

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**An online meeting of this Council was held on Monday, 23 November 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/93799525530> or on request to the Clerk*

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

**Absent:**

**In attendance:** Claire Littlewood – Parish Clerk, County Cllr Van de ven, District Cllr Hales, Tina Davey and 8 members of the public

**PC065/20 To receive and approve apologies for absence**

Apologies were received from Cllrs Kent and Wilson. Appropriate reasons were given.

It was:

RESOLVED to accept the apologies from Cllrs Kent and Wilson.

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

**PC066/20 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

No Declarations of Interest were received.

**PC067/20 To consider an application to be co-opted to the Parish Council**

There was one application to be co-opted to the Parish Council from Mrs T Davey. The application met the eligibility criteria to be elected to local government office. The candidate answered questions from members prior to voting.

It was:

RESOLVED that Mrs Tina Davey be co-opted to Melbourn Parish Council.

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

Cllr Davey signed the Declaration of Acceptance of Office online in the presence of Councillors and the Clerk and joined the meeting.

**PC068/20 Chairs' Announcements – For information only**

Chair announced that Melbourn Futures Working Party would hold its inaugural meeting under new Terms of Reference on Tuesday, 24 November 2020.

**PC069/20 To approve the minutes of the Parish Council Meeting held on 26 October 2020**

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 26 October 2020 as a true record.

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

**PC070/20 To report back on the minutes of the Parish Council Meeting held on 26 October 2020**

Nothing to report.

**PC071/20 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 addressed the meeting with regard to the Hub Extension Project:

A query was raised with regard to the total project cost.

Response was that the project had been costed by a costs consultancy company at £170k for a

turnkey project. Funding of £175k has been secured. Project manager has been appointed to invite tenders for various pieces of work relating to the extension. Confident this would bring the project in under £170k.

A query was raised with regard to public consultation for the project.

Response was that public had been invited to comment on the project prior to lock down with plans available for inspection.

A query was raised with regard to how the budget would be managed to ensure no overspend.

Response was that a contingency has been built in to the budget. Confirmed that no precept monies would be used. All funding secured via s106 and grants.

### ***The Chair amended the order of the Agenda***

#### **PC079/20 Governance Matters:**

- a) To receive a combined report from the District and County Cllrs for Melbourn  
County Cllr van de Ven presented her report. Additional items highlighted were:

- 6<sup>th</sup> formers not attending college every day should contact County Cllr van de Ven for help on best value for rail fares for less regular travel.
- Update on Network Rail's proposed closure of foot level crossing near Fieldgate. Arguments against the closure were upheld and the crossing will remain open.
- Financial challenges remain. Likelihood of council tax increases.

District Cllr Hales presented his report:

- Government has made additional £3.1m available for corona virus relief for businesses - much smaller grants available. Link for more information on SCDC website.
- Noted Planning Review White Paper – *to be discussed further under PC079/20b*.
- Local Plan call for sites – no decisions made at this time.

#### **PC072/20 Finance Matters:**

- a) To consider the monthly finance report

The report was received.

- b) To receive and consider the approvals list for November 2020

It was:

RESOLVED to approve the approvals list for November 2020

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

- c) To consider writing funds back to the Community Benefit fund

Two allocations previously made but not utilised were written back to the Community Benefit Fund:

- £1,000 for tree planting in New Road Cemetery
- £3,092.50 for fencing at Grinnell Hill

It was:

RESOLVED to write back the sum of £4,092.50 to the Community Benefit Fund.

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

- d) To consider any other updates and consider actions

Nothing to report.

#### **PC073/20 Community Grants:** To consider the following applications

Grants would be considered for approval in principle with amounts to be allocated once successful applicants were identified.

- a) Melbourn Dynamos

Representatives were in attendance:

A member queried how the grant monies would be spent.

Response was given with detail provided as to equipment to be purchased. Dynamos hope to restart training in early December. Club has in excess of 300 members, many from Melbourn. Funding will cover new club kit which is required.

A member queried if the club was seeking grant funding from other sources.

Response was given that Meldreth is the next biggest source of members. Application for grant funding has been made to Meldreth Futures.

It was:

RESOLVED to support the application from Melbourn Dynamos. The value of the grant funding allocation to be determined.

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

**b) Melbourn Bowls Club**

Representatives were in attendance: Noted that the grant application was for approximately 50% of the total cost of the project to install new changing facilities.

A member noted that £10k grant funding had been received from SCDC.

This was confirmed this was a corona virus related grant. Also noted that members had continued to pay sub during the period when the club was unable to operate.

A member queried the likely life expectancy of the building.

Response was that this should be in the region of 20 years.

A member queried what proportion of the club's membership is from Melbourn.

Response was that this is approximately 60%.

A member queried if any other sources of grant funding were being explored.

Response was not at this time.

A member queried if changing facilities were necessary.

Noted that there are currently no changing facilities at the Club. Centenary celebrations being arranged with Chelsea Pensioners attending. Facilities are required.

It was:

RESOLVED to support the application from Melbourn Bowls Club. The value of the grant funding allocation to be determined.

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

**c) Melbourn Squash Club**

A representative was in attendance.

A member queried likelihood of coaching being made available to members at this time.

Response was that coaching sessions had been run during non-lockdown period. Hope to resume before Christmas.

A member queried if coaching sessions had increased membership.

Response was that this was expected to be the case. Last year the club gained 4 new members as a result of coaching sessions.

A member noted an increase in the coaching costs from previous grant application.

Response was that coaching fees have increased and also more sessions were being offered.

A member queried if young people must be members to receive coaching.

Response was that sessions are FOC for young people. No requirement to join to access coaching.

It was:

RESOLVED to support the application from Melbourn Squash Club. The value of the grant

funding allocation to be determined.

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

**d) Melbourn Primary School PTFA**

A representative was in attendance.

A member queried how the value of the grant had been calculated.

Response was that £3k will pay for professional counselling (for up to 6 children) for one day a week over the course of a year.

A member noted importance of ensuring we are not funding activities which are financially supported by County Council.

Response was that no money is received from County Council to provide counselling support for young people. PTFA noted that fundraising opportunities have been reduced this year due to current restrictions.

A member queried how many counselling sessions had been delivered.

Response was that this is difficult to quantify as it depends on the level of need of the children. £3k would support c.30 children over the school year.

It was:

RESOLVED to support the application from Melbourn Primary School PTFA. The value of the grant funding allocation to be determined.

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

**e) 1<sup>st</sup> Orwell Scouts**

There was no representative in attendance. Cllrs were unable to seek responses to queries relating to the grant application.

There was no proposer to support the application. **ACTION:** Clerk to write to the applicant advising that their application was unsuccessful and inviting them to re-apply in April.

**f) Melbourn FC**

A representative was in attendance.

A member queried how the amount of grant application had been calculated.

Response was that this figure will cover the cost of additional shelving and some works required to make the storage facility more hygienic. Club members will carry out much of the work themselves.

A member suggested grant funding should be made available for actual cost.

Response was that receipts could be made available to support expenditure.

A member noted that the amount of the grant application was modest. There was discussion as to the possibility of increasing the award. Applicant was invited to apply for further funding in April 2021 if required.

It was:

RESOLVED to support the application from Melbourn Saturdays FC. The value of the grant funding allocation to be determined.

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

**PC073/20** Amounts to be allocated to each success grant applicant were considered:

**a) Melbourn Dynamos**

It was:

RESOLVED that (in accordance with Local Government (Miscellaneous Provisions) Act 1976, s19) grant funding in the sum of £6,677.33 to Melbourn Dynamos be approved.

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

**b) Melbourn Bowls Club**



It was:

RESOLVED that (in accordance with Local Government (Miscellaneous Provisions) Act 1976, s19) grant funding in the sum of £4,000 to Melbourn Bowls Club be approved.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. In favour: Cllrs Baker, Barnes, Cowley, Clark, Davey, Hart. Against: Cllr Buxton.

**c) Melbourn Squash Club**

It was:

RESOLVED that (in accordance with Local Government (Miscellaneous Provisions) Act 1976, s19) grant funding in the sum of £1,200 to Melbourn Squash Club be approved.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley. In favour: Cllrs Baker, Barnes, Clark, Davey, Hart, Travis. Against: Cllr Buxton.

**d) Melbourn Primary School PTFA**

It was:

RESOLVED that (in accordance with the Local Government Act, 1972, s139) grant funding in the sum of £3,000 to Melbourn Primary School PTFA be approved.

Proposed by Cllr Davey, seconded by Cllr Travis. All in favour:

**e) 1<sup>st</sup> Orwell Scouts**

Application rejected.

**f) Melbourn FC**

It was:

RESOLVED that (in accordance with Local Government (Miscellaneous Provisions) Act 1976, s19) grant funding in the sum of £600 to Melbourn Saturdays FC be approved. Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

**PC074/20 To consider a proposal to mark Holocaust Memorial Day**

Details of a proposal from a resident had been circulated to Cllrs for consideration prior to the meeting. There was discussion with regard to civic ceremony being arranged by Cambridge City Council. Members felt that this would be a more appropriate forum within which to mark Holocaust Memorial Day. Members fully endorsed making Melbourn residents aware of the event to be held in Cambridge.

Chair called for a proposer that 'Melbourn Parish Council mark next Holocaust Memorial Day 27 January by inviting a direct Holocaust Survivor, or a family member of a direct Holocaust Survivor, to be present at the Parish Council's January Meeting during the holding of a Minute Silence introduced and led by the Council Chair'. There was no proposer.

Members noted support for raising awareness of civic events being organised in Cambridge.

**PC075/20 To receive the Timebank Coordinator's report**

The report was noted. Timebank activities largely suspended at this time.

**PC076/20 To consider approving further support to the Community during current Covid restrictions**

Noted that leaflets had been printed and distributed to the whole village by volunteers. Chair thanked the Scouts for their help in delivering leaflets. MCCR activities not to be resumed at this time but situation to be monitored. Some limited financial support to be made available if required (£150 surplus from previous funding and £400 additional SCDC grant funding already in place).

It was:

RESOLVED to:

- make retrospective approval for expenditure of £39.60 for leaflet printing;
- approve re-allocation of Timebank Coordinator's hours from Timebank activities to Covid community support when required;
- support additional funding from reserves in the sum of £450 to be made available for Covid community support to cover rechargeable prescription costs and travelling/delivery expenses

for volunteers.

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

**PC077/20 Melbourn Community Hub Expansion:** To receive updates and consider any actions

Report was received. Discussion with regard to management of the project. Noted that tenders will be invited to properly quantify costs. Process will be transparent and tenders will be considered at a public meeting – likely to be Extraordinary Meeting possibly to follow Planning Committee on 14 December.

**PC078/20 To consider a request to re-route a public footpath**

It was:

RESOLVED to support the request to re-route the public footpath to enable construction of the Astro Pitch on MVC land.

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

**PC079/20 Governance Matters:**

- b) To consider a formal response to the Planning for the Future White Paper

Chair of Planning Committee noted that public consultation period has now closed but provided a broad outline of the changes contained in the White Paper with regard to s106 (requirement for contributions on developments of 30/40 dwellings rather than 10 dwelling as now), zoning system for new developments, tighter timescales for local plans.

- c) To consider making a response to the Proposed Changes to Neighbourhood Policing in Cambridgeshire

Letter from PCC was circulated.

It was:

RESOLVED to respond to the PCC (cc Police Commissioner) setting out concerns with regard to cutbacks.

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

**PC080/20 HR Matters :** To receive and consider any updates from the HR Panel

Mid-term reviews held for Assistant to the Clerk and Wardens. Cllr Hart and the Clerk attended an online performance management course delivered by CAPALC.

**PC081/20 Risk Assessments :** To consider any risk assessments needing to be brought to Council's attention

Nothing to discuss

*[Cllr Barnes internet connection appeared to fail and she was not present for the next item.]*

**PC082/20 Policies and Terms of Reference:**

- a) To consider adopting the Melbourn Play Parks Working Party Terms of Reference

Noted that abbreviation MPPWP should be used consistently throughout the document (rather than PPWP).

It was:

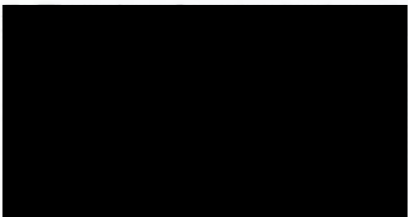
RESOLVED to adopt the Melbourn Play Parks Working Party Terms of Reference, subject to the amendment noted above.

Proposed by Cllr Travis, seconded by Cllr Baker. All in favour *[except Cllr Barnes]*

*[Cllr Barnes rejoined the meeting.]*

**PC083/20 To note the date of next meeting: 11 January 2021**

**The meeting closed at 21:42**



3rd November 2020.

Claire @ Melbourn Parish Council,  
30 High Street,  
Melbourn,  
Royston.

Dear Claire,

Thank you for the opportunity yesterday to discuss then possibility of becoming a Parish Councillor.

I've lived in South Cambridgeshire most of my adult life and run a couple of businesses here. The last six months have been decidedly different, as for everyone, and as I am no longer able to work in the way I used to, I find myself with time that I've never experienced before and would like to use it in a productive, worthwhile manner, and the idea of becoming a Councillor was suggested by one of your team.

I've acquired various skills along the way which may be useful to the Council. If you think I can add anything to your team please find attached my completed application form.

Yours sincerely,



Tina Davey

# MELBOURN PARISH COUNCIL

Doc. No. 3.05

Version 1

Review Date: January 2018

## ANNEXURE A

Name : TINA DAVEY

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council	✓				
Local government	✓				
Civil service	✓				
Professional skills					
Experience of chairing board / committee meetings		✓			
Experience of professional leadership			✓		
Financial planning / management			✓		
Mediation		✓			
IT		✓			
Strategic planning	✓				
Training Received (please give brief details of specific area of training)	✓				
Skills that may be useful on Parish Council Committees					
Financial planning / management			✓		
Procurement / tenders		✓			
Health and Safety		✓			
Insurance			✓		
Pensions			✓		
HR		✓			
Legal [please give brief details of specific area of expertise]	✓				
Premises and facilities management			✓		

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

# MELBOURN PARISH COUNCIL

Doc. No. 3.05

Version 1

Review Date: January 2018

Please give brief details of particular local interest / knowledge					
<u>Planning</u> LIVED IN SOUTH CAMPS LAST 35+ YEARS REASONABLY FAMILIAR WITH PLANNING PROCESS.					
<u>Youth work</u> NOTHING SPECIFIC, HAVE RAISED 2 CHILDREN NOW ADULTS.					
<u>Conservation</u> SUBJECT OF INTEREST					
<u>Volunteering</u> MINIMAL EXPERIENCE.					
Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:					
Selflessness : you should act in the public interest LONG TERM COMMITMENT TO ANIMAL WELFARE, AND PET OWNERS					
Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates COMES NATURALLY - HAVE WORKED AS A VET SURGEON FOR LAST 41 YEARS.					



