

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 May 2021 at 7.30pm at All Saints

Community Hall, Station Road, Melbourn, SG8 6DX

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, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO)

PC014/21 To receive and approve apologies for absence

County Cllr van de Ven and District Cllr Hales had given apologies. On advice from County and District Councils, they would submit a written report but not attend meetings until further restrictions are lifted.

PC015/21 To receive any Declarations of Interest and Dispensations

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

Cllrs Kilmurray and Travis declared an interest in item PC028/21 as Directors of the Community Hub Management Group. They were granted dispensation to participate in the discussion.

PC016/21 Chairs' Announcements – For information only

Chair noted thanks to Dennis Bartle for his service as village warden.

PC017/21 To approve the minutes of the Annual Parish Council Meeting held on 4 May 2021

A correction to the date on the draft Minutes to **Tuesday, 4 May 2021** was noted.

It was:

RESOLVED to approve the minutes of the Annual Parish Council Meeting held on 4 May 2021 as an accurate record, subject to the correction noted.

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

PC018/21 To report back on the minutes of the Annual Parish Council Meeting held on 4 May 2021

There was nothing to report.

PC019/21 To approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

It was:

RESOLVED to approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021 as an accurate record.

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

PC020/21 To report back on the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

There was nothing to report.

PC021/21 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.

There were no members of the public in attendance.

PC022/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. District Cllr Hart reported on Neighbourhood Plans recently submitted. Discussion with regard to resurrecting the Neighbourhood Plan for Melbourn. Also noted that a request had been made to Highways Officers to discuss signage and access to Little Lane and Meeting Lane.

ACTION: Clerk to circulate information on Neighbourhood Plans to all Cllrs.

Cllr Kilmurray noted thanks to County Cllr van de Ven for following up on the line painting following Beechwood Avenue resurfacing.

PC023/21**Governance:**

- a) To approve nominations for Chair and Vice Chair of Planning Committee

It was:

RESOLVED to approve the nominations of Cllr Kilmurray as Chair and Cllr Wilson as Vice Chair of Planning Committee.

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

- b) To approve nominations for Chair and Vice Chair of Maintenance Committee

It was:

RESOLVED to approve the nominations of Cllr Travis as Chair and Cllr Clark as Vice Chair of the Maintenance Committee.

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

- c) To consider quotations for valuation of parish buildings

Noted that valuation of parish buildings would be required prior to insurance renewal in October 2021. Two quotations were considered. Noted that valuation of the Hub should be carried out only once current extension works were completed.

It was:

RESOLVED to approve the quotation of the Bremner Partnership in the sum of £1,600 + VAT for valuation of parish buildings.

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

- d) To consider submitting a response to the East West Rail Consultation

Noted that a briefing relating to this consultation is scheduled for Wednesday evening. Deadline for responses to the consultation is 9 June 2021. **ACTION:** Clerk to circulate briefing information to Cllrs and follow up for responses prior to 9 June 2021.

- e) To consider a request to replace the bench on Back Lane

To be referred to Maintenance Committee for further consideration.

PC024/21**Finance Matters:**

- a) To receive and consider the year end finance report and approval of ring-fenced reserves

The year end finance report was received. Noted that the Parish Council has built up 6 months of general reserves, currently sitting at £605,262.00. Discussion with regard to appropriate level for Asset Management Reserve and timescales for replacement of assets. To be discussed at June meeting of Finance & Good Governance Committee.

It was:

RESOLVED to approve the ring-fenced reserved in the sum of £605,262.00.

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

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

High heating costs for the Pavilion were noted – to be monitored **ACTION:** Clerk to request wardens to reset heating controls.

It was:

RESOLVED to approve the approvals list for May 2021.

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

- c) To receive and consider finance report for April 2021

The report was received.

- d) To consider approving expenditure for Futures Working Party leaflet deliveries

It was:

RESOLVED to approve expenditure of £150 for leaflet deliveries.

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

PC025/21

Annual Governance and Accountability Return 2020/2021: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

Statements 1 – 9 were considered in turn:

It was:

RESOLVED to tick 'yes' for Statement 1.

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

It was:

RESOLVED to tick 'yes' for Statement 2.

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

It was:

RESOLVED to tick 'yes' for Statement 3.

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

It was:

RESOLVED to tick 'yes' for Statement 4.

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

It was:

RESOLVED to tick 'yes' for Statement 5.

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

It was:

RESOLVED to tick 'yes' for Statement 6.

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

It was:

RESOLVED to tick 'yes' for Statement 7.

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

It was:

RESOLVED to tick 'yes' for Statement 8.

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

Statement 9 is not applicable.

Post meeting note: Email resolution made 25 May 2021:

It was:

RESOLVED to approve that the Parish Chair and Parish Clerk sign the declaration on the Annual Governance and Accountability Return 2020/21

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

PC026/21

Annual Governance and Accountability Return 2020/2021: To consider signing the Accounting Statements 2020/21.

It was:

RESOLVED that the Parish Chair would sign the Accounting Statements 2020/21

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

PC027/21

To note the bank reconciliation for March 2021

The bank reconciliation for March was noted.

PC028/21

To receive an update on the Community Hub Extension Project

The update report was received.

- a) To note a revised quotation for air-conditioning units

The updated quotation was noted.

PC029/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was received. Noted that volunteers were being sought to assist with logging highways faults. Suggested that these should be reported to Cllrs covering specific areas for road inspections.

PC030/21 Policies and Terms of Reference:

- a) To consider adopting the new model Code of Conduct

It was:

RESOLVED to approve the new model Code of Conduct for signature by all Cllrs.
Proposed by Cllr Baker, seconded by Cllr Hart. All in favour.

- b) To consider approving revised Litter-picking Risk Assessments

Discussion with regard to risk if volunteers are carrying out litter picking organised by the Parish Council. Noted that volunteers would be covered by our Public Liability Insurance. Currently we only supply equipment but do not organise litter picks.

ACTIONS:

- Cllr Hart to forward information on Volunteers Week to the Clerk for information.
- Clerk to seek advice from CAPALC on Risk Assessment.

To be deferred to June meeting.

PC031/21 HR Matters:

- a) To note the resignation of Dennis Bartle, village warden

Noted that Dennis Bartle has left his role as village warden.

- b) To consider approving the appointment of a new village warden

It was:

RESOLVED to approve the appointment of Steven Pitman as a new village warden.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To receive any updates and consider actions

Noted that the Timebank Coordinator has successfully completed her probationary period – Chair of the HR Panel noted thanks to the Timebank Coordinator for her contribution.

HR Panel will meet on 26 May 2021 and will receive nominations for roles of Chair and Vice Chair for 2021/22.

PC032/21 Maintenance Contracts: To review bids and consider a recommendation from the Maintenance Working Party –**TO BE HELD IN CAMERA**

It was:

RESOLVED for the meeting to go into camera to discuss tenders received for the four maintenance contracts.

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

Tenders for four maintenance contracts were discussed in camera.

It was:

RESOLVED to resume the meeting and to record the vote with regard to award of the grounds maintenance contracts.

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

General Maintenance Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the General

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

Grass Cutting Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Grass Cutting Contract.
Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

Cemeteries Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Cemeteries Contract.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

Recreation Fields and Sports Fields Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Recreation Fields and Sports Fields Contract.
Proposed by Cllr Buxton, seconded by Cllr Hart. All in favour.

Noted that Contracts were awarded for up to 3 years but would be reviewed annually.

PC033/21 To note the date of next meeting: 28 June 2021

The date of the next meeting of the Parish Council was noted as 28 June 2021.

The meeting closed at 20:45

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Tuesday, 4 May 2021 at 7.30pm via**Zoom link <https://zoom.us/j/94914640440> 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, Wilson**Absent:****In attendance:** Claire Littlewood (Parish Clerk) and one member of the public**PC001/21 To receive nominations and to elect the Chair of the Parish Council**

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year. Cllr Clark so sign the Declaration of Office in the presence of the Parish Clerk.

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

PC002/21 To receive nominations and to elect the Vice-Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year. Cllr Cowley to sign the Declaration of Office in the presence of the Parish Clerk.

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

PC003/21 To receive and approve apologies for absence

Apologies were received from County Cllr van de Ven and District Cllr Hales.

PC004/21 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

None received.

PC005/21 Chair's Announcements – For information only

There were no Chair's announcements.

PC006/21 To approve the minutes of the Parish Council Meeting 26 April 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting of 26 April 2021 as an accurate record.

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

PC007/21 To report back on the minutes of the Parish Council Meeting 26 April 2021

PC135/20d) Following discuss with the RFO, Cllr Cowley to take over verification of bank reconciliations.

PC139/20 Clerk to follow up on further Gypsy Romany awareness training available.

