

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 21 March 2022, 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), Clark, Kilmurray

Absent:

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

FG049/21 To receive and approve apologies for absence

Apologies received from Cllr Hart with acceptable reasons given.

It was:

RESOLVED to accept Cllr Hart's apologies for absence.

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

FG050/21 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.

FG051/21 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.

None in attendance.

FG052/21 To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021

It was:

RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021 as an accurate record.

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

FG053/21 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 December 2021

FG040/21 Noted that a saving of £7 would be made by paying road tax in one annual payment.

Future road tax to be paid in a single annual payment.

FG045/21 Update on Asset Management Reserve meeting. To be discussed further under FG056/21.

FG054/21 To review the Timetable for Recurring Agenda Items

Item to be included for December meeting for Annual Review of Effectiveness of Internal Audit. Also to correct last row for June items to standardize abbreviation to 'Jun'.

Signed:..... Dated:

It was:
RESOLVED to approve the updated Timetable of Recurring Agenda Items as amended.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG055/21 To note quarterly VAT return/refund

Noted that VAT claim submitted up to 31 December 2021 - £6,804.83. Refund received on 31 January 2022.

FG056/21 To receive an update on the Asset Management Reserve

Noted that a meeting was held on 9 March 2022. Review of assets and estimate of ongoing maintenance costs and frequency of repairs to be progressed.

FG057/21 To review the Fixed Assets Register

Thanks were noted to the RFO for her work on this. Noted that asset verification exercise is to be carried out. **ACTION:** Clerk to provide Cllr Clark with list of assets to be included.

It was:
RESOLVED to approve the updated fixed asset register.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

FG058/21 To consider reviewing publication of policies, procedures and guidance documents

Discussion with regard to need to rationalize published policies in order to ensure information available to the public is relevant and meaningful. **ACTION:** Clerk to seek advice on CAPALC on policies that must be published.

FG059/21 Policies: To consider and review policies as per Policy Review Schedule:

- a) To consider approving the draft Procurement Policy

It was:
RESOLVED to recommend approval of the Procurement Policy to full Council.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider approving the draft Investment Strategy for 2022/23

Discussion with regard to increased admin associated with opening additional account. Discussed increasing amount in existing accounts with a review in 6 months. Also to review Charity Bank account once this matures.

It was:
RESOLVED to recommend approval of the updated draft Investment Strategy for 2022/23 to full Council.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To consider approving the draft Income and Receipts Procedure

It was:
RESOLVED to recommend approval of the draft Income and Receipts Procedure to full Council.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

- d) To consider approving the revised Safeguarding Policy and Procedure

It was:
RESOLVED to recommend approval of the amended Safeguarding Policy and Procedure to full Council.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

FG060/21 To note date of next meeting: 20 June 2022

The date of the next meeting was confirmed as 20 June 2022.

The meeting closed at 20:09

Signed:..... Dated:

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

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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

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	Jun
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
Annual Review of Effectiveness of Internal Audit		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 next due April 2023	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 21 March 2022

Melbourn Parish Council
Asset Register
Total year ended 31 March 2022

Land	£36.00
Buildings	£1,593,989.36
Community Assets	£11,001.00
Plant, Equipment & Vehicles	£571,917.93
Total	<u>£2,176,944.29</u>

NOTE HUB
EXTENSION TO BE
ADDED

Fixed Asset reconciliation year ended 31 March 2022

Opening balance 01/04/21 £2,141,178.14

Changes in year:

MVAS unit	16/07/2021	£2,006.17	
Cemetery Gates	2011	£22,500.00	Added to register - not on there in previous years
Electric bike	10/08/2021	£400.00	
Commemorative tree bench	17/08/2021	£749.98	
Kenwood mixer	28/10/2021	428.34	
Laptop & Software	22/12/2021	484.16	
Oak railing The Cross	24/01/2022	8377.5	
Defib cabinet	03/03/2022	495	
Tripod ladder	03/03/2022	325	
Closing Balance 31/03/22		£2,176,944.29	

Difference £0.00

Melbourn Parish Council Asset Valuation Policy

Wherever possible assets are included at historic cost.

Where historic cost is not known a proxy estimated value has been used.

Assets that have been gifted to the parish or transferred from a principal authority eg via s106 agreements are included at a nominal value of £1.

Assets remain at historic cost/proxy value unless work has been done that significantly extends their useful life or enhances their size. In which case enhancement costs are added to the total asset value.

Assets under £200 cost are not included in the asset register but are noted on the inventory sheet.

Melbourn Parish Council Asset Register - Land						
		Asset Details				
Location	Address	Use	Area	Current Value	Maintenance	Statutory
83 High Street	High Street	Gardens	?	1.00	Yes	
All Saints Church Yard	Station Road	Burial	Owned by Church	Maintained by Parish council	Yes	Yes
Allotments	The Moor	Leisure activities	3.5 Acre	1.00	Yes	Yes
Allotments	Greys	Leisure activities	?	1.00	Yes	Yes
Armingford Crescent		Open Space	?	1.00	Yes	?
Beechwood Avenue	Beechwood Avenue			1.00	Yes	
Beechwood Avenue Verge 1	Junction Water Lane SE side	Verge		1.00	Yes	
Beechwood Avenue Verge 2	Junction Water Lane NW side	Verge		1.00	Yes	
Beechwood Avenue Verge 3	Junction Cedar Close SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 4	Junction Cedar Close N side	Verge		1.00	Yes	
Beechwood Avenue Verge 5	Junction Ash Grove S side	Verge		1.00	Yes	
Beechwood Avenue Verge 6	Opposite Ash Grove turning	Verge		1.00	Yes	
Beechwood Avenue Verge 7	Junction Ash Grove N side	Verge		1.00	Yes	
Beechwood Avenue Verge 8	Junction Maple Way SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 9	Junction Maple Way NW side	Verge		1.00	Yes	
BMX Site	London Way	Leisure activities	2.7 Acre	1.00	Yes	Yes
Car Park	High Street	Parking	0.6 Acre	1.00	Yes	Yes
Car park and access road	Little Hands	Parking/access		1.00		
Chalkhill Barrow	Water Lane	Open Space	?	1.00	Yes	?
Clear Crescent Play Area	Clear Crescent	Leisure activities	0.51 Acre	1.00	Yes	Yes
Elm Way	Elm Way	Leisure activities	0.5 Acre	1.00	Yes	?
Golden Jubilee Orchard		Orchard	?	1.00	Yes	?
Haggers Close	Land to SW side of Haggers Close	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Millenium Copse	Adjacent to Recreation Ground	Leisure activities	2.9 Acre	1.00	Yes	?
New Recreation Ground (1)	The Moor	Leisure activities	9.5 Acre	1.00	Yes	Yes
New Road Cemetery	Of Victoria Way	Burial	2.9 Acre	1.00	Yes	Yes
Old Recreation Ground		Leisure activities	3.0 Acre	1.00	Yes	Yes
Orchard Road	opposite Orchard Gate	Verge		1.00		
Old Fire Engine House	Station Road	Storage	Station Road	1.00	Yes	Yes
Orchard Road Cemetery	Orchard Road	Burial	2.0 Acre	1.00	Yes	Yes
Stockbridge Meadows	Dolphin Lane	Leisure activities	15 Acre	1.00	Yes	?
The Moor Play Area	The Moor	Leisure activities	Included in (1)	1.00	Yes	Yes
Village Hub - land	High Street	Local Community and Business Activity	0.3 Acre	1.00	Yes	Yes
War Memorial - land	The Cross	Memorial		1.00	Yes	Yes
Worcester Way	Worcester Way	Leisure activities	0.5 Acre	1.00	Yes	Yes
TOTAL				36.00		