## MELBOURN PARISH COUNCIL

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Objectivity : you should act impartially, fairly and on merit

Comes naturally - As an advocate for both pet & pet owner.

Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability

Not a problem. - Always have been.

Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

See above ! I have a reputation for being frank.

Honesty : you should always be truthful

Dishonesty results in striking off in my profession.

Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour

Have started & built 2 businesses locally with good teams of long term staff.

# MELBOURN PARISH COUNCIL

Doc. No. 3.05

Version 1

Review Date: January 2018

Name : TINA DAVEN.

## LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
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Are you 18 or over?	Yes / No
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(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)

Are you on the electoral register for Melbourn?	Yes / No
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Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
--	----------

Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
--	----------

Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No
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## DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
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Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
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Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No
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**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 November 2020 - District and County Councillor Report**

### **Local:**

**Drains:** As previously reported, County Council is no longer doing 'routine gulley maintenance' – i.e. not clearing drains on a regular scheduled basis. That this is the case is a matter of deep concern: our drains, roads, pavements and other elements of highways infrastructure are in a state of 'managed decline' with nowhere near the funds needed to bring them up to an acceptable standard. This year an already stretched workforce has been further challenged by the secondment of a number of staff to Covid response. The upshot is a system that's not working properly. Susan is working with officers to take forward parish council concerns and suggestions. Sadly the financial situation is not expected to improve (see below).

Thanks to everyone who's been reporting faults on the County website, which is important to do for the sake of establishing a public record.

<https://highwaysreporting.cambridgeshire.gov.uk/>

### **Path to Meldreth Station**

Susan and Jose are working with County and District Council officers and Govia Thameslink Railway now that the Melbourn Science Park S106 contribution has been activated. This will be a challenging but important project for a much-needed improved access to Meldreth Station, for a widened path and ramp to the London platform.

### **Restricted access roads in Melbourn**

At long last we've received some feedback from County Highways and hope to bring some initial information to the Futures Group working party shortly.

### **'Nottingham Knockers'**

We recently received reports that 'Nottingham Knockers' have been operating in different areas of the county. Nottingham Knockers are traders who sell items from a bag on the doorstep, typically cleaning products such as dusters, sprays etc. They usually tell a story that they are former prisoners who are rehabilitating themselves and getting back into work in order to appeal to residents' emotions and get them to purchase their wares.

Items are usually overpriced and often just shy of ten pounds each so that if anyone does agree to buy, they have to find a note to pay. This helps criminals to identify addresses where cash may be kept in the house and therefore prime targets for future distraction burglaries and other crimes. Please spread the word about this to any vulnerable people you may know and please remind them that it is quite acceptable not to answer the door to cold callers.

### **Cambs County Council**

#### **First Budget Thoughts**

A lengthy and fractious meeting of the County Council's General Purposes Committee last month considered the development of the Council's budget for next year. The prospects are not good. Even if the battle against COVID goes well, the Council will need to find savings of £40M in the financial year starting next April. If COVID goes badly then the savings needed could be over £82M.

It is unlikely that the Government will come to the rescue with £82M. And unless there is more cash coming Cambridgeshire's way, the options available to the Council will mainly be 'efficiency savings', cuts to services, increased fees and charges, commercial investments, and council tax.

(Commercial investments are not working so well at the moment - the money put into buying student accommodation in Cambridge and leisure facilities in Wisbech isn't making great returns in a pandemic.)

Lines are being drawn ready for the political arguments that will last through to February's budget meeting and beyond. The predictions we've been given so far assume that councillors running the council will go for an increase of two per cent in council tax for adult social care (a service facing huge increases in need), but zero council tax increase for general services.

We don't yet know what maximum council tax increase the Government will allow this coming year. In the past few years, councils have been allowed to set rises of around two or three per cent without having to conduct a ruinously expensive referendum - and the Government generally assumes councils will do that. Assuming the maximum this coming year is of a similar level, it might be considered sensible to start building that figure into the calculations. (If the Council were to try to bridge the whole of a £40M funding gap by way of council tax increases, the rise would have to be about 15 per cent, and absolutely nobody is suggesting that.)

Administration councillors are talking about council tax rises being their last resort after every other option. The opposition view is that while nobody relishes higher council taxes, cutting services and increasing charges will affect the most vulnerable population the most, and assuming an increase in council tax of a couple of per cent at this stage would help bridge that gap (albeit only partly in the scheme of the financial problems unfolding). Opposition councillors suggested, not unreasonably, that the Council considers raising council tax as one of the ways to address it.

The administration has been vocal in recent years about not raising council tax, but at the same time squeezing budgets. The Council is now approaching Government to ask for more financial support. Government will want to see the Council doing all it can to bridge its own gap - and appearing to resolutely stand against raising council tax at all probably won't persuade the Government of the urgency of the Council's case.

The Council has been asking the Government for 'fair funding' for many years with little to show for it, and there's no reason to assume they will have any better luck this year when COVID has already devastated the economy, and Brexit in a couple of months' time will compound the situation.

### **What does my Council Tax buy?**

Councillors often get asked "What does my Council Tax buy?" You may be aware that when a child comes into care, the County Council becomes that child's Corporate Parent. This means we have the collective responsibility as a Council, ie elected members, employees and partner agencies, for providing the best possible care and safeguarding for the children who are looked after by us until the age of 25.

Latest data shows we have 714 children in care for whom we are responsible. 74 of them are unaccompanied children seeking asylum and 229 are in long term placements or foster homes. Sadly long-term placements and foster home care is declining – mostly due to Covid – and so if you are interested in fostering do please get in touch! 65 are disabled and 77% come from a white ethnic background. At any one time between 20 and 30 of these children are 'missing'. The good news is that the number of adoption orders granted is up by 15% and increasing.

The County Council's appeal for foster carers reads:

"The number of people who enquired about fostering in September and October has dipped, with the immediate need being for teenagers and brothers & sisters.

The myths surrounding the care of teenagers can often discourage people from fostering when in reality what they need are families who are empathetic, caring, resilient and open minded.

Around 154, 13-18-year-olds across Cambridgeshire and Peterborough are in need of caring & supportive families.

During COVID-19, we are taking all the necessary steps during the fostering process to follow the government advice, for example, we can conduct initial visits virtually and have made arrangements to do so. If your application progresses then we will discuss the next stages with you which will include a face to face visit as part of the assessment process, this will adhere to the social distancing rules at all times.

People who believe they can make a positive difference are encouraged to contact both council's today. All carers receive training, 24-hour access to support, along with allowances and the assessment process normally takes between 4-6 months. You will need to be over 21 and have a spare bedroom in your home.

Cambridgeshire County Council encourage you to find out more about fostering, visit: [www.cambridgeshire.gov.uk/fostering](http://www.cambridgeshire.gov.uk/fostering) email [fostering@cambridgeshire.gov.uk](mailto:fostering@cambridgeshire.gov.uk) or call 0800 052 0078 or text FOSTERING to 60777."

### **Bus Services**

It will be no surprise that bus operators are really struggling during the pandemic. Passenger numbers have dropped even lower than earlier in the year, currently running at about 30% of pre-Covid numbers. Operator costs are running at 95% of pre-Covid levels which is obviously not sustainable and of course we are advised to avoid public transport unless we have no choice.

### **Solar Together Cambridgeshire**

The collective purchasing scheme for Cambridgeshire residents to invest in solar panels and/or battery storage, has got off to a great start, with nearly 6,000 households signing up – much higher than initially anticipated. The winning supplier is Greenscape Energy, with an average discount of 30% versus typical market pricing. The scheme is still accepting further registrations, so if you want to sign up, here is the link: <https://solartogether.co.uk/cambridgeshire/home#>

### **South Cambs District Council**

#### **Electric Bin Lorry**

SCDC is very pleased to finally be trailing a new electric bin lorry with a view to gradually exchanging the whole fleet of refuse vehicles as part of its work to become a zero carbon authority.

#### **South Cambs DC Planning Service**

We have been working very hard indeed to improve the new shared planning service which is joint between South Cambs and Cambridge City. Things are moving well in the right direction and the processes are getting quicker and more efficient. We now have ONE validation process – streamlined – for both authorities which has successfully conquered the historic backlog. The team are now working toward reaching the target of 5 days to validate an application.

### **New Business Grants**

Businesses premises forced to close as a result of CV restrictions are to be eligible for government grants of up to £3000 per month. To be eligible you have to be paying business rates but we are expecting further guidance on discretionary grants which we hope will be available to those businesses that are experiencing serious hardship or have had to close but do not meet the criteria of the main grant pot. All the latest information is on the website which is updated daily. You can also get regular updates by registering for our Open For Business Newsletter which will be updated every time significant new guidelines are issued. If you have any queries that are not dealt with on the website do not hesitate to email [openforbusiness@scambs.gov.uk](mailto:openforbusiness@scambs.gov.uk) to make contact with our specialist business support team. Any businesses who believe they are eligible can find information on how to apply, along with eligibility criteria, [via the Council's website](#).

### **Community Grants**

South Cambs DC has made further money available to help community groups remobilise to deal with the second lockdown. These are small amounts of money in the first case but if your community has special circumstances you can apply for additional funding to help you meet your community's specific needs.

### **Government's Planning White Paper**

The consultation on the government's Planning White Paper (PWP) closed earlier this month.

The PWP is thin on detail and ignores opportunities to address the inadequacies of the National Planning Policy Framework or the very damaging consequences of new permitted development rights. Nor does it pay heed to Government putting its own planning inspectorate in order which was partly responsible for the 4.5 years it took to approve the current South Cambs local plan resulting in 2 years of no five-year housing land supply and 4000 unplanned houses built with no financial contribution to the communities in which they were sited.

The Government loves to play to its audience and its 'Build Beautiful Commission' does just that. But if a national design standard to deliver 'beauty' results in houses with no reference to local, indigenous architecture then we have countrywide 'cookie cutter' developments. Moreover, there is little mention of standards, climate change, or homes that support health and wellbeing - all the things that really matter to people.

The last 15 years has seen a 50% decline in small and medium sized builders and developers and though they often build better, build quicker and build cheaper they will need help to purchase our very expensive land. If the government is not going to give them that help councils need to have the powers and resources to do so.

Additionally, the proposal that no affordable housing will be required for developments of less than 50 units will preclude any new affordable homes in many of our villages, depriving people of the choice to live where they want to live - often close to family, support networks or jobs.

Housing Minister Mr. Pincher was quite convinced that parish councils and residents would be so delighted that they were to play a full part in local plan formation that they would not mind that this would be the point at which their voices ceased to be heard. Once 'zones' are created development could go ahead. Our view is that the parish council and resident voice adds hugely to the evidence for and against development.

This White Paper appears to be a 'developers charter', removing democracy from planning, silencing local voices, and centralising decision making.

## **Police**

### **Policing Changes**

Cambridgeshire's Chief Constable has announced changes to policing in order to assist in saving £1.7 million in 2021/22. Included in the cuts are the reduction of PCSOs from 80 to 40, but with a single role profile and improved alignment to their team and they will cover all 28 neighbourhoods in the county to deal with the issues that matter most to the local community. Also going is the community safety team resulting in the reduction of six community safety officer posts and the closure of nine enquiry offices (NOT the police stations), with the implementation of a team of police officers to provide people in each local authority area with an appointment-based service to allow members of the public to make an appointment to speak to an officer.

Chief Constable Nick Dean said: "We have had to make some incredibly difficult decisions over the past 12 months when considering how we balance the needs of the community and the policing service we provide, with being able to manage within the budget we have – we simply could not continue with the existing neighbourhood policing model with the budget constraints we currently face, and are likely to have in the coming years.'

