zoom.us/j/93531054593

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

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

Absent: None.

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

FG014/20 **To receive and approve apologies for absence**

None received.

FG015/20 **To receive any Declarations of Interest and Dispensations**

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

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

None received.

FG016/20 **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)**

No members of the public in attendance.

FG017/20 **To approve the minutes of the Finance & Good Governance Committee Meeting held on 22 June 2020**

It was:

RESOLVED to approve the Minutes of the Finance & Good Governance Committee meeting held on 22 June 2020 as an accurate record.

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

FG018/20 **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 22 June 2020**

FG009/20 - Meeting with Chairs of Committees and Cllr Travis not yet arranged. Ongoing – **ACTION**: Assistant Clerk.

FG012/20b) – Assistant Clerk reported that due to Covid restrictions, safeguarding training would need to be accessed online. **ACTION**: Assistant Clerk to arrange.

FG019/20 **To consider an updated asset register**

Asset register has been reviewed to identify omissions and duplications.

It was:

RESOLVED to accept the updated Asset Register.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

FG020/20 To consider quotations for, and timing of, building valuations

Internal auditor recommended that parish buildings be revalued for insurance purposes. Two quotations obtained. Noted that there is no provision in the budget for this year. Also noted that Hub extension project may impact any valuation carried out now.

It was:
RESOLVED to recommend to full Council that the valuations should be carried out prior to insurance renewal in September 2021 and that the cost of the valuations be precepted for in 2021.
Proposed by Cllr Clark, seconded by Cllr Hart. All in favour
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FG021/20 To consider quotations for insurance renewal

Noted that we are in third year of a 3 year deal. Premium has increased by c£200.

It was:
RESOLVED to recommend to full Council that the insurance renewal is accepted.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

ACTION: Assistant Clerk to make insurers aware that our address on the documents is incorrect.

FG022/20 To receive a report on the replacement of the Parish Van

Noted that the parish van is due for MOT. Research has revealed that a replacement van likely to cost iro £5-7k. Van booked in for pre-MOT check on 24/09/20. To be discussed further at Parish Council meeting on 28/09/20.

ACTION: Parish Office to put a request out to local community for vans for sale.

FG023/20 To consider the effectiveness of the internal audit

Noted that this is a legal requirement. **ACTION**: Assistant Clerk to arrange Zoom meet for herself, RFO, Cllrs Cowley and Kilmurray to complete the review. Review to be held before 21 December 2020.

FG024/20 Internal control effectiveness review – to discuss timing and mechanisms

Draft outline of document was discussed. Document to be reformatted and presented to full Council for approval. Review to be completed by Cllrs Cowley and Kilmurray by March 2021.

It was:
RESOLVED to draft a new document to Review Effectiveness of Internal Controls. Document to be reviewed and completed by Chair and Vice Chair of Finance and Good Governance Committee and taken to full Council for approval.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG025/20 Policies: To consider and review policies as per Policy Review Schedule:

a) Investment policy

Document has been updated due to impact of current Covid situation. Document was circulated and discussed. Noted difficulties in identifying accounts which do not tie investments up long term.

It was:
RESOLVED to make a recommendation to full Council to amend the Investment Strategy to provide for the following:

- Increase investment in the Nationwide account to £150,000.00
- Invest £25,000.00 in CCLA
- Balance of available funds to be left in the Unity Bank account.

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

b) Employment Policy

Discussion with regard to amending section 25 of the Policy. Noted that mobile phones used for 2 factor authentications for online banking security. **ACTION**: HR Panel to discuss individually with members of staff and to review the Policy.

c) Finance & Good Governance Committee Terms of Reference

It was:
RESOLVED to recommend to full Council that the Terms of Reference for the Finance and Good Governance Committee be approved as written.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

d) Financial Risk Assessment

It was:
RESOLVED to recommend to full Council that the updated Financial Risk Assessment be approved.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

FG026/20 **To note date of next meeting:** 21 December 2020

The meeting closed at 21:01

Signed:…… Dated: 21/12/2020

Melbourn Parish Council – Finance and Good Governance Committee

Timetable for Recurring Agenda Items

Meeting dates Jan, Mar, Jun, Sept, Dec (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting Deadline	FGGC meeting date
Election of Chair of FGGC	Statutory		Jun
Internal audit report – year end Not in TOR	Consideration of recommendations		Jun
Review value for money in councils spend	Review and recommendations to PC	n/a	Jun
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Jul	Jun
Annual review of Pavilion hire /match fees	For recommendation to PC	n/a	Jun
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Jun
Review of Insurance Arrangements	Recommendation to PC	Sept	Sept
Review of Financial Risk Assessment	Recommendation to PC		Sept
Annual Review of burial fees	Recommendation to PC		Sept
Annual review of allotment fees	For recommendation to PC prior before allotment renewals (Sept/Oct)	Sept	Sept
Review of FGGC terms of reference		Sept	Sept
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Sept
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	Dec
Internal audit report – interim Not in TOR	Consideration of recommendations	Jan	Dec
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	Dec
Annual review of Littlehands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date **next due April 2023**	Dec
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	May	Mar
Policy reviews – investment strategy	Recommendation to PC	Mar (must be prior to new FY)	Mar
Review of Fixed Assets Register	Ensure it is up-to-date	Ideally prior to AGAR	Mar
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC	n/a	Mar

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG 21 December 2020

Melbourn Parish Council Precept Requirement 2021/22

Precept 2020/21 £		Draft Precept 2021/22 £	Change £	Change %
(40,540)	Total Income budget	(42,470)	(1,930)	4.76%
280,860	Total Expenditure budget	294,770	13,910	4.95%
27,550	Contributions to reserves	23,000	(4,550)	-16.52%
267,870	**Precept Requirement**	**275,300**	7,430	2.77%
1,960.70	Tax Base (Band D households)	2,007.10	46.40	2.37%
136.62	**Cost per household**	137.16	0.54	0.40%

Approved by FGGC [DATE]
Approved by Melbourn Parish Council [DATE]

