

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 22 February 2021 via**Zoom link <https://zoom.us/j/99051444914> 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 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, District Cllr Hales, Tom Upcraft, 1731 Ltd, 3 members of the public**PC100/20 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson. Acceptable reasons for provided.

It was:

RESOLVED to accept Cllr Wilson's apologies for absence.

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

*[Post meeting note: County Cllr van de Ven had advised that she would be unable to attend the meeting]***PC101/20 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 the following items as Directors of the Melbourn Community Hub Management Group:

PC106/20a) – To consider approving the proposals contained in the Project Strategy and Tender Decision Document; and

PC108/20d) To consider a quotation from Airway for the aircon maintenance contract.

In respect of both items, Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.

PC102/20 Chairs' Announcements – For information only

Chair noted that the Futures Working Party were investigating options with regard to Motor Vehicle Activated Signs. Plans are underway for inspections of roads and footpaths throughout the village. Reports to be made to County Highways via online reporting page. Public to be encouraged to report issues as well. County Cllr van de Ven will provide support for this initiative.

PC103/20 To approve the minutes of the Parish Council Meeting held on 11 January 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 11 January 2021 as an accurate record.

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

PC104/20 To report back on the minutes of the Parish Council Meeting held on 11 January 2021

There was nothing to report.

PC105/20 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.

Members of the public in attendance were invited to put questions to the meeting. No questions were forthcoming.

PC106/20 Melbourn Community Hub Expansion:

- a) To consider approving the proposals contained in the Project Strategy and Tender Decision Document

Chair introduced Tom Upcraft, project manager for the Hub Expansion Project. Mr Upcraft outlined his role in the project including preparation of schedule of works which had informed the budget. Mr Upcraft had also prepared the tender documentation. Key priority is to obtain best value.

Questions were invited from Cllrs:

A member queried the time scale of the project?

TU responded this would be 4-5 months.

A member noted that although Norburys would be supplying materials at very favourable rates, how were the amounts for other materials suppliers arrived at?

TU responded that the schedule of works and materials list had been drawn up at a very early stage. Quotes for materials had been obtained where possible. However, different options would be explored, such as off-site construction of timber panels. Cost is key but also expediency of supply. Initially, extraneous costs can be extracted but these can be added back if necessary.

A member noted that plumbing and heating costs had been obtained separately. Of the contractors who had supplied quotes for this element, who would Mr Upcraft recommend as this is not noted in his report?

TU responded that Brownstone would be his preferred contractor for plumbing and heating.

A member suggested that, for the benefit of members of the public, sources of funding for this project should be explained.

The project is to be funded from two sources:

- S106 monies from the TTP expansion - £96,704.05
- S106 monies already allocated for storage upgrade - £12,568.00
- Grant funding from Cambridgeshire County Council - £65,000.00

No precept monies to be allocated to the project.

A member noted that whilst there is a 30% contingency allowed for all elements of the project, how will the project be funded in the event of overspend?

TU responded that contractors are aware that this is a fixed budget. In addition, the level of contingency is very generous. Noted that any significant problems are most likely to be identified at the groundworks stage of the build, therefore providing an opportunity to review and resolve any difficulties at an early stage.

[19:50 Cllr Kent joined the meeting.]

A member noted that a 30% contingency is very generous. However, if necessary, further grant funding would be sought.

A member queried what would happen to unspent funds.

Response was that £65,000 grant funding must be spent within a specified time period so would be utilised first. S106 monies to extend and improve the Hub must be spent within 10 years.

Funding arrangements and contingency levels were discussed and noted that no precept monies will be made available to the project.

There was discussion as to the generous contingency built in to the budget. Cllrs noted confidence that sufficient provision was made to prevent further funds being needed.

TU also noted there will be pre-project meetings to rigorously consider how spending will be signed off; and that he would be based on-site for majority of the construction phase for regular meetings. Thus, any potential overspend will be quickly identified.

Proposals were considered for each of the recommendations made in the Project Strategy and Tender Decision Document as follows:

It was:

RESOLVED to appoint Jordan and Sons as the groundworks contractor for the Hub extension in accordance with their tender in the sum of £6,935.00.

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

It was:

RESOLVED to appoint Brownstone as the main contractor for the Hub extension (excluding groundworks, scaffold, landscaping and decoration) in accordance with their tender in the sum of £43,525.00

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

It was:

RESOLVED to appoint Royston Scaffold as the scaffolding contractor for the Hub extension in accordance with their tender in the sum of £2,550.00

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

It was:

RESOLVED to agree the sum of £39,615.00 for materials (which includes £10,915.00 for materials supplied by Norburys)

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

It was:

RESOLVED to agree a sum of £15,000.00 for plumbing and heating works and to appoint Brownstone as the plumbing contractor in accordance with their quote in the sum of £4,180.80.

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

It was:

RESOLVED to approve fees for professional services up to an amount of £11,100.00

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

It was:

RESOLVED to approve an amount for deferred elements of the project (landscaping, decoration) up to an amount of £3,900.00

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

It was:

RESOLVED to approve a contingency of 30% on all elements of the project in the amount of £31,118.00

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

Noted that the total budget for the Hub extension including a contingency of 30% across all elements of the project is £153,743.00.

- b)** To note an email decision re rerouting gas pipeline

This was noted.

PC107/20 HR Matters:

- a) To retrospectively note the resignation of Simon Crocker as Parish Clerk (effective 28 September 2020)
This was noted.
- b) To approve the appointment of Claire Littlewood as Parish Clerk (effective 29 September 2020)
It was:
RESOLVED to retrospectively approve the appointment of Claire Littlewood as Parish Clerk effective 29 September 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- c) To approve the appointment of Sophie Marriage as Assistant to the Parish Clerk (effective 5 October 2020)
It was:
RESOLVED to retrospectively approve the appointment of Sophie Marriage as Assistant to the Clerk effective 5 October 2020.
Proposed by Cllr Buxton, seconded by Cllr Barnes. All in favour.
- d) To note the resignation of Catherine Sharman as Timebank Coordinator (effective 21 January 2021)
This was noted with thanks to Cath Sharman for all her hard work in establishing the Timebank.
- e) To approve the appointment of Stephanie Trayhurn as Timebank Coordinator (effective 13 February 2021)
It was:
RESOLVED to retrospectively approve the appointment of Stephanie Trayhurn as Timebank Coordinator effective 13 February 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- f) To consider approving the revised Employee Appraisals Policy
Chair of the HR Panel updated the meeting on minor amendments to the Employee Appraisals Policy.
It was:
RESOLVED to approve the revised Employee Appraisals Policy.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- g) To receive any other updates and consider actions

PC108/20 Finance Matters:

- a) To receive and consider the monthly finance report
The report was noted.
- b) To receive and consider the approvals list for January 2021
A query was raised with regard to electricity charges for the pavilion (£567.38 for period 21/12/20-18/01/21). ACTION: Clerk to investigate further.
It was:
RESOLVED to approve the approvals list for January 2021.
Proposed by Cllr Cowley, seconded by Cllr Travis. All in favour.
- c) To consider a reduction in Melbourn Dynamos' annual payment
It was:
RESOLVED to approve reducing Melbourn Dynamos' annual payment for 2020/21 season by 50% to £1,100.00
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour. #
Noted that 2021/22 season fees to be reviewed in due course.

- d) To consider a quotation from Airway for the aircon maintenance contract
Two quotations were considered. A member queried if one annual inspection was sufficient. To be deferred until March for further consideration. ACTION: Clerk to seek advice from 4i Water Services.
- e) To note approval for repairs to underfloor heating at the Hub
This was noted.
- f) To note approval for repairs to the emergency lighting at the rear door of the Hub
This was noted.
- g) To consider any other updates and consider actions
Nothing to report.

PC109/20 Governance Matters:

Chair amended the order of the Agenda to receive District and County Cllrs' Report.

- f) To receive a combined report from the District and County Cllrs for Melbourn
District Cllr Hales noted his thanks to Cath Sharman for her valuable contribution to the MCCR. Members agreed with this sentiment and noted that Cath Sharman would continue to work with the Parish Council in her new role with the County Council. The report provides an update on Thakeham Development (PC113/20 below). Members were invited to email questions relating to the combined report to the Clerk for response by District and County Cllrs. The report was noted.

[District Cllr Hales left the meeting.]

- a) To note the Review of Internal Controls
This was noted.
- b) To note the Internal Auditor's mid-year report
The report was noted.
- c) To consider standardising staff salary payments starting new Financial Year
It was:
RESOLVED to standardise staff salary payments starting in the new financial year.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- d) To consider appointing Canalbs as Internal Auditor for 2021/22
It was:
RESOLVED to appoint Canalbs as Internal Auditor of 2021/22.
Proposed by Cllr Cowley, seconded by Cllr Davy. All in favour.

Noted that it is good practice to change Internal Auditors from time to time. ACTION: Clerk to start making enquiries as to alternative arrangements for 2022/23.
- e) To note an email decision re planned removal of speed bumps on New Road
This was noted.

PC110/20 Policies and Terms of Reference:

- a) To review List of Authorised Signatories
It was:
RESOLVED to approve the List of Authorised Signatories updated to include Cllrs Kent and Barnes.
Proposed by Cllr Hart, seconded by Cllr Kilmurray. In favour: Cllr Hart, Kilmurray, Travis, Buxton, Baker, Cowley, Davy, Clark. Abstain: Cllrs Barnes and Kent

PC111/20 Melbourn Timebank

- a) To receive any updates and consider actions

The report was noted. New Timebank Coordinator will attend the March meeting.

PC112/20 To consider the Parish Council's Statutory publishing obligations

Clerk reported that information required under Transparency Code 2015 will be published before year end.

PC113/20 Planning Matters :

To receive an update on the proposed Thakeham development

Update provided in District and County Cllrs Report (PC109/20 above).

Noted that Anthony Browne MP has sent out consultation leaflet to all residents in Melbourn. Members were urged to respond – <https://www.anthonybrowne.org/form/planning-survey>

PC114/20 To note the date of next meeting: 22 March 2021

Noted that the date of the next Parish Council meeting is 22 March 2021.

The meeting ended at 20:55

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



1731 Ltd
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Histon, CB24 9PW
United Kingdom

Hub Expansion - Project Strategy and Tender Decision Document.

A public tender process is part of a wider project management strategy to ensure that the expansion of Melbourn Community Hub is delivered efficiently, cost effectively and in a manner that upholds public expectations of fairness and transparency.

Having drawn up a detailed initial schedule of works and technical brief, we have undertaken an open tender process for the construction works required for the expansion.

It was the objective to gather as many quotations as possible for the works. This was within strict guidelines to allow easy comparisons, with the aim that all concerned are reassured that the best value is gained via a fair process. All quotes are available as support documents.

Project Context

The results of the tender process are included in this document. When reviewing these figures for decision making it may be useful to understand the key priorities and factors from a project delivery standpoint. These are:

- Delivery of the expansion works comfortably within the budget is the primary objective.
- Planning permission for the works expires on 22nd May 2021. In order to validate the planning permission a portion of the foundations must be completed and inspected as quickly as possible to avoid re-application.

Construction strategy

You will see from the attached information that there were 11 individual works schedules put out to tender and together they encapsulate the range of works required to complete the project.

This was to ensure maximum participation in the process and gain a thorough understanding of the rates for work locally, both from companies that specialise in one particular aspect of construction and also those who work across multiple disciplines and may wish to submit tenders for many or all of the works, essentially providing a price for the majority of the build as a continuous process.

It was also decided to require tenderers to price on the basis of the supplying labour and machinery only. This was clear after having compiled a full materials list and asked several local suppliers to provide quotations. It should be noted that the Melbourn based builders merchant **Norbury's** - who have previously offered the Parish Council goods and services on very favourable terms - agreed to supply as many materials for the project as possible at or near cost price. **This generosity has proven very beneficial to the project's budget and the rates offered by Norbury's are clearly advantageous in comparison to supply prices from other merchants' rates or contractor supplied materials.** For this reason the recommendations include **Norbury's as a 'given' contract element** and exclude the supply of materials from any of the tenderer options. Acceptable tenders are thus on a labour-only basis. Where Norbury's are unable to supply a particular item this will be sourced by the Project Manager at best value.

When looking at the range of tenders it is very important to consider both the overall cost and potential start dates - particularly in groundworks & foundation construction. This is not just in consideration of the planning permission constraint, but also the practical "flow" of the project. Hence the best value, with the earliest practical start date and the best chance of efficient and methodical progress for the build duration informs the decision.

For this reason it is my preference that, provided the two primary criteria of the project are met (overall cost & start date), as much of the core build schedule should be completed by as few companies as possible. This gives rise to two distinct phases, coupled with a few ancillary works:

Phase 1: Groundworks, foundation & floor construction.

Phase 2: Construction & alteration of structure, wall & roof covering & internal finishing.

This approach is advantageous, in my opinion, because using specialist contractor for below ground work enables a prompt start date. Using a single build phase contractor ensures maximum continuity throughout the project. This enables us to enter into detailed planning with them whilst work is already progressing on-site, without the inefficiencies of working with multiple contractors schedules, methodologies, giving a clear and uniform warranty on all works completed. It should also be noted that having received tenders, it was subsequently decided to remove the requirement to appoint a contractor for decoration on the basis that this work could be completed by volunteers. The requirement to appoint a landscaping contractor was also deferred to a point further on in the build process as the precise needs will be clearer then.

