

# MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Monday, 20 December 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 (via Zoom), Gabrielle van Poortvliet – RFO

**FG034/21 To receive and approve apologies for absence**

Apologies received from Cllr Hart – acceptable reasons were given.

It was:

RESOLVED to accept the apologies of Cllr Hart.

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

**FG035/21 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

It was noted that Cllrs Baker and Kilmurray are directors of the Hub but they were not required to declare an interest in respect of items in the budget related to the Hub.

**FG036/21 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.

**FG037/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021**

It was:

RESOLVED to approve the minutes of the Finance and Good Governance Committee meeting held on 20 September 2021 as an accurate record.

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

**FG038/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 September 2021**

FG026/21 – Additional insurance renewal quotations had been obtained and considered by full Council. Insurance now in place.

FG027/21 – Brokers advised against insuring only 25% value of church wall

FG028/21 – Action carried forward.

FG031/21 – Discussed by full Council and not to be progressed.

**FG039/21 To review the Timetable for Recurring Agenda Items**

Signed:..... Dated:

It was:

RESOLVED to approve the Timetable for Recurring Agenda Items with no amendments.

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

**FG040/21 Budget 2022/23:** To consider a draft estimate of income and expenditure for the forthcoming financial year

Draft budget was presented and discussed. Overview of budget:

- Increase per household 1.98% (which is below inflation)
  - Contributions to reserves £14,300 (General reserves £0 (currently at 6 months), AMR £10,300, Parish van £4,000)
  - Projects to be funded from precept £17,500 (other projects to be funded from s106 / AMR)
- Discussion with regard to increased fuel costs and provision for this in the budget. Noted that no changes currently anticipated to staffing costs – to be monitored. Discussion with regard to future replacement of the parish van (contribution to reserves will be made).

**ACTION:** Clerk to check savings to be made by paying vehicle tax as a single payment rather than installments.

Chair thanked the RFO for her work on budget preparations and noted that as a result of good budget planning the current year's budget was running very close to plan.

It was:

RESOLVED to recommend the draft budget for 2022/23 to full Council for consideration.

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

**FG041/21 To consider the approvals list for December 2021**

Noted that the Clerk and RFO have delegated authority to approve payments with retrospective approval of full Council to be sought in January 2022.

**FG042/21 To note quarterly VAT return/refund**

Noted that the VAT return was made on 30 September 2021. Refund was received on 10 October 2021.

**FG043/21 To consider the Internal Auditor's report**

The report was noted.

**FG044/21 To consider publication of information under Transparency Code 2015**

Noted that documents required to be published would be reviewed periodically and updated on the website as required.

**FG045/21 To discuss and consider the Asset Management Reserve**

Asset Management Reserve (AMR) currently at c£50,000. A further contribution for 2022/23 of £10,300 will be made. Discussed that maximum level for AMR should be £100,000 with contributions precepted in future to top this reserve up when it falls to around £50,000. Discussion with regard to importance of having a clear idea of the cost of maintaining larger assets. Noted that a draft document with details of assets had been circulated. Further planning discussion required.

**ACTION:** Clerk to recirculate asset list for discussion and arrange a further meeting.

**FG046/21 To discuss and consider reducing the number of parish councillors for Melbourn**

Noted that there are currently 6 vacancies. Any reduction in the number of councillors would need to be made by a Community Governance Review through the District Council. This would not be possible in time for May 2022 elections. **ACTION:** Clerk to contact SCDC Development Officer to discuss how they can support us in promoting councillor vacancies prior to May 2022 elections.

**FG047/21 Policies: To consider and review policies as per Policy Review Schedule:**

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

Signed:..... Dated:

This item was deferred to a future meeting.

**FG048/21 To note date of next meeting:** 21 March 2022

The date of the next meeting is Monday, 21 March 2022.

The meeting closed at 20:41

Signed:..... Dated:

# 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

### Timetable for Recurring Agenda Items

Meeting dates Jan, Mar, Jun, Sept, Dec (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting Deadline	FGGC meeting date
Election of Chair of FGGC	Statutory		Jun
Internal audit report – year end Not in TOR	Consideration of recommendations		Jun
Review value for money in councils spend	Review and recommendations to PC	n/a	Jun
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Jul	Jun
Annual review of Pavilion hire /match fees	For recommendation to PC	n/a	Jun
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Jun
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	June
Review of Insurance Arrangements	Recommendation to PC	Sept	Sept
Review of Financial Risk Assessment	Recommendation to PC		Sept
Annual Review of burial fees	Recommendation to PC		Sept
Review of FGGC terms of reference		Sept	Sept
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Sept
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Sept
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	Dec
Internal audit report – interim Not in TOR	Consideration of recommendations	Jan	Dec
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	Dec
Annual review of Littlehands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date <b>next due April 2023</b>	Dec
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Dec
Publication of information - Transparency Code 2015	Update statutory information	Jan	Dec
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	May	Mar
Policy reviews – investment strategy	Recommendation to PC	Mar (must be prior to new FY)	Mar
Review of Fixed Assets Register	Ensure it is up-to-date	Ideally prior to AGAR	Mar
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC	n/a	Mar
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Mar

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG 20 December 2021

## Melbourn Parish Council Precept Requirement 2022/23

Precept 2021/22 £		Precept 2022/23 £	Change £	Change %
(42,470)	Total Income budget	(41,300)	1,170	-2.75%
294,770	Total Expenditure budget	320,430	25,660	8.71%
23,000	Contributions to reserves	14,300	(8,700)	-37.83%
<b>275,300</b>	<b>Precept Requirement</b>	<b>293,430</b>	<b>18,130</b>	<b>6.59%</b>
2,007.10	Tax Base (Band D households)	2,097.70	90.60	4.51%
<b>137.16</b>	<b>Cost per household</b>	<b>139.88</b>	<b>2.72</b>	<b>1.98%</b>

Approved by FGGC [date]

Approved by Melbourn Parish Council [date]