Melbourn Parish Council 2021/22 Income Budget

2019-20 Actual £	EDGE budget code		Income Heading	2021-21 Budget £	2020-21 Forecast £	Forecast/ Actual	Draft 2021-22 Budget £	Notes:	2022-23 Forecast £	2023-24 Forecast £
			Conservation:							
2,260	100		Allotment rent	2,170	2,400	F	**2,400**	Rents increased 2020/21 (less allowance for vacant plots)	2,500	2,500
3,849	110		Grass cutting	3,850	3,849	A	**3,850**		3,850	3,900
6,109			**Total Conservation**	**6,020**	**6,249**		**6,250**		**6,350**	**6,400**
			Cemeteries:							
1,980	200	1	Burial fees	1,800	1,800	F	**1,800**	2020/21 low to date - burials do vary quite a lot	1,850	1,900
900	200	2	Memorials	1,000	1,000	F	**1,000**	Budget on prudent basis	1,000	1,050
495	200	3	Cremated remains	200	200	F	**200**		200	200
3,375			**Total Cemeteries**	**3,000**	**3,000**		**3,000**		**3,050**	**3,150**
			Play & Rec:							
	300		Match Fees							
330	300	1	Melbourn Saturdays	320	150	F	**320**		330	330
2,200	300	2	Melbourn Dynamos	2,200	1,000	F	**2,000**	Assume continued agreement with Dynamos	2,200	2,300
60	300	3	Melbourn Sundays (now joined Dynamos)	-	-	F	**-**		-	-
-	300	4	External Clubs	-	-	F	**-**		-	-
2,590			Total Match Fees	2,520	1,150		**2,320**		2,530	2,630
394	320		Hire of Recreation Grounds	250	100	F	**100**	Boot camps etc; assume no fair again in 2021	350	350
753	340		Pavilion hire	750	5,200	F	**3,300**	Assume one term school income plus £500 ad-hoc	750	800
2,300	370		Pavilion hire - MAYD recharge	1,000	300	F	**1,000**	MAYD may move to an alternate venue in winter months	1,000	1,050
6,037			**Total Play Areas & Recreation Grounds**	**4,520**	**6,750**		**6,720**		**4,630**	**4,830**
			Finance & General Purpose:							
759	420		Interest receivable	1,000	450	F	**500**	Assume very low interest rates again 2021/22	600	700
759			**Total Finance & General Purpose**	**1,000**	**450**		**500**		**600**	**700**
			Rental Property:							
26,000	900		Little Hands Property Rent	26,000	26,000	F	**26,000**		26,500	26,500
26,000			**Total Rental Property**	**26,000**	**26,000**		**26,000**		**26,500**	**26,500**
3,094			Income from unbudgeted sources		50	F				
45,374			**Total income excluding Precept**	**40,540**	**42,499**		**42,470**		**41,130**	**41,580**
255,820			**Precept**	**267,870**	**267,870**	**A**	**275,300**			
301,194			**Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)**	**308,410**	**310,369**		**317,770**			

2019/20 shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g FiT, allotment insurance, recharges etc.

FiT receipts are paid to the Hub, allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable

Melbourn Parish Council 2021/22 Expenditure Budget

2019/20 Actual £	EDGE Budget code	EXPENDITURE	2020/21 Budget £	2020/21 Forecast £	Draft 2021-22 Budget £		2021-22 Forecast £	2022-23 Forecast £
		Conservation:				Notes:		
2,709	1000	Allotments	1,680	1,562	**1,600**	2019/20 includes asbestos removal costs	1,615	1,645
6,725	1100	Conservation	7,350	9,350	**12,300**	2019/20 emergency tree works; 2021/22 Tree inspections/tree work	8,490	8,740
774	1150	Stockbridge Meadows	970	852	**1,125**		1,180	1,220
10,233	1200	Grass Cutting Contract	8,590	8,670	**8,670**	Contractor changed part way through 2019/20	8,700	8,700
7,480	1300	Public Open Space Maintenance Contract	7,000	7,920	**7,620**		7,660	7,695
27,921		**Total Conservation**	**25,590**	**28,354**	31,315		**27,645**	**28,000**
		Cemeteries:						
3,984	2000	Cemetery rates, utilities & upkeep	5,045	4,998	**4,570**		5,240	5,435
5,950	2100	Cemetery Grounds Maintenance Contract	5,500	5,950	**6,950**	Includes allowance for extra cuts (weather related)	5,950	6,050
9,934		**Total Cemeteries**	**10,545**	**10,948**	11,520		**11,190**	**11,485**
		Play Areas & Recreation Grounds:						
2,682	3000	Play Areas	3,025	2,822	**4,200**	Includes allowance for tree inspection and works	4,410	4,590
11,596	3200	Recreation Grounds	12,480	12,240	**12,475**		12,550	12,870
6,888	3400	Pavilion	9,970	8,953	**8,350**		8,515	8,795
21,166		**Total Play Areas & Recreation Grounds**	**25,475**	**24,015**	25,025		**25,475**	**26,255**
		Finance & General Purpose:						
1,725	4000	Audit, Legal and Professional Fees	3,000	1,500	**3,400**	Includes provision for valuation of assets 2021/22	1,600	1,700
-	4200	Contingency - unbudgeted works	3,000	3,000	**1,500**	Reduced as contingency element now built into individual budget areas + reserves adequate	1,500	1,500
1,753	4300	Wardens' Materials, Equipment & Van	2,900	2,150	**2,200**		4,305	2,360
7,322	4500	Insurances	7,400	7,562	**7,800**		8,000	8,270
1,124	4700	Membership of Societies	1,300	1,300	**1,340**		1,380	1,420
187	4900	Parish Clock	200	345	**1,350**		350	350
21,540	5000	Parish Office, IT & Contractors	24,790	22,850	**23,725**	New Parish Office IT equipment needed 2021/22	22,250	23,015
69,799	5100	Salaries, NI & Pensions	75,000	73,000	**71,750**	Different staffing structure	73,130	75,300
68	5300	Sundry Expenses	233	100	**113**		105	105
2,300	5400	Training	1,500	800	**1,500**	2019/20 included CiLCA registration and clerk training	1,550	1,600
432	5700	Pension Scheme Service Charge	435	432	**440**		440	440
185	5900	Bank Charges	200	200	**400**		405	410
	6000	Grants Payable	700	700	**13,450**	CRP, Mobile Wardens, Grinnel Hill insurance and 50% MAYD funded from Precept	20,000	20,500
115	6200	Staff and Councillor expenses	200	100	**200**		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	**15,000**		15,000	15,000
15,903	6401	Community Hub - Maintenance & Replacements (excl FiT)	13,850	15,860	**6,850**		9,470	9,790
28,514	6450	PWLB Community Hub - Interest	28,311	28,311	**28,098**		27,876	27,643
4,440	6451	PWLB Community Hub - Capital	4,643	4,643	**4,856**		5,078	5,311
6,243	6452	PWLB Car Park - Interest	5,942	5,942	**5,632**		5,314	4,986
10,644	6453	PWLB Car Park - Capital	10,945	10,945	**11,255**		11,574	11,902
732	6500	Covid 19 and MCCR		3,255	-			
411	6600	Timebanking Expenses	600	500	**650**		650	670
-	6700	War Memorial	-	-	**-**		-	-
-	6800	Election Costs	-	-	-	Every four yrs	-	-
13,487	7100	Village Car Park - Rates, Utilities & Maintenance	13,650	13,646	**14,200**		14,600	15,065
201,924		**Total Finance & General Purpose**	**213,800**	**212,141**	215,710		**224,777**	**227,537**
		Planning:						
1,164	7000	Community Development	-	-	**5,000**	Futures group - traffic calming including MVAS/signage etc	2,000	2,100
1,164		**Total Planning**	**-**	**-**	5,000		**2,000**	**2,100**