Trades/Services Acquired Separately: Other trades or services were also not included within the requested Phase 2 tendering process, with the following rationale:

- Plumbing is being quoted separately as the scope of this would be determined after discussion with contractors; the objectives can be achieved in different ways and after site assessment.
- Site Waste removal is a best managed as an on site activity as required.

Conclusion

I am pleased to conclude that, having reviewed the tendered documents, both the budget and timescale requirements can be met and we have a plentiful information and evidence to contextualise pricing as shown on the subsequent pages.

Bids received for full works tender.

<u>COMPANY</u>	<u>PRICE - EX VAT</u>
BROWNSTONE	£63,536.00
ASHTON	£103,120.00
STEVE ROLT	n/a
RWS	n/a
SARGEANT	£171,855.00

- Tenders received from Steve Rolt & RWS were rejected on the basis that they were marked as including materials.
- The tender from Sargeant was rejected on the basis of price and a suspicion that it includes material costs (although not requested).
- It should be noted that full works quotes included the labour & equipment costs for groundworks, foundations, structural floor, 1st fix construction, 2nd fix construction, roofing, electrics, drylining & plastering, decoration, scaffolding & landscaping - as stated above some aspects of the works have subsequently been removed. The above prices are 'as quoted' and before any such adjustment.

Brownstone has been contacted to find out some background information and find out availability. They would be able to complete groundworks in Mid March, their construction phase availability would be mid/late April

Ashton has been contacted to find out some background information and find out availability. They would be able to complete groundworks in late March and continue on continuously with the construction phase until completion.

Conclusion & Analysis

Brownstone is the obvious choice from a budget standpoint - along with their membership of the Federation of master builders, the government public works Trustmark scheme and an extensive list of references included in their tender - though their availability is not quite as prompt as I would desire. For that reason I have contacted those companies that submitted tenders for the groundworks & foundation works and checked their availability. These tenders are listed on the following page.

Bids received for groundworks & foundation.

<u>GROUND WORKS</u>	
ROMAN	£4,795.00
JW CLARKE	£6,300.00
JORDAN & SONS	£6,935.00
SARGEANT	£9,160.00
ASHTON	£9,760.00
CB GROUNDWORKS	£10,979.00
STEVE ROLT	n/a
BROWNSTONE	£12,244.00

Roman & JW Clarke are yet to respond to correspondence about availability. Jordan & Sons are available to start groundworks during the first week of March, the remaining companies appear to have poorer availability and/or will not complete the works as a separate element removed from their full works tender.

Scaffolding

Though a relatively minor portion of the project it should be noted that we received the following bids for scaffolding, those who submitted a full works tender included this cost in their bids. We had one competitive response from a stand alone scaffolding contractor as shown below.

<u>SCAFFOLDING</u>	
ROYSTON SCAFFOLDING	£2,550.00
STEVE ROLT	£2,661.00
SARGEANT	£3,200.00
BROWNSTONE	£3,850.00
ASHTON	£9,110.00

Recommendation

Based on the above information it is my recommendation that the parish council proceeds with the following specific appointments:

Groundworks - Jordan & Sons

Structural flooring, blockwork, 1st fix & 2nd fix carpentry, brickwork, roofing, cladding & external works, electrical works, boarding & skim tenders - **Brownstone**

Scaffolding - **Royston scaffolding**

Safeguarding & Overall budget

It has been made clear to all those that wish to be considered in the tendering process that:

- Tenders based off plan will not be considered for appointments, a site visit must have occurred.
- Contractors must have shown the necessary Professional Indemnity Insurance
- All works will proceed only on the basis that they have read and understand the schedule of works, what they are required to provide and the specification of the works. This will be authenticated via in person and remote meetings with project management, members of the parish council and the directors of the hub and will include the signing of contracts, working drawings and schedule of works.
- The project is working within a **fixed** budget and whilst there is a contingency within this budget it is to account only for reasonable, unforeseen and unexpected circumstances, **not** to absolve any appointed contractor in the event of mispricing works.

Project Costs – Explanation of Costing Format

The project costs are set out in the Table below. Costs can be considered in the following groups:

(a) Specific Contractor Quotes. A 30% Contractor Contingency has been added to this total.

(b) Material Supply Quotes. These comprise

- General building material supplies (Norburys)
- General Building supplies (other suppliers)
- Specialist Items e.g, Timber panels
- Site Management Items (e.g. spoil and waste)

A 30% contingency has been added to this total.

(c) Plumbing and Heating. Budget price drawn from contractor quotes but full comparison quotes still awaited.

(d) Professional Fees and Project Management

(e) Deferred Project Elements

Project Costs

Contractor Quotes			Costs
Groundworks	Jordan & Sons	£6935.00	
Core Contractor	Brownstone *	£43,525.00	
Scaffolding	Royston Scoffolding	£2,550.00	
Subtotal:			£53,010.00
Contractor Contingency @30%			£15,903.00
Material Supply			
Norbury	As Quote	£10,915.00	
Other Suppliers	As Quote	£15,000.00	
Timber Panels	As Quote	£4,500.00	
Joinery	As Quote	£6,500.00	
Concrete	As Quote	£1,500.00	
Waste Disposal	As Quote	£1,200.00	
Subtotal:			£39,615.00
Materials Contingency @30%			£11885.00
Plumbing and Heating	Some Quotes still Awaied		£15,000.00
Professional Services			
Relocate Gas Service	British Gas	£1,500.00	
Building Control Fees/Engineers	As Quote	£1,800.00	
Project Management	1731 Ltd	£7,800.00	
Subtotal:			£11,100.00
Services Contingency @30%			£3,330.00
Deferred Elements			
Decoration	Nil (local labour)		
Landscaping	Estimated + 30%		£3,900.00
Costs Grand Total Including 30% Contingency			£153,743.00

Reconciliation of Estimated Project costs vs Budget

Funds Available To This Project	£174,272
Costs with Contingency @ 30% (as above)	£153,743
Balance of Remaining Contingency to Project	<u>£20,529</u>

*** Note:**

The table above includes Brownstones' price for full works minus their individual tenders for groundworks, scaffolding, landscaping and decoration, as per the above explanation.

Quotations and Sums being proposed for Parish Council Approval:

1. Jordan and Sons Groundworks	£6,935.00
2. Brownstone as main contractor (less groundworks, scaffolding, landscaping & decoration)	£43,525.00
3. Royston Scaffolding	£2,550.00
4. Materials Supply	£39,615.00
5. Plumbing and Heating	£15,000.00
6. Professional Services	£11,100.00
7. Deferred Elements	£3,900.00
8. Total Contingency Allowance	£31,118.00
Total for approval	£153,743.00

Tom Upcraft
Director
1731 Ltd
Reg No. 11453158

<p>CLIENT: The Clerk, Melbourn Parish Council 30 High St, Melbourn, Royston SG8 6DZ</p>	<p>COMPANY & ADDRESS: JORDAN & SONS WARE, HERTS SG12 7HD</p>
<p>CONTACT: Parish Council office - 01763 263303 Project Management - contact@1731.co.uk</p>	<p>COMPANY NO: <input type="text"/></p> <p>VAT NO: <input type="text"/></p>
<p>NOTES: Tender deadline is Tuesday 16th December 2020 @ 12:00 hrs Please submit a tender only within this document, other forms of pricing will be dismissed, use the notes section for any elaboration or details. Tenders are non binding to either party without a written contract. Please see drawing pack provided, contact the project manager for additional information or clarification, any additional information supplied to one party will be made publicly available to all parties.</p>	

Project Elements	Description	Cost ex Vat
1	Locate utilities across site	
2	Level out working area	1,152
3	Set out foundation for new structures } Dig out for strip foundation - Assume 1000mm depth & 600mm width }	1,104
4		
5	Pour strip foundation	3,179
6	Install u/g RWP } Connect to existing system }	1,500
7		
Total ex VAT		<u>6,935</u>

Notes	<p>Please include the cost of all labour & machinery required for the above works referring to the plan pack provided.</p> <p>You are to provide all equipment required to complete the works including consumables, concrete & fuel.</p> <p>> The client will supply all materials required for shuttering and formwork including timber & fixings & any hired in forms.</p> <p>> The client will supply muck away & skip services through the project manager at your instruction.</p> <p>Please note there are 2 separate strip foundations, front & rear. Include prices for both.</p> <p>Please itemise the elements where possible, if that is not practical please include a total cost.</p> <p>If you wish to omit a project element from the total cost please indicate this in the element cost section.</p>
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Quotation

The Clerk Melbourn Parish Council 30 High St Melbourn Royston SG8 6DZ	Our Reference: HUB/0221/001 Job Reference: The Hub Drawing Reference: Please see 'Drawings issued' Date: 4 th February 2021
--	---

This quotation is for completing the job as detailed in drawings.

<u>DESCRIPTION</u>	<u>PRICE</u>
<p><u>Double storey front and rear extensions with internal alterations.</u></p> Labour & plant	£63,542.33
Sub Total	£63,542.33
VAT @ 20%	£12,708.47
Total	£76,250.80

Start date: TBC.

Estimated completion time: 12 -14 Weeks

This quote does not include: Please see 'The Hub – Details' document.

Any extras will need to be signed for if they arise and will be invoiced for when they are completed. This quotation is valid for 60 day from date above.

Vat Registration No: 222 0397 44





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Bill of Quantities

Work Section Bill of Quantities

Melbourn Parish Council – The Hub

Summary

Bill No. 1 Foundation, Drainage & Utilities – Inc Preliminaries	£12,244.89
Bill No. 2 Masonry & Floor structure	£3,696.93
Bill No. 3 First Fix Carpentry & Roof structure	£18,942.10
Bill No. 4 Second Fix Carpentry	£1,810.95
Bill No. 5 Other Brickwork	£1,113.14
Bill No. 6 Roof Covering	£6,420.28
Bill No. 7 Cladding & External Finishing	£2,813.97
Bill No. 8 Electrical	£3,931.48
Bill No. 9 Boarding & Plastering	£4,792.15
Bill No. 10 Decorating	£3,228.50
Bill No. 11 Landscaping	£689.76
Bill No. 12 Scaffolding	£3,858.18

Total exclusive of VAT

£63,542.33

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The Hub – Details

CDM (Construction Design and Management 2015)

Asbestos survey (properties pre 2000)

Principle designer

HSE F10 notification if required

Construction phase plan

Monthly inspection from Health and safety consultant.

Site fencing to secure working areas where required

Welfare facility

Quotation does not include:-

Supply of any materials other than concrete

Supply of any muck away or skips that may be required

Building control inspection fee

Alterations or relocation of services or service meters (gas, electric or water). To be carried out by service provider.

Asbestos removal if required.

All of the above can be added to the quotation but require a detailed specification to be provided.

Other notes

***Please note all stated prices are allowances and excluding VAT**

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Provisional Sum allowances

- N/A

Customer supplied materials

- All required materials – except concrete for foundations
- All skips and muck away as required

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Drawings Issued

Quote Ref: HUB/0221/001

AMA Chartered Architects

80133-2007 P1

P(0-) 001 & 101A

T(00) 101

T(2-) 101, 102, 110, 111, 112, 120 & 121

T(21) 110 & 111

T(22) 101

T(23) 101

T(27) 100, 111, 112 & 113

T(X-) 101, 102, 103, 120 & 121

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Customer Reference Details

Should you wish to speak to some of our previous customers, here are some contact details for some past completed projects

Current project

Mr and Mrs Thompson Single story rear extension and internal alterations Hitchin.

Completed projects

Mr & Mrs Key - 07792195894 Single story rear extension Royston.
Rev K Peacock - 07741628181 Major alterations and ensuite shower room Royston.
Mr & Mrs Clark – 07790640469 Single side & double story rear extension, loft conversion & complete refurbishment
Mrs Webber – 07940034411 Single story rear extension Royston.
Mr & Mrs Davies – 07546626295 Single story side extension Welwyn.
Mr Moore – 07508672911 Double and single story rear extension.
Mr & Mrs Bolton – 07971614614 Loft conversion and complete refurbishment of 6 bedroom house.
Mrs Watson – 07957489929 Double story side and single story rear extensions in Bassingbourn.
Mrs Williams – 07765891955 Single story rear extension. Hertford.
Mr Mainwaring – 07780670166 Single story rear extension, loft conversion and structural steel work Dunton.
Mr & Mrs A Miltiadou – 07765820501 New build detached dwelling in Cheshunt.

We have further references if required and also a portfolio of completed projects.





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07877 992123

CLIENT:	The Clerk, Melbourn Parish Council 30 High St, Melbourn, Royston SG8 6DZ
CONTACT	Parish Council office - 01763 263303 Project Management - contact@1731.co.uk

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Project Elements	Description	Cost ex Vat
1	Locate utilities across site	
2	Level out working area	
3	Set out foundation for new structures	
4	Dig out for strip foundation - Assume 1000mm depth & 600mm width	
5	Pour strip foundation	
6	Install u/g RWP	
7	Connect to existing system	
		<u>Total ex VAT</u> 12 244.89

Notes

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Please note there are 2 separate strip foundations, front & rear. Include prices for both.