Insurance Value*

51,000.00

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Buildings											
Properties	Land location	Use	Asset Details								
			Historic Cost FY21/22	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
The Hub	30 High Street	Local community activities	£612,150.00	89	£1,994,000.00			18/12/2013	18/12/2014	Yes	Yes
Little Hands Nursery	New Recreation Ground	Nursery tenancy	£490,751.00	88	£1,648,000.00					Yes	Yes
Sports Pavilion	New Recreation Ground	Sports and leisure activity	£208,425.00	84	£1,134,000.00	Pavilion Assets	037			Yes	Yes
Old Fire Engine House	Station Road	Storage	£31,660.93	87	£99,000.00					Yes	Yes
Workshop	Car park, High Street	General storage	£1,200.00	136	£171,000.00						
Cemetery Lychgate	Orchard Road cemetery	Entrance facility	£28,702.73	86	£154,000.00					Yes	
Cemetery Shed	Orchard Road cemetery	Cemetery maintenace	£6,899.70	85	£69,000.00					Yes	Yes
Church yard wall	Station Road and High Street	Earth retention	£214,200.00	134	£582,000.00					Yes	?

TOTAL £1,593,989.36

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Community Assets

Asset Details											
Asset	Location	Use	Historic Cost FY21/22	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
War Memorial	Cross	Memorial	£1.00	90	£114,000.00					Yes	
Church Clock (not owned by PC)	Church tower	Parish Clock									Yes
Millenium Plaque	A10	Memorial	£1,000.00	189						Yes	
Village Sign	The Cross	Village Identity	£10,000.00	190						Yes	
TOTAL			£11,001.00								

Owned by church; maintained by MPC

* Insurance value based on professional valuation Sept 2021

Location		Asset Details														Disposals	
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY21/22	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services		Statutory
Vehicles:																	
Car Park		Parish Van	1			Maint Equip Photos	15.jpg 16.jpg 17.jpg		£1,150.00		111			Yes		Yes	
Play Equipment:																	
Clear Crescent Play Area		Wicksteed Safety Grass		96 Units					£4,032.00		71			Yes			
Clear Crescent Play Area		Special flexi swing 3 bay + 1 basket							£6,297.00		72			Yes		Yes	
Clear Crescent Play Area		Simulator with polythene deck							£2,395.00		73			Yes		Yes	
Clear Crescent Play Area		Keystone metal seat							£550.00	No.1	74						
Clear Crescent Play Area		Keystone metal seat							£550.00	No.2	75						
Clear Crescent Play Area		Keystone metal litter bin							£441.00		76						
Clear Crescent Play Area		Special woodland grizzly							£19,028.00		77			Yes		Yes	
Clear Crescent Play Area		Jungle swing trail							£2,547.00		78			Yes			
Clear Crescent Play Area		Shimmy ropes							£324.00		79			Yes		Yes	
Clear Crescent Play Area		Log steps	8 off						£1,000.00		80			Yes			
Clear Crescent Play Area		Mounding	8sq metres						£328.00		81						
Clear Crescent Play Area		Eco tumble surfacing (50mm)	54 units						£5,832.00		82			Yes			
Clear Crescent Play Area		Eco tumble surfacing (50mm)	40 units						£3,680.00		83			Yes			
Clear Crescent Play Area		Oak Seat	2						£1,000.00		200			Yes			
Clear Crescent Play Area		Furnitube seat	2						£580.00		201			Yes			
Clear Crescent Play Area		Picnic Table	1						£440.00		202			Yes			
Clear Crescent Play Area		Mounding & Logs - 2012	1		2012				£3,122.00		291						
Clear Crescent Play Area		Boulders - 2012	4		2012				£580.00		292						
Clear Crescent Play Area		slide safety surfacing - 2012	18		2012				£1,746.00		293						
Clear Crescent Play Area		slide - 2012	1		2012				£7,166.00		294						
Clear Crescent Play Area		zipwire - 2012	1		2012				£7,119.00		295						
Clear Crescent Play Area		Zipwire safety grass - 2012	16		2012				£672.00		296						
Clear Crescent Play Area		Train station - 2012	1		2012				£448.00		297						
Clear Crescent Play Area		Toadstools - 2012	3		2012				£804.00		298						
Clear Crescent Play Area		Wooden Train + Carriage - 2012	1		2012				£1,712.00		299						
Clear Crescent Play Area		Eco tumble surfacing (40mm) - 2012	128		2012				£12,416.00		300						
Clear Crescent Play Area		Flying Bats cog spinner - 2012	1		2012				£799.00		301						
Clear Crescent Play Area		Roly Poly Mirror Panel - 2012	1		2012				£739.00		302						
Clear Crescent Play Area		Make it Rain play panel - 2012	1		2012				£857.00		303						
Clear Crescent Play Area		Bongos play panel - 2012	1		2012				£1,117.00		304						
Clear Crescent Play Area		Keyston Metal Seat (green) - 2012	1		2012				£555.00		305						
Clear Crescent Play Area		Keyston Metal Bin (green) - 2012	1		2012				£441.00		306						
Clear Crescent Play Area		Self-closing gate (yellow) - 2012	1		2012				£891.00		307						
Clear Crescent Play Area		Vehicle gate (yellow) - 2012	1		2012				£1,626.00		308						
Clear Crescent Play Area		log posts (29 metres) - 2012	1		2012				£2,784.00		309						
The Moor Outdoor Arena		Basket Ball Arena		Hoop & Board					£1,500.00		55					2020 Dismantled	
The Moor Outdoor Arena		Basket Ball Arena		Fence					£500.00		56						
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.1	58			Yes			
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.2	59			Yes			
The Moor Play Area		Spring Horse							£2,500.00	No.1	60			Yes		Yes	
The Moor Play Area		Spring Horse							£2,500.00	No.2	61			Yes		Yes	
The Moor Play Area		See-Saw							£2,500.00		62			Yes		Yes	
The Moor Play Area		Roundabout							£5,000.00		63			Yes		Yes	
The Moor Play Area		Slide		Small					£3,000.00		64			Yes		Yes	
The Moor Play Area		Climbing Frame							£3,000.00		65			Yes		Yes	
The Moor Play Area		Aerial Wire							£7,500.00		66			Yes		Yes	
The Moor Play Area		Swings							£5,000.00	No.1	67			Yes		Yes	
The Moor Play Area		Swings							£5,000.00	No.2	68			Yes		Yes	
The Moor Play Area		Slide		Large & Frame					£7,500.00		69			Yes		Yes	
The Moor Play Area		Bench seat							£500.00		70			Yes			
The Moor Play Area		Metal Seat Frame							£500.00		57						
New Recreation Ground		Youth Shelter					Pavilion Assets	38	£25,000.00		135			Yes		Yes	
New Recreation Ground		Youth Sports Arena					Pavilion Assets	27	£17,000.00		187			Yes		Yes	
Contents: (by location - alphabetical)																	
83 High Street		Oak Seat	1						£1,000.00		191			Yes			
83 High Street		Kohima Stone	1		16/11/2016				£3,760.00		142			Yes			
Back Lane / High Street		Furnitube seat	2						£580.00		192			Yes			
BMX Site		Picnic Table	1						£440.00		194			Yes			
BMX Site		Fencing							£5,000.00		195			Yes			
BMX Site		Gates							£500.00		196			Yes			
Cambridge Road		Furnitube seat	1						£290.00		199			Yes			
Car Park, High Street		Fencing							£5,560.00		198						
Church Yard		Gates	1						£1,032.00		289			Yes			
Church Yard, Station Road & High Street		Gates	1						£1,250.00		188			Yes			
Church Yard, Station Road		Kissing gates	1						£825.00		138			Yes			
Church Yard, Church Walk		Kissing gates	1						£825.00		138			Yes			
Fire Engine House	1	Grass Cutter		Lateral					£750.00		31			Yes		Yes	
Fire Engine House	1	Vintage Carriage		Coffin Carriage?		Maint Equip Photos	34.jpg 35.jpg		£1,000.00		32			Yes			
Fire Engine House	1	Waste Collection Bin		Street Cleaner Bin		Maint Equip Photos	38.jpg		£325.00		33			Yes			
Fire Engine House	1	Wooden Furniture		Assorted					£500.00		34						
Fire Engine House	1	Village Map		Framed					£250.00		35						