### **Volunteer Police Cadets**

The police are encouraging young people between 13 and 18 to join the Volunteer Police Cadets. The aim is to encourage the spirit of adventure and good citizenship to anyone wishing to support their community and gain an understanding of policing. It is not to recruit police officers for the future. If you are interested and can spare three or more hours per month, please contact [Cadets@cambs.pnn.police.UK](mailto:Cadets@cambs.pnn.police.UK)



# Melbourn Parish Council Financial Budget Comparison

## Seven months ended 31<sup>st</sup> October 2020

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

		2020/21 Budget	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Conservation</b>					
100	Allotment Rent	£2,170.00	£0.00	£1,075.00	-£1,095.00
101	Allotment Insurance Premiums	£0.00	£0.00	£140.00	£140.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>		£6,020.00	£0.00	£5,063.72	-£956.28
<b>Cemeteries</b>					
200	Burial Fees	£3,000.00	£0.00	£1,440.00	-£1,560.00
<b>Total Cemeteries</b>		£3,000.00	£0.00	£1,440.00	-£1,560.00
<b>Play Areas &amp; Recreation Grounds</b>					
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	£1,472.40	£722.40
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
<b>Total Play Areas &amp; Recreation Grounds</b>		£4,520.00	£0.00	£1,542.40	-£2,977.60
<b>Finance &amp; General Purpose</b>					
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	£65,000.00	£65,000.00	£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
<b>Total Finance &amp; General Purpose</b>		£268,870.00	£65,000.00	£342,646.10	£8,776.10
<b>Highways</b>					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
<b>Total Highways</b>		£0.00	£0.00	£0.00	£0.00
<b>Rental Property</b>					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£15,166.69	-£10,833.31
<b>Total Rental Property</b>		£26,000.00	£0.00	£15,166.69	-£10,833.31
<b>Melbourn Area Youth Development</b>					
950	MAYD Partner Contributions	£0.00	£1,155.00	£1,155.00	£0.00
<b>Total Melbourn Area Youth Development</b>		£0.00	£1,155.00	£1,155.00	£0.00
<b>Community Benefit</b>					
960	Community Benefit	£0.00	£1,092.16	£1,092.16	£0.00
<b>Total Community Benefit</b>		£0.00	£1,092.16	£1,092.16	£0.00
<b>Section 106</b>					
140	S.106	£0.00	£0.00	£0.00	£0.00
<b>Total Section 106</b>		£0.00	£0.00	£0.00	£0.00
<b>Celebrating Ages</b>					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£308,410.00</b>	<b>£67,247.16</b>	<b>£368,106.07</b>	<b>-£7,551.09</b>

# Melbourn Parish Council Financial Budget Comparison

## Seven months ended 31<sup>st</sup> October 2020

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

		2020/21 Budget	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Conservation</b>					
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	£227.00	£743.00
1200	Grass Cutting Contract	£8,590.00	£0.00	£3,735.00	£4,855.00
1300	Public Open Space Maintenance Contract	£7,000.00	£0.00	£3,520.00	£3,480.00
<b>Total Conservation</b>		£25,590.00	£0.00	£12,891.05	£12,698.95
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£3,155.92	£1,889.08
2100	Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£2,840.81	£2,659.19
<b>Total Cemeteries</b>		£10,545.00	£0.00	£5,996.73	£4,548.27
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£3,025.00	£0.00	£682.00	£2,343.00
3200	Recreation Grounds	£12,480.00	£0.00	£6,540.91	£5,939.09
3400	Pavilion	£9,970.00	£0.00	£2,944.85	£7,025.15
<b>Total Play Areas &amp; Recreation Grounds</b>		£25,475.00	£0.00	£10,167.76	£15,307.24
<b>Finance &amp; General Purpose</b>					
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	£1,150.61	£1,749.39
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	£343.00	-£143.00
5000	Parish Office, IT & Contractors	£24,790.00	£0.00	£3,887.66	£20,902.34
5100	Salaries, NI & Pensions	£75,000.00	£0.00	£42,892.62	£32,107.38
5300	Sundry Expenses	£234.00	£6,000.00	£6,052.00	£182.00
5400	Training	£1,500.00	£0.00	£0.00	£1,500.00
5700	Pension Scheme Charges	£435.00	£0.00	£252.00	£183.00
5900	Bank Charges	£200.00	£0.00	£83.80	£116.20
6000	Grants Awarded	£700.00	£0.00	£700.00	£0.00
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	£5,212.38	£9,347.62
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£612.97	-£612.97
6450	PWLB Community Hub -	£28,311.00	£0.00	£28,310.94	£0.06
6451	PWLB Community Hub - Capital	£4,643.00	£0.00	£4,643.26	-£0.26
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	£169.70	£430.30
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
7100	Village Car Park - Rates, Utilities & Maintenance	£13,650.00	£0.00	£9,708.48	£3,941.52
<b>Total Finance &amp; General Purpose</b>		£213,800.00	£6,710.00	£147,770.11	£72,739.89

# Melbourn Parish Council Financial Budget Comparison

## Seven months ended 31<sup>st</sup> October 2020

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

	2020/21 Budget	Reserve Movements	Actual Net	Balance
<b>Planning</b>				
7000 Community Development	£0.00	£0.00	£0.00	£0.00
<b>Total Planning</b>	£0.00	£0.00	£0.00	£0.00
<b>Highways</b>				
8000 Highways and Footpaths	£200.00	£0.00	£0.00	£200.00
8100 Street Lighting	£1,800.00	£0.00	£1,653.27	£146.73
<b>Total Highways</b>	£2,000.00	£0.00	£1,653.27	£346.73
<b>Rental Property</b>				
9000 Little Hands Nursery	£3,450.00	£0.00	£1,661.88	£1,788.12
<b>Total Rental Property</b>	£3,450.00	£0.00	£1,661.88	£1,788.12
<b>Melbourn Area Youth Development</b>				
9500 MAYD Youth Club	£0.00	£1,556.00	£1,556.00	£0.00
<b>Total Melbourn Area Youth Development</b>	£0.00	£1,556.00	£1,556.00	£0.00
<b>Community Benefit</b>				
9600 Community Benefit Donations	£0.00	£14,996.46	£14,996.46	£0.00
9601 Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
<b>Total Community Benefit</b>	£0.00	£14,996.46	£14,996.46	£0.00
<b>Section 106</b>				
1400 S106	£0.00	£0.00	£9,890.24	-£9,890.24
<b>Total Section 106</b>	£0.00	£9,890.24	£9,890.24	£0.00
<b>Celebrating Ages</b>				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£280,860.00</b>	<b>£33,152.70</b>	<b>£206,583.50</b>	<b>£107,429.20</b>
 Total Income	 £308,410.00	 £67,247.16	 £368,106.07	 -£7,551.09
Total Expenditure	£280,860.00	£33,152.70	£206,583.50	£107,429.20
<b>Total Net Balance</b>	<b>£27,550.00</b>		<b>£161,522.57</b>	

## Bank Balances at 31<sup>st</sup> October 2020

### Ordinary Accounts

Current Account Unity	£205,731.40
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards Soldo	£600.00

### Short Term Investment Accounts

Nationwide 45 day Business Saver	£150,272.88
CCLA - Public Sector Deposit fund	£25,000.00
<b>Total</b>	<b>£594,562.39</b>

The bank reconciliations are currently being checked by Cllr Kent.

## Melbourn Parish Council Finance Report 31st October 2020

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31<sup>st</sup> October 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 seven month 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, especially in light of the second lockdown. Income from match fees and Pavilion/recreation ground hire were initially expected to fall this year as a result of social distancing measures. However, a large new booking for the Pavilion should 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 but may need to restart, in some form, to help during the second lockdown. The Hub was closed until late July due to Covid-19, was re-opened but closed again with the second lockdown. It received some government financial support whilst closed and also obtained some external grant funding. However, ongoing trading conditions remain uncertain and it is possible that further 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:

Grants Received – MPC received a £65,000 grant from Cambridgeshire Capital Fund towards the upcoming Hub building extension.

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 (see MCCR expenditure below).

#### 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 of £870 were later approved by the Maintenance Committee. The Maintenance Committee has also approved tree work and repair of some fencing at The Moor (£840). MPC approved £2,070 unbudgeted expenditure for replacement fencing at Worcester Way. This budget heading is likely to be overspent 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

11<sup>th</sup> November 2020

# Melbourn Parish Council

## Expenditure transactions - approval list 23<sup>rd</sup> November 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3918	BACS2011 24AIRWAY	£216.00	£36.00	£180.00	06/11/20 Airway - Air conditioning services - Parish Office & Hub kitchen	£216.00
1		£108.00	£18.00	£90.00	F&GP Air conditioning unit service Hub kitchen	
2		£108.00	£18.00	£90.00	F&GP Air conditioning unit service Parish Office	
		£216.00	£36.00	£180.00	Airway - Total	
3917	DD201023 BGASORC	£11.56	£0.55	£11.01	06/11/20 British Gas - Electricity bill - Old Rec Ground 01/10/20 - 31/10/20 - estimated	£11.56
3904	DD201120 BGASPAV	£100.62	£4.79	£95.83	27/10/20 British Gas - Pavilion Electricity - 21/09-29/10/20 actual	£100.62
		£112.18	£5.34	£106.84	British Gas - Total	
3770	DD201108 CWBWS	£6.00	£0.00	£6.00	08/07/20 Cambridge Water Business - Water services car park workshop Nov 2020	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total	
3897	BACS2011 24CAPALC	£250.00	£0.00	£250.00	27/10/20 CAPALC - Clerks the Knowledge Training - 19 & 26 Nov 2020 - Assistant Clerk	£250.00
		£250.00	£0.00	£250.00	CAPALC - Total	
3926	BACS2011 24CSEXPS	£39.60	£0.00	£39.60	16/11/20 Catherine Sharman - A5 flyers re lockdown Covid advice/MCCR update - C Sharman expenses	£39.60
3915	BACS2011 24TROY	£13.50	£0.00	£13.50	11/11/20 D Troy - Refund - overpayment allotment rent 34Bend	£13.50
		£13.50	£0.00	£13.50	D Troy - Total	
3784	DD201101 DVLA	£23.18	£0.00	£23.18	01/11/20 DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total	
3925	DD201113 EON	£8.64	£0.41	£8.23	29/10/20 e.0n - Electricity - Orchard Road Cemetery 28/09/20-28/10/20	£8.64
		£8.64	£0.41	£8.23	e.0n - Total	

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Date

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# Melbourn Parish Council

## Expenditure transactions - approval list 23<sup>rd</sup> November 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3914	BACS2011 24ROGER S	£5.00	£0.00	£5.00 11/11/20	G Rogers - Refund - overpayment allotment rent 6A	£5.00
		£5.00	£0.00	£5.00	G Rogers - Total	
3909	DD201116 HAVEN	£7.18	£0.35	£6.83 02/11/20	Haven Power - Street lighting - unmetered supply 01/10-31/10/20	
3910	DD201116 HAVEN	£126.55	£6.03	£120.52 02/11/20	Haven Power - Street lighting - unmetered supply 01/10-31/10/20	
3911	DD201116 HAVEN	£2.50	£0.12	£2.38 02/11/20	Haven Power - Street lighting - unmetered supply 01/010-31/10/20	£136.23
		£136.23	£6.50	£129.73	Haven Power - Total	
3894	BACS2011 24H&CGM	£324.00	£54.00	£270.00 23/10/20	Herts & Cambs Ground Maintenance Limited - Hire of digger for drainage works - Hub front lawn	
3900	BACS2011 24H&CGM	£487.00	£81.17	£405.83 29/10/20	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Nov 2020 (1/12 x annual contract)	
3901	BACS2011 24H&CGM	£552.00	£92.00	£460.00 29/10/20	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Nov (1/12 annual contract)	
3902	BACS2011 24H&CGM	£906.00	£151.00	£755.00 28/11/20	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - rec grounds, millennium copse etc Nov 2020	
3903	BACS2011 24H&CGM	£747.00	£124.50	£622.50 28/11/20	Herts & Cambs Ground Maintenance Limited - Verges cutting - Oct 2020 (1/12 contract)	£3,016.00
		£3,016.00	£502.67	£2,513.33	Herts & Cambs Ground Maintenance Limited - Total	
3898	BACS2011 24LUCID	£180.00	£30.00	£150.00 15/09/20	LUCID Systems - Windows 10 upgrade - Assistant Clerk PC and laptop	
3906	BACS2011 24LUCID	£126.60	£21.10	£105.50 01/11/20	LUCID Systems - Covered agreement - Nov 2020, Lancelot back-up, Timebank Email	£306.60
		£306.60	£51.10	£255.50	LUCID Systems - Total	

Signature  
Date

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# Melbourn Parish Council

## Expenditure transactions - approval list 23<sup>rd</sup> November 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3907	BACS2011 24NEWLINE	£11.89	£1.98	£9.91 31/10/20	Newline - Antibac sanitiser - Pavilion	
3908	BACS2011 24NEWLINE	£45.31	£7.55	£37.76 08/09/20	Newline - Disinfectant wipes/hand towels - Pavilion	£57.20
		£57.20	£9.53	£47.67	Newline - Total	
3896	DD201101 NOW	£43.20	£7.20	£36.00 01/11/20	Now Pensions - Employer Service Charge Nov 2020	£43.20
3919	BACS2011 24PGC	£19.80	£3.30	£16.50 12/10/20	Phillimore Garden Centre - 6 x turfs for New Road Cemetery	£19.80
		£19.80	£3.30	£16.50	Phillimore Garden Centre - Total	
3920	BACS2011 24RICOH	£243.19	£40.53	£202.66 05/11/20	Ricoh UK Limited - Photocopier rental 01/11/20-31/01/21 plus printing charges 01/08/-	£243.19
		£243.19	£40.53	£202.66	Ricoh UK Limited - Total	
3927	BACS2011 24SHIRE	£1,500.00	£250.00	£1,250.00 15/11/20	Shire Trees Limited - Tree works - Old Recreation Ground	£1,500.00
		£1,500.00	£250.00	£1,250.00	Shire Trees Limited - Total	
3789	DD201101 SCDCCP	£1,198.00	£0.00	£1,198.00 01/04/20	South Cambs District Council - Rates - Car Park Instalment 8 of 10	£1,198.00
3795	DD201101 SCDCNR	£75.00	£0.00	£75.00 01/04/20	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 8 of 10	£75.00
3801	DD201101 SCDCPAV	£259.00	£0.00	£259.00 01/04/20	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 8 of 10	£259.00
3777	DD201101 SCDCWC	£38.00	£0.00	£38.00 01/04/20	South Cambs District Council - Pavilion fortnightly trade waste collection - installment 5 of 9	£38.00
		£1,570.00	£0.00	£1,570.00	South Cambs District Council - Total	
3916	BACS2011 24TBUK	£120.00	£0.00	£120.00 11/11/20	Time Banks UK - Annual Membership 2020/21	£120.00
		£120.00	£0.00	£120.00	Time Banks UK - Total	

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# Melbourn Parish Council

## Expenditure transactions - approval list 23<sup>rd</sup> November 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3921	BACS2011 24TIMNOV	£429.12	£0.00	£429.12	08/11/20 TimNovations - Litter picking 26/09/20-07/11/20 plus equipment	£429.12
		£429.12	£0.00	£429.12	TimNovations - Total	
		£5,295.28	£0.00	£5,295.28	Confidential items e.g. salaries, NI & pensions	
<b>Items already paid</b>						
3905	BACS2011 02EPOS	£471.11	£78.52	£392.59	27/10/20 EPOS Now Ltd - Hardware for Hub EPOS system	£471.11
		£471.11	£78.52	£392.59	EPOS Now Ltd - Total	
3895	DD2010 07ICO	£35.00	£0.00	£35.00	01/10/20 ICO - Registration fee - data controller	£35.00
		£35.00	£0.00	£35.00	ICO - Total	
3899	DD201016 PWLb	£16,477.10	£0.00	£16,477.10	18/09/20 Public Works Loan Board - Hub loan repayments - instalment 2	£16,477.10
1		£2,347.63	£0.00	£2,347.63	F&GP Hub Loan repayment - instalment 2 principal	
2		£14,129.47	£0.00	£14,129.47	F&GP Hub Loan repayment - instalment 2 interest	
		£16,477.10	£0.00	£16,477.10	Public Works Loan Board - Total	
<b>Total</b>		£30,364.04	£991.10	£29,372.94		

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Date

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**MELBOURN PARISH COUNCIL**

Doc. No.4.03

Version 5

Review Date: November 2020

**MELBOURN PARISH COUNCIL**

**Application for Grant for Voluntary Organisations**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Dynamos FC
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No No
5.	Amount of grant requested	£ 6,677.33 See attached for breakdown
6.	For what purpose of project is the grant requested.	Team Strip, First Aid Kit including Covid PPE & Safety Compliant Goals
7.	What will be the total cost of the above project?	£ £6,677.33
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Not Applicable
9.	Have you applied for grant for the same project to another organisation?	No

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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**MELBOURN PARISH COUNCIL**

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	If so, which organisation and how much?	Not Applicable
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	200
12.	Approximately how many of those who will benefit are parishioners?	100

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/~~No~~

If yes, please give date. Grant Year 2019

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..... Date 3 Sept 2020

**3<sup>rd</sup> parties**

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

## Melbourn Dynamos FC

### Summary History and Context

Melbourn Dynamos FC was founded in 2003, reaching FA Charter Standard Accreditation in 2009. Dynamos is a FA Community Hub Club, only one of 8 in Cambridgeshire.