		Highways:						
-	8000	Highways and Footpaths	200	200	**3,000**	Gulley cleaning - not being carried out by CCC Highways	2,000	2,100
1,828	8100	Street Lighting	1,800	2,400	**1,750**		1,800	1,860
1,828		**Total Highways**	**2,000**	**2,600**	**4,750**		**3,800**	**3,960**
		Rental Property:						
6,023	9000	Little Hands Nursery	3,450	2,600	**1,450**	2019/20 electrical works	1,455	1,460
6,023		**Total Rental Property**	**3,450**	**2,600**	**1,450**		**1,455**	**1,460**
269,960		Total expenditure	**280,860**	**280,658**	**294,770**		**296,342**	**300,797**
		Budgeted contributions to reserves:						
31,019		General Reserve	21,750	16,100	-	No contribution to General Reserves anticipated 2021/22	-	-
5,600		Asset Management	4,300	4,300	20,000	Build up Asset Management Reserve to fund major capital repairs/replacements	22,150	22,800
-		Election Reserve	-	-	-	from 2021/22 onwards		
1500		Parish Van Replacement Reserve	1,500	1,500	3,000	Replace van 2022/23	-	-
38,119			**27,550**	**21,900**	**23,000**			
308,079		Total Precept expenditure budget	**308,410**	**302,558**	**317,770**		**318,492**	**323,597**

Melbourn Parish Council 2020/21 Detailed Expenditure Budget Workings by EDGE cost code