Location		Asset Details														Disposals	
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY21/22	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services		Statutory
Fire Engine House		Billy Goat Vacuum Cleaner	1			Maint Equip Photos	32.jpg 33.jpg		£250.00		204						
Golden Jubilee Orchard		Heritage fruit trees	50						£500.00		205			Yes			
High Street, Bus Stop		Wooden Slat Seat	1						£300.00		197			Yes			
High Street/Vicarage Close		Wooden Slat Seat	1						£800.00		206			Yes			
High Street/Vicarage Close		Bus Shelter - perspex	1	TBC	01/02/2021				£1.00		311	£7,500.00		Yes		Yes	
High Street/The Cross		Village Noticeboards	3						£6,000.00		161						
Highways - various		MVAS unit	1		16/07/2021				£2,006.17		326			Yes			
Jubilee Orchard		Interpretation Board - recycled plastic	1		25/03/2021				£740.00		325			Yes			
Medcalfe Way / Palmers Way		Furnitube seat	1						£290.00		208			Yes			
New Road		Oak Seat	4						£500.00		211			Yes			
Norgetts Lane/ Orchard Road		Furnitube seat	1						£290.00		220			Yes			
Opposite Sheeps Head Road		Furnitube seat	1						£290.00		212			Yes			
New Road Cemetery		Oak Noticeboard	1						£1,500.00		213			Yes			
New Road Cemetery		Litter bins - circular timber slat	2		14/03/2019				£328.00		159						
New Road Cemetery		Interpretation Board - recycled plastic	1		26/11/2020				£740.00		290			Yes			
Orchard Road Cemetery		Oak Seat	1						£500.00		214			Yes			
Orchard Road Cemetery		Furnitube seat	1						£290.00		247			Yes			
Orchard Road Cemetery		Cemetery Gates	2	Wrought iron	2011				£22,500.00		327						
Orchard Road Cemetery - Lychgate		Noticeboard	1						£1,000.00		207			Yes			
Orchard Surgery		Outdoor polycarbonate defib cabinet	1						£495.00		333						Yes
Recreation Ground		Wavy Line Metal Bench	3						£290.00		215						
Riverside Corner Rec		Picnic Table	1						£440.00		216			Yes			
The Moor - corner of		Furnitube seat	1						£290.00		203			Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY21/22	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Sports Pavilion	Main room	Pool table	1			Pavilion Assets	002.JPG	2015	£800.00		36			?		
Sports Pavilion	Main room	Plastic Chairs	32	Plastic		Pavilion Assets	001.JPG		£320.00		38					
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	£400.00		42			Yes	Electricity	Yes
Sports Pavilion	Kitchen	Hand driers	5			Pavilion Assets		2015	£500.00		43			Yes	Electricity	?
Sports Pavilion	Outside	Bench game table	1						£299.00		44			Yes		
Sports Pavilion	Outside	Picnic table	2			Pavilion Assets	009		£880.00		45			Yes		
Sports Pavilion	Outside	Metal galvanised table	2						£1,500.00		46			Yes		
Sports Pavilion	Outside	Chess set and table	1			Pavilion Assets	025		£1,500.00		47					
Sports Pavilion	Outside	Air source heat pumps	2			Pavilion Assets	011		£6,000.00		48			Yes	Water & Electricity	Yes
Sports Pavilion	Outside	Flood lights for sports pitches	3		25/10/2018				£1,325.00		152					
Sports Pavilion	Main area	Notice boards	5			Pavilion Assets	004.JPG		£450.00		50					
Sports Pavilion	Main area	Security system	1						£3,000.00		52			Yes	Electricity	
Sports Pavilion	Outside	Clock	1						£500.00		53				Electricity	
Sports Pavilion	Outside	Metal framework	1						£1,000.00		54			Yes		
Sports Pavilion	Outside	Wavy Line Metal Bench	1						£290.00		217					
Sports Pavilion		Heating System and Controls	1			Pavilion Assets	039,041		£1,500.00		218					
Sports Pavilion		Electric Cooker	1						£350.00		221					
Sports Pavilion		Fittings in Home and Away Changing Rooms (sanitary ware and slatted benches and clothes hooks)	2			Pavilion Assets	008		£5,100.00		227					
Sports Pavilion		Fittings in disabled, mens and women's toilets	3			Pavilion Assets	005, 006, 007, 012, 013, 014		£3,000.00		228					
Sports Pavilion		Extractor fans in kitchen and home and away changing rooms	3						£450.00		229					
Sports Pavilion		Kitchen fittings, sink, 3 wall cupboards, 2 corner units, 1 cupboard base unit, 3 drawer base unit	1			Pavilion Assets	016,017		£5,000.00		230					
Sports Pavilion	Outside	Septic Tank	1						£5,200.00		231					
Sports Pavilion	Outside	Goal Posts	4			Pavilion Assets	026		£1,000.00		232					
Sports Pavilion	Outside	Decorative metal grille to veranda	1						£500.00		234					
Sports Pavilion	Outside	Cycle Rack	1			Pavilion Assets	040		£1,000.00		235					
Sports Pavilion	Outside	Storage shed	1		20/11/2020				£1,186.71		288			Yes		
Sports Pavilion - Net Store		Large Grass Cutter Allen (Flymo)				Maint Equip Photos	26.jpg 27.jpg 28.jpg		£500.00		269					
Sports Pavilion - Net Store		Grass Cutter Masport 300 AL				Maint Equip Photos	29.jpg 30.jpg 31.jpg		£350.00		270					
Sports Pavilion - Net Store		Scythe Mower	1			Maint Equip Photos	36.jpg 37.jpg		£1,000.00		272					
Stockbridge Meadows		Metal Picnic Tables	2		15/01/2018				£2,000.00		140					
Stockbridge Meadows		Steel Sculptures	3						£20,000.00		133			Yes		
Stockbridge Meadows		Oak Seat	3						£500.00		239			Yes		
Stockbridge Meadows		Teak half tree banch & commemorative brass plaque	1		17/08/2021				£749.98		329			Yes		
Stockbridge Meadows		Picnic Table	2						£440.00		240			Yes		
Stockbridge Meadows		Wavy Line Metal Bench	1						£290.00		241					
Stockbridge Meadows		Vehicular Gates	2						£5,000.00		242			Yes		
Stockbridge Meadows		Pedestrian Gates	2						£2,500.00		243			Yes		
Stockbridge Meadows		Boardwalk	X Mtrs						£5,000.00		244			Yes		

