

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**An online meeting of this Council was held on Monday, 11 January 2021 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/94432910188> or on request to the Clerk

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

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle Van Poortvliet – RFO, Sophie Marriage – Assistant to the Parish Clerk, County Cllr Van de Ven and District Cllr Hales

PC084/20 To receive and approve apologies for absence

Apologies were received from Cllr Wilson. Appropriate reason was given.

It was:

RESOLVED to accept apologies from Cllr Wilson

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

Cllr Barnes did not participate in the vote due to internet connection issues.

PC085/20 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 PC092/20d) and PC092/20i) as Directors of the Hub Management Group. Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.

PC086/20 Chairs' Announcements – For information only

Chair wished everyone a happy and safe New Year and announced that Melbourn Futures Working Party would hold its second meeting at the end of January.

PC087/20 To approve the minutes of the Parish Council Meeting held on 23 November 2020

Noted: Under item PC073/20d) the grant money for Melbourn Primary School was granted under s139 of the Local Government Act 1972 (the award to be made from s137 allowance)

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 23 November 2020 as a true record.

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

Cllr Barnes did not participate in the vote due to internet connection issues.

PC088/20 To report back on the minutes of the Parish Council Meeting held on 23 November 2020

PC076/20 To note that the additional funding for the MCCR will be paid into over to the Hub to be administered directly for the support of local residents

PC089/20 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. No members of the public were present

District Cllr Hales joined the meeting

PC090/20 To consider setting the precept for the financial year 2021/22

The Chair of Finance and Good Governance Committee introduced the item and thanked the RFO and Clerk for their hard work. The draft budget had been discussed in a working party, before being produced by the Finance and Good Governance Committee. A proposed precept of £275,300 representing a band D equivalent of £137.61, which is an increase of 0.4% (£0.54 per annum).

It was:

RESOLVED to request a precept of Two hundred and seventy-five thousand, three hundred pounds.

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

County Cllr Van de Ven joined the meeting

Chair amended the order of meeting to accommodate County Cllr van de Ven and District Cllr Hales

PC094/20 Governance Matters:

a) To receive a combined report from the District and County Cllrs for Melbourn
Report received.

Items highlighted were:

- Highways have offered to systematically empty the blocked gullies in the village
- County Cllr Van de Ven thanked those who have reported issues to highways
- The difficulties facing schools and teachers due to Covid.
- In December 2020 Govia Thameslink reinstated the regular 30 minute service to Cambridge from Meldreth, but now not in service due to the current lockdown. Looking to provide a morning peak time London service.

PC093/20 Planning Matters :

To receive an update on the proposed Thakeham development
District Cllr Hales and County Cllr Van de Ven have helped set up SWCAG (South West Cambridge Community Action Group). The public are encouraged to look at the website (www.swcag.org.uk) to find out more information.
District Cllr Hales clarified that SCDC has had no involvement in the development and the decision is up to elected members not planning officers.

PC091/20 Melbourn Community Hub Expansion: To receive updates and consider any actions
It has been agreed to extend the deadline to allow for additional tenders to be submitted.

PC092/20 Finance Matters:

- a) To receive and consider the monthly finance report
The report was received
- b) To receive and consider the approvals list for December 2020
It was:
RESOLVED to approve approvals list for December 2020
Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour
- c) To approve payment of £3,000 community benefit grant to Melbourn Primary School PTFA from s137
It was:
RESOLVED to approve payment of £3,000 community benefit grant to Melbourn Primary School PTFA from s137 allowance
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour
- d) To consider approving payment of the PC Hub licence fee
It was:
RESOLVED to approve payment of the PC Hub licence fee in the sum £13,400
Proposed by Cllr Baker, seconded by Cllr Cowley. All in favour.

- e) To consider a request from Melbourn Dynamos to review their annual payment
Noted that councillors are sympathetic to the request. Further detail to be sought. ACTION: Clerk to contact Dynamos to establish how much of the season has been lost due to COVID restrictions.
- f) To consider a quotation from Airway for the aircon maintenance contract
A query was raised regarding the additional costs that may be incurred as a result of return visits when additional repairs or replacement parts are required.
ACTION: Clerk to obtain additional information from Airway, before a decision can be made.
The item was deferred
- g) To consider a request from SCDC re street lights in Vicarage Close
It was:
RESOLVED to accept the proposal from SCDC that the Parish Council take responsibility for the electricity supply to the three upgraded street lights on Vicarage Close at the estimated cost of £20 per year for each light.
Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour
- h) To consider quotations for IT support
It was noted that, after considering a second quote from Saker, the decision was made to remain with Lucid System at £126.60 per month.
- i) To consider quotations for repairs to underfloor heating at the Hub
This item was deferred to the next meeting because a second quotation has not been received
- j) To consider any other updates and consider actions
None were received