SCDC deadline 24/01/22



## Melbourn Parish Council Precept Requirement 2022/24

Precept 2021/23 £		Precept 2022/24 £	Change £	Change %
40,337	Total Income budget	-	(40,337)	-100.00%
33431.84999				
26,527	Total Expenditure budget	-	(26,527)	-100.00%
19,622				
12,717	Contributions to reserves	-	(12,717)	-100.00%
5,812				
<b>(1,093)</b>	<b>Precept Requirement</b>	-	1,093	-100.00%
(7,997.85)				

## Melbourn Parish Council 2022/23 Income Budget

2020-21 Actual £	EDGE budget code	Income Heading	2021-22 Budget £	2021-22 Forecast £	Forecast/ Actual	2022-23 Budget £	Notes:	2023-24 Forecast £	2024-25 Forecast £	
		<u>Conservation:</u>								
2,516	100	Allotment rent	2,400	2,400	F	2,400	Rents increased 2020/21 (assume no increase 2022/23)	2,450	2,450	
3,849	110	Grass cutting contribution from CCC Highways	3,850	3,849	A	3,850	Assume no increase	3,900	3,900	
<b>6,365</b>		<b>Total Conservation</b>	<b>6,250</b>	<b>6,249</b>		<b>6,250</b>		<b>6,350</b>	<b>6,350</b>	
		<u>Cemeteries:</u>								
2,440	200	1 Burial fees	1,800	4,830	F	2,500	Burials do vary quite a lot; budget on prudent basis	2,575	2,575	
400	200	2 Memorials	1,000	500	F	500	Next fee review Sept 2022	515	515	
1,260	200	3 Cremated remains	200	1,300	F	1,000		1,030	1,030	
<b>4,100</b>		<b>Total Cemeteries</b>	<b>3,000</b>	<b>6,630</b>		<b>4,000</b>		<b>4,120</b>	<b>4,120</b>	
		<u>Play &amp; Rec:</u>								
	300	Match Fees								
90	300	1 Melbourn Saturdays	320	1,000	F	1,200	Fee increase agreed Sept 2021	330	330	£440 to date
1,100	300	2 Melbourn Dynamos	2,000	2,000	F	2,000	Assume continued agreement with Dynamos	2,200	2,300	
-	300	4 Other Local Clubs	-	100	F	-		-	-	
1,190		Total Match Fees	2,320	3,100		3,200		2,530	2,630	
70	320	Hire of Recreation Grounds	100	800	F	800	Fair (incl utilities) and boot camps	825	825	
5,280	340	Pavilion hire	3,300	1,800	F	300	School hire has finished; £300 ad-hoc	310	320	
-	370	Pavilion hire - MAYD recharge	1,000	-	F	-	If MAYD restarts likley to move away from Pavilion	-	-	
<b>6,540</b>		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>6,720</b>	<b>5,700</b>		<b>4,300</b>		<b>3,665</b>	<b>3,775</b>	
		<u>Finance &amp; General Purpose:</u>								
635	420	Interest receivable	500	700	F	750	Assume very low interest rates again 2022/23	750	800	
<b>635</b>		<b>Total Finance &amp; General Purpose</b>	<b>500</b>	<b>700</b>		<b>750</b>		<b>750</b>	<b>800</b>	
		<u>Rental Property:</u>								
26,000	900	Little Hands Property Rent	26,000	26,000	F	26,000	Next rent review Apr 2023	26,800	26,800	
<b>26,000</b>		<b>Total Rental Property</b>	<b>26,000</b>	<b>26,000</b>		<b>26,000</b>		<b>26,800</b>	<b>26,800</b>	
10,942		Income from unbudgeted sources		250	F		2020/21 included covid grants re MCCR			
<b>54,582</b>		<b>Total income excluding Precept</b>	<b>42,470</b>	<b>45,529</b>		<b>41,300</b>		<b>41,685</b>	<b>41,845</b>	
<b>267,870</b>		<b>Precept</b>	<b>275,300</b>	<b>275,300</b>	<b>A</b>	<b>293,430</b>				
<b>322,452</b>		<b>Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)</b>	<b>317,770</b>	<b>320,829</b>		<b>334,730</b>				

2020/21 shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g Covid/MCCR grants, FiT, allotment insurance, recharges etc.