PC008/21 Appointment of Standing Committees

- a) **Planning Committee** (max eight Cllrs)

Cllr Buxton

Cllr Clark

Cllr Cowley

Cllr Hart

Cllr Kilmurray

Cllr Wilson

b) **Finance & Good Governance** Committee (max nine Cllrs)

Cllr Barnes
Cllr Cowley
Cllr Clark
Cllr Hart
Cllr Kilmurray

c) **Maintenance Committee** (max six Cllrs)

Cllr Baker
Cllr Barnes
Cllr Clark
Cllr Cowley
Cllr Kilmurray
Cllr Travis

d) **MAYD Joint Committee** (max three Melbourn Cllrs)

Cllr Barnes
Cllr Hart
Cllr Travis

PC009/21 Appointment of Standing Working Parties

a) **Melbourn Futures Working Party**

Cllr Baker
Cllr Barnes
Cllr Davey
Cllr Clark
Cllr Hart

b) **Melbourn Play Parks Working Party**

Cllr Clark
Cllr Cowley
Cllr Hart
Cllr Kilmurray
Cllr Travis

c) **Website Working Party**

Cllr Baker
Cllr Barnes
Cllr Kilmurray

d) **HR Panel**

Cllr Buxton
Cllr Clark
Cllr Hart
Cllr Travis

PC010/21 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn Community Hub Lunch Club

The reports were noted.

PC011/21 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.

There were no questions from members of the public in attendance.

PC012/21 Futures Working Party

- a) To consider approving the village flyer
Cllr Barnes was thanked for her work on the flyer.

It was

RESOLVED to approve the flyer as drafted for distribution to all residents of Melbourn.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

ACTION: Clerk to share flyer on social media and notice boards.

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

Printing costs are estimated to be no more than £50 with delivery costs up to £150. A member suggested that the Timebank may be able to help with distribution. Noted that in the event that Timebank volunteers are unable to help, distribution should not be delayed. **ACTION:** Clerk to follow up with Timebank Coordinator.

It was:

RESOLVED to approve expenditure of up to £200 for printing and distribution of the flyer.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.

PC013/21 To note the date of next meeting: Monday, 24 May 2021

Noted that the date of the next full Council meeting will be Monday, 24 May 2021.

The meeting closed at 7.50pm.

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An Extraordinary Meeting of this Council was held on Monday, 10 May 2021 in the Marquee at the front of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ at 8.30pm

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, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO) Jose Hales (Director MCHMG)

1 To receive and approve apologies for absence

Apologies received from Cllrs Buxton and Wilson – acceptable reasons were given.

It was:

RESOLVED to accept apologies for absence from Cllrs Buxton and Wilson.

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

2 To receive any Declarations of Interest and Dispensations.

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

Cllrs Travis and Kilmurray declared an interest in item 4 as Directors of the Hub Management Group. They were given dispensation to participate in the discussion but would abstain from the vote.

Cllr Cowley declared an interest in item 4 (A1 Decoration) as a friend of one of the contractors. He was given dispensation to participate in the discussion but would abstain from the vote.

3 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)

There were no members of the public in attendance.

4 To consider approving expenditure on additional post-construction works to Melbourn Community Hub

Chair introduced the item and referred to supporting documentation. Questions were invited from councillors.

A member queried why these items of expenditure had not been identified in February when tenders were considered and contracts awarded. Noted that discussions in February had not indicated further expenditure at this level would be required

Response: Work on the Hub extension needed to progress in order to obtain costs for post construction works.

A member queried if Hub Management is confident that there is sufficient money available from original budget to complete the works and noted that lessons could be learned about discussing additional works earlier in the process. Query also raised as to how the project would have proceeded in the event of an earlier overspend.

Response: There is confidence that no further funds will be required. However, this is a complex project. If earlier elements of the build had overspent, this would have reduced the amounts available for post construction items.

A member noted that there had been 30% contingency built in to the original budget. Current proposals will have 8.4% contingency. Some elements of the budget are nearly exhausted. How will this be managed?

Response: Main contractor's costs are fixed in the contract. Budgeted costs will only change if there is a change to the scope of works. Noted that materials budget is likely to be underspent.

A member noted at A1 Decoration - there is great variation in the decorating quotes under consideration.

Response: Lowest cost quote is a small local business which has satisfactorily carried out previous decorating works at the Hub.

A member noted at A5 Electrical Work – amount under consideration is an estimate.

Response: Formal quote from yet received but this amount is based on previous works and quantified by the Project Manager.

A member queried what safeguards the Parish Council has in place to protect against modern slavery.

Response: No formal safeguards or due diligence but further guidance will be sought in this regard.

A member queried if expenditure would be prioritised to ensure sufficient funds are available.

Response: Confirmed.

Noted that the building would require redecoration following build works. Would be cost effective to have all areas decorated at the same time. Noted importance of minimising disruption and impact on Parish Office.

A member queried whether items under A4 Meeting Room Furnishings were required prior to re-opening.

Response: Need to ensure there is no delay to availability of meeting rooms and associated revenue.

A member noted concern that IR heaters are included in A5 Electrical Works.

Response: These are a necessary item.

Chair presented each element of spend in line with supporting notes for consideration:

A1 Redecoration

It was:

RESOLVED to accept the quotation from PAA Maintenance in the sum of £8,215.00 for redecoration of the Hub.

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

A2 Flooring

It was:

RESOLVED to accept the quotation from PL Cooper & Sons Ltd in the sum of £11,031.25 for flooring.

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

A3 Air Conditioning Equipment

It was:

RESOLVED to accept the quotation from Airway Group for supply and installation of air-conditioning units in the sum of £8,625.00.

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

A5 Electrical Works

It was:

RESOLVED to approve additional electrical works to be arranged by Brownstone up to an amount of £3,500.00.

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

A4 Meeting Room Furnishings

It was:

RESOLVED to approve expenditure up to £6,820.00 on meeting room furnishings.

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

- 5 To note the date of the next meeting : 24 May 2021

The meeting finished at 9.14pm.

Melbourn Parish Council May 2021 – District and County Councillors’ Report

Elections

Sally Ann Hart is our new District Councillor following the Melbourn Ward by-election. South Cambridge District Council, SCDC, make-up is now 31 Liberal Democrat, 11 Conservative, 2 Labour & 1 Independent Councillor.

SCDC Committee membership for Jose and Sally Ann are as follows:

Jose will be part of the Licensing Committee and continue to chair the Grants Advisory Committee.

Sally Ann will be part of Scrutiny and Overview Committee, Employment and Staffing Committee and also sit on the Community Safety Partnership group.

Susan was re-elected as County Councillor. County Council elections resulted in Conservatives holding 28 seats, the Liberal Democrats 20, Labour nine, and the Independents four. This means that no one political group has a majority on the Council.

The Liberal Democrat, Labour and Independent groups have announced a new Joint Administration for the Council and published an agreement about its priorities and how it will operate. The County Council Joint Administration Agreement prioritizes Green investment, Covid recovery, tackling inequalities, amalgamation of health and social care; it pledges transparency and publication of the controversial ‘Farmgate’ report as fully and as quickly as possible. The Agreement can be read here:

https://d3n8a8pro7vhmx.cloudfront.net/cambridgelibdems/pages/5179/attachments/original/1620984611/County_agreement_2021_FINAL.pdf?1620984611

Susan is serving as Chair of the Cambs and Peterborough Health and Wellbeing Board, and Vice Chair of the County Council’s Adults and Health Committee; she’s also on the Education Transport Appeals and Corporate Parenting (adoption and fostering) committees.

Elections were also held for the Police & Crime Commissioner and for the Mayor of Cambridgeshire & Peterborough. The new Police & Crime Commissioner is Darryl Preston (Conservative), and the new Mayor (replacing James Palmer) is Dr Nik Johnson (Labour). The new Mayor has already cancelled the £4bn CAM Metro and we welcome his interest in developing local bus services.

Sometimes we are asked “Why bother to vote?”. An Independent won the St Neots East and Gransden County division by just nine votes. In the Hardwick County division the Liberal Democrats beat the Conservatives by just five votes. Ely North also passed from the Conservatives to the Liberal Democrats by just 153 votes. Those three results, decided by just 167 votes from the 232,000 cast across the county, were enough to change control of the County Council.

Covid-safe Annual Meetings:

CCC and SCDC's Municipal years got off to a 'flying start' on 18th and 20th May respectively with the first meetings of the Council being held at Duxford Imperial War Museum. Because Government decided not to extend the recent flexibility to allow councils to meet online, a local venue capable of accommodating such a large meeting safely had to be found. Despite the amazing backdrop and extent to which officers went to ensure the space was Covid-safe, the public cost of hiring a 'safe space' might bring people down to earth with a bump.

The next round of County Council meetings will not take place until after the June 21st lifting of restrictions.