Please itemise the elements where possible, if that is not practical please include a total cost.

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Additional Note:

Preliminaries have been added to this stage and included above.

(Total ex VAT £ 9603.37)

Health & Safety, welfare, Hoarding etc



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Project Elements	Description	Cost ex Vat
1	Set out of building front & rear	
2	Blockwork upto and including floor block	
3	Install vent bricks and DPC	
4	Install block and beam flooring	
5	Install insulation	
6	Lay floor screed	
		<u>Total ex VAT</u> 3696.93

Notes	<p>Please include the cost of all labour & machinery required for the above works referring to the plan pack provided.</p> <p>You are to provide all equipment required to complete the works including consumables & fuel.</p> <p>The client will supply all materials required to be ordered through the project manager.</p> <p>The client will supply muck away & skip services through the project manager at your instruction.</p> <p>Please note there are 2 separate structures, front & rear.</p> <p>Please itemise the elements where possible, if that is not practical please include a total cost.</p> <p>If you wish to omit a project element from the total cost please indicate this in the element cost section.</p>
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Project Elements	Description	Cost ex Vat
	Wall construction - Front & rear	
1	Remove existing external cladding on wall adjacent to new construction	
2	Set out sole plates for new construction	
3	Erect & anchor wall panels to first floor level	
4	Install 1st floor joists & deck	
5	Erect & anchor wall panels to roof plate level	
	Roof construction - Front & rear	
6	Construct main roofs on new construction using pre cut members - supplied by client	
7	Break into and fix to existing roof structure to for valleys & gulleys	
8	Erect lean to roofs using pre cut members - supplied by client	
9	Cover wall structure in breather membrane	
10	Make all ready for roofers.	
11	Install joinery - supplied by client	
12	Open up existing walls (former external, now internal) for make openings as per plans. No adjustments to existing structural elements required as per Stuc' Engineer's guidance Dec 2020	
13	Line formally clad walls with studwork for boarding	
14	10 man days labour bank to be drawn from - see notes (€250 per day = €2500)	
	Total ex VAT	18942.10

Notes

Notes:
New construction will be from 1220mmx2440mm (or smaller) panels made up of 145mmx45mm timber with 11mm OSB sheathing and PAR insulation already incorporated. The OSB is designed to lap over the adjacent panel to no sheathing will be required.

These panels will sit on a primary sole plate to be set out by the project manager and fixed by contractors. Panels will require anchoring to sole plate and then a lapping top plate to be installed spanning the panels.

All window, door and other joinery structural openings will be pre-configured into the panels.

Roof components will also be precut, as a cut roof configuration not as trusses. All roof components will be supplied, though some cutting to fit of valley rafters may be necessary.

A small mini crane will be available for the erection of the panels and movement of components up to the first floor. Once there the crane will be off-hired. Full scaffolding (3 lifts + apex) will be erected for the duration.

The carpentry contractor will be the largest and longest serving and most versatile of the contractors on-site. Under the instruction of the project manager you may be required to complete small additional tasks, please include as a separate line item the cost for 10 many days of additional labour which could be drawn from (with written agreement) through the duration of the project.

The client will be supplying all materials, fixings and consumables. Your price must include the labour cost and provision for any tools (owned or hired) that you will require for the duration of the build.

The client will supply muck away & skip services through the project manager at your instruction.

Please note there are 2 separate structures, front & rear.

Please itemise the elements where possible, if that is not practical please include a total cost.

If you wish to omit a project element from the total cost please indicate this in the element cost section.

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Project Elements	Description	Cost ex Vat
1	Install door linings, fit & swing doors c/w ironmongery	
2	Fit skirting in new construction	
3	Fit architrave	
4	Fix window boards	
		<u>Total ex VAT</u> 1810.95

Notes

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Project Elements	Description	Cost ex Vat
1	Construct facing brick plinth	
2	inc' tying to timber frame & telescopic vents	
Total ex VAT		1113.14

Notes

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Project Elements	Description	Cost ex Vat
1	Install membrane, battens & counter battens	
2	Fit slates to body of new roof & intersections	
3	Fit flashing inc' valley & gulley	
4	Complete infill slating, ridge, venting and verge	
		<u>Total ex VAT</u> 5420.28

Notes

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VAT NO:

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Project Elements	Description	Cost ex Vat
1	Install external joinery - both fixed & opening glazings	
2	Install cladding inc' horz' & vert' battens & brick flashing	
3	Install insect mesh, weather boards, cover boards, stops, reveals & corners	
4	Install fascia & soffit boards, down pipes & gutters	
		<u>Total ex VAT</u> 2813.97

Notes

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Project Elements	Description	Cost ex Vat
1	Install cables back to switch for :	
	19 Switched double sockets (11 Grd, 8 FF)	
	14 Data points (8 Grd, 6 FF)	
	3 Telecoms points (2 Grd, 1 FF)	
	3 TV points (2 Grd, 1 FF)	
	4 Fire exit lights (3 Grd, 1 FF)	
	6 Smoke/heat detectors link to system (4 Grd, 2 FF)	
2	Dado trunking for ~40m (see plans)	
3	2nd Fix of faceplates after plastering & decoration	
4	Please provide a nominal lighting fee for standard office lighting in new construction	
5	Testing & Certification	
		<u>Total ex VAT</u> 3931.48

Notes

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Project Elements	Description	Cost ex Vat
1	Board out all wall & ceiling services as per plans, 12.5mm walls 9mm on ceilings.	
2	Tape all joints & install all end & corner beads	
3	Skim all surfaces in 3mm Gypsum plaster	
4	Patch in any areas where new construction meets old	
		<u>Total ex VAT</u> 4792.15

Notes

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Project Elements	Description	Cost ex Vat
	1 Fill, caulk & sand wall and ceiling faces.	
	2 Fill, caulk & sand all woodwork.	
	3 Base coat x1 on all surfaces and woodwork	
	4 Top coat x3 on all surfaces and woodwork - Colour & Sheen TBC	
		<u>Total ex VAT</u> 3228.50

Notes

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Project Elements	Description	Cost ex Vat
	1 Remove any remains of building materials from lawn	
	2 Level out / infill damaged areas of lawn	
	3 Seed & protect	
		<u>Total ex VAT</u> 689.76

Notes

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The client will supply muck away & skip services through the project manager at your instruction.

Please note there are 2 separate structures, front & rear.

Please itemise the elements where possible, if that is not practical please include a total cost.

If you wish to omit a project element from the total cost please indicate this in the element cost section.



Your vision, our expertise. quality built to last

INFO@BROWNSTONEBS.CO.UK

WWW.BROWNSTONEBUILDINGSERVICES.CO.UK

07877 992123

CLIENT: The Clerk, Melbourn Parish Council
30 High St, Melbourn,
Royston SG8 6DZ

CONTACT Parish Council office - 01763 263303
Project Management - contact@1731.co.uk

NOTES: Tender deadline is Tuesday 16th December 2020 @ 12:00 hrs
Please submit a tender only within this document, other forms of pricing will be dismissed, use the notes section for any elaboration or details. Tenders are non binding to either party without a written contract.
Please see drawing pack provided, contact the project manager for additional information or clarification, any additional information supplied to one party will be made publicly available to all parties.

Project Elements	Description	Cost ex Vat
1	Install of Scaffold structure in areas shown, full plans in pack, to allow for access to external ground, 1st and roof structure & apex's. Hire period approximately 12 weeks.	
		Total ex VAT <u>3858.18</u>

Notes

Please include the cost of all labour & machinery required for the above works referring to the plan pack provided.

You are to provide all equipment required to complete the works including consumables & fuel.

The client will supply all materials required to be ordered through the project manager. Including scaffolding.

The client will supply muck away & skip services through the project manager at your instruction.

Please note there are 2 separate structures, front & rear.

Please itemise the elements where possible, if that is not practical please include a total cost.

If you wish to omit a project element from the total cost please indicate this in the element cost section.

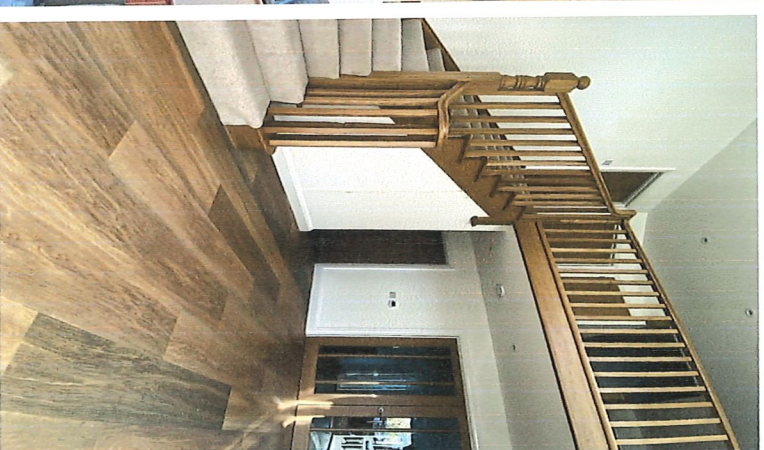
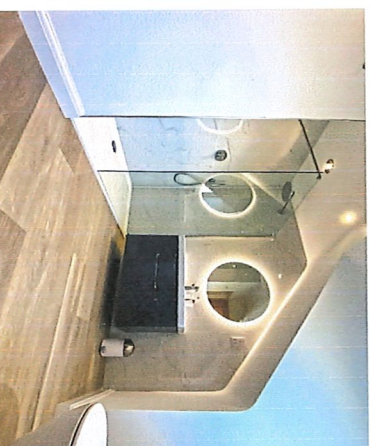
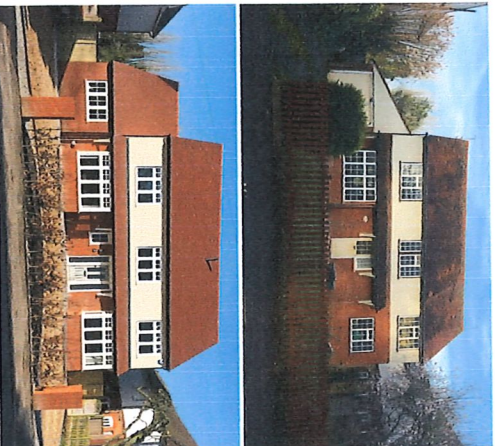
Broxbourne

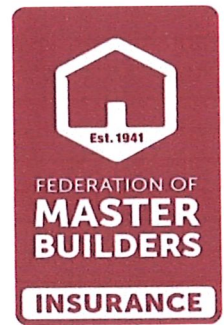
Extension and Refurbishment Project



Project Highlights

- Front, side and rear extensions
- Loft converted to 2 bedrooms and ensembles
- Garage converted to utility room
- Underfloor heating and flooring throughout
- Bespoke oak staircase
- All front and rear ground works, new drive and new rear patio
- Kitchen and 4 bathrooms installed





Contractors Liability Insurance Cover Summary

The Insured: Brownstone Building Services Ltd

Policy Number: SIEL20CL-000663

Starr International (Europe) Ltd (SIEL)

This summary is designed to provide Principals, Local Authorities and any other interested party with brief details of your insurance arrangements with Starr Internations (Europe) Ltd

Employers Liability:

Date of Commencement of Insurance:	30 September 2020
Date of Expiry of Insurance:	29 September 2021
Limit of Indemnity:	GBP 10,000,000.00
Indemnity to Principle:	Included

Public Liability:

Date of Commencement of Insurance:	30 September 2020
Date of Expiry of Insurance:	29 September 2021
Limit of Indemnity:	GBP 5,000,000.00
Indemnity to Principle:	Included

Subject to SIEL's standard policy wording, terms and conditions.

This summary does not fully detail the cover provided under this policy. Please ask your insurance advisor for further information and copies of your policy wording.



**Certificate of Employers'
Liability Insurance(a)**

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Assured employs persons covered by the Certificate.)

Policy Number: SIEL20CL-000663

ERN Number:

1. Name of Insured.	Brownstone Building Services Ltd
2. Date of commencement of insurance.	30 September 2020
4. Date of expiry of insurance.	29 September 2021

We hereby certify that subject to paragraph 2:-

- 1) Subject to the paragraph 2, the insurance to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies(b); and
- 2) the minimum amount of cover provided by this certificate is no less than £5,000,000

Signed on behalf of Starr International (Europe) Limited (Authorised Insurers)

Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the certificate covers the holding company and all its subsidiaries, or that the certificate covers the holding company and all its subsidiaries except any specifically excluded by name, or that the certificate covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c)** See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
- Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

YOUR FIRST CHOICE

There are so many great reasons to make FMB Insurance your first choice for all of your construction insurance requirements.

PEACE OF MIND

PEACE OF MIND AND REASSURANCE

Our comprehensive and specialist building guarantees will ensure all of your building work is adequately covered

A VAST CHOICE OF INSURANCE POLICY TYPES AND LENGTHS
We can assist in finding the right cover for you and tailor the policy to your needs

EFFICIENT AND ROBUST HELP IF THINGS GO WRONG

We operate efficient and robust claims and conciliation handling procedures - should anything go wrong

POLICIES UNDERWRITTEN BY WELL-RESPECTED INSURANCE COMPANIES

We only work with market-leading insurers

ACCESS TO EXPERT AND QUALIFIED SURVEYORS

With over 25 years experience, our surveyors will give you the excellent standard of care you deserve

A CONVENIENT ONLINE SERVICE

We'll give you a free quote and, if you're happy to go ahead with it, we'll immediately send your paperwork over electronically - simple!