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

# Melbourn Parish Council 2022/23 Expenditure Budget

2020/21 Actual £	EDGE Budget code	EXPENDITURE	2021-22 Budget £	2021/22 Forecast £	2022-23 Budget £	Notes:	2023-24 Forecast £	2024-25 Forecast £
		<u>Conservation:</u>						
1,511	1000	Allotments	1,600	1,870	1,890		1,940	2,000
8,808	1100	Conservation	12,300	12,300	11,300	2021/22 and 2022/23 Tree inspections/tree work	8,490	8,740
505	1150	Stockbridge Meadows	1,125	990	1,290		1,330	1,380
7,770	1200	Grass Cutting Contract	8,670	8,670	8,670		8,670	9,000
6,995	1300	Public Open Space Maintenance Contract	7,620	7,620	7,670		7,720	8,570
25,589		<b>Total Conservation</b>	<b>31,315</b>	<b>31,450</b>	<b>30,820</b>		<b>28,150</b>	<b>29,690</b>
		<u>Cemeteries:</u>						
5,880	2000	Cemetery rates, utilities & upkeep	4,570	3,538	4,765		6,020	6,245
5,230	2100	Cemetery Grounds Maintenance Contract	6,950	5,950	5,950	2021/22 extra hedge work	5,950	6,200
11,110		<b>Total Cemeteries</b>	<b>11,520</b>	<b>9,488</b>	<b>10,715</b>		<b>11,970</b>	<b>12,445</b>
		<u>Play Areas &amp; Recreation Grounds:</u>						
1,822	3000	Play Areas	4,200	4,157	4,220	Includes allowance for tree inspection and works	4,330	4,580
11,987	3200	Recreation Grounds	12,475	12,825	12,720		12,825	13,345
6,224	3400	Pavilion	8,350	7,743	9,160	Increased cleaning and electricity 2022/23	9,305	9,650
20,033		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>25,025</b>	<b>24,725</b>	<b>26,100</b>		<b>26,460</b>	<b>27,575</b>
		<u>Finance &amp; General Purpose:</u>						
1,525	4000	Audit, Legal and Professional Fees	3,400	3,400	1,750	Includes provision for valuation of assets 2021/22	1,800	1,900
-	4200	Contingency - unbudgeted works	1,500	1,500	-	Removed as contingency elements built into individual budget areas + reserves adequate	-	-
1,794	4300	Wardens' Materials, Equipment & Van	2,200	2,500	2,400		2,500	2,595
7,562	4500	Insurances	7,800	12,029	12,550	Large increase in premium 2021/22 following revaluations (3 yr deal)	13,000	13,530
1,192	4700	Membership of Societies	1,340	1,340	1,370		1,425	1,480
343	4900	Parish Clock	1,350	400	400	Repairs 2021/22	415	430
21,958	5000	Parish Office, IT & Contractors	23,725	23,549	26,688	New IT equipment needed 2021/22 and 2022/23; increased litter-picking 2022/23	24,865	25,840
72,689	5100	Salaries, NI & Pensions	71,750	67,700	73,600	Salary & E'er NI increase plus additional hours	76,500	79,600
52	5300	Sundry Expenses	113	450	150		155	160
535	5400	Training	1,500	1,600	1,500		1,550	1,600
432	5700	Pension Scheme Service Charge	440	432	440		440	440
187	5900	Bank Charges	400	200	400		405	410
700	6000	Grants Payable	7,450	7,450	7,600	CRP, Mobile Wardens, Grinnel Hill Insurance	7,900	8,200
-	6005	Grants Payable - MAYD	6,000	6,000	6,000		12,000	12,000
-	6200	Staff and Councillor expenses	200	-	200		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
7,703	6401	Community Hub - Maintenance & Replacements (excl FIT)	6,850	7,822	11,870	Includes equipit replacement - see Project tab	9,475	9,800
28,311	6450	PWL Community Hub - Interest	28,098	28,098	27,876		27,643	27,400
4,643	6451	PWL Community Hub - Capital	4,856	4,856	5,078		5,311	5,554
5,942	6452	PWL Car Park - Interest	5,632	5,632	5,314		4,986	4,649
10,945	6453	PWL Car Park - Capital	11,255	11,255	11,574		11,902	12,239
12,609	6500	Covid 19 and MCCR	-	-	-		-	-
459	6600	Timebanking Expenses	650	450	470		490	510
-	6700	War Memorial	-	-	-		-	-
-	6800	Election Costs	-	-	240	Every four yrs (assume no election called)	-	-
-	6900	Community Events	-	-	4,000	Queens Jubilee	-	-
13,871	7100	Village Car Park - Rates, Utilities & Maintenance	14,200	14,021	15,855		16,465	17,135
208,452		<b>Total Finance &amp; General Purpose</b>	<b>215,710</b>	<b>215,685</b>	<b>232,325</b>		<b>234,427</b>	<b>240,672</b>
		<u>Planning:</u>						
-	7000	Community Development	5,000	5,000	-	Futures group - traffic calming including MVAS/signage etc	-	-
-	7050	Parish Planning	-	-	1,000	Consultation events	-	-
-		<b>Total Planning</b>	<b>5,000</b>	<b>5,000</b>	<b>1,000</b>		<b>-</b>	<b>-</b>
		<u>Highways:</u>						
-	8000	Highways and Footpaths	3,000	3,000	11,500	Gulley cleaning (2021/22) reallocated to Little Hands drains ; LHI scheme 2022/23	-	-
2,415	8100	Street Lighting	1,750	1,200	2,500	Large increase in electric bills anticipated	2,575	2,675
2,415		<b>Total Highways</b>	<b>4,750</b>	<b>4,200</b>	<b>14,000</b>		<b>2,575</b>	<b>2,675</b>
		<u>Rental Property:</u>						
1,792	9000	Little Hands Nursery	1,450	5,450	5,470	2021/22 drains repair; 2022/23 replace windows	1,540	1,610
1,792		<b>Total Rental Property</b>	<b>1,450</b>	<b>5,450</b>	<b>5,470</b>		<b>1,540</b>	<b>1,610</b>
269,391		<b>Total expenditure</b>	<b>294,770</b>	<b>295,998</b>	<b>320,430</b>		<b>305,122</b>	<b>314,667</b>
		<u>Budgeted contributions to reserves:</u>						
23,127		General Reserve	-	-	-	No contribution to General Reserves anticipated	-	-
20,311		Asset Management	20,000	20,000	10,300	Build up Asset Management Reserve to fund major capital repairs/replacements from 2021/22 onwards	10,000	10,500
-		Election Reserve	-	-	-		-	-
1,500		Parish Van Replacement Reserve	3,000	3,000	4,000	Replace van 2022/23	-	-
44,938			<b>23,000</b>	<b>23,000</b>	<b>14,300</b>			
314,329		<b>Total Precept expenditure budget</b>	<b>317,770</b>	<b>318,998</b>	<b>334,730</b>		<b>315,122</b>	<b>325,167</b>

2020/21 shows actual figures against budgeted items. Some additional expenditure was incurred that was not budgeted e.g Covid/MCCR, FIT, allotment insurance, prior year reserve expenses etc.  
FIT receipts are paid to the Hub, allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable

