

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 20 September 2021, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Cowley (Chair), Baker, Clark, Kilmurray

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle van Poortvliet – RFO, County Cllr van de Ven, District Cllr Hales

FG018/21 To receive and approve apologies for absence

Cllr Cowley had noted apologies as he would be late to the meeting. This was noted - Cllr Kilmurray took the Chair.

Apologies for absence were received from Cllr Hart – acceptable reasons were given.

It was:

RESOLVED to approve Cllr Hart's apologies for absence.

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

FG019/21 To note Cllr Baker's nomination to join the Finance and Good Governance Committee

This was noted.

FG020/21 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

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.

FG021/21 **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.

FG022/21 **To approve the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021**

It was:

RESOLVED to approve the minutes of the Finance and Good Governance Committee meeting held on 21 June 2021 as an accurate record.

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

FG023/21 **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 21 June 2021**

FG012/21 Meeting had been arranged. To be discussed further under FG028/21.

FG015/21 Bootcamps on New Rec are now notifying the Parish Office as to bookings.

Signed:..... Dated:

19:36 Cllr Cowley joined the meeting and took the Chair

FG024/21 To consider approving the LHI grant application

County Cllr van de Ven was in attendance and provided an overview of the current position. Futures Working Party are progressing the LHI grant application with input from Josh Rutherford. Application to be submitted by end of September (approved by full Council in August). If successful and once details of the scheme are finalized, there must be a public consultation. Grant application will be maximum of £15,000. Total project likely to cost c£25,000 with £5,000 - £10,000 shortfall to be precepted for next year. Details costings should be available in December and final decision by CCC should be made by early February.

It was:

RESOLVED to amend the LHI Application to reflect total project cost of £25,000 with contribution by the Parish Council of £10,000 – this amount to be included in precept planning discussions for 2022/23.

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

19:53 County Cllr van de Ven and District Cllr Hales left the meeting.

FG025/21 To note quarterly VAT return/refund

This was noted. VAT return made at 30 June 2021 and refund received on 10 August 2021.

FG026/21 To consider quotations for Parish Council insurance renewal for 2021/22

Noted that insurance renewal quotations had not yet been received. Came and Co, insurance brokers, are seeking quotes. Noted that reinstatement valuations had been received and were under discussion – see FG027/21 below. **ACTION:** Clerk to seek two insurance renewal quotations based on current valuations and revised reinstatement valuations.

FG027/21 To consider updated building reinstatement valuations

Report on reinstatement valuations was received. Noted that valuations were all significantly higher than current. Discussion as to methodology for calculating reinstatement valuations. **ACTION:** Clerk to seek advice from brokers as to insuring church wall at 25% of revised valuation on the basis that it was unlikely to be damaged in its entirety.

It was:

RESOLVED to accept the updated buildings valuations received from The Bremner Partnership but seek to insure the church wall for 25% of valuation (subject to advice from insurers).

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

FG028/21 To discuss and consider the Asset Management Reserve

Noted that a meeting had been held on 26 July 2021. AMR currently sitting at c£50,000. Discussion as to drawing up a long-term plan (c10 years) and identifying assets to be maintained using funds from AMR. Noted that AMR is separate to precepted funds for projects. Also noted need for estimate of cost and time scale for works required. **ACTION:** Clerk to arrange a further meeting to identify what will be funded from AMR (to include wardens).

FG029/21 To consider an annual review of burial fees

It was:

RESOLVED to maintain burial fees at current levels.

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

FG030/21 To consider an annual review of match fees

Discussion with regard to increased cleaning costs for pavilion, particularly over winter months. Noted that match fees were last reviewed in 2018.

It was:

RESOLVED to increase charges to £35 per match to include use of the pavilion and facilities. The

Signed:..... Dated:

Parish Council to reserve the right to charge an additional cleaning cost if the pavilion is left in a poor condition.

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

FG031/21 To consider a request to live stream parish meetings

Discussion with regard to how meetings could be live streamed over Zoom. To be referred to full Council for further discussion. **ACTION:** Clerk to include on Agenda for next full Council meeting.

FG032/21 Policies: To consider and review policies as per Policy Review Schedule:

- a) To considering approving the updated Financial Risk Register

It was:

RESOLVED to recommend the updated Financial Risk Register to full Council for approval.

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

- b) To consider adopting the draft Modern Slavery Statement

Draft Modern Slavery Statement was considered. Noted that the Statement should also include reference to child exploitation and procurement.

It was:

RESOLVED to recommend the Modern Slavery Statement, as amended, to full Council for approval.

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

- c) To consider approving the revised Policy and Procedure for the Appointment and Management of Contractors

Noted that the Policy and Procedure for the Appointment and Management of Contractors required further review and would be deferred until the next meeting.

FG033/21 To note date of next meeting: 20 December 2021

Finance and Good Governance Committee will next meet on 20 September 2021.

The meeting closed at 21:30

Signed:..... Dated:

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 June 2021, at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Cowley (Chair), Clark, Kilmurray

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle van Poortvliet – RFO

FG001/21 To receive nominations to elect a Chair of the Finance and Good Governance Committee

Cllr Clark nominated Cllr Cowley as Chair of the Finance and Good Governance Committee. Cllr Kilmurray seconded the nomination. There were no further nominations.

It was:

RESOLVED to approve Cllr Cowley as Chair of the Finance and Good Governance Committee.

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

FG002/21 To receive nominations to elect a Vice Chair of the Finance and Good Governance Committee

Cllr Clark nominated Cllr Kilmurray as Vice Chair of the Finance and Good Governance Committee. Cllr Cowley seconded the nomination. There were no further nominations.

It was:

RESOLVED to approve Cllr Kilmurray as Vice Chair of the Finance and Good Governance Committee.

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

FG003/21 To note Cllr Barnes to stand down from the Finance and Good Governance Committee

This was noted.

FG004/21 To receive nominations for membership of the Finance and Good Governance Committee

No nominations received. Nominations to be invited at full Council meeting on 28 June 2021.

FG005/21 To receive and approve apologies for absence

Apologies received from Cllr Hart. Acceptable reasons were given.

It was:

RESOLVED to approve Cllr Hart's apologies for absence.

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

FG006/21 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

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.