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY21/22	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Village Hub		Coffee Grinder							£500.00		92			Yes		Yes
Village Hub		Coffee Machine							£5,000.00		93			Yes		Yes
Village Hub		Water Still							£2,500.00		94			Yes		Yes
Village Hub		Convection Oven							£2,500.00		95			Yes		Yes
Village Hub		Standard Oven							£3,000.00		96			Yes		Yes
Village Hub		Dishwasher			30/09/2017				£2,824.00		137					
Village Hub		3 Door Fridge							£2,500.00		98			Yes		Yes
Village Hub		2 Door Freezer							£2,500.00		99			Yes		Yes
Village Hub		LAS counter freezer	1		44041				£2,468.32		286			Yes		Yes
Village Hub		Under Counter Fridge - LH Hinged			44041				£903.10	No.1	285					
Village Hub		Under Counter Fridge							£1,000.00	No.2	101			Yes		Yes
Village Hub		Single door upright cooler 336L - grey	1		16/01/2020				£392.00		276					
Village Hub		Panini Grill							£300.00		102			Yes		Yes
Village Hub		Refrigerated Display							£1,800.00		103			Yes		Yes
Village Hub		Counter							£9,000.00		104					
Village Hub		Air Conditioning unit - kitchen	1		26/02/2020				£2,260.00		277			Yes		
Village Hub		Water Dispenser							£500.00		105			Yes		Yes
Village Hub		Social distance screens	1		24/07/2020				£2,380.00		284					Yes
Village Hub		EPOS system hardware - 1 x cashdrawer, 1 x printer, 2 x handheld devices			02/11/2020				£392.59		287					
Village Hub		Crockery and Utensils							£5,000.00		106					
Village Hub		Kenwood Mixer	1		28/10/2021				£428.34		330					
Village Hub		Upright Freezer							£1,400.00		107			Yes		Yes
Village Hub		Cooker Hood							£13,500.00		108			Yes		Yes
Village Hub		Library Racking							£11,500.00		109			Yes		Yes
Village Hub		Computer Equipment (itemised)							£11,000.00		112			Yes		Yes
Village Hub		Desk Top PC	5						£5,000.00		113			Yes		Yes
Village Hub		Laptop PC	5						£5,000.00		114			Yes		Yes
Village Hub		Network printer	1						£500.00		115			Yes		Yes
Village Hub		Server	1						£2,000.00		116			Yes		Yes
Village Hub		UPS	1						£2,000.00		117			Yes		
Village Hub		Server cabinet	1						£1,500.00		118					
Village Hub		HD CCTV system	1		22/07/2019				£3,750.00		273					
Village Hub		22" HD CCTV monitor	1		15/07/2019				£130.00		273					
Village Hub		Telephone System (BT)	1		17/10/2018				£1,073.00		160			Yes		Yes
Village Hub		Lighting System							£33,000.00		121			Yes		Yes
Village Hub		Stair Lift	1						£11,500.00		122			Yes		Yes
Village Hub		Boiler							£3,000.00		131			Yes		Yes
Village Hub		Furniture (Various items)							£12,000.00		123			Yes		Yes
Village Hub		Blinds (Multiple)							£4,500.00		124			Yes		
Village Hub		Safe							£900.00		125					
Village Hub		Keysafe							£200.00		126					
Village Hub		Lockers							£450.00		127					
Village Hub		Projector							£1,400.00		128			Yes		Yes
Village Hub		Air Conditioning & base- Parish Office/large meeting room	1		13/06/2019				£4,390.00		163/164					
Village Hub		Television Stand							£300.00		129					
Village Hub		PA system - atrium	1		07/07/2020				£1,290.50		282					
Village Hub	Outside	Disability access railings - Hub steps	2		17/07/2020				£710.00		283					
Village Hub		Marquee, flooring & guttering	1		01/02/2021				£1,573.66		310			Yes		
Village Hub	Outside	Front Hub Sign							£2,500.00		130					
Village Hub	Outside	Defibrillator Cabinet			19/06/2018				£495.00		149					
Village Hub	Roof	Photovoltaic (PV) Installation							£25,000.00		132			Yes		Yes
Village Hub		Office Contents*							£14,584.69							
Memorial		Oak Seat	1						£500.00		209			Yes		
Memorial		Wooden Slat Seat	1						£300.00		210			Yes		
Memorial		Oak railing	1		24/01/2022				£8,377.50		332			Yes		
Workshop	1	Trailer		2 Wheel		Maint Equip Photos	12.jpg		£750.00		1			Yes		Yes
Workshop	1	Hedge Trimmer		STIHL 86R		Maint Equip Photos	13.jpg 14.jpg		£439.00		3			Yes		Yes
Workshop	1	Garden Vacuum		STIHL SH55		Maint Equip Photos	07.jpg 08.jpg		£240.00		5			No		No
Workshop	1	Portable generator		Robin		Maint Equip Photos	11.jpg		£350.00		8			Yes		Yes
Workshop		Shelf Racks	4			Maint Equip Photos	02.jpg		£600.00		249					
Workshop		Workbench	1			Maint Equip Photos	01.jpg		£250.00		250					
Workshop		Stihl FS130 Strimmer	1			Maint Equip Photos	18.jpg 19.jpg		£450.00		253					
Workshop		Fire Safe Filing Cabinets	2			Maint Equip Photos	25.jpg		£700.00		267					
Workshop	1	Grit Spreader				Maint Equip Photos	23.jpg		£275.00		30			Yes		
Workshop		Draper 83818 Pressure Washer	1		09/07/2018				£295.54		150					
Workshop		Pressure Washer Water Tank	1		01/08/2018				£249.00		151					
Workshop		Hikvision 16CH 5.0MP ultra HD DVR CCTV	1		24/06/2020				£245.83		281					
Workshop		Heavy duty tripod ladder 8 ft	1		03/03/2022				£325.00		334					
Workshop		Electric bike Batri Bike, Diamond Pro	1		10/08/2021				£400.00		328			Yes		

*see office contents sheet

TOTAL £571,917.93

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY21/22	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	

Not in Edge

Office Contents-Audit Sheet

Asset Details

Description	Quantity	Picture	Warranty Expiry	Cost	Ident Number	Edge Asset No.	Serial number	Maintenance	Services	Statutory
Desks With Pedestals	2									
Tall, 2 Door, Storage Cupboards	3									
4 Drawer Filing Cabinets	2									
Office Swivel Chairs	2									
Small Round Meeting Table	1									
Chairs (Might Be Hub Chairs?)	3									
Wall Shelving	1									
Rectangular Table	1									
Table-Top Fridge	1									
Large Fan	1									
Telephones	2									
Desktop Computers	2									
Hp Laptop	1									
Smart UPS	1									
Olympus Digital Voice Recorder And Speakers	1									
PC Speakers	2									
Shredder (New This Year - Already On Edge)	1									
Plastic Comb Binder	1									
Guillotine	1									
Laminator	1									
Heavy Duty Stapler	1									
TOTAL*				£12,013.42		91				
2017/18 additions										
18/07/2017 Shredder	1			£322.00		139				
2018/19 additions: (£1,121)										
15/01/2019 HP desktop, 24" monitor and speakers	1			768.56		153				
21/01/2019 Windows 10 Pro for HP desktop	1			122.22		158				
21/01/2019 Rectangular panel 1200mm beech desk	1			135.00		156				
11/01/2019 High back office chair with adjustable arms - blue	1			95.00		157				
2019/20 additions: (£644.33)										
24/03/2020 Synology DS918 and 4 bay desktop NAS enclosures	1			411.05		279				
24/03/2020 WD2 2B NAS hard drive - red	1			233.28		280				
2021/22 additions										
22/12/2021 ASUS laptop	1			399.16						
22/12/2021 Office 2021 Professional Software for laptop	1			85.00						
TOTAL*				£14,584.69						