Earlier in 2020 we were awarded the (first) Cambridgeshire FA 'Pledge Project' Certificate of Recognition for our commitment to disability football. We have also been awarded the Cambridgeshire FA Project of the Year for our support and involvement with the OWLS teams (the Papworth Trust adult disability teams we support).

Since the beginnings of the club in 2003 Melbourn Dynamos FC has developed into a very significant community-facing organisation. The present-day club is a central focus for a very large number of residents, both the young and not so young, not only in Melbourn but also in many nearby communities.

**The benefits to football and to sport more generally** are obvious. During the last season the club attracted 320 players, organised into 24 teams. The youth players are mostly from either Melbourn or Meldreth.

The scope of football opportunities being delivered is extremely wide. This includes:

- FA Wildcats (girls ages ranging 5 -11)
- Dynamites (for anyone ages 3 -6)
- Jaguars (those with disability or special educational needs ages 5 -11)
- At least one or more team in all the age groups Under 7 to Under 18
- A Sundays Men's Team
- Under 14 Girls Team
- Under 10 Girls Training Group
- OWLS Disability Teams in conjunction with the Papworth Trust.

**The benefits to adult participation on village life** are also significant. Dynamos attracts and trains 46 coaches, all giving huge amounts of time to football as a sport but also to the health and welfare of the hundreds of young people they work alongside. Dynamos ensure that, not only are the coaches formally proficient in the sport itself, all are Emergency Aid trained and 11 are also Mental Health First Aiders. The positive impact of this cohort of engaged adults on village life cannot be overstated.

**The benefit to the welfare and life chances of young people** arguably represents the most lasting impact of Melbourn Dynamos. Participation in the club creates friendship groups, teaches discipline, team working and social skills and is (particularly for young males) a vital outlet and distraction from more antisocial behaviours.

Lastly, through partnership with the FA and the Melbourn Village College, **Dynamos have secured a £1million Astroturf investment in Melbourn** that will properly put the village on the footballing map.

Securing grant funding is crucial to the club. Subscriptions are levied on parents but **many families and individuals who might be financially excluded from joining due to personal circumstances are subsidised by Dynamos**. In addition, because the Parish Council has devolved pitch maintenance to the club, Dynamos are making on-going investments to improve pitch quality.

Blake Carrington/September 2020

### **Breakdown of the Grant request:**

£1,298.45	Specific Upcoming Kit Costs
£2,000.00	33% Contribution to remaining season kit costs
£329.00	Replacement Footballs
£370.50	First Aid Kits
£276.23	COVID-19 PPE
£1188.90	H&S Compliant Goals 24x8 foot U15, U16, U17/18 and Men
£1213.90	H&S Compliant Goals 21x7 foot U14G, U13 and
U14	
£6,676.98	Total requested



05/09/2020

Melbourn Parish Council  
The Hub  
Melbourn

**Confirmation of Grant Expenditure**

Melbourn Dynamos FC made a successful application to the Parish in 2019 and was awarded £2000. I can confirm that this has all been spent in line with the request by funding the completion of eight new coach's FA Level 1 course and the supply to them of the necessary Club kit (including team wear, first aid kit and training aids).

Yours faithfully,

Blake Carrington  
Chairman  
Melbourn Dynamos FC

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**Melbourn Dynamos Football Club**  
**All welcome!**



<https://melbourndynamosfc.wordpress.com>  
<https://www.facebook.com/melbourndynamoscommunity/>

Founded in 2003, Melbourn Dynamos FC is a thriving and friendly community football club that gives boys and girls the opportunity to play regular football regardless of their experience or ability at all ages from 3 through to Adults.

Like many people and groups in this country we have had to face the impact of the Covid-19 pandemic. For the club this began on 13<sup>th</sup> March, ahead of the lockdown, with our decision to cancel all fixtures and training to protect our players, parents and other members of the community. After 5 months of necessary but frustrating inactivity, our players were able to return to limited training from the beginning of August subject to essential covid protection measures in line with government and FA social distancing and good hygiene requirements, details at <https://melbourndynamosfc.wordpress.com/latest-news/>. At one stage, we feared that the start of our new season would be seriously delayed, but with the easing of lockdown, grassroots football has been given the green light and our season has a later than usual start from 20<sup>th</sup> September (*image football's back*). In spite of the impact of the pandemic and loss of more than 2 months of our season, we had many important club successes:

We have established inclusive football teams to bring the beautiful game to a wider range of players at both youth and adult level. Thanks to the support of our wonderful club volunteers we now have the OWLS (*Opportunities Without Limits*), a team for adults who play in the Cambridgeshire FA Parability League. The Club was the first to receive the Pledge Project Certificate of Recognition from Cambridgeshire FA and we are very proud to have recently received the Project of the Year award from Cambridgeshire FA for our commitment to offer everyone with a disability the opportunity to get involved in football, either competitively or socially. The OWLS are coached by Gail Williams, Papworth Trust Activities Facilitator who says,

*"It has been a great first season for the team! Huge progress has been made in the weekly indoor/outdoor sessions and there's never a shortage of enthusiasm and commitment which has enabled the team to take on unfamiliar opponents. During this difficult time it is fantastic to be awarded Project of the Year 2020. To be recognised by others is amazing and a BIG thanks goes to Melbourn Dynamos for the kits, guidance and support."*

Melbourn Dynamos FC is very proud to have been recognised as an FA Community Hub Club, one of only eight in Cambridgeshire. What this means is that our growth and development has been recognised by Cambridgeshire FA for its important community contributions:

- A football club at the heart of the community
  - Providing football opportunities For All
  - Developing young leaders and planning for a sustainable future
- This recognition by Cambridgeshire FA has resulted from the tireless work of our club volunteers to develop and grow MDFC at the heart of our village.

The Club is currently FA Charter Standard and will soon be applying for Community Club status. This will ensure a continued thriving partnership with Cambridgeshire FA who has been instrumental in the Club's recent development. As a FA Hub Club we hope to attract further funding and support to secure and continue development at the heart of our community.



For many years the club has been working hard with our community to establish Girls' Football. Our latest initiative has been working with the FA to set up the Melbourn Wildcats providing girls aged 5-11 years with the opportunity to have fun, make friends and play football. This fun, friendly environment will develop young girls' physical and social skills by encouraging a healthy lifestyle and inspiring them to develop a lifelong love of the game. Please use the following link to book your place  
<http://faevents.thefa.com/book?sessionId=138685>

We are pleased to learn that the Managers and Coaches of our many teams are seen as important role models in our community for young players. All are trained to at least FA level 1, so have a clear understanding of child safeguarding as well as physical first aid issues. At the start of the season a number stepped forward to request training in mental health first aid as well. This training is not compulsory for the club's FA Charter Standard status, but we recognise the importance of mental health issues for young people in our community, are providing this training and have been very fortunate to receiving financial support from our sponsors. If you would like more information you can follow this link to Mental Health First Aid England – <https://mhfaengland.org/mhfa-centre/about/>.

We are a successful club defined by the strength of support from members and families, the praise and recognition of fellow clubs and FA Leagues, the work with our Community partners including Melbourn Village College and Melbourn Parish Council, and of course our players' achievements on the pitch and their support for the community. With the support of our fundraising and community partners, we are making the club more inclusive by assisting players whose families are unable to afford the necessary fees. Our club is committed to developing our players through respect of fair play and a love of the game. This approach wins the respect of other clubs as well as providing the skills and commitment to win leagues and cup finals. This season we aim to build on the success of our 21 teams and more than 320 players. There are opportunities for all as we welcome new players and volunteers.

Many of you will have seen the great news from previous articles about the full size all weather Astro pitch for Melbourn. Discussions with the Football Foundation have gone well and we are confident that that with the support of our community partners we will soon have this fantastic new facility for the village. This project is central to the continuing success and development of the club as well providing a much needed facility for the village. Thanks to the support of our members and the wider community, our fundraising has generated substantial amounts for this project and we are looking forward to confirmation that this is going forward for the new season.

Our youngest players - the **Dynamites**, increasingly provide the core of our success with league teams from under 7 upwards. The Dynamites' coaching team is led by Dipak Patel. Dee was Cambridge FA's Community Coach of the year for 2013, gained his Level 2 coaching qualification in June 2015 and is our Football Development Officer. These players, aged 3-6, have fun and develop their skills before deciding whether to play league football as the club's under 7s team. The Dynamites train with level 2 and level 1 FA qualified coaches in Saturday morning fun sessions at Melbourn Sports Centre. These feature lots of short activities aimed at improving individual skills, concentration and the ability to be part of a team. The first one hour session is free thereafter we charge £2. All are welcome to the **Melbourn Dynamites** so why not bring your kids along so they can check it out.

Melbourn Dynamos' continuing success and growth means that we need your help. Please contact David Atkins at [secretary.mdfc@gmail.com](mailto:secretary.mdfc@gmail.com) or Blake Carrington at [chairman.mdfc@gmail.com](mailto:chairman.mdfc@gmail.com) for further information about the following opportunities:

- **Volunteers:** If you would like to contribute to the club as a Facilities Manager, Administrator, Fund-raiser, Fixtures secretary, Coach, Match

day official or in some other volunteer capacity then we are very keen to hear from you. We know that there are many potential volunteers in our village who have skills and enthusiasm to support and develop our work in the community.

- **Sponsorship Partners:** Our success and development comes at a cost as we need to pay for the £250 training and kit costs of our new volunteer coaches as well as ensuring that we have 2 trained coaches for each of our existing teams. In addition, our pitch fees are in excess of £9,000 per season plus maintenance costs. Therefore, as Melbourn's major community sports provider, we would be pleased to hear from potential sponsorship partners who share an interest in our community work

More information about the club and individual teams is available from the club's Website: <https://melbourn-dynamosfc.wordpress.com> .



# Cambridgeshire Football Association Ltd

## STATEMENT OF ACCOUNT AS AT 31st May 2020

**Club:** Melbourn Dynamos Football Club

**Season:** 2019 / 2020

<b>INCOME</b>		18 / 19
Signing fees and subs	19,012.00	24736.50
Fundraising & Tournaments	5,443.85	6453.87
Donations and Sponsorship	2,176.00	
Grants	2,000.00	
<b>Total Income for the Period</b>	<b>28,631.85</b>	<b>31190</b>
<b>EXPENDITURE</b>		
Affiliation & Registration Fees	(1,282.50)	-787
Club Insurance	(303.00)	-296
Ground Hire & Maint Costs	(13,596.00)	-16924
Coaching / FA Course Costs	(2,903.00)	-785
Referees fees/Expenses	(405.00)	-530
Kit & Equipment Replacement	(6,341.34)	-5929.37
Awards Evening Costs	(3,087.75)	-1988.7
Fundraising Costs	(162.43)	
Fines and Other Costs	(20.00)	-56
Fundraising Donations from the Club	(539.00)	
Cash held by Officers (in-year)	(10.00)	
<b>Total Expenditure for the Period</b>	<b>(28,650.02)</b>	<b>27,296.00</b>
<b>Current year surplus / (deficit)</b>	<b>(18.17)</b>	
<b>BALANCE OF FUNDS:</b>		
Opening Balance brought forward	£	<b>8,799.15</b>
Total Income	£	28,631.85
Expenditure	£	(28,650.02)
Current year surplus/(deficit)	£	(18.17)
<b>Closing Balance at bank</b>	<b>£</b>	<b>8,780.98</b>
Total cash held by Officers	£	193.00
<b>Closing Balance carried forward</b>	<b>£</b>	<b>8,973.98</b>

**Prepared by:** Ian Henderson

**Position in club:** Treasurer

**Date:** 1st June 2020

# MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

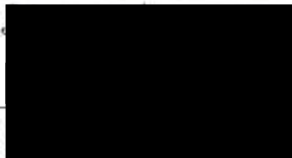
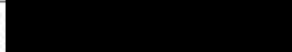
Review Date: November 2020

## MELBOURN PARISH COUNCIL

### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN BOWLS CLUB
2.	Name, Address, and Status of Contact PETER BLAYNEY CLUB SECRETARY	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes <input checked="" type="radio"/> No
5.	Amount of grant requested	£ 4,000
6.	For what purpose of project is the grant requested.	PURCHASE OF BUILDING AS CHANGING ROOM
7.	What will be the total cost of the above project?	£ 8,200
8.	If the total cost of the project is more than the grant, how will the residue be financed?	FROM CLUB FUNDS
9.	Have you applied for grant for the same project to another organisation?	No

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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**MELBOURN PARISH COUNCIL**

Doc. No.4.03

Version 5

Review Date: November 2020

	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	CLUB MEMBERS AND VISITING PLAYERS
12.	Approximately how many of those who will benefit are parishioners?  * GUESSTIMATE FOR NEXT SEASON	APPROX 30 * + ONE YOUNG AUTISTIC MAN

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page. SEE APPENDIX PART ONE

Have you previously received a grant from MPC? Yes/No YES

If yes, please give date. APRIL 28<sup>th</sup> 2019

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. SEE APPENDIX PART TWO (ATTACHED)

Signed..... Date: 8/10/20

**3<sup>rd</sup> parties**

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

## APPENDIX

### **PART ONE – Proposal for Changing rooms**

The club has felt for some time that we should be able to provide changing facilities for our members and visiting teams. For this reason a number of avenues have been explored, resulting in the following proposal:-

We are looking to purchase a log cabin style building measuring 6m x 3m (see below)



The double doors at the front lead to a spacious internal area which will be lined on all sides with bench seating, along with coat hooks. As it is intended for use as a changing facility by both male and female members of the home and away teams we plan to provide an area at one end which can be curtained off to provide privacy when required. Toilet facilities will remain within the main clubhouse.