Signed:..... Dated:

- FG007/21 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.
- No members of the public were in attendance.
- FG008/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- It was:
RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on 15 March 2021 as an accurate record.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- FG009/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 15 March 2021**
- FG044/20 Updated Timetable had been circulated to Committee members.
FG048/20 Reported that ownership of the land at Greengage Rise was established and, following discussion by Planning committee, contact has been made with Taylor Wimpey.
FG049/20 Policies to be discussed further under FG016/21
- FG010/21 To note quarterly VAT return/refund**
- Noted that the VAT return had been submitted and refund received on 23 April 2021.
- FG011/21 To receive and consider the Internal Auditor's Year End Report**
- Internal Auditor's report was received. A member queried the comment from the Internal Auditor with regard to members under dispensation proposing resolutions. **ACTION:** Clerk to follow up with Internal Auditor to query which full Council discussion this advice related to.
- FG012/21 To discuss and consider the Asset Management Reserve**
- RFO reported that AMR currently stood at c.£50,000. This is in addition to general reserves which stand at 6 months operating costs. Discussion with regard to importance of a plan as to how AMR will be utilized. **ACTION:** Clerk to set up a meeting with Chair of F&GG, representatives of Maintenance Committee, RFO and Clerk to progress discussions.
- FG013/21 To review value for money in Parish Council's spend**
- Noted that review of value for money in Parish Council's spend is included in F&GG Committee Terms of Reference. Noted that this is not necessarily seeking lowest cost but considering if spend is necessary and benefit to the village. Discussion with regard to how review achieved through adherence to Financial Regulations and regular monitoring at full Council and F&GG Committee meetings. Also thorough consideration of budget when annual precept is set.
- FG014/21 To consider an annual review of allotment rental fees**
- It was:
RESOLVED to recommend to full Council that allotment rental fees be maintained at current levels.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- FG015/21 To consider a review of Pavilion hire charges and match fees**
- Discussion with regard to match fees. To be deferred until September F&GG Committee meeting for further consideration.
- It was:
RESOLVED to recommend to full Council that pavilion hire charges be maintained at current levels for the year (with match fees to be reviewed in September as noted).
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- ACTION:** Clerk to seek further information as to bootcamp currently being run on the New Rec.

Signed:..... Dated:

FG016/21 Policies: To consider and review policies as per Policy Review Schedule:

- a) To review Terms of Reference for the Finance and Good Governance Committee

Noted that membership of Finance and Good Governance Committee should be reduced from 9 to 7 members. Also correct numbering at 4.11 – 4.13.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the draft Terms of Reference be approved.

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

- b) To review Standing Orders for Melbourn Parish Council

Noted an amendment at 19.c '~~The 3 members of the HR Panel shall conduct a review ...~~'.

It was:

RESOLVED to recommend to full Council that, subject to the amendment noted above, the Standing Orders be approved.

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

- c) To review the confidential Authorised Signatory List

It was:

RESOLVED to recommend to full Council that, subject to removal of Claire Kent, the Authorised Signatory List should be approved.

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

- d) To review the Policy for Creation and Revision of documents

Noted that the review period on page 4 be extended to 3 years with the policy review date at the head of each page being updated to reflect this.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Policy for Creation and Revision of Documents be approved.

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

- e) To review the Policy and Procedure for Publication of Information

The following amendments were noted:

- Amend to review every 2 years and update review date on header of each page to reflect this;
- Delete 'Facebook and Twitter' in 2.1 and replace with 'social media';
- Delete 'A new Council will be in place from May 2018' in 5.2 and replace with 'until after the date of the next election'

It was:

RESOLVED to recommend to full Council that, subject to the above amendments, the Policy and Procedure for Publication of Information be approved.

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

- f) To consider draft Written Records Management and Disposal Policy

Noted that a query had been raised at the March meeting of F&GG Committee with regard to confidentiality and that this is covered by the Code of Conduct signed by Councillors. Also noted that the review period be amended to 2 years with review dates at the head of each page amended to reflect this.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Written Records Management and Disposal Policy be approved.

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

- g) To review the Allotment Rental Agreement

Signed:..... Dated:

The following amendments were noted:

- delete the words '*and measuring approximately 250 square yards*' in the first paragraph;
- new point 15 '*On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the outgoing Tenant.*'
- current point 16 should be updated to include '*...keeping of livestock **with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Doc 4.25) or domestic ...***'.
- all numbering to be updated.

It was:

RESOLVED to recommend to full Council that, subject to the amendments noted above, the Allotment Rental Agreement, be approved.

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

h) To consider a draft Statement on Modern Slavery

Draft Statement was discussed and considered. To be deferred for further discussion at September meeting of F&GG Committee.

i) To consider draft Procurement and Value for Money Policy

The draft Policy was discussed and considered in conjunction with Appointment and Management of Contractors Policy at FG016/21j). To be deferred for further discussion at September meeting of the F&GG Committee.

j) To consider draft Appointment and Management of Contractors Policy

See FG016/21i) above.

k) To review the Unplanned Expenditure Decision Making Policy

Noted that this policy is no longer required as purpose and scope is covered by Financial Regulations and other policies.

It was:

RESOLVED to recommend to full Council that the Unplanned Expenditure Decision Making Policy should be withdrawn.

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

FG017/21 To note date of next meeting:

The next meeting of the Finance and Good Governance Committee will take place on 20 September 2021

The meeting closed at 21:43

Signed:..... Dated:

APPLICATION FORM

Local Highway Improvement (LHI) Initiative 2022/23

Please ensure you have read through the supporting LHI guidance available online before completing this application form. You must complete all sections, further information may be requested at the next stage of the process.

Please return your completed application to local.projects@cambridgeshire.gov.uk

Deadline for submission - **Thursday 30th September 2021.**

Date	30 September 2021	
Applicant Name	Melbourn Parish Council	
Contact Name	Claire Littlewood, Parish Clerk	
Address	Melbourn Community Hub 30 High Street, Melbourn SG8 6DZ	
District Area	<input type="checkbox"/> Huntingdonshire <input type="checkbox"/> Fenland	<input type="checkbox"/> East Cambridgeshire <input type="checkbox"/> South Cambridgeshire <input type="checkbox"/> Cambridge City
Email Address	parishclerk@melbournpc.co.uk	
Phone Number	01763 263303 x3	

LOCATION OF YOUR PROPOSAL:

Please send a plan showing the location of the proposal.