COMPETITIVE PRICES THAT WON'T BREAK THE BANK

FMB Insurance provide you with the warranty cover you need, at a price you can afford



To get a quote on your insurance, get in touch with us today by calling 01353 652760, or visit us online at fmbinsurance.co.uk



Build Assure
Domestic and
Commercial
Warranties

fmbinsurance.co.uk

FMBIS12

[in](#) [f](#) [t](#) @FMBInsurance

Build Assure Domestic and Commercial Warranties

Build Assure Domestic and Commercial (D&C) Warranties are flexible insurance backed guarantees provided by FMB Insurance. They are specifically designed to provide you with complete peace of mind throughout the building process.

BUILD ASSURE D&C VALUE

An entry level product for those on a limited budget requiring cover for loss of deposit and/or liquidation during construction up to 10% of the insured value of the works.

BUILD ASSURE D&C 2

Suitable for smaller developments or those requiring a cost effective short term warranty solution. In addition to D&C Value, D&C 2* provides:

- ▶ Six months protection against structural defects or faulty workmanship resulting in your building failing to comply with regulations, codes of practice or matters which create a danger to the health and safety of the occupants as defined by the policy.
- ▶ Eighteen months protection against structural damage and water ingress relating to a load bearing element of the works, or other latent defects as defined by the policy.



REASSURANCE

BUILD ASSURE (D&C) 10

The flagship warranty providing cover to your development at similar standards to a new housing policy. In addition to D&C Value, D&C 10* provides:

- ▶ Two years protection against structural defects or faulty workmanship resulting in your building failing to comply with regulations, codes of practice or matters which create a danger to the health and safety of the occupants as defined by the policy.
- ▶ Four years protection against structural damage and water ingress relating to a load bearing element of the works, or other latent defects as defined by the policy.
- ▶ Eight years protection against structural damage and water ingress relating to a load bearing element of the works, or other latent defects as defined by the policy.



FEDERATION OF
**MASTERS
BUILDERS**

INSURANCE

**Policies
to suit
all needs**

fmbinsurance.co.uk

Find out more by visiting us online at www.fmbinsurance.co.uk

*Limits of liability may be restricted (please see policy for details).

How to choose the right builder.



Dear homeowner,

Choosing who builds or improves your home is an important decision. I hope this letter will give you assurance, and assist you to choose the right builder.

Unlike most people in my trade, I have achieved the status of **Master Builder**. This goes beyond "checked" or "rated" and demonstrates my company has been professionally vetted by the Federation of Master Builders (FMB), the UK's largest trade organisation in the building industry.

My Master Builder badge is a sign of trust, quality, protection, and experience.

Trust Choosing a builder is an act of trust. The FMB has been successfully bringing clients and builders together since 1941.

Quality There is no building more important than yours. That is why the FMB goes beyond simple checks and ratings, by professionally vetting members. I have passed their joining criteria.

Protection As a Master Builder, I can offer you warranty over my work through FMB Insurance Services. Free Contracts and a Disputes Service are available too.

Experience You want to build the best you can. So do I. And that is why, as a Master Builder, I abide by a unique Code of Practice so you can be assured you've chosen with confidence.

Finally, I can provide you with personal references and examples of my building projects, please ask me for more details, or you can check my membership at www.fmb.org.uk/checkamember

WHY I WILL BUILD BETTER FOR YOU AS A MASTER BUILDER

The Master Builder badge is recognised as the sign of building quality. To gain Master Builder status my company has been professionally vetted. I had to demonstrate a minimum of 12 months trading, have public and employers' liability insurance, and pass credit and director checks.

As a Master Builder:

- ✓ I have agreed to abide by FMB's Code of Practice.
- ✓ I can offer you a contract on the building project so we both know where we stand.
- ✓ I can offer you a warranty on any work I carry out through FMB Insurance Services – their policies are underwritten by Lloyds of London so you can be assured you're getting the cover you need.
- ✓ I have agreed to cooperate with the FMB Dispute Service, so should anything go wrong they can provide Alternative Dispute Resolution.
- ✓ I have Public and Employers liability insurance and passed credit and director checks on joining.

You can check my membership at www.fmb.org.uk/checkamember



◀ Look for the sign you can trust and make your building experience better.

**BUILD
BETTER**

www.fmb.org.uk



Need building work done?

A short guide for clients on the Construction (Design and Management) Regulations 2015



This is a web-friendly version of leaflet INDG411(rev1), published 04/15

This leaflet is aimed at you if you are a building owner, user or managing agent and are having maintenance, small-scale building work or other minor works carried out in connection with a business – as you will be a client with legal duties under the Construction (Design and Management) Regulations 2015 (CDM 2015).

Following the simple steps in this leaflet will help you meet your responsibilities as a client and ensure construction work and repairs are undertaken safely and without damaging worker's and other people's health.

What does CDM 2015 do?

Complying with CDM 2015 will help ensure that no-one is harmed during the work, and that your building is safe to use and maintain while giving you good value. Effective planning will also help ensure that your work is well managed with fewer unexpected costs and problems.

What do clients need to do?

Many clients, particularly those who only occasionally have construction work done, are not experts in construction work. Although you are not expected to actively manage or supervise the work yourself, you have a big influence over the way the work is carried out. Whatever the size of your project, you decide which designer and contractor will carry out the work and how much money, time and resource is available. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work.

CDM 2015 is not about creating unnecessary and unhelpful processes and paperwork. It is about choosing the right team and helping them to work together to ensure health and safety.

As a client, you need to do the following.

1 Appoint the right people at the right time

If more than one contractor will be involved, you will need to appoint (in writing) a principal designer and a principal contractor.

A principal designer is required to plan, manage and coordinate the planning and design work. Appoint them as early as possible so they can help you gather information about the project and ensure that the designers have done all they can to check that it can be built safely.

A principal contractor is required to plan, manage and coordinate the construction work. Appoint them as early as possible so they are involved in discussions with the principal designer about the work.

Getting the right people for the right job means your designers and your contractors need to have the skills, knowledge and experience to identify, reduce and manage health and safety risks. This is also the case if they are a company (known as having 'organisational capability' for the job). The designers and the contractors should be able to give references from previous clients for similar work and explain to you how they will achieve this.

Professional bodies can help you choose your architect and other designers. The Safety Schemes in Procurement (SSIP) website has lists of businesses which have been assessed on their health and safety management. A contractor may be a member of a trade association.

2 Ensure there are arrangements in place for managing and organising the project

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. Sometimes the work is complex and uses many different trades. Often it involves high-risk work such as the work listed in the bulleted list below. The principal designer should understand these types of risks and try to avoid them when designing your project. The principal contractor or builder should manage the risks on site.

These are the biggest causes of accidents and ill health in construction work, and your designer and contractor can manage the risks by doing the following.

- Falls from height:
 - Make sure ladders are in good condition, at a 1:4 angle and tied or footed.
 - Prevent people and materials falling from roofs, gable ends, working platforms and open edges using guardrails, midrails and toeboards.
 - Make sure fragile roof surfaces are covered, or secure working platforms with guard rails are used on or below the roof.
- Collapse of excavations:
 - Shore excavations; cover or barrier excavations to prevent people or vehicles from falling in.
- Collapse of structures:
 - Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person.
- Exposure to building dusts:
 - Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask.
- Exposure to asbestos:
 - Do not start work if it is suspected that asbestos may be present until a demolition/refurbishment survey has been carried out.
- Electricity:
 - Turn the electricity supply and other services off before drilling into walls.
 - Do not use excavators or power tools near suspected buried services.
- Protect members of the public, the client, and others:
 - Secure the site; net scaffolds and use rubbish chutes.

Discuss with your designer and builder before work starts and throughout the build how these risks are being managed.

3 Allow adequate time

Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

4 Provide information to your designer and contractor

Your designer and builder will need information about what you want built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage will help them to plan, budget and work around problems. Your principal designer can help you gather this information.

Putting together a 'client brief' at the earliest stages which includes as much information as you have about the project, along with the timescales and budget for the build and how you expect the project to be managed can help you to set the standards for managing health and safety.

5 Communicate with your designer and building contractor

Your project will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other.

During the design and planning stage, you, your designer and contractor need to discuss issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made.

Meeting with your designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety. This will help to ensure that the work progresses as planned.

6 Ensure adequate welfare facilities on site

Make sure that your contractor has made arrangements for adequate welfare facilities for their workers before the work starts. See the HSE publication *Provision of welfare facilities during construction work* (see 'Further reading').

7 Ensure a construction phase plan is in place

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and you should not allow work to start on site until there is a plan.

8 Keep the health and safety file

At the end of the build the principal designer should give you a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (or contractor if there is only one contractor) should do this. It is a record of useful information which will help you manage health and safety risks during any future maintenance, repair, construction work or demolition. You should keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

9 Protecting members of the public, including your employees

If you are an employer, or you have members of the public visiting your premises, you need to be sure that they are protected from the risks of construction work.

Discuss with your designer and contractor how the construction work may affect how you run your business, eg you may have to re-route pedestrian access; make sure signs to your entrance are clear; or change the way your deliveries operate.

10 Ensure workplaces are designed correctly

If your project is for a new workplace or alterations to an existing workplace (eg a factory or office), it must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992 (see 'Further reading').

Notifying construction projects

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf.

How can you find out more?

Your principal designer or principal contractor will be able to advise you on your duties.

Why you should comply with your duties as a client

If you do not comply with CDM 2015, you are likely to be failing to influence the management of health and safety on your project. This means that your project could be putting workers and others at risk of harm, and that the finished structure may not achieve good standards and be value for money.

If you don't appoint a principal designer or principal contractor you will be responsible for the things that they should have done.

Serious breaches of health and safety legislation on your construction project could result in construction work being stopped by HSE or your local authority and additional work may be needed to put things right. In the most serious circumstances, you could be prosecuted.

Fee for Intervention

HSE now recovers the costs of time spent dealing with material breaches of health and safety law. This is known as Fee for Intervention (FFI). FFI applies when an inspector finds something wrong that they believe is serious enough for them to write to you about. A fee is charged for the time spent by the inspector in sorting it out. Following the simple guidance in this leaflet may help you to avoid having to pay a fee.

Domestic clients

If you are having work done on your own home, or the home of a family member, and it is **not** in connection with a business, you will be a domestic client. The only responsibility a domestic client has under CDM 2015 is to appoint a principal designer and a principal contractor when there is more than one contractor. However, if you do not do this, (as is common practice) your duties as a domestic client are automatically transferred to the contractor or principal contractor. If you already have a relationship with your designer before the work starts, the designer can take on your duties, provided there is a written agreement between you and the designer to do so.

Further reading

CONIAC industry guides www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents

Construction phase plan (CDM 2015): What you need to know as a busy builder
Construction Information Sheet CIS80 HSE Books 2015
www.hse.gov.uk/pubns/cis80.htm

Managing health and safety in construction. Construction (Design and Management) Regulations 2015. Guidance on regulations L153 HSE Books 2015
ISBN 978 0 7176 6626 3 www.hse.gov.uk/pubns/books/l153.htm

Provision of welfare facilities during construction work Construction Information Sheet CIS59 HSE Books 2010 www.hse.gov.uk/pubns/cis59.htm

Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance L24 (Second edition) HSE Books 2013 ISBN 978 0 7176 6583 9 www.hse.gov.uk/pubns/books/l24.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: www.hse.gov.uk/pubns/indg411.htm.

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Your vision, our expertise, quality built to last

Quotation for Works

for

Melbourn Parish Council
(The Hub)

at

High Street, Melbourn
SG8





Your vision, our expertise, quality built to last

The Clerk
Melbourn Parish Council
30 High St
Melbourn
Royston
SG8 6DZ

8 February 2021

Reference: HUB/0221/001

Dear Sirs

Re: Your request for Building Quotation

As discussed please find enclosed a Quotation for the Building works you would like carried out at the above address.

Brownstone Building Services Limited is a member of The Federation of Master Builders, and can offer an insurance back warranty from Build Assure. Please visit the FMB website at www.fmb.org.uk for more information.

If you are happy with this quotation, please contact me to arrange a date to commence work, and finalise work schedule, Contracts and a payment schedule.

Please do not hesitate to contact me at any time, if you would like any alterations to this quotation.

We hope this is to your satisfaction and look forward to hearing from you.

Yours faithfully

Mr Chris J Brown





15th December 2020

Melbourn Community Hub

QUOTE

Ref. RSL679

Re: Scaffolding Works @ Melbourn Community Hub.

Good afternoon,

Thank you for your valued enquiry. We are pleased to submit this quotation for the scaffolding that you have requested.

The total price for the scaffolding in this quotation will be £2,550.00 including 12 weeks hire per item as described in the enclosed breakdown. After this period the total additional hire charge will be £76.50 per week or part thereof. All prices exclude VAT.

Please do not hesitate to contact us if you require further assistance.