The cost of the building, based on current prices, would be about £6700, which includes a timber base, steel guttering, shingle roofing, delivery and erection. The internal benching will be from a different supplier at a cost of about £1500.

We propose siting the cabin in the corner of the grassed area to the left of the clubhouse which will still leave space to erect the marquee which we use for our major events. We think it will look effective against the tall conifer hedge, be invisible from the new recreation ground behind and still leave room for any possible extension or replacement of the clubhouse itself.

Melbourn Bowls Club will be 100 years old in 2022 and we have secured a promise of a visit by the Chelsea Pensioners to help us celebrate this centenary. They will arrive in their scarlet coats but will then need to change later into bowling attire so the new building will be essential in helping to make the day a special event, which we hope could be enjoyed by all the village

### **PART TWO – Previous MPC Grant**

In April 2019 the club was fortunate to receive a grant of £983 to purchase a wooden shed for the storage of equipment and this has proved to be a real boon. Having all the various items of match equipment located together has made setting up the green and clearing afterwards, much more convenient. As an additional bonus the shed also resisted attempts at forced entry when our main store was broken into by thieves who stole a mower and other maintenance equipment

# APPENDIX TO MELBOURN BOWLS CLUB GRANT APPLICATION

## MELBOURN BOWLS CLUB

Financial Statement for the Financial Year Ending September 2020

	YEAR END 2019	YEAR END 2020	
BARCLAYS BANK - CURRENT ACCOUNT	13782.79	18049.69	
BARCLAYS BANK - PREMIUM ACCOUNT	3421.31	3425.14	
CASH HELD (FOR BANKING)	74.85	226.66	
CASH HELD - BAR FLOAT	50.00	50.00	
<b>TOTAL</b>	<b>17328.95</b>	<b>21751.49</b>	
<b>CURRENT YEAR INCOME</b>			
MEMBERS SUBSCRIPTIONS	2510.00	2050.00	
RINK FEES	2435.00	0.00	
COMPETITION FEES	185.50	0.00	
ROLL-UPS	404.00	0.00	
South Cambs Award/Parish Council Award	1708.00	10000.00	(See note 8)
INCOME BAR TAKINGS	1197.65	51.00	
(EXPENDITURE-BAR PURCHASES)	-476.14	0.00	
<b>Net Profit Bar</b>	<b>721.51</b>	<b>51.00</b>	
MATCH RAFFLE	667.80	0.00	
MATCH FOOD COSTS	-328.00	0.00	
<b>Net Match Refreshments</b>	<b>339.80</b>	<b>0.00</b>	
CLUB OPEN TRIPLES(NOT BAR TAKINGS)	1580.14	0.00	(See Note 2)
COFFEE MORNINGS	647.30	0.00	
VICE PRESIDENTS DAY	190.30	0.00	(See Note 3)
THURSDAY MORNING LEAGUE	80.00	0.00	(See Note 4)
WHIST DRIVES	337.70	316.00	
FISH AND CHIP PAIRS	115.62	0.00	
OTHER CLUB EVENTS	85.00	0.00	(See Note 6)
PRIZE A MONTH	254.40	127.20	
DONATIONS	235.00	509.00	
EASY FUNDRAISING	253.60	39.96	
BANK INTEREST	6.81	0.92	
CLUB SHIRTS (NET BALANCE)	8.00	0.00	(See Note 1)


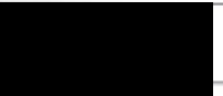


SURROUND ADVERTISING (NET)	230.00	0.00	(See note 11)
NET SALE OF BOWLS ITEMS	53.50	4.00	(see note 10)
<b>TOTAL INCOME</b>	<b>12381.18</b>	<b>13098.08</b>	
<b>CURRENT YEAR EXPENDITURE</b>			
GREEN AND SURROUNDS UPKEEP	-5840.00	-5840.00	
LEAGUE/COMPETITION FEES	-165.00	-104.00	
EQUIPMENT MAINTENANCE	-286.75	-90.10	
TROPHIES & HONOURS BOARD	-37.78	0.00	
BAR LICENCE	-70.00	-70.00	*
STATIONERY	-53.47	-18.93	
POSTAGE	-24.72	-22.39	
KITCHEN SUNDRIES	-318.10	-233.35	(See Note 9)
GENERAL CLUB IMPROVEMENTS	-873.15	-598.49	(See Note 7)
WATER RATES	-595.25	-406.53	(See note 13)
INSURANCE	-639.37	-663.53	
FIRE INSPECTION CERTIFICATE	-61.92	-61.92	
ELECTRICITY	-680.73	-337.30	
PRINTING COSTS	-156.00	-219.00	(See Note 12)
EXCEPTIONAL EXPENSES	-2064.30	-10.00	(See Note 5)
<b>TOTAL EXPENDITURE</b>	<b>-11866.54</b>	<b>-8675.54</b>	
<b>PROFIT/LOSS IN YEAR</b>	<b>514.64</b>	<b>4422.54</b>	
<b>BARCLAYS RECONCILIATION</b>			
PREVIOUS YEAR BALANCE C/FWD	16814.31	17328.95	
PLUS PROFIT/LOSS FOR YEAR	514.64	4422.54	
<b>TOTAL</b>	<b>17328.95</b>	<b>21751.49</b>	

**MELBOURN PARISH COUNCIL Doc. No.4.03 Version 5****Review Date: November 2020****MELBOURN PARISH COUNCIL****Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1	Name of Organisation	Melbourn Village College Squash Club
2	Name, Address, and Status of Contact	 Club Chairman
3	Telephone Number of Contact	
4	Is the organisation a Registered Charity?	No
5	Amount of grant requested	£1200
6	For what purpose of project is the grant requested.	Squash coaching for young people
7	What will be the total cost of the above project?	£1200
8	If the total cost of the project is more than the grant, how will the residue be financed?	Not applicable
9	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	Not applicable
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	Chris Shaw, Squash Coach
11.	Who will benefit from the project?	Young people in Melbourn
12.	Approximately how many of those who will benefit are parishioners?	Most will live in the catchment area for Melbourn Village College

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes  
If yes, please give date. November 2019 £750 grant

If yes and within the previous 12 months, please confirm that the grant has been  
spent and provide a brief report.  
Grant has been spent, see separate report attached

Signed.....Roger Woodfield.....Date..14 November 2020.....

**3<sup>rd</sup> parties**

I/we have been fully consulted about the role attributed to us in this proposal and  
agree to carry it out.

Name: Organisation: Chris Shaw Professional Squash Coach

*Melbourn Village College Squash Club Annual Accounts 2020  
are attached*

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ s:\documents\policies\document 4.03 melbourn parish  
council community grant policy november 2020.docx





## MELBOURN SQUASH CLUB

### Junior Coaching 2020

Melbourn Squash Club appointed an England Squash Level 2 qualified coach, Chris Shaw, as club coach in 2019. As part of Chris' duties, the Melbourn Squash Club committee asked him to deliver free Junior coaching sessions for children in our local area, in return for a retainer and specific fees in any month where coaching greater in value than the retainer amount was provided.

Coaching was provided in two streams – midweek (Wednesday afternoon) sessions that were targeted at Melbourn Village College pupils and advertised through the school PE department, and weekend (Sunday afternoon) sessions that were advertised to the wider community.

The midweek sessions ran weekly during term-times, whilst the weekend sessions were initially monthly on a trial basis taking place on the third Sunday of each month, with the intention to move to more frequent if sufficient interest was demonstrated.

All sessions ran as planned up to the Public Health emergency in the spring which resulted in the Government's order to close indoor Sports Facilities on 20<sup>th</sup> March. Attendance at the midweek session varied, but generally average 6 children. Attendance on the Sunday session was 10 in January, 8 in February and 9 in March. In total 15 unique individuals, from 7 families, attended these sessions. Given the success of these Sunday sessions, the club were in the process of exploring running more frequent sessions when our activities were curtailed.

Melbourn Squash Club completed the necessary Risk Assessments and COVID safety work to re-open its doors again Wednesday 12<sup>th</sup> August. However, limitations on coaching meant the Junior sessions couldn't practically re-start until a further easing of government restrictions came into force on 1<sup>st</sup> September. The weekend Junior session ran again on Sunday 20<sup>th</sup> September and Sunday 17<sup>th</sup> October, but for COVID reasons the club was forced to require pre-registration of planned attendees and to have a limit of no more than two households per court. For that reason, these sessions were only advertised to parents of children who had attended back in the spring. 6 children (from 3 families) came along in September and 4 (2 families) in October. Once again, talks were in progress with parents for a suitable time on a Saturday to run weekly sessions when the second lockdown was announced.

The Wednesday sessions did not recommence at the start of September due to practicality concerns with the school (Melbourn Squash Club is located on the Melbourn Village College site). These had been solved, and the Wednesday sessions had been arranged to restart on Wednesday 11<sup>th</sup> November... until the government ordered Indoor Sports facilities to close from 5<sup>th</sup> November to 2<sup>nd</sup> December.

Initially, the club paid the coach on an ad hoc basis. Following the club closure in March due to the COVID emergency, the committee decided to pay Chris Shaw a retainer for the rest of the year. The club had made a commitment to Chris Shaw and it was important to help his financial situation and for us to be sure his services would continue to be available when we could resume normal squash activities whenever that might be. So payments to Chris Shaw have amounted to £281 and £540 in November (being 9 months retainer at £60 per month) So our total cost for 2020 is £821 for Chris Shaw's services. The Melbourn Parish Council grant was £750. The extra coaching cost of £71 together with the cost of court fees and squash balls was funded by the club as part of its

programme to encourage more juniors to join the club. Indeed, as a result of this year's coaching we have seen 4 juniors join the club which is encouraging.

Our plan for 2021 is to pay Chris Shaw £1200 based on a monthly retainer of £100 to cover a minimum of 35 after school sessions and 12 weekend sessions (his fee for group sessions is now £25 per session) The club will continue to fund court fees and squash balls.

# Melbourn Village College Squash Club

Unaudited Financial Information

for the Year Ended 31 August 2020

Taylor & Co  
Chartered Certified Accountants  
The Sycamores  
43 Kneesworth Street  
Royston  
Hertfordshire  
SG8 5AB

**Chartered Certified Accountants' Report to the Proprietor on the Preparation of  
the Unaudited Financial Information of  
Melbourn Village College Squash Club  
for the Year Ended 31 August 2020**

In accordance with the engagement letter we have prepared for your approval the financial information of Melbourn Village College Squash Club for the year ended 31 August 2020 which comprises the Profit and Loss Account and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants (ACCA), we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made solely to you, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Melbourn Village College Squash Club and state those matters that we have agreed to state to you in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at [http://www.accaglobal.com/content/dam/ACCA\\_Global/Technical/fact/technical-factsheet-163.doc](http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.doc). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than for our work or for this report.

You have approved the financial information for the year ended 31 August 2020 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

.....  
Taylor & Co  
Chartered Certified Accountants  
The Sycamores  
43 Kneesworth Street  
Royston  
Hertfordshire  
SG8 5AB

Date : .....

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We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

.....  
Taylor & Co  
Chartered Certified Accountants  
The Sycamores  
43 Kneesworth Street  
Royston  
Hertfordshire  
SG8 5AB

Date : .....



**Melbourn Village College Squash Club**  
**Balance Sheet as at 31 August 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets		59,042	59,042
<b>Current assets</b>			
Debtors		414	1,512
Cash at bank and in hand		8,324	10,379
		8,738	11,891
<b>Current liabilities</b>			
Accruals		(1,787)	(485)
<b>Net current assets</b>		6,951	11,406
<b>Net assets</b>		65,993	70,448
<b>Accumulated Fund</b>			
Balance Brought Forward		70,448	70,323
Excess of Income over Expenditure		(4,455)	125
		65,993	70,448

# MELBOURN PARISH COUNCIL

Doc. No.4.03  
Version 5  
Review Date: November 2020

## MELBOURN PARISH COUNCIL

### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN COUNTY PRIMARY SCHOOL PARENT TEACHER FRIENDS ASSOCIATION
2.	Name, Address, and Status of Contact	[REDACTED] mpsptjatreasurer@gmail.com PTFA TREASURER
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 3,000
6.	For what purpose of project is the grant requested.	TO FUND IN-SCHOOL COUNSELLING & THERAPY HELP TO CHILDREN WHO ARE STRUGGLING DUE TO CIRCUMSTANCES OUTSIDE THEIR CONTROL
7.	What will be the total cost of the above project?	£ 3,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	Have you applied for grant for the same project to another organisation?	NO

# MELBOURN PARISH COUNCIL

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	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	YES - FULLY TRAINED COUNSELLOR(S)
11.	Who will benefit from the project?	THE WHOLE COMMUNITY: - CHILDREN - PARENTS - TEACHERS
12.	Approximately how many of those who will benefit are parishioners?	ALL INVOLVED WILL BE FROM MELBOWN.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? ☒ Yes ☐ No

If yes, please give date. N/A

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..... Date 13/11/2020

## 3<sup>rd</sup> parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation



- The counselling is required for children who have been affected by 'life challenges', such as parental divorce, parental death, cancer, Covid-19, etc
- The government / LEA doesn't provide any funds for this, but the school still arranges it as emotions are so important.
- There are currently 6 children receiving counselling individually.
- Each child receives counselling for at least 6 weeks, or longer if required.
- Helping the children in this way benefits not only them, but also their teachers, their parents, their friends, and by extension the wider Melbourn community, etc.
- The counselling is provided by a company called Allyance (

[www.allyance.org.uk](http://www.allyance.org.uk)

) - their website isn't working at the moment.