New Road and Mortlock Street, Melbourn, between the current traffic calming features east of Victoria Way, and the High Street. Plan attached.

OBJECTIVES OF YOUR PROPOSAL

What highway issue or improvement would you like to address?

What solution are you proposing? (e.g. Speed control, new footway, parking restrictions etc).

Traffic calming with supported speed limit reduction along the key east/west conduit road into the village, which connects A505 traffic into a residential area and to the village centre, in line with a community actively seeking to promote and facilitate village-wide active travel.

OBJECTIVES (continued)

Melbourn's growth is overwhelmingly concentrated around three major new developments at Victoria Way, Clover Way and associated roads, and New Road, totalling more than 300 new homes and a new 75-bed care home. The new population includes young families who report a lack of confidence in walking to school due to the speed and volume of vehicle traffic.

Existing traffic calming just east of the Victoria Way junction predates these developments and is now in urgent need of updating, in spite of minor adjustments set out in planning conditions which have proven to be inadequate. Improving road safety at this junction will complement the objective of encouraging more trips on foot into the village centre, schools, and all village amenities.

The proposal would strongly compliment the Melbourn Greenway scheme, concentrated on a north/south axis and potentially introducing a 20MPH limit along the High Street corridor. The LHI proposal area covers the east/west axis along New Road.

The proposal comprises a range of physical features to support a new 20MPH New Road corridor and key junctions. These have been explored with the LHI Officer, School Crossing Patrol Officer and Local Highways Officer, and would be further refined in the detailed application stage.

Please attach any additional information in support of your application e.g. plans, photos or correspondence. (Maximum of 3 pages)

FINANCIAL CONTRIBUTIONS

County Council LHI funding applied for:	£15,000	Maximum £15,000
	+	
Applicant contribution:	£10,000	Minimum of 10% of total cost
	=	
Total Estimated Project Cost:	£25,000	Total of above (see indicative costs)

Please note that you must contribute at least 10% of the total cost of your proposal. These contributions can be revised at the next stage of the process, where highway engineers will work with you to refine your application. You will then be expected to approve the final version of your application for submission to the Member Assessment Panel by the end of December 2021.

COUNTY COUNCILLOR

Please confirm below that you have already discussed this application with your local County Councillor, and that they are aware of, and support your bid. To find your local County Councillor, please visit our [website](#).

Yes

Please outline how your proposal fulfills the following aims of the LHI Initiative;

PERSISTENT HIGHWAY PROBLEM: (see guidance online - [Click here](#))

How does your proposal aim to address the problem and to what degree will it resolve or improve it?

As the link road from the A505 and the spine road for the most populous part of the village, New Road and Mortlock Street are beset with heavy traffic. The proposal seeks to clearly demarcate a residential zone that favours active travel. Physical interventions will force traffic to slow down upon entering New Road just before the Victoria Way junction and introduce a 20MPH corridor to the High Street junction with Mortlock Street— where it is anticipated that the Melbourn Greenway will propose a 20MPH limit.

ROAD SAFETY: (see guidance online - [Click here](#))

How will your proposal contribute to improving road safety?

New Road and Mortlock Street junctions, particularly at Victoria Way and Clover Way, and Beechwood Avenue and Orchard Road, will be better controlled and protected with new traffic calming and speed limit reductions.

COMMUNITY IMPROVEMENTS & BENEFITS: (see guidance online - [Click here](#))

How does your proposal provide community improvement?

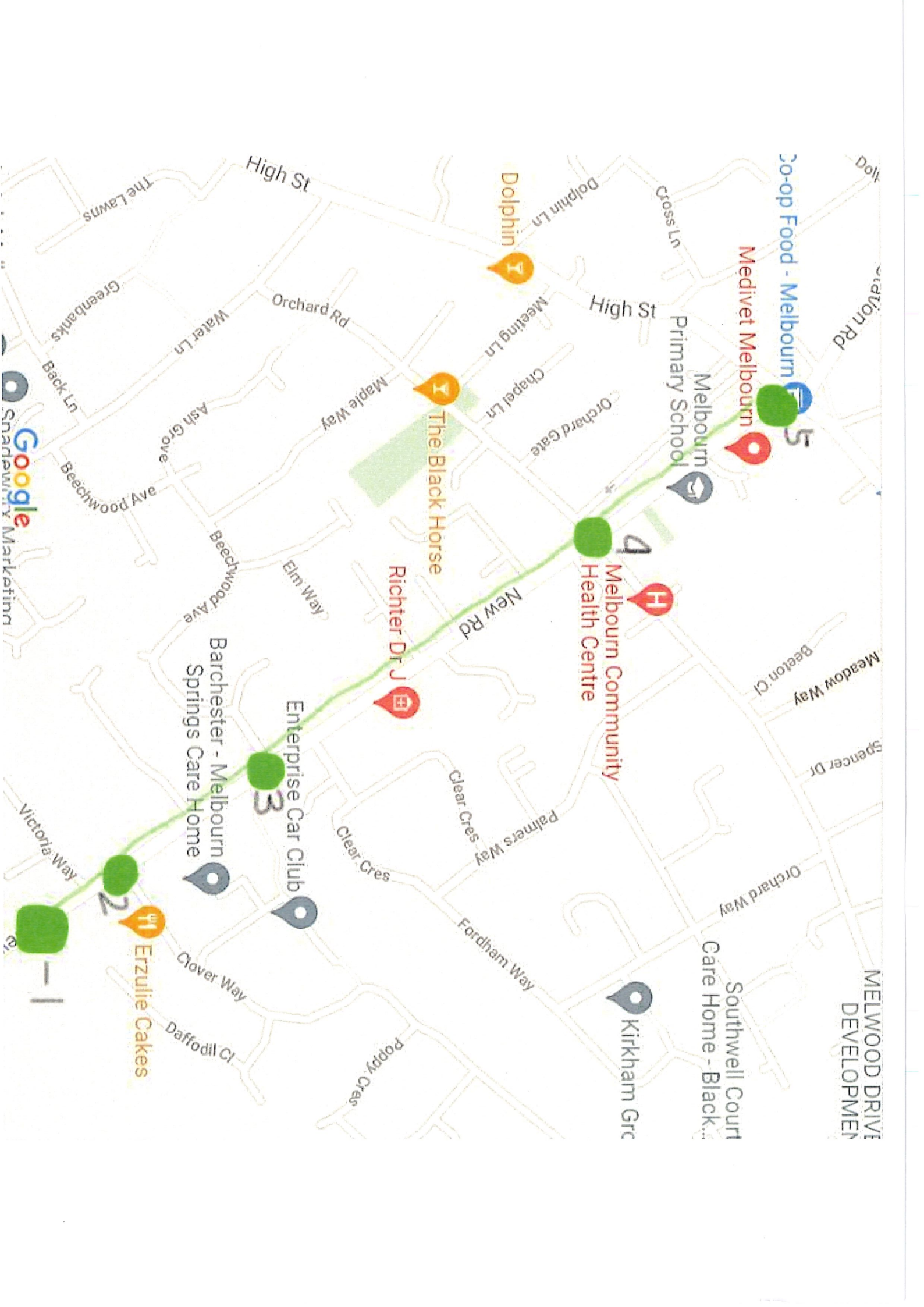
The proposal responds directly to widespread community concern around vehicle traffic speed and conflict at junctions. Primary and secondary school headteachers support consideration of a new 20MPH speed limit and other measures to appeal to active travel for access to school. Much informal consultation has taken place via public meetings, the village magazine and fairly constant communication to councillors by the public asking for road safety action in New Road traffic, with special concern from the primary school and parent community. The Parish Council will consult the village on its LHI proposal this autumn.

