

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 26 April 2021 at 7.30pm via**Zoom link <https://zoom.us/j/98229989123> 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, Travis**Absent:****In attendance:** Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales, approximately 12 members of the public**PC129/20 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson.

It was:

RESOLVED to accept Cllr Wilson's apologies for absence.

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

PC130/20 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda

Declarations of interest received from:

Cllr Travis

- Items PC137/20a) – d) as a Director of the Hub

- Item PC138/20 – as Chair of the MAYD Joint Committee

Cllr Kilmurray

- Item PC137/20/a – d) as a Director of the Hub

Cllr Hart

- Item PC138/30 – as a member of the MAYD Joint Committee

Cllr Barnes

- Item PC138/20 – as a member of the MAYD Joint Committee

Cllr Cowley

- Item PC138/20g) – his son has recently jointed the 1
- st
- Orwell Scouts

- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

- c) To grant any requests for dispensation as appropriate

Dispensations were granted to Cllrs Travis, Kilmurray, Hart, Barnes and Cowley as detailed in a) above to participate in the discussion but not to vote.

PC131/20 Chair's Announcements – For information only

Update to be provided under PC141/20.

PC132/20 To approve the minutes of the Parish Council Meeting 22 March 2021

Two minor amendments were requested:

- PC122/20c) Correct the spelling of
- anchor rods**
- in second line of the resolution.

- PC123/20d) Correct the spelling of
- Dr Atkins**
- name under ACTIONS.

It was:

RESOLVED to approve the minutes as an accurate record of the meeting, subject to the corrections noted above.

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

PC133/20 To report back on the minutes of the Parish Council Meeting 22 March 2021

PC122/20b) Latest heating invoice has been given to Cllr Cowley.

PC123/20e) Awaiting updated quote from Willards

PC126/20b) Orchard Gardens : Email has been sent to s106 Officer at SCDC / Greengage Rise – Letter sent to Taylor Wimpey. Residents advised.

PC134/20 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

A member of the public queried if the Parish Council would consider installing a further AED. A cllr noted that the AED located at the Hub was available to the public who could access it by dialing 999 in an emergency.

PC135/20 Governance:

- a) To receive reports from the District and County Cllrs for Melbourn
County Cllr van de Ven's report was received. Noted that activities are reduced due to purdah.

- b) To consider a draft calendar of meetings for the forthcoming civic year
Correction required to remove reference to bank holiday on 4 April 2022.

It was:

RESOLVED to approve the calendar of meeting subject to the removal of reference of a bank holiday on 4 May 2022.

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

Noted that District Council have taken advice on arrangements for meetings after 7 May.

ACTION: Clerk to discuss with Chair.

- c) To note the resignation of Cllr Claire Kent
Claire Kent's resignation was noted. Chair asked the minutes to note thanks for her contribution to the Parish Council.

- d) To nominate a councillor to carry out verification of bank reconciliations

ACTIONS:

- Clerk to email all Cllrs with details of what is required and seeking a volunteer for the role.

- Clerk to discuss with RFO if it would be appropriate for Chair of PC and/or Chair of F&GG to do this.

- e) To consider approving revised Maintenance Contracts for tender

Noted that Contracts had been updated to include two options for contractor invoicing.

It was:

RESOLVED to approve the revised Invitation to Quote for Cemeteries.

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

It was:

RESOLVED to approve the revised Invitation to Quote for Grass Cutting.

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

It was:

RESOLVED to approve the revised Invitation to Quote for General Maintenance.

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

It was:

RESOLVED to approve the revised Invitation to Quote for Grounds Maintenance of Sports Grounds and Playing Fields.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC136/20 Finance Matters:

- a) To receive and consider the approvals list for April 2021
Noted that there were two approvals lists – one up to 31 March 2021 and one from 1 April 2021.

It was:

RESOLVED to approve the Approvals List for payments up to 31 March 2021.

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

It was:

FURTHER RESOLVED to approve the Approvals List for payments from 1 April 2021.

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

ACTION: Cllr Cowley to review electricity bills for 6 months.

- b) To receive and consider finance report for April 2021
No finance report was available due to year end.
- c) To retrospectively approve expenditure on replacement desktop computer
It was:
RESOLVED to retrospectively approve expenditure on a replacement desktop computer in the amount of £631.08 + VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To receive any updates and consider actions
There was nothing further to discuss.

PC137/20 Melbourn Community Hub:

- a) To receive an update on the Hub extension project

The report was received.

- b) To consider approving variations to the contract awarded to Brownstone

Noted that following discussions with Brownstone, the contract approved by the Parish Council on 22 February would be amended as indicated on the revised Bill of Quantities:

- Item 7 : Cladding & External Finishing £4,120.63 - Noted an increase of £1,306.66 following full inspection of the works required

- Item 15 : Our Preliminaries £3,175.00 - Preliminaries to include H&S measures for contractors onsite.

- Item 16 : Entrance hall 1st & 2nd floor alternations £3,890.00 - Works originally budgeted separately at a cost of £12,568.00 by a different contractor. Brownstone have quoted to include the works in the current contract at a cost of £3,890.00 – costs largely reduced as contractors already on site.

It was:

RESOLVED to approve variation of the contract with Brownstone by amendment of Item 7 in their Bill of Quantities – Cladding and External Finishing at a cost of £4,120.63 + VAT.

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

It was:

FURTHER RESOLVED to approve variation of the contract with Brownstone by addition of item 15 of the Bill of Quantities – Our Preliminaries at a cost of £3,175.20 + VAT.

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

It was:

FURTHER RESOLVED to approve variation of the contract with Brownstone by addition of item 16 on the Bill of Quantities – Entrance hall 1st and 2nd floor alterations at a cost of £3,890.00 + VAT.

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

The value of the contract as varied above is now £49,113.59 + VAT.

- c) To note remote decisions taken with regard to additional works awarded to Jordan and Sons

The following remote decisions were noted:

Works awarded to Jordan and Sons:

- Plinth and face brickwork : £1,296.00 + VAT
- Landscaping works : £3,230.00 + VAT
- Demolition works : £1,580.00 + VAT

under delegated authority to the Clerk, RFO and Chair (PC121/20b).

- d) To receive any updates and consider actions

District Cllr Hales invited Cllrs to visit the Hub to inspect progress on the site.

PC138/20 To consider the following Grant applications:

As in previous years, each Grant application was considered on its merits followed by a resolution of the grant award to be made. Noted that Quintas Energy have advised they are migrating their finance systems which will result in a short delay in payment of solar farm monies to the Parish Council. Monies will be distributed once received.

- a) Melbourn Mobile Warden Scheme

It was:

RESOLVED that in accordance with s142(2A) of the Local Government Act, 1972, an award of £5,000 from precept should be made to the Melbourn Mobile Warden Scheme.

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

- b) Melbourn Area Youth Development

Grant to be made from precepted monies. Noted that youth club has been affected by Covid restrictions but plans to resume activities are under discussion.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £6,000 from precept should be made to the Melbourn Area Youth Development.

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

- c) Community Rail User Group

Grant to be made from precepted monies. Cllr van de Ven noted that applicant is **Community Rail User Group**.

It was:

RESOLVED that in accordance with s142(2A) of the Local Government Act, 1972, an award of £700 from precept should be made to the Community Rail User Group.

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

- d) Royston & District Community Transport

Grant to be made from s106 monies made available by Cambridgeshire County Council for Community Transport Scheme (discussed under PC123/20c 22 March 2021)).

It was:

RESOLVED that in accordance with the s26 of the Local Government and Rating Act 1997, an award of £5,000 from s106 monies should be made to Royston & District Community Transport.

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

- e) St Georges Allotment Association

It was:

RESOLVED that in accordance with ss9-10 and s6 of the Open Spaces Act 1906, an award of £290 from community benefit funds should be made to St Georges Allotment Association.

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

f) Melbourn Dynamos

Dynamos' grant application for £15,489.55 would be considered in two parts:

- £11,990.64 for kit, training and ancillaries;
- £3,498.91 for grounds maintenance.

Representatives of the applicant were in attendance. Activities curtailed due to Covid with fees reduced for members. Club has many members from Melbourn and funds membership where there is a need to support. Fundraising opportunities had been reduced during 2020/21. A cllr suggested that Dynamos should also apply to neighbouring villages for community benefit funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £11,990.64 from community benefit funds should be made to Melbourn Dynamos.

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

Further discussion with regard to the application for £3,498.91 in respect of grounds maintenance. Noted that the pitches are on the public recs. Suggested that this should be deferred until later.

It was:

RESOLVED to defer a decision on the grounds maintenance element of the grant application in the sum of £3,498.91 until later in the year to be considered by Maintenance Committee and Finance & Good Governance Committee.

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

g) 1st Orwell Scout Group

Representatives of the applicant were in attendance and provided information as to number of camps and other activities that required a trailer. Noted that the current trailer had last 15 years. Noted that c80% of members were residents of Melbourn. A cllr suggested that Scouts should also apply to neighbouring villages for community benefit funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £4,795.94 from community benefit funds should be made to 1st Orwell Scouts.

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

h) Melbourn Primary School PTFA

Noted that the amount required dependent on where the display would be held. MVC is not available this year. Applicant suggested seeking permission to hold the event on one of the parish recreation grounds. Cllrs noted that this would require careful planning and consideration to ensure the event was fully risk assessed and all safety measures in place. Cllrs suggested that this could be considered for 2022. Applicant would seek a grant of £2,200 to hold a smaller event to be held on the Primary School. The PTFA were encouraged to look at other sources of funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £2,200 from community benefit funds should be made to Melbourn Primary School PTFA.

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

i) Melbourn Fete Committee

A representative was in attendance. A cllr suggested that the applicant might also look to Covid Restart funding and Community Chest.

It was:

RESOLVED that in accordance with s145(1)(a) and (2) of the Local Government Act 1972, an award of £1,000 from community benefit funds should be made to the Melbourn Fete Committee

to support the Melbourn Fun Day and Open Gardens events.
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.

j) Community Support for Dementia

Representatives were in attendance and provided details of events they were able to organise over the past 12 months. Activities curtailed due to Covid restrictions but efforts were made to retain contact with members / carers.

It was:

RESOLVED that in accordance with s137 of the Local Government Act 1972, an award of £6,255.37 from community benefit funds should be made to Community Support for Dementia.
Proposed by Cllr Travis, seconded by Cllr Baker. All in favour.

k) Celebrating Ages

District Cllr Hales was in attendance as representative and provided some background information on previous events held. Covid restrictions had prevented any events in 2020 but events planned for November/December 2021 and a further event in the spring 2022.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act 1972, an award of £5,100 should be made to Celebrating Ages.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

l) Cambridgeshire Search and Rescue

A representative was in attendance and provided a comprehensive overview of activities.

It was:

RESOLVED that in accordance with s137 of the Local Government Act 1972, an award of £500 from community benefit funds should be made to CamSAR.
Proposed by Cllr Buxton, seconded by Cllr Hart. All in favour.

m) To consider funding repairs to the Parish clock from Community Benefit Funds

Noted that Smiths of Derby have been instructed to carry out repairs to get the clock working – work to be funded from donation. Further repairs may be required to replace chimes mechanism. To be monitored with an application for community benefit grant later in the year if necessary. A suggestion was made that the Church be approached to contribute towards the repairs.

It was:

RESOLVED to hold over a decision on funding repairs to the chimes mechanism until later in the year.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

PC139/20 To receive an update on Gypsy Romany awareness training

Cllr Hart reported back that this training was very worthwhile. **ACTION:** Clerk to find out more information with a view to arranging for all councillors to attend.

PC140/20 To receive the Timebank Coordinator's report

The report was received.

PC141/20 Melbourn Futures Working Party

a) To consider approving printing and delivery costs for the Village Flyer

To be deferred until draft flyer is available. Flyer and costs to be circulated for email decision so that flyer can be included in Welcome Packs currently being prepared for distribution.

[21:47 County Cllr van de Ven and District Cllr Hales left the meeting]

b) To consider approving an article for The Melde

It was:

RESOLVED to approve the article for publication in The Melde.

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

- c) To receive any updates and consider action

Chair of the Futures Working Party provided an update on current activities including research into MVAS units, identifying potential locations, application to Balfour Beatty for use of lampposts. Also reporting highways faults to County Highways to maintain a record.

PC142/20 Policies and Terms of Reference

- a) To consider approving revised Terms of Reference for the Melbourn Play Parks Working Party

Terms of Reference to be amended at 1.1 to read '*The MPPWP will consist of **up to five** Councillors and up to three members of the public.*'

It was:

RESOLVED to approve the revised Terms of Reference for the Melbourn Play Parks Working Party as amended.

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

- b) To receive any updates and consider actions

There was nothing further to report.

PC143/20 HR Matters:

- a) To consider approving a Capability Policy

It was:

RESOLVED to approve the Capability Policy.

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

- b) To receive any updates and consider actions

Chair of the HR Panel reported that Dennis Bartle had resigned and would be leaving towards the end of May. Councillors noted their thanks to Dennis for his hard work for the Parish Council. Advertisement for a new part time Village Warden to be posted this week.

PC144/20 To note the date of next meeting:

The next meeting of the Parish Council will be the Annual Parish Council Meeting to be held on Tuesday, 4 May 2021 at 19:30.

The meeting closed at 22:02

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 22 March 2021 via Zoom link**<https://zoom.us/j/94335130500> 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, Wilson**Absent:****In attendance:** Claire Littlewood – Parish Clerk, Stephanie Trayhurn – Timebank Coordinator, County Cllr van de Ven, District Cllr Hales, approximately 7 members of the public**PC115/20 To receive and approve apologies for absence**

No apologies for absence were received.

PC116/20 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

Requests for dispensations were received from Cllrs Travis and Kilmurray (as directors of the Hub Management Group) and Cllr Wilson (knows Tom Upcraft, the Project Manager personally) for items PC121/20a) to d). Dispensations to participate in the discussion but not to vote were granted.

PC117/20 Chairs' Announcements – For information only

Futures Working Party is meeting regularly. Currently looking to locate MVAS units around the village.

Request to Councillors to check their emails daily as there are regular updates with regard to Hub extension works that may require action.

PC118/20 To approve the minutes of the Parish Council Meeting held on 22 February 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting of 22 February 2021 as an accurate record.

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

PC119/20 To report back on the minutes of the Parish Council Meeting held on 22 February 2021

PC108/20b) Very high electricity bills for pavilion. Users requested not to alter heating controls.
PC108/20d) 4i Water Services confirmed that one annual service for air-conditioning units is sufficient

PC120/20 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

A member of the public noted: 83 High Street is owned by the Parish Council. Historically the British Legion used a building on the site but this fell into disrepair and was demolished. 83 High Street has never been a remembrance or memorial garden. The Parish Council maintains a memorial at The Cross.

A member of the public noted: 83 High Street was given to the village by the father of Sir Stanley Fordham of The Bury. It was given to the village for the establishment of a workingmen's club after the turn of the century and operated as such for many years. Was previously used by the scouts and the British Legion until the building on the site was demolished. It was never intended to be a memorial garden.

A member of the public noted: Several people noted that children used to enjoy sitting in the garden. Now it is felt that they no longer wish to do so as it appears there is a dead body buried there.

A member of the public noted: The land is owned by the Parish Council who took the decision to locate the stone in the garden. There is concern about the cost of moving the stone. Noted that there were only three options in the public consultation, not including leaving the stone where it is. The cost of moving the stone is high and it is unclear why there was never an option to leave it where it is.

A member of the public noted: The original site for the stone was supposed to be on The Cross but this was found not to be a suitable location.

A member of the public submitted comments by email: What was the original objection to the Kohima stone remaining in its current position? Please would the Parish Council clarify why I have been unable to obtain a copy of the report mentioned in the meeting notes from 25th February 2020 despite requesting this? Why did the public consultation not include the status quo (remaining where it is) in the options available to vote on? The number of spoilt ballots were indicative of people wanting to indicate that this was their preferred option. In view of the opposition towards its removal currently being voiced in the village Facebook Group would the Parish Council please consider a further consultation with wider publicity to hopefully attract a more representative number of votes cast? Are there any plans to change the use of the current plot in which the stone is located given that it has now been registered with Land Registry?

Cllrs noted: There was an option to keep the stone at 83 High Street but located further back on the site. Further noted that following the public consultation, the decision was taken to retain the stone but to relocate it to a more appropriate position in New Road Cemetery. This was considered a more appropriate place for private reflection. The sequence of decisions relating to the stone was summarised.

PC121/20 Melbourn Community Hub Expansion:

- a) To receive an update on the Hub extension works

The report was received. Build works are progressing. Regular budget reporting will follow from next month. Weekly steering group meetings taking place to monitor the works and budget and regular reports to Council would follow.

- b) To discuss and consider arrangements for approving expenditure

A proposal to give delegated authority to the Clerk, RFO and Chair to approve expenditure and variations to contracts to avoid unnecessary delays in the process was discussed.

It was:

RESOLVED to give delegated authority to the Clerk, RFO and Chair of the Parish Council to approve additional costs of up to 5% or £1,000 (whichever is the greater) in relation to contractors costs and up to 10% or £1,000 (whichever is the greater) in relation to materials costs. Any others costs in excess of these amounts would require approval by full Council. Proposed by Cllr Davey, seconded by Cllr Hart. In favour: Cllrs Barnes, Baker, Buxton, Cowley, Kent, Davey, Hart, Clark. Abstain: Cllrs Travis, Kilmurray, Wilson.

- c) To note email decisions (change to groundworks contractor / amendment to Brownstone's contract / ES Pipeline costs)

The email decisions were noted.

- d) To receive any other updates and consider actions

Nothing further to discuss.

PC122/20 Finance Matters:

- a) To receive and consider the monthly finance report

The report was noted.

- b) To receive and consider the approvals list for March 2021

Noted that electricity charges for the workshop and Pavilion still appear very high. Also queried small regular charges for Orchard Road Cemetery and the Old Rec. **ACTION:** Clerk to provide copies of recent invoices to Cllr Cowley to review.

It was:

RESOLVED to approve the approvals list for March 2021.

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

- c) To consider quotations for the relocation of the Kohima Stone

Quotes were considered.

It was:

RESOLVED to accept Hibbitts quote for £2,270 + VAT plus a possible additional cost of up to £100 for anchor rods to relocate the stone from 83 High Street to New Road Cemetery.

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

- d) To consider quotations for the annual maintenance of air conditioning units

4i's response to the query relating to frequency of servicing, particularly having regard to Legionella was noted.

It was:

RESOLVED to accept the quotation from Airway for annual maintenance of the three air-conditioning units at The Hub.

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

- e) To consider quotations for tree work on Orchard Road

Noted that these trees were flagged in the tree inspector's report (August 2019) for re-inspection in 12-18 months from the date of the report. Concern had recently been noted by a neighbouring resident.

It was:

RESOLVED to approve the quote from Shire Trees in the sum of £1,425 + VAT.

Proposed by Cllr Wilson, seconded by Cllr Baker. All in favour.

- f) To receive any other updates and consider actions

Nothing further to discuss.

PC123/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn

The report was received.

County Cllr van de Ven reported on progress with gulley clearance in the village and resurfacing of Beechwood Avenue. Changes to No 127 bus service. Also Fostering and Adoption campaign, County Laptop campaign and resignation of Deputy Leader.

District Cllr Hales reported on council tax increase. Covid 19 support for business – grant status iro £10m. Also significant funds distributed in hardship grants. Bourn Air Field given outline approval. Planners requesting input into the Cambridge Water plant.

- b) To consider approving direct debits for regular payments

It was:

RESOLVED to approve a new direct debit for Lucid System (for IT support) and to approve the current list of direct debit mandates.

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

- c) To consider a request from Cambridgeshire County Council to receive payment of s106 monies for Community Transport Vehicle Contribution

Discussion with regard to request from Cambridgeshire County Council to pay over s106 monies to the Parish Council to establish and run a community transport scheme. Parish Office discussed with s106 Officer at District Council that the Parish Council be permitted to hold and administer the money for the benefit of Royston & District Community Transport, as an established community transport scheme. District Council approved. Draft agreement to be put

in place between the Parish Council and RDCT setting out terms of the arrangement. Noted that this is not grant funding but s106 monies and payment would not preclude RDCT from apply for community benefit grant funding in the future.

It was:

RESOLVED to approve the Agreement between the Parish Council and Royston & District Community Transport setting out the terms upon which the s106 monies would be administered by the Parish Council.

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

- d) To consider a request from the Melbourn Fete Committee to hold a Family Fun Day

It was:

RESOLVED to approve the request from the Melbourn Fete Committee to hold a Family Fun Day on the Old Rec, New Rec and Pavilion on Saturday, 26 June 2021.

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

ACTION: Clerk to contact Dr Atkins with details of the next funding round for Community Grants. Also to provide details of SCDC Community Chest funding now available for projects affected by Covid.

- e) To consider quotations for replacement fencing at The Cross to be funded from s106

Quotations were considered. Noted that the Maintenance Committee had recommended Willards quote in the sum of £6,254.51 + VAT. Noted that this work can be funded from s106 monies. It was suggested that the quote be updated to include the fencing at 83 High Street.

ACTION: Clerk to request an updated quote from Willards to include 83 High Street.

- f) To consider quotation for an interpretation board for the Jubilee Orchard to be funded from s106

Cllr Barnes was thanked for her work on the updated interpretation board design. A quote for the interpretation board from Landmark was considered.

It was:

RESOLVED to approve the quote for an interpretation board from Landmark in the sum of £740 + VAT to be funded from s106 monies.

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

- g) To consider arrangements for the Annual Council and Annual Parish Meetings

Noted that the regulations allowing virtual meetings expires on 7 May. Annual Council and Annual Parish Meetings to be held in May. To ensure safety of Cllrs and members of the public wishing to attend, it was suggested that these meetings should be scheduled before expiry of the regulations which would require a return to face to face meetings.

It was

RESOLVED to approve the following dates for additional meetings in the Parish Calendar of Meetings: Annual Parish Council Meeting – Tuesday, 4 May 2021 / Annual Parish Meeting – Wednesday, 5 May 2021.

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

PC124/20 Melbourn Timebank

To receive any updates and consider actions

Chair welcomed Steph Trayhurn the new Timebank Coordinator. Steph introduced herself to the meeting and provided an update on Timebank activities. Although current restrictions present challenges, as far as possible Timebank activities are continuing. New initiatives include Small Acts of Kindness, Walk and Talk. Feedback and suggestions were invited.

PC125/20 HR Matters:

- a) To consider a report from the HR Panel on 6 month probation reviews the Clerk and Assistant to the Clerk.

Chair of HR Panel noted that Clerk and Assistant to the Clerk have recently completed mid-term reviews – both satisfactorily completed 6 month probationary period. Future appraisals including RFO and initial 3 month review for Timebank Coordinator have been scheduled.

- b) To receive any updates and consider actions

Nothing further to discuss.

PC126/20 Planning Matters :

- a) To receive an update on the proposed Thakeham development

Update received from County Cllr van de Ven. Noted that Anthony Browne MP is seeking support for his online petition. Further meeting with parish representatives to be held - MP invited to attend with updates to be made at the next public meeting. County Cllr van de Ven provided clarity on questions raised with regard to extent of the development (still expected to be 25,000 homes). Noted that no submissions with regard to call for sites received by SCDC. Noted there is a great deal of misinformation relating to this proposed development. Noted that Thakeham have made substantial contributions to the Conservative Party. FOI request was refused. Appeal to be lodged by SWCAG. All information is available on the SWCAG website.

- b) To discuss and consider areas of open space (Orchard Gardens / Greengage Rise)

Chair of Planning Committee introduced these items.

Orchard Gardens : Stonebond have indicated that they wish to retain and maintain the open spaces. Parish Council usually take transfer of open spaces with a payment to cover maintenance for 10 years – thereafter to be precepted. Would prefer this arrangement as it protects against changes in ownership of the properties which may lead to open spaces not being adequately maintained. Compromise suggested that Stonebond maintain the open spaces for 12 months from the last occupation of the last property, thereafter to transfer the areas to the Parish Council with balance of the s106 payment to maintain for remaining 9 years. **ACTION:** Clerk to discuss with s106 Officer at SCDC.