District Council:

Jose and Sally Ann would like to highlight the following opportunities:

'Wild Minds': free outdoor activities to support young people's wellbeing

Wild Minds is our free programme of wellbeing activities to support 14- to 17-year-olds who are suffering mental-health issues such as anxiety and low mood, and/or to build self-esteem and confidence. The programme was set up over the last two years in response to the current context around the mental health of young people within the UK; NHS mental health services have experienced greatly increased referrals over the last 10 years with increased waiting times for specialist support and increasing thresholds to gain access. It offers:

- Free outdoor activities at Milton Country Park (all equipment will be provided free too)
- Group based activities including bush craft, survival skills, paddle boarding, yoga and mindfulness – no experience is necessary for any activities
- Sessions are an hour and a half long, and held each weekend for eight weeks
- Support from both skilled instructors and youth workers.

The course has been developed by South Cambridgeshire District Council together with Cambridge Sport Lakes Trust and is supported by a Clinical Psychologist. The next eight-week course begins on Sunday 6 June and you may wish to share the opportunity within your community – [teenagers can register \(free\) now](#).

Celebrate your volunteers

[Volunteers' Week](#) takes place from 1st to 7th June every year and is a chance to recognise the fantastic contribution volunteers make to our communities. During an exceptional year, people have taken the time to volunteer and made a huge difference. Those who have been unable to volunteer during the pandemic may also have been supporting organisations from a distance. Why not celebrate your volunteers by using one of the downloadable resources?

Volunteering and Covid

Government guidance sets out how volunteering can be done safely during the pandemic and has been updated this week to reflect recent changes. This includes [guidance for volunteers](#) and for [organisations/groups](#) which involve volunteers in their work.

Business Grants

The Business Support team at South Cambs have made an enormous effort to get over £11 million in grants out to 4834 businesses since November last year. These government grants can make the difference between life or death for a business and survival or despair for the owners of those businesses. If your business is in trouble and you have not been able to access a grant please contact the council or Sally Ann or Jose.

‘Winter Support Grant’: family fund

Residents can now access schemes which can be used for those in need of urgent food or fuel. The vouchers are worth up to £49 (per scheme) for a family, or £29 (per scheme) for an individual. The first scheme allows a voucher for food or fuel, and the second scheme is for a fuel voucher only. The schemes are funded by the Department for Environment, Food and Rural Affairs (DEFRA) and the national Winter Support Grant. The vouchers can help residents who find themselves in a desperate situation to address their immediate need. We then work with the resident and other agencies to provide longer term advice and support. If you come across a resident in need of urgent food or fuel, please consider referring them into this scheme by emailing duty.communities@scambs.gov.uk (we will then send you a simple form to complete).

County Council

Melbourn Greenway

Susan has met with the Greenway project manager and requested a meeting, together with the Local Highways Improvement fund officer, as soon as the new Greenway project team is in place next month, to understand how the parish council’s exploration of the LHI scheme might compliment opportunities brought forward by the Greenway. Similar conversations are taking place in other villages benefiting from a new Greenways scheme.

Little Lane access restrictions

We have met up with local residents of Little Lane who’ve been in touch about continuing problems of property damage due to inappropriate vehicles entering the lane. When we looked at this problem last year, our Highways Officer was seconded to Covid response. We are now requesting a site visit to ask for sensible and effective redeployment of restricted access signage that currently makes no impact, and consideration of any other helpful measures.

Beechwood Avenue and associated roads – post-resurfacing jobs

Following the resurfacing works in March and April, line painting has not been completed, in spite of junctions at Elm Way and the Beechwood cul-de-sac having been marked up. We are meeting the Highways officer on site this week to ensure unfinished work is tended to.

Covid Latest

The supply of AZ, Modern and Pfizer vaccines over May and June are limited but should increase significantly mid-June to July just in time for many of us to be completely ready for the summer holidays. Over 90% of over the over-75s have received their jabs and over 51% of the over 50s.

Please remember that Rapid Covid tests are available to collect free from many local pharmacies including Well Pharmacy in Melbourn.

We have seen some increase in transmission in South Cambs and Cambridge City and there is still a possibility of further rise as lockdown lessens. South Cambs is currently at the national average rate of about 25 cases per 100,000 people.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 21 Sept (F&GG)

Agenda Item: FG020/20

Date of Report: 18/09/20

Hi Simon,

Good to meet Claire and yourself this morning and thank you for the tour round the community hub and some of the other Parish building assets.

Our fee to prepare Building Reinstatement Cost Assessments for insurance purposes for the following 10 assets is £1,600 plus VAT

- The Community Hub
- Littlehands Nursery
- Sports Pavilion
- Old Fire Station
- Car park workshop
- Orchard Road cemetery lychgate
- Orchard Road cemetery shed
- All Saints church wall
- War memorial
- 83 High Street

This includes for a site visit / property inspection, building measurement (where required), assessment of reinstatement cost & preparation of report

All normal disbursements are included.

Reinstatement Cost Assessments will be undertaken in accordance with RICS Guidance (3rd Edition dated February 2018) and prepared on the basis of a 'day one reinstatement' figure.

Bremner Partnership are RICS Regulated and able to provide £5M PII.

We would anticipate completing the exercise within 7 -10 days of receiving an instruction to proceed.

Trust this provides the info you need. Please let me know if you have any queries,

Kind regards,

Stuart

Stuart Bremner
Partner

Bremner Partnership LLP
Unit 15
Chesterton Mill
French's Road
Cambridge CB4 3NP

Melbourn Parish Council
Financial Budget Comparison - Year ended 31st March 2021

INCOME	2020/21 Budget	Reserve Movements	Actual (Net) at 31/03/21	Balance	Variance %
Conservation					
100 Allotment Rent	£2,170		£2,516	£346	16%
101 Allotment Insurance Premiums	£0		£325	£325	
110 CCC Grass Cutting Payment	£3,850		£3,849	£-1	0%
Total Conservation	£6,020	£0	£6,689	£669	
Cemeteries					
200 Burial Fees	£3,000		£4,100	£1,100	37%
Total Cemeteries	£3,000	£0	£4,100	£1,100	
Play Areas & Recreation Grounds					
300 Match Fees	£2,520		£1,190	£-1,330	-53%
320 Hire of Recreation Grounds	£250		£70	£-180	-72%
340 Pavilion Hire	£750		£5,280	£4,530	604%
370 Pavilion Hire - MAYD recharge	£1,000		£0	£-1,000	-100%
Total Play Areas & Recreation Grounds	£4,520	£0	£6,540	£2,020	
Finance & General Purpose					
410 Precept	£267,870		£267,870	£0	0%
420 Interest - Deposit Account Unity	£0		£212	£212	100%
425 Interest - Nationwide 45 day saver	£800		£418	£-382	-48%
430 Interest - Public Sector Deposit	£200		£5	£-195	-98%
460 Miscellaneous Income	£0		£104	£104	100%
485 Feed In Tariff	£0		£1,198	£1,198	
650 Covid 19 & MCCR	£0		£9,315	£9,315	100%
660 Timebanking Events	£0		£0	£0	
Total Finance & General Purpose	£268,870	£0	£279,122	£10,252	
Highways					
800 Highways & Rural Footpaths	£0		£0	£0	
Total Highways	£0	£0	£0	£0	
Rental Property					
900 Little Hands Nursery Rent	£26,000		£26,000	£0	0%
Total Rental Property	£26,000	£0	£26,000	£0	
Melbourn Area Youth Development Reserve					
950 MAYD Partner Contributions	£0	£2,057	£2,057	£0	
Total Melbourn Area Youth Development Reserve	£0	£2,057	£2,057	£0	
Community Benefit Reserve					
960 Community Benefit	£0	£1,092	£1,092	£0	
Total Community Benefit Reserve	£0	£1,092	£1,092	£0	
Section 106 & Other Capital Grants Reserve					
140 S.106	£0	£120,310	£120,310	£0	
145 Community Capital Grant - Hub extension	£0	£65,000	£65,000	£0	
Total Section 106 & Other Capital Grants Reserve	£0	£185,310	£185,310	£0	
Celebrating Ages Reserve					
990 Celebrating Ages	£0		£0	£0	
Total Celebrating Ages Reserve	£0	£0	£0	£0	
Total Income	£308,410	£188,459	£510,911.34	£14,042	