**Melbourn Parish Council 2022/23 Detailed Expenditure Budget Workings by EDGE cost code**

2020/21 (Actual)	EDGE	Expense Heading	Budget item	2021/22 Budget		2021/22 (Forecast)		Forecast/	2022/23 Budget		Notes and queries:	2023/24	2024/25
£	£			£	£	£	£	Actual	£	£		Forecast	Forecast
			<u>Conservation</u>										
762		1000	Allotments	Water (two meters)	600	770		F	790			815	840
500		1000	Allotments	Bonfire clearance	500	600		F	600			625	650
249		1000	Allotments	Unplanned maint e.g asbestos clearance, water leak, signs, hedge cutting etc	500	500		F	500			500	510
	1,511						1,870			1,890		1,940	2,000
240		1100	Conservation	Christmas Tree and plants for tubs	300	300		F	300			360	370
3,085		1100	Conservation	Tree survey/ inspection (£650) plus tree works/ivy	4,500	4,500		F	5,500		Survey £624; Orchard Gate £1,425	4,000	4,120
3,030		1100	Conservation	Emergency tree works	3,000	3,000		F	3,000			3,590	3,700
		1100	Conservation	Project works - move Kohima Stone (2021/22); tree planting (2022/23)	4,000	4,000		F	2,000				
2,453		1100	Conservation	Unplanned e.g. fencing repairs	500	500		F	500		2020/21 replace fencing Worcester Way	540	550
	8,808						12,300			11,300		8,490	8,740
312		1150	Stockbridge Meadows	Refuse collection - extra bin from Nov 2021	325	440		F	490			510	530
70		1150	Stockbridge Meadows	Path cutting and rolling	300	300		F	300			310	320
123		1150	Stockbridge Meadows	Small repairs/Unplanned	500	250		F	500			510	530
	505						1,125			1,290		1,330	1,380
	7,770	1200	Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600)			8,670	F		8,670	Contract retendered 2021 - no change	8,670	9,000
5,820		1300	Public Open Space- Maintenance Contract	General Maintenance Contract (£460 per month) plus 3(?) extra cuts @ £300 per cut	6,420	6,420		F	6,420		£460 per month - plus 3 extra cuts - contract to be retendered 2021. No change	6,420	6,420
-		1300	Public Open Space- Maintenance Contract	Hopkins Homes open space maintenance (additional costs above commuted sum)	-	-			-		Monitor for 2 years and then include in precept as necessary	-	800
1,175		1300	Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	1,200	1,200		F	1,250		Extra work £1,000 (2020 = Worcester Way plus other hedge/leaf works)	1,300	1,350
	6,995						7,620	F		7,670		7,720	8,570
	25,588		Total Conservation				31,315			30,820		28,150	29,690
		2000	<u>Cemeteries</u>										
245		2000	1 Orchard Road	Rates	250	245		A	255			265	275
197		2000	1 Orchard Road	Utilities - Electricity and water	200	245		F	430		Assume large increase in electricity bills	445	465
380		2000	1 Orchard Road	Unplanned (2020/21 - path cleaning/moss spraying)	100	100		F	400			415	430
	822						550			1,085		1,125	1,170
749		2000	2 New Road	Rates	770	749		A	780			810	840
211		2000	2 New Road	Water	100	100		F	100		Water being used by VH developer - all but £100 pa recharged	100	105
1,940		2000	2 New Road	Tree & hedge work (incl hedge reduction)/ soil store empty/path edging	1,000	1,000		F	1,000			1,040	1,080
		2000	2 New Road	Pest control	400	-		F	-			-	-
2,110		2000	2 New Road	Cemetery bases/installation	1,250	600		F	1,300		Fewer needed 2021/22 due to number installed 2020/21	2,700	2,800
50		2000	2 New Road	Other/Unplanned (moss cleaning)	500	500		F	500			245	250
	5,059						4,020			3,680		4,895	5,075
	5,230	2100	Cemetery Contracts	Grounds Maintenance (£405.83 per month = £4,870 plus 3 extra cuts @ £360 each)			6,950	F		5,950	Contract 12 x £405.83 monthly fee = £4,870 plus 3 x extra cuts - total £5,950. No increase in tender 2021	5,950	6,200
	11,110		Total Cemetery				11,520			10,715		11,970	12,445
			<u>Play Areas and Recreation Grounds</u>										
214		3000	3 Play Areas	Playground maintenance - ROSPA inspection	220	214		A	220		Any additional playgrounds to be covered by commuted sum to start	230	300
-		3000	3 Play Areas	Playground maintenance - equipment repairs/renewals	1,500	1,500		F	1,500			1,550	1,650
1,248		3000	3 Play Areas	Refuse & dog bin collection - Moor playground & skateboard park, Clear Cresc playground	1,285	1,248		A	1,300			1,350	1,400
360			3 Play areas	Tree work plus edging	1,000	1,000		F	1,000			1,000	1,030
	1,822	3000	3 Play Areas	Other/Unplanned	195	195		F	200			200	200
							4,200			4,220		4,330	4,580
127		3200	Recreation Grounds	Electricity - old Rec (includes Fair)	185	185		F	370		Assume large increase in electricity bills	385	400
130		3200	Recreation Grounds	Pest control	600	1,000		F	650		Large issue this year - needs specialist treatment	650	680
1,560		3200	Recreation Grounds	Refuse & dog bin collection (10 bins)	1,610	1,560		A	1,620			1,690	1,755
9,190		3200	Recreation Grounds	Grounds Maintenance Contract (£755 x 12 = £9,060 plus 4 extra cuts @ £130)	9,580	9,580		F	9,580		Allow 4 x extra cuts. Contract retendered 2021 - no cost increase	9,580	9,970
980		3200	Recreation Grounds	Unplanned/other maintenance eg leaf collection, replacement bins etc	500	500		F	500			520	540
	11,987						12,475			12,720		12,825	13,345
136		3400	Pavilion	Cleaner	1,500	700		F	1,000		Assume return to normal activity levels 2022/23 and increased hourly cost	1,040	1,080
2,595		3400	Pavilion	Rates	2,675	2,595		A	2,700			2,800	2,900
1,743		3400	Pavilion	Utilities - electricity and water	1,300	1,300		F	2,500		Assume large increase in electricity bills; no school usage 2022/23	2,400	2,500
343		3400	Pavilion	Refuse Collection	355	348		A	360			375	390
365		3400	Pavilion	Maintenance - sanitary disposal (£300); septic tank (£150); drain clean (£300); cleaning materials/hand tow	900	900		F	900		Slight increase assumed due to school use + annual drain clean	930	960
298		3400	Pavilion	Maintenance - Legionella risk assessment	220	300		F	300			315	330
348		3400	Pavilion	Maintenance - Services - Burglar alarm £100/fire extinguishers £50/boiler service £200/PAT test £50	400	400		F	400			405	410
395		3400	Pavilion	Unplanned repairs & maint (eg drain repairs, heating repairs, replacement equipment)	1,000	1,200		F	1,000		£1030 to date - any more? Heating repairs	1,040	1,080
-		3400	Pavilion	Maintenance projects	-	-			-		Potential replacement of air source heat pump 2022/23 - to be funded from AMR		
	6,224						8,350			9,160		9,305	9,650
	20,033		Total Play & Rec				25,025			26,100		26,460	27,575
			<u>Finance &amp; General Purpose</u>										
	1,525	4000	Audit, Legal & Professional Fees	Internal Audit (£400) , External Audit (£1,300), land searches			3,400	F		1,750	Valuation every 5 yrs (done 2021)	1,800	1,900
-		4200	Contingency	Unplanned expenditure items			1,500	F			Removed - unplanned expenditure to be authorised from reserves	-	-
		4300	Warden Materials and Equipment:										
392		4300	2 Materials	Materials, mower fuel	350	500		F	500			520	540
258		4300	3 Equipment	Equipment - PPE equipment, tools etc	500	500		F	500		Any specific equipt required next year?	520	540
1,144		4300	4 Parish Van Expenses	Insurance, tax, MOT, fuel, repairs	1,350	1,500		F	1,400		Van to be replaced 2022/23 (replacement cost funded from ring-fenced reserve)	1,460	1,515
	1,794		Total Warden Materials and Equipment				2,200			2,400		2,500	2,595
7,562		4500	Insurances				7,800	A		12,550	New 3 yr deal from 2021 (includes revalued assets)	13,000	13,530
1,192		4700	Membership of societies	CAPALC (£870), SLCC x2 (£350) , ICCM (£100), ACRE (£50)			1,340	F		1,370		1,425	1,480
343		4900	Parish Clock	Service (£200); minor repairs (£200)			1,350	F		400	2021/22 budget included training (not required); budget for service and one repair	415	430
		5000	Parish Office:										
616		5000	1 IT/phone	Website hosting (£200)plus domain names (bi-yearly) plus Glassblade plug-in (£40) plus £200 for website re	350	259		F	250		2020/21 incl website reinstatement & accessibility work. £200 website working party 2021/22 (not needed)	300	270
1,250		5000	1 IT/phone	IT support /back-up(£131 p/m)	1,500	1,500		F	1,600			1,665	1,730
-		5000	1 IT/phone	Mobile phone top-ups for wardens/other staff	50	-		F	-			-	-
	1,866						1,900			1,850		1,965	2,000
330		5000	2 Office Supplies	Stationery, tea, coffee etc	500	350		F	500			520	540
1,362		5000	3 Photocopier Rent and Printing Costs	Rent (£550) plus printing	850	1,200		F	1,200			1,250	1,300
-		5000	4 Parish Office Sundries	Publications, awards, reference books, shredding , unplanned etc	100	250		F	198			210	220
97		5000	5 Postage		120	50		F	100			105	110
13,400		5000	6 Office Licence Fee		13,400	13,400		A	14,000			14,000	14,600