It was:

RESOLVED that, subject to agreement of s106 Officer, Stonebond should maintain the open spaces on the Orchard Gardens development for a period of 12 months following last occupation of the last property. Thereafter, the open spaces to be transferred to the Parish Council with the balance of the s106 monies to maintain for the remaining 9 years.

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

It was:

FURTHER RESOLVED that, in the event that the s106 Officer at SCDC rejects the proposal as set out above, then the open spaces should be transferred to the Parish Council on the last occupation of the last property with payment of the s106 monies for the full 10 years to maintain the areas.

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

Greengage Rise : Chair of Planning Committee provided background. Development was completed c1976 but this piece of open space was not transferred to the Parish Council at the time. Subsequent applications to develop the land have been unsuccessful (ref paras 5-7 of the Appeal Decision 26/3/2012). Noted that there is a lack of children's play space in this part of the village. The area is currently maintained by local residents. *[Post meeting note: This piece of land is currently in the Parish Council's grass cutting contract.]*

It was:

RESOLVED to instruct the Clerk to approach Taylor Wimpey to request that the land should be transferred to the Parish Council (subject to agreement of legal fees) and for the Parish Council to maintain the land thereafter.

Proposed by Cllr Davey, seconded by Cllr Baker. All in favour.

ACTIONS:

- Draft Grounds Maintenance contracts currently under review prior to tender. This piece of land should be included in the grass cutting contract for future maintenance.
- Clerk to write to local residents to advise that the Parish Council wishes to take transfer of this land and maintain it.

- c) To receive any updates and consider actions

District Cllr Hales noted that Planning Portal is currently experiencing technical difficulties.

PC127/20 Policies and Terms of Reference:

- a) To note the updated Financial Regulations

This was noted.

- b) To note the updated Policy and Procedure for Prepaid Debit Cards

This was noted.

- c) To consider approving the Investment Strategy

It was:

RESOLVED to approve the Investment Strategy for 2021/22 as presented.

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

PC128/20 To note the date of next meeting:

The next full Council meeting will be held on 26 April 2021.

The meeting ended at 21:35

Melbourn Parish Council – District and County Councillors Report

Due to purdah, both councils have been quiet, so just a few things to report this month.

Oil Club rebate to Home-Start: Our local club, which exists to facilitate lowest available prices on household heating oil, gets an annual rebate from the supplier which is always donated to a local community group. This year's modest rebate of £100 has gone to Home-Start South Cambridgeshire, Royston and Buntingford. The most commonly identified needs by referred families are parent isolation and parental mental health problems. The overall service is recognised in Hertfordshire and Cambridgeshire County Council's care plan, but central government cuts to local authorities mean that the councils are no longer able to provide financial support.

County Council virtual meetings: The County Council's HQ in Cambridge, Shire Hall, has now been emptied ahead of redevelopment, and its new building in Alconbury Weald is not yet ready. It is considering continuing with virtual meetings for the time being, and allowing the CEO to make formal decisions under delegated powers.

County Council officer resignations: The County Council has several key officer resignations at the end of this month, including the chief finance officer, the director of public health and the director of highways maintenance.

Train services – The new timetable commencing 17 May will see a return to half-hourly trains on weekdays, which is great news. Meldreth booking office is having some repair work done and is in temporary accommodation in the car park while this is carried out.

Thakeham – The South West Cambridge Action Group continues to benefit from information provided by local residents, either offering their professional expertise in specialist fields or closely monitoring the situation. There has been no formal submission of a proposal to the Greater Cambridge Local Plan Call for Sites.

Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
	07 June 2021			
Mon	14 June 2021	19:30	Planning	
Thurs	18 June 2021	09:30	Maintenance	
Mon	21 June 2021	19:30	Finance & Good Governance	
Mon	28 June 2021	19:30	Full Council	
	05 July 2021			
Mon	12 July 2021	19:30	Planning	
	19 July 2021			
Thurs	22 July 2021	09:30	Maintenance	
Mon	26 July 2021	19:30	Full Council	
	02 August 2021			
	09 August 2021	19:30	Planning	
	16 August 2021			
Thurs	19 August 2021	09:30	Maintenance	
	23 August 2021			
	30 August 2021			BH
	06 September 2021			
	13 September 2021	19:30	Planning	
	20 September 2021	19:30	Finance & Good Governance	
Thurs	23 September 2021	09:30	Maintenance	
	27 September 2021	19:30	Full Council	
	04 October 2021			
	11 October 2021	19:30	Planning	
	18 October 2021			
Thurs	21 October 2021	09:30	Maintenance	
	25 October 2021	19:30	Full Council	
	01 November 2021			
	08 November 2021	19:30	Planning	
	15 November 2021			
Thurs	18 November 2021	09:30	Maintenance	
	22 November 2021	19:30	Full Council	
	29 November 2021			
	06 December 2021			
	13 December 2021	19:30	Planning	
Thurs	16 December 2021	09:30	Maintenance	
	20 December 2021	19:30	Finance & Good Governance	
	27 December 2021			BH
	03 January 2022			BH
	10 January 2022	19:30	Planning	
	17 January 2022			
Thurs	20 January 2022	09:30	Maintenance	
	24 January 2022	19:30	Full Council	
	07 February 2022			
	14 February 2022	19:30	Planning	
	21 February 2022			
Thurs	24 February 2022	09:30	Maintenance	
	28 February 2022	19:30	Full Council	
	07 March 2022			
	14 March 2022	19:30	Planning	
	21 March 2022	19:30	Finance & Good Governance	
Thurs	24 March 2022	09:30	Maintenance	
	28 March 2022	19:30	Full Council	
	04 April 2022			
	11 April 2022	19:30	Planning	
	18 April 2022			BH
Thurs	21 April 2022	09:30	Maintenance	
	25 April 2022	19:30	Full Council	
	02 May 2022			BH
Mon	09 May 2022	19:30	Planning	
	16 May 2022	19:30	Annual Council Meeting	
Thurs	19 May 2022	09:30	Maintenance	
	23 May 2022	19:30	Annual Parish Meeting	
	30 May 2022			

*Meeting start times will be subject to review.
Check the noticeboard and website prior to each meeting*

Melbourn Parish Council

Invitation to Quote

**Quote Title: Grounds Maintenance of Sports
Grounds and Playing Field contract in the village of
Melbourn, South Cambridgeshire**

Quote Reference Number: MSG04/2021

Closing Date/Time for Submission of Quotations 17th May 2021 @17.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 19th May 2021.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

New Recreation Ground, The Moor

The primary use of the New Recreation Ground sports field is football and it is the responsibility of Melbourn Parish Council to ensure that the grounds are kept to a standard as specified by the football association. Two pitches are set out on this field.

Additional activities held on this site include the village fete held each year.

The Old Recreation Ground, The Moor

The Old Recreation Ground is used as a junior football field (9 v 9). The dimensions of the pitch/pitches are considerably smaller.

This site is also used, for the annual fair and Circus.

Millennium Copse and Golden Jubilee Orchard

The Millennium Copse is a public open space used by visitor for recreation purposes. This site has a small orchard of various fruit trees and an area set out as a copse.



Invitation To Quote - KEY INFORMATION

Quotation No:	MSG04/2021
Quotation Title:	Grounds Maintenance of Sports Grounds and Playing Field contract in the village of Melbourn, South Cambridgeshire
Quotation Availability date:	27 th April 2021
Quotation latest return date & Time:	17 th May 2021 not later than 17.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	24 th May 2021
Contract Start Date:	1 st June 2021

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Appendix A – New Recreation Ground, The Moor

Appendix B – Old Recreation Ground, The Moor

Appendix C - Millennium Copse and Golden Jubilee Orchard, The Moor

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st June 2021.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years.
(i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (if your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5

Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	
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- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
- Quality and standard of work,
 - Customer service,
 - Conduct of staff
 - Any changes to those items listed in 1.18 below.
 - A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
- Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The Bidder's general understanding of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths, respecting the 'dieback' of daffodils by cutting around these as needed.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC "reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub 30
High Street Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

**Company
Address:**

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

There are two options for bidding. Either

Option 'A'

If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B'

If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

QUOTATION FOR: MSG04/2021

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

A

B

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **17th May 2021**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?
	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.
	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.
	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?
	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).
	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>
	<p>Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

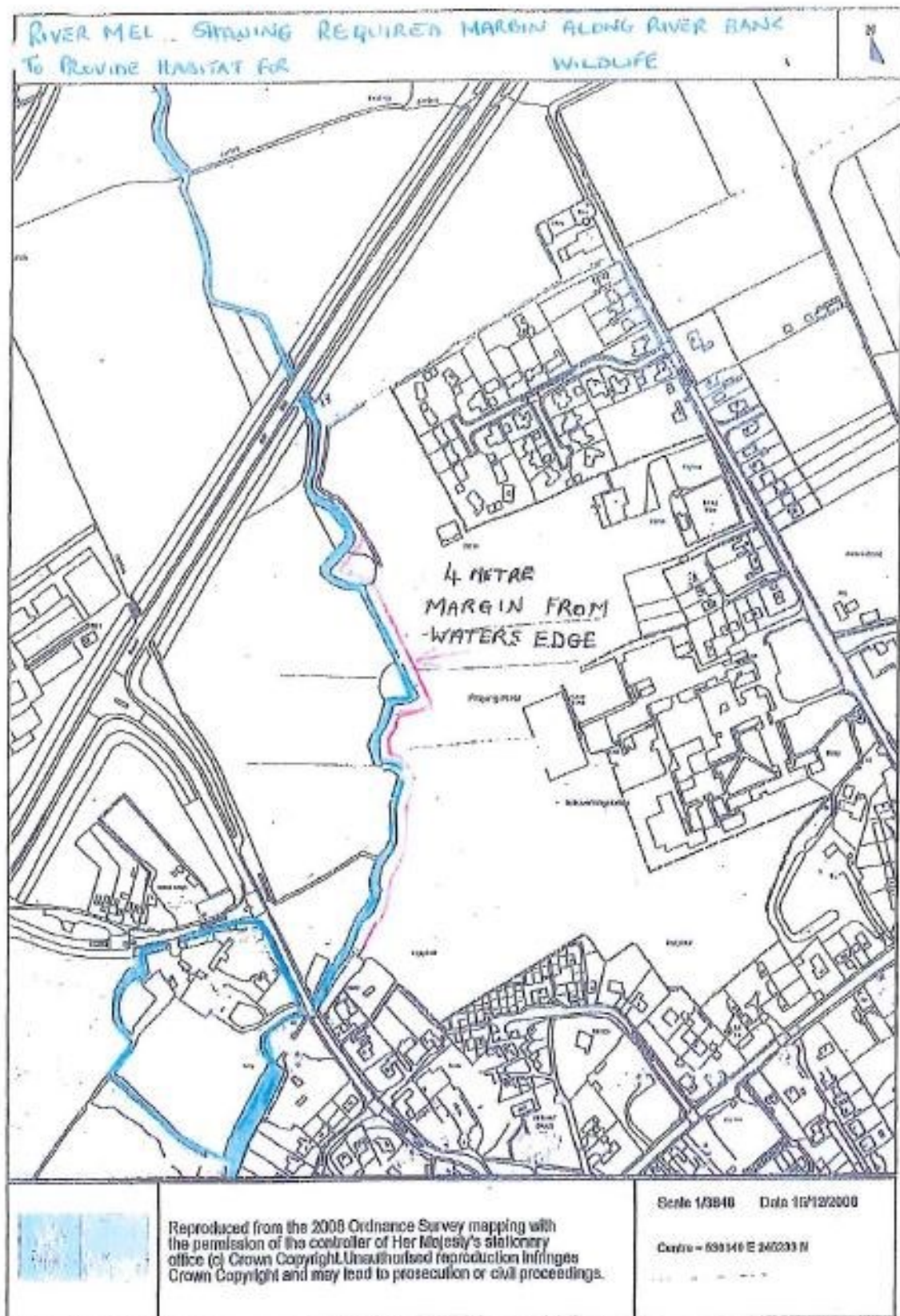
Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

Appendix A - New Recreation Ground, The Moor.

Two full sized football fields.

Average number of cuts per annum	List of works involved	Unit cost	Total
(18)	Mowing Autumn- 10 day cycle to keep grass at suitable length until such time as grass stops growing. Spring – Commence mowing to keep grass at suitable length for summer use. Summer- 10 day cycle to keep grass at suitable length in readiness for commencement of season		
(18)	Line marking – <i>When required.</i> Over mark after each cut.		
October	Aeration – “Slit tine” aerated once a month between October and March (surface conditions allowing)		
	Scarification – at the end of season		
October	Feed – to maintain sturdy growth under mowing regimes and hard ware. Usually applied after scarification.		
	Level – Harrow/roll when necessary and when soil is not wet		
	Repair work - Cultivate worn areas and reseed or turf badly damaged parts. Top-dress and over seed minor damage.		
	Weed control – Spray with suitable weed killer.		
4 2 4	<u>River Bank Work as per River Mel Specifications (see attached map). 4 metre margin from water’s edge.</u> <ul style="list-style-type: none"> Field boundaries to be trimmed on a regular basis. Hedge work to be completed during/from October to February or as otherwise directed. Weed control to path area, benches and around sports pavilion. 		
	Total		

22.10.15



Appendix B - Old Recreation Ground, The Moor

This will mark out as a 9 x 9 youth football field.

Average number of cuts per annum	List of works involved	Unit cost	Total
(18)	Mowing		
(18)	Line marking – <i>When required.</i> Over mark after each cut.		
October	Aeration – “Slit tine” aerated once a month between October and March (surface conditions allowing)		
	Scarification – at the end of season		
October	Feed – To maintain sturdy growth under mowing regimes and hard ware. Usually applied after scarification.		
	Level – Harrow/roll when necessary and when soil is not wet		
	Repair work - Cultivate worn areas and reseed or turf badly damaged parts. Top-dress and over seed minor damage.		
	Weed control – Spray with suitable weed killer.		
	Total		

Appendix C – Millennium Copse to the rear of the Pavilion

Average number of cuts per annum	List of works involved	Unit cost	Total
3	Cut existing path around perimeter of site regularly leaving wildflower area in centre of site uncut after (1) early season cut plus (1) following flowering and seeding of flowers and grasses at approximately end of August and (1) final cut end of growing season.		
	Total		

Golden Jubilee Orchard (rear of Pavilion)

Average number of cuts per annum	List of works involved	Unit cost	Total
3	Cut around and in between rows of trees as in an orchard and when season demands.		
	Total		

Methods and Risk Assessments – **Grounds Maintenance of Sports Grounds and Playing Fields**
Appendix A, B and C

<p>Method of Work – Describe the methods and any tools/equipment to be used.</p> <p>Note 1. All work site visits must be pre-agreed with the Clerk. Note 2. The timing of visits must respect the nesting season for birds Note 3. All cuttings and vegetation to be removed from site</p>

<p>Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.</p>	
<p>Hazards Identified (noting that there are many different areas involved)</p>	<p>Planned Actions to Minimise Risks</p>

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN CEMETERIES

Quote Reference Number: MC04/2021

Closing Date/Time for Submission of Quotations: 17th May 2021 @17.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 19th May 2021

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Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has three* cemeteries that are the responsibility of Melbourn Parish Council, two open and one closed.

New Road Cemetery is situated off New Road, behind Victoria Way and is now the principal cemetery for the village.

Orchard Road Cemetery in Orchard Road dates from the late 1800's and is still in use, although only for burials that have been pre-booked.

All Saints' Church Yard, located in the village centre adjacent to the church, is a closed cemetery. MPC, together with the Parochial Church Council continue to maintain this churchyard.

It is the responsibility of MPC to maintain all the cemeteries above and covered by this Invitation to Quote, and to the standards as set out.

A location map for the above sites included within the scope of this document is available with this Invitation to Quote, together with a grass-cutting plan for New Road Cemetery.

* A fourth (closed) cemetery can also be found on Orchard Road (but not the responsibility of the Parish Council and outside this contract scope).

Invitation To Quote - KEY INFORMATION

Quotation No:	MC04/2021
Quotation Title:	Melbourn Cemeteries
Quotation Availability date:	27 th April 2021
Quotation latest return date & Time:	17 th May 2021 not later than 17.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	24 th May 2021
Contract Start Date:	1 st June 2021

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Contractor Contact Information, Quotation and Competencies Declaration

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st June 2021.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3.
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality Competencies , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
- a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
- Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account:

- The Bidder's general understanding of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub 30
High Street Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

**Company
Address:**

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

There are two options for bidding. Either

Option 'A'

If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B'

If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

QUOTATION FOR: MC04/2021

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

A

B

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **17th May 2021**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of MPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?
	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.
	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.
	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?
	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).
	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>
	<p>Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works Per Visit Cost - Costings and Method Statements

A. Schedule of Works for Quotation – New Road Cemetery

Please refer to appended grass cutting schematic

Weekly: April to September - Tasks			
1. Adequately water all newly planted and vulnerable stock planting, especially during dry weather. This will include all trees, shrubs, flowerbeds, shrubs, the flowerbed on the outside left hand side of entrance and any newly turfed graves. All newly grassed areas to be given particular care until new grass is properly established.			
Per Visit Cost	£		
Per Annum Cost for 20 visits	£		
Three Monthly: April to September - Tasks			
1. Inspect for significant weeds in grassed areas, particularly the ‘mound’, and remove weeds/treat as required with selective weed killer. 2. Inspect all paths and Car Park area for weed growth and treat when needed.			
Per Visit Cost	£		
Per Annum Cost for 2 visits	£		
Fortnightly: April to October - Tasks			
1. Grass cutting to the whole of the cemetery according to the attached cutting plan. Areas defined as ‘A’ should be short – cut (Note – short cutting includes <u>when needed</u> the Burial Mound); Area defined as ‘B’ medium – cut; Area defined as ‘C’ long – cut. <i>It is assumed that areas of longer grass will not need to be cut as frequently as once per fortnight.</i> <i>Actual cutting frequency required for these designated areas will depend on speed of growth and weather etc. All areas will not necessarily need to be cut each visit. Contractor to delay cutting of daffodil leaves after flowering and allow time for natural ‘dieback’.</i>			
	Per visit	Visit Number	£ Annual *
Costs (Area ‘A’)	£	15	
Costs (Area ‘B’)	£	6	
Costs (Area ‘C’)	£	3	
TOTAL Annual * New Road Cemetery (A+B+C)	£		

Methods and Risk Assessments – **New Road Cemetery**

Method of Work – Describe the methods and any tools/equipment to be used.
--

Note 1. Contractors to use cemetery rear access gate via track leading from Water Lane. (Padlock keys will be issued and signed for)

Note 2. Grass cutting to be carried out without damage to tree stock

Note 3. Contractors vehicles and equipment must not damage grassed or paths

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.	
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Hazards Identified	Planned Actions to Minimise Risks
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B. Schedule of Works for Quotation – Orchard Road Cemetery

Weekly: April to September - Tasks	
1. Adequately water any vulnerable stock planting, especially during dry weather.	
Per Visit Cost	£
Per Annum Cost for 20 visits	£
Three Monthly: April to March - Tasks	
1. Inspect for significant weeds in all burial areas, and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
Per Visit Cost	£
Per Annum Cost for 4 visits	£
Fortnightly: April to September - Tasks	
1. Grass cutting inside the cemetery. Grass cutting also to include between 'close' graves, where Strimming may be needed. <i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
Per Visit Cost	£
Per Annum Cost for 12 visits	£
TOTAL per annum Orchard Road Cemetery	£

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified

Planned Actions to Minimise Risks

B. Schedule of Works for Quotation – All Saints’ Church Yard

Three Monthly: April to March - Tasks	
1. Inspect for significant weeds in grassed areas and remove/treat as required. 2. Inspect all paths for weeds and moss. Treat as required.	
Per Visit Cost	£
Per Annum Cost for 4 visits	£
Fortnightly: April to September - Tasks	
1. Grass cutting inside the cemetery including path edges <i>Actual cutting frequency required will depend on speed of growth and weather etc.,</i>	
Per Visit Cost	£
Per Annum Cost for 12 visits	£
TOTAL per annum All Saints’ Church Yard	£