ADDED VALUE: (see guidance online - [Click here](#))

Are there any additional benefits to your proposal?

The proposal will support and enhance the Melbourn Greenway Scheme, allowing a village-wide culture change favouring active travel. Melbourn seeks to be an Active Travel Village.

Thank you for taking the time to submit your proposal.



Melbourn LHI Proposal

1. Eastern end of LHI area and site of current traffic calming features requiring updating
2. New junction conflict area created by new Clover Way development and expanded Victoria Way development
3. Beechwood Ave junction (spill-over rat running – potential for new advisory signage or other minor intervention)
4. Orchard Rd junction (key junction adjacent to primary school – potential for new advisory signage or other minor intervention)
5. Western end of LHI area where Melbourn Greenway scheme will propose a 20MPH speed limit

bremner partnership

Reinstatement Cost Assessment for Insurance Purposes
of Parish Owned Buildings & Structures

For

Melbourn Parish Council

03 September 2021

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

Contents

- 1.0 Introduction
- 2.0 Parameters of Assessment
- 3.0 Reinstatement Cost Assessments

Appendices

Appendix 'A' – Reinstatement Cost Assessments:

- 1) The Community Hub, 30 High Street, Melbourn
- 2) Little Hands Nursery, The Moor, Melbourn
- 3) Melbourn Community Pavilion
- 4) Old Fire Station, High Street, Melbourn
- 5) Car Park Workshop building, off High Street, Melbourn
- 6) Orchard Road cemetery lychgate
- 7) Orchard Road cemetery building
- 8) All Saints church wall
- 9) War memorial, High Street
- 10) Memorial Garden, 83 High Street, Melbourn

Appendix 'B' - Photos

Project number:	bp/1351
Title:	Melbourn Parish Council Assets– RCA Report 03.09.21
Author:	Stuart Bremner BSc MBA MRICS
Checked by:	Tim Harwood BSc MRICS
File ref:	Projects/bp1351/MPC Assets - RCA Report - 03.09.21.doc

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

1.0 Introduction

- 1.1 In accordance with instructions received from Melbourn Parish Council, we have inspected the following buildings and structures to carry out a Reinstatement Cost Assessment for building insurance purposes on a Day One basis and confirm our recommendations:
- 1) The Community Hub, 30 High Street, Melbourn
 - 2) Little Hands Nursery, The Moor, Melbourn
 - 3) Melbourn Community Pavilion
 - 4) Old Fire Station, High Street, Melbourn
 - 5) Car Park Workshop building, off High Street, Melbourn
 - 6) Orchard Road cemetery lychgate
 - 7) Orchard Road cemetery building
 - 8) All Saints church wall
 - 9) War memorial, High Street
 - 10) Memorial Garden, 83 High Street, Melbourn
- 1.2 Inspections were undertaken by Stuart Bremner BSc MBA MRICS of Bremner Partnership LLP on 16 August 2021 and selected photos are included in Appendix 'B'.
- 1.3 Reinstatement Cost Assessments for each asset have been prepared on the basis of a 'Day One Reinstatement' figure, known as the 'declared value'. No allowance has been made for the effects of inflation during the period of the insurance policy as it is assumed this will be allowed for in the Inflation provision.
- 1.4 The recommended base sum insurance figures for the 10 assets are detailed in Section 3.0 below and in Appendix 'A'

2.0 Parameters /of Assessment

- 2.1 The figures provided are our assessment of the cost of reconstructing the 10 assets at the date of the assessment, and demolition, debris removal and professional fees likely to be incurred in the reconstruction of the assets have been taken into consideration.
- 2.2 Our Reinstatement Cost Assessments exclude VAT. The figures do not include for items such as loose fixtures and fittings which we consider should be included within separate contents insurance.
- 2.3 The figures stated are calculated on the basis of estimated build costs and may not, in all circumstances, reflect the lowest tender price.
- 2.4 The figures stated are calculated using site measurements recorded during our inspection and from drawings provided by Melbourn Parish Council.
- 2.5 In estimating the cost of reinstatement it has been assumed that the rebuilding will be to the original design in materials and using modern techniques to a standard equal to the existing buildings / structures, whilst complying in all respects with current legislation and statutory requirements.
- 2.6 Our reinstatement calculations include for the reinstatement of external works which are assumed will be damaged as a result of a fire or similar loss.

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

2.0 Parameters /of Assessment (cont'd)

- 2.7 No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and cost of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.
- 2.8 It has been assumed that there is no asbestos present in the existing buildings.
- 2.9 Attention is drawn to the need to re-assess the base sums insured on a regular basis.
- 2.10 This report is provided for insurance reinstatement purposes only and does not contain any advice concerning the condition of the buildings or structures or possible defects therein.
- 2.11 It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the buildings / structures.
- 2.12 This assessment has been prepared with regard to the advice given by the Royal Institution of Chartered Surveyors and insurance companies for building insurance purposes and is not appropriate for any purpose /other than insurance.
- 2.13 Any Queries regarding the content of this report should be directed to Stuart Bremner (Partner) on 07711 412583.