* see Office Contents on Contents and Total Tab

Location		Inventory Asset Details (Items under £200)												
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY2021/22	Ident Number	Serial number	Maintenance	Services	Statutory
Cemetery Shed	1	Wheelbarrow		Plastic					£25.00					No
Cemetery Shed	1	Lawn Mower		Quantum XTS 50		Maint Equip Photos	36.jpg 37.jpg		£150.00			Yes		Yes
Cemetery Shed	1	Garden Spade							£15.00	No.2				
Cemetery Shed	1	Various signs							£50.00					
Parish Office	1	Webcam	1	Dericam HP 1080P	17/04/2020				£37.49					
Parish Office	1	Noise cancelling telephone headset	1	Binaural	08/06/2021				£33.32					
Rec Ground		Dog bins and posts	2	Red HGN45	05/08/2020				£378.00					
St. Georges Allotments		Lidded plastic box for asbestos disposal	1						£19.96					
St. Georges Allotments		Sign - asbestos only	1		18/06/2020				£40.00					
Sports Pavilion	Main room	Tables	6						£100.00					
Sports Pavilion	Main room	Fire extinguishers	3						£90.00			Yes		Yes
Sports Pavilion	Main room	Fire blanket	1						£10.00			Yes		Yes
Sports Pavilion	Main Room	Vacuum Cleaner	1						£100.00					
Sports Pavilion	Main Room	Dupray Steam Cleaner	1		17/07/2019				£125.00					
Sports Pavilion	Kitchen	Kettle	1						£25.00			Yes	Electricity	Yes
Sports Pavilion	Main area	White boards	2						£30.00					
Sports Pavilion		Folding Square Tables	5			Pavilion Assets		021	£200.00					
Sports Pavilion		Waste Bins	6			Pavilion Assets		022	£100.00					
Sports Pavilion		Fridge			20/04/2018	Pavilion Assets			£100.00					
Sports Pavilion		Microwave	1			Pavilion Assets		019	£50.00					
Sports Pavilion		Toaster	1						£15.00					
Sports Pavilion		Assorted Saucepans and Cooking utensils	1			Pavilion Assets		018,020	£250.00					
Sports Pavilion		Assorted Crockery	1						£200.00					
Sports Pavilion		Assorted Cutlery	1						£100.00					
Sports Pavilion		Boot cleaners	2			Pavilion Assets		023	£300.00					
Net Store		Goal Nets	2						£112.00					
Net Store		New Goal Nets	2			Pavilion Assets		030	£112.00					
Net Store		Corner posts	8			Pavilion Assets		029	£160.00					
Net Store		Assorted trophies							£1.00					
Net Store		Gazebo							£50.00					
Net Store		Gazebos - Hub?	2						£200.00					
Net Store		Spade for sports teams	2						£20.00					
Village Hub		Magazine Rack	1		14/05/2019				£160.00					
Workshop	1	Leaf Blower		STIHL BG56C		Maint Equip Photos	04.jpg		£199.00			No		No
Workshop	1	Portable Sprayer				Maint Equip Photos	09.jpg		£30.00	No.1		No		Yes
Workshop	1	Hand Saw		Single handed					£15.00			Yes		No
Workshop	1	Stanley Fatmax cordless twinpack kit							£134.99					
Workshop	1	Stanley Meek Tool Set 210 pieces							£154.61					
Workshop	1	Hand Broom							£5.00	No.1				
Workshop	1	Hand Broom							£5.00	No.2				
Workshop	1	Garden Hoe							£15.00	No.1				
Workshop	1	Garden Hoe							£15.00	No.2				
Workshop	1	Garden Fork							£15.00	No.1				
Workshop	1	Garden Fork							£15.00	No.2				
Workshop	1	Garden Spade							£15.00	No.1				
Workshop	1	Garden Rake							£15.00	No.1				
Workshop	1	Garden Rake							£15.00	No.2				
Workshop	1	Car ramp							£10.00	No.1				
Workshop	1	Car ramp							£10.00	No.2				
Workshop	1	Portable appliance transformer 110-V							£50.00			Yes		Yes
Workshop	1	Extension ladder				Maint Equip Photos	24.jpg		£60.00			Yes		Yes
Workshop		Broom	1						£20.00					
Workshop		Snow Shovel	2			Maint Equip Photos	20.jpg		£20.00					
Workshop		Sack Barrow	1			Maint Equip Photos	05.jpg		£30.00					
Workshop		Black and Decker hedge trimmer	1						£100.00					
Workshop		Loppers	1						£40.00					
Workshop		Rakes	2						£40.00					
Workshop		Post Driver	1			Maint Equip Photos	06.jpg		£35.00					
Workshop		Post Hole Spade	1			Maint Equip Photos	21.jpg		£35.00					
Workshop		Henry vacuum cleaner	1			Maint Equip Photos	22.jpg		£90.00					
Workshop		ADZE Pickaxe	1						£100.00					
Workshop		Lawn Edger	1						£30.00					
Workshop		Long Handed Shears	1						£30.00					
Workshop		Key Safe	1						£50.00					
Workshop		Sledgehammer	1						£20.00					
Workshop		Red Devil High Pressure Washer	1			Maint Equip Photos	10.jpg		£50.00					
Workshop		Safety Helmets	2						£40.00					
Workshop		Mop and Bucket	1						£10.00					
Workshop		Wine Brooms	2						£30.00					
Workshop		Mobile Phones	2						£60.00					
Workshop		Angle Grinder	1		20/02/2020				£67.00					
Workshop		Safety boots			30/05/2020				£42.00					
Workshop		HIVis coloured waistcoats	2		17/07/2019				£27.87					
Workshop		HIVis bomber jacket	2		28/01/2020				£52.00					
Workshop		Shears	1		30/06/2020				£24.99					
Workshop		Broom	1		23/09/2020				£16.42					
Workshop		Secateurs	1		14/12/2020				£9.74					
Workshop		Safety boots - pair	2		12/11/2020				£44.98					
Workshop		Christmas Tree Lights	1		08/02/2021				£90.00					
Workshop		Extension lead & timer for lights	1		10/12/2020				£28.00					
Workshop		Sign - Christmas Tree recycling point	1		11/01/2021				£45.00					
Workshop		Loppers	1		31/12/2020				£19.99					
Workshop		Bike trailer - litter picking	1		08/07/2021				£50.00					

Total Assets under £200 year ended 31/03/2022

£5,485.36

Disposals

MELBOURN PARISH COUNCIL

POLICY and PROCEDURE: PROCUREMENT OF GOODS AND SERVICES

PURPOSE: The purpose of this policy is to provide guidance on the factors that will be taken into account when purchasing goods and services. Melbourn Parish Council (the Council) follows the National Association of Local Councils (NALC) Procurement Toolkit published in April 2015 and its own internal Financial Regulations and Standing Orders.

SCOPE: This policy aims to give effect to and comply with Section 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. The Council is guided by the National Association of Local Councils Legal Topic Note 87 (January 2016)

1. Introduction

1.1. Every contract engaged by the Council or person acting on its behalf must comply with this Procurement Policy, the Council's Standing Orders and Financial Regulations.

1.2. The purpose of this policy is to provide guidance on the factors that must be taken into account when purchasing goods and services.

1.3. At the start of any procurement process it is essential that the authorised person leading the procurement project must liaise with the Clerk to clearly identify the need and fully assess the options for meeting those needs. Procurement Checklist (appendix 1).