Methods and Risk Assessments – **All Saints' Church Yard**

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

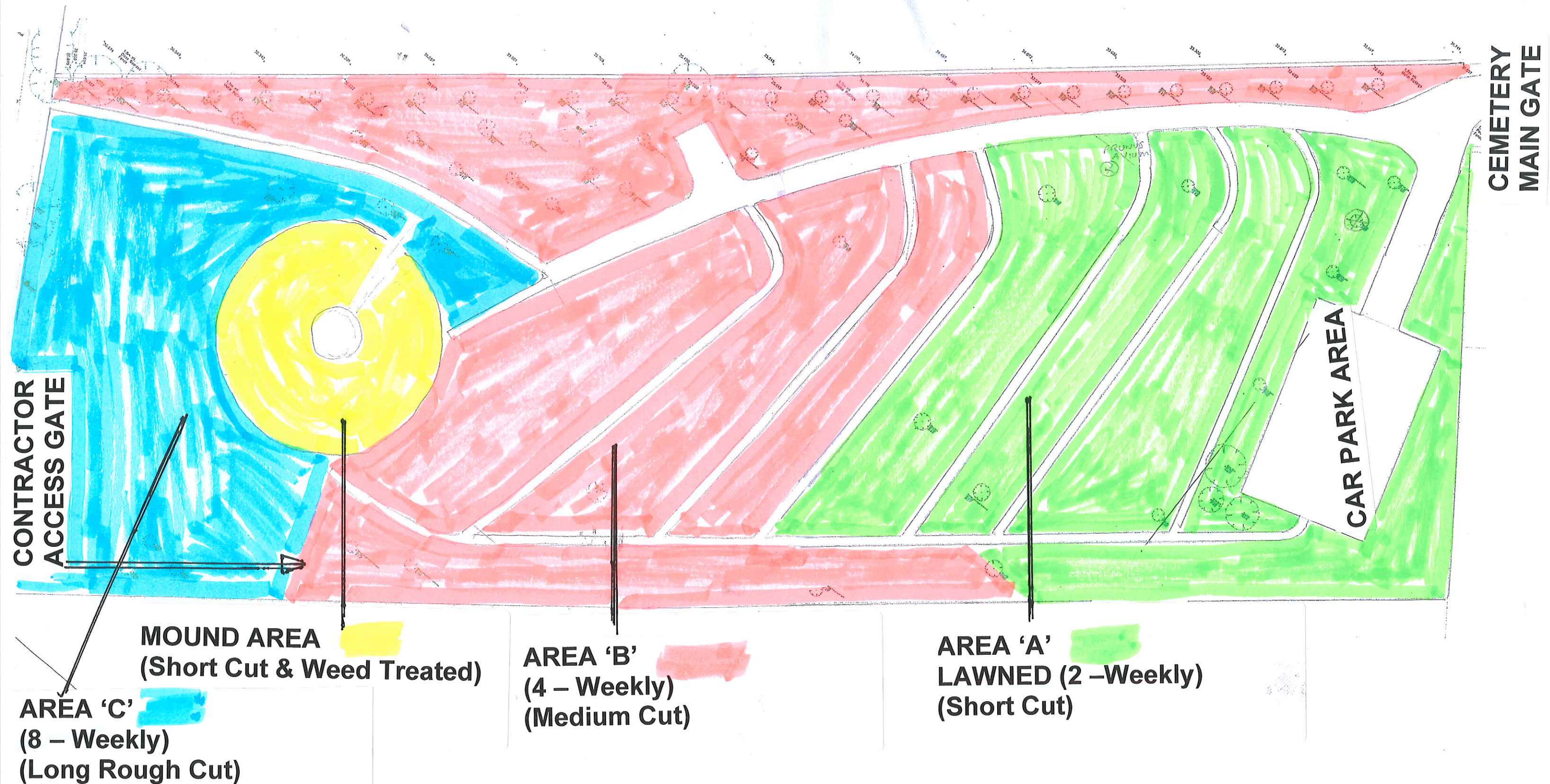
Hazards Identified

Planned Actions to Minimise Risks

NEW ROAD CEMETERY
Ref: MC03/2018

GRASS CUTTING SCHEMATIC

**MELBOURN
PARISH
COUNCIL**



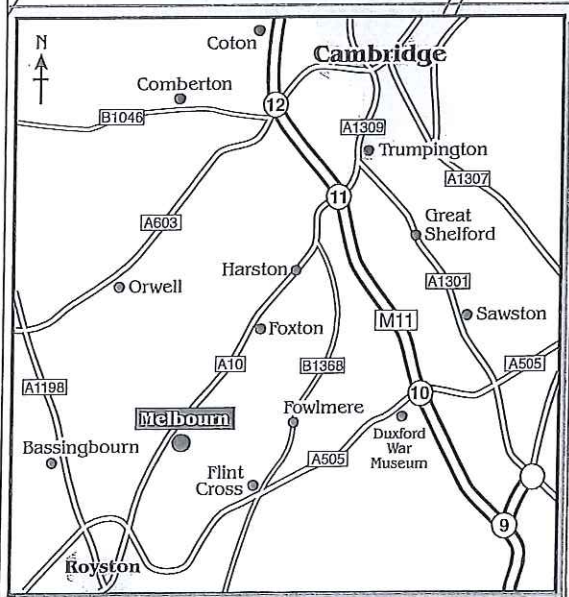
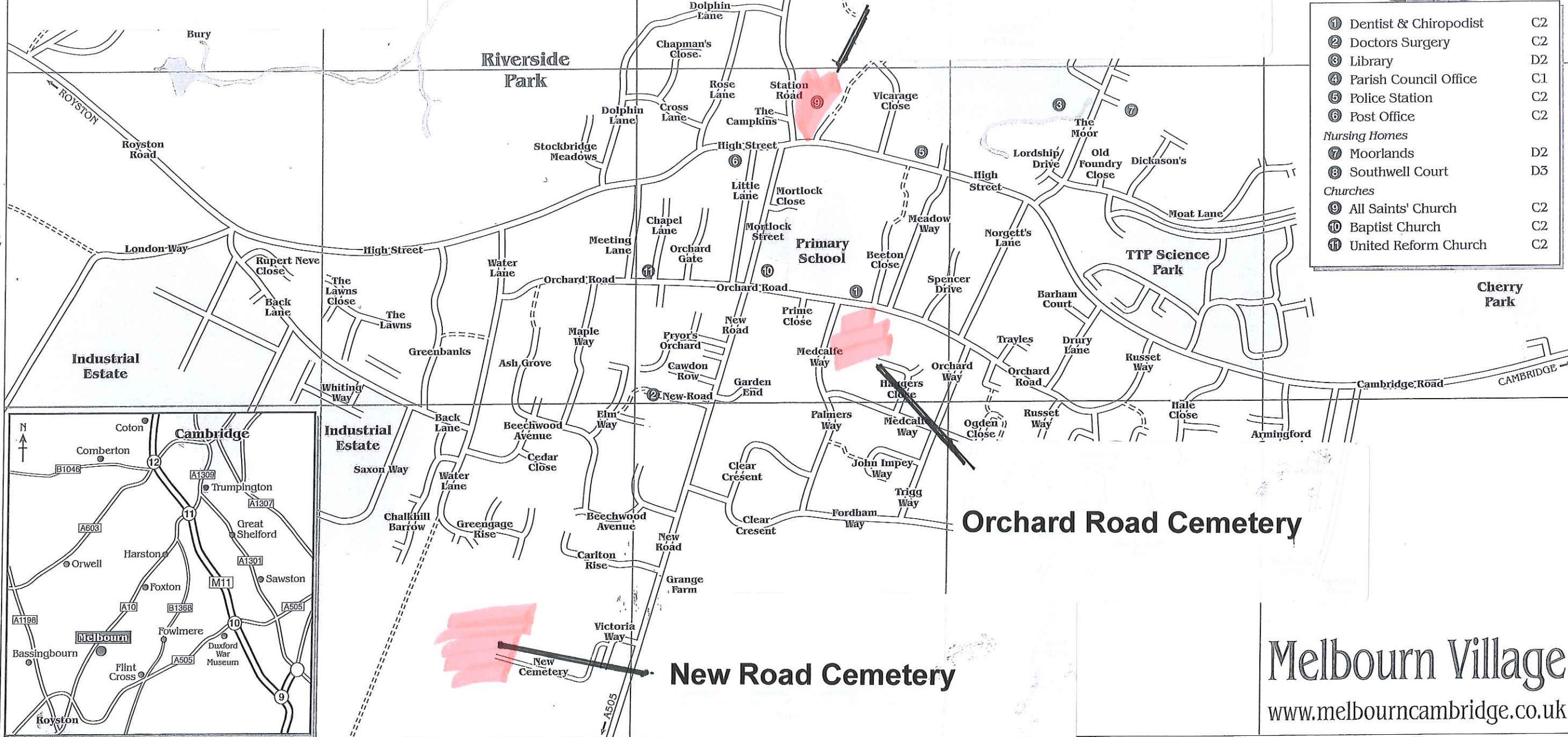
MELBOURN CEMETERIES

Ref: MC03/2018

MELBOURN
PARISH
COUNCIL



① Dentist & Chiropodist	C2
② Doctors Surgery	C2
③ Library	D2
④ Parish Council Office	C1
⑤ Police Station	C2
⑥ Post Office	C2
Nursing Homes	
⑦ Moorlands	D2
⑧ Southwell Court	D3
Churches	
⑨ All Saints' Church	C2
⑩ Baptist Church	C2
⑪ United Reform Church	C2



Melbourn Village
www.melbourncambridge.co.uk

Ash Grove	B2	Bury Lane	A1	Chapel Lane	C2	Elm Way	B3	High Street	B2/C2/D2	Lordship Drive	D2	Mortlock Street	C2	Orchard Road	B2/C2/D2	Royston Road	A2	Thatcher Stanford's	D1
Armingford Crescent	E3	Cambridge Road	E2	Chapman's Close	C1	Fordham Way	C3	Hinkins Close	D3	Maple Way	B2	Mortlock Close	C2	Orchard Way	D2	Rupert Neve Close	A2	Trayles	D2
Back Lane	A2/B2/B3	Campkins (The)	C2	Clear Crescent	C3	Garden End	C2	John Impey Way	C3	Meadow Way	C2	New Road	C2/C3	Palmer's Way	C3	Russet Way	D2/D3	Trigg Way	C3
Barham Court	D2	Carlton Rise	B3	Cross Lane	C2	Greenbanks	B2	Lawns (The)	B2	Medcalfe Way	C2/C3	Norgett's Lane	D2	Portway	E3	Saxon Way	B3	Vicarage Close	C2
Beechwood Avenue	B3	Cawdon Row	C2	Dickason's	D2	Greengage Rise	B3	Lawns Close (The)	B2	Meeting Lane	B2	Ogden Close	D3	Prime Close	C2	Spencer Drive	C2	Victoria Way	B3
Beeton Close	C2	Cedar Close	B3	Dolphin Lane	B2/C1	Haggers Close	C2	Little Lane	C2	Moat Lane	D2	Old Foundry Close	D2	Pryor's Orchard	C2	Station Road	C1/C2	Water Lane	B2/B3
Bramley Avenue	D3	Chalkhill Barrow	B3	Drury Lane	D2	Hale Close	D3	London Way	A2	Moor (The)	D1/D2	Orchard Gate	C2	Rose Lane	C2	Stockbridge Meadows	B2	Whiting Way	B2
																		Worcester Way	D3

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN GENERAL MAINTENANCE

Quote Reference Number: MGM04/2021

Closing Date/Time for Submission of Quotations: 17th May 2021 @ 17.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 19th May 2021

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a widespread stock of hedges, green planting and shrub areas that form part of roadsides and recreational spaces, a result of continuous road and housing development over many years.

Many of these have been assigned as the responsibility of Melbourn Parish Council to maintain. These areas require regular trimming and clearing, and works may need to be carried out in sympathy with the natural world, for example the nesting season for birds.

Due to the nature of these areas it is not possible to create a fixed timetable of maintenance. Through this invitation to quote, it is intended to assign a 'preferred contractor' to these tasks. Work would be agreed according to need and season and then carried out at the individual visit rates proposed though this document. By this means, work can be agreed quickly by the Clerk and avoids the need to obtain competitive quotes for each job as it arises.

This Invitation to Quote excludes major tree management works, as these will be assigned to specialist contractors as a separate arrangement.

Location maps for all sites included within the scope of this document are available with this Invitation to Quote.

Invitation To Quote - KEY INFORMATION

Quotation No:	MGM04/2021
Quotation Title:	Melbourn General Maintenance
Quotation Availability date:	27 th April 2021
Quotation latest return date & Time:	17 th May 2021 not later than 17.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	24 th May 2021
Contract Start Date:	1 st June 2021

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This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st June 2021.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
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- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

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Quality , of which:	60%	
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Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
- a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.18 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
- Proof of Full Public Liability Insurance cover.
 - Contractors should show evidence the protection of staff is considered in their bid approach to safety principles and show where they or staff members have formal first aid training.
 - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - Qualifications of contractor.
 - Evidence of past experience.
 - A competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of license or competence to spray weed killers.
 - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control license.
 - An undertaking that, wherever possible, employees will be sought locally.
 - Access to two prior clients who can provide written references.

Continued on page 6

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The Bidder's general understanding of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council
Melbourn Community Hub 30
High Street Cambridgeshire
SG8 6DZ

Company Name:

Your Name:

Date:

**Company
Address:**

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

There are two options for bidding. Either

Option 'A'

If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

Option 'B'

If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document but also to carry out extra cuts at no extra cost to the Parish Council should weather conditions make this necessary.

Please tick either box 'A' or 'B' below to indicate the bid basis.

QUOTATION FOR: MGM04/2021

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

A

B

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **17th May 2021** Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required	
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	Yes/No
2.4 (20%)	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	
	Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:	

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – Shrub and Hedge Maintenance

Please refer to attached location schematic

As Agreed With Parish Council – Tasks: to trim and maintain as needed: -		
	Area	Cost per Visit
1.	Armingford Crescent	£
2.	Corner of Beechwood Avenue opp. Elm Way	£
3.	Clear Crescent Play Park - Hedge Boundary (to be cut to a height of 4.5 feet)	£
4.	Junction Back Lane & High Street	£
5.	Orchard Road Cemetery Hedges (to be cut to a height of 7 feet)	£
6.	Worcester Way open rec. space boundary Hedging (back and front)	£
7.	Elm Way (and adjoining area to Orchard Road surgery)	£
8.	Chalkhill Barrow	£
9.	Hedge at Junction Maple Way and Orchard Road (opp. Black Horse Pub)	£
10.	Orchard Road Cemetery hedge adjacent to 23A Orchard Road	£
Total Per Annum Cost for 2 visits to every site		£

Note: MPC reserves the right to add or remove areas from the above list as circumstances dictate. Changes will be price- negotiated as they arise.

Methods and Risk Assessments –**Shrub and Hedge Maintenance in Melbourn (Various Sites)**

Method of Work – Describe the methods and any tools/equipment to be used.

Note 1. All work site visits must be pre-agreed with the Clerk.

Note 2. The timing of visits must respect the nesting season for birds

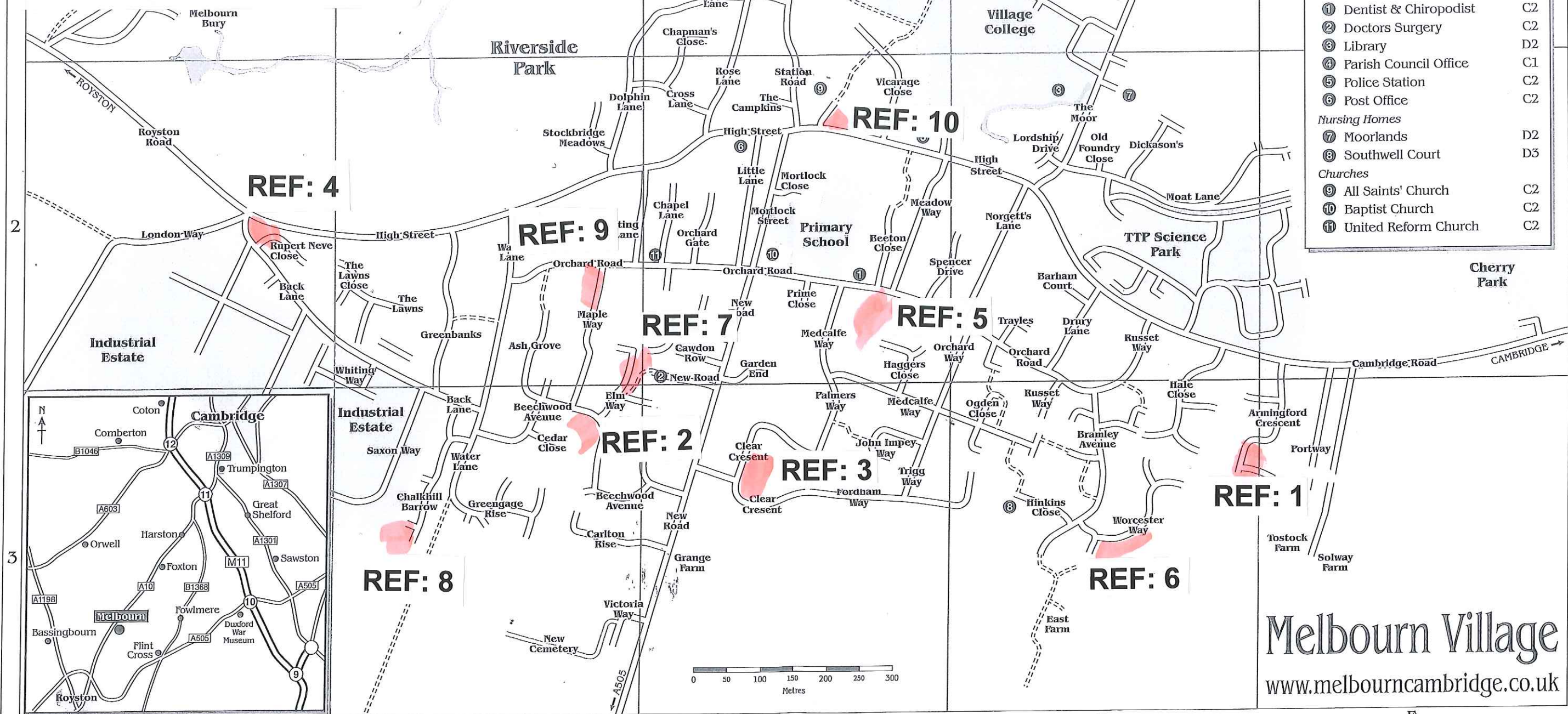
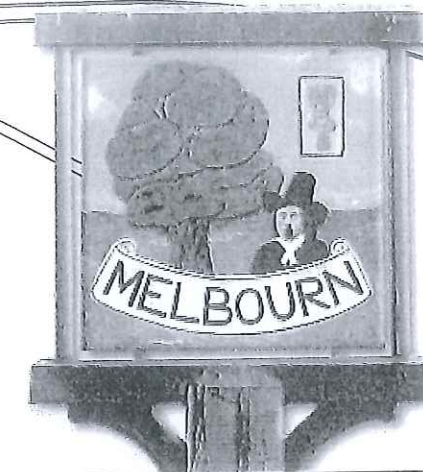
Note 3. All cuttings and vegetation to be removed from site

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Planned Actions to Minimise Risks

**MELBOURN
PARISH
COUNCIL**



©SIMMONETT 2000/08/09

Ash Grove	B2	Bury Lane	A1	Chapel Lane	C2	Elm Way	B3	High Street	B2/C2/D2	Lordship Drive	D2	Mortlock Street	C2	Orchard Road	B2/C2/D2	Royston Road	A2	Thatcher Stanford's	D1
Armingford Crescent	E3	Cambridge Road	E2	Chapman's Close	C1	Fordham Way	C3	Hinkins Close	D3	Maple Way	B2	Mortlock Close	C2	Orchard Way	D2	Rupert Neve Close	A2	Trayles	D2
Back Lane	A2/B2/B3	Campkins (The)	C2	Clear Crescent	C3	Garden End	C2	John Impey Way	C3	Meadow Way	C2	New Road	C2/C3	Palmers Way	C3	Russet Way	D2/D3	Trigg Way	C3
Barham Court	D2	Carlton Rise	B3	Cross Lane	C2	Greenbanks	B2	Lawns (The)	B2	Medcalfe Way	C2/C3	Norgett's Lane	D2	Portway	E3	Saxon Way	B3	Vicarage Close	C2
Beechwood Avenue	B3	Cawdon Row	C2	Dickason's	D2	Greengage Rise	B3	Lawns Close (The)	B2	Meeting Lane	B2	Ogden Close	D3	Prime Close	C2	Spencer Drive	C2	Victoria Way	B3
Beeton Close	C2	Cedar Close	B3	Dolphin Lane	B2/C1	Haggers Close	C2	Little Lane	C2	Moat Lane	D2	Old Foundry Close	D2	Pryor's Orchard	C2	Station Road	C1/C2	Water Lane	B2/B3
Bramley Avenue	D3	Chalkhill Barrow	B3	Drury Lane	D2	Hale Close	D3	London Way	A2	Moor (The)	D1/D2	Orchard Gate	C2	Rose Lane	C2	Stockbridge Meadows	B2	Whiting Way	B2
																		Worcester Way	D3

Melbourn Parish Council

Invitation to Quote

Quote Title: MELBOURN GRASS CUTTING

Quote Reference Number: MGC04/2021

Closing Date/Time for Submission of Quotations: 17th May 2021 @ 17.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 19th May 2021.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a large number of grassed verges and some specific open grassed recreational spaces as a result of continuous road and housing development over many years.

Historically, the majority of these have been assigned as the responsibility of Melbourn Parish Council to maintain. A significant balance, however, has remained either as a Cambridgeshire County Council or South Cambridgeshire District Council (SCDC) responsibility to cut and look after.

The situation changed at the end of 2017, and responsibility for remaining Cambridgeshire County Council maintained areas was transferred to Melbourn Parish Council, increasing the scope of works now required. A few areas remain with SCDC, and these are not included within the scope of this document. Also not included within the scope are the regular but infrequent requirements to maintain boundary hedges and shrubberies that abut some of the grassed areas included here. These works are the subject of another Invitation to Quote '*Melbourn General Maintenance*'.

Small areas of grass exist on many of the roads in Melbourn. The contractor should assume these fall within the scope unless explicitly excluded. The appended road plan and Section 4 shows/lists those roads that can be specifically excluded.

In addition to the general grass cutting requirements, two other small areas are included for general maintenance in addition to grass cutting: -

Melbourn Community Hub, 30 High Street Melbourn – this Invitation to Quote requires the bidder to also quote for grass cutting of the small lawned area, together with the pruning and maintenance of the garden areas.

Shrubbery Apron area to Main Melbourn Car Park – This Invitation to Quote includes maintenance of the small shrubbery area between the Main Car Park and High Street, adjacent to the Bus Stop.

Location maps for sites included within the scope of this document are available with this Invitation to Quote.

Invitation To Quote - KEY INFORMATION

Quotation No:	MGC04/2021
Quotation Title:	Melbourn Grass Cutting
Quotation Availability date:	27 th April 2021
Quotation latest return date & Time:	17 th May 2021 not later than 17.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer (Councils Procuring Officer)	Mrs. Claire Littlewood
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	parishclerk@melbournpc.co.uk
Number of copies required:	(1)
Expected Tender Decision Date:	24 th May 2021
Contract Start Date:	1 st June 2021

CONTENTS

Melbourn Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 4. Schedule of Grassed Areas Excluded from this Invitation to Quote

This Section lists those roads and locations that remain the responsibility of either South Cambridgeshire District Council or Housing Associations.

Section 1

1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st June 2021.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (if your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	40%	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
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Melbourn Community Hub 30
High Street Cambridgeshire
SG8 6DZ

Company Name:

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Date:

**Company
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Please tick either box 'A' or 'B' below to indicate the bid basis.

QUOTATION FOR: MGC04/2021

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

A

B

Declaration and Contractor Quotation Approval

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- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **17th May 2021**. Note: you can return sooner if you wish.
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- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?
	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.
	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.
	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?
	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).
	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>
	<p>Referee 2: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>

2.5 (5%) EQUALITIES of OPPORTUNITY		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
If your organisation has an equal opportunities policy please enclose this with your Quotation documents.		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – Grass Verges and Recreation Spaces (see map)

1. Armingford Crescent
2. Elm Way
3. Rose Lane/Dolphin Lane
4. Grassed area outside Leeches Butchers
Grassed area around the War memorial
Sloping Area Adjacent to Telephone Box at Village Centre
5. Chalkhill Barrow
6. Clear Crescent Play Park area
7. The Moor Play Park area
8. Grass in front of Orchard Road Cemetery in front of hedge
9. Worcester Way open recreational space
Grassed area leading to housing immediately adjacent to Worcester Way rec. space
10. Lawned area in front of the Community Hub 30 High Street
11. Greengage Rise – three areas – (a) at road entrance (b) at half way point (c) green space at end of road

Fortnightly: April to October - Tasks	
<ol style="list-style-type: none"> 1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i> 2. Daffodils to be allowed to die back so that leaves dry off before fully cutting bulb-planted areas. 	
Per Visit Cost	£
Per Annum Cost for 15 visits	£

B. Schedule of Works for Quotation – Other Grass Spaces (see map)

❖ All Village Verges and areas Shown in Dark Green on the Map, and including -

- Small triangular grassed area adjacent to Bus Stop and Vicarage Close
- Beechwood Avenue grassed area opposite junction with Elm Way
- The Verge on The Moor in front of the Play Park and Bowls Club
- The Path beside the Bowls Club
- The Corner of Medcalfe Way and Orchard Road
- Verge Opposite the Black Horse Pub
- Back Lane to Greengage Rise
- Car Park perimeter area to LHS of entrance
- Royston Road to Bury turning both sides
- Church Walk down to All Saints' Community Hall
- Orchard Road opposite Orchard Gate for approx. 20 feet
- Entrance to Gray Allotments (Thatcher Stanfords Close)
- Corner of Mortlock Close and Mortlock Street
- Cambridge Road both sides to Garden Centre and Wrights Mowers
- Path perimeters and amenity area Stockbridge Meadows (by agreement with Clerk only)

Monthly: April to October - Tasks	
<ol style="list-style-type: none"> 1. Grass cutting to the whole of the above sites - <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i> 	
Per Visit Cost	£
Per Annum Cost for 6 visits	£

C. Schedule of Works for Quotation – Other Grass Spaces at village entrances (not mapped)

- From A10 Cambridge Road to Wrights Mowers (both sides)
- From A10 Station Road to Village (both sides)
- From A10 (Village Sign) to Melbourn Bury turning (both sides)
- From A505 New Road to Village Sign (both sides)

Every Eight Weeks: April to September - Tasks	
<p>1. Grass cutting to the whole of the above sites from village boundary to A10 and A505 junctions. <i>Actual cutting frequency required for these defined areas will depend on speed of growth and weather etc.</i></p>	
Per Visit Cost	£
Per Annum Cost for 3 visits	£

D. Schedule of Works for Quotation – Garden Maintenance – Melbourn Hub 30 High Street & Central Car Park Apron Area (Shrubs not grass). (Not mapped)

Every Eight Weeks: April to October - Tasks	
<p>Note: This includes both the back and front areas of the Hub Gardens</p> <ul style="list-style-type: none"> ▪ Weeding of borders as required ▪ Pruning of decorative and defensive shrubbery as required ▪ Removing all dead vegetation from site as required ▪ Removing dead leaves (autumn) including from roadway 	
Per Visit Cost	£
Per Annum Cost for 3 visits	£

TOTAL PER ANNUM COSTS (A+B+C+D)	£
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Methods and Risk Assessments – Grass Cutting in Melbourne (Various Sites) Schedules A, B and C

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Planned Actions to Minimise Risks

Methods and Risk Assessments – **Garden Areas, Community Hub 30 High Street**

Schedule D

Method of Work – Describe the methods and any tools/equipment to be used.