Yours faithfully,

Elliott McGrath, MD

Item	Description	Hire Period	Tendered Price	Extra Hire
1	External independent	12 Weeks	£2,550.00	£76.50
2	7 Day inspections	12 Weeks	Included	£60.00 per 7 day inspection after the included 12 weeks
			<hr/> <hr/>	
			£2,550.00	

Royston Scaffolding Ltd, Yard 3, South Close, Royston Industrial Estate, Royston, Hertfordshire, SG8 5UH
Telephone: 01763 258505 Mobile: 07768 815539 Email: info@roystonscaffolding.com
www.roystonscaffolding.com

VAT Registration No: 312075249
UTR: 15843 15406

Company Registration No: 11625140 Registered address: 3 The Lanterns, 16 Melbourn Street, Royston, Hertfordshire SG8 7BX



Item No: 1 of 1	Item Name: External independent	Quantity: 1
-----------------	---------------------------------	-------------

Tube and Fitting Independent scaffolding for access.

The scaffolding includes brick guards on all boarded lifts.

The scaffolding will be built to the following dimensions:

	Length	Width	Lift Count
Independent 1			
Elevation 3	10.00 m	4 + 2 boards	1 lift
Elevation 2	14.50 m	4 + 2 boards	2 lifts + 1 gable lift
Elevation 1	10.00 m	4 + 2 boards	1 lift
Independent 2			
Elevation 1	10.00 m	4 + 2 boards	1 lift + 1 gable lift
Independent 3			
Elevation 1	10.00 m	4 + 2 boards	1 lift + 1 gable lift

Access

Independent 1 will include 3 ladder accesses built against the scaffold. Independent 2 will include 1 ladder access built from the ground.

Loading

Independent 2 will be constructed on a nominal 1.69m by 0.96m grid. All other listed scaffolds will be constructed on a nominal 1.96m by 0.96m grid.

The scaffolding will support the following maximum quantities of uniformly distributed lift loads:

- All listed independent scaffolds: 1 x 2.00 kN/m²; 1 x 1.00 kN/m²
- All inside boards: 2 x 0.75 kN/m²

These loads must not be exceeded.

Royston Scaffolding Ltd, Yard 3, South Close, Royston Industrial Estate, Royston, Hertfordshire, SG8 5UH
 Telephone: 01763 258505 Mobile: 07768 815539 Email: info@roystonscaffolding.com
 www.roystonscaffolding.com

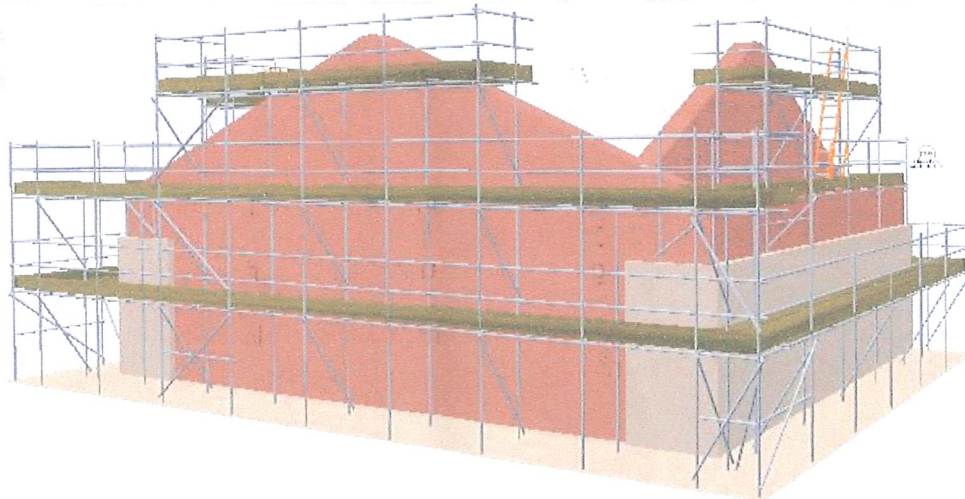
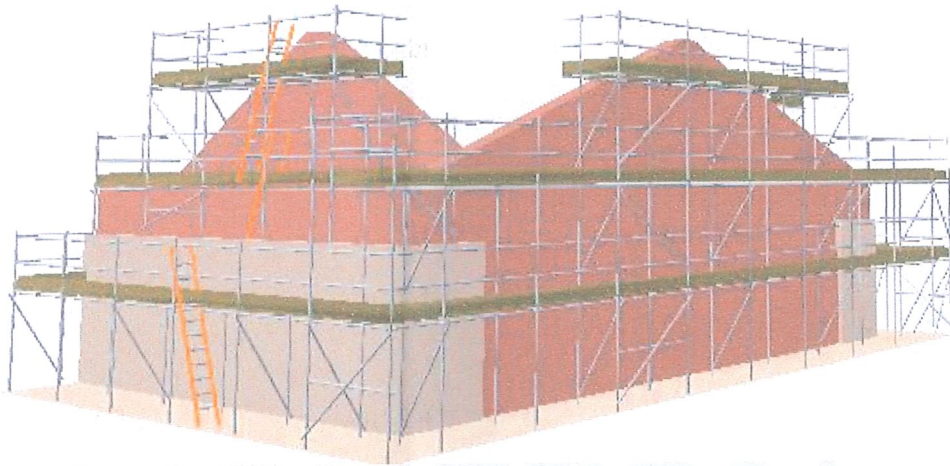
VAT Registration No: 312075249
 UTR: 15843 15406

Company Registration No: 11625140 Registered address: 3 The Lanterns, 16 Melbourn Street, Royston, Hertfordshire SG8 7BX

Price

Item Price	£2,550.00
Hire Period (in weeks)	up to 10 weeks
Extra Hire (per week or part thereof)	£76.50

All prices exclude VAT.



Royston Scaffolding Ltd, Yard 3, South Close, Royston Industrial Estate, Royston, Hertfordshire, SG8 5UH
Telephone: 01763 258505 Mobile: 07768 815539 Email: info@roystonscaffolding.com
www.roystonscaffolding.com

VAT Registration No: 312075249
 UTR: 15843 15406

Company Registration No: 11625140 Registered address: 3 The Lanterns, 16 Melbourn Street, Royston, Hertfordshire SG8 7BX

Norbury's Building & Landscape Supplies Ltd

1 London Way,
Melbourn
Royston, Hertfordshire
SG8 6DJ

Quote No. 5555

Tel : 01763 261740

VAT Reg No. : 852 9160 16

QUOTATION TO :

Cash Receipts

DELIVER TO :

DATE	EXPIRES	CUSTOMER ORDER NO.	PREPARED BY	ACCOUNT	CURRENCY
09/02/2021	11/03/2021		AL NORBURY	CASH	1

CODE	DESCRIPTION	QTY	PRICE	PER	NETT	VAT
SHEATH18	SHEATHING PLY 2440 X 1220 X 18MM	10.00	16.95		169.50	T1
SHEATH18	SHEATHING PLY 2440 X 1220 X 18MM	15.00	15.95		239.25	T1
TAN42	TANALIZED 47 X 100MM 4 X 2	48.00	1.70		81.60	T1
TFIX5X80	TIMBERFIX 360 5.0MM X 80	3.00	3.95		11.85	T1
CONSOLEA	CONCRETE 100MM SOLID BLOCK EACH	160.00	1.10		176.00	T1
C25	HANSON CEMENT 25KG (PLASTIC BAG)	20.00	3.25		65.00	T1
BUILDINGSAN	BUILDING SAND JUMBO BAG	1.00	26.00		26.00	T1
DPM425	DPM 4 X 25M 1200G	1.00	32.00		32.00	T1
CELOTEX70	PIR INSULATION BOARD 70MM	17.00	22.00		374.00	T1
SHARPSAND J	SHARP SAND JUMBO BAG	4.00	26.00		104.00	T1
C25	HANSON CEMENT 25KG (PLASTIC BAG)	60.00	3.25		195.00	T1
ENGREDEACH	ENGINEERING BRICK CLASS B RED EACH	400.00	0.30		120.00	T1
BUILDINGSAN	BUILDING SAND JUMBO BAG	3.00	26.00		78.00	T1
C25	HANSON CEMENT 25KG (PLASTIC BAG)	60.00	3.25		195.00	T1
TAN62	TANALIZED 47 X 150MM 6 X 2	456.00	2.50		1,140.00	T1
OSB18	STERLINGBOARD / OSB3 2440 X 1220 X 18MM	30.00	14.50		435.00	T1
TAN82	TANALIZED 47 X 200MM 8 X 2	288.00	3.25		936.00	T1
TAN82	TANALIZED 47 X 200MM 8 X 2	120.00	3.25		390.00	T1
VENT350	VENT 3 CLASSIC 1 X 50M	2.00	32.95		65.90	T1
NAILFIRE901000	NAILFIRE COLLATED NAILS, HANDY PACK 90X3.1MM 1000 + 1 FUEL CELL (SMOOTH SHAN	20.00	25.95		519.00	T1

Norbury's Building & Landscape Supplies Ltd

1 London Way,
Melbourn
Royston, Hertfordshire
SG8 6DJ

Quote No. 5555

Tel : 01763 261740

VAT Reg No. : 852 9160 16

QUOTATION TO :

Cash Receipts

DELIVER TO :

DATE	EXPIRES	CUSTOMER ORDER NO.	PREPARED BY	ACCOUNT	CURRENCY
09/02/2021	11/03/2021		AL NORBURY	CASH	1

CODE	DESCRIPTION	QTY	PRICE	PER	NETT	VAT
NAILFIRE651000	NAILFIRE COLLATED NAILS, HANDY PACK 65X2.9MM 1000 + 1 FUEL CELL (RING SHANK)	20.00	22.95		459.00	T1
VENT350	VENT 3 CLASSIC 1 X 50M	2.00	32.95		65.90	T1
TB2538	TILE BATTEN 25 X 38MM	357.00	0.36		128.52	T1
30MMALLY	ALUMINIUM CLOUTS 30MM 1KG	20.00	5.00		100.00	T1
PSE61	PSE 25 X 150MM 6X1	336.00	1.95		655.20	T1
PSE21	PSE 25 X 50MM 2X1	336.00	0.65		218.40	T1
NAILFIRE651000	NAILFIRE COLLATED NAILS, HANDY PACK 65X2.9MM 1000 + 1 FUEL CELL (RING SHANK)	10.00	22.95		229.50	T1
P522	P5 T/G CHIPBOARD 2400 X 600 X 22MM	15.00	8.50		127.50	T1
PB241212	PLASTERBOARD 2400X1200X12.5MM 8X4 SQUARE EDGE	55.00	5.75		316.25	T1
MULTI	MULTI FINISH 25KG	20.00	6.25		125.00	T1
SKIMB24	SKIM BEAD 2.4M	50.00	0.95		47.50	T1
SKIMSTOP	SKIM STOP 2.4M	50.00	1.05		52.50	T1
COLLATED42	FORGEFIX 42MM COLLATED SCREWS BOX	5.00	11.50		57.50	T1
MISC	4.4m 120mm Bullnose mdf skirting	1.00	7.50		7.50	T1
BULLNSKI14X68	MDF BULLNOSE SKIRTING 14.5 X 68MM	4.40	0.95		4.18	T1
CELOTEX70	PIR INSULATION BOARD 70MM	60.00	22.00		1,320.00	T1
CELOTEX90	PIR INSULATION BOARD 90MM	50.00	32.95		1,647.50	T1

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Melbourn
Royston, Hertfordshire
SG8 6DJ

Quote No. 5555

Tel : 01763 261740

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QUOTATION TO :
Cash Receipts

DELIVER TO :

DATE	EXPIRES	CUSTOMER ORDER NO.	PREPARED BY	ACCOUNT	CURRENCY
09/02/2021	11/03/2021		AL NORBURY	CASH	1

CODE	DESCRIPTION	QTY	PRICE	PER	NETT	VAT
------	-------------	-----	-------	-----	------	-----

VAT BREAKDOWN			
	NETT	RATE %	AMOUNT
T1	10,915.05	20.00%	2,183.01

NETT	10,915.05
VAT	2,183.01
TOTAL	13,098.06

Added 16/2/2021

Bill No. 13

Melbourn Community Hub Extension

Plumbing and Heating Specification

Expansion to existing UFH system to cover an additional 21m² across multiple rooms ground floor. Wall hung radiators upper floor.

Fit out of new bathroom including pipework and plumbing for;

1 x Concealed cistern & bowl

1 x Sink

Tiled Splash-back allow 2m²

Wastes to be installed during construction into existing connection points.

External cold water service point to front of building

Total Ex VAT £4,180.80

DRAWINGS ATTACHED:

Note :

The Client to Supply all Materials



Your vision, our expertise, quality built to last

INFO@BROWNSTONEBS.CO.UK

WWW.BROWNSTONEBUILDINGSERVICES.CO.UK

07877 992123

POLICY AND PROCEDURE: STAFF APPRAISALS

PURPOSE: To set out the policy and procedure for the systematic and regular review of employee progress and performance through management appraisal.

SCOPE: All staff employed by Melbourn Parish Council. This policy and procedure does not apply to service providers or contractors.

POLICY:**1. Principles:**

1.1 This document is based on templates available from ACAS, reference numbers B – 04 and B – 06.

1.2 An appraisal is a structured conversation between the employee and his or her manager, that takes place either as a check on progress following first employment, or as routine and regular monitoring of an employees' work and work context during employment. Appraisals will be recorded in writing, agreed by both parties, and become part of the employee's personal record.