discretionary item

2019/20 (Actual) £		EDGE budget code		Expense Heading	Budget item	2020/21 Budget £		2020/21 (Forecast) £		Forecast/ Actual	Draft 2021/22 Budget £		Notes and queries:	2022/23 Forecast	2023/24 Forecast
				Conservation											
564		1000		Allotments	Water (two meters)	580		762		A	600		Lock-down/furlough - lots of summer allotment use	615	635
-		1000		Allotments	Plot clearance	500		500		F	500			500	500
2,145		1000		Allotments	Unplanned maint e.g asbestos clearance, water leak, signs etc	600		300		F	500			500	510
	2,709						1,680		1,562			1,600		1,615	1,645
250		1100		Conservation	Christmas Tree and plants for tubs	350		350		F	300			360	370
6,449		1100		Conservation	Tree survey/ inspection (£650) plus tree works	6,500		2,600		F	4,500		Includes budget for initial tree assessment and work following tree inspections	4,000	4,120
		1100		Conservation	Emergency tree works	-		3,900		F	3,000			3,590	3,700
		1100		Conservation	Project works - move Kohima Stone to New Road Cemetery	-		-		F	4,000				
26		1100		Conservation	Unplanned	500		2,500		F	500		2020/21 replace fencing Worcester Way	540	550
	6,725						7,350		9,350			12,300		8,490	8,740
312		1150		Stockbridge Meadows	Refuse collection	350		312		A	325			360	370
250		1150		Stockbridge Meadows	Path cutting and rolling	120		290		F	300			310	320
212		1150		Stockbridge Meadows	Small repairs/Unplanned	500		250		F	500			510	530
	774						970		852			1,125		1,180	1,220
	10,233	1200		Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600)		8,590		8,670	F		8,670	Contract to be retendered 2021	8,700	8,700
6,420		1300		Public Open Space- Maintenance Contract	General Maintenance Contract (£460 per month) plus 3(?) extra cuts @ £300 per cut	6,420		6,420		F	6,420		£460 per month - plus 3 extra cuts - contract to be retendered 2021. Assume cost unchanged	6,420	6,420
1,060		1300		Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	580		1,500		F	1,200		Extra work £1,000 (2020 = Worcester Way plus other hedge/leaf works)	1,240	1,275
	7,480						7,000		7,920	F		7,620		7,660	7,695
	27,921			**Total Conservation**			25,590		28,354			31,315		27,645	28,000
		2000		Cemeteries											
239		2000	1	Orchard Road	Rates	250		245		A	250			260	270
156		2000	1	Orchard Road	Utilities - Electricity (£100) and water (£95)	145		195		F	200			150	155
465		2000	1	Orchard Road	Unplanned (2019/20 - tree work)	100		100		F	100			105	105
	860						495		540			550		515	530
737		2000	2	New Road	Rates	750		749		A	770			780	800
581		2000	2	New Road	Water - fresh (large bill 2019/20 - recharged to developer)	100		100		F	100		Water being used by VH developer - all but £100 pa recharged	100	105
1,340		2000	2	New Road	Tree & hedge work (incl hedge reduction)/ soil store empty/path edging	500		1,000		F	1,000			500	525
		2000	2	New Road	Pest control	400				F	400			400	425
467		2000	2	New Road	Cemetery bases/installation	2,600		2,110		F	1,250		Fewer needed 2021/22 due to number installed 2020/21	2,700	2,800
		2000	2	New Road	Other/Unplanned (moss cleaning)	200		500		F	500			245	250
	3,124						4,550		4,459			4,020		4,725	4,905
	5,950	2100		Cemetery Contracts	Grounds Maintenance (£405.83 per month = £4,870 plus 3 extra cuts @ £360 each)		5,500		5,950	F		6,950	Contract 12 x £405.83 monthly fee = £4,870 plus 3 x extra cuts - total £5,950. Plus allowance for increased hedge work built into new contract. Contract to be renewed 2021/22	5,950	6,050
	9,934			**Total Cemetery**			10,545		10,948			11,520		11,190	11,485
				Play Areas and Recreation Grounds											
214		3000	3	Play Areas	Playground maintenance - ROSPA inspection	225		214		A	220			310	310
1,180		3000	3	Play Areas	Playground maintenance - equipment repairs/renewals	1,500		1,000		F	1,500			1,550	1,650
1,248		3000	3	Play Areas	Refuse & dog bin collection - Moor playground & skateboard park, Clear Cresc playground	1,300		1,248		A	1,285			1,350	1,400
			3	Play areas	Tree work plus edging			360		F	1,000			1,000	1,030
40		3000	3	Play Areas	Other/Unplanned	-		-		F	195			200	200
	2,682						3,025		2,822			4,200		4,410	4,590
172		3200		Recreation Grounds	Electricity - old Rec (includes Fair)	180		130		F	185		Assume no fair 2020	180	180
400		3200		Recreation Grounds	Pest control	600		600		F	600			600	650
1,560		3200		Recreation Grounds	Refuse & dog bin collection (10 bins)	1,600		1,560		A	1,610			1,650	1,700
9,450		3200		Recreation Grounds	Grounds Maintenance Contract (£755 x 12 = £9,060 plus 4 extra cuts @ £130)	9,600		9,450		F	9,580		Allow 4 x extra cuts. Contract to be retendered 2021 - assume no cost increase	9,600	9,800
14		3200		Recreation Grounds	Unplanned maintenance/leaf collection	500		500		F	500			520	540
	11,596						12,480		12,240			12,475		12,550	12,870
837		3400		Pavilion	Cleaner	1,500		500		F	1,500		Assume return to normal activity levels 2021/22	1,550	1,600
2,553		3400		Pavilion	Rates	2,650		2,595		A	2,675			2,700	2,800
1,251		3400		Pavilion	Utilities - electricity (£1,200) and water (£100)	1,300		1,200		F	1,300			1,355	1,335
326		3400		Pavilion	Refuse Collection	350		343		A	355			350	360
407		3400		Pavilion	Maintenance - sanitary disposal; septic tank; drain clean (£300); cleaning materials/hand towels	550		900		F	900		Slight increase assumed due to school use + annual drain clean	930	960
213		3400		Pavilion	Maintenance - Legionella risk assessment	220		215		F	220			225	230
167		3400		Pavilion	Maintenance - Services - fire alarm £80/fire extinguishers/boiler service £200/boiler repair contract/PAT test	600		400		F	400			405	410
1,134		3400		Pavilion	Unplanned repairs & maint (eg drain repairs, heating repairs, replacement equipment)	800		800		F	1,000		2020 - some increase likely esp with school use. Heating repairs	1,000	1,100
		3400		Pavilion	Maintenance projects - external redecoration	2,000		2,000		F					
	6,888						9,970		8,953			8,350		8,515	8,795
	21,166			**Total Play & Rec**			25,475		24,015			25,025		25,475	26,255
				Finance & General Purpose											
	1,725	4000		Audit, Legal & Professional Fees	Internal Audit (£400) , External Audit (£1,300), land searches, plus valuation fees (£1,600)		3,000		1,500	F		3,400	VAT advice not required (2020 budget). Additional £1,600 for valuation 2021 (see project costs)	1,600	1,700
	-	4200		Contingency	Unplanned expenditure items		3,000		3,000	F		1,500	Reduce down going forward as general reserves adequate	1,500	1,500
		4300		Warden Materials and Equipment:											
315		4300	2	Materials	Materials, mower fuel	500		350		F	350			355	360
214		4300	3	Equipment	Equipment - PPE equipment (2019/20); chainsaw and safety training (2020/21)	1,000		500		F	500		Budgeted chainsaw purchase and training not now needed	500	500
1,223		4300	4	Parish Van Expenses	Insurance, tax, MOT, fuel, repairs	1,400		1,300		F	1,350		Van to be replaced 2022/23 (replacement cost included in ring-fenced reserve)	3,450	1,500
	1,753			Total Warden Materials and Equipment			2,900		2,150			2,200		4,305	2,360
	7,322	4500		Insurances			7,400		7,562	A		7,800	End of three year agreement - new policy	8,000	8,270
	1,124	4700		Membership of societies	CAPALC, SLCC x2 , ICCM, LCPAS, ACRE		1,300		1,300	F		1,340		1,380	1,420
	187	4900		Parish Clock			200		345	F		1,350	Service plus 1 x repair plus training costs. Major repair deferred	350	350
		5000		Parish Office:											
120		5000	1	IT/phone	Website hosting fee plus domain names (bi-yearly) plus Glassblade plug-in plus £200 for webiste review	125		530		F	350		2020/21 includes website reinstatement and accessability work. £200 website working party 2021/22	130	160
978		5000	1	IT/phone	IT support /back-up(£105.50 p/m)+ c£200 extra work	1,200		1,300		F	1,500		Extra work eg new PC/laptop - see equipment below	1,500	1,545
-		5000	1	IT/phone	Mobile phone top-ups for wardens/other staff	40		-		F	50			50	50
1,098						1,365		1,830			1,900			1,680	1,755
460		5000	2	Office Supplies	Stationery, tea, coffee etc	600		500		F	500			515	530
779		5000	3	Photocopier Rent and Printing Costs	Rent (£550) plus printing	1,200		1,450		F	850		2020 Includes c £600 printing for MCCR	875	900
100		5000	4	Parish Office Sundries	Publications, awards, reference books, shredding etc	200		100		F	100			100	105
27		5000	5	Postage		200		120		F	120			120	125
12,775		5000	6	Office Licence Fee		13,400		13,400		A	13,400			13,400	13,800
290		5000	7	Office Cleaner		275		500		F	280		2020 includes extra cleaning due to Covid 19	285	300