465	5000	7 Office Cleaner		280	260	F	280	2020 includes extra cleaning due to Covid 19	290	300
1,946	5000	8 Software Licences	Adobe £220/Payroll Software £75/Edge accounting software £1,500/ Zoom £135	2,200	1,930	F	2,000	Parish Online not needed (via ins); Zoom continuation preferred	2,100	2,150
	5000	9 Contractors								
2,447	5000	9.3 Litter Picker	Litter picking plus equipment (say 8 hours per week/48 weeks + equipt)	2,800	2,800	F	4,000	CL to check if more hours can be accommodated by litter pickers	4,160	4,330
-	5000	9.4 DPO	CAPALC membership scheme	75	50	A	60		65	70
2,447		Total Contractors		2,875	2,850		4,060		4,225	4,400
44				1,500	1,500	F	2,500		200	220
	5000	10 Office furniture & equipment	New PC x laptop 2021/22; 2022/23 - new PCs or laptop x 2 + new large screens							
		Total Parish Office		23,725	23,549		26,688		24,865	25,840
21,958	5100	Salaries and Pensions		71,750	67,700	F	73,600	Salary budget with HR panel for checking. Assumes 4% increase plus some extra hours	76,500	79,600
72,689	5300	Sundry Expenses	ICO registration fee, defibrillator pads/batteries; Poppy Wreath etc	113	450	F	150	2021/22 included £360 meeting room hire during Hub refurb	155	160
52	5400	Training	Clr training programme ( election 2022 - new counsellors?). Plus staff training	1,500	1,600	F	1,500	2020/21 low due to pandemic and Zoom delivery; 2021/22 includes CILCA reg/training	1,550	1,600
535	5700	Pension Scheme Service Charges		440	432	F	440		440	440
432	5900	Bank charges - current a/c	Potentially two current accounts?	400	200	F	400		405	410
187	6000	Grants payable	Community Rail Partnership (£700) plus Grinnel Hill insurance (£1,900), mobile wardens (£5,000)	7,450	7,450	F	7,600	Grinnell Hill Insurance (£1,900)/Mobile Wardens (£5,000), CRP (£700)	7,900	8,200
700	6005	Grant funding MAYD	50% MAYD	6,000	6,000	A	6,000	Research to be done by Groundwork. Excess costs can come from Community Ben application	12,000	12,000
-	6200	Staff and Councillor expenses	Travel to training etc	200	-	F	200	Assume f2f training 2022/23	200	200
		Community Hub:								
15,000	6400	Community Hub -maintenance/replacements	Maintenance Grant	15,000	15,000	A	15,000		15,000	15,000
406	6401	Community Hub -maintenance/replacements	Maintenance - services: fire alarms(£300), fire extinguishers (£150), boiler service (£130), burglar alarm (£10 airconditioning x2 (£180) , stair lift (£300), PAT test (£50), legionella risk assess (£220)	1,420	1,420	F	1,430		1,460	1,500
	6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	930	930	F	940		940	950
930	6401	Community Hub -maintenance/replacements	Small repairs/replacements (minor repairs, equipt replacements)	500	500	F	500		525	550
244	6401	Community Hub -maintenance/replacements	Unplanned and emergency e.g. major equipt repairs/leaks etc (2020/21 covid safety screens)	1,500	1,500	F	2,500	Oven repairs expected 2022/23	1,550	1,600
3,337	6401	Community Hub -maintenance/replacements	Maint Projects 2020/21 - per list (sign overspend in 2021/22		1,000	F				
2,786	6401	Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list (IT Server upgrade)	2,500	2,472	A			5,000	5,200
	6401	Community Hub -maintenance/replacements	Maint Projects 2022/23 - per list (see project tab)				6,500			
		Total Community Hub - maintenance/replacements		6,850	7,822		11,870		9,475	9,800
7,703	6450	PWLB Hub Interest		28,098	28,098	A	27,876		27,643	27,400
28,311	6451	PWLB Hub Capital		4,856	4,856	A	5,078		5,311	5,554
4,643	6452	PWLB Car Park Interest		5,632	5,632	A	5,314		4,986	4,649
5,942	6453	PWLB Car Park Capital		11,255	11,255	A	11,574		11,902	12,239
10,945	6500	Covid 19 and MCCR		-	-	F	-		-	-
12,610	6600	Timebanking expenses	Software (£130), phone (£160), mileage/travel (£80), other (£100)	650	450	F	470	Cheaper phone deal/handset paid; assume some travel 2022/23	490	510
459	6700	War memorial		-	-		-		-	-
-	6800	Election costs	Election year 2022 - uncontested election costs SCDC (16 seats @ £15)		-		240	Contested election costs to come from Election Reserve/General Reserve CHECK No.of electors	-	-
-	6900	Community events	Queens Jubilee event/commemorative items/bench	-	-		4,000			
	7100	Car Park - rates, utilities and maintenance		-	-		-			
11,976	7100	Car Park	Rates	12,350	11,976	A	12,450		12,950	13,470
1,483	7100	Car Park	Electricity	1,085	1,350	F	2,700	Assume large increase in electicity bills	2,800	2,920
136	7100	Car Park	Water - sewerage and fresh	175	175	F	175		180	185
30	7100	Car Park	PAT testing - workshop	100	30	F	30		35	35
246	7100	Car Park	Contingency eg signage/CCTV repairs	490	490	F	500		500	525
		Total Car Park		14,200	14,021		15,855		16,465	17,135
208,453	201924	Total Finance and General		215,710	215,685		232,325		234,427	240,672
		Planning:								
-	7000	Community Development	Futures Working Party - leafleting (£200), MVAS, signage etc (£4,800) (see project costs)	5,000	5,000	F		£2,244 to date (2021/22); bal to be reallocated to other traffic calming. No extra 2022/23		
	7050	Community Development	Parish Planning - consultation event/leaflets re s106 etc	-			1,000			
		Highways:								
-	8000	Highways and Footpaths	Gully cleaning (2021/22)	3,000	3,000	F		Gully cleaning budgeted 2021/22 - carried out by CCC Highways; funds to be reallocated to LH drains 2021/22	-	-
	8000	Highways and Footpaths	LHI scheme funding 2022/23				11,500	£11,500 agreed by MPC for traffic calming/LHI bid		
2,415	8100	Street Lighting	Electricity (to be retendered 2022)	1,750	1,200	F	2,500	Reduction in charges this year due to new certificate but large increase in electricity bills expected 2022/23	2,575	2,675
2,415		Total Highways		4,750	4,200		14,000		2,575	2,675
		Rental Property:								
450	9000	Littlehands	Annual drain clean	450	905	A	470		490	510
195	9000	Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, drain clearance and drainage patch	1,000	545	F	1,000		1,050	1,100
1,147	9000	Littlehands	Maintenance projects - see tab (2022/23 - replace windows)	-	4,000	F	4,000	2021/22: £4,000 unbudgeted spend for drains work anticipated (Total £8k but £4k from budget reallocations)	-	-
	6023	Total Rental Property		1,450	5,450		5,470		1,540	1,610
269,391		Total expenditure excluding contributions to Reserves		294,770	295,998		320,430		305,122	314,667
		Contributions to Reserves								
23,127		General Reserve		-			-		-	-
20,311		Asset Management		20,000	20,000		10,300		10,000	10,500
-		Election Reserve		-	-		-		-	-
1,500		Parish Van Replacement		3,000	3,000		4,000	Van to be replaced 2022/23; £6,000 already in reserve.	-	-
314,329		Total Expenditure including contributions to Reserves		317,770	318,998		334,730		315,122	325,167