PC094/20 Governance Matters:

- b) To consider requesting a review of the planned installation of speed cushions on New Road
Council received a recommendation by the Futures Working Party to request a review of the planned installation of speed cushions to replace the existing speed bumps.
ACTION: Clerk to seek more information on the effectiveness of speed cushions and ascertain if the replacement will include additional traffic calming along New Road.
This item was deferred.
- c) To note an email decision with regard to hedge works at Orchard Road Cemetery
Decision was taken in advance so the work could be carried out before nesting season.
It was noted that, after considering a second quotation from Shire Trees Limited, the quotation from Herts & Cambs Ground Maintenance was accepted and the work is now complete.
- d) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC
It was
RESOLVED to renew memberships/subscriptions
Proposed by Cllr Buxton, seconded by Cllr Cowley. All in favour

PC095/20 To receive the Timebank Coordinator's report

Report received.

PC096/20 HR Matters:

- a) To discuss the Timebank Coordinator's role
The resignation of the Timebank Coordinator has been received.
The Council thanked the coordinator for her hard work and continued support.
A new Timebank Coordinator will be recruited.
- b) To receive any other updates and consider actions
None received

PC097/20 Risk Assessments: To consider any risk assessments needing to be brought to Council's attention
None received

PC098/20 Policies and Terms of Reference:

- a) To consider adopting the Employment Policy
It was:
RESOLVED to adopt the Employment Policy
Proposed by Cllr Buxton, seconded by Cllr Kilmurray. All in favour.
- b) To note the new Melbourn Futures Working Party Terms of Reference (approved by FGGC on 21 December under delegated authority (PC045/20c))
This was noted.
- c) To consider adopting the Policy and Procedure to Review of Effectiveness of Internal Controls
It was:
RESOLVED to adopt the Policy and Procedure to Review of Effectiveness of Internal Controls
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour

PC099/20 To note the date of next meeting: 22 February 2021
The date of the next meeting is 22 February 2021

The meeting closed at 21:04

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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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:

- 6th 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) 1st 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) 1st 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

Melbourn Parish Council Precept Requirement 2021/22

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

Approved by FGGC [DATE]

Approved by Melbourn Parish Council [DATE]

Melbourn Parish Council 2021/22 Income Budget

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

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

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

Melbourn Parish Council 2021/22 Expenditure Budget

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

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

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

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

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

Melbourn Parish Council

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

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

6401 Melbourn Hub 2021-22 Projects

IT Server Upgrade	<u>2,500</u>
	<u>2,500</u>

Melbourn Parish Council Forecast Reserves at 31st March 2021

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

Melbourn Parish Council Precept 2021-22**Detailed spending plans****(required by SCDC for precepts over £140,000)**

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

January 2021, Melbourn Parish Council, District and County Councillors' Report

Local Covid rates rose sharply over the holiday period. School outbreaks became widespread across South Cambs toward the end of term.

We're aware of much anecdotal evidence of general public lack of compliance with Covid protection guidance and urge people to call on assistance available from our local Coronavirus support schemes for any errands they need such as prescription collections – including in other villages accessing public services in Melbourn.

County Council and Rapid Lateral Flow Testing for schools: Just before Christmas Government directed secondary schools to carry out rapid lateral flow testing for all its students on a daily basis, starting in January. This caused considerable concern and anxiety throughout the holiday period. While lockdown now means most students are not in school, the requirement remains. There is no mandate for County Councils or local authority Public Health teams to become involved in the exercise except in an advisory role.

Drainage: We met with the Highways and the contractor in mid-December to discuss Melbourn drainage concerns. A number of points of concern were established, including:

- no system for blocking off streets from parked cars, or returning to tend to drains inaccessible due to parked cars or missed out for other reasons.
- lack of resource to check-up on jobs commissioned and carried out.
- web reporting page map doesn't work on some mobile phones
- web reporting page response system unsatisfactory

To start again from scratch:

- Every gully in the roads identified by Tim Stebbing to be emptied.
- If pooling/problems arise on any of these, please report. Team will return for jetting.
- If pooling/problems arise on any of these, please report. Team will return for underground investigation.

The same exercise will be undertaken in Meldreth which has experienced similar problems.

Pot holes and other problems including broken street lights and water leakages: Thanks to all for reporting on the County Highways web reporting page. It is vital to log reports for the public record. The link (or just google 'Cambridgeshire Report a Fault and you'll be directed to the right place):

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

County Council staff are required to take annual leave over the holiday period and so there is always a long queue of Highways faults greeting the team in January.

South West Cambridge New Town: Verbal update.