3.0 Reinstatement Cost Assessment

- 3.1 The recommended base sum insurance figures for the 10 assets are as follows. Figures are rounded to nearest £'000:

<u>Building / Structure</u>	<u>Day One Assessment (excl. VAT)</u>
1) The Community Hub, 30 High Street, Melbourn	£1,994,000
2) Little Hands Nursery, The Moor, Melbourn	£1,648,000
3) Melbourn Community Pavilion	£1,134,000
4) Old Fire Station, High Street, Melbourn	£99,000
5) Car Park Workshop building, off High Street, Melbourn	£171,000
6) Orchard Road cemetery lychgate	£154,000
7) Orchard Road cemetery building	£69,000
8) All Saints church wall	£582,000
9) War memorial, High Street	£114,000
10) Memorial Garden, 83 High Street, Melbourn	£51,000

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

APPENDIX 'A' – REINSTATEMENT COST ASSESSMENTS FOR EACH ASSET

- 1) The Community Hub, 30 High Street, Melbourn
- 2) Little Hands Nursery, The Moor, Melbourn
- 3) Melbourn Community Pavilion
- 4) Old Fire Station, High Street, Melbourn
- 5) Car Park Workshop building, off High Street, Melbourn
- 6) Orchard Road cemetery lychgate
- 7) Orchard Road cemetery building
- 8) All Saints church wall
- 9) War memorial, High Street
- 10) Memorial Garden, 83 High Street, Melbourn

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

APPENDIX 'B' – PHOTOS



The Community Hub



Little Hands Nursery



Melbourn Community Pavilion



Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

APPENDIX 'B' – PHOTOS (CONT'D)



Old Fire Station



Car Park Workshop



Orchard Road cemetery building



Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

APPENDIX 'B' – PHOTOS (CONT'D)



Orchard Road cemetery Lychgate



War Memorial



Memorial Garden



All Saints Church Wall



B/3

Reinstatement Cost Assessment for Insurance Purposes
Of Parish Owned Buildings & Structures for Melbourn Parish Council
03 September 2021

APPENDIX 'B' – PHOTOS (CONT'D)



All Saints Church Wall



All Saints Church Wall



Reinstatement Cost Assessment Report – 03 September 2021

Report Submitted Prepared By:

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1) Reinstatement cost assessment for The Community Hub, 30 High Street, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	60,000	60,000
	Total				60,000
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	10,000	10,000
	Total				10,000
3.0	SUBSTRUCTURES				
3.1	Substructures to new building	250	m ²	400	100,000
	Total				100,000
4.0	SUPERSTRUCTURE				
4.1	Superstructure to new building	465	m ²	1,400	651,000
	Total				651,000
5.0	SERVICES				
5.1	MEP services to new building	465	m ²	450	209,250
5.2	Add for PV array on roof of new building	1	item	35,000	35,000
	Total				244,250
6.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
6.1	Allowance for foul & surface water drainage	1	item	60,000	60,000
6.2	Allowance for reinstating external works, including parking	1	item	100,000	100,000
6.3	Allowance for external services	1	item	40,000	40,000
	Total				200,000
	Sub Total				1,265,250
7.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
7.1	Allowance for Main Contractor's Preliminaries	15	%	1,265,250	189,800
7.2	Allowance for OH&P	7	%	1,455,050	101,800
	Total				291,600
8.0	CONTINGENCIES				
8.1	Allowance for Design & Construction Contingencies	10	%	1,556,850	155,700
	Total				155,700
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					1,712,550
9.0	PROFESSIONAL FEES				
9.1	Allowance for Professional Fees	15	%	1,712,550	256,900
	Total				256,900
10.0	PLANNING & BUILDING REGULATION FEES				
10.1	Allowance for Planning & Building Regulation Fees	1	item	15,000	15,000
	Total				15,000
11.0	SURVEY COSTS				
11.1	Allowance for survey costs	1	item	10,000	10,000
	Total				10,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 1,994,450

2) Reinstatement cost assessment for Little Hands Nursery, The Moor, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	40,000	40,000
	Total				40,000
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	10,000	10,000
	Total				10,000
3.0	SUBSTRUCTURES				
3.1	Substructures to new building	391	m ²	400	156,400
	Total				156,400
4.0	SUPERSTRUCTURE				
4.1	Superstructure to new building	391	m ²	1,100	430,100
	Total				430,100
5.0	SERVICES				
5.1	MEP services to new building	391	m ²	450	175,950
	Total				175,950
6.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
6.1	Allowance for foul & surface water drainage	1	item	40,000	40,000
6.2	Allowance for reinstating external works, including parking	1	item	150,000	150,000
6.3	Allowance for external services	1	item	40,000	40,000
	Total				230,000
	Sub Total				1,042,450
7.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
7.1	Allowance for Main Contractor's Preliminaries	15	%	1,042,450	156,400
7.2	Allowance for OH&P	7	%	1,198,850	83,900
	Total				240,300
8.0	CONTINGENCIES				
8.1	Allowance for Design & Construction Contingencies	10	%	1,282,750	128,300
	Total				128,300
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					1,411,050
9.0	PROFESSIONAL FEES				
9.1	Allowance for Professional Fees	15	%	1,411,050	211,600
	Total				211,600
10.0	PLANNING & BUILDING REGULATION FEES				
10.1	Allowance for Planning & Building Regulation Fees	1	item	15,000	15,000
	Total				15,000
11.0	SURVEY COSTS				
11.1	Allowance for survey costs	1	item	10,000	10,000
	Total				10,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 1,647,650