**Melbourn Parish Council**

**Project and Discretionary Items recommended for inclusion in 2022/23 budget**

		Funding Source			
		Precept	s106	Asset Mgt	Comm Ben
EDGE		2,000			
1100	Tree planting				
1150	Stockbridge Meadows Boardwalk		TBC		Any additional costs above original allocation to be funded from s106
3000/3	Major play equipment/ fitness equipt		TBC		s106
3000/3	Gate at entrance to The Moor			5,000	AMR
3400	Pavilion - air source heat pump		TBC		AMR
4900	Parish clock - repair chimes			TBC	Community Benefit - costs TBC
6700	War memorial - rear paths x 2		10,000		s106
6900	Queens Jubilee commemoration event/benches etc	4,000			
7050	Parish Consultation Event(s)	1,000			Consultation costs
9000	Little Hands windows replacement	4,000			
		11,000	10,000	5,000	-
6401	<b>Melbourn Hub 2022-23 Projects</b>				
	Convection oven	1,500			
	Espresso Machine & Coffee Grinder	4,000			
	Coffee Grinder	1,000			
	Liquidiser & deep fat fryer				800 s106 kitchen refurb balance
		6,500	-	-	800
Total projects 2022-23		17,500	10,000	5,000	800
Contributions to reserves:					
	Parish Van	4,000			
	AMR - top up (potential large exp 2022/23)	10,300			
	General reserve	-			Forecast 5.7 mnths; review actuals at year end and decide if transfer needed from AMR
Total Reserves contributions 2022/23		14,300			



## Melbourn Parish Council Forecast Reserves at 31st March 2022

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2021	150,000	51,813	2,775	3,000
2021/22 Income - forecast	320,829			
2021/22 Expenditure - forecast	(295,998)			
Reserve movements -tfr to Parish Van reserve (2021/22 budget)	(3,000)			3,000
Reserve movements - tfr AMA (2021/22 budget)	(20,000)	20,000		
Closing Balance at 31st March 2022 (forecast)	151,831	71,813	2,775	6,000
Budgeted 2021/22 contribution to General Reserve	-			
Forecast Movement in General Reserve	1,831			
Difference	1,831			
General reserve target = 6 mnths x budgeted expenditure	160,215	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	151,831	5.7 months		
Difference	(8,384)			
Budgeted reserve contributions 2022/23	-	No contribution to general reserve required 2022/23		
What to do with any surplus 2021/22 - AMR or reduce precept?				