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that the Community Hub is a busy public area)

Planned Actions to Minimise Risks

Section 4 EXCLUDED AREAS

Melbourn Parish Council – Grassed areas and roads NOT covered by the scope of this Invitation to Quote:

- Vicarage Close
- John Impey Way
- Corner of Trigg Way and Fordham Way
- Russet Way opposite junction with Bramley Avenue
- Area on the Left Hand Side of Russet Way as the road joins Cambridge Road
- Hagers Close
- Anything in Medcalfe way beyond junction with Ogden Close
- Ogden Close
- Worcester Way (except areas specified in this document)
- Hinkins Close
- Bramley Avenue

These areas remain the responsibility of either Housing Associations or South Cambridgeshire District Council.

**MELBOURN GRASS
CUTTING (Schedule A)
Ref: MGC03/2018**

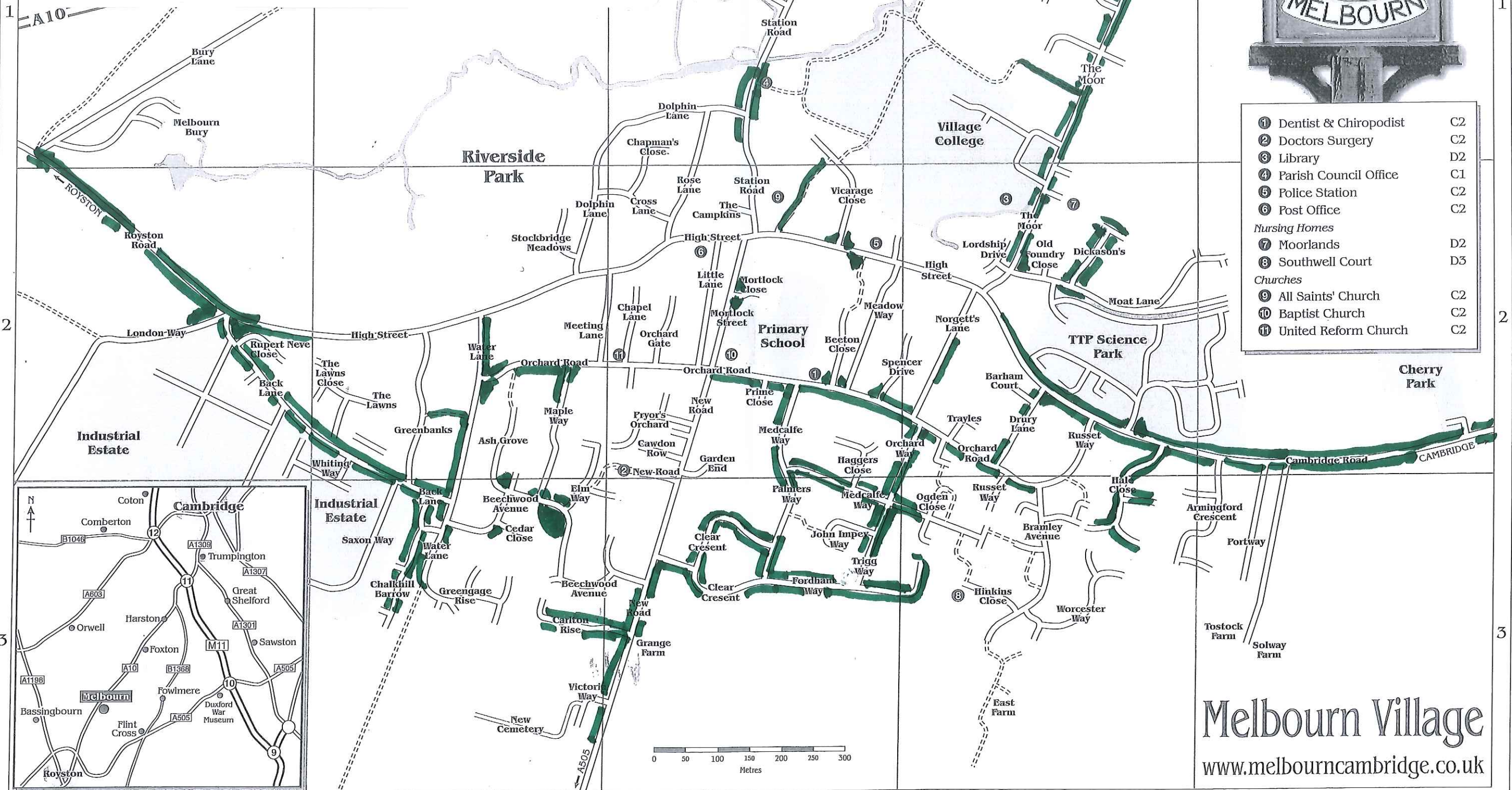
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MELBOURN
PARISH COUNCIL

MELBOURN GRASS
CUTTING (Schedule B)
Ref: MGC03/2018



- | | |
|-------------------------|----|
| ① Dentist & Chiropodist | C2 |
| ② Doctors Surgery | C2 |
| ③ Library | D2 |
| ④ Parish Council Office | C1 |
| ⑤ Police Station | C2 |
| ⑥ Post Office | C2 |
| Nursing Homes | |
| ⑦ Moorlands | D2 |
| ⑧ Southwell Court | D3 |
| Churches | |
| ⑨ All Saints' Church | C2 |
| ⑩ Baptist Church | C2 |
| ⑪ United Reform Church | C2 |



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Ash Grove	B2	Bury Lane	A1	Chapel Lane	C2	Elm Way	B3	High Street	B2/C2/D2	Lordship Drive	D2	Mortlock Street	C2	Orchard Road	B2/C2/D2	Royston Road	A2	Thatcher Stanfords	D1
Armingford Crescent	E3	Cambridge Road	E2	Chapman's Close	C1	Fordham Way	C3	Hinkins Close	D3	Maple Way	B2	Mortlock Close	C2	Orchard Way	D2	Rupert Neve Close	A2	Trayles	D2
Back Lane	A2/B2/B3	Campkins (The)	C2	Clear Crescent	C3	Garden End	C2	John Impey Way	C3	Meadow Way	C2	New Road	C2/C3	Palmers Way	C3	Russet Way	D2/D3	Trigg Way	C3
Barham Court	D2	Carlton Rise	B3	Cross Lane	C2	Greenbanks	B2	Lawns (The)	B2	Medcalfe Way	C2/C3	Norgett's Lane	D2	Portway	E3	Saxon Way	B3	Vicarage Close	C2
Beechwood Avenue	B3	Cawdon Row	C2	Dickason's	D2	Greengage Rise	B3	Lawns Close (The)	B2	Meeting Lane	B2	Ogden Close	D3	Prime Close	C2	Spencer Drive	C2	Victoria Way	B3
Beeton Close	C2	Cedar Close	B3	Dolphin Lane	B2/C1	Haggers Close	C2	Little Lane	C2	Moat Lane	D2	Old Foundry Close	D2	Pryor's Orchard	C2	Station Road	C1/C2	Water Lane	B2/B3
Bramley Avenue	D3	Chalkhill Barrow	B3	Drury Lane	D2	Hale Close	D3	London Way	A2	Moor (The)	D1/D2	Orchard Gate	C2	Rose Lane	C2	Stockbridge Meadows	B2	Whiting Way	B2
																	Worcester Way	D3	

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list

Start of year 01/04/20 – Items relating to financial year 2020/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4171	BAC21042 7BRIARSS	£96.00	£0.00	£96.00 31/03/21	Briar Security Systems - Intruder Alarm Annual Maintenance	£96.00
		£96.00	£0.00	£96.00	Briar Security Systems - Total	
4154	DD210407 BGASWSH OP	£243.20	£40.53	£202.67 22/03/21	British Gas - Workshop Electricity 01/03-22/03/21 actual	£243.20
4155	DD210412 BGASPAV	£351.58	£58.59	£292.99 22/03/21	British Gas - Pavillion Electricity - 21/02/21- 22/03/21 actual	£351.58
4192	DD210426 BGASORC	£11.71	£0.55	£11.16 31/03/21	British Gas - Electricity bill - old rec ground 02/03/21 - 01/04/21 - estimated	£11.71
		£606.49	£99.67	£506.82	British Gas - Total	
4193	DD210415 EON	£10.97	£0.52	£10.45 29/03/21	e.0n - Electricity - Orchard Road Cemetery 28/02/21- 28/03/21 Actual	£10.97
		£10.97	£0.52	£10.45	e.0n - Total	
4152	BACS2104 27ESPO	£29.79	£4.47	£25.32 12/03/21	ESPO - Parish Office- Ink pad, pencils, notebook, envelopes, highlighters, pens	£29.79
		£29.79	£4.47	£25.32	ESPO - Total	
4175	BACS2104 27GR8TO OL	£489.36	£0.00	£489.36 31/03/21	GR8 Tool Hire Ltd - 20 X heras fencing 1 X portalo	£489.36
		£489.36	£0.00	£489.36	GR8 Tool Hire Ltd - Total	
4173	BACS2104 27GWE	£2,979.29	£496.55	£2,482.74 30/03/21	Groundwork East - 6 week online art project	£2,979.29
		£2,979.29	£496.55	£2,482.74	Groundwork East - Total	
4176	DD210415 HAVEN	£7.18	£0.35	£6.83 31/03/21	Haven Power - Street lighting - unmetered supply 01/03-30/03/21	
4177	DD210415 HAVEN	£126.55	£6.03	£120.52 31/03/21	Haven Power - Street lighting - unmetered supply 01/03--31/03/21	
4178	DD210415 HAVEN	£2.50	£0.12	£2.38 31/03/21	Haven Power - Street lighting - unmetered supply 01/03-31/03/21	£136.23
		£136.23	£6.50	£129.73	Haven Power - Total	

Signature
Date

Signature

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list

Start of year 01/04/20 – Items relating to financial year 2020/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4153	BACS2104 27H&CGM	£936.00	£156.00	£780.00	15/03/21 Herts & Cambs Ground Maintenance Limited - Repairs to the chain link fence in woodlands at Worcester Way	
4160	BACS2104 27H&CGM	£792.00	£132.00	£660.00	31/03/21 Herts & Cambs Ground Maintenance Limited - Additional cut - New Rd, Orchard Rd, Church yard & village areas.	
1		£432.00	£72.00	£360.00	CEM Additional cut - New Rd, Orchard Rd & Church yard	
2		£360.00	£60.00	£300.00	CON Additional cut of verges	
4169	BACS2104 27H&CGM	£747.00	£124.50	£622.50	29/03/21 Herts & Cambs Ground Maintenance Limited - Verge Cutting - March (1/12)	
4180	BACS2104 27H&CGM	£145.20	£24.20	£121.00	08/01/21 Herts & Cambs Ground Maintenance Limited - Tree lights, extension cable and timer plug	
4181	BACS2104 27H&CGM	-£37.20	-£6.20	-£31.00	29/01/21 Herts & Cambs Ground Maintenance Limited - Credit note re part SI-580 extension lead and lights	£2,583.00
		£2,583.00	£430.50	£2,152.50	Herts & Cambs Ground Maintenance Limited - Total	
4150	BACS2104 27HUB	£12.00	£2.00	£10.00	19/03/21 Melbourn Community Hub Management Group - Parish Office Cleaning w/c 15 March 2021	
4151	BACS2104 27HUB	£999.98	£166.66	£833.32	19/03/21 Melbourn Community Hub Management Group - 2 Speakers for the Hub's PA system	
4194	BACS2104 27HUB	£34.61	£5.77	£28.84	31/03/21 Melbourn Community Hub Management Group - Mobile Phone for Time Bank (13 March -12 April)	
4195	BACS2104 27HUB	£48.00	£8.00	£40.00	31/03/21 Melbourn Community Hub Management Group - Parish Office Cleaning (22 March - 12 April)	£1,094.59
		£1,094.59	£182.43	£912.16	Melbourn Community Hub Management Group - Total	

Signature
Date

Signature

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list

Start of year 01/04/20 – Items relating to financial year 2020/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4157	BACS2104 27NORBUR YS	£240.84	£40.14	£200.70 23/03/21	Norburys - Hub extension materials (groundwork)	
4164	BACS2104 27NORBUR YS	£1,420.80	£236.80	£1,184.00 24/03/21	Norburys - Hub extension materials	
4186	BACS2104 27NORBUR YS	£98.88	£16.48	£82.40 22/03/21	Norburys - Hub Extension - Brickwork - beam and block	
4189	BACS2104 27NORBUR YS	£1,221.60	£203.60	£1,018.00 24/03/21	Norburys - Hub extension - timber panels	
4190	BACS2104 27NORBUR YS	£22.68	£3.78	£18.90 30/03/21	Norburys - Hub extension - Brickwork	£3,004.80
		£3,004.80	£500.80	£2,504.00	Norburys - Total	
4166	BACS2104 27PROOFI NG	£200.00	£0.00	£200.00 31/03/21	Premier Roofing - Pavilion Roof Repairs	£200.00
		£200.00	£0.00	£200.00	Premier Roofing - Total	
4174	BACS2104 27RIDGEO NS	£349.50	£58.25	£291.25 29/03/21	Ridgeons Ltd - Brickwork - Hub Extension	£349.50
		£349.50	£58.25	£291.25	Ridgeons Ltd - Total	
4167	BACS2104 27PESTCO	£130.00	£0.00	£130.00 29/03/21	The Pest Company - Set up for clearing mole infestation, The Old Rec,	£130.00
		£130.00	£0.00	£130.00	The Pest Company - Total	
4191	BACS2104 27TIMNOV	£698.62	£0.00	£698.62 31/03/21	TimNovations - Litter picking 15/01-11/04/21 plus equipment	£698.62
		£698.62	£0.00	£698.62	TimNovations - Total	

Signature

Date

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Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list

Start of year 01/04/20 – Items relating to financial year 2020/21

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
Items Already Paid (Clerk and RFO delegated authority)							
4156	BACS2103 251731	£780.00	£130.00	£650.00	22/03/21	1731 Ltd - Project management - Hub extension	£780.00
4179	BACS2104 161731	£690.00	£115.00	£575.00	31/03/21	1731 Ltd - Project management - Hub extension: 22nd March - 6th April	£690.00
4163	BACS2104 12ASGARD	£120.00	£20.00	£100.00	30/03/21	Asgard - Assembly charge - storage shed - Pavilion	£120.00
4149	BACS2103 19CPCJ	£615.00	£0.00	£615.00	18/03/21	Charles Prime -25% deposit construction of timber frame Hub	£615.00
4162	BACS2103 30JORDANS	£8,679.36	£1,446.56	£7,232.80	24/03/21	Jordan & Sons – Hub extension groundworks	£8,679.36
4159	BACS2103 30LANDMARK	£888.00	£148.00	£740.00	25/03/21	Landmark – recycled plastic interpretation board	£888.00
4148	BACS2103 23SECLTD	£240.00	£40.00	£200.00	10/03/21	Structural Engineers Cambridge Ltd - consultancy services Hub extension	£240.00
Total		£24,421.00	£3,679.25	£20,741.75			

Signature

Date

Signature

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list (2)

Start of year 01/04/21 – Items relating to Financial Year 2021/22

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS2104 27H&CGM	£487.00	£81.17	£405.83	2100	01/04/21	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance April 2021 (1/12 x annual contract)	£1,945.00
BACS2104 27CAPALC	£887.03	£0.00	£887.03		01/04/21	CAPALC - Annual membership 01/04/21-31/03/22 plus DPO scheme	£1,007.03
	£837.03	£0.00	£837.03	4700/1		CAPALC affiliation fee 2021/22	
	£50.00	£0.00	£50.00	5000/9/4		DPO membership scheme	
BACS2104 27RIDGEON NS	£481.62	£80.27	£401.35	1450	01/04/21	Ridgeons Ltd - Brickwork - Hub Extension	£736.75
BACS2104 27H&CGM	£906.00	£151.00	£755.00	3200	01/04/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Rec grounds April 2021 1/12 contract)	£1,945.00
BACS2104 27H&CGM	£552.00	£92.00	£460.00	1300	01/04/21	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - April (1/12 annual contract)	£1,945.00
DD210416 PWL	£16,477.10	£0.00	£16,477.10		01/04/21	Public Works Loan Board - Hub loan repayments - instalment 3	£16,477.10
	£2,400.80	£0.00	£2,400.80	6451		Hub Loan repayment - instalment 3 principal	
	£14,076.30	£0.00	£14,076.30	6450		Hub Loan repayment - instalment 3 interest	
DD210401 SCDCPAV	£263.80	£0.00	£263.80	3400	01/04/21	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 1 of 10	£263.80
DD210401 SCDCOR	£61.51	£0.00	£61.51	2000/1	01/04/21	South Cambs District Council - Rates - Orchard Road Cemetery Instalment 1 or 4	£61.51
DD210401 SCDCCP	£1,194.00	£0.00	£1,194.00	7100	01/04/21	South Cambs District Council - Rates- Car Park Instalment 1 of 10	£1,194.00
DD210408 WBORC	£46.42	£0.00	£46.42	2000/1	01/04/21	Cambridge Water Business - Water services - Orchard Road	£46.42
DD210401 SCDCNR	£73.50	£0.00	£73.50	2000/2	01/04/21	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 1 or 10	£73.50
						Rates - Victoria Way Cemetery Instalment 1 or 10	
BACS2104 27LUCID	£126.60	£21.10	£105.50	5000/1	01/04/21	LUCID Systems - Covered agreement May 2021	£883.90
DD210401 DVLA	£23.18	£0.00	£23.18	4300/4	01/04/21	DVLA - Road tax - Parish Van inst 12	£23.18
BACS2104 27ICCM	£95.00	£0.00	£95.00	4700/8	01/04/21	ICCM - ICCM membership 2021/22	£95.00

Signature

Date

Signature

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list (2)

Start of year 01/04/21 – Items relating to Financial Year 2021/22

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
DD210408 CWBWS	£6.00	£0.00	£6.00	7100	01/04/21	Cambridge Water Business - Water services car park workshop	£6.00
DD210401 NOW	£43.20	£7.20	£36.00	5700	01/04/21	Now Pensions - Employer service charge - April 2021	£43.20
BACS2104 22CAME	£508.36	£0.00	£508.36	4300/4	01/04/21	Came and Company - Insurance - Parish Van 23/04/21-22/04/22	£508.36
BACS2104 27SH	£615.36	£102.56	£512.80	3400	08/04/21	Shelford Heating - Fit replacement valves - 2 blending and 1 shower mixer in Pavilion	£615.36
BACS2104 27RIDGE NS	£255.13	£42.52	£212.61	1450	10/04/21	Ridgeons Ltd - Groundwork and drainage - Hub	£736.75
BACS2104 27NORBUR YS	£13.99	£2.33	£11.66	1450	12/04/21	Norburys - Hub extension - First fix	£1,360.26
BACS2104 27PESTCO	£180.00	£0.00	£180.00	3200	12/04/21	The Pest Company - 3 capture visits, removal, leveling of mole hills	£180.00
BACS2104 27NORBUR YS	£133.20	£22.20	£111.00	4300/2	12/04/21	Norburys - Post 4x4" x 8FT	£1,360.26
BACS2104 27NORBUR YS	£31.44	£5.24	£26.20	1450	13/04/21	Norburys - Hub extension- block and beam	£1,360.26
BACS2104 27SHIRE	£540.00	£90.00	£450.00	1000	13/04/21	Shire Trees Limited - Remove bonfire rubbish from site	£540.00
BACS2104 27NORBUR YS	£45.30	£7.55	£37.75	1450	13/04/21	Norburys - Hub extension - first fix	£1,360.26
BACS2104 27NORBUR YS	£748.80	£124.80	£624.00	1450	14/04/21	Norburys - Hub extension - first fix capentry	£1,360.26
BACS2104 27LUCID	£757.30	£126.22	£631.08	5000/10	14/04/21	LUCID Systems - Replacement desktop 3 - Parish Office - plus installation/setup	£883.90
DD210429 BGASWSH OP	£115.21	£5.48	£109.73	7100	15/04/21	British Gas - Workshop electricity - 23/03-09/04/21 estimated	£115.21
BACS2104 27CAPALC	£120.00	£0.00	£120.00	5400	16/04/21	CAPALC - Cemetery Training - 20/04/21 & 21/04/21	£1,007.03

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Date

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Melbourn Parish Council

Page 2

Melbourn Parish Council

Apr 2021 Expenditure transactions - payments approval list (2)

Start of year 01/04/21 – Items relating to Financial Year 2021/22

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS2104 27AJGRAB	£624.00	£104.00	£520.00	1450	16/04/21	AJ Grab Hire - Muck Away - Hub Extension	£624.00
BACS2104 271731	£900.00	£150.00	£750.00	1450	20/04/21	1731 Ltd - Project management - hub extension April	£900.00
BACS2104 27NORBURY	£30.90	£5.15	£25.75	1450	20/04/21	Norburys - First Fix carpentry - Hub Extension	£1,360.26
BACS2104 27PJD	£120.00	£0.00	£120.00	6401	20/04/21	P J Deards - Boiler and Hot water cylinder Service - Hub	£120.00
BACS2104 27RDCT	£5,000.00	£0.00	£5000.00	1410	20/04/21	RDCT – annual grant contribution to provision of community transport service 2021-2022	£5,000.00
BACS2104 27NORBURY	£356.63	£59.44	£297.19	1450	21/04/21	Norburys - Hub extension - door linings/PSE door lining, tanalized 47 x 1000mm	£1,360.26
	£5,574.69	£0.00	£5,574.69	Confidential items - salaries, NI & pensions			

Items Already Paid (Clerk and RFO delegated authority)

BACS2104 27CPCJ	£1,535.00	£0.00	£1,535.00	1450	15/04/21	Charles Primes Carpenter & Joiner - Hub Extension - Construction of Timber frame	£1,535.00
BACS2104 20HUNTIMBER	£616.80	£102.80	£514.00	1450	21/04/21	Huntingdon Timber Supplies - First Fix Carpentry - Hub Extension (invoice for completion)	£616.80
BACS2104 15JORDANS	£3,876.00	£646.00	£3,230.00	1450	10/04/21	Jordan & Sons - Hub Extension - Landscaping	£7,068.00
BACS2104 15JORDANS	£1,296.00	£216.00	£1,080.00	1450	07/04/21	Jordan & Sons - Hub - extension - Brick work face and plinth bricks	£7,068.00
BACS2104 15JORDANS	£1,896.00	£316.00	£1,580.00	1450	07/04/21	Jordan & Sons - Hub - extension - Brick work face and plinth bricks	£7,068.00

Total **£47,614.07** **£2,561.03** **£45,053.04**

Signature

Date

Signature

Quotation Number : **32662**

Date : 12 April 2021

Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Lucid Systems Ltd
44 Felaw Street
Ipswich
IP2 8SJ

Melbourn
SG8 6DZ

RE : **Replacement desktop**

Qty	Item / Description	Unit Price	Total
1	HP G3 Desktop Intel Core i5-10500 (12MB Cache, 3.1GHz), 8GB DDR4-SDRAM, 256GB SSD, DVD-RW, Intel UHD Graphics 630, LAN, Windows 10 Pro 64-bit	481.08	481.08
1	Installation and setup Clone of old system for software setup	150.00	150.00

Subtotal £ **631.08**

Quotation valid for a period of 7 Days,
stock availability can change at any time.

VAT at 20 % £ **126.22**

Total £ **757.30**

To confirm your order of the above items/services please sign and fax to 0845 8622613 or email to info@lucidsystems.co.uk.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>

Parish Clerk

From: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>
Sent: 12 April 2021 17:43
To: Parish Clerk; RFO
Subject: Re: FW: Lucid Ticket No. 88820 Re: No signal found

Following our conversation earlier and the following email on the subject of a replacement desk top, I co approve the cost.

Please go ahead.

Regds Graham

On 12/04/2021 16:23 Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi Graham

The PC that Gabby and Steph share in the office is not working. Lucid came out today and took the processor back to their offices to try and revive it. Unfortunately, it is not repairable – please see Lucid's email below.