3) Reinstatement cost assessment for Melbourn Community Pavilion

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	30,000	30,000
	Total				30,000
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	10,000	10,000
	Total				10,000
3.0	SUBSTRUCTURES				
3.1	Substructures to new building	250	m ²	400	100,000
	Total				100,000
4.0	SUPERSTRUCTURE				
4.1	Superstructure to new building	250	m ²	1,250	312,500
	Total				312,500
5.0	SERVICES				
5.1	MEP services to new building	250	m ²	500	125,000
	Total				125,000
6.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
6.1	Allowance for foul & surface water drainage	1	item	30,000	30,000
6.2	Allowance for reinstating external works	1	item	70,000	70,000
6.3	Allowance for external services	1	item	35,000	35,000
	Total				135,000
	Sub Total				712,500
7.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
7.1	Allowance for Main Contractor's Preliminaries	15	%	712,500	106,875
7.2	Allowance for OH&P	7	%	819,375	57,400
	Total				164,275
8.0	CONTINGENCIES				
8.1	Allowance for Design & Construction Contingencies	10	%	876,775	87,700
	Total				87,700
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					964,475
9.0	PROFESSIONAL FEES				
9.1	Allowance for Professional Fees	15	%	964,475	144,700
	Total				144,700
10.0	PLANNING & BUILDING REGULATION FEES				
10.1	Allowance for Planning & Building Regulation Fees	1	item	15,000	15,000
	Total				15,000
11.0	SURVEY COSTS				
11.1	Allowance for survey costs	1	item	10,000	10,000
	Total				10,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 1,134,175

4) Reinstatement cost assessment for the Old Fire Station, High Street, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	7,500	7,500
	Total				7,500
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	3,000	3,000
	Total				3,000
3.0	NEW BUILDING				
3.1	New brick building with slate roof	25	m ²	1,800	45,000
	Total				45,000
4.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
4.1	Allowance for reinstating external works	1	item	5,000	5,000
	Total				5,000
	Sub Total				60,500
5.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
5.1	Allowance for Main Contractor's Preliminaries	15	%	60,500	9,075
5.2	Allowance for OH&P	7	%	69,575	4,870
	Total				13,945
6.0	CONTINGENCIES				
6.1	Allowance for Design & Construction Contingencies	10	%	74,445	7,445
	Total				7,445
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					81,890
7.0	PROFESSIONAL FEES				
7.1	Allowance for Professional Fees	15	%	81,890	12,285
	Total				12,285
8.0	PLANNING & BUILDING REGULATION FEES				
8.1	Allowance for Planning & Building Regulation Fees	1	item	3,500	3,500
	Total				3,500
9.0	SURVEY COSTS				
9.1	Allowance for survey costs	1	item	1,000	1,000
	Total				1,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 98,675

5) Reinstatement cost assessment for the Car Park Workshop, off High Street, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	8,500	8,500
	Total				8,500
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	3,500	3,500
	Total				3,500
3.0	NEW BUILDING				
3.1	New single storey building; rendered external walls; slate roof	56	m ²	1,500	84,000
	Total				84,000
4.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
4.1	Allowance for reinstating external works	1	item	10,000	10,000
	Total				10,000
	Sub Total				106,000
5.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
5.1	Allowance for Main Contractor's Preliminaries	15	%	106,000	15,900
5.2	Allowance for OH&P	7	%	121,900	8,530
	Total				24,430
6.0	CONTINGENCIES				
6.1	Allowance for Design & Construction Contingencies	10	%	130,430	13,040
	Total				13,040
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					143,470
7.0	PROFESSIONAL FEES				
7.1	Allowance for Professional Fees	15	%	143,470	21,520
	Total				21,520
8.0	PLANNING & BUILDING REGULATION FEES				
8.1	Allowance for Planning & Building Regulation Fees	1	item	5,000	5,000
	Total				5,000
9.0	SURVEY COSTS				
9.1	Allowance for survey costs	1	item	1,500	1,500
	Total				1,500
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 171,490

6) Reinstatement cost assessment for Orchard Road Cemetery Lychgate, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	3,500	3,500
	Total				3,500
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	1,000	1,000
	Total				1,000
3.0	NEW STRUCTURE				
3.1	New structure, including brickwork supporting oak frame; clay tile roof:				
	- Foundations and brickwork	1	item	10,000	10,000
	- Oak frame to match existing	1	item	50,000	50,000
	- Clay tiled roof	1	item	10,000	10,000
	- Stonework features	1	item	7,000	7,000
	- Gates	1	item	4,000	4,000
	- Other features, including 2nr crosses	1	item	2,500	2,500
	Total				83,500
4.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
4.1	Allowance for reinstating external works and landscaping	1	item	7,500	7,500
	Total				7,500
	Sub Total				95,500
5.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
5.1	Allowance for Main Contractor's Preliminaries	15	%	95,500	14,325
5.2	Allowance for OH&P	7	%	109,825	7,688
	Total				22,013
6.0	CONTINGENCIES				
6.1	Allowance for Design & Construction Contingencies	10	%	117,513	11,750
	Total				11,750
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					129,623
7.0	PROFESSIONAL FEES				
7.1	Allowance for Professional Fees	15	%	129,623	19,440
	Total				19,440
8.0	PLANNING & BUILDING REGULATION FEES				
8.1	Allowance for Planning & Building Regulation Fees	1	item	3,500	3,500
	Total				3,500
9.0	SURVEY COSTS				
9.1	Allowance for survey costs	1	item	1,500	1,500
	Total				1,500
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 154,063

7) Reinstatement cost assessment for Orchard Road Cemetery Building, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing building, grub up foundations and clear site	1	item	6,000	6,000
	Total				6,000
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of building	1	item	2,500	2,500
	Total				2,500
3.0	NEW BUILDING				
3.1	New single storey brick building with clay tiled roof	13	m ²	2,250	29,250
	Total				29,250
4.0	DRAINAGE, EXTERNAL WORKS & SERVICES				
4.1	Allowance for reinstating external works	1	item	4,000	4,000
	Total				4,000
	Sub Total				41,750
5.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
5.1	Allowance for Main Contractor's Preliminaries	15	%	41,750	6,260
5.2	Allowance for OH&P	7	%	48,010	3,360
	Total				9,620
6.0	CONTINGENCIES				
6.1	Allowance for Design & Construction Contingencies	10	%	51,370	5,137
	Total				5,137
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					56,507
7.0	PROFESSIONAL FEES				
7.1	Allowance for Professional Fees	15	%	56,507	8,475
	Total				8,475
8.0	PLANNING & BUILDING REGULATION FEES				
8.1	Allowance for Planning & Building Regulation Fees	1	item	3,500	3,500
	Total				3,500
9.0	SURVEY COSTS				
9.1	Allowance for survey costs	1	item	1,000	1,000
	Total				1,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 69,482