EXPENDITURE	2020/21 Budget £	Reserve Movements	Actual (Net) at 31/03/21 £	Balance £	Variance %
Conservation					
1000 Allotments	£1,680		£1,511	£169	10%
1001 Allotment Insurance Premiums	£0		£325	-£325	
1100 Conservation	£7,350		£8,808	-£1,458	-20%
1150 Stockbridge Meadows	£970		£505	£465	48%
1200 Grass Cutting Contract	£8,590		£7,770	£820	10%
1300 Public Open Space Maintenance Contract	£7,000		£6,995	£5	0%
Total Conservation	£25,590	£0	£25,913	-£323	
Cemeteries					
2000 Rates, Utilities and Upkeep	£5,045		£5,880	-£835	-17%
2100 Grounds Maintenance Contract	£5,500		£5,230	£270	5%
Total Cemeteries	£10,545	£0	£11,110	-£565	
Play Areas & Recreation Grounds					
3000 Play Areas	£3,025		£1,822	£1,203	40%
3200 Recreation Grounds	£12,480		£11,987	£493	4%
3400 Pavilion	£9,970		£6,224	£3,747	38%
Total Play Areas & Recreation Grounds	£25,475	£0	£20,033	£5,442	
Finance & General Purpose					
4000 Audit and Legal Fees	£3,000		£1,525	£1,475	49%
4200 Contingency	£3,000		£0	£3,000	100%
4300 Wardens' Materials, Equipment & Van	£2,900		£1,794	£1,106	38%
4500 Insurances	£7,400		£7,562	-£162	-2%
4700 Membership of Societies	£1,300		£1,192	£108	8%
4900 Parish Clock	£200		£343	-£143	-72%
5000 Parish Office, IT & Contractors	£24,790		£21,958	£2,832	11%
5100 Salaries, NI & Pensions	£75,000		£72,689	£2,311	3%
5300 Sundry Expenses	£234	£6,000	£6,052	£182	78%
5400 Training	£1,500		£535	£965	64%
5700 Pension Scheme Service Charge	£435		£432	£3	1%
5900 Bank Charges	£200		£187	£13	7%
6000 Grant funding - CRP	£700		£700	£0	0%
6200 Staff & Counsellor Expenses	£200		£0	£200	-100%
6400 Community Hub - grant	£15,000		£15,000	£0	0%
6401 Community Hub - maintenance & replacements	£13,850	£710	£8,413	£6,147	44%
6402 Community Hub - Feed in Tariff	£0		£1,198	-£1,198	
6450 PWLB Community Hub - interest	£28,311		£28,311	£0	0%
6451 PWLB Community Hub - capital	£4,643		£4,643	-£0	0%
6452 PWLB Car Park - interest	£5,942		£5,942	-£0	0%
6453 PWLB Car Park - capital	£10,945		£10,945	-£0	0%
6500 Covid 19 and MCCR	£0		£12,609	-£12,609	-100%
6600 Timebanking Expenses	£600		£459	£141	24%
6700 War Memorial	£0		£0	£0	0%
6800 Election costs	£0		£0	£0	0%
7100 Village Car Park - Rates, Utilities & Maintenance	£13,650		£13,871	-£221	-2%
Total Finance & General Purpose	£213,800	£6,710	£216,360	£4,150	
Planning					
7000 Community Development	£0		£0	£0	-100%
Total Planning	£0	£0	£0	£0	
Highways					
8000 Highways and Footpaths	£200		£0	£200	100%
8100 Street Lighting	£1,800		£2,415	-£615	-34%
Total Highways	£2,000	£0	£2,415	-£415	
Rental Property					
9000 Little Hands Nursery	£3,450		£1,792	£1,658	48%
Total Rental Property	£3,450	£0	£1,792	£1,658	
Melbourn Area Youth Development Reserve					
9500 MAYD Youth Club	£0	£1,556	£4,039	-£2,483	Note
Total Melbourn Area Youth Development Reserve	£0	£1,556	£4,039	-£2,483	
Community Benefit Reserve					
9600 Community Benefit Donations	£0	£28,214	£28,214	£0	

9601 Community Benefit Donations S137	£0	£3,000	£3,000	£0
Total Community Benefit Reserve	£0	£31,214	£31,214	£0
Section 106 & Other Capital Grants Reserve				
1400 S106	£0	£14,334	£14,434	-£100 Note
1450 Community Capital Grant - Hub Extension	£0	£20,373	£24,233	-£3,860 Note
Total Section 106 Reserve	£0	£34,707	£38,667	-£3,960
Celebrating Ages Reserve				
4800 Celebrating Ages	£0	£0	£0	£0
Total Celebrating Ages Reserve	£0	£0	£0	£0
Total Expenditure	£280,860	£74,187	£351,543	£3,505

	2020/21 Budget £	Reserve Movements	Actual (Net) at 31/03/21 £	Balance £	Variance %
Total Income and Expenditure					
Total Income	£308,410	£188,459	£510,911	£14,042	5%
Total Expenditure	£280,860	£74,187	£351,543	£3,505	1%
Total Net Balance	£27,550	£114,272	£159,369	£17,547	

Note: the accounting software can only reflect reserve expenditure on paid items. The balances shown are accrued expenditure items. They have been funded by reserves and an adjustment has been made in the Parish Councils reserves to reflect this.

FINANCE REPORT - YEAR ENDED 31st MARCH 2021

The above figures have been produced by the Parish Council's accounting system. Year end adjustments have been made for accruals and prepayments so the figures are reported on an Income and Expenditure basis.

At the year end income exceeded budget by £14,042 (5%) and expenditure was under budget by £3,505 (1%) giving a total budget surplus of £17,547.

Summary:

The 2020/21 financial year has been influenced by the Covid-19 pandemic in terms of both income and expenditure. There were some significant changes from budget which are explained below, and some expenditure has been deferred until next year. Overall however, MPC has a net budget surplus, in addition to the original planned surplus (to build up reserves). This means that MPC has now met its goal to have a General Reserve equivalent to six months expenditure and can make an additional contribution to its Asset Management Reserve.

Explanations for material variations from Budget *

Income:

Allotment Rent - a rental increase was agreed by MPC on 27/07/20

Burial Fees - it is difficult to accurately predict burial income. The budget had been set at a prudent rate due to low rates of burial income in the last few years.

Match Fees/Hire of Recreation Ground - these were significantly below budget due to Covid 19 restrictions on organised sports and events.

Pavilion hire - there was a large, new booking during the year from the Village College.

Pavilion MAYD recharge - the youth club has not been able to use the Pavilion so no recharge can be made.

Bank & building society interest - interest rates fell to a historic low during the year.

Covid 19 & MCCR - this was not budgeted for. Grants were received from the County and District Councils to help fund MPCs response to the Covid pandemic. See related expenditure below.

Expenditure :

Conservation - MPC agreed that it was necessary to replace some fencing at Worcester Way (unbudgeted).

Stockbridge Meadows - the budget included £500 for unplanned repairs which was not needed this year.

Grass Cutting Contract - the budget includes an allowance for additional cuts which were not required this year (weather dependent).

Cemeteries Upkeep - this exceeded budget largely due to some unplanned hedge reduction work at Orchard Road cemetery which was agreed by MPC on 17/12/20.

Play Areas - the budget included a budget for play equipment repairs (£1,500) which was not fully needed.

Pavilion - cleaning bills were very low due to the restrictions on matches. The budget included £2,000 for external redecoration. This will be ring-fenced and carried forward as the work will be done 2021/22.

Audit and legal fees - the budget included £1,000 for professional advice plus an allowance for document storage - these were not required.

Contingency - it has not been necessary to use the contingency provision.

Warden's materials - the budget was slightly too high and less was spent on van repairs than anticipated.

The budget also included the purchase of a chainsaw and training. It has now been decided not to do this.

Parish Office - there were savings on the litter picking budget, photocopying and IT support. The planned replacement PC for the Parish Clerk has been postponed until next year as it has continued to work well.
Salaries, NI and Pensions - savings against budget have been due to changes in staffing structure and employees leaving during the year.

Training - there have been fewer Cllrs than expected during 2020/21 so there were some savings here. Also, all training has been delivered online with considerable cost savings.

Community Hub - the Hub was closed for part of the year due to Covid restrictions so there were some savings on regular expenses although safety screens had to be purchased that were not budgeted. Some of the projects originally budgeted for this year will now be deferred until next year due to the pandemic and/or building works - these total £4,400 and the funds will be ring-fenced and carried forward.

Covid 19 and MCCR - these expenses were not budgeted and were agreed by MPC as its response to the pandemic. They should be considered net of income (above) - total cost £3,295.

Highways & Footpaths - the £200 budget for signage will be ring-fenced & carried forward to 2021/22

Street lighting - CCC are no longer administering the street lighting contract and it has been taken over by MPC. A large final bill was received from CCC (£888)

Rental property - the budgets for anti-vandalism works and drain cleaning were larger than needed this year although it is expected that significant expenditure on the drains will be required in the near future.