Govia Thameslink Railway timetable discussions: It was very good to see our half-hourly services resumed in December, though of course now we are in a new lockdown and all timetables have been put on a reduced schedule again. Nevertheless, GTR have invited Community Rail Partnership representatives to meet and discuss future 'peacetime' timetable adjustments, in line with our aspiration to reintroduce additional morning peak services. We can't promise anything but welcome the chance to examine any opportunities with GTR.

Financial Budget Comparison

Eight months ended 30th November 2020

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

	2020/21 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,170.00	£0.00	£2,386.50	£216.50
101 Allotment Insurance Premiums	£0.00	£0.00	£305.00	£305.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation	£6,020.00	£0.00	£6,540.22	£520.22
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£1,515.00	-£1,485.00
Total Cemeteries	£3,000.00	£0.00	£1,515.00	-£1,485.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,520.00	£0.00	£0.00	-£2,520.00
320 Hire of Recreation Grounds	£250.00	£0.00	£70.00	-£180.00
340 Pavilion Hire	£750.00	£0.00	£1,472.40	£722.40
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£4,520.00	£0.00	£1,542.40	-£2,977.60
Finance & General Purpose				
410 Precept	£267,870.00	£0.00	£267,870.00	£0.00
420 Interest - Deposit Account Unity	£0.00	£0.00	£212.13	£212.13
425 Interest - Nationwide 45 Day	£800.00	£0.00	£0.00	-£800.00
430 Interest - Public Sector Deposit	£200.00	£0.00	£0.92	-£199.08
460 Miscellaneous Income	£0.00	£0.00	£45.00	£45.00
485 Feed In Tariff	£0.00	£0.00	£612.97	£612.97
650 MCCR/Covid 19	£0.00	£0.00	£9,315.00	£9,315.00
660 Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose	£268,870.00	£0.00	£278,056.02	-£9,186.02
Highways				
800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£17,333.36	-£8,666.64
Total Rental Property	£26,000.00	£0.00	£17,333.36	-£8,666.64
Melbourn Area Youth Development				
950 MAYD Partner Contributions	£0.00	£1,155.00	£1,155.00	£0.00
Total Melbourn Area Youth Development	£0.00	£1,155.00	£1,155.00	£0.00
Community Benefit				
960 Community Benefit	£0.00	£1,092.16	£1,092.16	£0.00
Total Community Benefit	£0.00	£1,092.16	£1,092.16	£0.00
Section 106 & Other Capital Grants				
140 S.106	£0.00	£96,704.05	£96,704.05	£0.00
145 Community Capital Grant Fund - Hub Extension	£0.00	£65,000.00	£65,000.00	£0.00
Total Section 106 & Other Capital Grants	£0.00	£161,704.05	£161,704.05	£0.00
Celebrating Ages				
990 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Income	£308,410.00	£163,951.21	£468,938.21	-£100,127.05

Financial Budget Comparison

Eight months ended 30th November 2020

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

	2020/21 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE				
Conservation				
1000 Allotments	£1,680.00	£0.00	£449.58	£1,230.42
1001 Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100 Conservation	£7,350.00	£0.00	£6,227.97	£1,122.03
1150 Stockbridge Meadows	£970.00	£0.00	£266.00	£704.00
1200 Grass Cutting Contract	£8,590.00	£0.00	£4,357.50	£4,232.50
1300 Public Open Space Maintenance Contract	£7,000.00	£0.00	£3,980.00	£3,020.00
Total Conservation	£25,590.00	£0.00	£15,281.05	£10,308.95
Cemeteries				
2000 Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£3,255.65	£1,789.35
2100 Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£3,246.64	£2,253.36
Total Cemeteries	£10,545.00	£0.00	£6,502.29	£4,042.71
Play Areas & Recreation Grounds				
3000 Play Areas	£3,025.00	£0.00	£838.00	£2,187.00
3200 Recreation Grounds	£12,480.00	£0.00	£7,501.92	£4,978.08
3400 Pavilion	£9,970.00	£0.00	£3,385.35	£6,584.65
Total Play Areas & Recreation Grounds	£25,475.00	£0.00	£11,725.27	£13,749.73
Finance & General Purpose				
4000 Audit, Legal and Professional Fees	£3,000.00	£0.00	£116.87	£2,883.13
4200 Contingency	£3,000.00	£0.00	£0.00	£3,000.00
4300 Wardens' Materials, Equipment & Van	£2,900.00	£0.00	£1,173.79	£1,726.21
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	£4,774.94	£20,015.06
5100 Salaries, NI & Pensions	£75,000.00	£0.00	£48,187.90	£26,812.10
5300 Sundry Expenses	£234.00	£6,000.00	£6,052.00	£182.00
5400 Training	£1,500.00	£0.00	£250.00	£1,250.00
5700 Pension Scheme Charges	£435.00	£0.00	£288.00	£147.00
5900 Bank Charges	£200.00	£0.00	£89.80	£110.20
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	£6,054.97	£8,505.03
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/Covid 19 Costs	£0.00	£0.00	£11,759.60	£-11,759.60
6600 Timebanking Expenses	£600.00	£0.00	£289.70	£310.30
6700 War Memorial	£0.00	£0.00	£0.00	£0.00
6800 Election Costs	£0.00	£0.00	£0.00	£0.00
7100 Village Car Park - Rates, Utilities & Maintenance	£13,650.00	£0.00	£10,912.48	£2,737.52
Total Finance & General Purpose	£213,800.00	£6,710.00	£156,474.04	£64,035.96