The PC is absolutely vital for Gabby as it has the Moneysoft software on it that is not available on any other PC in the office.

Lucid have provided a quote for a replacement desktop – please see attached.

Our Financial Regulations allow for emergency expenditure up to £1,000 to be authorised by the Clerk – please see section 4 of the Financial Regs (<https://melbournparishcouncil.co.uk/wp-content/uploads/2021/03/Document-4.17-Melbourn-Parish-Council-Financial-Regulations-Ver4-March-2021.pdf>) .

In the circumstances, can I please ask you to co-approve this so that Lucid can order in the new desktop and get it set up by next week.

Many thanks

Claire

Monthly Report April 2021 - Community Hub Expansion

Build Progress

Work on the Hub site has continued and progress remains on track. The Main Contractor, Brownstone, was unable to start on the previously agreed date due to delays in completing other contract commitments. Arrangements were therefore mutually agreed between Project Management, the Parish Council, the Groundworks Contractor Jordan and Sons and Brownstone that the delayed build elements would be transferred to Jordan and Sons. Brownstone finally commenced work on Monday April 19th 2021.

The foregoing decision has enabled the project to remain on schedule and has also saved some costs. (See table below).

The building work is continuing to the first floor stage with scaffolding in place to complete the first floor structure and roof.

Governance

Weekly Steering Meetings involving the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

29th March 2021

6th April 2021

14th April 2021

21st April 2021

The committee refers any significant changes to the full council to be noted or for formal ratification.

Financial Status – Spend vs. Budget

Please see appended Summary.

Measurable savings are being made against expected spend, notably with respect to the transfer of work from Brownstone to Jordan and Sons. This action has saved build time and costs:

Item	Jordan	Brownstone	Saving
Brickwork & Plinth	1,080.00	1,113.00	33.00
Block & Beam	2106.00	3,696.00	1,590.00
Demolition & First Fix preliminaries	1,579.00	2,149.00	570.00
Totals	£4765.00	£6,958.00	£2193.00

In addition, an item was nominated as a cost to the approved Landscaping Budget (£3,900) for the project. This combined planned landscaping with the installation of rainwater surface drainage (ACO drains). Work assigned to Jordan & Sons.

Landscaping & ACO drains – Assigned to Jordan & Sons	£3,230.00
--	-----------

Financial Summary

1. No approval category is overspent and the embedded 30% working contingency fund of £31,118.00 remains untouched.
2. A balance of £120,126.47 remains unspent, 78% of the approved sum.
3. The project is also carrying an additional unassigned funding surplus of £20,529.05 over and above the primary approved sum of £153,743.00

Events and Decisions

- As noted above, further work was transferred with the consent of both contractors so that demolition and some first fix timber panel preparations could be done while waiting for Brownstone to become available.
- Some additional costs have been incurred due to an unexpected Building Control request to install added surface water drainage. The project manager brought forward landscaping work, mitigating the resulting on-costs by incorporating this mandated additional drainage work while landscaping is done. Landscaping remains within budget.
- The prior plan to construct two-floor storage areas by annexing part of the foyer space was originally costed at £12,568.00. The project was not pursued separately, as there were obvious benefits of doing the storage conversion while the Hub extension works were carried out. It is proposed that Brownstone is offered this additional work for which they have quoted a price of £3,890.00. This much lower cost reflects the fact that carpenters and other trades are on site anyway. The item requires consideration for approval by the council.
- The re-routing of the Gas supply to the site is still pending, although an improved date has been offered (10th May). This delay will not hold up the construction works, however.

**Hub Extension Project
Budget Tracking – Spend Summary April 2021**

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	53,010.00	11,701.00	41,309.00	78%	Some transfers of work between Jordan and Sons and Brownstone to reduce costs and elapsed time
Materials Supplies	39,615.00	9,615.11	29,999.90	76%	Concrete costs eliminated as included in Jordan and Sons ground works quote
Plumbing and Heating	15,000.00	0.00	15,000.00	100%	
Professional Services	11,100.00	10,011.67	1,088.33	10%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3230.00	670.00	17%	Landscaping done in conjunction with Building Control changes
Contingency (30% of total)	31,118.00	0.00	31,118.00	100%	No spend category had needed to use contingency funds at this point
Other Costs		373.42	-373.42		Previously incurred admin costs (Tender advertising)
Totals	153,743.00	34,931.20	118,811.81	77%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s016 funds allocated to Hub Foyer storage conversion
Funding Surplus	20,529.05				The funding still available in addition to the embedded 30% contingency funds



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





Your vision, our expertise, quality built to last

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

21 April 2021

Reference: HUB/0421/002

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





Your vision, our expertise, quality built to last

Quotation

The Clerk Melbourn Parish Council 30 High St Melbourn Royston SG8 6DZ	Our Reference: HUB/0421/002 Job Reference: The Hub Drawing Reference: Please see 'Drawings issued'
	Date: 16 th February 2021

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

<u>DESCRIPTION</u>	<u>PRICE</u>
<u>Double storey front and rear extensions with internal alterations.</u> Labour & plant	£49,113.59
Sub Total	£49,113.59
VAT @ 20%	£9,822.72
Total	£58,936.31

Start date: TBC.

Estimated completion time: 10 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	£0.00
Bill No. 2 Masonry & Floor structure	£0.00
Bill No. 3 First Fix Carpentry & Roof structure	£16,792.10
Bill No. 4 Second Fix Carpentry	£1,810.95
Bill No. 5 Other Brickwork	£0.00
Bill No. 6 Roof Covering	£6,420.28
Bill No. 7 Cladding & External Finishing	£4,120.63
Bill No. 8 Electrical	£3,931.48
Bill No. 9 Boarding & Plastering	£4,792.15
Bill No. 10 Decorating	£0.00
Bill No. 11 Landscaping	£0.00
Bill No. 12 Scaffolding	£0.00
Bill No. 13 Plumbing and Heating	£4,180.80
Bill No. 14 Timber Frame on site construction	£0.00
Bill No. 15 Our Preliminaries	£3,175.20
Bill No. 16 Entrance hall 1 st & 2 nd floor alterations	£3,890.00

Total exclusive of VAT	£49,113.59
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Bill No. 15 Our Preliminaries

Health and Safety folder with relevant RAMS and documentation for our scope of works and workers.
General site labour to maintain clean and tidy site while trades operate.
Brownstone operation and management.

Total ex VAT £3,175.20

Bill No. 16 Entrance hall 1st & 2nd floor alterations

Labour only to complete the following

Build stud wall floor to ceiling with ply sheathing
Floor joists and floor boards
Insulate floor cavity.
Plaster board and skim all new walls and ceiling with making good as required.
Form 2x new door openings into new rooms
Install 2x new door linings, doors with furnisher and architrave.
Install skirting as required

Access equipment required to complete the works.

Does not include

Any electrical, plumbing or heating, new or existing alterations. TBC
Relocation of entrance desk and services.
Decorating
New floor coverings.
Supply of any materials.
Skips for waste removal.

Total ex VAT £3,890.00





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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 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**

BROWNSTONE
BUILDING SERVICES LIMITED

Your vision, our expertise, quality built to last





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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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Your vision, our expertise, quality built to last

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

1st & 2nd Floor alterations - Ph 1 (2-)100 Rev A

Additional information provided

Timber frame drawing and spec

Plumbing and heating spec




MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	Melbourn Mobile Warden Scheme
2.	Name, Address, and Status of Contact	Scheme Treasurer, Mr Mike Swann, 20 New Rd, Melbourn
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/
5.	Amount of grant requested	£ 5000.00
6.	For what purpose of project is the grant requested.	Continued delivery of the community scheme for the fiscal years 2021-2022.
7.	What will be the total cost of the above project?	£ 25,000 plus - per annum

8.	If the total cost of the project is more than the grant, how will the residue be financed?	By contributions from Meldreth PC, Shepreth PC, SCDC and CCC
9.	Have you applied for grant for the same project to another organisation?	The PC funding is ongoing, Both CCC and SCDC are usually applied for annually, however this year SCDC have moved to a 3 year funding package.. CCC will be applied for as per normal.
	If so, which organisation and how much?	SCDC -2021 £3000, 2022 £4000 and 2023 £5000. This is guaranteed funding CCC - £7721 Meldreth PC – funding available upto £1800 (5 clients) Shepreth PC funding available dependant on number of clients approx. £600
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	Residents from Melbourn, Meldreth and Shepreth
12.	Approximately how many of those who will benefit are parishioners?	Approximately 80% of clients are from Melbourn, however the percentage is usually higher for Melbourn percentage share. As explained above, a few of the clients have gone into

		full time residential care and the scheme has been cautious in taking on new clients until the lockdown ends.
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You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/

If yes, please give date.

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

Signed.....Mike Swann.....Date...30/03/21

3rd parties

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

Name:

Organisation:

Name:

Organisation

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

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

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

1.	Name of Organisation	Melbourn Area Youth Development (MAYD)
2.	Name, Address, and Status of Contact	Cllr. John Travis, Chair, MAYD Joint Committee (Melbourn/Foxton/Shepreth/Meldreth)
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£6,000.00
6.	For what purpose of project is the grant requested.	MAYD operating expenses, including fees to youth services delivery organisations and payment for room spaces/support materials
7.	What will be the total cost of the above project?	This is general support funding against the MAYD programme for 2021 to 2022. (See Financial Accounts). Melbourn is the largest beneficiary of youth club and should make provision for proper future funding.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A

9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	This is part of the Joint Committee funding process for the four villages. All four villages make contributions to funding in proportion to youth club attendance records.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes. Groundwork East, who provide the youth leaders and forward programme. See below.
11.	Who will benefit from the project?	Young people from Melbourn, but also from the three villages named in (2) above and also Royston. Note: Royston is represented as a non-voting member of MAYD through N Herts DC who contribute grant funding to the youth services run by MAYD.
12.	Approximately how many of those who will benefit are parishioners?	Approximately 50%. Historical attendance figures available on request.

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

Have you previously received a grant from MPC? Yes

If yes, please give date. April 2020

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

Signed.....Date...20 April 2021.....

3rd parties

~~I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.~~ It is not considered necessary to seek permission from Groundwork East as they are sub contracted to the Parish Council to deliver the services we request at a negotiated price

Name: Diana Hedley

Organisation: Groundwork East



**Diana Hedley^[L SEP] Youth Manager (Luton and Bedfordshire,
Hertfordshire, Cambridge and Peterborough)
Groundwork East**

T: 01582 720147 / 07736 132295

E: diana.hedley@groundwork.org.uk
groundwork.org.uk/east

MAYD accounts at 31st Mar 2021

01/04/2020	£5,668.97	Balance b/fwd at 1st April 2020
02/06/2020	-£1,556.00	Groundwork East - Youth Club provision Apr-May 2020
28/05/2020	£8,600.00	Melbourn PC - Community Benefit Grant award to MAYD 2020/21
08/07/2020	£127.00	Foxton Parish Council - MAYD contribution 2020/21
09/07/2020	£1,010.00	Meldreth Parish Council - MAYD contribution 2020/21
20/07/2020	£18.00	Shepreth Parish Council - MAYD contribution 2020/21
17/12/2020	£902.00	North Herts District Council - MAYD contribution 2020/21
30/03/2021	-£2,482.74	Groundwork East - six week online winter art project

£12,287.23	Balance at 31st Mar 2021
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Breakdown of balance at 31st March 2021

Ringfenced	£250.00	Cooking equipment
General	£12,037.23	
	£12,287.23	



**Royston & District
Community Transport**

We'll take you where you need to go

Royston Hospital
London Road
Royston Herts SG8 9EN
Tel: 01763 245228
info@roytrans.co.uk
www.roytrans.co.uk

INVOICE

Claire Littlewood
Clerk to Melbourn PC

Melbourn Hub, 30 High St
Melbourn
SG8 6DZ

parishclerk@melbournpc.co.uk;josehales@gm

Invoice Date 21/04/2021

Invoice Number 5951

Period covered Year one

Reference Annual agreement

Annual grant contribution to provision of community transport service for 2021-2022

Invoice total £5,000.00

Payment is due within 10 working days from the date invoice received to our account at:

Bank: NATIONAL WESTMINSTER

Sort Code: 60-18-42

Account: 20561296

Please make cheque payable to Royston and District Community Transport. Please ensure our invoice number is quoted on the remittance advice or the rear of the cheque. Thank you.

Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052

Registered office: Royston Hospital, London Road, Royston, Herts. SG8 9EN

Supported by: Cambridgeshire & Peterborough Clinical Commissioning Group * Hertfordshire County Council * North Hertfordshire District Council * Cambridgeshire County Council * South Cambridgeshire District Council * and various local Parish Councils

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation St GEORGE'S Allotments	
2.	Name, Address, and Status of Contact BARRY DEVILLE [REDACTED] MELBOURN (CHAIRMAN)	
3.	Telephone Number of Contact [REDACTED]	[REDACTED]
4.	Is the organisation a Registered Charity?	
5.	Amount of grant requested	£290
6.	For what purpose of project is the grant requested. Removal of Allotment Rubbish	
7.	What will be the total cost of the above project?	£290
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation?	No

MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

Review Date: November 2020

	If so, which organisation and how much?	
1 0.	Are 3 rd parties necessary to deliver your project? If es, please list them.	
II.	Who will benefit from the project? <i>Pllotholders</i>	
1 2.	Approximately how many of those who will benefit are parishioners? <i>No IDEA</i>	

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

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

If yes, please give date.

APPROX APRIL / MAY LAST YEAR.

If yes and within the previous 12 months, please confirm that the grant has been spent and

provide a brief report.

Signed

.....  Date 30.....

3rd parties

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

Name:

Organisation:

Name:

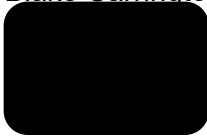

Organisation

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	Melbourn Dynamos FC
2.	Name, Address, and Status of Contact	Blake Carrington  Chair
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£15,489.55 Please see attached breakdown.
6.	For what purpose of project is the grant requested.	Team wear, First Aid kit, Covid PPE, MHFA Courses, Ground Maintenance, training equipment, Coach and Player development material and Level 1 coaching courses.
7.	What will be the total cost of the above project?	£17,003.10 (£16,538.70 discounted)
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A

9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes.
11.	Who will benefit from the project?	327 (Please see attached breakdown)
12.	Approximately how many of those who will benefit are parishioners?	150

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

Have you previously received a grant from MPC? Yes

If yes, please give date. Grant Year 2019 and 2020.

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

Signed.....B Carrington.....Date...15/04/2021.....

3rd parties

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

Name: J Willmott

Organisation: Herts and Cambs Grounds Maintenance.

Name:

Organisation: Euro Soccer Company, 14 Nottingham Road, Borrowash, Derby, DE723FL

Name: Susie Shaw

Organisation: Citrine Wellness

Name:

Organisation: The Coaching Manual



15/04/2021

Melbourn Parish Council
The Hub
Melbourn

Re: Report for the Annual Parish Meeting: Community Grant Funding 2019 and 2020.

Sir,

Melbourn Dynamos FC have been very grateful to receive Community Grant funding in 2019 and 2020.

In 2019 we were awarded £2000 which covered all costs relating to the start-up of a number of new coaches. This covered attendance at the obligatory FA Level 1 coaching course and also paid for their team wear kits and also all of their required training aids.

In 2020 we were awarded £6677.33 which paid for two sets of new, and much needed, aluminium goals and various items of kit including team wear, balls, Covid PPE and first aid kits.

These awards have represented a significant contribution to our ever increasing ongoing costs, and have assisted the Club in being able to be more inclusive to anybody who may wish to join the Club. The Club has always taken pride in being able to support families and players who may not have otherwise been able to do so were it not for the Club subsidising fees, either partly or wholly.

The money 'saved' by the award of the 2020 grant, coupled with the £5k Football Foundation's Pitch Presentation Fund allowed the Club to invest in crucial grounds maintenance, this being in addition to the usual investment by the Club over and above Parish spending in this area.

This investment and commitment obviously benefits the Club and its' members but it also enables huge benefits for other users, such as residents and visitors, who enjoy our green spaces.

Regards,

Blake Carrington
Chair MDFC



Herts & Cambs Ground Maintenance Ltd

Commercial Landscape Maintenance Solutions



Blake Carrington
Melbourn Dynamos Football Club
Frog End
Shepreth
Royston
Herts
SG8

Dear Blake,

As requested, we are quoting for the following as requested

1/ Feed with -13-20 to encourage a good root system, improving the grass generally

Back Field **£360.00 x Vat**

Old Rec **£140.00 x Vat**

Main Rec **£360.00 x Vat**

3/ Heavy flat roll

Back Field **£260.00 x Vat**

Old Rec **£110.00 x Vat**

Main Rec **£260.00 x Vat**

4/ spike areas

Back Field **£260.00 x Vat**

Old Rec **£110.00 x Vat**

Main Rec **£260.00 x Vat**

5/ Verti Drain Pitches

Back Field **£700.00 x Vat**

Old Rec **£350.00 x Vat**

Main Rec **£700.00 x Vat**

Should you go ahead with some of this I would like to offer a 10% discount to the above amounts in support of Melbourn Dynamos as it's a primarily a kids Club, this would represent a saving of **£464.40**.

I hope this all makes sense to you, if you have any questions please do not hesitate to contact me

Bank details Account 20572530 / Sort code 60 18 42

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

Tel: 01763 261 999

Email: Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

www.hcgmltd.co.uk



Herts & Cambs Ground Maintenance Ltd

Commercial Landscape Maintenance Solutions



Kind Regards

Justin Willmott (Director)

Bank details Account 20572530 / Sort code 60 18 42
Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 **Email:** Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328
www.hcgmltd.co.uk



CALL: 01332 666 595

sales@eurosoccercompany.com
www.eurosoccercompany.com

Jordan:-

15/04/2021

CHEQUES PAYABLE TO: M3C SPORTS SUPPLIES LIMITED / BACS DETAILS: S/C: 09-06-66 ACCT: 42560953

DELIVERY

Order Ref: QUOTE FOR POTENTIAL GRANT

Melbourn

Rovston

Contact: Karen Alisson

[illegible]

QUOTATION NOTES

inc. VAT TOTAL: £ 7,009.20

R. Chest:

L. Leg:

Non VAT items: £ 39.20

VAT inclusive items: £ 6,970.00

VAT amount included: £ 1,161.67



Melbourn Dynamos FC

Summary History and Context

Melbourn Dynamos FC was founded in 2003, reaching FA Charter Standard Accreditation in 2009. The Club is one of a small number of FA Community Hub Clubs, and in 2020 we were awarded the first Cambridgeshire FA 'Pledge Project' Certificate of Recognition for our support of disability football. We have also been awarded the Cambridgeshire FA Project of the Year for our support and involvement with the Papworth Trust OWLS teams which encourages, trains and arranges fixtures for adults with a disability in partnership with Cambs FA.

Since 2003 Melbourn Dynamos FC has developed into a very significant community-centric organisation. Today we remain a key part of the community, not just in Melbourn but across local villages too, and are a focus for a very large number of residents, both the young and not so young.

The benefits to football and to sport more generally are obvious. During the last season the Club attracted 330 players, organised into 24 teams and training groups. The youth players (U18) represent 260 of that number and are mostly from either Melbourn or Meldreth.

The scope of football opportunities being delivered is extremely wide and currently includes:

- FA Wildcats (girls ages ranging 5 -11);
- Dynamites (for anyone ages 3 -6);
- Jaguars (those with disability or special educational needs ages 5 -11);
- At least one or more team in all the age groups Under 7 to Under 18;
- A Sundays Men's Team (possibly two next season);
- Under 14 Girls Team;
- Under 10 Girls Training Group;
- OWLS Disability Teams in conjunction with the Papworth Trust; and
- A Just Play group of approximately 25 local male adults who play each Monday evening.

Throughout this season we have continued to operate when lockdown allowed. We have been able to implement COVID secure training sessions and fixtures alongside numerous zoom calls amongst our vast army of volunteers – now numbering in excess of 70.

The benefits to adult participation on village life are also significant. Melbourn Dynamos attracts and currently trains 48 coaches, all giving huge amounts of time to football as a sport but also to the health and welfare of the hundreds of young people they work alongside.

The Club also have a number of other helpers who are DBS checked and who have completed as a minimum safeguarding training. The Club ensures that, not only are the coaches formally proficient in the sport itself, all are Emergency Aid trained and 11 are also Mental Health First Aiders.

The impact of lockdown and, in some instances 'long Covid' appears to manifest itself in depression and anxiety. The benefits of sport in providing techniques to combat these illnesses are well documented.

We hope to be able to fund ten more coaches and volunteers to receive this vital training and our partner, Susie Shaw of 'mycitrinewellness' based in Meldreth, has very generously discounted the course from £300pp to £170 per person.

Additionally, we hope to be able to provide walking football (for men and women), disability football such as impaired vision, and football-centred fitness training over the coming season.



Recent information from MFHA England Youngminds, following a survey of 2,438 young people aged between 13 and 25 conducted in January and February 2021 showed:

- 75% agreed that they have found the last lockdown the hardest; and
- 67% believed that the pandemic will have a long-term negative effect on their mental health.

Sport is at the heart of local villages and the coaches and volunteers play a vital role in supporting our young people and the course will provide the necessary skills and confidence to spot the signs of mental health issues in a young person, offer first aid and guide them towards the support they need.

The positive impact of this cohort of engaged adults on village life cannot be overstated.

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

Through partnership with the FA's Football Foundation and the Melbourn Village College, Melbourn Dynamos have secured, and are now Partner Club at the c£1million Astroturf investment in Melbourn which will properly put the village on the footballing map. Construction is due to start imminently and Cambs FA have assured the Club that it will be completed in time for this year's winter training schedule.

We are now working with parents, carers and youth organisations locally to promote and deliver volunteering opportunities for boys and girls in the village. This may be in support of Guiding or Scouting achievements or as part of Duke of Edinburgh awards facilitated and enabled by MVC.

Securing grant funding is crucial to the Club. Subscriptions are levied on parents but many families and individuals who might be financially excluded from joining due to personal circumstances are routinely subsidised by the Club. We fear that this subsidy will increase in the short term due to the impact of the pandemic. Melbourn Dynamos has never turned anyone away from the Club.

As a direct result of the pandemic Melbourn Dynamos has not been able to fundraise as we would do normally which has resulted in a reduction in yearly income of £4k.

Our recent 'Pitch Preparation' report (as part of the ongoing work carried out with the Football Foundation) scored 70% of our pitches as 'poor' (the lowest of five grades) and recommended an £18k per annum maintenance budget to bring the standard of the grass to a sustained 'good' standard. As the Parish Council devolves much football pitch maintenance to the Club, Melbourn Dynamos are having to make yearly investment to improve pitch quality alongside paying the Council usage fee. .

Our long-standing grounds maintenance contractor, Justin Willmott of Herts and Cambs Ground Maintenance Ltd, has supported the Club since its inception and continues to provide vital, and additional, maintenance on top of the work contracted by the Parish Council. The prices quoted (detailed below) by Justin represent a generous c£460 reduction to the full cost and are in addition to the routine maintenance work the Club require.



The Club continually seeks to enrich the knowledge and ability of all its coaches, and therefore all its players, and is currently in negotiations with a professional company, The Coaching Manual, with a proven local reputation who offers bespoke coaching sessions and training aids. If the Club were able to fund this expenditure it would be of huge benefit to everyone involved, both directly and indirectly.

I submit this application on behalf of Melbourn Dynamos FC with no presumption of securing any funding but hopefully this itemised list will allow Councillors the opportunity to individually consider each of the amounts.

Yours faithfully,

Blake Carrington, 15th April 2021
Chairman, Melbourn Dynamos Football Club
Breakdown of the Grant **application**:

Description	Quantity	Unit Cost	Total
Kit & Equipment	1	£ 7,009.20	£ 7,009.20
COVID19 PPE	1	£ 659.90	£ 659.90
The Coaching Manual	1	£ 2,300.00	£ 2,300.00
FA Level 1 Coaching Courses	6	£ 115.00	£ 690.00
Grounds Maintenance ¹ - 'Vertidrain'	1	£ 2,100.00	£ 2,100.00
Grounds Maintenance ² - Heavy Roll and Spiking	1	£ 1,512.00	£ 1,512.00
Grounds Maintenance ³ - Fertiliser	1	£ 1,032.00	£ 1,032.00
Mental Health First Aider Courses (discounted)	10	£ 170.00	£ 1,700.00
			£ 17,003.10

Discount for Grounds Maintenance *		£ (464.40)
Total with Discount applied		£ 16,538.70

*, Only applied if all Grounds Maintenance tasks taken as per quote.