Gabrielle van Poortvliet - RFO Melbourn Parish Council

05/05/2021

** MPC's Financial Regulations define 'material' as being in excess of £500 or 15% of the budget*

Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4283	DD210517 BGASPAV	£254.71	£42.45	£212.26	27/04/21 British Gas - Pavilion Electricity - 21/3/21 to 23/4/21	£254.71
4306	DD210520 BGASWSH OP	£129.62	£6.17	£123.45	06/05/21 British Gas - Workshop electricity - 09/04-30/04/21 actual	£129.62
4307	DD210521 BGASORC	£10.92	£0.52	£10.40	04/05/21 British Gas - Electricity bill - old rec ground 02/04/21 - 01/05/21 - estimated	£10.92
		£395.25	£49.14	£346.11	British Gas - Total	
4207	DD210508 CWBWS	£6.00	£0.00	£6.00	01/05/21 Cambridge Water Business - Water services car park workshop	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total	
4250	DD210505 DVLA	£24.09	£0.00	£24.09	05/05/21 DVLA - Parish Van road tax - instalment 2 of 12	£24.09
		£24.09	£0.00	£24.09	DVLA - Total	
4308	DD210517 EON	£12.79	£0.61	£12.18	29/04/21 e.0n - Electricity - Orchard Road Cemetery 28/03/21- 28/04/21 Actual	£12.79
		£12.79	£0.61	£12.18	e.0n - Total	
4255	BACS2105 25ESPO	£30.90	£5.15	£25.75	15/04/21 ESPO - A3 Paper and Envelopes	£30.90
		£30.90	£5.15	£25.75	ESPO - Total	
4304	BACS2105 25GR8	£200.64	£33.44	£167.20	30/04/21 GR8 Tool Hire Ltd - Site set up - hire of portalo	£200.64
4299	BACS2105 25GR8TO OL	£316.80	£52.80	£264.00	30/04/21 GR8 Tool Hire Ltd - Site Set Up - 20 x Heras Fencing	£316.80
		£517.44	£86.24	£431.20	GR8 Tool Hire Ltd - Total	
4280	DD210518 HAVEN	£6.95	£0.33	£6.62	04/05/21 Haven Power - Street lighting - unmetered supply 01/04/21 to 30/04/21	
4281	DD210518 HAVEN	£122.42	£5.83	£116.59	04/05/21 Haven Power - Street lighting - unmetered Supply	
4282	DD210518 HAVEN	£2.42	£0.11	£2.31	04/05/21 Haven Power - Street lighting - unmetered supply	£131.79
		£131.79	£6.27	£125.52	Haven Power - Total	

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Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4275	BACS2105 25H&CGM	£552.00	£92.00	£460.00	29/04/21 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - April 1/12	
4276	BACS2105 25H&CGM	£487.00	£81.17	£405.83	29/04/21 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4277	BACS2105 25H&CGM	£906.00	£151.00	£755.00	29/04/21 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recs and sports fields	
4278	BACS2105 25H&CGM	£747.00	£124.50	£622.50	29/04/21 Herts & Cambs Ground Maintenance Limited - Verge cutting - April (1/12)	
4311	BACS2105 25H&CGM	£504.00	£84.00	£420.00	14/05/21 Herts & Cambs Ground Maintenance Limited - Empty soil store at New Rd Cemetery	£3,196.00
		£3,196.00	£532.67	£2,663.33	Herts & Cambs Ground Maintenance Limited - Total	
4327	BACS2105 25HUB	£34.61	£5.77	£28.84	17/05/21 Melbourn Community Hub Management Group - Mobile Phone for Time Bank (13 April -12 May)	
4328	BACS2105 25HUB	£48.00	£8.00	£40.00	17/05/21 Melbourn Community Hub Management Group - Parish Office Cleaning (19 April - 10 May)	£82.61
		£82.61	£13.77	£68.84	Melbourn Community Hub Management Group - Total	
4296	BACS2105 25MICKGE ORGE	£234.00	£39.00	£195.00	27/04/21 Mick George - Skip hire -First Fix Carpentry	£234.00
		£234.00	£39.00	£195.00	Mick George - Total	
4254	BACS2105 25NORBUR YS	£40.32	£6.72	£33.60	22/04/21 Norburys - First Fix Carpentry - Hub Extension	
4263	BACS2105 25NORBUR YS	£18.72	£3.12	£15.60	26/04/21 Norburys - First fix carpentry	
4264	BACS2105 25NORBUR YS	£864.00	£144.00	£720.00	26/04/21 Norburys - First Fix carpentry	
4265	BACS2105 25NORBUR YS	£47.76	£7.96	£39.80	22/04/21 Norburys – First fix carpentry	

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Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4266	BACS2105 25NORBUR YS	£183.60	£30.60	£153.00 22/04/21	Norburys - First fix carpentry	
4267	BACS2105 25NORBUR YS	£6.84	£1.14	£5.70 23/04/21	Norburys - First fix carpetnry	
4286	BACS2105 25NORBUR YS	£4.56	£0.76	£3.80 27/04/21	Norburys - First Fix Carpentry	
4287	BACS2105 25NORBUR YS	£110.88	£18.48	£92.40 30/04/21	Norburys - Roofing	
4288	BACS2105 25NORBUR YS	£7.80	£1.30	£6.50 29/04/21	Norburys - Roof covering	
4291	BACS2105 25NORBUR YS	£38.28	£6.38	£31.90 28/04/21	Norburys - First Fix Carpentry- Sterlingboard	
4292	BACS2105 25NORBUR YS	£12.36	£2.06	£10.30 26/04/21	Norburys - First fix carpentry - Sunthetic brush set of %	
4293	BACS2105 25NORBUR YS	£143.76	£23.96	£119.80 06/04/21	Norburys - First fix Carpentry - nailfire collated nails	
4294	BACS2105 25NORBUR YS	£22.50	£3.75	£18.75 27/04/21	Norburys - First Fix Carpentry - Reisser box and soft grip pointing trowel	
4300	BACS2105 25NORBUR YS	£78.96	£13.16	£65.80 06/05/21	Norburys - First fix carpentry - Forgefix timber fixing screw	
4322	BACS2105 25NORBUR YS	£5.94	£0.99	£4.95 07/05/21	Norburys - First fix carpentry - Carpenters pencil set of 10	
4323	BACS2105 25NORBUR YS	£118.62	£19.77	£98.85 07/05/21	Norburys - First fix carpentry - hardwood ply	
4324	BACS2105 25NORBUR YS	£53.16	£8.86	£44.30 11/05/21	Norburys - First fix carpentry - timber connectors and forgefix carriage blot and square plate washes	
4325	BACS2105 25NORBUR YS	£529.86	£88.31	£441.55 11/05/21	Norburys - First fix carpentry - jiffy hangers, hardwood ply and tanalized 47 x 150mm 6x 2 30 x 3.6m	
4326	BACS2105 25NORBUR YS	£322.68	£53.78	£268.90 11/05/21	Norburys - First fix carpentry - sterlingboard and tanalized 47 x 100m	

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Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4337	BACS2105 25NORBUR YS	£16.68	£2.78	£13.90	14/05/21 Norburys - Shre'd square twisted 30 x 3.75mm 1 kg and coach screws hex head	
4338	BACS2105 25NORBUR YS	£33.78	£5.63	£28.15	14/05/21 Norburys - Washers, screws, bolts, Truss Clip	
4339	BACS2105 25NORBUR YS	£197.70	£32.95	£164.75	13/05/21 Norburys - First fix - Hardwood ply	
4340	BACS2105 25NORBUR YS	£22.38	£3.73	£18.65	17/05/21 Norburys - First fix - Carriage bolts and timber fixing screws	
4341	BACS2105 25NORBUR YS	£17.40	£2.90	£14.50	17/05/21 Norburys - Stantley Heavy Duty Staples	
4342	BACS2105 25NORBUR YS	£7.56	£1.26	£6.30	19/05/21 Norburys - Roof covering - aluminium clouts	£2,906.10
		£2,906.10	£484.35	£2,421.75	Norburys - Total	
4273	DD210504 NOW	£43.20	£7.20	£36.00	01/05/21 Now Pensions - Employer Service Charge May 2021	£43.20
4302	BACS2105 25PGC	£49.50	£0.00	£49.50	20/04/21 Phillimore Garden Centre - 15 x Turf for New Road	£49.50
		£49.50	£0.00	£49.50	Phillimore Garden Centre - Total	
4256	BACS2105 25PSL	£256.80	£42.80	£214.00	27/04/21 Playsafety Limited - Annual inspection + Extra items	£256.80
		£256.80	£42.80	£214.00	Playsafety Limited - Total	
4344	BACS2105 25RIDGEO NS	£3,587.89	£597.98	£2,989.91	12/05/21 Ridgeons Ltd - Second Fix - wallboard, plasterboard, ecotherm foilboard ect.	
4345	BACS2105 25RIDGEO NS	£117.50	£19.58	£97.92	14/05/21 Ridgeons Ltd - Expamet truss clip 47mm galvanised	
4346	BACS2105 25RIDGEO NS	£2,611.44	£435.24	£2,176.20	11/05/21 Ridgeons Ltd - Spanish slate	£6,316.83
		£6,316.83	£1,052.80	£5,264.03	Ridgeons Ltd - Total	
4279	BACS2105 25SETON	£119.99	£20.00	£99.99	29/04/21 SETON - Anti Climb Paint 5L	£119.99
		£119.99	£20.00	£99.99	SETON - Total	