Financial Budget Comparison

Eight months ended 30th November 2020

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

	2020/21 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£0.00	£0.00	£0.00	£0.00
Total Planning	£0.00	£0.00	£0.00	£0.00
Highways				
8000 Highways and Footpaths	£200.00	£0.00	£0.00	£200.00
8100 Street Lighting	£1,800.00	£0.00	£1,783.00	£17.00
Total Highways	£2,000.00	£0.00	£1,783.00	£217.00
Rental Property				
9000 Little Hands Nursery	£3,450.00	£0.00	£1,661.88	£1,788.12
Total Rental Property	£3,450.00	£0.00	£1,661.88	£1,788.12
Melbourn Area Youth Development				
9500 MAYD Youth Club	£0.00	£1,556.00	£1,556.00	£0.00
Total Melbourn Area Youth Development	£0.00	£1,556.00	£1,556.00	£0.00
Community Benefit				
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
Total Community Benefit	£0.00	£14,996.46	£14,996.46	£0.00
Section 106 & Other Capital Grants				
1400 S106	£0.00	£12,020.57	£12,020.57	£0.00
1405 Community Capital Fund Grant -	£0.00	£0.00	£0.00	£0.00
Total Section 106 & Other Capital Grants	£0.00	£12,020.57	£12,020.57	£0.00
Celebrating Ages				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£280,860.00	£35,283.03	£222,000.56	£94,142.47
Total Income	£308,410.00	£163,951.21	£468,938.21	-£3,423.00
Total Expenditure	£280,860.00	£35,283.03	£222,000.56	£94,142.47
Total Net Balance	£27,550.00		£246,937.65	

Bank Balances at 30th November 2020

Ordinary Accounts

Current Account Unity	£289,729.31
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
Total	£678,560.30

The bank reconciliations will be checked by Cllr Kent at the same time as the December reconciliations.

Melbourn Parish Council Finance Report 30th November 2020

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th November 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 eight 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 new 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, if required in future. The Hub was closed until late July due to Covid-19, was re-opened but has closed again with the subsequent lockdowns. 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 that assistance from MPC may be required at some point. Costs of safety screens to allow the Hub to re-open were unbudgeted and approved by MPC (£2,380).

Variations from Budget

Income:

Interest Receivable – this will be significantly below budget due to interest rates being slashed in response to the pandemic.

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 £2,445).