Mrs Wilcox would like to join the meeting on Monday to answer any questions the committee may have, but if you have any in the meantime, please let Mrs Wilcox and/or me know.

Melbourn Primary School PTA

Today: 16 Nov 2020



MR PHILIP JAMES STEWART

## Transactions

### COMMUNITY



Available balance	£5,133.40
Last night's balance	£5,035.55
Overdraft limit	£0.00

Showing 108 transactions between 27/05/2020 and 16/11/2020 from 07/10/2020 to 16/11/2020

Date	Description	Money in	Money out	Balance
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## Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 09	Year 2018	To	Day 31	Month 08	Year 2019

### Section A Reference and administration details

Charity name	Melbourn Primary School PTFA
Other names charity is known by	
Registered charity number (if any)	1059889
Charity's principal address	Melbourn Primary School
	Mortlock Street
	Melbourn, Royston Cambs
Postcode	SG8 6DB

#### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1			
2	Chair	Oct 2018 – Oct 2019	
3	Treasurer	Oct 2018 – Oct 2019	
4	Secretary	Oct 2018 – Oct 2019	
5		Oct 2018 – Oct 2019	
6		Oct 2018 – Oct 2019	
7		Oct 2018 – Oct 2019	
8		Oct 2018 – Mar 2019	
9			
10	Chair	Sept 2018 – Oct 2018	
11		Sept 2018 – Oct 2018	
12		Sept 2018 – Oct 2018	
13			
14			
15			
16			
17			
18			
19			
20			

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	PTFA UK Model Constitution 2011
How the charity is constituted <small>(eg. trust, association, company)</small>	Parent, Teacher & Friends Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees Elected from Membership

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The PTFA has a safeguarding policy & it is a requirement that all trustees undergo a DBS check.

The charity is a member of Parentkind which provides Public Liability Insurance as well as support and guidance.

We have a Conflict of Interest Policy in place.

Trustees, are given an induction pack on commencement of term. Details of the Charities Policies & Procedures as well as links to Charity Commission Documents are included

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- To Advance the education of the pupils in the school by
1. Developing effective relationships between staff, parents & other associated with the school.
  2. Engaging in activities or providing facilities which support the school

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The charity has complied with their duty to have due regard for public benefit when undertaking activities & allocating funds.

Main Activities; Social events held at the school - Fireworks display, Summer Fayre, Quiz, Disco & film nights.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have great support from parent volunteers who all help for no remuneration. We have endeavoured to find alternative ways to increase funding by – sponsorship & fund matching.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Money raised by the charity has funded the following things this year.

Library Books  
Lunchtime Equipment  
PE Equipment  
Lion King Coaches & Theatre Snacks  
Year 6 Books & more

We have enjoyed great support from the parents at the school & all events have been well attended.



## Section E Financial review

Brief statement of the charity's policy on reserves

We hold reserves of between £3000 - £5000. This allows capacity for unforeseen expenditure and allows us to pay deposits for events.

Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity principal source of funds comes from fundraising activities held within the school. We have received sponsorship from local businesses and donations from companies who support fund match schemes.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	
Position (eg Secretary, Chair, etc)	Chair
Date	28/06/20



**Melbourn Primary School PTFA**  
**Charity Number: 1059889**  
**Accounts**  
**Year to 31<sup>st</sup> August 2019**

**Presented at the Melbourn Primary School PTFA AGM on 9<sup>th</sup> October 2019**

Charity name

Melbourn County Primary School Parent Teacher and Friends Association

Registered charity number

1059889

Charity's principal address

Melbourn Primary School

18 Orchard Road

Melbourn

SG8 6HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair		
2		Treasurer		
3		Secretary		
4				
5				
6				
7				
8				
9				

Summary of the objects of the charity set out in its governing document

The object of the Association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Melbourn Primary School PTFA

Charity Number: 1059889

### Financial Review

From	Period start date			To	Period end date		
	01	09	2018		31	08	2019

#### Brief statement of the charity's policy on reserves

The agreed policy is to hold reserves of £3,000 - £5,000 in order to meet cashflow requirements and to hold an appropriate level of contingency funds in order to manage risk.

The cash held at 31<sup>st</sup> August 2019 was £36,076 (2018: £20,980), of which £25,000 is ring-fenced for the Year 5 and 6 toilet refurbishment, £2,000 to kit out a sensory room for children with special needs, £1,334 for PE equipment, £500 for blinds and £110 for library books, subject to approval of a fully costed proposal from the Headteacher. The remaining £7,132 (2018: £11,480) is greater than the reserves policy range, but any remaining money above the reserves cap will be allocated together with profits made in 2019/20 to the remaining Year 4 toilets, estimated to cost £20,000.

#### Details of any funds materially in deficit

There are no funds in deficit.

#### Further financial review details (Optional information)

##### Principal sources of funds (including any fundraising)

The PTFA held fundraising events throughout the year, including a summer fayre, fireworks night, quiz night, Christmas cards, discos, movie nights, cake stalls and a spelling bee. In total the fundraising events raised £28,619 (2018: £25,936) gross income and £18,259 (2018: £15,919) net profit.

In addition £2,966 (2018: £3,566) was earned from income generators (Easyfundraising, charitable donations received and matched funding) and £182 (2018: £276) was spent on miscellaneous expenditure (eg Parentkind membership) and written off stock.

A further £672 (2018: £372) was spent on fixed assets, all of which was expensed this year. The total value of stock at the end of the year was £463 (2018: £356) – an increase in value of £107 from last year – and prepayments was £86 (2018: £494), all of which will be carried forward to 2019/20.

The total profit for the year before donations was £20,371 (2018: £18,836). Please see Appendix A for full details.

##### Donations to Melbourn Primary School

The PTFA assists the school to deliver the best education for its children by running events that raise money to support curriculum activities and purchase items which would not be available through the school's annual local education authority budget.

The PTFA has paid donations to Melbourn Primary School during the year totalling £5,082 (2018: £17,058). Please see Appendix B for full breakdown.

In addition, £28,945 has been ring-fenced this year, plus £20,000 for 2019/20, as detailed in the brief statement section above.

# Appendix A – 2018/19 Summary Income & Expenditure

Description	2018/19				2017/18
	Income	Expenditure	Profit	Profit inc/(Dec) on PY	Profit
Summer Fayre	£8,115	(£2,310)	£5,805	7%	£5,429
Fireworks	£10,117	(£4,504)	£5,613	21%	£4,634
Quiz Night	£1,408	(£496)	£912	(9%)	£1,000
Christmas	£1,813	(£1,299)	£514	(62%)	£1,339
Discos	£3,016	(£1,378)	£1,638	27%	£1,291
Cake stalls	£899	£0	£899	0%	£899
Movie nights	£1,338	(£286)	£1,052	(21%)	£1,328
Spelling Bee	£1,913	(£87)	£1,826		
Total from events	£28,619	(£10,360)	£18,259	15%	£15,919
Non-event income	£2,966		£2,966	(17%)	£3,566
Non-event expenditure		(£854)	(£854)	32%	(£648)
Total before donations	£31,585	(£11,214)	£20,371	8%	£18,836
Donations paid (see Appendix B)		(£5,082)	(£5,082)	(70%)	(£17,058)
TOTAL profit after donations paid in the year	£31,585	(£16,296)	£15,289	760%	£1,778

## Bank reconciliation

Description	2018/19	2017/18
Bank b/f @ 1 September 2018	£20,980	£19,824
Total for 2018/19 per above	£15,289	£1,778
Stock movement	(£107)	(£128)
Prepayments movement	(£86)	(£494)
Bank c/f @ 31 August 2019	£36,076	£20,980
Less: Committed costs		
D022 - Donation - Year 6 toilets	(£12,500)	
D023 - Donation - Year 5 toilets	(£12,500)	
D025 - Library books - 100% from spelling bee sponsorship	(£110)	
b/f MPS donation - blinds	(£500)	
b/f MPS donation - kit out a sensory room for children with special needs	(£2,000)	
b/f MPS donation - PE Equipment	(£1,334)	
Committed donations	(£28,944)	(£9,500)
Reserves	£7,132	£11,480

**Appendix B – 2018/19 Donations Paid**

<b>Description</b>	<b>Amount</b>
D018 Donation - Freddo chocolates for Lion King school trip	£96
D019 Donation - leftover crisps and popcorn from Autumn disco	£20
D020 Donation - Dinner hall and playground equipment	£235
- 4 x zone manager tops	
- 8 x pocket playground games	
- 4 x dining hall apron and hat set	
- 3 x games zone signs	
D020 Donation - Ankle skip pack of 6	£57
D020 Donation - Scoop racket pack, chunky chalk	£30
D021 Donation - Lion King panto coaches contribution	£1,600
D025 Donation - Library books - 100% from spelling bee sponsorship	£1,716
D026 Donation - Year 6 yearbooks	£810
D027 Donation - Ice cream van for year-end treat	£519
<b>TOTAL paid donations</b>	<b>£5,082</b>





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

MELBOURN PRIMARY SCHOOL PTA

On accounts for the year  
ended

31/08/2019

Charity no  
(if any)

1059889

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention ~~(either then that disclosed below\*)~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Name:

Relevant professional  
qualification(s) or body  
(if any):

Address:

23/4/2020

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



### **Additional information to support Melbourn Primary School PTFA grant application**

I spoke to Mrs Wilcox (cc'd) yesterday to discuss this and gather more information. Can you please pass this onto the committee ahead of Monday's meeting:

- The counselling is required for children who have been affected by 'life challenges', such as parental divorce, parental death, cancer, Covid-19, etc
- The government / LEA doesn't provide any funds for this, but the school still arranges it as emotions are so important.
- There are currently 6 children receiving counselling individually.
- Each child receives counselling for at least 6 weeks, or longer if required.
- Helping the children in this way benefits not only them, but also their teachers, their parents, their friends, and by extension the wider Melbourn community, etc.
- The counselling is provided by a company called Allyance (

[www.allyance.org.uk](http://www.allyance.org.uk)

) - their website isn't working at the moment.

Mrs Wilcox would like to join the meeting on Monday to answer any questions the committee may have, but if you have any in the meantime, please let Mrs Wilcox and/or me know.

**MELBOURN PARISH COUNCIL**

Doc. No.4.03

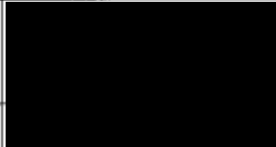
Version 5

Review Date: November 2020

**MELBOURN PARISH COUNCIL****Application for Grant for Voluntary Organisations**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN F.C.
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	<del>Yes</del> /No
5.	Amount of grant requested	£ 600.00
6.	For what purpose of project is the grant requested.	To Re-decorate and install racking/shelving into lock up.
7.	What will be the total cost of the above project?	£ 600.00
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Club Finances
9.	Have you applied for grant for the same project to another organisation?	No

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Page 4

c:\parish documents\documents\policies\document 4.03 melbourn parish council community grant policy november 2019.docx

Current Storage area has been neglected for some time.  
Building is the old pavillion where the nursery now resides. Door is to the side.

# MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

Review Date: November 2020


	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	
11.	Who will benefit from the project?	Melbourn F.C.
12.	Approximately how many of those who will benefit are parishioners?	60+ Players signed on. Not all are from Melbourn but vast majority are.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? ~~Yes~~/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..........Date 16/11/2020

## 3<sup>rd</sup> parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

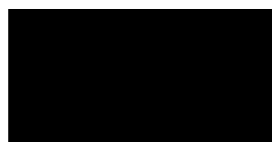
Organisation



MELBOURN FOOTBALL CLUB


Sort Code 20-73-26  
Account No 23743691

SWIFT BIC: BARCGB33  
IBAN: GB19 2073 2623 7436 91  
Issued on 01 May 2020





## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
1 Apr	Start Balance			1,867.43
27 Apr	 Direct Credit From: Baker D&S Ref: Mind Donation		60.00	1,927.43
	 Direct Credit From: Gascoyne SR Ref: For Opt Mind		85.00	2,012.43
30 Apr	Balance carried forward			2,012.43
	Total Payments/Receipts	0.00	145.00	

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

### 01 - 30 Apr 2020

Start balance	£1,867.43
Money out	£0.00
 Commission charges	£0.00
Money in	£145.00
 Gross interest earned	£0.00
End balance	£2,012.43

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



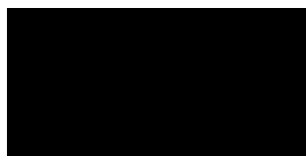
MELBOURN FOOTBALL CLUB

Sort Code 20-73-26  
Account No 23743691

SWIFT BIC: BARCGB22

IBAN GB19 2073 2623 7436 91


Issued on 01 June 2020



## Your Community Account

## At a glance

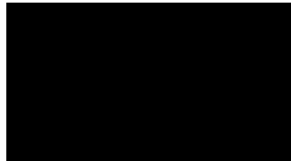
### 01 - 29 May 2020

Date	Description	Money out £	Money in £	Balance £
1 May	Start Balance			2,012.43
13 May	 Direct Credit From The Old Bull Ref: Old Bull		180.00	2,192.43
29 May	Balance carried forward			2,192.43
	Total Payments/Receipts	0.00	180.00	

Start balance	£2,012.43
Money out	£0.00
► Commission charges	£0.00
Money in	£180.00
► Gross interest earned	£0.00
End balance	£2,192.43

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
30 May	Start Balance			2,192.43
17 Jul	Direct Credit From Wilson C T Ref: Mfc So Fee		240.00	2,432.43
23 Jul	Direct Credit From Gorman DC Ref: Dan G - Signing On		30.00	2,462.43
	Direct Credit From White L Ref: Lloyd - Signing On		30.00	2,492.43
	Direct Credit From Wilson C T Ref: Mfc So Fee		90.00	2,582.43
30 Jul	Cheque Issued Ref: 100134	827.43		1,755.00
	Direct Credit From Richardson A Ref: Signing On Fee		30.00	1,785.00
31 Jul	Balance carried forward			1,785.00
	Total Payments/Receipts	827.43	420.00	

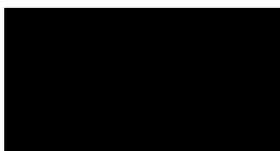
### 30 May - 31 Jul 2020

Start balance	£2,192.43
Money out	£827.43
Commission charges	£0.00
Money in	£420.00
Gross interest earned	£0.00
End balance	£1,785.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.