2,015		5000	8	Software Licences	Adobe £220/Payroll Software £75/Edge accounting software £1,275/Parish Online £250/ Local Council Risk (£140), Zoom (£100)	**2,050**		**2,150**		F	2,200		2020 includes Zoom. Assume part of 2021 too	2,100	2,200
		5000	9	Contractors											
2,485		5000	9.3	Litter Picker	Litter picking plus equipment	**4,000**		**2,600**		F	2,800			2,900	3,000
75		5000	9.4	DPO	CAPALC membership scheme	-		-		A	75			75	80
2,560				Total Contractors		**4,000**		**2,600**			2,875			2,975	3,080
1,436		5000	10	Office furniture & equipment	New PC + support £1,000 (2020/21) - deferred to 2021/22	**1,500**		**200**		F	1,500		New PC for Clerk/Laptop	200	220
	21,540			Total Parish Office			**24,790**		**22,850**			23,725		22,250	23,015
	69,799	5100		Salaries and Pensions			**75,000**		**73,000**	F		71,750		73,130	75,300
	68	5300		Sundry Expenses	ICO registration fee (£35), defibrillator pads/batteries; unplanned		**233**		**100**	F		113		105	105
	2,300	5400		Training	Cllr training programme, Office staff training, CiLCA registration (2021/22)		**1,500**		**800**	F		1,500	2019/20 included CiLCA registration and Clerk training courses	1,550	1,600
	432	5700		Pension Scheme Service Charges			**435**		**432**	F		440		440	440
	185	5900		Bank charges - current a/c	Potentially two current accounts 2021/22		**200**		**200**	F		400		405	410
	-	6000		Grants payable	Community Rail Partnership plus Grinnel Hill insurance, mobile wardens and 50% MAYD		**700**		**700**	A		13,450	MAYD (£6,000)/Grinnell Hill Insurance (£1,750)/Mobile Wardens (£5,000), CRP (£700)	20,000	20,500
	115	6200		Staff and Councillor expenses	Travel to training etc		**200**		**100**	F		200		200	200
				Community Hub:											
	15,000	6400		Community Hub -maintenance/replacements	Maintenance Grant		**15,000**		**15,000**	A		15,000	Assume unchanged	15,000	15,000
646		6401		Community Hub -maintenance/replacements	Maintenance - services: fire alarms(£300), fire extinguishers (£150), boiler service (£130), airconditioning x2 (£180) , stair lift (£300), PAT test (£50), legionella risk assess (£220)	**1,520**		**1,150**		F	1,420			1,460	1,500
922		6401		Community Hub -maintenance/replacements	Service charge - Hundred Houses	**930**		**930**		F	930			940	950
		6401		Community Hub -maintenance/replacements	Small repairs/replacements (replacement sockets, velux blinds, babychange table etc)	**500**		**500**		F	500			525	550
713		6401		Community Hub -maintenance/replacements	Unplanned and emergency e.g.boiler/handryer (2019/20); water still/light/safety screens (2020/21)	**1,000**		**3,380**		F	1,500			1,545	1,590
13,622		6401		Community Hub -maintenance/replacements	Maint Projects 2019/20 (repaint exterior, air con x 2 units, CCTV upgrade, leaflet rack etc)					A					
		6401		Community Hub -maintenance/replacements	Maint Projects 2020/21 - per list	**9,900**		**9,900**		F					
		6401		Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list						2,500		Project/Discretionary	5,000	5,200
	15,903			Total Community Hub - maintenance/replacements			**13,850**		**15,860**			6,850		9,470	9,790
	28,514	6450		PWLB Hub Interest			**28,311**		**28,311**	A		28,098		27,876	27,643
	4,440	6451		PWLB Hub Capital			**4,643**		**4,643**	A		4,856		5,078	5,311
	6,243	6452		PWLB Car Park Interest			**5,942**		**5,942**	A		5,632		5,314	4,986
	10,644	6453		PWLB Car Park Capital			**10,945**		**10,945**	A		11,255		11,574	11,902
	732	6500		Covid 19 and MCCR			**-**		**3,255**	F		-	Assume no costs 2021/22	-	-
	411	6600		Timebanking expenses	Software (£125), phone (£350), mileage/travel (£75), other (£100)		**600**		**500**	F		650		650	670
	-	6700		War memorial	Fencing/paving		**-**		**-**			-	Fencing replacement at the Cross - this will be s106 funded	-	-
	-	6800		Election costs					**-**					-	-
		7100		Car Park - rates, utilities and maintenance					**-**			-			
11,784		7100		Car Park	Rates	**12,000**		**11,976**		A	12,350			12,700	13,100
1,415		7100		Car Park	Electricity	**900**		**1,050**		F	1,085			1,120	1,150
142		7100		Car Park	Water - sewerage £100 and fresh £72 (£6/mnth)	**150**		**170**		F	175			180	185
		7100		Car Park	PAT testing - workshop	**100**		**100**		F	100			100	105
147		7100		Car Park	Contingency eg signage/CCTV repairs	**500**		**350**		F	490			500	525
	13,487			Total Car Park			**13,650**		**13,646**			14,200		14,600	15,065
	201,925	201924		**Total Finance and General**			**213,800**		**212,141**			215,710		224,577	227,337
				Planning:											
	1,164	7000		Community Development	Futures Working Party - leafleting (£200), MVAS, signage etc (£4,800) (see project costs) be funded 2019/20 and then recoup 2020/21		.		**-**			5,000	MVAS plus signage etc (see Projects)	2,000	2,100
				Highways:								.			
	-	8000		Highways and Footpaths	Brown Tourist Info highways signs for Stockbridge Meadows (2020/21); gully cleaning (2021/22	**200**		**200**		F	3,000		Gully cleaning 2021/22 - not being carried out by CCC Highways	2,000	2,100
	1,828	8100		Street Lighting	Electricity (2019/20 includes Admin Charge of £285)	**1,800**		**2,400**		F	1,750		Large final bill SCDC 2020; new supplier - no admin charge; 3 extra lights 2021/22	1,800	1,860
	1,828			**Total Highways**			**2,000**		**2,600**			4,750		3,800	3,960
				Rental Property:											
426		9000		Littlehands	Electricity - store (disconneted 2019/20)	-		-			-			-	-
450		9000		Littlehands	Annual drain clean	**450**		**450**		A	450			455	460
647		9000		Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, drain clearance and drainage patch	**1,000**		**1,000**		F	1,000			1,000	1,000
4,501		9000		Littlehands	Maintenance projects (2019/20)- electrical works; (2020/21 anti-vandalism/changes to doors)	**2,000**		**1,150**		A	-			-	-
6,023		6023		**Total Rental Property**			**3,450**		**2,600**			1,450		1,455	1,460
269,962				**Total expenditure excluding contributions to Reserves**			**280,860**		**280,658**			**294,770**		296,142	300,597
				Contributions to Reserves											
31,019				General Reserve			**18,400**		**16,100**			-		-	-
				General Reserve	Additional contribution re Futures Working Party Consultation/Traffic Survey (agreed Nov 2019)		**3,350**					-		-	-
5,600				Asset Management			**4,300**		**4,300**			20,000	Plan to start building up asset management reserve/replacement fund for major assets	21,500	21,500
-				Election Reserve			**-**		**-**			-		-	-
1,500				Parish Van Replacement			**1,500**		**1,500**			3,000	Van to be replaced 2022/23	-	-
308,081				**Total Expenditure including contributions to Reserves**			**308,410**		**302,558**			**317,770**		**317,642**	**322,097**

Melbourn Parish Council
Project and Discretionary Items recommended for inclusion in 2021/22 budget

		Precept	Other	
1100	Kohima Stone - move to New Road Cemetery	4,000		
1150	Boardwalk (if grant funding not obtained)		10000	S106
4000	Professional valuation for buildings	1,600		
4300/4	Parish Van replacement (£3000 already in reserves)	3,000		
4900	Parish Clock	1,000		
6000	MAYD	6,000	6,000	Community
6000	Grinnel Hill Insurance	1,750		
6000	Mobile Wardens	5,000		
6700	Replace fencing at the Cross		4,000	s106
7000	Futures - traffic calming eg MVAS/signage	5,000		
8000	Gulley Cleaning	3,000		
		30,350	20,000	