1.4. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration and or payment.

1.5. The following contracts are exempt from the requirements of these rules:

1.5.1. Contracts relating solely to the disposal or acquisition of land

1.5.2. Employment contracts and temporary staff/independent service providers.

1.6. Officers and Councillors and agents involved in the awarding of a Contract on behalf of the Council must ensure that best value is obtained and is not limited to only the financial consideration.

1.7. Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason shall be minuted and recorded.

1.8 A councillor is not permitted to issue a verbal order, an official written order or make any contract or commitment on behalf of the Council.

1.9 All quotes must be received by the Clerk.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

2. Operational Contracts and Routine Services

2.1. For routine works (including those listed below), the Council may have existing contracts in place for supply of goods and services.

- 2.1.1. Service Engineers
- 2.1.2. General builders
- 2.1.3. Grass and Hedge Cutting contractors/Tree Surgeons.
- 2.1.4. Groundworkers
- 2.1.5. Playground repairs
- 2.1.6. Memorial masons
- 2.1.7. IT support
- 2.1.8. Plumbing and Heating Engineers
- 2.1.9. Vehicle and machinery service engineers
- 2.1.10. Office supplies and other consumables
- 2.1.11. Routine Maintenance
- 2.1.12. Cleaning and general housekeeping

However, for any new expenditure, the Council will seek quotations as set out in its Financial Regulations.

3. Procurement Thresholds

3.1. Contracts/Purchases Below £1,000*

For works and purchases below £1,000, the Clerk or Assistant Clerk shall obtain 2 quotations. Where it is not possible to obtain 2 quotations, this will be brought to the attention of the relevant Committee or full Council.

3.2. Contracts Between £1,000 and £3,000*

Efforts shall be made to find the best price and quality and the Clerk or Assistant Clerk shall obtain 3 quotations. Where it is not possible to obtain 3 quotations, this will be brought to the attention of the relevant Committee or full Council.

3.3. Contracts Between £3,000 and £25,000*

The Clerk or Assistant Clerk shall obtain 3 quotations from suitable individuals or organisations.

*(See Financial Regulations, section 11.h)

3.4. Contracts Above £25,000 (Procedures led by Legislation) as per below:

3.4.1. A public notice must be made setting out the particulars of the contract and inviting persons/companies to apply for the opportunity to tender. This is for a period of at least 10 days.

3.4.2. Every written contract shall specify:

- The work, materials, matters or things to be furnished, had or done:
- The price to be paid, with a statement of discounts or other deductions (if any)
- The time or times within which the contract is to be performed.

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3.4.3 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

3.4.4 Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 regarding the advertising of contracts and the use of the 'contract finder' website.

4. Quote/Tender Procurement Process Steps

4.1. An issue is identified.

4.2. The issue is discussed at the relevant Committee and either the Clerk is instructed, or a Working Party assembled, to investigate the issue and possible solutions.

4.3. Recommendations are brought back to the relevant Committee and a set of specifications are created to send out for quote or tender.

4.4. Indicative quotes are sought and the budget is set.

4.5. Once the budget is approved the specifications agreed at the relevant Committee above can be issued for quotes and tenders.

4.6. Final quote or tender is approved by the relevant Committee.

5. Submission of tenders Procedure for Contracts above £25,000

5.1. The invitation to tender shall state the general nature of the intended contract. Where appropriate, the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

5.2. The invitations shall set out the procedure for submission of tenders (see state that tenders must be addressed to the Clerk only at the council office address and no quotes or tenders can be submitted directly to Councillors).

5.3. Each tendering firm shall be given clear instructions on how tenders must be submitted and the prescribed date for opening tenders for the contract.

5.4. The tenders are commercially sensitive and shall be kept in the custody of the Clerk until the time and date specified for their opening.

5.5. Tenders shall be opened by the Clerk or Assistant Clerk and in the presence of at least one councillor.

6. Acceptance of Quotations and Tenders

6.1. Tenders should be scored against a predetermined weighted list of requirements agreed by the Working Party/Committee as part of the procurement process before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation. Any omission or question raised by the Council or the contractor will be made available to all the tenderers.

6.2 No negotiation on contracts whose value is more than £25,000 can take place without

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reference to the Chair of the Council and Chair of Finance and Good Governance Committee. Any negotiations which would distort competition is expressly forbidden.

7. Signing and Sealing of Contracts

7.1. Every successful quotation/tender shall be accepted in writing (including email), by the Clerk.

8. Nominated Sub-Contractors and Suppliers

8.1. Where the Council contracts with a sub-contractor or supplier to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

9. Contracts Record

9.1. A record of all contracts over £25,000 placed by the Council shall be recorded and filed in the Council offices.

9.2. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period.

9.3. It is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained and filed.

10. Prompt Payment of Invoices

10.1. The Council understands the importance of paying suppliers promptly and will always pay within the terms of payment agreed. All payments are to be made by Bank Transfer within the Council's Bank terms and conditions.

11. Contract Management

11.1. For each contract, an assessment of project management requirements and provision must be made. Project management must be performed as appropriate to the work being undertaken and for projects over £25,000 should be performed by suitably qualified personnel.

12. Contract Variations

10.1 Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract.

10.2 Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

13. Termination of contracts

13.1. The Council reserves the right to terminate any contract immediately for breach of contract or other valid reason(s).

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Table 1

Contract Value (net of VAT) and Level of Legal Requirements

• Up to £25,000:	requirements as per the Council's Standing Orders and Financial Regulations
• Over £25,000:	use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015 ("the 2015 Regulations")
• Over £181,303:	Include other detailed and complex requirements in the 2015 Regulations.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Annual

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APPENDIX 1

PROCUREMENT CHECKLIST

This checklist provides a summary of the processes required to buy goods and services and embark on capital contracts.

It must be used in conjunction with Standing Orders, Financial Regulations, our financial procedures and best practice.

Estimated contract value threshold and procedure to follow (see section 11 - Financial Regulations):

Contracts/Purchases Below £5,000

For goods and services below £5,000, every opportunity will be sought to find the best price and quality. See section 4 of our Financial Regulations for guidance budgetary control and authority to spend. Best practice recommends two quotations - **follow pre tender stage of this checklist**

Contracts between £5,000 and £25,000

Efforts should be made to seek quotations from at least three suitable suppliers – **follow pre tender and tender stage of this checklist**

Contracts above £25,000 (Procedures led by Legislation – Opportunities to be advertised on Contracts Finder website) - **follow all points on this checklist**

WHAT TO CONSIDER AT THE PRE TENDER STAGE

- This is our residents' money
- What do we want to achieve?
- What happens if we do nothing?
- Is this planned expenditure / budgeted for?
- Is it a priority?
- Is there a timeline for this project/expenditure?
- Who have we consulted? Maintenance Committee, staff, members of the public?
- Consultation – engagement, feedback, who will benefit?
- Consider all related costs and resources required now and in the future.
- What do standing orders and financial regulations say we have to do?

TENDER STAGE – Lawful, Fair, Open, No Discrimination

- After Approval In Principle
- Refer to and FOLLOW Council Standing Orders (Section 18 – Financial Controls and Procurement)
- Financial Regulations (Sections 10,11 and 12)
- Establish a plan and identify who is responsible to oversee
- How long will it take to complete the project?
- What is the Specification & Evaluation Criteria – what is critical / important
 - How will we measure bids
 - No hidden criteria and no changes
 - Ask for References/Investigate other projects
- Estimated Value of Contract – What is legally required for this value?