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

9th December 2020

Melbourn Parish Council

Expenditure transactions - approval list 21st December 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3987	BACS2012 22ARCHANT	£238.44	£39.74	£198.70	12/12/20 Archant Community Media - Advertising - Royston Crow for Hub Extension Tenders	£238.44
		£238.44	£39.74	£198.70	Archant Community Media - Total	
3981	DD201228 BGASORC	£11.71	£0.55	£11.16	08/12/20 British Gas - Electricity bill - old rec ground 31/10/20 - 01/12/20 - estimated	£11.71
		£11.71	£0.55	£11.16	British Gas - Total	
3951	DD201208 CWBA	£56.43	£0.00	£56.43	20/11/20 Cambridge Water Business - Water - allotments The Moor 14/05/20- 10/11/20	£56.43
3952	DD201208 CWBA2	£314.51	£0.00	£314.51	20/11/20 Cambridge Water Business - Allotments (2) - water bill 07/05/20-10/11/20	£314.51
3946	DD201208 CWBNSC	£107.23	£0.00	£107.23	20/11/20 Cambridge Water Business - Water charges New Road Cemetery - 08/05/20- 10/11/20	£107.23
3947	DD201208 CWBPAV	£56.63	£0.00	£56.63	20/11/20 Cambridge Water Business - Water - Pavilion 13/05/20- 10/11/20	£56.63
3771	DD201208 CWBWS	£6.00	£0.00	£6.00	08/07/20 Cambridge Water Business - Water services car park workshop Dec 2020	£6.00
		£540.80	£0.00	£540.80	Cambridge Water Business - Total	
3948	BACS2012 22CAPALC	£60.00	£0.00	£60.00	19/11/20 CAPALC - HR Training - 20/11/2020 Clerk	£60.00
		£60.00	£0.00	£60.00	CAPALC - Total	
3785	DD201201 DVLA	£23.18	£0.00	£23.18	01/12/20 DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total	
3982	DD201213 EON	£8.59	£0.41	£8.18	29/11/20 e.on - Electricity - Orchard Road Cemetery 28/10/20- 28/11/20	£8.59
		£8.59	£0.41	£8.18	e.on - Total	
3949	BACS2012 22ESPO	£9.90	£1.65	£8.25	19/11/20 ESPO - Parish Office - lever arch files	
3977	BACS2012 22ESPO	£20.38	£3.40	£16.98	24/11/20 ESPO - Refuse sacks for litter picker	
3996	BACS2012 22ESPO	£30.74	£5.12	£25.62	10/12/20 ESPO - staples & tape	£61.02
		£61.02	£10.17	£50.85	ESPO - Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 21st December 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3960	DD201215 HAVEN	£6.95	£0.33	£6.62 01/12/20	Haven Power - Street lighting - unmetered supply 01/11-30/11/20	
3961	DD201215 HAVEN	£122.42	£5.83	£116.59 01/12/20	Haven Power - Street lighting - unmetered supply 01/11-30/11/20	
3962	DD201215 HAVEN	£2.42	£0.11	£2.31 01/12/20	Haven Power - Street lighting - unmetered supply 01/11/20-30/11/20	£131.79
		£131.79	£6.27	£125.52	Haven Power - Total	
3950	BACS2012 22H&CGM	£96.00	£16.00	£80.00 04/09/20	Herts & Cambs Ground Maintenance Limited - Cut back on corner of Rose Lane/Station Road	
3956	BACS2012 22H&CGM	£747.00	£124.50	£622.50 27/11/20	Herts & Cambs Ground Maintenance Limited - Verges cutting - Nov 2020 (1/12 contract)	
3957	BACS2012 22H&CGM	£487.00	£81.17	£405.83 27/11/20	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Dec 2020 (1/12 x annual contract)	
3958	BACS2012 22H&CGM	£906.00	£151.00	£755.00 27/11/20	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Rec grounds Dec 2020 (1/12 contract)	
3959	BACS2012 22H&CGM	£552.00	£92.00	£460.00 27/11/20	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Dec (1/12 annual contract)	
3979	BACS2012 22H&CGM	£33.60	£5.60	£28.00 10/12/20	Herts & Cambs Ground Maintenance Limited - Extension cable and timer for Christmas lights	
3980	BACS2012 22H&CGM	£86.40	£14.40	£72.00 10/12/20	Herts & Cambs Ground Maintenance Limited - Christmas lights	£2,908.00
		£2,908.00	£484.67	£2,423.33	Herts & Cambs Ground Maintenance Limited - Total	
3955	BACS2012 22LUCID	£126.60	£21.10	£105.50 01/12/20	LUCID Systems - Covered agreement - Dec 2020	£126.60
		£126.60	£21.10	£105.50	LUCID Systems - Total	
3963	BACS2012 23MBC	£4,000.00	£0.00	£4,000.00 02/12/20	Melbourn Bowls Club - Community Benefit Grant 2020	£4,000.00
		£4,000.00	£0.00	£4,000.00	Melbourn Bowls Club - Total	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list 21st December 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3954	BACS2012 22HUB	£33.60	£5.60	£28.00	24/11/20 Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/10/20-12/11/20	
3978	BACS2012 22HUB	£441.99	£0.00	£441.99	27/11/20 Melbourn Community Hub Management Group - FiT re electricity solar panels Hub building 10/06/20-16/09/20	
3983	BACS2012 22HUB	£33.60	£5.60	£28.00	14/12/20 Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/11/20-12/12/20 plus	
3984	BACS2012 22HUB	£60.00	£10.00	£50.00	14/12/20 Melbourn Community Hub Management Group - Parish Office cleaning w/c 16 Nov - 14 Dec 2020	
3985	BACS2012 22HUB	£60.00	£10.00	£50.00	24/11/20 Melbourn Community Hub Management Group - Parish Office cleaning w/c 12 Oct - 9 Nov 2020	£629.19
		£629.19	£31.20	£597.99	Melbourn Community Hub Management Group - Total	
3966	BACS2012 23MPSPTFA	£3,000.00	£0.00	£3,000.00	02/12/20 Melbourn County Primary School PTFA - Community Benefit Grant 2020	£3,000.00
		£3,000.00	£0.00	£3,000.00	Melbourn County Primary School PTFA - Total	
3964	BACS2012 23DYNAM OS	£6,677.33	£0.00	£6,677.33	02/12/20 Melbourn Dynamos FC - Community Benefit Grant 2020	£6,677.33
		£6,677.33	£0.00	£6,677.33	Melbourn Dynamos FC - Total	
3967	BACS2012 23MFC	£600.00	£0.00	£600.00	02/12/20 Melbourn Football Club - Community Benefit Grant 2020	£600.00
		£600.00	£0.00	£600.00	Melbourn Football Club - Total	
3965	BACS2012 23MSC	£1,200.00	£0.00	£1,200.00	02/12/20 Melbourn Squash Club - Community Benefit Grant 2020	£1,200.00
		£1,200.00	£0.00	£1,200.00	Melbourn Squash Club - Total	
3953	DD201201 NOW	£43.20	£7.20	£36.00	01/12/20 Now Pensions - Employer Service Charge	£43.20