6401 **Melbourn Hub 2021-22 Projects**

IT Server Upgrade	2,500
	2,500

Melbourn Parish Council Forecast Reserves at 31st March 2021

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2020	126,873	31,502	2,775	1,500
2020/21 Income - forecast	310,369			
2020/21 Expenditure - forecast	(280,658)			
Reserve movements -tfr to Parish Van reserve (2020/21 budget)	(1,500)			1,500
Reserve movements - tfr AMA 2020/21 budget	(4,300)	4,300		
Closing Balance at 31st March 2021 (forecast)	150,783	35,802	2,775	3,000
Budgeted 2020/21 contribution to General Reserve	21,750			
Forecast Movement in General Reserve	23,911			
Difference	2,161			
General reserve target = 6 mnths x budgeted expenditure	147,385	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	150,783	6.1 months		
Difference	3,399			
Budgeted reserve contributions 2021/22	-	No contribution to general reserve anticipated 2021/22		

Melbourn Parish Council Precept 2021-22

Detailed spending plans (required by SCDC for precepts over £140,000)	**2020-21 Gross**	**2020-21 Net**	**2021-22 Gross**	**2021-22 Net**
Conservation, parks, recreation and planning	61,610	48,070	72,860	56,890
Highways, footpaths and lighting	2,000	2,000	4,750	4,750
Election costs	-	-	-	-
Corporate Management	217,250	190,250	217,160	190,660
Asset Management/Reserves	27,550	27,550	23,000	23,000
Total	308,410	267,870	317,770	275,300
Contribution from Balances		-		-
Amount of Precept	308,410	**267,870**	**317,770**	**275,300**

POLICY AND PROCEDURE: 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.	Achieved
The Internal Audit is timed to comply with the Annual Return timescales.	Noted that Internal Audit is carried out after year end so does not inspect year end a/cs before Annual Return is finalised.
Full rights of access are given to the auditor regarding records and documentation.	Achieved
The Internal Auditor is independent and makes a report to the Parish Council.	Achieved
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	Achieved
The Internal Auditor will follow up any actions required by review in subsequent audits.	Achieved

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	ToR were approved by F&GG Committee Confirmed Confirmed
Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	Confirmed

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	Confirmed Appropriate training for Cllrs and Chair with regard to internal audit has been provided 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	Confirmed
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	Confirmed. This is covered by the Internal Auditor's interim audit.
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	Confirmed
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	Confirmed
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	Confirmed Internal Auditor to be requested to provide details of ongoing training / updates re new legislation. ** Email 23/11 and response 26/11/20 attached
Be challenging	IA focuses on risks and encourages members to develop their own responses	Confirmed
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	Confirmed Confirmed. Evidenced by the Internal Auditor's follow up report

Question: Was the appointed Internal Auditor independent?

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

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

Internal auditor report	Has the auditor reported in writing?	Confirmed
	Has the internal auditor report been considered by the full Council?	Confirmed
Guidance	Did the IA make recommendations for improvements in Council practice?	Yes, these are noted by full Council
	Have the recommendations been considered and incorporated into the Council's internal controls?	Yes

Review carried out by:	Cllr Cowley Cllr Kilmurray Claire Littlewood, Parish Clerk Gabby van Poortvliet, RFO	Date: 4 November 2020

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 October 2020

Review Policy: Every 12 months

26/11/20 Response from Canalbs

Claire

There are not that many trained IIAs on our patch and most councils, if satisfied with my work have re-appointed me for the following year. (I believe that the only other fully trained IIA is currently shedding his load to eventually retire as I am getting lots of inquiries) I did quote for 20/21 when I sent in my last report to you. I am happy to continue with Melbourn particularly as we have made such good progress.
I do not think there will be any official guidance regarding mid year inspections so are you currently working part time in the office and do you think we could socially distance to undertake a face to face meeting with masks etc?

If so and the Council approve my appointment for 20/21 then get in touch and we will talk about a date when reviewing the then current regulations!

Regards
Jacquie

23/11/20

Parish Clerk <parishclerk@melbournpc.co.uk> writes
>
> Hi Jacquie

> I hope you're keeping well.

> As part of our process to evaluate the effectiveness of the system
> of internal audit, the Parish Council adopted Terms of Reference
> for Internal Audit in 2018. It may well be that Simon shared this
> document with you previously but just in case, a copy is attached
> for your information. As you can see, the purpose of the document
> is to ensure that appropriate internal controls are in place and
> that we respond to any concerns raised during the internal audit.

> To complete our evaluation, I wonder if you could provide some
> information to inform the points contained on page 3 'Choosing an
> Internal Auditor'.
>
> As we are currently unable to arrange face to face meetings, I
> wonder if you have any thoughts with regard to arranging a mid-year
> audit?

> Many thanks
>
> Claire
>

POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls

Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – "we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."

The review exercise will be carried out by the FGGC with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed		
MPC has adopted NALC Financial Regulations and these are regularly reviewed		
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls		
Internal Audit reports are seen by the Parish Council		
External Audit report is seen by the Parish Council		

Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
Expenditure Approval/Ordering Orders are made by appropriately delegated persons. Expenditure has been budgeted/appropriately approved.			

Value for money is obtained from suppliers through quote and tender procedures.			
Payment controls Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.			
Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.			
Payroll and Employment Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.			
Taxes – PAYE/NI & VAT Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.			
Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded. Writing off of bad debts is appropriately authorised.			
Cash & banking Safe and efficient arrangements are in place for collection and banking of cash receipts.			

Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.			
Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.			
Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.			
Assets MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt			
Insurance MPC is satisfied that it's insurance cover is sufficient for its assets and risks.			
Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.			
Budget monitoring MPC receives regular budget reports and explanations for budget variances.			
Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.			
Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.			

Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.			
Internal Audit Recommendations made by the Internal Auditor are acted on.			

Internal Controls are considered Adequate & Effective: Y/N

Review carried out by: [names/positions]

Date of Review: [date]

Date reported to MPC: [date]

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

POLICY: EMPLOYMENT

PURPOSE: To set out the significant terms of employment for Melbourn Parish Council staff

SCOPE: Employment Terms for paid staff. Most detailed policies and procedures are set out in other published Parish Council documents. This policy provides overview only. Excludes Contractors & Service Providers.

GENERAL POLICY: It is the policy of the Melbourn Parish Council to employ staff under clear terms and conditions as outlined in this document.

INDIVIDUAL POLICIES & PROCEDURES:

1. **Equality & Diversity**

   The Melbourn Parish Council is committed to providing equality of opportunity and treatment for all Staff, Service Providers and Councillors. This commitment also extends to all members of the public with which it has direct or indirect contact through day-to-day business. For details refer to Policy 5.02 Equality & Diversity.

2. **Recruitment**

   Vacancies for Staff shall be advertised upon the Notice Boards and the website. **In general recruitment will be through open competition and vacancies for staff will be advertised as appropriate to their nature. Under some circumstances, the Council may make a case for not going to open competition.** The Council's Human Resources Panel will conduct the process and interview candidates. Final decisions rest with the full Council. For details refer to Policy 5.13 Recruitment.