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Date

Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4271	DD210501 SCDCCP	£1,198.00	£0.00	£1,198.00 01/05/21	South Cambs District Council - Rates - Car park instalment 2 of 10	£1,198.00
4270	DD210501 SCDCNR	£75.00	£0.00	£75.00 01/05/21	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 2 of 10	£75.00
4272	DD210501 SCDCOR	£61.00	£0.00	£61.00 01/05/21	South Cambs District Council - Rates - Orchard Road Cemetery Instalment 2 of 4	£61.00
4269	DD210501 SCDCPAV	£259.00	£0.00	£259.00 01/05/21	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 2 of 10	£259.00
		£1,593.00	£0.00	£1,593.00	South Cambs District Council - Total	
4301	BACS2105 25UL	£126.00	£21.00	£105.00 06/05/21	Unlimited Logos - Clear Crescent play area safety sign	£126.00
		£126.00	£21.00	£105.00	Unlimited Logos - Total	
		£5,803.37	£0.00	£5,803.37	Confidential items e.g. salaries, NI & pensions	

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Melbourn Parish Council

May 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Items Already Paid (Clerk and RFO delegated authority)						
4290	BACS2105 051731LT	£660.00	£110.00	£550.00	05/05/21 1731 Ltd - Hub extension - project management 20th April - 5th May	£660.00
4303	BACS2105 12ALLSAIN TS	£84.00	£0.00	£84.00	11/05/21 All Saints Community Hall - Hire of Main Hall for 2 meetings (20th and 24th May)	£84.00
4295	BACS2105 06BROWN ST	£10,800.00	£1,800.00	£9,000.00	04/05/21 Brownstone Building Services Ltd - Work carried out at Hub 19/04/21 - 7/05/21	£10,800.00
4343	BACS2105 20BROWN ST	£9,350.52	£1,558.42	£7,792.10	18/05/21 Brownstone Building Services Ltd - Work carried out at Hub 10/05/21 - 21/05/21	£9,350.52
4259	BACS2105 06RDIDGE ONS	£18.02	£3.00	£15.02	17/04/21 Ridgeons Ltd - Prepacked sheradised square twist nails	
4260	BACS2105 06RIDGEO NS	£1,164.58	£194.10	£970.48	23/04/21 Ridgeons Ltd - ECOTHERM FOILBOARD	
4261	BACS2105 06RIDGEO NS	£813.40	£135.57	£677.83	23/04/21 Ridgeons Ltd - First fix carpentry - insulation materials	
4262	BACS2105 06RIDGEO NS	£197.68	£32.95	£164.73	17/04/21 Ridgeons Ltd - First Fix Carpentry	
4285	BACS2105 06RIDGEO NS	£273.34	£45.56	£227.78	29/04/21 Ridgeons Ltd - Second Fix	£2,467.02
4297	BACS2105 13RE	£51.00	£0.00	£51.00	30/04/21 Royston Eco Cleaning Company - Pavilion - cleaning after matches (3 cleans @ £17p/h)	£51.00
4268	BACS2105 04TOMLIN SON	£216.00	£36.00	£180.00	24/04/21 Tomlinson Steel Limited - First Fix Carpentry	£216.00
4320	BACS2105 20VISU	£3,040.20	£506.70	£2,533.50	18/05/21 Visunext Uk Ltd - Post build work - projectors etc.	£3,040.20
Total		£48,514.40	£6,783.30	£41,731.10		

Signature
Date

Signature

Melbourn Parish Council Financial Budget Comparison

One Month ended 30th April 2021

Comparison between 01/04/21 and 30/04/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£0.00	-£2,400.00
101 Allotment Insurance Premiums	£0.00	£0.00	£5.00	£5.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£5.00	-£6,245.00
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£0.00	-£3,000.00
Total Cemeteries	£3,000.00	£0.00	£0.00	-£3,000.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,320.00	£0.00	£0.00	-£2,320.00
320 Hire of Recreation Grounds	£100.00	£0.00	£0.00	-£100.00
340 Pavilion Hire	£3,300.00	£0.00	£1,410.00	-£1,890.00
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£1,410.00	-£5,310.00
Finance & General Purpose				
410 Precept	£275,300.00	£0.00	£137,650.00	-£137,650.00
420 Interest - Deposit Account Unity	£50.00	£0.00	£0.00	-£50.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£100.00	£0.00	£0.99	-£99.01
460 Miscellaneous Income	£0.00	£0.00	£500.00	£500.00
Total Finance & General Purpose	£275,800.00	£0.00	£138,150.99	-£137,649.01
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£2,166.67	-£23,833.33
Total Rental Property	£26,000.00	£0.00	£2,166.67	-£23,833.33
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
Total Community Benefit Reserve	£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve				
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
Total S106 & Other Capital Grants	£0.00	£55,054.95	£55,054.95	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£317,770.00	£55,054.95	£196,787.61	-£176,037.34

Melbourn Parish Council Financial Budget Comparison

One Month ended 30th April 2021

Comparison between 01/04/21 and 30/04/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Conservation					
1000	Allotments	£1,600.00	£0.00	£450.00	£1,150.00
1100	Conservation	£12,300.00	£0.00	£0.00	£12,300.00
1150	Stockbridge Meadows	£1,125.00	£0.00	£0.00	£1,125.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£0.00	£8,670.00
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£460.00	£7,160.00
Total Conservation		£31,315.00	£0.00	£910.00	£30,405.00
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£181.43	£4,388.57
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£405.83	£6,544.17
Total Cemeteries		£11,520.00	£0.00	£587.26	£10,932.74
Play Areas & Recreation Grounds					
3000	Play Areas	£4,200.00	£0.00	£0.00	£4,200.00
3200	Recreation Grounds	£12,475.00	£0.00	£935.00	£11,540.00
3400	Pavilion	£8,350.00	£0.00	£776.60	£7,573.40
Total Play Areas & Recreation Grounds		£25,025.00	£0.00	£1,711.60	£23,313.40
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£0.00	£3,400.00
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£651.71	£1,548.29
4500	Insurances	£7,800.00	£0.00	£0.00	£7,800.00
4700	Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900	Parish Clock	£1,350.00	£0.00	£0.00	£1,350.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£812.59	£22,912.41
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£5,216.60	£66,533.40
5300	Sundry Expenses	£114.00	£0.00	£0.00	£114.00
5400	Training	£1,500.00	£0.00	£120.00	£1,380.00
5700	Pension Scheme Charges	£440.00	£0.00	£36.00	£404.00
5900	Bank Charges	£400.00	£0.00	£0.00	£400.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£0.00	£7,450.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£0.00	£120.00	£6,730.00
6450	PWLB Community Hub - Interest	£28,098.00	£0.00	£14,076.30	£14,021.70
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£2,400.80	£2,455.20
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£0.00	£5,632.00
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£0.00	£11,255.00
6600	Timebanking Expenses	£650.00	£0.00	£0.00	£650.00
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£1,309.73	£12,890.27
Total Finance & General Purpose		£215,710.00	£0.00	£25,675.76	£190,034.24

Melbourn Parish Council Financial Budget Comparison

One Month ended 30th April 2021

Comparison between 01/04/21 and 30/04/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£5,000.00	£0.00	£0.00	£5,000.00
Total Planning	£5,000.00	£0.00	£0.00	£5,000.00
Highways				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£0.00	£1,750.00
Total Highways	£4,750.00	£0.00	£0.00	£4,750.00
Rental Property				
9000 Little Hands Nursery	£1,450.00	£0.00	£0.00	£1,450.00
Total Rental Property	£1,450.00	£0.00	£0.00	£1,450.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
Total Community Benefit Reserve	£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve				
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£10,805.51	£10,805.51	£0.00
Total S106 & Other Capital Grants	£0.00	£15,805.51	£15,805.51	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£294,770.00	£15,805.51	£44,690.13	£265,885.38
Total Income	£317,770.00	£55,054.95	£196,787.61	-£176,037.34
Total Expenditure	£294,770.00	£15,805.51	£44,690.13	£265,885.38
Total Net Balance	£23,000.00		£152,097.48	

Cash and Bank Balances at 30th April 2021

Ordinary Accounts

Current Account Unity	£353,953.57
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Nationwide 45 day Business Saver	£150,691.29
Total	£743,202.97

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 24 May 2021

Agenda Item: PC025/21

Date of Report: 20 May 2021

The following table sets out the annual governance statements, criteria for ticking yes, and evidence for Cllrs to consider when deliberating.