8) Reinstatement cost assessment for All Saints Church Wall, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing brick boundary wall, grub up foundations, batter back earth and clear site	273	m	100	27,300
	Total				27,300
2.0	SITE PREPARATION				
2.1	Site preparation following demolition of existing boundary walls	1	item	15,000	15,000
	Total				15,000
3.0	NEW BRICK BOUNDARY WALLS				
3.1	Brick wall; 1500 high on Station Road frontage	70	m	900	63,000
3.2	Concrete foundation to wall	70	m	150	10,500
3.3	Extra for recon stone coping	70	m	200	14,000
3.4	Brick wall; 1800 high on Station Road frontage	42	m	1,100	46,200
3.5	Concrete foundation to wall	42	m	150	6,300
3.6	Extra for recon stone coping	42	m	200	8,400
3.7	Brick wall along access off Station Road to Church; 1800 high	21	m	1,100	23,100
3.8	Concrete foundation to wall	21	m	150	3,150
3.9	Extra for recon stone coping	21	m	200	4,200
3.10	Brick wall along access off Station Road to Church; 1100 high	55	m	700	38,500
3.11	Concrete foundation to wall	55	m	150	8,250
3.12	Extra for recon stone coping	55	m	200	11,000
3.13	Brick wall to rear of Church; 1500 high	85	m	900	76,500
3.14	Concrete foundation to wall	85	m	150	12,750
3.15	Extra for half round brick coping	85	m	150	12,750
3.16	Gates and the like	1	item	10,000	10,000
	Total				348,600
4.0	EXTERNAL WORKS				
4.1	Allowance for reinstating external works & landscaping / footpath repairs etc	1	item	25,000	25,000
	Total				25,000
	Sub Total				415,900
5.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
5.1	Allowance for Main Contractor's Preliminaries	12	%	415,900	49,900
5.2	Allowance for OH&P	7	%	465,800	32,600
	Total				82,500
6.0	CONTINGENCIES				
6.1	Allowance for Design & Construction Contingencies	5	%	498,400	24,900
	Total				24,900
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					523,300
7.0	PROFESSIONAL FEES				
7.1	Allowance for Professional Fees	10	%	523,300	52,300
	Total				52,300
8.0	PLANNING & BUILDING REGULATION FEES / SURVEYS				
8.1	Allowance for Planning & Building Regulation Fees & survey costs	1	item	6,000	6,000
	Total				6,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 581,600

9) Reinstatement cost assessment for War Memorial, High Street, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Demolish existing memorial, grub up foundations and site preparation	1	item	2,500	2,500
	Total				2,500
2.0	NEW WAR MEMORIAL				
2.1	New stone war memorial, including engraving, steps and the like	1	item	70,000	70,000
	Total				70,000
3.0	EXTERNAL WORKS				
3.1	Allowance for reinstating external works & landscaping	1	item	7,500	7,500
	Total				7,500
	Sub Total				80,000
4.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
4.1	Allowance for Contractor's Preliminaries	10	%	80,000	8,000
4.2	Allowance for OH&P	10	%	88,000	8,800
	Total				16,800
5.0	CONTINGENCIES				
5.1	Allowance for Design & Construction Contingencies	5	%	96,800	4,840
	Total				4,840
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					101,640
6.0	PROFESSIONAL FEES				
6.1	Allowance for Professional Fees	10	%	101,640	10,164
	Total				10,164
7.0	PLANNING FEES				
7.1	Allowance for Planning & Building Regulation Fees	1	item	2,000	2,000
	Total				2,000
8.0	SURVEY COSTS				
8.1	Allowance for survey costs	1	item	1,000	1,000
	Total				1,000
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 114,804

Melbourn Parish Council

10) Reinstatement cost assessment for Memorial Garden, 83 High Street, Melbourn

3rd September 2021

Construction cost estimate

Ref	Element / Description	Quantity	Unit	Rate (£)	Total (£)
1.0	DEMOLITIONS				
1.1	Site clearance and preparation	1	item	2,500	2,500
	Total				2,500
2.0	NEW MEMORIAL GARDEN				
2.1	New memorial, including hard and soft landscaping	1	item	25,000	25,000
	Total				25,000
3.0	EXTERNAL WORKS				
3.1	Allowance for seating, fencing and the like	1	item	6,000	6,000
	Total				6,000
	Sub Total				33,500
4.0	MAIN CONTRACTOR'S PRELIMINARIES & OHP				
4.1	Allowance for Contractor's Preliminaries	10	%	33,500	3,350
4.2	Allowance for OH&P	10	%	36,850	3,685
	Total				7,035
5.0	CONTINGENCIES				
5.1	Allowance for Design & Construction Contingencies	5	%	40,535	2,025
	Total				2,025
SUB TOTAL - CONSTRUCTION COST ESTIMATE @ 3Q 2021					42,560
6.0	PROFESSIONAL FEES				
6.1	Allowance for Professional Fees	15	%	42,560	6,385
	Total				6,385
7.0	PLANNING FEES				
7.1	Allowance for Planning Fees	1	item	2,000	2,000
	Total				2,000
8.0	SURVEY COSTS				
8.1	Allowance for survey costs	1	item	500	500
	Total				500
REINSTATEMENT COST ESTIMATE @ 3Q 2021 (EXCL VAT)					£ 51,445

MELBOURN PARISH COUNCIL

Full Council : 27 September 2021

Item: PC076 21b) Explanation as to calculation of reinstatement valuations

Afternoon Claire,

Thanks for the extract from your insurance schedule. You've asked for more detail as to how the updated valuations have been calculated.

Reinstatement costs for the buildings are based upon a £/m2 applied to the gross internal floor area of the building.

Our estimates for the relevant building only (excluding external works & services, fees, contingencies etc) compared to £/m2 in the industry used price book (Spon's 2021) are as follows.

Melbourne Community Hub

Bremner RCA (Building only excluding external works & services etc)	£2,634/m2
<i>Spon's 2021 (£2,218/m2 plus 21%) =</i>	<i>£2,683/m2</i>

Little Hands Nursery

Bremner RCA (Building only excluding external works & services etc)	£2,399m2
<i>Spon's 2021 (£1,775/m2 plus 21%) =</i>	<i>£2,147/m2</i>

Melbourn Sports Pavilion

Bremner RCA (Building only excluding external works & services etc)	£2,645m2
<i>Spon's 2021 (£1,700/m2 plus 21%) =</i>	<i>£2,057/m2</i>

The sports pavilion looks high against Spon's 2021. However, we have just completed a similar sports pavilion (larger building at 610m2) which cost £2,970/m2 so feel comfortable with the re-build figure included in our RCA report.