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- Advertise
- Consult other Parishes and Councils, if appropriate.
- How will the contract be managed – project manager/MPC Maintenance Committee/Clerk?
- Contracts Finder Portal – see www.gov.uk/contracts-finder.

ACTION : INVITATION TO TENDER

EVALUATING TENDERS – Commercially Sensitive, Fair, Consider Professional Advice

- Receiving Tenders – (see Standing Orders s.18d)
- Decide who can evaluate tenders – [Maintenance Committee/full Council]
- Use a scoring matrix
- Be prepared to answer questions from suppliers/contractors
- Ensure all contractors / suppliers are sent the same information
- Do not share any added value options provided by a supplier/contractor
- DO NOT introduce any additional criteria – illegal
- DO NOT accept any late tenders
- Always give feedback on unsuccessful tenders

AWARD CONTRACT

CONTRACT MANAGEMENT

- Identify who will be involved in overseeing the procurement process
- Who will monitor and how to measure success of the contract?
- Make sure the Council and the Contractor understand who is responsible for what;
 - Agree a delivery plan – dates, outcomes and responsibilities
 - Agree a review and end date
 - Set a timetable for regular meetings
 - Agree the criteria for monitoring contract
 - Agree a process for resolving disputes - penalties
 - Understand what triggers payment
 - Sign the Contract
 - Make payment

REVIEW AND EVALUATE - ONGOING

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POLICY AND PROCEDURE: INVESTMENT STRATEGY

Introduction

Melbourn Parish Council appreciates the importance of prudently investing temporary surplus funds on behalf of Melbourn Parish. The objective of our Investment Strategy is to try to control risk and optimise returns from the investments made. Our Investment Strategy complies with relevant Local Government legislation and Guidance (*note 1*)

Definition of an Investment

The Local Government Act 2003 defines an investment widely, covering all a Parish Council's financial assets as well as other non-financial assets which are held mainly or partially to generate a profit e.g. investment property portfolios. It also covers loans made by Parish Councils.

Contribution of MPC's Investments

- Treasury Management Investments – these are made to support effective treasury management activities e.g. cash flow management, banking and investing cash deposits.
- Other investments – MPC holds a property at The Moor, Melbourn, Cambridgeshire, SG8 6ED which is no longer needed for Parish Council services and is leased to a tenant at a commercial rent. The rental income, after deducting maintenance expenses, is used to reduce our precept requirement.

Investment Policy

MPC will operate a prudent investment policy giving priority to three key objectives in the following order of importance:

1. **Security** – protecting the capital sum invested against loss.
2. **Liquidity** – ensuring that funds invested are available for expenditure when needed; and
3. **Yield (return)** – once appropriate levels of security and liquidity have been determined, MPC will strive for the best rate of return consistent with this.

Security – we aim to protect against capital loss as follows:

Financial Investments

- Specified Investments - these are made in sterling, for twelve months or less and are with a 'high quality' body or investment scheme or with the UK Government or another Local Authority. MPC will mainly make this type of investment. We consider UK banks and building societies that are protected by the Financial Services Compensation Scheme and investment schemes rated 'A' or above by a credit rating agency (*note 3*) to be 'high quality'.
- Loans – MPC will not make loans.

- Non-specified investments – these investments are not loans and do not meet the Specified Investment criteria e.g. investments over twelve months, stocks and shares. They are potentially riskier but may offer higher yields. MPC will only make investments over one year if we are satisfied that enough funds remain available for expenditure when needed. We will only make non-specified investments in sterling, with a ‘high quality’ body or scheme or with the UK Government. MPC will not invest directly in shares as these are considered too risky.

Non-financial investments – the rental property held by MPC has no loans or borrowings secured against it. As such there are no concerns about loss in asset value relative to the capital invested.

Financial Services Compensation Scheme - this scheme protects savings up to a specified limit in the event of failure of a financial services firm. The current limit is £85,000 per authorised institution. MPC will strive to spread investments over different institutions and keep below the FSCS limit where possible. However, we will take into consideration the perceived risk of financial organisation failure compared with the administrative burden of managing numerous accounts. FSCS is only available if income is below Euros500,000.

Risk Assessment – MPC’s aim is to invest via simple financial instruments which do not require expert knowledge or external advisors. Our investment decisions will be based on publicly available information on yield and credit ratings. This information will be reviewed by the Finance & Good Governance Committee at least annually, and more often if there is a marked deterioration in performance, credit rating or market conditions. MPC will act to protect funds as necessary.

Liquidity

We will ensure that funds invested are available for expenditure when needed by carrying out an annual cash flow forecast, before the start of the financial year, to determine the maximum period that funds may prudently be committed. Our General Reserve will be invested in deposits requiring no more than three months’ notice to allow quick access in case of emergency. Other designated reserves may potentially be invested for longer periods if MPC is satisfied that the funds will not be needed before the investment matures.

Capacity and Skills

MPC recognises that our Officers and Cllrs might not have expertise in investment analysis. We aim to use simple financial instruments that do not require expert knowledge. Our annual investment strategy will be recommended by the RFO/Clerk and reviewed by the FGGC prior to being presented to MPC for approval.

If MPC should wish to consider more complex investment types, we will make training available to Officers and Cllrs as appropriate and/or get professional advice. MPC will not make investments unless we have enough understanding to make an informed decision.

Financial Regulations

This Strategy should be read in conjunction with section 8 of MPC’s Financial Regulations.

Review Date

MPC will review its Investment Strategy annually, before the start of the financial year, and more frequently if a material change is planned during the year. Any changes will be approved by MPC.

Notes:

1. The Government has issued Guidance on Local Government Investments (s16, Local Government Act 2003) which has statutory force and is mandatory where investments of a Parish Council are or are expected to exceed £100,000 at any point in a financial year.
2. Parish Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (s17, Local Government Act 2003)
3. A Credit Rating Agency is one of the following three companies:
 - Standard and Poor's
 - Moody's Investors Service Ltd; and
 - Fitch Ratings Ltd

2022-23 Investment Plan

Temporary Surplus Funds Available

MPC is forecast to have at least £334,000 temporary surplus funds available during 2022/23 (see table):

Source	Forecast Balance at 01/04/22	Maximum investment term	Comments
General Reserve	£150,000-£170,000	3 months	Easy access required in case of emergency need
Asset Management Reserve	£72,000	£10k: instant access £62,000: 3m-1 yr	£10k anticipated for projects in 2022/23 – needs to be accessible
s106 Reserve (unallocated funds only)	£112,000 (note: further funds may be received in 2022/23)	3 months (potentially 1 yr if no further projects anticipated this year)	Balance excludes funds that have already been allocated or are anticipated to be allocated to projects in 2022/23 e.g. playground, skate park

- The majority of MPC's available funds should be kept readily accessible - maximum three month notice period.
- It should be possible to invest part of the AMR and s106 reserve for a longer term.
- The Investment Plan should be reviewed as MPC's plans for spending s106 funds are agreed to ensure that funds are available when required

Economic Climate

Following a period of interest rates being at a historic low, recent inflationary pressures have resulted in three increases to the Bank of England base rate. This was raised to 0.75% in March 2022. Interest rates may increase further in 2022/23 due to continued inflation..

Current position – 16th Mar 2022

MPC has £240,691 invested in four accounts – see breakdown below.