## Your Community Account

## At a glance

### 01 - 28 Aug 2020

Date	Description	Money out £	Money in £	Balance £
1 Aug	Start Balance			1,785.00
3 Aug	 Direct Credit From Izzette AB Ref: Melbourn Football		58.94	1,843.94
	 Direct Credit From Wilson C T Ref: Mfc So Fee		30.00	1,873.94
5 Aug	 Direct Credit From Wilson C T Ref: Mfc So Fee		60.00	1,933.94
	 Direct Credit From Wilson C T Ref: Mfc So Fee		60.00	1,993.94
6 Aug	 Direct Credit From Wilson C T Ref: Mfc So Fee		30.00	2,023.94
7 Aug	 Direct Credit From Wilson C T Ref: Mfc So Fee		30.00	2,053.94
19 Aug	 Direct Credit From Pipe CRA Ref: Signing On		30.00	2,083.94
25 Aug	 Cheque Issued Ref: 100136	229.22		1,854.72
28 Aug	Balance carried forward			1,854.72
	Total Payments/Receipts	229.22	298.94	

Start balance	£1,785.00
Money out	£229.22
► Commission charges £0.00	
Money in	£298.94
► Gross interest earned £0.00	
End balance	£1,854.72

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

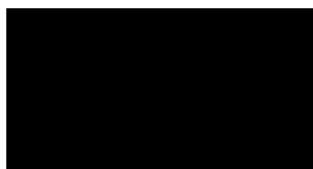
**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



MELBOURN FOOTBALL CLUB

Sort Code 20-73-26  
Account No 23743691

SWIFT/BIC BUKGB22  
IBAN GB19 BUKB 2073 2623 7436 91  
Issued on 01 October 2020



## Your Community Account

## At a glance










### 29 Aug - 30 Sep 2020

Date	Description	Money out £	Money in £	Balance £
29 Aug	Start Balance			1,854.72
1 Sep	Direct Credit From Walker MT+SJ Ref: Gin Night		20.00	1,874.72
3 Sep	Direct Credit From Izzette AB Ref: Melbourn Football		740.00	2,614.72
9 Sep	Cheque Issued Ref: 100137	354.00		2,260.72
16 Sep	Direct Credit From Izzette AB Ref: Melbourn Football		117.84	2,378.56
23 Sep	Direct Credit From Izzette AB Ref: Melbourn Football		217.06	2,595.62
24 Sep	Direct Credit From A Edwards Ref: Lms - F Coburn		10.00	2,605.62
	Direct Credit From A Edwards Ref: Lms - M Damsie		10.00	2,615.62
	Direct Credit From Baker DS&SJ Ref: Last Man Standing		10.00	2,625.62
	Direct Credit From J Cockburn Ref: Lms		20.00	2,645.62
	Direct Credit From Baker DS&SJ Ref: Last Man Standing		20.00	2,665.62
	Direct Credit From Walker MT+SJ Ref: Lms		30.00	2,695.62
25 Sep	Direct Credit From Izzette AB Ref: Melbourn Football		68.75	2,764.37
	Direct Credit From Harrington A Ref: Drew Last Man Stan		10.00	2,774.37
	Direct Credit From Harrington A Ref: Natfastmanstandin		10.00	2,784.37
28 Sep	Direct Credit From G Charter Ref: G Charter Last Man		10.00	2,794.37

Continued

Start balance	£1,854.72
Money out	£354.00
Commission charges	£0.00
Money in	£1,579.19
Gross interest earned	£0.00
End balance	£3,079.91

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			2,794.37
28 Sep	 Direct Credit From A Edwards Ref: Lms - Toby Sharpe		10.00	2,804.37
	 Direct Credit From Emery John Ref: Emers Lms		10.00	2,814.37
	 Direct Credit From J Cockburn Ref: Lms		10.00	2,824.37
	 Direct Credit From H Gascoyne Ref: Howard G		10.00	2,834.37
	 Direct Credit From White L Ref: Lloyd-Lms		10.00	2,844.37
	 Direct Credit From Wilson C T Ref: Lms		80.00	2,924.37
	 Direct Credit From Wilson C T Ref: Mfc So Fee		10.00	2,934.37
29 Sep	 Direct Credit From Michael Harper Ref: Lms		10.00	2,944.37
30 Sep	 Direct Credit From Izettle AB Ref: Melbourn Football		135.54	3,079.91
30 Sep	Balance carried forward			3,079.91
	Total Payments/Receipts	354.00	1,579.19	

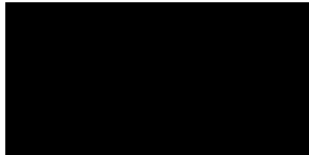
Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



MELBOURN FOOTBALL CLUB

Sort Code 20-73-26  
Account No 23743691

SWIFT BIC: BARCGB22  
IBAN GB19 8UKB 2073 2623 7436 91  
Issued on 02 November 2020



## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			3,079.91
6 Oct	Cheque Issued Ref: 100138	260.00		2,819.91
7 Oct	Direct Credit From Paypal PTE. Ltd Ref: Melbourn Football		122.74	2,942.65
9 Oct	Cheque Issued Ref: 100135	225.00		2,717.65
14 Oct	Direct Credit From Paypal PTE. Ltd Ref: Melbourn Football		113.92	2,831.57
21 Oct	Direct Credit From Paypal PTE. Ltd Ref: Melbourn Football		80.53	2,912.10
28 Oct	Direct Credit From Paypal PTE. Ltd Ref: Melbourn Football		38.30	2,950.40
30 Oct	Balance carried forward			2,950.40
	Total Payments/Receipts	485.00	355.49	

### 01 - 30 Oct 2020

Start balance	£3,079.91
Money out	£485.00
► Commission charges	£0.00
Money in	£355.49
► Gross interest earned	£0.00
End balance	£2,950.40

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

# Melbourn Timebank Report

## November 2020

### Membership growth to 18<sup>th</sup> November 2020

	As at 22 <sup>nd</sup> Oct	As at 18 <sup>th</sup> Nov	Conversion	Pipeline
Individual Members	62	62	0	10
Organisational Members	8	8	0	4

Total exchanges to date: 2688 hours (*of which MCCR = 1593 hours*)

Non MCCR: 1095 hours

### Timebank activities

- All group social activities suspended due to lockdown
- Remote support provided by Coordinator via telephone to all members to combat loneliness and isolation - a phone call at least once a week to the most isolated.
- Walks in pairs facilitated to permit social contact

### Administrative tasks

- Lockdown flyer has been designed and printed and is now out for delivery to every Melbourn home. The Scouts were very keen to assist so they will be doing at least half the flyer delivery.
- Melbourn Timebank is now a Friend Against Scams organisation, Coordinator is a SCAMChampion and the Timebank is listed as an organisation which supports Cambridgeshire and Peterborough Against Scams Partnership (CAPASP). Details of these organisations and a reminder to be SCAM aware have been shared with all Timebank Members.
- Mental Health First Aid Course postponed due to lockdown
- Safeguarding and Mental Capacity Act Webinar to be attended by Coordinator 19 Nov 2020
- Facebook statistics for last 28 days
  - Followers 228
  - Maximum post reach 1510
  - Post engagement 22

### Proposed expenditure for approval

- *None*

### A selection of proposed future activities

- Weekly local walks
- Litter picking
- Dog cafe – venue to be located (suspended)

## **Melbourn Community Hub Expansion**

### **Agenda Item: PC077/20**

#### **Status Summary**

The plan to extend the Community Hub is now a live project. A Project Manager has been selected and appointed by the Parish Council with a brief to prepare a detailed build schedule, drawings and tender documentation.

The project is entirely funded from a development s106 agreement, nominated specifically for this purpose, and by a grant, also directed specifically for Hub redevelopment. No public funds are involved.

The preparation of tender documents is essentially complete and it is proposed to offer these to interested parties as an open public process in the next week or two.

It is expected that tenders will be received and available by mid December 2020 and will be made available according to due process for decision at a public meeting of the Parish Council, also in December.

Assuming this timetable does not slip, construction work will commence in early 2021 with a target completion in late spring 2021



# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

**Meeting: 19 November 2020 (Maintenance Committee)**

**Date of Report: 11 November 2020**

**Agenda Item: MA070 20c)      Request to re-route public footpath**

Dear Sir / Madam

I am emailing you as I have been given your contact details in respect of consulting your user group about a proposed diversion of a Public Right of Way which runs through a school field owned by Melbourn Village College, the purpose of the proposed mapped diversion is so that the construction of an artificial grass pitch can be undertaken which gained planning approval earlier this year.

The report and attached drawings I hope explain the existing and proposed mapped route changes, and I would ask that you formally reply to this email with either your approval or any concerns you have. Once I have collated all the responses a formal application will be made to Cambridgeshire County Councils Rights of Way Officer. I will try and answer any of your questions if you have any.

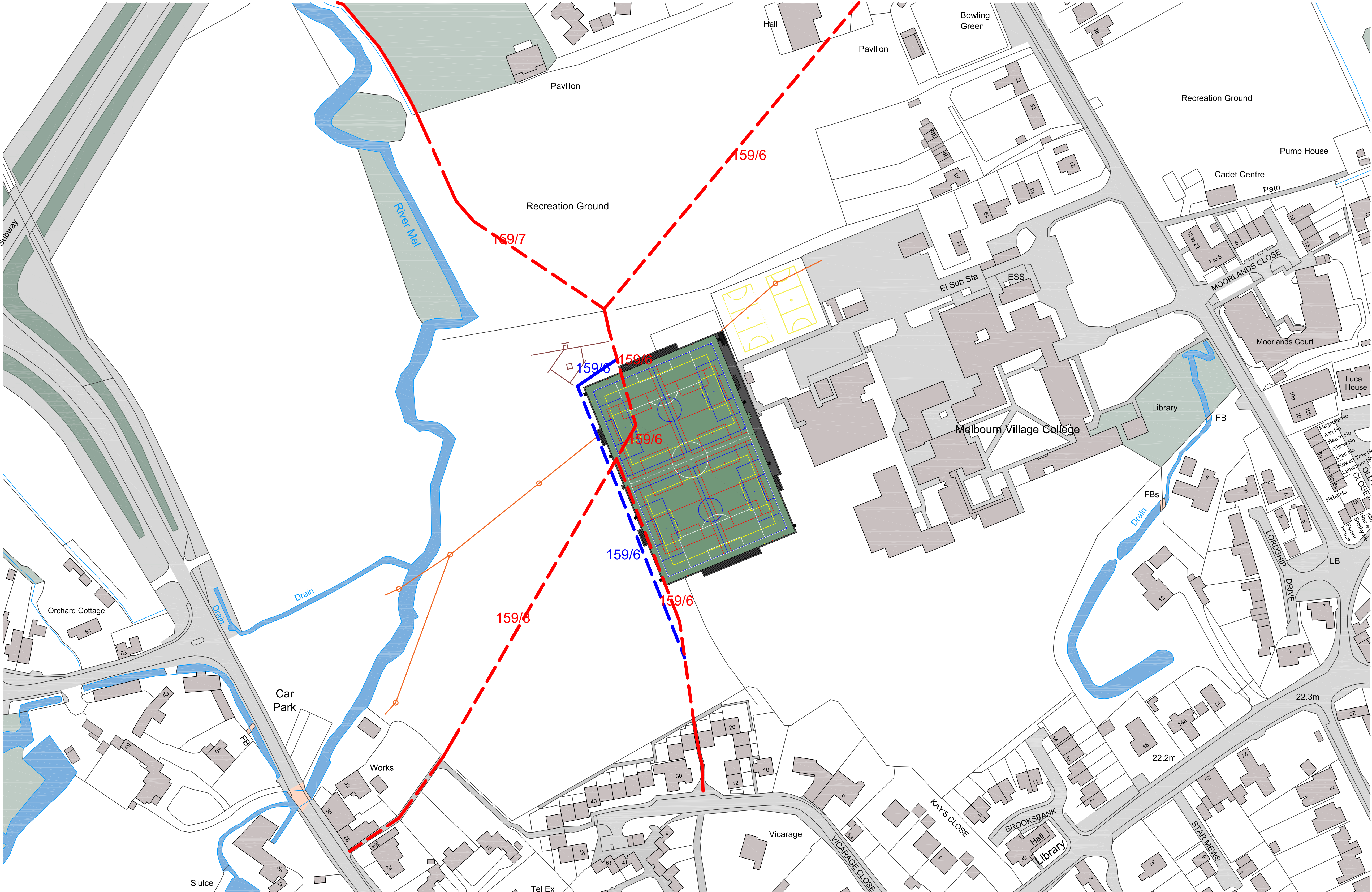
If you are not the correct person within your organisation to address this email to could you let me know by return who is.