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 21st December 2020

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3976	BACS2012 22SHIRES	£1,914.00	£319.00	£1,595.00	08/12/20 Shire Trees Limited - Reduce hedge height - Clear Crescent	£1,914.00
		£1,914.00	£319.00	£1,595.00	Shire Trees Limited - Total	
3790	DD201201 SCDCCP	£1,198.00	£0.00	£1,198.00	01/04/20 South Cambs District Council - Rates - Car Park Instalment 9 of 10	£1,198.00
3938	DD201201 SCDCD&L	£390.00	£0.00	£390.00	09/07/20 South Cambs District Council - Dog and litter bin collection 01/04/20- 31/03/21 (5 of 8)	£390.00
1		£39.00	£0.00	£39.00	CON Stockbridge Meadows - dog bin collection 01/04/20-31/03/21 5 of 8	
2		£195.00	£0.00	£195.00	PLAY Rec Grounds - dog and litter bin collection 01/04/20-31/03/21 5 of 8	
3		£156.00	£0.00	£156.00	PLAY Play Areas - dog and litter bin collection 01/04/20-31/03/21 5 of 8	
3796	DD201201 SCDCNR	£75.00	£0.00	£75.00	01/04/20 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 9 of 10	£75.00
3802	DD201201 SCDCPAV	£259.00	£0.00	£259.00	01/04/20 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 9 of 10	£259.00
3778	DD201201 SCDCWC	£38.00	£0.00	£38.00	01/04/20 South Cambs District Council - Pavilion fortnightly trade waste collection - installment 6 of 9	£38.00
		£1,960.00	£0.00	£1,960.00	South Cambs District Council - Total	
3974	BACS2012 22UP	£18.90	£3.15	£15.75	18/11/20 Urban Plastics - Lockshield outside tap and keys	
3975	BACS2012 22UP	£17.34	£2.89	£14.45	18/11/20 Urban Plastics - Guttering for Pavilion	£36.24
		£36.24	£6.04	£30.20	Urban Plastics - Total	
3997	BACS2012 221731	£1,530.00	£255.00	£1,530.00	21/12/20 1731 Ltd - Project management - Hub Extension: tender documents and Gantt meetings	£1,530.00
		£6,407.38	£0.00	£6,407.38	Confidential items eg salaries, PAYE/NI	

Signature

Signature

Date

21/12/20 10:34 AM Vs: 8.51.00

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Melbourn Parish Council 21st December 2020

Expenditure transactions - approval list

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Items previously paid						
3944	BACS2012 011731	£1,479.60	£246.60	£1,233.00	23/11/20 1731 Ltd - Project management - Hub Extension: tender documents and Gantt charts	£1,479.60
3945	BACS2012 01LANDMA RK	£888.00	£148.00	£740.00	26/11/20 Landmark - Recycled plastic interpretation boards - New Road Cemetery	£888.00
3928	BACS2011 24ASGARD	£1,699.06	£283.18	£1,415.88	20/11/20 Asgard - Storage shed - Pavilion plus assembly	£1,699.06
		£1,699.06	£283.18	£1,415.88	Asgard - Total	
3942	BACS2022 24GRATTE	£645.84	£107.64	£538.20	23/11/20 Gratte Brothers - Steel wall cladding - Hub kitchen	
3943	BACS2022 24GRATTE	£211.50	£35.25	£176.25	23/11/20 Gratte Brothers - Wall cladding - Hub kitchen	£857.34
		£857.34	£142.89	£714.45	Gratte Brothers - Total	
Total		£37,031.47	£2,002.02	£35,029.45		

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
3928	BACS2011 24ASGARD	£1,699.06	£283.18	£1,415.88	20/11/20 Asgard - Storage shed - Pavilion plus assembly	£1,699.06
		£1,699.06	£283.18	£1,415.88	Asgard - Total	
3942	BACS2022 24GRATTE	£645.84	£107.64	£538.20	23/11/20 Gratte Brothers - Steel wall cladding - Hub kitchen	
3943	BACS2022 24GRATTE	£211.50	£35.25	£176.25	23/11/20 Gratte Brothers - Wall cladding - Hub kitchen	£857.34
		£857.34	£142.89	£714.45	Gratte Brothers - Total	
Total		£2,556.40	£426.07	£2,130.33		
3944	BACS2011 301731	£1,479.60	£246.60	£1,233.00	23/11/20 1731 Ltd - Project management - Hub Extension: tender documents and Gantt charts	£1,479.60
3945	BACS2011 30LANDMA RK	£888.00	£148.00	£740.00	26/11/20 Landmark - Recycled plastic interpretation boards - New Road Cemetery	£888.00
Total		£2,367.60	£394.60	£1,973.00		