Please note Spon's 2021 was published in Autumn 2020 and prior to the significant increases in labour & materials costs over the past 12 months. We have added a 15% cost uplift onto Spon's 21 rates to reflect these cost increases, plus a 6% price addition to the end of the insurance period (September 2022) - so total uplift on Spon's 2021 rates of 21%

Our RCA's for each asset include a separate allowance for the following costs:

- Demolition & site preparation costs
- Drainage, external works & services
- Design and Construction contingencies
- Professional Fees
- Planning & Building Regs fees
- Survey costs

Not certain whether allowances for these cost headings were included in your historic assessments?

Hope this helps. Any queries please let me know

Kind regards

Stuart Bremner, Partner

Bremner Partnership LLP

Melbourn Parish Council
Financial Risk Register 2021-22

Risk No.	Description (the risk is that...	Impact (the impact on MPC would be...	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response (what actions have been taken/are in progress)
F1	Expenditure is incurred or grants awarded without proper legal authority	Potential for complaints, fines, qualified audit report	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of bankruptcy if precept is not paid on time	Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained	Potential theft or misappropriation of assets Assets could fall into disrepair. Assets may be inadequately insured	1	3	Medium (3)	Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings undertaken and to be done every 5 years.
F4	The PC has insufficient money ring-fenced in Asset Replacement/Maintenance Reserves The PC does not have a maintenance plan so the budget for maintenance will be insufficient	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC building up Asset Management Reserve and linking it to asset renewal programme(Action). Maintenance Committee prioritise and monitor maintenance spend monthly.
F5	Cash is lost through theft/misappropriation	Funding shortfall Adverse publicity	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance).

Melbourn Parish Council
Financial Risk Register 2021-22

F6	Failure to ensure proper use of funds under S137	Total S137 expenditure could exceed statutory limit for MPC	1	1	Low (1)	Qualified Clerk. Powers for grant approvals minuted.
F7	Proper financial records are not kept	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. Reserves of over 5 mths running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of reserves considered when setting precept. Regular budget monitoring throughout the year.
F11	Failure to maintain an effective bank payments system	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance)
F12	Loss of funds due to bank failure	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £85k per financial institution. Investment policy in place. Spread of investments among different institutions.
F13	Failure to collect income from customers Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere. Funding shortfall which needs to be met from elsewhere.	1 1	1 3	Low (1) Medium (3)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts. Longstanding tenant. Reserves of 6 months to cover income shortfall.
F14	Claims will be made on insurance due to accidents in, on or around Council	Adverse publicity Failure in duty of care to parishioners	2	2	Medium (4)	Wardens regularly inspect and mend things. Cllr inspections.

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	property (includes maintenance of public open spaces)	Increased insurance premiums				Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
F15	New employees in key officer roles	Loss of funds through staff error or fraud	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance)
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Regular finance reports provided to MPC. Financial assistance via grant given by MPC.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level	The Precept would need to be increased to enable MPC to carry out additional duties	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this (Action).
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs	2	2	Medium (4)	Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.
F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and

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						quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money	The council would have to make the shortfall up from elsewhere	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Covid-19 pandemic may have an unforeseen impact on MPC finances	Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects.	2	2	Medium (4)	Position kept under review. Reserves in place of 6 months . It may be possible to move funds from other ring-fenced reserves in an emergency.
F24	Inadequate controls over salaries and associated costs	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.

Likelihood Scores	Impact Scores	Risk Rating Scores (Likelihood x Impact)
Low (unlikely) = 1 Medium (possible) = 2 High (highly likely) = 3	Low (negligible) = 1 Medium (moderate) = 2 High (Severe) = 3	Low = 1,2 Medium = 3, 4 High = 6,9

DRAFT

Modern Slavery Statement

Introduction

This Statement sets out what steps Melbourn Parish Council has taken and what steps it will take in future to ensure that it will never knowingly allow modern slavery or human trafficking in any part of the Council's business.

What is Modern Slavery?

Modern slavery encompasses slavery, servitude, forced and compulsory labour, and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment (HM Government Modern Slavery Strategy, 2014).

According to the Local Government Association (LGA), the term 'Modern Slavery' includes a range of different types of exploitations, that may or may not occur together. The different types of exploitations include but are not limited to:

- sexual exploitation
- domestic servitude
- forced labour
- child exploitation
- criminal exploitation
- other forms of exploitation, such as: organ removal; forced begging; forced benefit fraud; forced marriage and illegal adoption

The Role of Local Authorities

Within their [Tackling Modern Slavery: A Council Guide \(2017\)](#) document, the LGA highlight the following roles of local authorities in tackling modern slavery:

1. Identification and referral of victims
2. Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services
3. Community safety services and disruption activities
4. Making best that the supply chains councils procure from are free from modern slavery.

Existing Policies and Procedures

Melbourn Parish Council has a range of policies, processes, procedures and practices which help to ensure that we are acting ethically and with integrity to prevent slavery and human trafficking, including the following:

- **Safeguarding Policy**
- **Whistleblowing Policy**
- **Employment Policy**
- **Equality and Diversity Policy**
- **Recruitment Process**
- **Code of Conduct**
- **Appointment of Contractors and Procurement Policy and Procedure**

Due Diligence Processes

- **Procurement**
- Melbourn Parish Council will, through its procurement procedures, use its best endeavours to ensure that suppliers of goods and services share its commitment to prevent modern slavery.
- **Safeguarding Training:** This includes how to spot the signs of modern slavery and how to make a referral. Melbourn Parish Council's Safeguarding Officer has undergone safeguarding training. Claire Littlewood is the Safeguarding Officer – parishclerk@melbournpc.co.uk.
- **Reporting for Council employees:** Any Melbourn Parish Council employee affected by modern slavery, or who suspect someone may be at risk are advised to contact the Safeguarding Officer - parishclerk@melbournpc.co.uk.
- **Reporting for residents and communities:** The advice to anyone affected by slavery, or who may suspect someone is at risk, is to:
 - Call 999 if it is an emergency
 - Call 101 for non-emergencies
 - Call Crimestoppers anonymously on 0800 555 111
 - Call the Modern Slavery Helpline on 08000 121 700
 - Report online via the [Modern Slavery Helpline](#)

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting :

Review every 12 months