Governance Statement	Ticking 'Yes' Means this authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	<ul style="list-style-type: none"> • Accounting statements prepared on income and expenditure basis. • Bank Reconciliations, expenditure reports, approvals list presented to Council regularly. • RFO gives advice regularly.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	<ul style="list-style-type: none"> • Insurance provision for employee dishonesty. • Member appointed to verify bank reconciliations • Triple signatory authority in place for electronic transactions • Office staff are not signatories • pre-paid debit cards used • Review of Internal Controls reported to F&GG and Council
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	<ul style="list-style-type: none"> • Powers identified when making grants. • Financial regs and standing orders stipulate spending authority limits. • Declarations of acceptance and register of interests up to date and audited • Clerk reports on Local Government Authority powers
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	<ul style="list-style-type: none"> • Audit notices properly displayed. • Finance reports published on website. • Public address agenda item at Full Council meetings
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	Considered and documented the financial and other risks it faces and dealt with them properly	<ul style="list-style-type: none"> • Risk management policy produced and adopted following internal audit advice. • Financial risk assessment in place. • Risk Assessments updated regularly. <input type="checkbox"/> All risk related docs and policies on website

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	<ul style="list-style-type: none"> • Internal auditor appointed, visits twice yearly. • Internal auditor recommendations monitored by external auditor
7. We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.	<ul style="list-style-type: none"> • Comprehensive audit of Parish Council's asset register now complete. • Declarations and registers 100% compliant • Minute book compliance complete • Public Works Loan Board figures restated. <input type="checkbox"/> • Maintenance contracts in place
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements..	Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	<ul style="list-style-type: none"> • Income and expenditure reports published regularly. • Approvals list presented, published and approved in line with Accounts and Audit regs. • Accounting statements produced, signed and presented to Council for approval
9. Not applicable to Melbourn Parish Council		

Email decision :

Under item PC025/21 at the Parish Council meeting on 24 May 2021, cllrs resolved to tick statements 1 – 9 on the AGAR. However, the full Agenda item called for:

PC025/21 **Annual Governance and Accountability Return 2020/2021:** *To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.*

There was not a separate resolution approving the Chair and Clerk to sign the Declaration. In order to ensure we have fully considered and approved this item, can I please ask Cllrs to vote on the resolution below by email. I will then supplement the draft minutes with a post-meeting note with details of the email resolution.

To approve that the Parish Chair and Parish Clerk sign the declaration on the Annual Governance and Accountability Return 2020/21.

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

Melbourn Parish Council
Annual Return 2020/21
Accounting Statements

Box No: **31/03/2020** **31/03/2021**

1	Balances brought forward	263,286	445,894		
2	Precept	255,820	267,870	Income:	267,870
3	Total other receipts	251,631	243,041	Other receipts	243,041
4	Staff Costs	69,799	77,544		510,911
5	Loan Interest/Capital Repayments	49,842	49,842	Expenditure:	77,544 See below
6	All other payments	205,202	224,157	Staff Costs	49,842
7	Balances carried forward (reserves)	445,894	605,262	Loan expenses	224,157
8	Total value of cash and short term investments	434,602	600,815	Other payments	351,543
9	Total fixed assets plus long term investments	2,252,786	2,141,178	Surplus	159,368
10	Total borrowings	840,749	825,160	Reserves b/fwd	445,894
				Surplus	159,368
				Reserves c/fwd	605,262

Staff costs:

Staff costs per Edge a/c 5100	72,689.32
Plus staff costs included in Covid 19 & MCCR a/c 6500	4,855.00
	<u>77,544.32</u>

Melbourn Parish Council
Management Balance Sheet (unaudited)

	31/03/2020	31/03/2021
	£	£
Current assets		
Investments - short term	83,272.88	175,691.29
VAT Recoverable	6,515.63	7,037.54
Debtors	0	75.00
Payment in Advance	11,037.43	11,603.44
Cash in Hand & at Bank	351,328.66	425,123.87
TOTAL CURRENT ASSETS	452,154.60	619,531.14
TOTAL ASSETS	452,154.60	619,531.14
Current liabilities		
Creditors	6,190.73	14,269.15
Receipts in Advance	70.00	-
TOTAL CURRENT LIABILITIES	6,260.73	14,269.15
TOTAL ASSETS LESS CURRENT LIABILITIES	445,893.87	605,261.99
NET ASSETS	445,893.87	605,261.99
Represented by:		
General Reserves	126,872.78	150,000.00
Asset Management	31,502.00	51,813.16
Martin's Charity	21.55	21.55
Community Capital Fund Grant (Hub)	0	40,767.13
Section 106	224,519.78	330,395.76
MAYD	5,668.97	12,287.23
Celebrating Ages	1,238.46	1,238.46
Community Grant Funding	43,229.29	4,507.66
Election Reserve	2,775.00	2,775.00
Timebanking Events	141.04	141.04
MVC Zero Carbon Grant	6,000.00	3,000.00
Parish Van Replacement	1,500.00	-
Deferred Costs	2,425.00	8,315.00
NET ASSETS	445,893.87	605,261.99

Cash:
Investments - short term (interest earning deposits etc) 175,691.29
Cash at bank and in hand 425,123.87
Total cash & short-term investments 600,815.16

Melbourn Parish Council
Accounting Statements 31st March 2021
Explanation of variances >15%

	31/03/2020	31/03/2021	Variance £	Variance %	Detailed explanation of variances >15% with amounts (£)
Box 2 Precept	255,820	267,870	12,050	5%	
Box 3 Total other receipts	251,631	243,041	(8,589)	-3%	
Box 4 Staff costs	69,799	77,544	7,746	11%	
Box 5 Loan interest/capital repayments	49,482	49,482	-	0%	
Box 6 All other payments	205,202	224,157	18,955	9%	
Box 7 Balances carried forward (reserves)	445,984	605,262	159,278	36%	Explanation required as > 2 x precept
Box 9 Total fixed assets plus long term investments	2,252,786	2,141,178	(111,608)	-5%	
Box 10 Total borrowings	840,749	825,160	(15,589)	-2%	

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Asset Management	51,813		
Martin's Charity	22		
Community Capital Grant Fund	40,767		
S106 Grants	330,396		
MAYD Youth Club	12,287		
Celebrating Ages	1,238		
Community Grant Funding (solar park)	4,508		
Election Reserve	2,775		
Timebanking Events	141		
Parish Van Replacement	3,000		
Deferred expenditure	8,315		
			455,262
General reserve	150,000		150,000
Total reserves (must agree to Box 7)			605,262

Received for extension of Community Hub

Melbourn Parish Council Reserves at 31st March 2021

	General Reserve	Asset Management	Election Reserve	Martin's Charity	Community Capital Grant	S106	MAYD	Celebrating Ages	Community Grant Funding	Timebanking Events	MVC Zero Carbon Grant	Parish Van Replacement	Deferred Costs	Total
Opening Balance at 1st April 2020	126,873	31,502	2,775	22	-	224,520	5,669	1,238	43,229	141	6,000	1,500	2,425	445,894
2020/21 Income (actual)	510,911													510,911
2020/21 Expenditure (actual)	- 351,543													- 351,543
Tfr income: MAYD/Community Grant/Community Capital/S106/to reserves	- 188,459				65,000	120,310	2,057	-	1,092	-				0
Tfr expenditure: MAYD/Community Grant/Celebrating Ages/Community Capital/S106	74,187				20,373	14,334	1,556	-	31,214	-	6,000		710	0
MAYD recharge for Pavilion Hire 2020/21* (No Pavilion usage)	-						-							-
Community Benefit Grant donations: MAYD/Celebrating Ages*							8,600	-	8,600					-
Tfr AMR 2020/21 budgeted contribution*	- 4,300	4,300												-
Tfr Parish Van replacement 2020/21 budgeted contribution*	- 1,500											1,500		-
Tfr Hub deferred projects from 2020/21* (Outside signage £2,000; evac chair & training £1,200; replacement double glazed panel £1,200)	- 4,400												4,400	-
Tfr maintenance deferred projects from 2020/21* (Pavilion exterior £2,000 + highways signage re Stockbridge Meadows £200)	- 2,200												2,200	-
Adjustment re accrued expenditure to be funded from reserves*	6,442				3,860	100	2,483							-
Surplus General Reserve taken to Asset Management Reserve	- 16,011	16,011												-
	- 1													1
Closing Balance at 31st March 2021	150,000	51,813	2,775	22	40,767	330,396	12,287	1,238	4,508	141	-	3,000	8,315	605,262

Rounding diff

* Non-cash reserve movements

Change in General Reserve: 23,127

General reserve - 6 mnths running costs per MPC Reserves Policy

Running costs 2021/22 (Budgeted costs excluding reserves contributions) 294,770

General Reserve (mnths) 6.1 months

Target General Reserve (6 mnths - per policy) 147,385

Surplus 2,615

Reserves explanations:

General Reserve - these funds have no restriction on their use. They can be used to offset the impact of uneven cash flows, offset budget overspends or held in case of unexpected events and emergencies. MPC's Reserve Policy is to aim for a level of General Reserve of six months of budgeted expenditure (excluding contributions to reserves).