Signature

Date

25/11/20 02:46 PM Vs: 8.50.00

Signature

Page 1 of 1

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 11 January 2021 (Full Council)

Date of Report: 5 January 2021

Agenda Item: PC094/20c) Email decision – Orchard Road Cemetery Hedge

Dear all

Thanks for the responses received. The proposal was:

That Council:

- **considers two quotations for reducing the hedge at Orchard Road Cemetery with a view to the work being carried out by the approved contractor as soon as possible; and**

- **considers approving the work to be funded from contingency or reserves.**

I have received 7 responses all indicating that the work should be awarded to Herts & Cambs Ground Maintenance and funded from contingency or reserves.

In favour : Cllrs Travis, Clark, Davey, Cowley, Hart, Kilmurray and Baker.

As we have a majority decision, I will instruct HCGM to schedule the work as soon as possible.

Many thanks
Claire

Claire Littlewood
Parish Clerk

Melbourn Parish Council



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
High Street
Melbourn
Royston
Herts

19th September 2020

Dear Claire

We are quoting to reduce the 3 sections of hedge in Orchard Rd cemetery, as discussed with Simon on my visit.

The height would come down to a height similar to clear crescent, this is something that desperately needs doing to get the shape back.

All debris would be removed from site, leaving the site clean & tidy

Total for these works would be £1940.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott (Director)

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL

Tel: 01763 261 999 **Email:** Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

www.hcgmltd.co.uk

Melbourn Timebank Report

January 2021

Membership growth to 7th January 2021

	As at 18 th Nov	As at 7 th Jan	Conversion	Pipeline
Individual Members	62	63	1	10
Organisational Members	8	8	0	4

Total exchanges to date: 2701.5 hours *(of which MCCR = 1593 hours)*

Non MCCR: 1018.5 hours

Timebank activities

- All 'in person' activities suspended due to lockdown
- Remote support provided by Coordinator via telephone to all members to combat loneliness and isolation

Administrative tasks

- Safeguarding and Mental Capacity Act Webinar attended by Coordinator Nov 2020
- Mental Health First Aid Course completed by Coordinator Dec 2020
- Tempo Credits are now available online, all members updated accordingly
- Facebook statistics for last 28 days
 - Followers 236
 - Maximum post reach 105
 - Post engagement 8

MCCR activities

- Approximately 25% of Coordinator hours are being used to support Clinically Extremely Vulnerable (CEV) residents - prior to lockdown, only 4 households had been notified by SCDC.
- On 23rd December, 7 x Christmas Meals provided by SCDC were delivered to 2 CEV households
- On 23rd December one 'emergency shop' was delivered to a CEV household
- 2-3 prescription and/or hearing aid deliveries made per week
- Lockdown #3 flyer has been designed and will be delivered to every Melbourn home in the next 10 days. The Scouts will be doing at least half the flyer delivery again.
- Retained volunteers have been canvassed, currently 16 are available. During the first lockdown, the majority of the work was carried out by a team of 8-10 people. The support required this time will be nowhere in the region of the first lockdown so this number of volunteers is more than adequate for the current need.

Proposed expenditure for approval

- *None*

POLICY: EMPLOYMENT

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

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

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

INDIVIDUAL POLICIES & PROCEDURES:**1. Equality & Diversity**

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

2. Recruitment

Vacancies for Staff shall be advertised upon the Notice Boards and the website. Recruitment will be through open competition and vacancies for staff will be advertised as appropriate to their nature. The Council's Human Resources Panel will conduct the process and interview candidates. Final decisions rest with the full Council. For details refer to Policy 5.13 Recruitment.

3. Performance Appraisals

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

4. Review of Salaries

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

5. Grievance

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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

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

6. Discipline

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

7. Capability

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

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

8. Lone Working

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

9. Whistle Blowing

Melbourn Parish Council is committed to the highest standards of openness, probity and accountability. An important aspect of accountability and

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transparency is a mechanism to enable staff and other members of the Council to voice concerns in a responsible and effective manner.

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

For details refer to Policy and Procedure 5.08 Whistle Blowing.

10. Harassment and Bullying

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

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

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

11. Training and Development

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

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

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12. Health and Safety

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

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

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

13. Personal Information

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

14. Confidentiality

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

15. Outside work

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

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

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

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

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

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

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

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

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

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

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

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

(b) Email policy

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

Employees are authorised to use their personal email for limited personal messages provided that these are not confidential or inappropriate. Email is

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treated as business communications and messages may be monitored and read by others in the Council. Personal email usage should be limited to authorised breaks.