3. **Performance Appraisals**

   It is the policy of Melbourn Parish Council to conduct staff appraisals at least annually, with the objective of achieving open dialogue on progress and problems, together with an assessment of any goals or targets that may have been agreed. For details refer to Policy 5.11 Staff Appraisals.

4. **Review of Salaries**

   Staff Salaries will be reviewed annually as part of the precept-setting exercise during November. All staff salaries will be set by reference to National Association of Local Councils (NALC) annually published pay scales. NALC pay scales are normally adjusted annually for inflation and also contain scope for progression through the scales. For details refer to Policy 5.12 Salary Review.

5. **Grievance**

Melbourn Parish Council is committed to resolving all grievances where an employee suffers or perceives they have suffered treatment or conditions that violate the legal and/or moral contract between these parties. Grievances are concerns, problems or complaints that employees raise with Us, the Melbourn Parish Council. It is hoped that most issues can be dealt with by informal discussion between people and their immediate manager. If this proves impossible a formal procedure sets out clear rules and processes for handling grievance situations fairly and transparently.

Our policy is to encourage and maintain good relationships between and our employees by treating grievances seriously and resolving them as quickly as possible. The Procedure sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010 and our Equality and Diversity Policy (5.02). For more details refer to Policy and Procedure 5.04 Grievance.

6. **Discipline**

The Disciplinary Policy and Procedure describes the steps to be taken in the event that a person fails to meet the Parish Council's standards of attendance, behaviour and performance or for any breach of any of the terms and conditions of employment. It can also be applied to employee behaviour issues that are brought to the attention of the Council by members of the public. In addition it sets out the Council's expectations and criteria against which a decision on disciplinary action is taken. For details refer to Policy and Procedure 5.05 Discipline.

7. **Capability**

This procedure differs from the disciplinary process. It covers situations where an employee is failing significantly in their duties or responsibilities either due to a lack of ability, inadequate training or lack of experience.

The purpose of this procedure is to identify such failings and put steps in place to improve performance in a fair and consistent way. For details refer to Policy and Procedure 5.06 Capability.

8. **Lone Working**

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working. For details refer to Policy 5.07 Lone Working.

9. Whistle Blowing

Melbourn Parish Council is committed to the highest standards of openness, probity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Council to voice concerns in a responsible and effective manner.

It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. **Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal,** and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

For details refer to Policy and Procedure 5.08 Whistle Blowing.

10. Harassment and Bullying

The principles for the management and control of **Harassment and Bullying** are consistent with the sister Policy **Equality and Diversity** (5.2). These two documents, taken together, form a complete position statement.

There is no simple definition of harassment and bullying. It takes many forms, occurs on a variety of grounds and may be directed at an individual or groups of individuals. As an employer, Melbourn Parish Council defines harassment as a form of employee misconduct that constitutes all unwanted actions or conduct that affects the dignity of women and men at work. This can include unwelcome physical, verbal or non-verbal conduct and action contrary to equal treatment for staff as regards access to work and employment, training, and working conditions. This applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation.

Please refer to Section 2 of the Equality and Diversity Policy (5.2) for a list of the characteristics in which harassment can take place. For general details refer to Policy and Procedure 5.03 Harassment and Bullying.

11. Training and Development

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic plan as efficiently as possible and be committed to on-going training and development for both staff and members.

Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training and development needs are discussed. A development plan is then created and outlines what training and development staff will undertake during the period covered by the plan. The development plan is linked to the council's strategic plans, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in those plans. For details refer to Policy 5.09 Training and Development.

12. **Health and Safety**

Melbourn Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions. For details refer to Policy 5.10 Health and Safety.

13. **Personal Information**

The Council aims to comply with the provisions of the General Data Protection Act Legislation 2018. We have adopted a Data Protection Policy and Privacy Notice. The Privacy Notice sets out clearly the reasons for asking for and retaining your personal information. It also explains when and why such information would be deleted from our records. This includes the processing of personal information about you where this is necessary for reasonable business purposes, including (without limitation) sharing appropriate information on a confidential basis with third party benefits providers and payroll operators. This may involve processing sensitive personal data about you including details relating to your health, ethnicity and criminal record. It also contains information on how you can ask for your data to be removed from our records and the implications of this.

14. **Confidentiality**

You must not disclose details of our business or those of our customers to any other person, other than is necessary and proper in the course of your employment. This applies both during employment and after termination.

15. **Outside work**

While employed here you must not carry out work for any other employer, or on your own behalf, without the specific permission of your manager.

16. **Information Technology (IT) - Ways of Working**

(a) IT Security

We recognise that our computer facilities are a key asset in the working environment. Authorised users will be expected to conduct computer activity in accordance with the points listed below, and also the Computer Mis-Use Act 1990. Any breach may be considered as gross misconduct and may be treated as a criminal offence.

Any computer resource may only be used by those people authorised to do so, for authorised activities. You must not leave your computer unsecured at any time while you are logged on, that is leaving it in a position whereby unauthorised access can take place.

All equipment should be treated with due respect to its value. Malfunctions should be reported to your manager.

Data or system information held on our systems automatically becomes the property of the Council, except where explicitly licensed from another organisation. This information is confidential and must not be passed directly or indirectly to non-authorised personnel, whether or not they are employees of the Council.

The use of software products is governed by license. We are legally bound to adhere to the rules governing the use (including number of users), installation and copying of the software. Installing or copying products without the prior agreement of the software supplier is regarded as theft, and the software companies are active in protecting the copyright of their products. Therefore, if we have reasonable grounds to believe that a member of staff has copied software without proper authorisation, disciplinary action will be taken which may result in dismissal.

The security of our IT systems is of paramount importance to us and we must ensure the accidental or malicious introduction of viruses to the system does not occur. Therefore, no member of staff should load software, including any games, without it being checked for viruses.

Under no circumstances should staff load unauthorised data or software i.e. media from computer literature, the Internet, or their home computer, without prior permission from your manager and only then after virus checks.

Terminals and computer cases are not to be opened by unauthorised staff, nor should they remove or transfer components to other equipment. Any staff found to have tampered with computer equipment would be liable to disciplinary action.

The moving or re-allocating of equipment should only be done by agreement with your manager.

Individual computers are to be backed up according to instructions and at the appropriate times.

Appropriate physical care and security measures should be taken of laptops mobile phones or other portable electronic equipment, both on and off our premises.

(b) Email policy

The use of Council email should be reserved for authorised Council purposes only. Any unauthorised electronic mail messages issued by an employee may result in legal action against both the Council and the employee. This is also a disciplinary offence to be treated as misconduct and may result in dismissal.