1.3 Appraisals have two main objectives:

- (a) For the appraising employer to objectively assess the contribution made by the appraisee and to identify any necessary support required (e.g. training) should problems or obstacles to performance be identified.
- (b) To provide the employee (appraisee) with a non-threatening and supportive environment in which to voice and discuss achievements, together with concerns, difficulties or other factors that can help him or her carry out the role more effectively.

1.4 Employees due for appraisal must be given a proper opportunity to prepare for the interview and participate in agreeing a time and date that are suitable.

1.5 It is important that all employees are familiarised with the purpose of appraisals and understand these are intended as a constructive process where the best interests of both employer and employee are upheld.

1.6 If, after the appraisal, a need for resources such as training or special equipment is identified, it is the responsibility of the employer to provide these in a timely fashion.

1.7 If, after the appraisal, there is a need for changes to employee behaviour, such changes will be clearly defined by the employer. It is then the responsibility of the employee to make the necessary changes.

1.8 Appraisal outcomes will be formally assessed in terms of overall employee performance as either (a) *Standard Performance* or (b) *Less than Standard Performance with development needs*.

1.9 It is the expectation that, if necessary following on or off the job training, all employees will reach Standard Performance.

1.10 An employee may in rare circumstances not respond to normal training and development measures, and remain at a less than Standard Performance. As a last resort the Employee Capability Policy and Procedure (5.06) will be instigated in an attempt to resolve the difficulties.

2 Procedure:

❖ For New Employees

2.1 On employment with the Parish Council the new employee contract will clearly state that a performance review and appraisal will be carried out on or before the first six months service point. Some specific goals or targets might be set on employment that will also be reviewed at the initial appraisal, although the setting of goals is dependent on circumstances and the role to be filled. The first six months therefore operates as an employment probationary period.

Appraisals will be carried out according to the policy guidelines as set out in Section 1 above.

2.2 Subject to a satisfactory initial appraisal review (Standard Performance) the employee contract status will be confirmed as permanent.

2.3 If the review shows a less than Standard Performance the appraising manager will decide if employment should continue. Agreed steps can be taken to develop the employee so that Standard Performance is reached. In these circumstances the probation period can be extended. Alternatively, a decision could follow that the employment is terminated at the six-month point.

❖ **For Permanent Employees**

2.4 Permanent employees will receive an appraisal opportunity at least annually, coupled with the objective of a supplementary general progress review at each mid-year point.

The annual appraisal will be carried out according to the policy guidelines as set out in Section 1 above.

❖ **The Appraisal Process**

2.5 A mutually agreeable date for appraisal must be set between the appraising manager and the employee. Normally at least two weeks notice should be given to the employee in order that time is allowed for thought and preparation; thoughtful pre-planning will improve the quality of any discussions.

2.6 The manager should offer the employee the Self Appraisal Form (A) (see appendix) for use as a framework for preparing for the Appraisal. Form (A) invites the employee to check that basic employment documentation is satisfactory and up to date, and provides a framework that can be used for discussion of achievements and issues. It is not mandatory that Form (A) is completed, but it is available and should be considered.

2.7 If completed, it is recommended that a copy of Form (A) is given to the appraising manager prior to the Appraisal so that any preparation or helpful research can be carried out in advance (e.g. possible need for training courses or equipment purchase). However, this option is the choice of the appraisee. If a copy of the completed Form (A) is provided to the manager it will be treated in complete confidence.

2.8 The Appraisal session is normally conducted as a one-to-one confidential conversation between the manager and the appraisee. With the consent of the employee a member of the Parish Council HR Panel can also be present in support of both manager and employee.

2.9 At the Appraisal the appraising manager will review with the employee all the important aspects of the job and how it is performed. This will include both planned and unplanned goals and achievements, together with requirements such as training and any operating constraints.

2.10 Employee Appraisal Record Form (B) (see appendix) will be used to record the outcome of the discussions.

2.11 New goals will normally be discussed and agreed, with timescales for completion for monitoring at future Appraisal meetings. For certain job types goal setting may not be appropriate.

2.12 After the completion of the Appraisal session the manager will complete a fair copy of Form (B) and discuss and agree the findings with the HR Panel, together with the Assessment Level and Performance recommendation.

2.13 After agreement of the draft Appraisal Record Form (B) with the HR Panel the Draft Form (B) will be given to the employee for comment and agreement. Any corrections of fact will be made to the form and, when both parties agree the content, they will sign and date two copies as approved.

2.14 One copy of the form will be placed in the employee's personal file and a second copy given to the employee for reference.

2.15 Employee Appraisal Record Form (B) when completed is a confidential document and is only shared with members of the HR Panel for information. Other Parish Councillors are not permitted to see the information.

2.16 Appraisal outcomes are not linked to pay and pay scales. However, if as a result of the Appraisal process persistent difficulties arise with performance or employee capability, further action may be taken through the Employee Capability Policy and Procedure (5.06).

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 22 February 2021

Review Policy: Every 12 months

Appendix

Melbourn Parish Council

Self appraisal Form (A)

Name

Job Title

Date of appraisal __/__/____

Purpose of the Appraisal Meeting

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

- (a) The main scope and purpose of your job
- (b) Agreement on your objectives and tasks
- (c) Standards or targets for measuring your performance
- (d) Your training needs and future prospects

You can prepare for the meeting and discussion by completing this form.

You may show this form to your manager. This will give him or her time to consider your problems and suggestions. If you do so, it will not be copied or filed without your permission.

If you prefer, you can use this form for your own guidance only, and not show it to anyone.

You will be given the opportunity to read the appraisal form prepared by your manager; you will be able to add your comments, and sign the appraisal form.

Bring to the appraisal meeting:

- your current job description
- your current action plan (unless this is your first appraisal or have no pre-agreed action plans)

Self appraisal

Name

1. Circle appropriate answers, and comment below

(a) Do you have an up-to-date job description? Yes No

(b) Do you have an up-to-date action plan? Yes No

(c) Do you understand all the requirements of your job?
 Yes No

(d) Do you have regular opportunities to discuss your work, and action plans?
 Yes No

(e) Have you carried out the improvements agreed with your manager that were made at the last appropriate meeting?
 Yes No

Note: If this is your first appraisal please ignore question 1(e)

2. What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)? Have you made any innovations?

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control that prevented you from performing effectively?

.....

4. What parts of your job, do you:

(a) do best?

.....

(b) do less well?

(c) have difficulty with?

.....

(d) fail to enjoy?

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

.....

6. Can you suggest training that would help to improve your performance or development?

.....

7. Additional remarks, notes, questions, or suggestions

.....

Melbourn Parish Council

Employee Appraisal Record Form (B)

Employee's name:	
Job title:	
Date of engagement:	
Manager:	
Date of meeting:	
<p>Current performance</p> <p>Assessment and record of any specific objective set or significant tasks undertaken since the last Appraisal</p> <p>This section should be used to record discussion on the key areas of the job, and include a summary of achievements.</p>	
<p>Objective/Competence/Task 1:</p> 	
<p>Objective/Competence/Task 2:</p> 	

Objective/Competence/Task 3:**Development Summary and identified training needs**

This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.

These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.

Other areas of discussion

This section should record any other points raised at the appraisal meeting.

<p>Assessment Level</p> <p>This is based on general performance over the year and an assessment of any other objectives achieved.</p>	
<p>Standard performance</p> <p>(Expectations met and competencies fully demonstrated at required levels) Note: Further training may still be worthwhile.</p>	
<p>Less than standard performance with development needs</p> <p><i>(Some expectations met but development required to fully meet all objectives)</i></p>	
Employee's signature:	
Appraiser's signature:	
Date:	
<p>One copy of this completed form will be kept by the appraisee and one in the employee's personnel file. Document Version 2</p>	

Melbourn Parish Council Financial Budget Comparison

Ten Months Ended 31st January 2021

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	£2,496.55	£326.55
101 Allotment Insurance Premiums	£0.00	£0.00	£320.00	£320.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation	£6,020.00	£0.00	£6,665.27	£645.27
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£2,365.00	-£635.00
Total Cemeteries	£3,000.00	£0.00	£2,365.00	-£635.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,520.00	£0.00	£90.00	-£2,430.00
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	£1,632.40	-£2,887.60
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	£3.36	-£196.64
460 Miscellaneous Income	£0.00	£0.00	£45.00	£45.00
480 Insurance Claims	£0.00	£0.00	£0.00	£0.00
485 Feed In Tariff	£0.00	£0.00	£1,054.96	£1,054.96
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	£00.00	£278,500.45	£9,630.45
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	£21,666.70	-£4,333.30
Total Rental Property	£26,000.00	£0.00	£21,666.70	-£4,333.30
Melbourn Area Youth Development				
950 MAYD Partner Contributions	£0.00	£2,057.00	£2,057.00	£0.00
Total Melbourn Area Youth Development	£0.00	£2,057.00	£2,057.00	£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 Extensions	£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	£164,853.21	£475,683.03	£2,419.82

Melbourn Parish Council Financial Budget Comparison

Ten Months Ended 31st January 2021

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	£820.52	£859.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£7,350.00	£0.00	£6,477.97	£872.03
1150	Stockbridge Meadows	£970.00	£0.00	£344.00	£626.00
1200	Grass Cutting Contract	£8,590.00	£0.00	£5,602.50	£2,987.50
1300	Public Open Space Maintenance Contract	£7,000.00	£0.00	£6,075.00	£925.00
Total Conservation		£25,590.00	£0.00	£19,319.99	£6,270.01
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£5,469.24	£-424.24
2100	Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£4,058.30	£1,441.70
Total Cemeteries		£10,545.00	£0.00	£9,527.54	£1,017.46
Play Areas & Recreation Grounds					
3000	Play Areas	£3,025.00	£0.00	£1,510.00	£1,515.00
3200	Recreation Grounds	£12,480.00	£0.00	£9,924.39	£2,555.61
3400	Pavilion	£9,970.00	£0.00	£4,294.36	£5,675.64
Total Play Areas & Recreation Grounds		£25,475.00	£0.00	£15,728.75	£9,746.25
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	£1,492.68	£1,407.32
4500	Insurances	£7,400.00	£0.00	£7,562.00	£-162.00
4700	Membership of Societies	£1,300.00	£0.00	£1,058.09	£241.91
4900	Parish Clock	£200.00	£0.00	£343.00	£-143.00
5000	Parish Office, IT & Contractors	£24,790.00	£0.00	£19,923.17	£4,866.83
5100	Salaries, NI & Pensions	£75,000.00	£0.00	£60,077.32	£14,922.68
5300	Sundry Expenses	£234.00	£6,000.00	£6,052.00	£182.00
5400	Training	£1,500.00	£0.00	£535.00	£965.00
5700	Pension Scheme Charges	£435.00	£0.00	£360.00	£75.00
5900	Bank Charges	£200.00	£0.00	£150.45	£49.55
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	£6,169.14	£8,390.86
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,054.96	£-1,054.96
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	£12,609.60	£-12,609.60
6600	Timebanking Expenses	£600.00	£0.00	£373.70	£226.30
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	£13,374.21	£275.79
Total Finance & General Purpose		£213,800.00	£6,710.00	£188,350.12	£32,159.88

Melbourn Parish Council Financial Budget Comparison

Ten Months Ended 31st January 2021

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	£2,038.25	£-238.25
Total Highways	£2,000.00	£0.00	£2,038.25	£-38.25
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	£28,213.79	£28,213.79	£0.00
9601 Community Benefit Donations S137	£0.00	£3,000.00	£3,000.00	£0.00
Total Community Benefit	£0.00	£31,213.79	£31,213.79	£0.00
Section 106 & Other Capital Grants				
1400 S106	£0.00	£12,020.57	£12,020.57	£0.00
1405 Community Capital Fund Grant - Hub Extension	£0.00	£2,881.42	£2,881.42	£0.00
Total Section 106 & Other Capital Grants	£0.00	£14,901.99	£14,901.99	£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	£54,381.78	£284,298.31	£50,943.47
Total Income	£308,410.00	£164,853.21	£475,683.03	£2,419.82
Total Expenditure	£280,860.00	£54,381.78	£284,298.31	£50,943.47
Total Net Balance	£27,550.00		£191,384.72	

Bank Balances at 31st January 2021

Ordinary Accounts

Current Account Unity	£235,600.39
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 **£624,431.38**

At the date of this report, the January bank reconciliations were with Cllr Kent for checking.

Melbourn Parish Council Finance Report 31st January 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st January 2021. 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 ten month stage there are no major concerns about the budget although there are some areas where there have been significant variations from budget (see explanations below). It is anticipated that MPC will be able to make the budgeted contributions to reserves at the end of the financial year. The impact of the Covid-19 pandemic on the Council's finances is under constant review and there are still uncertainties surrounding this. Income from match fees and recreation ground hire will be much lower than budgeted this year due to Covid restrictions and social distancing measures. However, a large new booking for the Pavilion will offset this. 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 has been partially offset by three external grant awards. MCCR activity was wound down during July but support to residents has recently been restarted in a reduced capacity. This activity may need to increase if required. The Hub was closed until late July due to Covid-19, was re-opened, but has since closed again in line with lockdown restrictions. 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 (although probably not this financial year). Costs of safety screens to allow the Hub to re-open were unbudgeted (£2,380).