Best regards, Phil

Phil Keeley  
Senior Consultant  
Labosport Ltd



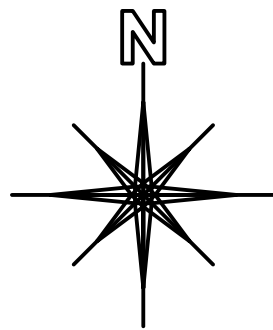
PROPOSED RIGHT OF WAY LAYOUT ONTO ORDNANCE SURVEY MAP 1:1000 SCALE



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LEGEND / KEY



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+44 (0)115 968 1598  
www.labosport.com  
info@labosport.com

AUTHOR

MELBOURN VILLAGE COLLEGE

CLIENT

ARTIFICIAL GRASS PITCH (AGP)

PROJECT

PROPOSED RIGHT OF WAY LAYOUT

DRAWING


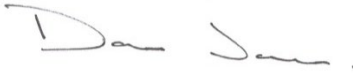
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ISUK 20-0668	26.10.20	
PAPER SIZE	A1	SCALE
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## PROPOSED DIVERSION OF PUBLIC RIGHT OF WAY – MELBOURN VILLAGE COLLEGE

CLIENT	Melbourn Village College
CLIENT ADDRESS	The Moor Melbourn Royston SG8 6EF
CLIENT CONTACT	Jan Berridge

REPORT NUMBER	LSUK.20-0668	
REVISION NUMBER & DATE	1.0	22/10/2020
REPORTED BY		Phil Keeley Senior Consultant
APPROVED BY		Professor David James Managing Director

SUMMARY AND CONTACT DETAILS	<p>Melbourn Village College has obtained planning permission for the construction of an artificial grass football pitch, the project is being funded by the Football Foundation and they have appointed a contractor (CCG Grass) to undertake the construction works. The planning decision notice has a number of conditions one of which is to provide details of the proposed diversion of a public right of way to avoid the location of the new football pitch.</p> <p>Labosport have been commissioned by the contractor to aid in the discharge of all matters reserved by condition. This report provides details of the existing and proposed route of the pathway(s) and provides users groups with details of its current condition and the proposed mapped re-routing of pathways 159/6 and 159/8.</p> <p>The report is to be presented to a number of user groups and the Parish Council for consultation purposes and any comments from user groups are asked to be returned in a timely fashion, preferably by email or if not by post to : -</p> <p>Labosport Ltd Unit 3 Aerial Way Hucknall Nottinghamshire NG15 6DW</p> <p>Email; <a href="mailto:phil.keeley@labosport.com">phil.keeley@labosport.com</a> Phone; 07833 757576 (mobile) Phone; 0115 968 1998 (office)</p>
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PLANNING APPROVAL	<p>The construction of the artificial grass pitch gained planning approval from South Cambridgeshire District Council under reference 20/01931/FUL, the decision notice was dated the 1 July 2020. If you wish to view the application and decision notice please follow this link; <a href="https://applications.greatercambridgeplanning.org/online-applications/search.do?action=simple">https://applications.greatercambridgeplanning.org/online-applications/search.do?action=simple</a> and type in the search address 20/01931, when a new window opens the decision notice is in the Documents tab.</p>
DECISION NOTICE CONDITION	<p>The decision notice which approved the planning application states under condition 7 the following: -</p> <p>Prior to the commencement of development, a Rights of Way access scheme shall be submitted to and approved by the LPA. Such scheme shall include provision for:</p> <ol style="list-style-type: none"> <li>I. the design of access and public rights of way routes and their surfacing, widths, gradients, landscaping and structures</li> <li>II. any proposals for diversion and closure of public rights of way and alternative route provision</li> </ol> <p>Reason: In the interests of the amenity and safety of the public to accord with Policy HQ/1 of the adopted Local Plan</p>
MOVING OF PUBLIC RIGHT OF WAY	<p>Public Rights of Way can be diverted via a Public Path Diversion Order (PPO) under two primary pieces of legislation. This particular PROW is to be dealt with under Section 257 of the Town and Country Planning Act 1990</p> <p>In order to apply for a Section 257 Permanent Diversion of a PROW there is a requirement that the applicant engages with user groups and the Parish Council by sending details of the proposal, any consultation from the user group or Parish Council should be directed back to the applicant, these consultations will be sent to the Rights of Way &amp; Access Team at South Cambridgeshire District Council along with the application form.</p>
EXISTING PUBLIC RIGHT OF WAY ON MELBOURN VILLAGE COLLEGE PLAYING FIELD	<p>The public Rights of way affected by this proposal are as follows: -</p> <ul style="list-style-type: none"> <li>• Footpath 159/6</li> <li>• Footpath 159/8</li> </ul> <p>A drawing of the local Ordnance survey plan showing the current mapped locations of the pathways is shown in Appendix A of this report.</p> <p>Although the plan shows the route the pathways take it can be seen by the google image that there is no physical delineation of the routes of the pathways. Photographs of the pathway entrances and exits from the field along with photos showing the area in which the pathways are mapped are shown in Appendix B</p>

<p>PROPOSED MAP ROUTING OF PUBLIC RIGHT OF WAY ON MELBOURN VILLAGE COLLEGE PLAYING FIELD</p>	<p>The public Rights of way affected by this proposal are as follows: -</p> <ul style="list-style-type: none"> <li>• Footpath 159/6</li> <li>• Footpath 159/8</li> </ul> <p>A drawing of the local OS plan, with the new artificial grass football pitch, the existing mapped locations of the pathways and the proposed mapped location is shown in Appendix C of this report along with a Google Earth Image..</p> <p>The proposed mapped locations of the pathways take into account the fact that the new artificial grass pitch will have a fence around it. There is no proposal to formalise the pathway construction across the school field as at present there is no formal pathway due to the fact that the field is used by the school for other sporting activities played on the natural grass surface.</p> <p>Users of the pathways, once entering the field from one of the designated locations then walk across the field in any direction to an exit or around the field and then out of the same exit. At present when the field is in use by the school for a sporting activity, users of the pathways will of course divert around that activity so as not to cause an issue with the sporting use of the field.</p>
<p>SUBMISSION OF CONSULTATION</p>	<p>The applicant asks that you take note of this report and issue a formal consultation back as described at the beginning of this report. Your consultation should state whether your group has any formal objections to the proposal contained herein or not.</p>

## Appendix A – Existing Mapped Pathways

See Attached drawing; LSUK 19-0668 BM25583 0533 01 EXISTING RIGHT OF WAY LAYOUT

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## Appendix B – Photographs of pathways and entrances



Entrance of Pathway 159/6 at northern end of field



View from Entrance of Pathway 159/6 at northern end of field

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Route of pathway 159/6 to right of line of tree (view from north)



Exit of pathway 159/6 to south of playing field

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Route and exit of pathway 159/8



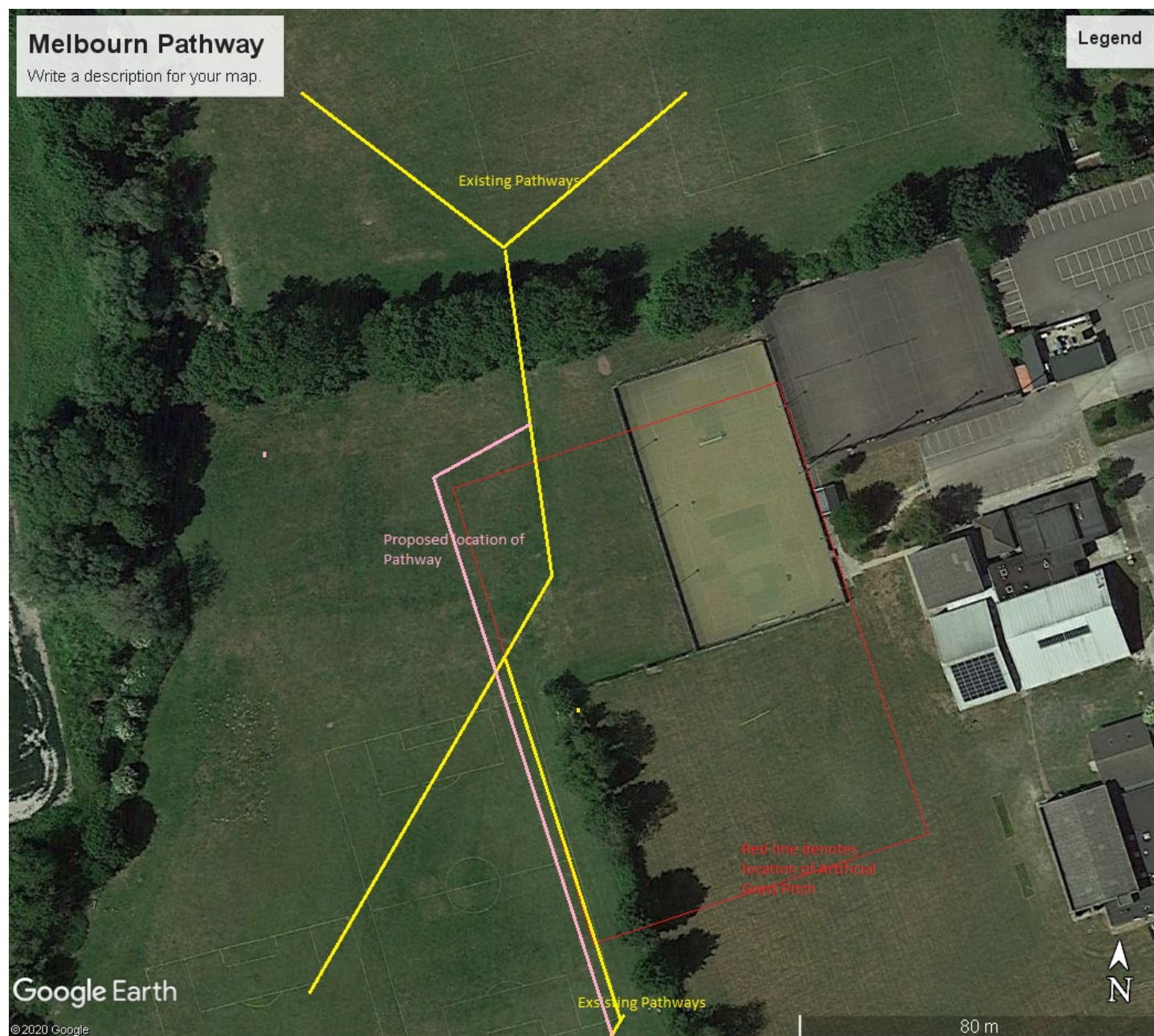
Photo montage of edge of pitch over existing photo showing diversion of mapped pathway



## Appendix C – Existing and proposed mapped pathways

See Attached drawing; LSUK 19-0668 BM25583 0533 02 PROPOSED RIGHT OF WAY LAYOUT

Google Image of mapped and proposed pathways







## Proposed Changes To Neighbourhood Policing In Cambridgeshire

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### Chief Constable's proposed changes to Neighbourhood Policing in Cambridgeshire

*Thursday 5th November*

You may be aware that Chief Constable, Nick Dean announced proposals to neighbourhood policing in Cambridgeshire on Wednesday 21st October.

You can read about his proposals [here](#).

The plans include the reduction and alignment of PCSOs to all neighbourhoods across the force, the removal of the community safety role and a change to the opening hours of enquiry offices across the county.

The proposals were announced at the start of an internal consultation with those affected.

As your Acting Police and Crime Commissioner, it is my job to listen to any concerns you might have regarding these proposals (as well as any other matters relating to policing and crime) and make sure the Chief has considered these.

It is the Chief's responsibility to manage his workforce, both in terms of police officers and staff.

With this in mind, I wanted to make sure you have had a chance to read and understand the Chief's proposals.

If you have any further issues or concerns on this issue that you would like me to raise with the Chief Constable, please do get in touch by emailing me at: [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk).

I can assure you that the Chief has not made these proposals lightly.

Every year, as with all public services, the resources across the whole organisation are taken into consideration – changes to demand, modernisation which requires investment, and basic costs rise. This means difficult choices have to be made. Savings continue to be made in other areas of the Constabulary as well as police

staff posts from office functions. This is not a choice anyone wants to make, but the budget has to balance.

Additionally, our county remains the 5th lowest in the country in terms of funding per head of population. This continues to put us at a significant disadvantage therefore both myself and the Chief Constable, along with other public service sector leaders, will continue to present the case nationally to Government and I will again raise this with our local MPs when I meet them next week.

I wanted to take this opportunity to remind you that Cambridgeshire already has the highest number of warranted police officers it has ever had. Thanks to the Government's uplift police officer recruitment programme, an additional 62 warranted police officers have been recruited over the past year a further 140 officers set to join the force over the next two years.

It is the Chief Constable's intention to publish responses to any concerns he receives on his website in due course.

I want to reassure people that I will continue to raise any further concerns brought to my attention concerning this and monitoring the impact of these proposals in the coming months.

I am very proud of the Chief Constable, his officers, staff and volunteers for the hard work they have put in to continuing to deliver such a professional service particularly over the last few months and keeping Cambridgeshire safe. These are unprecedented times but ones in which our Constabulary continues to meet the needs of the people of Cambridgeshire.

Ray Bisby

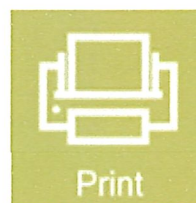
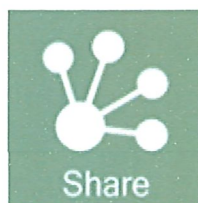
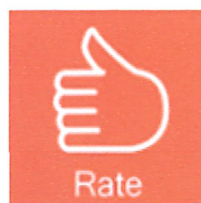
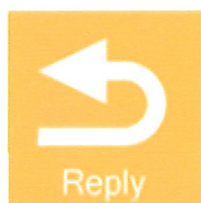
*Acting Police and Crime Commissioner for Cambridgeshire and Peterborough*

**Message Sent By**

Catherine Kimberley (Police, OPCC Communications Officer, Cambridgeshire)

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## MELBOURN PARISH COUNCIL

### TERMS of REFERENCE: Melbourn Play Parks Working Party

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Play Parks Working Party

**SCOPE:** This document covers all those activities related to the design and refurbishment of The Moor Play Area

**DEFINITIONS:** **Melbourn Play Park Working Party – ‘MPPWP’**  
**Melbourn Parish Council Maintenance Committee ‘the Committee’**  
**Melbourn Parish Council – ‘the Council’**  
**Melbourn Parish Councillors – ‘Councillors’**  
**Members of the Melbourn Play Park Working Party – ‘Members’**  
**Clerk to Melbourn Parish Council – ‘the Clerk’**

#### 1. Membership & Controls

1.1 The MPPWP will consist of five Councillors and up to three members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the MPPWP.

1.4 The MPPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the MPPWP will elect any Councillor member to act as chair for that meeting.

1.5 The MPPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The MPPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The MPPWP will remain active for the duration of the project to refurbish The Moor Play Area.

1.9 The MPPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The MPPWP has no authority to approve expenditure.



## MELBOURN PARISH COUNCIL

### 2. Reporting

2.1 Notes of meetings of the MPPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

### 3. Terms of reference

3.1 To engage with the Maintenance Committee with regard to the provision of outdoor play facilities, particularly the refurbishment of The Moor Play Area.

3.2 To engage with suppliers of play equipment with regard to design and supply of new play equipment for The Moor Play Area.

3.3 To engage the public and to seek their views with regard to the choice and layout of new equipment for The Moor Play Area.

3.4 To oversee and manage the project to refurbish and refit The Moor Play Area which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate the project progress to the general public, on finalisation of the design, while the works disrupt and prevent Play Park access and also at project completion.

Document Approval:



(Chair to Melbourn Parish Council)

Date of approval : 23 November 2020

Review Policy: Six monthly