Employees are authorised to use their personal email for limited personal messages provided that these are not confidential or inappropriate. Email is treated as business communications and messages may be monitored and read by others in the Council. Personal email usage should be limited to authorised breaks.

Attachments to incoming personal emails should be discouraged and never opened on a Council computer as they may contain viruses.

Business Emails should never be in abrupt or inappropriate language and the content should be carefully thought through. Essentially, the language should be as for a conventional letter.

Users should try to avoid capitalised text in the body of Business emails as it is often taken for 'shouting' and proper forms of address and sign off should be used.

(c) Internet usage policy

Employees may use the Internet at any time for work related purposes and during authorised breaks only for personal browsing. Usage of the Internet may be monitored by the Council to ensure that this policy is being followed.

Programmes should never be downloaded, as this may make the Council liable for breach of copyright.

The deliberate accessing of offensive, obscene or indecent material from the Internet is expressly forbidden. This includes not only pornography, but also racist or sexist material, violence or incitement to criminal behaviour. Any such access will be treated as gross misconduct and may result in dismissal.

17. **Social Media policy**

(a) Using personal social media

We allow employees to access their personal accounts at work. But, we expect them to act responsibly and ensure their productivity isn't affected.

Using social media excessively while at work can reduce efficiency and concentration. Whether employees are using their accounts for business or personal purposes, they may easily become sidetracked by the vast amount of available content. We advise our employees to:

- **Use their common sense**. If employees neglect their job duties to spend time on social media, their decline in productivity will show on their performance reviews.
- **Ensure others know that personal account or statements don't represent the Parish Council**. Employees shouldn't state or imply that their personal opinions and content are authorized or endorsed by the Council. We advise, if necessary, using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- **Avoid sharing intellectual property** on a personal account without approval. Confidentiality policies and laws always apply.
- **Avoid any defamatory, offensive or derogatory content**. It may be considered as a violation of the Council's anti-harassment policy, if directed towards colleagues, clients or partners.

18. **Representing the Parish Council**

All employees represent the Council by handling corporate social media accounts or speak on our company's behalf. We expect them to act carefully and responsibly to protect our company's image and reputation. Employees should:

Be respectful, polite and patient, when engaging in conversations on our company's behalf. They should be extra careful when making declarations or promises towards customers and stakeholders
Avoid speaking on matters outside their field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility
Never post discriminatory, offensive or libelous content and commentary
Correct or remove any misleading or false content as quickly as possible

19. **Use of private cars on Council business**

Private cars may only be used on Council business with the permission of your manager. In addition, the driver must have been authorised to drive the car on business under his or her personal insurance policy and will be expected to show a current and valid driving license. Details can be found in your Contract of Employment

20. **Business expenses**

If you incur out-of-pocket expenses in the course of your duties, you will be reimbursed at the rates and under the conditions in force at the time. To claim

reimbursement you should detail the expenses on a petty cash voucher or expenses claim form, supported by appropriate receipts.

21. **Timekeeping**

We regard punctuality as essential and you are expected to arrive at work on time. Deliberate falsification of any record of hours worked may lead to summary dismissal.

22. **Change of personal details**

Please tell your line manager of any changes to your personal details, such as name, marital status, next of kin, telephone number, address or bank details if your are paid by transfer, so that the records can be updated.

23. **Personal property**

We endeavour to safeguard personal belongings left in its premises, but cannot be held responsible for any loss or damage to them. If you lose property on the premises you should report the loss immediately to your manager. Similarly, if you find personal property it should be handed to your manager. A locker is provided for safe keeping of your belongings.

24. **Personal telephone calls**

Unrestricted use of the telephone for private calls can seriously interfere with business calls and waste time. Therefore, personal calls can only be allowed in emergencies, and incoming personal calls from your relatives and friends outside the Council are to be discouraged for the same reason.

25. **Mobile phones**

The general use of private mobile phones in not permitted unless for specific Council business purposes, personal emergencies or with permission from a line manager.

26**. Dress code**

All staff represent the Council and may come into contact with customers and the general public. We take a fairly liberal attitude towards contemporary clothing and jewellery, but expect all members of staff to dress in a manner appropriate for the work being carried out.

27. **Drugs and alcohol**

Drugs and alcohol are strictly forbidden in the workplace.

Employees found to be under the influence of alcohol, drugs (other than those prescribed by a medical practitioner) or any other form of substance abuse will be subject to the disciplinary procedure for employment related misconduct.

Document Approval: **(Chair to Melbourn Parish Council)**

Date of Parish Council meeting:

Review Policy: *Every 12 months*

MELBOURN PARISH COUNCIL

Doc No: 6.11
Version: v3
Review Date: December 2021

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Futures Working Party

1. Membership & Organisation

1.1 The Working Party will consist of a minimum of 3 Parish Councillors in addition to 1 District Councillor and 1 County Councillor (if they wish to serve) and up to a maximum of 5 members of the public who are residents of Melbourn. The Parish Councillors, County Councillor and District Councillor will be standing members of the Working Party.

1.2 Non Parish Councillor Members will have Working Party voting rights.

1.3 The Parish Clerk will, through the Parish magazine, Parish website and social media, request residents interested in getting involved to contact the Parish office to receive information on how they may join the Working Party and get involved with future projects and initiatives.

a) Residents who confirm an interest in joining the Working Party will be forwarded a questionnaire to complete. Subject to this being completed and returned to the Parish office, the individual will be added to a data base which will be maintained by the Parish Office, ensuring that privacy laws are adhered to and with the full consent of the individual.

b) When a specific project and/or initiative is being undertaken by the Working Party the Parish Office will contact residents from the data base. They will be asked if they wish to join the Working Party. This invitation will be project specific.

c) Once the project or initiative is completed the Resident's responsibilities will be finished. (They may of course elect to stay on the data base for future projects.)

1.4 The Working Party will meet as required on an informal basis.

1.5 The Working Party may invite non-members to attend meetings.

1.6 The Parish Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.

1.7 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

2.1 Meeting notes will be made available to the Parish Council and published on the Parish Council's website.

2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous years activities.

3. Terms of Reference

3.1 Standing members of the working party in conjunction with the Parish Council and in consultation with the community where appropriate will identify projects and initiatives requiring action by the Working Party.

3.2 For each project and or initiative identified, the Working Party will aim to enlist where possible and practicable up to 5 members of the public, from the list of interested residents. The recruitment will be handled through the Parish Clerk's office.

3.3 To consult, on behalf of the Parish Council with relevant third parties to ensure the best outcome is achieved.

3.4 To undertake where necessary, negotiations with service providers and statutory bodies.

3.5 To make recommendations to the Parish Council for action.

DOCUMENT APPROVAL

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every 12 months