Asset Management Reserve - this reserve is to offset the cost of renewals and replacements of major assets. The aim is to smooth expenditure so that a programme of replacement can be carried out without significant changes in the precept. The intention is to link this reserve to the Fixed Asset Register.

Election Reserve - this reserve is to offset election costs in the event that a Parish Council election is called.

Martin's Charity - charity reserve balance (dormant).

Community Capital Grant Fund - Hub Extension - this grant funding was received specifically for the Hub extension project.

S106 - this holds s106 funds received from developments in the Parish. Expenditure according to the terms of the S106 agreements is funded from this reserve.

MAYD - this reserve holds funds belonging to MAYD Youth Club, a joint venture between Melbourn, Meldreth, Foxton and Shepreth. Contributions from all member parishes are paid into this reserve and the costs of running the youth club are met from it.

Celebrating Ages - this reserve holds the funding for Celebrating Ages events and the costs of the events are met from the reserve.

Community Benefit Grant Funding - the Community Benefit funds received from the solar park are paid into this reserve. Grants and donations made from these funds are paid from the reserve.

Timebanking Events - funds raised from events run by the Timebanking co-ordinator are kept in this reserve. Expenses relating to Timebanking events are paid from the reserve.

Parish Van Replacement - this reserve is to offset the cost of replacing the Parish Van (planned replacement 2022/23)

MVC Zero Carbon Grant - this reserve held a grant received via a joint application with Melbourn Village College. It was paid over to the Village College during the year.

Deferred Costs - this reserve is to fund projects that were not completed in the financial year and have been carried forward to the next year

Melbourn Parish Council
Bank Reconciliation
Year ended 31st March 2021

Prepared by: G van Poortvliet
RFO - Melbourn Parish Council

Date: 26/04/2021

Balance per bank statements at 31st March 2021:

	£	£
Current Account - Unity Bank	211,565.76	
Deposit Account - Unity Bank	212,928.11	
Nationwide - 45 day saver	150,691.29	
CCLA - Public Sector Deposit Fund	25,000.00	
		600,185.16
Petty cash		30.00
Prepaid debit cards		600.00
Less: unrepresented cheques at 31st March 2021		- Date cleared:
Add: uncleared funds at 31st March 2021		-
Net balances at 31st March 2021 (Box 8)		<u>600,815.16</u>

Melbourn Parish Council
Reconciliation between Box 7 and Box 8
Annual Return 31 March 2021

Box 7	Balances carried forward		605,262
Deduct:	Debtors	(7,113)	
	Prepayments	<u>(11,603)</u>	
	Total deductions		(18,716)
Add:	Creditors	14,269	
	Receipts in advance	<u>-</u>	
	Total additions		14,269
Box 8	Total cash and short term investments		600,815



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

MELBOURN PARISH COUNCIL (HERTS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW502551	16 Apr - 16 Oct	FIXED	ANNUITY	£621,470.08
PW504232	23 Mar - 23 Sep	FIXED	ANNUITY	£156,032.31
PW505703	14 Feb - 14 Aug	FIXED	ANNUITY	£47,657.90
TOTAL OUTSTANDING BALANCE:				825,160.29
TOTAL NUMBER OF LOANS:				3

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

PC028/21: Monthly Report May 2021 - Community Hub Expansion

Build Progress

Work on the Hub site has continued. Good progress has been made but a delay was incurred with the supply of two Glulam beams. These are lightweight specialised structural items made to order and which arrived nearly two weeks late. However, the building frame is now essentially complete and work has begun on the conversion of some internal spaces and the break-through into the original building. Roofing commenced on 18th May and is well advanced.

Project costs are under good control and an Extraordinary Meeting of Council held on 10th May 2021 agreed the re-deployment of now unneeded contingency funds for the internal finishing of the building. Contracts have been confirmed for both painting and re-flooring. A summary of the budget status is shown below.

Project completion and reopening will not be before late June 2021.

Due to the Covid-19 support arrangements to hospitality venues like the Hub from government the financial impact of a slightly delayed opening date is not significant.

Governance

In addition to the Extraordinary Meeting of the Full Council on 10th May, weekly Steering Meetings involving the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

28th April 2021

5th May 2021

19th May

The committee refers any significant changes to the full council to be noted or for formal ratification. (See below for item on Air Conditioning cost increase).

Financial Status – Spend vs. Budget

See attached Schedule

Events and Decisions

- As noted above, two Glulam beams were significantly overdue, resulting in a two-week delay to the overall project. It will not be possible to recover this lost time as these items were on the critical path.
- The re-routing of the Gas supply to the site was successfully brought forward and completed w/e 14th May.
- An error in the air conditioning element of the approvals submitted at the 10th May 2021 Extraordinary Meeting made it necessary for the Steering Committee to approve a further £430 towards the cooling equipment required for the new staff/IT system room. For noting at Full Council.
- A total of £38,191.25 was transferred from now unrequired contingency funds so that detailed scheduling of internal finishing works can commence.

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

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	53,010.00	28,493.10	24,516.90	46%	Some transfers of work between Jordan and Sons and Brownstone to reduce costs and elapsed time
Materials Supplies	39,615.00	20,460.11	19,154.89	48%	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	10,371.67	723.33	7%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3,230.00	670.00	17%	Landscaping advanced to mitigate unforeseen Building Control requirements
Contingency (8.4% of total)	13,455.80	0.00	13,455.80	100%	Amended contingency following May 10 th MPC Meeting
Other Costs		373.42	-373.42	- 100%	Previously incurred admin costs
Internal Finishing	38,191.25	2,555.44	35,635.81	93%	Costs agreed at MPC meeting 10 th May 2021
Totals	174,272.05	65,483.74	108,788.31	63%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s016 funds allocated to Hub storage works

Melbourn Timebank Report - May 2021



Membership growth to 20 May 2021

	As at 20 April	As at 20 May	Conversion	Pipeline
Individual Members	69	70	1	5
Organisational Members	10	11	1	3

Total exchanges to date: 2890 hours (of which MCCR = 1680.5 hours)

Non MCCR: 1209.5 hours

Timebank activities

- 23 April - Shepreth Spitfires joined Timebank
- 26 April - #Wednesday Walk Coordinator attended
- 29 April - Coffee mornings reinstated 'outdoors'
- 7 May - Coordinator Meeting with new Sawston Coordinator to share information and initiatives
- 19 May - Coffee mornings reintroduced - Thursdays 10-12am max of 6, at Jamaica Blue, Kingsway Golf
- 20 May - Coordinator and 2 members taking part in 'Stepping out with Carers' event at Wimpole Hall
- 21 May - Coordinator setup and attending Memory Café with Community Support for Dementia member
- 28 May - 13 June Great British Spring Clean - Timebank promotion of this event alongside regular Litter picking activities
- Welcome Pack delivered by Timebank members by the end of April
- Knitting of 'Fidget Mats' for people living with Dementia is ongoing together with hats for premature babies (see images below)
- 'Walk and Talk' with Individual and Organisation members
- Remote support provided by Coordinator to combat loneliness



I would like to invite all Parish Council members, their families and their friends to join the Timebank at <https://tol2.timebanking.org/melbourn> you will all find it extremely rewarding and satisfying.

Administrative tasks

- Attended:
 - 27 April Timebank meeting
 - 28 April TBUK training
 - 4 May TBUK training
 - 11 May TBUK training
 - 17 May TBUK training
- Forthcoming:
 - 25 May Time Credits meeting
 - 25 May TBUK Training
- Facebook statistics for last 28 days
 - Followers 315
 - Maximum post reach 628
 - Post engagement 20

Proposed expenditure for approval - None

Members' Code of Conduct

To be signed by all Councillors annually at the Annual Parish Council Meeting in May

PURPOSE: Melbourn Parish Council (MPC) has adopted this Code of Conduct as required by Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor

- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

I have read and will abide by this Code of Conduct

Name:

Signature:

Date:

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications

and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the

allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.



Document Approval:

Chair to Melbourn Parish Council

Date of Parish Council Meeting: 24 May 2021

Review Policy: Every 12 months