**Melbourn Parish Council Precept 2022-23****Detailed spending plans****(required by SCDC for precepts over £140,000)**

	<b>2021-22 Gross</b>	<b>2021-22 Net</b>	<b>2022-23 Gross</b>	<b>2022-23 Net</b>
Conservation, parks, recreation and planning	72,860	56,890	68,635	54,085
Highways, footpaths and lighting	4,750	4,750	14,000	14,000
Election costs	-	-	240	-
Corporate Management	217,160	190,660	237,795	211,045
Asset Management/Reserves	23,000	23,000	14,300	14,300
Total	317,770	275,300	334,970	293,430
Contribution from Balances		-		-
<b>Amount of Precept</b>	317,770	<b>275,300</b>	<b>334,970</b>	<b>293,430</b>

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4829	BACS2112 201stGLASS	£93.00	£15.50	£77.50 16/11/21	1st Glass Services - Replace damaged window at pavilion (kitchen side)	£93.00
		£93.00	£15.50	£77.50 1st Glass Services - Total		
4859	DD211220 THREE	£13.00	£2.17	£10.83 18/11/21	3 Business Services - Timebank phone - up to 17 Nov	£13.00
		£13.00	£2.17	£10.83 3 Business Services - Total		
4871	DD211221 BGASORG	£10.12	£0.48	£9.64 02/12/21	British Gas - Electricity bill - old rec ground 30/10/21 - 30/11/21 - actual	£10.12
4872	DD211229 GASWSHOP	£350.10	£58.35	£291.75 13/12/21	British Gas - Workshop electricity - 09/11-09/12/21 read	£350.10
		£360.22	£58.83	£301.39 British Gas - Total		
4830	BACS2112 20CANALBS	£145.57	£0.00	£145.57 18/11/21	Canalbs Ltd - Independent Internal Audit for mid year 2021/2022	£145.57
		£145.57	£0.00	£145.57 Canalbs Ltd - Total		
4863	BACS2112 20DPETTI FER	£98.01	£0.00	£98.01 28/11/21	David William Pettifer - November Litter picking	£98.01
		£98.01	£0.00	£98.01 David William Pettifer - Total		
4852	DD211208 DRAX	£2.23	£0.11	£2.12 25/11/21	Drax (Haven Power) - Street lighting - unmetered supply 01/10-31/10/21	£2.23
4851	DD211209 DRAX	£2.50	£0.12	£2.38 25/11/21	Drax (Haven Power) - Street lighting - unmetered supply 01/10-31/10/21	
4853	DD211209 DRAX	£19.91	£0.95	£18.96 25/11/21	Drax (Haven Power) - Street lighting - unmetered supply 01/10- 31/10/21	£22.41
		£24.64	£1.18	£23.46 Drax (Haven Power) - Total		
4819	DD211205 DVLA	£24.06	£0.00	£24.06 05/12/21	DVLA - Parish Van road tax - instalment 9 of 12	£24.06
		£24.06	£0.00	£24.06 DVLA - Total		
4873	DD211221 EONORC	£12.75	£0.61	£12.14 06/12/21	e.0n - Electricity - Orchard Road Cemetery 01/11/21- 30/11/21 estimated	£12.75
		£12.75	£0.61	£12.14 e.0n - Total		

Signature

Signature

Date

15/12/21 03:10 PM Vs: 8.66.00

Page 1

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4886	BACS2112 20	£216.00	£36.00	£180.00 25/11/21	Fieldgate Nurseries - Xmas tree	£216.00
		£216.00	£36.00	£180.00	Fieldgate Nurseries - Total	
4833	BACS2112 20H&CGM	£168.00	£28.00	£140.00 19/11/21	Herts & Cambs Ground Maintenance Limited - Clear leaves from old rec	
4847	BACS2112 20H&CGM	£487.00	£81.17	£405.83 26/11/21	Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4848	BACS2112 20H&CGM	£747.00	£124.50	£622.50 26/11/21	Herts & Cambs Ground Maintenance Limited - Verge cutting - Sep (1/12)	
4849	BACS2112 20H&CGM	£906.00	£151.00	£755.00 26/11/21	Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4850	BACS2112 20H&CGM	£552.00	£92.00	£460.00 26/11/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Nov 1/12	£2,860.00
		£2,860.00	£476.67	£2,383.33	Herts & Cambs Ground Maintenance Limited - Total	
4862	BACS2112 20LUCID	£157.20	£26.20	£131.00 01/12/21	LUCID Systems - Covered agreement - Jan	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	
4865	BACS2112 20MWYER	£106.92	£0.00	£106.92 05/12/21	Mark Wyer - Litter picking	£106.92
		£106.92	£0.00	£106.92	Mark Wyer - Total	
4831	BACS2112 20HUB	£4.55	£0.76	£3.79 23/11/21	Melbourn Community Hub Management Group - Credit note - Timebank phone - refund for partial month	
4870	BACS2112 20HUB	£345.19	£0.00	£345.19 26/11/21	Melbourn Community Hub Management Group - FiT energy Hub solar panels 17/06/21-15/09/21	£340.64
		£12,340.64	£1,999.24	£10,341.40	Melbourn Community Hub Management Group - Total	
4837	BACS2112 20MLIBRARY	£600.00	£0.00	£600.00 25/11/21	Melbourn Community Library - Community Benefit Grant	£600.00
		£600.00	£0.00	£600.00	Melbourn Community Library - Total	

Signature

Date

Signature

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4858	DD211201 NOW	£43.20	£7.20	£36.00 01/12/21	Now Pensions - Employer Service Charge December 2021	£43.20
4828	BACS2112 05RICOH	£318.54	£53.09	£265.45 05/11/21	Ricoh UK Limited - Printing 01/08/21 -31/10/21 and copier rent 01/11/21-31/01/22	£318.54
		£318.54	£53.09	£265.45	Ricoh UK Limited - Total	
4784	DD211208 WBWS	£5.50	£0.00	£5.50 08/12/21	Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total	
4782	DD211201 SCDCNR	£75.00	£0.00	£75.00 01/12/21	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 9 of 10	£75.00
4420	DD211201 SCDCPAV	£38.71	£0.00	£38.71 01/07/21	South Cambs District Council - Pavillion - Fortnightly waste collection installment 6 of 9	£38.71
		£113.71	£0.00	£113.71	South Cambs District Council - Total	
		£5,574.69	£0.00	£5,574.69	Confidential items – salaries, NI & pensions	