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

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

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

(c) Internet usage policy

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

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

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

17. Social Media policy

(a) Using personal social media

We allow employees to access their personal accounts at work. But, we expect them to act responsibly and ensure their productivity isn't affected. Using social media excessively while at work can reduce efficiency and concentration. Whether employees are using their accounts for business or personal purposes, they may easily become sidetracked by the vast amount of available content. We advise our employees to:

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

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

considered as a violation of the Council's anti-harassment policy, if directed towards colleagues, clients or partners.

18. Representing the Parish Council

Those employees who represent the Council by handling corporate social media accounts or speak on the Parish Council's behalf are expected to act carefully and responsibly to protect the Parish Council's image and reputation. Employees should:

Be respectful, polite and patient, when engaging in conversations on our company's behalf. They should be extra careful when making declarations or promises towards customers and stakeholders

Avoid speaking on matters outside their field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility

Never post discriminatory, offensive or libelous content and commentary

Correct or remove any misleading or false content as quickly as possible

19. Use of private cars on Council business

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

20. Business expenses

If you incur out-of-pocket expenses in the course of your duties, you will be reimbursed at the rates and under the conditions in force at the time. To claim reimbursement you should detail the expenses on a petty cash voucher or expenses claim form, supported by appropriate receipts.

21. Timekeeping

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

22. Change of personal details

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

23. Personal property

We endeavour to safeguard personal belongings left in its premises, but cannot be held responsible for any loss or damage to them. If you lose property on the premises you should report the loss immediately to your line

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

manager. Similarly, if you find personal property it should be handed to your line manager.

24. Personal telephone calls

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

25. Mobile phones

Personal mobile telephones are a distraction, both to you in your work and to colleagues around you. Their use is prohibited during working hours other than in an emergency or with permission from your line manager.

26. Dress code

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

27. Drugs and alcohol

Drugs and alcohol are strictly forbidden in the workplace.

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 25 February 2019

Review Policy: Every 12 months

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

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

1. Membership & Organisation

- 1.1 The Working Party will consist of a minimum of 3 Parish Councillors in addition to 1 District Councillor and 1 County Councillor (if they wish to serve) and up to a maximum of 5 members of the public who are residents of Melbourn. The Parish Councillors, County Councillor and District Councillor will be standing members of the Working Party.
- 1.2 Non Parish Councillor Members will have Working Party voting rights.
- 1.3 The Parish Clerk will, through the Parish magazine, Parish website and social media, request residents interested in getting involved to contact the Parish office to receive information on how they may join the Working Party and get involved with future projects and initiatives.
- a) Residents who confirm an interest in joining the Working Party will be forwarded a questionnaire to complete. Subject to this being completed and returned to the Parish office, the individual will be added to a data base which will be maintained by the Parish Office, ensuring that privacy laws are adhered to and with the full consent of the individual.
- b) When a specific project and/or initiative is being undertaken by the Working Party the Parish Office will contact residents from the data base. They will be asked if they wish to join the Working Party. This invitation will be project specific.
- c) Once the project or initiative is completed the Resident's responsibilities will be finished. (They may of course elect to stay on the data base for future projects.)
- 1.4 The Working Party will meet as required on an informal basis.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Parish Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.7 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

- 2.1 Meeting notes will be made available to the Parish Council and published on the Parish Council's website.
- 2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous years activities.

MELBOURN PARISH COUNCIL

Doc No: 6.11

Version: v3

Review Date: December 2021

3. Terms of Reference

- 3.1 Standing members of the working party in conjunction with the Parish Council and in consultation with the community where appropriate will identify projects and initiatives requiring action by the Working Party.
- 3.2 For each project and or initiative identified, the Working Party will aim to enlist where possible and practicable up to 5 members of the public, from the list of interested residents. The recruitment will be handled through the Parish Clerk's office.
- 3.3 To consult, on behalf of the Parish Council with relevant third parties to ensure the best outcome is achieved.
- 3.4 To undertake where necessary, negotiations with service providers and statutory bodies.
- 3.5 To make recommendations to the Parish Council for action.

DOCUMENT APPROVAL :



(Chair to Melbourn Parish Council)

Date of Finance & Good Governance Committee Meeting: 21 December 2020

Review Policy: Every 12 months

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

Purpose

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

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

Regulatory Framework and Governance

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

Annual Review of Effectiveness

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

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

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

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

Internal Controls are considered Adequate & Effective: Y/N

Review carried out by: [names/positions]

Date of Review: [date]

Date reported to MPC: [date]




Document Approval:

(Chair to Melbourn Parish Council)

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