Variations from Budget

Income:

Allotment Rent – this is above budget as a rental increase was agreed by MPC on 27/07/20.

Match fees/recreation ground hire – these budget headings will be significantly down due to Covid-19 restrictions on organised sport and events.

Pavilion Hire – a new regular booking means that this budget heading will significantly exceed budget. However, as MAYD have not been able to use the Pavilion for youth club activities, the budgeted £1,000 recharge cannot be made.

Interest Receivable – this will be significantly below budget due to a fall in interest rates to a historic low.

MCCR – MPC was successful in obtaining £7,165 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 was 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). A further grant of £400 was received from SCDC for Covid-related expenses.

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.

Cemeteries – MPC approved £1,840 for hedge reduction in Orchard Road cemetery which was unbudgeted. Although there are likely to be some cost savings in other parts of the cemeteries budget, overall there is expected to be an overspend on this budget heading.

Pavilion – the budget included £2,000 for external redecoration which is unlikely to be spent this year. It is probable that this funding will be ring-fenced at the year end and carried forward to next year.

Audit, legal & professional – the budget included £1,000 for professional VAT advice which was not needed (advice obtained free)

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).

Melbourn Parish Council Finance Report 31st January 2021 (continued)

Parish Office, IT and contractors- there are expected to be budget savings for litter picking and also for Parish Office IT costs. A new desktop purchase has been postponed until next year.

Salaries, NI & Pensions – there should be budget savings of around £2,000 due to changes in staffing structure and employees leaving during the financial year

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

Community Hub maintenance – several projects that were anticipated to take place this year will now not happen until next year. Unused funds are expected to be ring-fenced at the year end and carried forward to next year.

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 (since repaid – see MCCR 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. MPC also paid over the £400 grant from SCDC plus an additional £450 (approved on 23/11/20) to MCCR in January to cover volunteer costs in the later lockdowns. Total MCCR costs should be considered net of MCCR income shown in the income section (net costs are currently £3,295). Street lighting – CCC are no longer administering the street lighting contract and this has been taken over by MPC. A large final bill of £888 from CCC means that this budget heading is expected to be overspent by around £700 this financial year.

G van Poortvliet
RFO – Melbourn Parish Council

17th February 2021

Melbourn Parish Council

Expenditure transactions - approval list 22nd February 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice Date	Details	Cheque
4055	BACS2102 23BB	£500.00	£0.00	£500.00 27/01/21	Ben's Barn - Plot clearance 13b, St. George's Allotments	£500.00
		£500.00	£0.00	£500.00	Ben's Barn - Total	
4068	DD200217 BGASWSH OP	£10.65	£0.51	£10.14 03/02/21	British Gas - Workshop Electricity 01/001-31/01/21 actual	£10.65
4037	DD210204 BGASPAV	£567.38	£94.56	£472.82 18/01/21	British Gas - Pavillion Electricity - 21/12/20- 18/01/21 actual	£567.38
		£578.03	£95.07	£482.96	British Gas - Total	
3773	DD210208 CWBWS	£6.00	£0.00	£6.00 08/07/20	Cambridge Water Business - Water services car park workshop Feb 2021	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total	
4069	BACS2102 23CANALBS	£159.25	£0.00	£159.25 28/01/21	Canalbs Ltd - Internal audit mid year visit - Jan 2021	£159.25
		£159.25	£0.00	£159.25	Canalbs Ltd - Total	
4060	DD210201 DVLA	£23.18	£0.00	£23.18 01/02/21	DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total	
4077	DD210119 EON	£8.91	£0.42	£8.49 30/01/21	e.On - Electricity - Orchard Road Cemetery 28/12/20- 28/01/21	£8.91
		£8.91	£0.42	£8.49	e.On - Total	
4063	DD210215 HAVEN	£7.18	£0.35	£6.83 01/02/21	Haven Power - Street lighting - unmetered supply 01/01- 31/01/21	
4064	DD210215 HAVEN	£126.55	£6.03	£120.52 01/02/21	Haven Power - Street lighting - unmetered supply 01/01-- 31/01/21	
4065	DD210215 HAVEN	£2.50	£0.12	£2.38 01/02/21	Haven Power - Street lighting - unmetered supply 01/01- 31/01/21	£136.23
		£136.23	£6.50	£129.73	Haven Power - Total	
4049	BACS2102 23H&CGM	£487.00	£81.17	£405.83 29/01/21	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Jan 2021 (1/12 x annual contract)	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list 22nd February 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice Date	Details	Cheque
4050	BACS2102 23H&CGM	£906.00	£151.00	£755.00 29/01/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Rec grounds Feb 2021 1/12 contract)	
4051	BACS2102 23H&CGM	£552.00	£92.00	£460.00 29/01/21	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Feb (1/12 annual contract)	
4052	BACS2102 23H&CGM	£747.00	£124.50	£622.50 29/01/21	Herts & Cambs Ground Maintenance Limited - Verges cutting - Jan 2021 1/12 contract)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
4070	BACS2102 23LUCID	£126.60	£21.10	£105.50 01/02/21	LUCID Systems - Covered agreement - Mar 2021	£126.60
		£126.60	£21.10	£105.50	LUCID Systems - Total	
4066	BACS2102 23BRIERLEY	£82.69	£0.00	£82.69 03/02/21	Maureen Brierley - Reimburse interlocking grass matting for repair to bank of river Mel	£82.69
		£82.69	£0.00	£82.69	Maureen Brierley - Total	
4058	BACS2102 23HUB	£1,888.39	£314.73	£1,573.66 01/02/21	Melbourn Community Hub Management Group - Marquee Tent, flooring and guttering	£1,888.39
		£1,888.39	£314.73	£1,573.66	Melbourn Community Hub Management Group - Total	
4053	DD210201 NOW	£43.20	£7.20	£36.00 01/02/21	Now Pensions - Employer Service Charge	£43.20
4076	BACS2102 23RICOH	£252.71	£42.12	£210.59 04/02/21	Ricoh UK Limited - Photocopier rental 01/02/21-30/04/21 plus printing charges 01/11/20-31/01/21	£252.71
		£252.71	£42.12	£210.59	Ricoh UK Limited - Total	
4067	BACS2102 23SHIRE	£150.00	£25.00	£125.00 03/02/21	Shire Trees Limited - Sever ivy at base of ash trees	£150.00
		£150.00	£25.00	£125.00	Shire Trees Limited - Total	

Signature

Signature

Date

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Page 2

Melbourn Parish Council

Expenditure transactions - approval list 22nd February 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net Invoice Date	Details	Cheque
4038	BACS2102 26SLCC	£166.00	£0.00	£166.00 01/03/21	Society Of Local Council Clerks - Membership - C Littlewood 01/03/21-28/02/22	£166.00
		£166.00	£0.00	£166.00	Society Of Local Council Clerks - Total	
3940	DD210201 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 (7 of 8)	£390.00
1		£39.00	£0.00	£39.00	CON Stockbridge Meadows - dog bin collection 01/04/20-31/03/21 7 of 8	
2		£195.00	£0.00	£195.00	PLAY Rec Grounds - dog and litter bin collection 01/04/20-31/03/21 7 of 8	
3		£156.00	£0.00	£156.00	PLAY Play Areas - dog and litter bin collection 01/04/20-31/03/21 7 of 8	
3780	DD210201 SCDCWC	£38.00	£0.00	£38.00 01/04/20	South Cambs District Council - Pavilion fortnightly trade waste collection - installment 8 of 9	£38.00
		£428.00	£0.00	£428.00	South Cambs District Council - Total	
4071	BACS2102 23SECLTD	£780.00	£130.00	£650.00 26/01/21	Structural Engineers Cambridge Ltd - Consultancy services Hub extension	£780.00
		£780.00	£130.00	£650.00	Structural Engineers Cambridge Ltd - Total	
		£4,388.85	£0.00	£4,388.85	Confidential items e.g. salaries, NI & pensions	

Items Previously Paid

4054	BACS2101 28KNIGHT	£60.00	£0.00	£60.00 28/01/21	David Knight - gutter clearance Hub	£60.00
		£60.00	£0.00	£60.00	David Knight - Total	
4029	BACS2102 01WS	£54.00	£9.00	£45.00 11/01/21	White Space - Sign for Christmas Tree recycling	£54.00
		£54.00	£9.00	£45.00	White Space - Total	

Total £12,524.04 £1,099.81 £11,2424.23

Signature
Date

Signature

Melbourn Parish Council February 2021 – District and County Councillor’s report

County Council: council tax set for 2021-22

Most of the County Council budget is already committed to essential statutory services such as adult social care, looked after children as well as highway maintenance. The scope for radical new ideas is very limited. This year’s budgetary process has been overshadowed, inevitably, by the Covid pandemic which has required much flexibility from council employees, with extra costs, partially offset by extra grants from central government.

Council tax increase for 2021-22 will be 1.99% for general expenditure and 1% for Adult Social care. For people living in the Band D benchmark property, the increase amounts to £40.59 per year, or £3.38 per month. County Council tax accounts for 70% of our overall council tax bill, the rest being levied by Fire, Police, District Council and Parish Council.

District Council: council tax and budget meeting 23 Feb

Report to follow.

Foul water drainage

During the January flooding we were alerted to a number of neighbourhood hot spots, including residential properties affected by an Anglian Water foul sewerage system clearly at or beyond capacity.

Cambridgeshire Highways has taken the matter up with Anglian Water on our behalf and will be reporting back to us shortly. Please can we encourage anyone concerned about foul sewerage issues on their property to contact Anglian Water on 03457 145145.

We have been promised a site meeting with Anglian Water to discuss area infrastructure, after the current flooding event has dissipated.

No date yet for gulley emptying...

We're waiting and chasing. Susan is meeting senior officers next week and should get a date then.

Byway 10/Footpath 24 between Melbourn and Bassingbourn

60 tonnes of planings have now been secured by County Highways for use along Byway10/Footpath 24, to alleviate access problems caused by impassable mud and ruts and directly affecting residential properties along the byway. Depositing the planings and levelling them out will take place between February 17-19.

Ploughed over footpaths

Any ploughed over footpaths should be reported on the Highways reporting site:
<https://highwaysreporting.cambridgeshire.gov.uk/>

Fly Tipping

South Cambs reports that there has been no significant increase in fly tipping since the introduction of pre-book visits to County’s Household Waste Centres. Tipping is incredibly annoying especially as we all pay for it to be collected via our Council Tax. Officers always sift through the rubbish and very often find personal information they can use to track the perpetrators. South Cambs always

prosecute. If you see fly tipping, please do report it straight away - it's easy to report fly-tipping on-line:

<https://forms.scambs.gov.uk/REPORTENVIROCRIMEWASTEINYOURAREA/launch>

Covid: Rapid Flow Testing

These rapid tests are for key workers and people who cannot work at home without Covid-19 symptoms, who are known as 'asymptomatic'.

The County Council is offering these tests because we know that around one in three people who are infected with Covid-19 have no symptoms and could be spreading the disease without knowing it. Broadening testing to identify key workers showing no symptoms will mean finding positive cases more quickly, which helps break chains of transmission.

Tests will be offered at no cost to the public and the process of taking a test takes on average 15 minutes from arrival to departure. The site serving you is at The Hub, High Street, Cambourne, South Cambridgeshire, CB23 6GW. The site will be open 8am to 8pm, Monday to Saturday. To book a test, people need to visit www.cambridgeshire.gov.uk/rapidtesting

The council is also reminding everyone who takes a test of the support that we can offer to anyone who needs help to isolate. More information about this support is available at www.cambridgeshire.gov.uk/selfisolationsupport

Census 2021

This year sees Census 2021 on March 21st. Prepare for a blizzard of publicity! Please reply as soon as you can as otherwise you will be faced with constant reminders and potentially a knock on your door asking for your completed form.

Rail User Group meeting

Our next Rail User Group takes place April 6th, 7:30PM. Please contact us if you'd like the link to join this meeting on your computer.

Passenger Benefit Fund and Meldreth Station

We'll be seeing a few improvements to Meldreth Station shortly, as a result of the Passenger Benefit Fund – a sort of financial compensation to stations affected by the 2018 timetable meltdown. Again, the bureaucracies involved here are dazzling, and in the end, while rail user feedback was gratefully received, it was the Dept for Transport that decided how the funds could be allocated. We understand that toilets will be refurbished and that we'll see improvements in platform seating and waiting shelter – though no detail as yet). In any case, at last we seem to have action coming up.

Timetables are changing on 22nd February

From GTR:

Train services are being reduced to better match anticipated demand in the months ahead, and to ensure services are as reliable as possible at a time when colleagues may need to self-isolate or shield.

The plan focuses on maintaining services earlier in the morning, later in the evening and at peak times, based on feedback from key workers and stakeholders. Train services will change across the

network, so as always, it is important that customers check journeys at www.nationalrail.co.uk before travelling.

King's Cross to Cambridge – stopping service

- The half-hourly Thameslink stopping service between King's Cross and Cambridge will be reduced to hourly in the section between Royston and Cambridge outside of peak and school times. This will mean an hourly service at Meldreth, Shepreth and Foxton outside of busy times.