### Items Already Paid (Clerk and RFO delegated authority):

4841	BACS2112 01RAINBOWS	£820.67	£0.00	£820.67 25/11/21	1st Melbourn Rainbows - Community Benefit Grant	£820.67
		£820.67	£0.00	£820.67	1st Melbourn Rainbows - Total	
4860	BACS2112 01BROWNST	£6,372.00	£1,062.00	£5,310.00 16/08/21	Brownstone Building Services Ltd - Part of invoice 1184 Works on Hub extension project	£6,372.00
		£6,372.00	£1,062.00	£5,310.00	Brownstone Building Services Ltd - Total	
4844	BACS2112 01HOMESTART	£2,402.56	£0.00	£2,402.56 25/11/21	Home Start (Royston) - Community Benefit Grant	£2,402.56
		£2,402.56	£0.00	£2,402.56	Home Start (Royston) - Total	
4861	BACS2112 01HAYMAN	£1,890.00	£315.00	£1,575.00 18/10/21	Mark Hayman Insurance Services Ltd - Grinnel hill BMX insurance	£1,890.00
		£1,890.00	£315.00	£1,575.00	Mark Hayman Insurance Services Ltd - Total	

Signature

Date

Signature

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
<b>Items Already Paid (Clerk and RFO delegated authority) continued:</b>						
4855	BACS2112 01HUB	£12,000.00	£2,000.00	£10,000.00	18/10/21 Melbourn Community Hub Management Group - Rebill 46.41448% of initial Electrical works quote	£12,000.00
4840	BACS2112 01MELBO URNFC	£3,183.00	£0.00	£3,183.00	25/11/21 Melbourn Football Club - Community Benefit Grant	£3,183.00
		£3,183.00	£0.00	£3,183.00	Melbourn Football Club - Total	
4843	BACS2112 01MPLAY GROUP	£160.00	£0.00	£160.00	25/11/21 Melbourn Playgroup - Community Benefit Grant	£160.00
		£160.00	£0.00	£160.00	Melbourn Playgroup - Total	
4842	BACS2112 01SQUASH CL	£1,560.00	£0.00	£1,560.00	25/11/21 Melbourn Squash Club - Community Benefit Grant	£1,560.00
		£1,560.00	£0.00	£1,560.00	Melbourn Squash Club - Total	
4838	BACS2112 01RELATE	£1,500.00	£0.00	£1,500.00	25/11/21 Relate Cambridge - Community Benefit Grant	£1,500.00
		£1,500.00	£0.00	£1,500.00	Relate Cambridge - Total	
4839	BACS2112 01RMRG	£470.00	£0.00	£470.00	25/11/21 River Mel Restoration Group - Community Benefit Grant	£470.00
		£470.00	£0.00	£470.00	River Mel Restoration Group - Total	
4854	BACS2112 01RECO	£34.00	£0.00	£34.00	30/11/21 Royston Eco Cleaning Company - Pavilion Cleaning x 2	£34.00
		£34.00	£0.00	£34.00	Royston Eco Cleaning Company - Total	
4846	BACS2112 01TIMEBA NK	£120.00	£0.00	£120.00	25/11/21 Time Banks UK - Annual Bronze Membership	£120.00
		£120.00	£0.00	£120.00	Time Banks UK - Total	
4836	BACS2112 01UNIFEN CING	£3,600.00	£600.00	£3,000.00	13/11/21 Universal Fencing Ltd - Deposit for Oak Knee rail fencing	£3,600.00
		£3,600.00	£600.00	£3,000.00	Universal Fencing Ltd - Total	
<b>Total</b>		<b>£45,219.88</b>	<b>£4,653.69</b>	<b>£40,566.19</b>		

Signature

Date

Signature



URL: <http://www.canalbs.co.uk/>  
Email: [admin@canalbs.co.uk](mailto:admin@canalbs.co.uk)

**canalbs**  
**ltd**

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

## **Independent Internal Audit Service for Parish and Town Councils**

---

17<sup>th</sup> November 2021

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Mid Year 2021/2022

I have undertaken a face to face audit session subject to covid 19 regulations and the following observations and recommendations can be found in my attached report. I would remind the council that it is not in my remit to be responsible for the accuracy of the accounts.

I look forward to arranging my year end visit.

Yours sincerely

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

I am pleased to say that this report has only observations of good practice and a strong risk management policy found in my spot check. It is a pleasure to audit a Council that, after considerable work over the past few years, has managed to create a proactive regime.

### THE COUNCIL

It is therefore a pity that there are currently six vacancies but it is hoped that these will be filled with the next Elections due in 2022.

- All Declarations of Acceptance of Office and Register of Interest Forms have been updated.
- Councillors have attended on line training regarding the New Code of Conduct which has been adopted by the Council.
- The Assistant Clerk, Sophie, is making good progress with her CiLCA training on line.

### INSURANCE

The policy had reach the end of a three year contract Came and Co only provided one quote with an increase in premium of more than 100% so the Council went out to tender and have accepted a three year deal from BHIB with Aviva.

- The policy includes Data Breach cover
- All buildings have been re-valued
- The Council is under the population limit

### PLAYGROUNDS

- Weekly inspections have continued to be undertaken by the wardens.
- The Maintenance Committee have a robust tracking system for any repairs required.
- RoSPA undertook its Annual Inspection and picked up some faults in the new ground which are currently being addressed. The old ground was satisfactory.

### EMPLOYMENT

The six monthly staff appraisals have been undertaken with a view to achieving positive outcomes. Good risk management and record keeping.

### ALLOTMENTS AND BURIAL GROUND

The fees have remained at current levels with no problems reported.

There is currently a question about adopting the access road to the new cemetery.

Jacquie Wilson (Mrs)  
Director