¹ Applies to Old Rec, New (Main) Rec and Back Field. A breakdown can be provided if required.

² Applies to Old Rec, New (Main) Rec and Back Field. A breakdown can be provided if required.

³ Applies to Old Rec, New (Main) Rec and Back Field. A breakdown can be provided if required.

Cambridgeshire Football Association Ltd

Updated Actual vs. Budget Figures for Parish Council **CONFIDENTIAL**

Club: Melbourn Dynamos Football Club

as at 23rd April 2021

Season: 2020 / 2021

INCOME (£)

	Actuals	Budget	19/20
Signing fees and subs	18,683.50	18,983.50	19012.00
Fundraising & Tournaments	0.00		5443.85
Donations and Sponsorship	0.00		2176
Grants	12,277.33	12,277.33	2000
Total Income for the Period	30,960.83	31,260.83	28631.85

EXPENDITURE (£)

COVID-19 specific costs	(718.66)	(1,355.48)	0
Affiliation & Registration Fees	(300.00)	(720.00)	-1282.5
Club Insurance	(578.37)	(636.21)	-303
Ground Hire & Maint Costs	(13,369.48)	(17,977.48)	-13596
Coaching / FA Course Costs	(280.00)	(1,240.00)	-2903
Referees fees / Expenses	(630.00)	(1,430.00)	-405
Kit & Equipment Replacement	(6,808.50)	(8,354.14)	-6341.34
Awards Evening Costs	(250.00)	(1,525.00)	-3087.75
Fundraising Costs	0.00	(5,000.00)	-162.43
Fines and Other Costs	(77.00)	(154.00)	-20
Fundraising Donations from the Club	0.00	(350.00)	-539
Cash held by Officers (in-year)	0.00	0.00	-10
Total Expenditure for the Period	(23,012.01)	(38,742.31)	-28,650.02

Current year surplus / (deficit)

7,948.82 (7,481.48)

BALANCE OF FUNDS (£):

Opening Balance brought forward		£ 8,780.98
Total Income to date and forecasted		£ 31,260.83
Expenditure to date and forecasted		£ (38,742.31)
Expected year surplus/(deficit)		£ (7,481.48)
Expected Closing Balance at bank		£ 1,299.50
Total cash held by Officers	£ 193.00	£ 193.00
Expected Closing Balance carried forward		£ 1,492.50

Prepared by: Ian Henderson

Position in club: Treasurer



Date: 24th April 2021

MELBOURN PARISH COUNCIL

**Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137**

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

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

1.	Name of Organisation	1 st Orwell Scout Group
2.	Name, Address, and Status of Contact	Gareth Bolitho  Chairman
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes /No Excepted, HMRC Charities reference: EW36251
5.	Amount of grant requested	£4795.94
6.	For what purpose of project is the grant requested.	For the purchase of equipment for the 1 st Orwell Scout Group consisting of a large marquee tent to act as kitchen and dining area when on group camps and a trailer for transport of equipment to camps and other events..

7.	What will be the total cost of the above project?	Marquee Tent: £853.94 Trailer: £3,942.00 Total: £4,795.94
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	Have you applied for grant for the same project to another organisation?	No
	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	The young people of the 82 Scout Group (boys and girls in the Beaver Scouts, Cub Scouts, and Scouts aged 6 to 14 years of age) from Melbourn and the surrounding villages.
12.	Approximately how many of those who will benefit are parishioners?	50 young people (61% of the Scout Group)

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

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

If yes, please give date. Awarded at the meeting of the Melbourn Parish Council on the 23rd April 2019.

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

Signed.....Date.....

3rd parties

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

Name:

Organisation:

Name:

Organisation

1st Orwell Scout Group – Supporting Information

For the last four years the 1st Orwell Scout Group have made Melbourn its home utilising the primary school and Baptist church hall for the weekly meeting and activities of all three sections (Beaver Scouts, Cub Scouts & Scouts). The relocation of the group as a whole was made in late 2016/early 2017 to reflect the residence location for the majority of the members of the Group (53 of 92). The move has helped the Group to provide Scouting to a greater number of children, with membership numbers up 20% on last year. The Group provides Scouting opportunities for boys and girls from 6 to 14 years of age. The Scout Group currently has 92 active members, a further 91 eligible children are waiting for places when they become available and a further 70 are registered but not yet old enough to join.

As well as weekly meetings throughout term time, an integral part of Scouting is experiencing adventure away from home on camps; In normal years the Group runs multiple camps in all seasons, providing opportunities for all children to enjoy new adventures, to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential. These camps range from our summer group camp at an organised Scout centre with many exciting, on-site, activities available to 'survival' camping in the woods in November.

Camping is very much at the heart of what we do and is incredibly popular with all in the Scout Group. In the future we will be running more bigger and longer duration camps (1 week or longer) for the three sections as this has been requested by our young people. In order to run camps on this scale and for the duration involved we are looking to purchase both a marquee tent to provide a sheltered place to prepare and eat food as well as conduct 'indoor' activities whilst on camp. In addition, the amount of equipment and food that we require to hold such camps is significant and we desperately need a new trailer as our smaller trailer has recently been condemned which leaves us with great difficulties in conducting these camps.

The equipment that we would like to purchase is detailed in the table below;

Equipment	Supplier	Quantity	Unit Price (inc. VAT)	Total Price (inc. VAT)	Purpose
Blue Line Twin Axle trailer (8x5x6)	Blendworth trailers.co.uk	1	£3285 + VAT	£3942	To provide transport for equipment to camps
4m x 8m Gala Tent Marquee Pro Original (+ pegs, bags, safety covers)	Gala Tent	1	£711.62 +VAT	£853.94	Required to provide shelter for cooking, eating and activities at longer duration, larger camps

Historically the Melbourn Parish Council has kindly supported the Group with Community Grants; the equipment purchased as a result has proved invaluable in helping the Group to expand and allowing more of the Group to participate in the camps. We are incredibly grateful for the support that the Melbourn Parish Council has provided and we would welcome any Council member to visit any of the sections of the group to see the positive impact of Scouting on the children.

2019 Grant Award – How the money was spent

Melbourn Parish Council generously supported the Scout Group with funding to provide twenty hammocks and three Dutch Ovens for survival style camps as well as two hike tents and footprints as back-up/general use tents. The pictures below show the hammocks and Dutch ovens in use at Survival Camp in September 2019 and the hike tents in use at Green Beret in November 2019

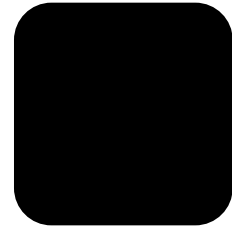
The last year has, understandably, been a bad year for camping as a group, although we did manage to arrange some individual, back garden, camps with activities on Zoom. However, it is worth noting that the Hike Tents were made available to any of the Group who needed a good quality tent to use so they still found use this year!

With the relaxation of COVID restrictions underway we are resuming face-to-face activities in accordance with the guidance and have started planning for at least three camps in the Summer/Autumn of this year at which the previously purchased equipment as well as the new trailer and gala tent will find use - fingers crossed!





1st Orwell



10th April 2021

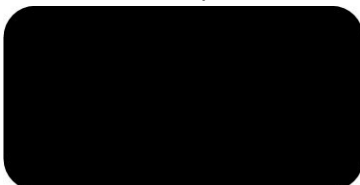
Dear Members of Melbourn Parish Council,

Please find herein an application for funding from the 1st Orwell Scout Group. Please accept our sincere apologies for not being present at the November meeting when this application was originally submitted for your consideration. We look forward to attending the meeting on the 26th April and welcome any questions that you may have regarding any aspect of our application.

As you will see from the application form, the Group is thriving with many more children on our waiting list than we can currently cater for. With this in mind we are actively building our resources and recruiting more volunteers with an aim to open more sections to open up Scouting and all the amazing opportunities that it offers to more children. We are incredibly grateful for all the support that we receive from the Parish Council and I hope that some of the Council have, and will have, first-hand experience of the benefits that Scouting can provide to the children.

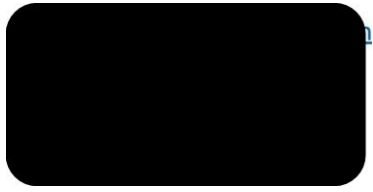
Please contact me directly if you would like any points clarified or would like further information. I look forward to hearing from you.

Yours sincerely,



Gareth Bolitho

Chairman, 1st Orwell Scout Group



1st Orwell Scout Group
Receipts and Payments Account 2020-2021

Receipts and payments

Receipts

Donations, legacies and similar income

Membership subscriptions	
LESS membership subscriptions paid on (National/County/District)	
Net memberships subscriptions retained	
Donations	
Gift Aid	
Sub Total	

2020/21 Unrestricted funds	2019/20 Unrestricted funds
4,706.50	9,552.00
4,212.00	3,774.00
£494.50	£5,778.00
1,500.00	1,600.00
1,996.58	2,001.08
£3,991.08	£9,379.08

Grants

Melbourn Parish Council Grant	
Archery Training Grant	
Sub total	

0.00	1,756.60
0.00	420.00
£0.00	£2,176.60

Fundraising (gross)

AGM BBQ	
District Raffle	
Summer events	
Swimathon	
Royston Round Table	
Sub total	

0.00	205.40
0.00	30.00
0.00	15.95
0.00	153.13
0.00	260.00
£0.00	£664.48

Investment income

Bank interest	
Sub total	

0.93	0.93
£0.93	£0.93

Other income

Camp income

Cub District Summer Camp	
Cub Spring Camp 2019	
Group Camp	
Beaver sleepover	
Scout District Camp	
Green Beret event	
Beavers in Tents	
Scouts Summer Camp	
RIAT Overnight	
Cub Camp Tolmers Spring 2020	
Sixers & Seconds day	

0.00	
0.00	505.00
0.00	2,190.00
0.00	0.00
0.00	1,236.00
0.00	588.00
0.00	0.00
0.00	2,920.00
0.00	120.00
0.00	300.00
0.00	112.00

Other activity income

County Cubs Activity Day	
District Hike Refund	
District Hike	
District Water Activities	
County night hike	
Incident Hike	
Pantomime	
Jamboree on the internet	
Laser Tag	
Bushcraft Day - Cubs	
Airfield Visit	
Air Activities	
Survival Camp	
Fire & Ice	
Clip N Climb	
Fun swim	
Expedition	
Small activity income	
Transfer Out	

0.00	180.00
656.00	
0.00	655.50
0.00	
0.00	
0.00	72.00
0.00	454.00
0.00	
0.00	
0.00	60.00
0.00	
0.00	222.00
0.00	560.00
0.00	611.00
0.00	312.00
0.00	40.00
0.00	513.00
0.00	292.00
0.00	245.00

Sub total

£656.00	£12,187.50
----------------	-------------------

£4,648.01	£24,408.59
------------------	-------------------

Balanced to Receipts	£8,859.08	£28,181.66
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	2020/21 Unrestricted funds	2019/20 Unrestricted funds
Payments		
Asset and investment purchases, etc.		
Tents / other camping eqt	0.00	3,913.23
New Shed	0.00	0.00
Sub total	£0.00	£3,913.23
Charitable Payments		
Save the children	0.00	0.00
Sub total	£0.00	£0.00
Fundraising expenses		
AGM BBQ	0.00	40.08
Campfire	0.00	0.00
	£0.00	£40.08
Other payments		
Rent	300.00	1,325.00
Insurance	693.77	661.05
Badges	332.32	1,037.37
Materials and equipment	580.69	681.08
Stationery & printing	0.00	0.00
Uniforms	0.00	0.00
Bank charges - Go Cardless Charges	128.52	617.16
Online Scout Manager/Webosting & Zoom	233.43	122.92
Leaders Training (Archery)	0.00	840.00
Camp Costs		
Scouts District Camp	0.00	1,153.50
Group Camp	0.00	1,355.24
CTT Scout Summer Camp	0.00	2,478.59
Spring Cub Camp	0.00	616.73
Survival Camp	0.00	840.78
July Cub Camp	0.00	
Fire & Ice from Jan 2020 late payment	166.50	363.50
Green Beret Event	0.00	364.60
RIAT Overnight Camp	0.00	120.00
Cub Camp Tolmers 2020	0.00	50.00
Cub Camp Tolmers Refunds due to Covid Lockdowns	60.00	
Group Camp Eaton Vale 2020	0.00	48.00
Activity costs	0.00	
Sixers & Seconders	0.00	181.23
May Expedition Scouts 2019	0.00	511.08
County Cubs Activities Day	0.00	240.00
Clip N Climb	0.00	350.00
District Hike	0.00	656.00
District Hike Refunds due to Covid Lockdowns	132.00	
OTG (Obstacle Training Ground)	0.00	200.00
Incident Hike	0.00	64.00
County night hike	0.00	
Jamboree on the internet	0.00	
Cubs Bush Craft Experience	0.00	0.00
Bushcraft Day Refunds Cancelled due to Covid Lockdowns	10.00	
Chessington Refund Cancelled due to Covid Lockdowns	30.00	
General cub events	0.00	
Beavers Golf	0.00	
Air Activities	0.00	222.00
Pantomime	0.00	1,104.00
Fun Swim	0.00	46.80
Canoeing day	0.00	
Essa Water Activities Day	0.00	470.00
Remembrance Day costs	0.00	37.50
Laser Tag	0.00	
Scouts Trailer Repairs	242.99	
Other activity costs	0.00	245.00
Beavers Subs Refunds - OSM Error	86.00	292.00
Sub total	£2,996.22	£17,295.13
Balanced to Payments	£7,079.70	£24,365.20
Total Gross Expenditure	£2,996.22	£21,248.44
Net of receipts /(payments)	£1,651.79	£3,160.15
Cash funds last year end	£10,582.68	£7,422.53
Cash funds this year end	£12,234.47	£10,582.68

1st Orwell Scout Group

Assets & Liabilities 2020/21

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
Cash funds		
Bank current account	8,991.81	8,191.93
Bank deposit account	503.51	503.28
Cash/Floats	172.47	172.47
Sub total	£9,667.79	£8,867.68

Assets		
Leader advances (xx Confirm all paid back)	0.00	0.00
Camp advances	0.00	98.00
Accrued subs (received April for 21/22)	42.00	0.00
Gift Aid asset	1,050.00	1,700.92
Sub Total	£1,092.00	£1,798.92

Liabilities		
Advance receipts	0.00	360.00
Accounts not yet paid	128.10	1,245.79
Sub total	£128.10	£1,605.79

Grand total	£10,631.69	£9,060.81
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List of Liabilities		
Melbourn Parish Council - Pavillion Hire AGM	24.00	
Richard Hopwood Badges	104.10	
First Royston Scouts Fire & Ice		166.50
xxxx Cubs Expenses		48.81
xxxx - Bilton Expenses		7.50
Web Hosting		77.98
Melbourn Primary School rent		225.00
Baptist Church Hall Rent/Donation		720.00
Total liabilities	£128.10	£1,245.79

Advance receipts		
Spring Camp	0.00	300.00
Group Camp	0.00	
Scouts Chessington	0.00	60.00
Scouts District Patrol Camp	0.00	0.00
Total advance receipts	£0.00	£360.00

Accrued subs		
xxxx	42.00	42.00
xxxx		42.00
Total Accrued Subs	£42.00	£84.00

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	Melbourn Primary School (MPS) PTFA
2.	Name, Address, and Status of Contact	Phil Stewart Treasurer [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£4,000
6.	For what purpose of project is the grant requested.	To cover the cost of the fireworks display so that (i) we can have a display to music for the first time and (ii) we can reduce the entry fee and make the 2021 MPS PTFA fireworks display more affordable to all following a really tough 12+ months for everyone.
7.	What will be the total cost of the above project?	c£4,000 (estimated) if held at The Moor - depending on approval from the council to be requested separately. If we couldn't hold it at The Moor, we would hold it at MPS, in which case the cost would be £2,200. MVC is not available this year.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	This grant request is to cover the cost of the fireworks display only; the PTFA would buy burgers, hotdogs, drinks, glow items etc and run those stalls ourselves.
9.	Have you applied for grant for the same project to another organisation?	No
	If so, which organisation and how much?	N/A

MELBOURN PARISH COUNCIL

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


10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes - Starburst The Firework Company www.skyburst.co.uk
11.	Who will benefit from the project?	The local community, as by covering the cost of the display, the entry ticket price can be reduced significantly enabling better affordability for more people across the community. Please see Appendix A.
12.	Approximately how many of those who will benefit are parishioners?	It is difficult to say, because attendees would not just come from Melbourn, but also villages and towns nearby, eg Royston. The PTFA doesn't record geographic data. We would estimate the significant majority of the c800-2000 attendees (depending on venue) would be from the parish.

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

Have you previously received a grant from Yes

MPC? If yes, please give date. November 2020

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. The grant has been spent; we are providing a report for the 5 May 2021 council meeting, as requested by Claire Littlewood (the Parish Clerk) on 30 March 2021.

 Signed.....Date..... 19 April 2021

3rd parties

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

Name: Luke Christie

Organisation: Skyburst The Firework Company

Name:

Organisation

Appendix A - Costings

Year	No of attendees	Gate receipts	Display cost	Profit	Profit/person
	A	B	C	D = B - C	E = D/A
2019	899*	£4,046	£2,800	£1,246	£1.39
2018	1,309	£5,889	£2,535	£3,354	£2.56
2017	1,160	£5,257	£1,944	£3,313	£2.85
2016	1,029	£4,632	£1,630	£3,002	£2.92

- Average profit for 3 years 2016 - 2018 = £2.80 per person

* Turnout was significantly reduced due to rain and high winds throughout the day and for the event itself, so this is excluded from the above average calculation.

Normal ticket prices

Type	Early Bird	On the gate
Group (2 adults/2 children)	£15	N/A
Adult	£5	£6
Child	£3	£4

- Average ticket price = £4.50

Suggested 2021 ticket prices

Type	Early Bird	On the gate
Group (2 adults/2 children)	N/A	N/A
Adult	£3	£3
Child	£1	£1

- Average ticket price = £2.00

Venue	Expected max capacity		Display cost	Average ticket price	Full capacity max profit		Average ticket price	Full capacity max profit
			Without grant				With grant	
Melbourn Primary School	800		£2,200	£4.50	£1,400		£2	£1,600
Melbourn Village College	1,400		£2,800**	£4.50	£3,500		£2	£2,800
The Moor	2,000		£4,000**	£4.50	£5,000		£2	£4,000

** We haven't received quotes for MVC or The Moor, so these are guesstimates.

- The PTFA usually makes about £2.80 profit per person on average from entry ticket purchases.
 - If the PTFA did not receive the grant to cover the cost of the fireworks, the expected 2021 profit from entry ticket sales would be £1,400 - £5,000 depending on venue and number of attendees.
 - With the grant, the PTFA would not incur any costs in relation to the display itself.
 - If entry were free, the PTFA would be worse off having received the grant leaving us with less to donate to the school, as we would not make any money from ticket sales. Instead, we would heavily discount the entry ticket price this year enabling more people to enjoy the show, which would be set to music for the first time.
- Ideally we would seek to hold the display on The Moor (subject to Council approval) to maximise capacity, but we would need to risk assess this thoroughly to ensure we could control entry and keep it safe.

Melbourn Primary School PTFA
Charity Number: 1059889
Accounts
Year to 31st August 2020

Presented at the Melbourn Primary School PTFA AGM on 7th October 2020

Charity name	Melbourn County Primary School Parent Teacher and Friends Association		
Registered charity number	1059889		
Charity's principal address	Melbourn Primary School 18 Orchard Road Melbourn SG8 6HL		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Nicola Halloran	Chair		
2	Mr Phil Stewart	Treasurer		
3	Mrs Padmaja Jayathi	Secretary	12 March 2020	
4	Mrs Catriona Green			
5	Ms Alice Boulton			
6	Mrs Lucy Warner			
7	Mr Jon Stenning		12 March 2020	
8	Mrs Laura Nelson		12 March 2020	
9				

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

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

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

Melbourn Primary School PTFA

Charity Number: 1059889

Financial Review

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

Brief statement of the charity's policy on reserves

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

The cash held at 31st August 2020 was £21,034 (2019: £36,076), of which £15,500 is ring-fenced for the Year 4 toilet refurbishment, £1,564 for the Melbourn Story-Time Sessions Cambridgeshire County Council grant, £723 for PE equipment and £110 for library books, subject to approval of a fully costed proposal from the Headteacher. The remaining £3,137 (2019: £7,132) is greater than the reserves policy range, but any remaining money above the reserves cap will be allocated together with profits made in 2020/21 to fund Chromebook laptops for the children and the Year 5 toilet refurbishment.

Details of any funds materially in deficit

There are no funds in deficit.

Further financial review details (Optional information)

Principal sources of funds (including any fundraising)

The PTFA held fundraising events throughout the year, including fireworks night, Christmas cards, Christmas Fayre, discos, movie nights, cake stalls and Lucky Numbers. In total the fundraising events raised £12,939 (2019: £28,619) gross income and £5,720 (2018: £18,259) net profit. Due to the Covid-19 restrictions, fundraising events ceased from March 2020, so the quiz night, summer fayre, spelling bee and the remaining school discos and movie nights did not go ahead.

In addition £3,491 (2019: £2,966) was earned from income generators (Easyfundraising, charitable donations received and matched funding) and £383 (2019: £182) was spent on miscellaneous expenditure (eg Parentkind membership) and written off stock.

A further £21 (2019: £672) was spent on fixed assets, all of which was expensed this year. The total value of stock at the end of the year was £1,101 (2019: £463) – an increase in value of £637 from last year – and prepayments was £59 (2019: £1,168) – a decrease in value of £1,109 from last year – all of which will be carried forward to 2020/21.

The total profit for the year before donations was £8,806 (2019: £20,371). Please see Appendix A for full details.

Donations to Melbourn Primary School

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

The PTFA has paid donations to Melbourn Primary School during the year totalling £24,320 (2019: £5,082). Please see Appendix B for details. In addition, £17,897 has been ring-fenced for 2020/21 as outlined above.

Appendix A – 2019/20 Summary Income & Expenditure

Description	2019/20				2018/19
	Income	Expenditure	Profit	Profit Inc/(Dec) on PY	Profit
Summer Fayre	£0	£0	£0		£5,805
Fireworks	£6,757	(£4,784)	£1,973	(65%)	£5,613
Quiz Night	£0	(£26)	(£26)	(103%)	£912
Lucky Numbers	£1,097	(£497)	£600		
Christmas cards	£2,179	(£1,418)	£761	48%	£514
Christmas Fayre	£601	(£51)	£550		
Discos	£922	(£240)	£682	(58%)	£1,638
Cake stalls	£360	£0	£360	(60%)	£899
Movie nights	£1,023	(£203)	£820	(22%)	£1,052
Spelling Bee	£0	£0	£0	(100%)	£1,826
Total from events	£12,939	(£7,219)	£5,720	(69%)	£18,259
Non-event income	£3,491		£3,395	14%	£2,966
Non-event expenditure		(£405)	(£309)	(64%)	(£854)
Total before donations	£16,430	(£7,624)	£8,806	(57%)	£20,371
Donations paid (see Appendix B)		(£24,320)	(£24,320)	379%	(£5,082)
TOTAL FOR 2019/20	£16,430	(£31,944)	(£15,514)	(201%)	£15,289

Bank reconciliation

Description	2019/20	2018/19
Bank b/f @ 1 September 2019	£36,076	£20,980
Total for 2019/20 per above	(£15,514)	£15,289
Stock movement	(£637)	(£107)
Prepayments movement	£1,109	(£86)
Bank c/f @ 31 August 2020	£21,034	£36,076
Less: Committed costs		
D024 - Donation - Year 4 toilets	(£15,500)	
D025 - Library books - 100% from spelling bee sponsorship	(£110)	
D037 - Melbourn Story-time Sessions SCDC grant	(£1,564)	
b/f MPS donation - PE Equipment	(£723)	
Committed donations	(£17,897)	(£28,944)
Reserves	£3,137	£7,132

Appendix B – 2019/20 Donations Paid

Description	Amount
D028 Donation - PrimarySite website	£2,198
D029a Donation - Year 6 leavers' books - deposit	£100
D030a Donation - Deposit - Christmas Pantomime 2019	£150
D030b Donation - Balance payment - Christmas Pantomime 2019	£455
D031 Donation - Freddo chocolates	£84
D032 Donation - Dictionaries	£495
D033a Donation - 30% deposit for Yr 6 toilets refurbishment	£5,175
D033b Donation - balance payment for Yr 6 toilets refurbishment	£12,725
D034 Donation - Foundation Classes outside area	£1,718
D035 Donation - Play Gym	£611
D036 Donation - Year 6 Leavers' Books balance payments	£609
TOTAL paid donations	£24,320

Hi Claire,

Thanks for confirming receipt of our application.