Foxton Travel Hub Car Park

Continuing local concerns that the Foxton Travel Hub, approved as a Greater Cambridge Partnership scheme last summer, could emerge as not much more than a gigantic car park were put to the Greater Cambridge Partnership in a recent local meeting. The challenge was put to make this very significant investment work as a true 'travel hub', with all the connectivity the term implies.

While the approved scheme is for 900 car park spaces, the GCP has indicated a reduced scope of 500 spaces in the first iteration.

Both the A10 Corridor Cycling Campaign and the Meldreth, Shepreth and Foxton Community Rail Partnership have actively participated in the 'non-motorized user group' discussions on the detail of pedestrian access between the car park and the station, in order to provide the knowledge and experience of local users. Final design proposals are awaited.

A public consultation on the Foxton Travel Hub ahead of Planning consideration is expected in March. We'll be sharing detail on this at our next Rail User Group.

Thakeham proposed new town - update

With regard to the proposal for a new town of 25,000 houses across nine South Cambridgeshire village, including Melbourn, by Thakeham developers: The South West Cambridge Action Group (SWCAG) submitted a number of Freedom of Information requests as part of its campaign against the development. The results make concerning reading. It is clear – as Thakeham itself has admitted – that the company wants to develop the town using some mechanism other than what everyone else is doing, which is submitting a site to South Cambs as part of the Local Plan process. Thakeham wants to run the process 'concurrently,' deploying national mechanisms too, although exactly what mechanism they intend to use is still unknown.

In last year's budget, the Chancellor announced the setting up of a Cambridge Development Corporation, but did not reveal any details, including where exactly the new town would be situated. There has been no engagement, nor any timeline published. SWCAG's concern is that Thakeham and this "DevCo" are perhaps the same thing. So SWCAG asked. Worryingly its Freedom of Information (FOI) request to the Ministry of Housing, Communities and Local Government has been denied, on the basis that information revealed would be a 'distraction' and that 'it is not in the public interest to disclose this information at this time'. The FOI request was for information relating to a Cambridge 'Development Corporation' – a central government vehicle for creating new towns that bypasses normal planning processes.

It will not have escaped your attention that the Thakeham proposed new town also sits on the approximate route of East West Rail's first attempt at the Bedford-Cambridge section. So SWCAG asked for details of that relationship using FOI. The response was bland except for the following

extract from an email from Thakeham to EWR which runs “We are in advanced discussions with Homes England to join us as our promotion and delivery partner”.

All information is posted at swcag.org.uk. If you’d like to join the email update list, please write to info@swcag.org.uk

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	Y	Latest version. Reviewed Jun 2019
MPC has adopted NALC Financial Regulations and these are regularly reviewed	Y	Latest version. To be reviewed FGGC Mar 2021
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls	Y	Included in RFO job description
Internal Audit reports are seen by the Parish Council	Y	Year end report MPC 27/07/20 Interim report circulated 02/02/21
External Audit report is seen by the Parish Council	Y	MPC 27/10/20

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.	Orders are made by Clerk or Assistant Clerk. Checks for expenditure budget and approval are made by RFO before payment. Payments lists go to MPC monthly.	N	

Value for money is obtained from suppliers through quote and tender procedures.	Standing Orders set out quote/tender procedures	Y	Financial regs currently require 3 quotes. This is not always practical and needs reviewing. A policy for Procurement & Value for Money has been drafted & will be put to MPC soon
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.	Invoices for work done/goods received passed from Clerk/Assistant Clerk to RFO. Invoices checked by RFO prior to payment. Bank signatories check payees/ payment amounts to approvals list. Bank accounts are password protected. Bank and cheque payments require 2 member signatories. Changes to payee details require 2 signatory approval.	N	
Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.	Policy in place. Expenditure checked & reconciled by RFO and included on payment lists.	N	
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.	Payroll budget agreed by HR Panel & MPC approved precept budget. Gross salary calculations are checked to budget by signatories. Changes to salaries/employment agreed by HR/MPC. HR panel reviews employment legislation. RFO administers pension fund	Y	MPC to be asked to consider standardised monthly salary payments on 22/02/21. This will make it easier when making checks prior to salary payment
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.	Moneysoft payroll software used for deductions and uploaded to HMRC monthly. RFO has attended VAT training. VAT is reclaimed quarterly.	Y	VAT return/refund to be included as standing agenda item for FGGC to note
Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded.	Invoices raised by Clerk/Assistant Clerk and receipts monitored by RFO. Receipts reviewed and recorded by RFO. Separation of duties.	N	

Writing off of bad debts is appropriately authorised.	No bad debts to date 2020/21 but any existing would be taken to full council for approval	N	
Cash & banking Safe and efficient arrangements are in place for collection and banking of cash receipts.	Sequentially numbered receipts issued by Clerk/Assistant Clerk and reconciled by RFO prior to banking. Unbanked cash locked away & insured	N	Minimal cash receipts
Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.	Yes. MPC approved bank signatories 13/01/20	N	Signatory list due to be reviewed by MPC Feb 2021
Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.	RFO monitors cash balances Investment Strategy in place – last reviewed 28/09/20.	N	Investment Strategy to be reviewed Mar 2021. MPC to consider opening second current account 2021/22
Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.	Policy in place. Bank recs carried out monthly & reviewed by a designated Cllr. Checks reported in finance report	N	
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	Asset register in place, regularly updated and reviewed annually by FGGC. Maintenance committee ensure assets are maintained. Insurance is reviewed by MPC annually	Y	Re-introduction of verification checks by Maintenance Committee when Covid restrictions eased.
Insurance MPC is satisfied that its insurance cover is sufficient for its assets and risks.	Policy is a specialist Parish Council policy and is reviewed annually by MPC before renewal (28/09/20)	N	Professional valuation of buildings to be done in 2021 and then every 5 yrs
Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.	Budget is a multi-stage process and reviewed by FGGC prior to being adopted by MPC. Spending plans are affordable.	N	
Budget monitoring MPC receives regular budget reports and explanations for budget variances.	Finance reports are made to MPC monthly including explanations of variances	N	

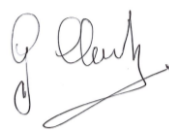
Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.	Reserve policy in place to bring General Reserve to 6 months expenditure. Reserves reviewed annually by MPC (15/06/20)	N	General Reserve almost at 6 mnth level
Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.	Risk assessments are a standing item on MPC agendas and included in the Policy Review Schedule. Maintenance Committee carry out risk reviews and take actions	N	
Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.	MPC has three PWLB loans which have been properly approved. Repayments are included in precept budget and are affordable.	N	
Internal Audit Recommendations made by the Internal Auditor are acted on.	Reports shared with MPC and actions taken as required. Review of Effectiveness of Internal Audit review carried out 15/12/20.	Y	Internal Auditor to be asked to email report to Chair of MPC & FGGC as well as Clerk.

Internal Controls are considered Adequate & Effective: Y

Review carried out by: Cllr Clerk (Chair – MPC), Cllr Cowley (Chair – FGGC), Claire Littlewood (Parish Clerk) and Gabrielle van Poortvliet (RFO)

Date of Review: 10/02/21

Date reported to MPC: [date]



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 11 January 2021

Review Policy: Every 12 months



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

canalbs
ltd

35 Westfield Road
Manea, Nr. March
Cams. PE15 0LS
Tel 01354-680319

Independent Internal Audit Service for Parish and Town Councils

28th January 2021

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn Cams SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Mid Year 2020/2021

In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has confirmed the following issues. I have clarified most of them with the Clerk by a zoom meeting, but of course I have not been able to inspect any original council documents. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

Early indications are that we will still be working under some form of lock-down regulations in May and we have to hope that the External Auditors will issue formal guidance on how the year end independent audit and the signing of the AGAR papers is to be carried out. In the absence of this I am preparing to undertake the following format:

- Each Council will complete the year end papers and approve them at a meeting on zoom, together with the AGAR forms shortly after year end.
- Arrangements will be in place for the Chairman and RFO/Clerk to physically sign them.
- Once signed, these together with accompanying reports. will be sent to me together with a stamped addressed envelope.
- Upon receipt I will then contact the Clerk and arrange a date to undertake an audit of documents available on line or that have been emailed or posted to me. We will then have a pre-arranged zoom meeting to discuss any issues I may have.
- I will then complete my report and sign my section of the AGAR form.
- I will post back the AGAR etc and email my report direct to the Clerk.

I am already hearing indications that there is not likely to be any extension to the date of submission to the external auditors of these papers so I would advise that the Parish Council should consider making arrangements on how the AGAR and accompanying papers will be approved and signed by all parties.

Yours faithfully
Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

THE COUNCIL

The Parish Council is due for election in May 2022. The Council has 15 seats with currently 4 vacancies.

INSURANCE

Quotes are being sought to revalue all buildings in the next financial year.

COUNCIL POLICIES

These are now fully documented on the web site.

Observations from this mid year audit,

EMPLOYMENT

I understand from various documents on the web site that:

- Simon Crocker left employment as Clerk in September 2020
- Claire Littlewood has been appointed as new Clerk in November 2020
- Sophie Marriage has now been appointed as Assistant Clerk
- Gabrielle Van Poortvlist has still remained in post as RFO since 2018

The Clerk has assured me that the correct recruitment procedure has been undertaken for the two new staff appointments by the HR Working Party. However, please note that it is my understanding that the Corporate Body of the Full Council of Melbourne Parish Council who are the employers, even Committees cannot be delegated these particular decisions.

Please also note that a Working Party cannot make decisions for the Full Council only recommend their proposals. So, once the HR Working Party have chosen their candidate a formal proposal must be put before the Full Council to approve the appointment. Once drafted letters of appointment, contracts, job descriptions, etc should also be approved and signed by the Full Council. The HR Working Party must formally notify the Full Council of any other changes to staff matters etc.

ETHICAL CODE

There is ample evidence in the minutes on the web site of councillors correctly declaring interests and the appropriate action they took within meetings.

COUNCIL POLICIES

There is ample evidence in the minutes that council policies are being regularly updated and re-adopted by committees.

Also it would appear that contractual procedure is also being followed satisfactorily.

ALLOTMENTS

Notice has been given of increase in the rents to ensure these remain viable.

INSURANCE

The Council policy has been renewed through Came & Co. for £7,562 and data breach cover is included within the policy.

ASSET REGISTER

This is currently not published on the web site and will be made available for my inspection at the year end visit.

BURIAL GROUND

The Clerk reported that the management of this asset is running smoothly.

Jacque Wilson (Mrs) Director

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 22 February 2021

Agenda Item: PC109 20e)

Date of Report: 16 February 2021

Dear all

Thank you for responding to this email proposal. As a majority of councillors have voted in support of this proposal, the resolution to make a written request to the Transport Assessment Team at Cambridgeshire County Council that the existing speed bumps on New Road be retained and should not be replaced with speed cushions is carried (please see below).

I will now write to The Transport Assessment Team at CCC to make the request.

It has been suggested that we request additional traffic calming along New Road. I will agenda this to be discussed further and raised separately.

Many thanks

Claire Littlewood

Parish Clerk

From: Parish Clerk

Sent: 13 January 2021 15:15

To: councillors@melbournparishcouncil.co.uk

Cc: 'Jose Hales (jose@josehales.me.uk)' <jose@josehales.me.uk>

Subject: PC094/20B) Speed cushions on New Road : Email decision

Dear All

Following the discussion at the Parish Council meeting on Monday evening, I have made enquiries of Tam Parry, Principle Transport Officer with County Transport Assessment Team.

Background

Hopkins Homes plan to replace existing speed bumps with cushions. The rationale behind the proposal was that it would make the route more cycle friendly.

The Futures Working Party have discussed this and recommend to full Council that the replacement of speed bumps with cushions should be opposed.

I was asked to contact Tam Parry to make further enquiries for consideration by full Council.

Update

- Tam has confirmed that installation of speed cushions will be on a replacement basis and that no additional cushions will be installed over and above the number required to replace the speed bumps already in situ.
- I understand that Jose has made enquiries as to the availability of data regarding the efficacy of cushions over speed bumps but apparently there is no such data available.

In the circumstances, I would ask Councillors to vote by email on the following proposal:

That the Parish Council make a written request to the Transport Assessment Team at Cambridgeshire County Council that the existing speed bumps on New Road be retained and should not be replaced with speed cushions.

Supporting documents	Date of proposal	For	Against	Abstain	Outcome
Email from Tam Parry dated 15 December 2020	13 January 2021	KB GC SK JT RBa RBU TD IC			Majority in favour-carried

Many thanks

Claire Littlewood

Parish Clerk

Melbourn Timebank Report

February 2021

Membership growth to 21st February 2021

	As at 7 Jan	As at 21 Feb	Conversion	Pipeline
Individual Members	63	63	0	10
Organisational Members	8	8	0	4

Total exchanges to date: 2704 hours (*of which MCCR = 1680.5 hours*)

Non MCCR: 1023.5 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

- Hand over from Cath complete
- Attended Timebank user training 16th Feb
- Booked onto Timebank broker training 23rd Feb
- Booked onto Recruiting & Retaining Volunteers training 9th March
- Facebook statistics for last 28 days
 - Followers 242
 - Maximum post reach 48
 - Post engagement 7

Proposed expenditure for approval

- *None*