Sorry for not having been totally clear and please apologise to the councillors for not having been clearer on the application (partly due to limited space of only 1 additional page).

- For the past few years we have held the fireworks display at Melbourn Village College, but as they are having artificial grass laid and are unclear on where they will be with that come November, they have suggested that we don't plan to hold the display there this year.
- The quote we have from The Starburst Firework Company is for a £2,200 display at Melbourn Primary School. However, the capacity is limited there to what we believe would be no more than 800 people (subject to confirmation following a risk assessment). Therefore subsidising the ticket price to enable more people within the community to come to the display would not achieve the desired objective, as there would undoubtedly be some people who want to go who miss out due to ticket quantity limitation.
- That is why we would ideally like to hold the display on the Moor, as it would enable us to open the event up to a much larger audience and enable more of the community to take advantage of the reduced ticket price this year following the Covid hardships many of us have endured, without having to restrict numbers (hopefully). We appreciate that this would very much be subject to agreement with the parish council to hold it there (which we would seek separately) and that a full risk assessment would be required by us/you as well as Starburst. Part of that would be to confirm that we can control entry to paid patrons only.

I hope that clarifies why our ideal venue would be the Moor - subject to council agreement - but why we included MPS and MVS numbers in the application too, as we don't at this stage know what we will actually end up being able to do.

I guess what we were after on Monday, if we were to be considered in the meeting for the grant, would be agreement in principle to grant fund the cost of the fireworks wherever we ended up holding it so that we can offer the subsidised pricing. That would be £2,200 if held at MPS or we believe £4,000 (as more fireworks could be included in the display) if held at the Moor. We would obviously not claim more than the cost of the fireworks paid to Starburst.


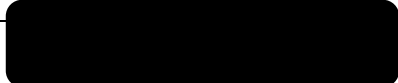
Another thing to point out, which isn't highlighted in the application per se, is that the expected profit for the PTFA would most likely be lower than if we didn't get the grant and charged normal full price, but we are happy to do this as it would be such a fantastic boost for the community.

Regards. Phil

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

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

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

1.	Name of Organisation	Melbourn Fete Committee
2.	Name, Address, and Status of Contact	Dr David Atkins 
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£1,000
6.	For what purpose of project is the grant requested.	To help cover the costs of a new village event : Melbourn Fun Day – primarily for young families to celebrate the end of the pandemic lockdown
7.	What will be the total cost of the above project?	£1,200
8.	If the total cost of the project is more than the grant, how will the residue be financed?	From Melbourn Fete funds held in reserve to launch the 2022 Fete
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No

MELBOURN PARISH COUNCIL

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Version 5

Review Date: November 2020

10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Melbourn Fete Committee and Homestart to provide to key volunteers
11.	Who will benefit from the project?	Children and Young Families from Melbourn
12.	Approximately how many of those who will benefit are parishioners?	Mostly Melbourn residents

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

Have you previously received a grant from MPC? **Yes**

If yes, please give date. **IN 2015 MPC paid for a fete container near to the sports pavilion to store Fete equipment and enable it to be lent for other community events. In 2016, MPC awarded £1,000 to pay for specific security measure required for the Fete and Music on the Moor**

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

Signed.....Date.....

3rd parties

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

Name:

Organisation:

Name:

Organisation



MELBOURN VILLAGE FETE COMMITTEE 2021

www.melbournfete.com

Dr David Atkins
Secretary of the Fete Committee



secretary.melbournfete@gmail.com



Date: 15th April 2021

Dear Melbourn Parish Council,

Melbourn Fete Committee: events for 2021

As you know, Melbourn Fete Committee has decided not to go ahead with this year's Fete proper and have postponed it until June 2022 because of the uncertainties around the government's road map out of lockdown and the financial risks of having to cancel a large event at the last minute. Nonetheless, in addition to Turn on to Christmas, we are also holding two modest village events to celebrate the beginning of summer and end of lockdown:

1. A free **Melbourn Fun Day**, primarily for children and young families on Saturday 26th June that will include games, competitions, rides and a bouncy castle. Homestart has kindly agreed to run a tea shop with cakes and refreshments and we hope to link this event with a Melbourn Walking Market on the same day;
2. **Melbourn Open Gardens** on Sunday 4th July. As usual, entrance to the gardens will be through a passport. Refreshments and Plant sales will be available at Millside Cottage and all profits from the event will go to a local charity or good cause via Melbourn Fete Committee.

We thank the Parish Council for enabling us to use the sports pavilion and recreation grounds for **Melbourn Fun Day**. We will monitor any changes to the government's road map out of lockdown and inform the Parish Council of any necessary changes that may be required. The cost of this event could be met by the Fete Committee's resources that we retain as fuel to get each Fete off the ground. After each Fete we donate most of our profits to local good causes that benefit our community and leave just enough to launch the next Fete. You will see from our accounts that money used for Melbourn Fun Day could undermine our ability to stage the 2022 Fete. We have estimated that Melbourn Fun Day will cost around £1200 to run without charging for entry, providing free entertainments and with all income from the tea shop going to Homestart as part of their fundraising. We are therefore asking MPC to support this new event to celebrate summer and the end of lockdown through a community grant award of £1,000 that will enable us to:

- make it a free event for our community;
- cover the costs of public liability insurance;
- provide free entertainment; and
- ensure that Homestart retains all of the tea shop profits

Please see the attached audited accounts prepared after the most recent Fete in 2018

Yours Sincerely

Dr David Atkins
Secretary of Melbourn Fete Committee

MELBOURN VILLAGE FETE 2018

INCOME & EXPENDITURE ACCOUNT

	<u>INCOME</u>	<u>EXPENDITURE</u>	<u>PROFIT/LOSS</u>
Attractions	454.00	1764.00	(1310.00)
Bar	2403.85	1067.88	1335.97
BBQ (run externally)	654.50	184.50	470.00
Classic Vehicles	-	152.00	(152.00)
Competitions	58.50	203.91	(145.41)
Food Concessions	335.00	-	335.00
Ice Cream	525.60	126.34	399.26
Gate Takings	2341.15	-	2341.15
Miscellaneous (Note 2)	-	2126.99	(2126.99)
Publicity	-	506.00	(506.00)
Raffle	1462.00	247.00	1215.00
Site Services	-	743.97	(743.97)
Sponsorships	1600.00	-	1600.00
Stalls	350.00	-	350.00
Tea Shop	<u>165.00</u>	<u>-</u>	<u>165.00</u>
Total	10349.60	(7122.59)	3227.01
Less Donations (Note 1)			<u>3407.50</u>
<u>Net Expenditure over Income</u>			<u>(180.49)</u>

Represented by:

Cash at Barclays Bank	b/f	5123.55
Less Net Expenditure		<u>(180.49)</u>
Closing Balance		<u>4943.06</u>

I hereby certify that these Accounts are in accordance with the documents and records submitted to me by Melbourn Village Fete Committee

16th April 2019

M. Symonds

MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

Review Date: November 2020

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	COMMUNITY SUPPORT FOR DEMENTIA
2.	Name, Address, and Status of Contact	DAVINA BISWELL [REDACTED] MELBOURN
3.	Telephone Number of Contact	[REDACTED] 14
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 6255.37.
6.	For what purpose of project is the grant requested.	MONTHLY DEMENTIA CAFES, TRAINING & SUPPORT FOR PEOPLE 'LIVING WITH DEMENTIA'
7.	What will be the total cost of the above project?	£ 9278.00.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	FUNDRAISING. QUIZ NIGHTS, CLOTHES SALE, ETC + MONEY ALREADY HELD.
9.	Have you applied for grant for the same project to another organisation?	NO.

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	If so, which organisation and how much?	N/A.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	VENUE: MELBOURN HUB TRAINING: FORGET ME NOT TRAINING
11.	Who will benefit from the project?	RESIDENTS OF MELBOURN LIVING WITH DEMENTIA THEIR FAMILIES & CARERS.
12.	Approximately how many of those who will benefit are parishioners?	95%.

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

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

If yes, please give date. 10. 2. 2020.

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

Signed..... Date..... 15/4/21.

3rd parties

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

Name:

Organisation:

Name:

Organisation

Community Support for Dementia 2020-21

Testimonials

My husband (who is living with Dementia) and I only heard of and were able to attend one Memory Cafe in February 2020 before Covid restrictions were implemented. Since then, we have received worksheets, activities, and edible goodies regularly from Davina and Stephanie and been part of a their What's App group. We have felt included, thought, and cared about, both by the organisers and fellow members which helped us through a very difficult period. We very much look forward to continuing and developing these friendships face to face when allowed.

[REDACTED]

Without the support of the local dementia group, I would have been at a loss as to where to seek specific dementia care advice and guidance in a time of crisis. The community that this group has created has given a real sense of support to the person living with dementia and so importantly the family and carers supporting them. The support of activities, resources, and kind supportive knowledgeable people has made the world of difference to us as a family while managing to care for a loved one with dementia in the family.

Steph and Davina and all their creativity and planning to support the community is invaluable and has filled a much-needed gap for local, easy to access support.

[REDACTED]

The Melbourn support group have proven invaluable to myself and my wife who lives with Alzheimer's. We joined this group in 2019 following its promotion by the Melbourn Hub, community facility and attended all the monthly group meetings at the Hub until lockdown. And the summer beach party event in the summer 2020.

This group provides daily support for everyone to lean on and support each other. A WhatsApp group was set up to keep everyone in touch during lockdown, which has brought everyone together. The group has provided and delivered weekly activity parcels each week, including treats in the form of cakes, periodically. Also challenges in growing sunflowers, baking cakes and quizzes. Living with a partner who is now approximately four years living with Alzheimer's, having a group to ask for advice and have a social contact is critical. I cannot even think how I would have coped without this group to be there and support us.

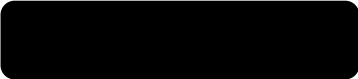
[REDACTED]

As a volunteer to the Melbourn Dementia/ Memory Cafe, I can see the difference it makes to those 'living with dementia' & families. Smiles & caring words mean so much. This is truly a necessity! as our village grows & the need for this service will become greater. I am proud to be a part of this.

[REDACTED]

Until lockdown me and my husband looked forward to our monthly visit to the Hub. It was always a most enjoyable time for us. A lovely place to relax, chat and have some fun. We were made to feel so welcome and looked after so well.


I don't know what we would have done without the help we received during lockdown. A lovely delivery every week. The daily Sparkle, puzzles, quizzes etc. Not to mention the lovely cakes and goodies. Something we always look forward to. Enormous thanks to all involved. They keep us sane!!



Community Support for Dementia

The support and friendship the Group gives to both Carers and Cared-For is wonderful and just what we had been looking for our Mum and ourselves. Meeting on a Saturday is invaluable, as support activities are usually weekday based. We get together in a lovely relaxed atmosphere, Carers able to unwind for a time, with loved ones offered sensory animals to help them relax, able to join in singing and other activities - to see smiles and laughter is all that you could wish for.

Throughout the past year, living through pandemic restrictions, we have all received regular 'goody packs' to our door - newsletters, puzzles and yummy cakes - which has kept everyone in touch and lifted spirits. We also have the support of a professional from the dementia sector, who has helped Carers in our Group and for us, her advice and guidance proved immeasurable (for so long we had sought help for our Mum and it was only towards the end of her life that we found the help we needed). Sadly, our amazing Mum died last July but to know that we can still be part of the Group, as we struggle with her loss, helps us enormously and, in turn, hopefully we can support and share our experiences with our Group friends.



17 March 2021

What happened in 2020.

From 29th March 2020, one week after the Covid-19 national lockdown, we created, assembled and delivered activity packs to 20+ households to support carers and their loved ones 'living with dementia'. This continued until October 2020 on a weekly basis and then we moved to bi-weekly.

The Activity packs were also added to the carebank.com website.

All materials were purchased through CS4D except for some cakes that were donated by Arlington Manor Care Home in Cambridge for 3 consecutive months.

A WhatsApp chat group was created, which proved a successful day to day communication for the carers offering humour and support.

We subscribed to the 'Daily Sparkle', an Activity Resource company for people living with dementia. This proved invaluable and continues to give us inspiration and ideas to this day.

We sadly lost 3 of our friends 'living with dementia'. We offered support to their loved ones before and after via Forget me Not Dementia Support (Chris Elsley), from which we received great feedback. Chris also offered support to two other carers within our group who were really struggling to cope.

'A Day at the Seaside' themed Dementia Café was held at the Hub on 5th September in between lockdowns. This was the last time our group met socially.

Going forward in 2021

We are continuing to support through Activity Packs, zoom gatherings and WhatsApp chats until the covid-19 restrictions are lifted.

Our plans for 2021 are

Dementia Cafés as soon as possible. To be held on a Saturday afternoon or morning (dependant on the venue). The wish list is to have something every Saturday for carers and their loved ones to attend. Saturdays have proved popular with families because this is when they are able to have 'social time' with their loved ones 'living with dementia' and the Dementia cafes offer stimulation for those 'living with dementia' and respite for their families/personal carers.

Week 1: Dementia Café at the Hub

Week 2: Magic Table at Margaret House Care Home, Barley

Week 3: Dementia Café with Pet therapy at a local care home (Melbourn Springs are keen)

Week 4: Dementia Café (or Carer's café) at

Walking with Carers events – Wimpole Hall in May

Dementia training events

Informative events – i.e. funding care, preparing for the future in your home etc etc

Local supports: 15 people – August 1st back on track – maybe

Funding – what do we need/ what is available.

Monies needed for

Dementia Cafes – hub + professional, pet therapy, professional dementia support, events, subscriptions, leaflet drops etc

What is available?

Parish Council grant?

Fundraising

Local Businesses - Letter to ask them to sponsor a Dementia Cafe.

Pre-loved Clothing Sale – Netball girls, Saturday/Sunday at the hub (or other venue)

Dance'athon (Vicky)

Ladder Climb (Fire Service) - much later in the year

Finding new members

Start again?

- Dementia Friends Session (to obtain interest)
- Dr's Surgery
- VDT
- Leaflet drops
- Advertising: Listing, Meldreth Matters, Melbourn magazine,
- Other organisations: MMWS, Timebank – produce an introductory leaflet.
- Parish Council – welcome packs
- Local Radio
- Community care scheme
- Pharmacy

Forget me Not Training – what involvement.

Chris is a mind of information and very knowledgeable. How can we utilise her expertise?

- Dementia training for the carers in the group
- Maybe a 6-week calendar, each week focusing on something new (could be zoom whilst social distancing is restricted. Recommend information on 'dementia pathway in the home')

Ways to promote CS4D in registered organisations

AGE UK, Hertwise, Alzheimer's UK, Dementia UK, Dr's surgeries, Memory Clinics

Community Support for Dementia - Expenditure		March 2020 - March 2021
Melbourn Parish Council Grant 10.02.20	4491.32	
Projects	Costs	Details
Dementia Cafés	706.00	Seaside themed Dementia Café at the Hub, between lockdowns
Equipment	1345.25	Animated Cat & Dog, Advertising Sails, interactive games, speaker for Dementia cafes,
Daily Sparkle Activity Coordinator	619.50	Monthly subscription for Dementia friendly activities
Information Leaflets plus delivery includes Dr's postage	540.00	£100 - 2500 leaflets + delivery £120 + weekly printing/delivery of activity packs during lockdown
Specialist support/training for carers	497.00	Forget me Not Dementia Training
Activity packs, home delivered during lockdown	961.74	materials, cakes, food etc
Total expenditure:	4669.49	


Application for Funding re Dementia awareness project - Melbourn									
						Total requested as grant funding	£	6,255.37	
August 2021-March 2022									
Expenditure	Projects with costs	Frequency per Annum	Costs	Total	Anticipated Income				
	Dementia Friends Cafe	16	150	2400	0	Coffee/Tea + cake provided - Avg cost £4.00 (4 per month/ 2 @ Hub)			
	Dementia Cafe Entertainment	16	114	1824	0	Event leader + entertainment Avg £114.00			
	Daily Sparkle Activity Coordinator	12	59	708	0	Monthly subscription for Dementia friendly activities			
	Information Leaflets plus delivery	4	220	880	0	£100 - 2500 leaflets + delivery £120			
	Advertising Local Magazines	7	115	805	0	The listing, Melbourn Magazine, Melbourn Matters etc,			
	Postal costs for GP surgeries	200	1.05	210	0	Envelopes + stamp + printing + 2nd class stamp. Various GP surgeries x 3			
	Dementia equipment one off costs	1	300	300	0	This will include a varying array of dementia related equipment			
	Specialist support/training for carers	8	30	240		Forget me Not Dementia Training (£30/hour)			
	Virtual Dementia Bus	1	1080	1080	550	Costs to user £25 pro - £10 resident			
	Transportation costs	42	5.5	231	0	We will use RDCT where possible or Fuel paid volunteers £5.50			
	Dementia Training Session/Carers	3	200	600		One every 12 weeks/pay trainer/tea/coffee etc			
				0	0				
				0	0				
	Other grant Funding Sources				0	It will be the intention to approach other PC's as new members come from those parishes. SCDC and CCC will be approached.			
	Donations				0				
	Current monies held				2472.63				
				£ 9,278.00	£ 3,022.63				

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	Celebrating Age Events
2.	Name, Address, and Status of Contact	Melbourn Parish Council Cllr Hales acting as organiser
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£ 5100.00
6.	For what purpose of project is the grant requested.	Continued delivery of the community scheme for the fiscal years 2021-2022. Two events (first in late 2021 and 2 nd in early 2022)
7.	What will be the total cost of the above project?	£ 6000 (approx.this can vary a little due to numbers attending) - per annum

8.	If the total cost of the project is more than the grant, how will the residue be financed?	The event is balanced on numbers by available funding
9.	Have you applied for grant for the same project to another organisation?	No.
	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes, in previous years either the village college or Cambridge motel have been the sites used.
11.	Who will benefit from the project?	Generally residents from Melbourn, with a few residents from Meldreth and Shepreth
12.	Approximately how many of those who will benefit are parishioners?	Approximately 95% of residents are from Melbourn,

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

Have you previously received a grant from MPC? Yes/

If yes, please give date. April/May 2019

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

Signed.....Cllr Jose Hales.....Date...05/04/21

3rd parties

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

Name:

Organisation:

Name:

Organisation

Celebrating Ages Accounts

31-Mar-20

01/04/2019 B/fwd balance	2,815.71
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Income:

23/04/2020 Community Grant Award - Melbourn Parish Council	3,500.00
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Expenditure:

Event 1 - May 2019

May-19 Hotel and catering	- 2,505.83
30/07/2019 Raffle Prizes	- 64.17
08/08/2020 RDCT transport costs	- 118.50

Event 2 - Nov 2019

Oct/Nov 2019 Hotel and catering	- 2,273.75
25/01/2020 Raffle Prizes and Printing	- 55.00
28/01/2020 RDCT transport costs	- 60.00

31/03/2020 Balance c/fwd	<u>1,238.46</u>
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Balance per Edge at 31/03/20	<u><u>1,238.46</u></u>
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MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

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

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

1.	Name of Organisation	Cambridgeshire Search and Rescue (CamSAR)
2.	Name, Address, and Status of Contact	Anne Ninham, Administrative support and fundraiser c/o Unit 1, Mount Pleasant Industrial Estate. Main Street, Pymoor, Ely, Cambs CB6 2DY
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No Yes: number 1118622
5.	Amount of grant requested	£ 500
6.	For what purpose of project is the grant requested.	For the purchase of IT equipment. Please see further information attached.
7.	What will be the total cost of the above project?	£1500 approximately
8.	If the total cost of the project is more than the grant, how will the residue be financed?	By grants, donations and fundraising events

MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

Review Date: November 2020

9.	Have you applied for grant for the same project to another organisation?	Not currently but other bodies will be approached.
	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Any vulnerable missing person will benefit from the enhanced technology as our searches will be more timely and efficient.
12.	Approximately how many of those who will benefit are parishioners?	This is impossible to state as we can be called upon to assist in searches across the whole county. We were involved in an incident in Melbourn in February 2020 which thankfully had a happy outcome.

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

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

If yes, please give date.

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

Signed.....Date.....25th March 2021

3rd parties

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

Name:

Organisation:

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Page 2

Name:

Organisation



DEMENTIA RESCUE
 CRISIS RESCUE
 SUICIDE RESCUE
 DESPONDENT RESCUE
LOWLAND RESCUE
 WATER RESCUE
 WOODLAND RESCUE
 HILLSIDE RESCUE
 FARMLAND RESCUE



100% volunteer, 100% professional, 0% pay

Saving Lives in Cambridgeshire

Typical annual statistics:

- 50-60 callouts to search for missing people
- 70 training and exercises sessions
- 150 events/meetings/fundraisers
- 12,000+ hours of work.

For further information including joining the team or making a donation please use one the following:

interest@camsar.org
secretary@camsar.org
treasurer@camsar.org
membership@camsar.org
grants@camsar.org



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

01223 968850 (in emergencies contact the police on 999)

Cambridgeshire Search and Rescue
c/o March Fire Station, Wisbech Road, PE15 8ED

www.camsar.org

Charity: 1118622



From Hill to High Water®

An Introduction to Cambridgeshire Search and Rescue (CamSAR)

Charity: 1118622



Sadly, there is not a day goes by when we do not hear on the national news, local news or on social media of someone going missing. Official figures published in May 2018 show that on average:

- Someone is reported missing **every 90 seconds** in the UK
- **180,000 people** are reported missing every year
- There are **340,000 missing incidents every year** (some individuals account for multiple incidents)
- **1 in 200 children** go missing each year
- **1 in every 500 adults** goes missing each year.

Most of the people who are reported missing are **vulnerable or at risk**, and many are reported missing multiple times, making them even more vulnerable. Thankfully, many are found or return home within a few hours, however, there is still a high percentage of these vulnerable individuals who do not return quickly and need to be located for their own safety. There are numerous reasons why people go missing in the first place, including:

- **Despondency** including those at **risk of suicide** or **self-harm** (up to 8 in 10 missing adults)
- **Mental illness**
- **Dementia**: around 1 in 10 adult missing incidents (4 in every 10 people with dementia will go missing at some point, often unintentionally)
- Problems at home including **relationship breakdown** (3 in 10 missing adults)
- **Homelessness**
- Lost **children** including those with **autism**.

Unfortunately, Cambridgeshire is not excluded from any of these issues and many of us probably know of someone suffering with some of these issues.



Cambridgeshire is a **large diverse county** with areas of dense population and vast rural expanses. These rural areas include a vast number of major rivers and waterways, large nature reserves, farmland, common land and woodland.

These features add to the beauty of our county but can also make it a dangerous place for any vulnerable missing person and makes finding them extremely **difficult and time critical**.

Cambridgeshire's emergency services are second to none and in cases of vulnerable missing people, the **Cambridgeshire Constabulary** take speedy action. However, due to the **urgency** of the need to locate the vulnerable missing person, the size of the county and the complexity of the terrain to be searched they will often call for assistance from the **Cambridgeshire Search and Rescue** team.

The team can mobilise 40+ volunteers out on the ground searching for a missing person anywhere in Cambridgeshire **within the hour**.

From Hill to High Water®

Who are Cambridgeshire Search and Rescue (CamSAR)?

Cambridgeshire Search and Rescue is a member of **Lowland Search and Rescue**, which in turn is a member of the governments UKSAR Operators Group – the body that governs all search and rescue operations around the UK.

As such, we align with **Mountain Rescue, Cave Rescue, HM Coastguard**, the **RNLI** and other search and rescue services of the UKSAR Operators Group. Our area covers everywhere “From Hill to High Water”.

Lowland Rescue itself has grown to **36 teams** over the **last 25 years** with over 1,800 professionally qualified volunteers across the country. It covers approximately **39% of the area of the UK** including most towns and cities and serves **63% of the population**.



Although the team is made up of **100% volunteers**, each member is trained and examined to national standards and procedures and are required to continue training throughout their search and rescue career.

As a charity that was formed in 2006, Cambridgeshire Search and Rescue is **totally funded by public donations** and currently has over **40 active trained members**. Members come from all walks of life. The team is **available, day and night, 365 days a year** and responds to all calls for help it receives from the Cambridgeshire Constabulary.

What does Cambridgeshire Search and Rescue do?

We are a **specialist search team** called upon by the police for the search for **high risk vulnerable missing people**: a child, an elderly person living with dementia or even someone who is considering taking their own life.

In each case an emergency response is vital. Close coordination takes place with the police on arrival at an incident. An Incident Control Vehicle is set up and our team is assembled and utilising the skills of our team a fully integrated search plan is put into action.

This helps to ensure interoperability when bringing in external resources to an incident in Cambridgeshire or if there is a need for us to provide mutual aid to another team elsewhere.

Our Search Technicians, Team Leaders, Search Planners, Search Operations and Search Managers will turn out at all hours of the **day and night** to respond to a missing person emergency.



In order to provide this professional service, all members must undergo national accredited training in various disciplines including incident management, search techniques, navigation, first aid, radio-communications and managing crime scenes. In addition, there is specialist training in search management, operations, planning, search dogs, water including boat and kayak and searching on bikes or with drones.



Available 24/7/365, the team is made up 100% of dedicated fully trained **volunteers** and receives **no government funding**, relying entirely upon grants and public donations – and team members’ own pockets – to continue to **provide this service**.

From Hill to High Water®

What does Cambridgeshire Search and Rescue need?

Upon certification, each member needs to be kitted out with basic equipment including team kit and personal protective equipment costing the team £300. In addition, every operational team member is also required to purchase a variety of their own equipment including boots, black trousers, compass, personal first aid kit, gloves and other personal items as well as covering all of their own travel costs.

But that is just the tip of the iceberg. Operating such a professional team incurs major costs for the purchase and maintenance of crucial team equipment. The costs of **vehicles**, their **fuel**, servicing and maintenance, MOT's, vehicle and liability insurance, IT equipment such as **radio's**, **aerials** and **computers** and search management **software** all have to be paid for by the team. **Medical equipment** and consumables, kit for the **dogs** and handlers of our K9 team, **water search** equipment such as **kayaks**, dry suits and throw-lines and the procurement of **thermal imagers** and **drones** are all expensive items. As such it currently costs the charity around £30,000 a year just to stand still.

To continue to provide this vital service to Cambridgeshire, we heavily rely upon **funds** being raised by all team members and members of the public. There are a variety of ways the general public, organisations and corporate bodies can support us. For example, pubs, cafes and shops can kindly support us by having **charity collection boxes** on their counters. Members of the public can **nominate us as their chosen charity** when completing **sponsored** sporting events.



Every penny raised goes directly to running the organisation and ultimately saving lives.

Anyone can organise **raffles** and **Quiz Nights** or **bring and buys** and **cake stalls**. Corporate sponsors can nominate us as their chosen **charity of the year** and raise funds or make **donations** in kind such as the helping with printing, the supply of equipment or space to store equipment.

Finally, anyone can leave us a **gift in their will**. Whatever you can be afforded in a will can help save lives. And it is so easy: all you have to do is contact your solicitor and include us in your will.



Any assistance that you, your family or your organisations can give will be **greatly appreciated** and help keep this vital service dedicated to searching for high risk vulnerable missing people in Cambridgeshire.

Thank you!



We are
Proud Supporters

Of Cambridgeshire Search and Rescue
www.camsar.org
Charity number: 1118622



From Hill to High Water®

CamSAR AGM 2020 – Treasurer Remarks

Summary

These remarks cover the charity's financial year (FY) running 1st July 2019 to 30th June 2020.

Overall, a year marked by a couple of major unexpected adjustments to the budget (although they mainly affected turnover rather than balance), expenditure matching fairly well with budget, and income particularly from public donations exceeding expectations.

Expenditure

The Trustees set a spending budget in advance for the FY totalling **£26.7k**. During the FY, some exceptional additions to the budget were made for purchase of a second-hand Nissan X-trail from Surrey Search & Rescue (**£4k**), and for mileage for COVID-19 resilience (PPE and food) deliveries under the Local Resilience Forum (**£10.5k**). As such, total budget allocation was **£41.1k**.

Of this, **£38.9k** was spent (94%). Key investments were the X-trail, new bikes, bike trailer, medical equipment, and a gazebo, flags and banners for fundraising events. Insurances alone cost **£7.2k**, vehicle maintenance cost **£1.6k** and vehicle fuel and tax totalled **£2.6k**. Other costs include SMS Responder, vehicles' mobile internet, D4H, Skype, training fees, team kit, and DBS checks.

Income

The Trustees' target was to match the spending budget with income. Thankfully this expectation was exceeded. Aside from elements linked to the above exceptional additions, the unexpected level of income came almost entirely from public donations. The X-trail was largely covered by the insurance payout on the loss of our Nissan Navara, and COVID-19 mileage was reimbursed by Cambridgeshire County Council (the remaining balance to come in FY2020-21). A breakdown chart is attached.

Some notable elements of fundraising, among many others, include:

- Facebook birthday fundraisers (9 people, raising over **£1k**).
- Donations from the people of Milton and Soham during the "Santa Parades" (over **£2.9k**).
- Donations from family, friends and colleagues of people for whom we have searched (giving at least **£2.7k**) by which we are particularly humbled.

During the FY, substantial time was put into analysing financial records back to 2016 in order to claim outstanding VAT and Gift Aid. **£888** was recovered, with much more expected in FY2020-21.

Developments

During the FY, we have started to develop our treasury team, adding an accounts officer and grants manager who have volunteered from the membership. In the coming FY this arrangement will be further strengthened as we get into the swing of things, and we also aim to develop the assets manager role to make sure we have joined-up thinking across the charity's funds and property.

Attachments

1. Prepared FY2019-20 accounts for inclusion in Trustees' Annual Report to Charity Commission
2. Breakdown of FY2019-20 income sources (payments into bank account in FY2019-20)



Receipts and payments accounts

CC16a

For the period
from

01 July 2019

To

30 June 2020

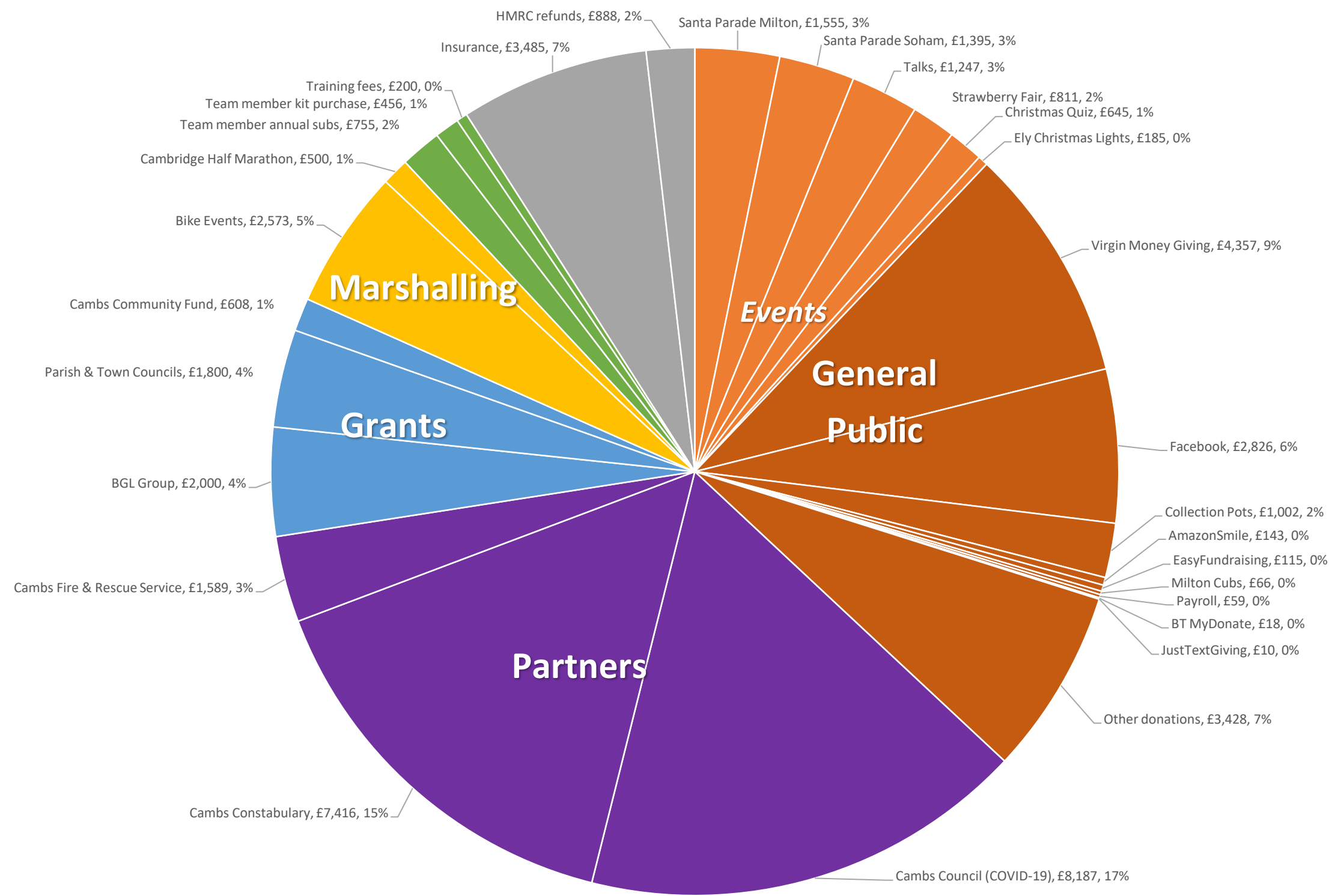
Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
A1 Receipts					
Public Donations	17,860.00	-	-	17,860.00	11,604.49
CPLRF Mileage	-	8,186.85	-	8,186.85	-
Police Donations	6,000.00	-	-	6,000.00	6,000.00
Insurance Payouts	3,485.00	-	-	3,485.00	-
Marshalling Events	3,073.00	-	-	3,073.00	3,377.00
Company Donations	-	2,000.00	-	2,000.00	13,612.50
Parish & Town Councils	300.00	1,500.00	-	1,800.00	3,342.60
CFRS Deployments	1,588.50	-	-	1,588.50	1,359.67
Police Mileage	1,416.15	-	-	1,416.15	517.95
HMRC Refunds	888.20	-	-	888.20	-
Team Subscriptions	755.00	-	-	755.00	1,112.50
Other Grant Funding	-	608.00	-	608.00	-
Extra Kit Sale	455.50	-	-	455.50	142.00
Training Courses	200.00	-	-	200.00	-
Account Interest	82.46	-	-	82.46	60.22
Teambuilding Events	-	-	-	-	362.00
Sub total (Gross income for AR)	36,103.81	12,294.85	-	48,398.66	41,490.93
A2 Asset and investment sales, (see table).					
Vehicle/Asset Sale	-	-	-	-	925.00
Sub total	-	-	-	-	925.00
Total receipts	36,103.81	12,294.85	-	48,398.66	42,415.93
A3 Payments					
CPLRF Mileage	-	10,461.15	-	10,461.15	-
Insurance	7,183.25	-	-	7,183.25	3,633.36
Vehicle Fuel + Maintenance	2,338.08	800.74	-	3,138.82	3,425.60
Medical Kit	40.00	1,637.02	-	1,677.02	-
Search Management	1,106.10	-	-	1,106.10	1,239.34
Vehicle Tax + Charges	1,099.17	-	-	1,099.17	825.00
PR and IT	967.20	-	-	967.20	1,018.48
Team Kit	599.76	252.18	-	851.94	441.65
Training Courses	640.00	-	-	640.00	1,147.82
CFRS Deployments	544.25	-	-	544.25	397.47
Miscellaneous	270.70	-	-	270.70	291.38
CRB/DBS Checks	114.00	-	-	114.00	57.60
Fundraising Costs	113.60	-	-	113.60	694.82
Teambuilding Events	-	-	-	-	550.00
Sub total	15,016.11	13,151.09	-	28,167.20	13,722.52
A4 Asset and investment purchases, (see table)					
Vehicle Purchase	5,223.84	1,410.96	-	6,634.80	9,324.42
Other Equipment (asset)	3,508.90	-	-	3,508.90	4,346.39
Comms Equipment (asset)	541.98	-	-	541.98	2,124.18
Sub total	9,274.72	1,410.96	-	10,685.68	15,794.99
Total payments	24,290.83	14,562.05	-	38,852.88	29,517.51
Net of receipts/(payments)	11,812.98	- 2,267.20	-	9,545.78	12,898.42
A5 Transfers between funds	- 1,824.00	1,824.00	-	-	-
A6 Cash funds last year end	34,426.66	3,583.88	-	38,010.54	25,112.12
Cash funds this year end	44,415.64	3,140.68	-	47,556.32	38,010.54

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Held in main current account	7,627.90	-	-
	Held in secondary current account	-	-	-
	Held in savings account	36,787.74	3,140.68	-
	Total cash funds	44,415.64	3,140.68	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Vehicles & trailers	Unrestricted	18,959.22	
	2 Kayaks (incl. spraydeck)	Unrestricted	1,089.60	
	Lowland Rescue First Responder Kit	Unrestricted	1,575.00	
	Communications Equipment	Unrestricted	6,738.58	
	Other Equipment	Unrestricted	8,900.29	
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Appendix D Breakdown of fundraising



Additional information for Melbourn Parish Council

March 2021

We would like to purchase an Intel® NUC. This is a small form factor PC with a tiny footprint; short for Next Unit of Computing, Intel® NUC puts full-sized PC power in a small piece of equipment. Please see below the link to the current product that we are looking at:

https://www.amazon.co.uk/Intel-BXNUC10I7FNK2-workstation-barebone-i7-10710U/dp/B0846VQNDY/ref=sr_1_5?crid=PCAEOSMJFQKM&dchild=1&keywords=nuc+i7&qid=1616010255&srefix=nuc+%2Caps%2C158&sr=8-5&pldnSite=1

The Intel NUC will be connected to a large monitor in the control vehicle and will be used to:

- a. Brief the search teams before commencing a search
- b. Discuss the progress of the search with the Police Search Advisor (PoISA)
- c. Display live pictures from the CamSAR drones during a search so the Search Management team can remotely see what the drone search team are seeing on their ground.
- d. Debrief the teams after a search to ensure all areas that need to be searched have been covered and that any important information or evidence is appropriately recorded.

Ideally we would like to purchase three of these items so that we have one for each control vehicle.

Melbourn Timebank Report - April 2021

Membership growth to 22 April 2021

	As at 19 Mar	As at 20 April	Conversion	Pipeline
Individual Members	65	69	4	6
Organisational Members	9	10	1	3

Total exchanges to date: 2829 hours (*of which MCCR = 1680.5 hours*)

Non MCCR: 1148.5 hours

Timebank activities

- New offers and requests for outdoor activities being registered such as: Gardening, Fence painting, and Dog walking
- Youth organisation, 2484 (Bassingbourn) Squadron joined Timebank
- Creating volunteer opportunities for young people undertaking Duke of Edinburgh Award Scheme
- Delivery of PC letters to residents completed
- Welcome Pack to be delivered by Timebank members by the end of April
- Litter Picking in and around the village
- Knitting of 'Fidget Mats' for people living with Dementia
- Knitting hats for premature babies
- 'Walk and Talk' with Individual and Organisation members
- Many 'in person' activities suspended due to lockdown
- Remote support provided by Coordinator via regular telephone calls to members to combat loneliness and isolation - a phone call/message at least once a week to the most isolated.

Administrative tasks

- Attended:
 - Timebank broker training/meetings:
 - Tempo Time Credits training 23 March
 - Time Currencies training 30 March
 - TBUK meeting 19 April
 - TBUK Training 21 April
- Melbourn Business Association meeting 7 April
- Social Prescribing meeting 15 April
- Forthcoming meetings/training:
 - Timebank meeting 27 April
 - TBUK training 28 April
 - TBUK training 4, 11, 17 May
- Facebook statistics for last 28 days
 - Followers 305
 - Maximum post reach 1021
 - Post engagement 150

Forthcoming events

- Weekly Outdoor coffee mornings following government guidelines

Proposed expenditure for approval

- None

POLICY & PROCEDURE: EMPLOYEE CAPABILITY

PURPOSE: To provide a framework that addresses situations where an employee is failing significantly in their duties or responsibilities due to a lack of ability, inadequate training or lack of experience.

SCOPE: Employees of the Melbourn Parish Council.

POLICY:**1. Principles:**

- 1.1 This policy differs from the **Disciplinary Policy and Procedure** (5.05) by being directed at employee underperformance as opposed to possible employee misdemeanour.
- 1.2 It is the policy of Melbourn Parish Council that employee performance against both job descriptions and performance standards will be monitored regularly and at least annually through formal Appraisals.
- 1.3 Perceived underperformance will be addressed via the process described in 1.2 and, where needed, followed up through the procedures covered in this document.
- 1.4 It is the policy of Melbourn Parish Council to ensure every possible step is taken to assist an underperforming employee to improve performance in a consistent way, using the approach shown in the box below:

- Performance will be monitored and performance criteria set. This will recognise a degree of consistency in how staff with differing responsibilities are given opportunities to attain satisfactory levels of performance.
- There will be appropriate assistance in identifying and providing appropriate forms of support.
- All training, support and assistance will be provided to overcome failings.
- Any action taken will be based on adequate evidence that the member of staff is incapable of performing their duties satisfactorily.
- Where such steps prove unsuccessful, the member of staff may have their employment terminated on the grounds of incapacity.

PROCEDURE:

Normally, employee performance will be monitored, assessed and additional advice or training given through regular meetings and formal performance appraisals. If this approach is deemed to be failing the following steps should be taken:

2. Informal Procedure:

- 2.1 When your manager decides you display an inability to perform your duties satisfactorily, he or she will attempt to resolve the matter informally. The manager concerned will normally be the Clerk. If the underperformance affects either the Clerk, the Responsible Financial Officer or Timebank Co-ordinator then the Chair of the HR Panel will take up the matter.
- 2.2 You have the choice to be accompanied at any meetings (including this informal meeting) by a trade union representative or a colleague.
- 2.3 At the informal meeting, the manager will agree performance standards with you and a time period (normally 3 months) over which improvement will be expected. Your manager will also agree with you how performance will be monitored and any support or training required.
- 2.4 The content of the meeting will be documented and a letter sent to you indicating the nature of the unsatisfactory performance and details of the agreed performance improvements.
- 2.5 If your performance improves adequately over the agreed timescale the process will terminate at this stage. However, if performance remains unsatisfactory the formal procedure below may be used.

3. Formal Procedure:**3.1 Step 1 – Information Collection**

Your manager will call upon an external advisor or another person, such as another Council member, to undertake collecting the necessary information. They would be expected to interview you and your manager, or the HR Manager as appropriate, as well as any other relevant individuals. You will be informed that they may be accompanied at any meetings that take place as part of this process.

3.2 Step 2 – Written Report

A written report will then be prepared by the advisor or manager based on evidence collected by interviews and observation.

It will be the intention to make the report precise and specific. Observations and comments will include information covered by the points set out in the box below:

- Areas where you are seen to be failing to perform adequately.
- Actions already taken to address the failings and whether these actions were adequate - i.e. were clear performance standards set and monitored.
- Whether you acknowledge that there is a problem and show a willingness to improve.
- How your failings may impact on colleagues and work output.
- Any other relevant or mitigating factors.

A copy of this report will be given to you and to your line manager. Both will be invited to comment, in writing, on the content of the report. A relevant manager or another independent person will consider the report who then may opt to take one of the following options: -

- No further action.
- Instruct the line manager to set performance standards for you and monitor these for a set period of time.
- Arrange for a formal capability meeting to consider the matter further.

3.3 **Step 3 – Formal Capability Meeting**

If the third option in the box above is chose you will be informed of the date of the formal meeting at least 10 days in advance. The letter will include: -

- A clear description of performance failings in to ensure that you fully understand their nature, extent and seriousness.
- Any relevant documentation.
- The time, date and venue of the Capability meeting.
- The person who will conduct the meeting (normally the Chair or Vice Chair of the Council).
- A reminder of the right to be accompanied.

At the meeting you will be given the opportunity to put forward a defence, to bring witnesses in support, to present mitigating circumstances and to make a full statement.

3.4 **Step 4 – Review**

If, after the meeting, your work is judged to be failing significantly then a decision on the action to be taken must be made.

Depending on the nature, frequency and seriousness of the situation, it is likely that this will be a written warning. If so, a letter will be sent to you confirming the decision and the reasons why it was made. The letter will also indicate that your progress will continue to be monitored and how this will be carried out. A timescale for performance to improve and review dates will be specified. Any on-going support and training will also be specified.

If the failings are found to be not sufficiently serious to warrant a formal warning or where there are mitigating circumstances, monitoring will be discontinued subject to a clear indication to you that it may be reintroduced if the problem reappears.

3.5 **Step 5 – Second Capability Meeting**

Where poor performance is deemed to continue, the process set out in Steps 3 and 4 will be repeated. The timescale for improvement will depend on the nature of your duties and responsibilities and the seriousness of the performance issues. Where the conclusion of the second meeting is that performance has not sufficiently improved and that there is still evidence of incapability despite support and prior warnings, a final warning will be issued.

You will receive a letter confirming the decision as well as covering the points made at Steps 3 and 4. The letter will clearly state that, if an improvement is not forthcoming, we will convene a final meeting at which we will consider terminating your contract.

3.6 **Step 6 – Third Capability Meeting**

If the previous advice, training and warnings are deemed to not have had the desired effect there will be a third meeting conducted by the Chair or Vice Chair of the Council, accompanied by a suitable outside third party representative. At this meeting, your contract will be terminated, in accordance with the terms of your contract. We will write informing you of the date of the formal meeting at least 10 days in advance. The letter will include: -

- A clear description of performance failings in sufficient detail to ensure that you fully understand the nature, extent and seriousness.
- Any relevant documentation.
- The time, date and venue of the meeting.
- The person who will conduct the meeting (normally the Chair of the Council).
- A reminder of your right to be accompanied.

At the meeting you will again be given the opportunity to put forward a defence, to bring witnesses in support, to present mitigating circumstances and to make a full statement.

3.7 The opportunity to appeal

You may appeal against any decision to terminate your contract on the grounds of capability. This should be done in writing within 14 days of the decision. A panel of at least three councillors, chaired using an external advisor will hear the appeal. Decisions made on appeal will be final.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 26 April 2021

MELBOURN PARISH COUNCIL

TERMS of REFERENCE: Melbourn Play Parks Working Party

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

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

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

1. Membership & Controls

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

1.2 Non-Councillor members will not have voting rights.

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

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

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

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

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

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

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

MELBOURN PARISH COUNCIL

2. Reporting

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

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

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

3. Terms of reference

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

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

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

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

3.5 To ensure that the project is delivered on budget.

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

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of approval : 26 April 2021

Review Policy: Six monthly