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 16 Mar 2022)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£25,000	On demand	0.412%	n/a	AAAmf (Fitches) Unchanged
Nationwide	45 day Members Business Saver deposit account	£100,691	45 days	0.35%	Y	AA3 (Moody's) Unchanged
HTB	45 day Business Notice	£85,000	45 days	0.5%	Y	-
Charity Bank	1 yr ethical fixed rate	£30,000	Matures 26/08/22	0.47%	Y	-

*The Public Sector Deposit Fund is a money market fund specifically designed for the Public Sector. It invests in a diversified portfolio of high quality sterling denominated deposits and instruments. Its primary aim is to maintain the net asset value of the fund at par. The purchase of shares in the PSDF is not the same as investing in a bank deposit account and is not a guaranteed investment. There is a risk that the value per share may fall below face value.

Investment Options for 2022/23

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken (see Appendix 1 below). There are more options available than in 2021/22. Higher yields can be achieved on longer term investments although they remain modest.

Potential Investments currently offering the best yields are:

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2021) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical Easy Access	£10,000	On demand (max £125,000)	0.35% V for bals > £10k	Y	-
Charity Bank	Ethical 40 day notice	£25,000	40 days	0.35% V	Y	-
Cambridge & Counties Bank	95 day business notice	£10,000	95 days	0.85% V	Y	-
Charity Bank	1 yr ethical fixed rate	£10,000	Matures 1 yr	1.25% F	Y	-

Proposal 2022/23

Although return on investments remains low it is proposed to continue making investments to make best use of surplus funds and to spread the risk of financial institution failure.

MPC currently has £240,691 invested. The estimated available fund for 2022/23 is c£335,000 (exact figures will be known at financial year end).

Investment Plan Recommended for 2022/23:

MPC's existing investment accounts offer relatively good yields compared to the best new offerings. Although Cambridge & Counties Bank is offering 0.85% (95 day notice), the additional return is not currently thought to justify the extra administrative burden of opening and running another bank account, or the longer notice period involved. It is recommended that the extra funds available are divided between the existing investment accounts and to review the situation again in six months' time. Some balances will exceed the FSCS limit.

CCLA PSDF – this investment is currently performing relatively well. MPC should increase their investment to £45,000.

Nationwide 45 day business saver - this remains one of the best returns currently available with under three months' notice. MPC should increase their investment to £115,000.

Hampshire Trust Bank 45 day notice deposit – this offers the best yield currently available with under three months' notice. MPC should increase their investment to £135,000

Charity Bank 1yr ethical fixed rate – MPC is tied into the existing bond until maturity in Aug 2022. Better rates can now be obtained on one-year bonds from the same provider. On maturity MPC should reinvest the funds for another year if the offer is still competitive and increase the investment by £10,000.

Total invested = £335,000

Liquidity breakdown of suggested investments:

£45,000 = instant notice

£250,000 = 45 day notice

£40,000 = one year maturity

All investments should be reviewed in six months or earlier if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 28th March 2022

Review Policy: Every 12 months

Version 1
Review Date: March 2023

Appendix 1 Bank and Building Society Deposit Accounts Review Mar 2022

Brown Text = best returns

Provider	Investment Type	Open to PC's	Access	Minimum Deposit	Interest Rate V variable F fixed	FSCS
Instant Access						
Scottish Widows	Deposit	Y	Instant	£500	0.1% V	Y
Cambridge Building Society	Council Saver	Y	Instant – max 2 x per mnth. Deposits and withdrawals by cheque only	£1,000	0.2% V	Y
Charity Bank	Ethical Easy Access Account	Y	Instant (max w/drawal £125,000)	£10,000	0.35% V (if bal >£10,000) otherwise 0.1%	Y
Unity Trust	Instant Access	Y	Instant	None	0.25% V	Y
Notice Accounts						
Charity Bank	Ethical 40 day notice Business	Y	40 days	£25,000	0.35% V	
Cambridge & Counties Bank	95 day business notice	Y	95 days	£10,000	0.85%V	Y
Hampshire Trust Bank	Business Notice account	Y	95 days	£5,000	0.75% V	Y
Charity Bank	Ethical 100 day Business Notice	Y	100 days	£25,000	0.75% V (on bals > £25k)	
Hampshire Trust Bank	Business Notice account	Y	120 days	£5,000	0.85% V	Y

Version 1
Review Date: March 2023

Hampshire Trust Bank	1 yr business bond	Y	1 yr fixed term	£5,000	1.0% F	Y
Charity Bank	1 yr ethical fixed rate	Y	1 yr fixed term	£10,000	1.25% F	Y
CCLA	Local Authorities Property Fund	Y	3 mths notice to sell shares. Investment intended for long-term returns 5 yr +	£25,000 (min subsequent inv £10,000)	Dividend 3.46% Capital 3.03% (Dec 2021)	N
<u>Others – considered but not currently suitable</u>						
Virgin Money	All savings accounts	N				Y
Aldermore Bank	All savings accounts	N				Y
Metro	Needs to be opened at a branch - Cambridge	?	35-95day		0.1-0.3% V	Y
TSB	Need TSB current a/c	?				Y
Cynergy	All business savings accounts withdrawn. Current a/c only					Y

Version 1
Review Date: March 2023

HSBC	Business money manager	? Need to apply in person at branch	Instant	None	0.03% V	Y
Barclays	Need Barclays current a/c	?				Y
Lloyds		N				Y
Natwest	Need to open in person					Y
Co-op	All savings accounts	Need a current a/c with Co-op	Instant to 95 days	None	0.03-0.12% V	Y
Starling Bank	All accounts	N	Do not seem to offer deposit accounts			
Santander	Business Everyday	N	Instant	£1	0.01% V	Y
Santander	Business Reward	N	Instant but interest reduced if make withdrawals	£1	0.05% V max – if make no withdrawals, otherwise 0.01%	Y
Santander	Fixed rate business bond	N Also existing customers only	1 yr fixed term	£5,000	0.3% F	Y
Clydesdale Bank (Virgin Money)	Business Access Savings account	N	Instant	£1	0.5%	Y
Clydesdale Bank (Virgin Money)	Business Notice account	N	30 – 120 days		0.4%-0.55%	Y
UK Govt Gilts	Need a stockbroker account	Y	2-30 yr + maturity but can be traded			

PROCEDURE: Income and Receipts Handling

- PURPOSE:** To Define the Policy and Procedure for recording and handling income and receipts
- SCOPE:** Income due to Melbourn Parish Council (MPC) for services and goods supplied. Applies to all Parish Office employees (Clerk, Assistant Clerk and Responsible Financial Officer).
- POLICY:** This policy is intended to provide guidance to Parish Office employees of the steps to take, and the controls in place to ensure that income and receipts are properly managed and recorded in the financial records.
- RESPONSIBILITES:** It is the responsibility of all Parish Office employees to ensure that invoices are raised for goods and services provided by MPC and to properly handle any receipts. It is the responsibility of the Responsible Financial Officer (RFO) to ensure that cash and cheques banked agree to the underlying records, to monitor overdue accounts and to inform MPC of any bad debts.

PROCEDURE:

1. Invoices

- 1.1. Invoices for income will be raised by the Clerk or Assistant Clerk and will be consecutively numbered. (See 'Allotments' below for invoices relating to Allotment Rentals)
- 1.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. invoice number).
- 1.3. Invoice details will be entered in Edge Finance by Parish Office staff.

2. Receipts via bank transfer

- 2.1. The RFO will review the bank statements for any invoices paid by bank transfer and will record the receipts in Edge Finance.

3. Cash or cheque receipts

- 3.1. A consecutively numbered duplicate receipt will be completed by the Parish Office staff member who receives the cash or cheque. The receipt document will record the payment date, customer's name, invoice number, what the payment was for, whether the payment was cash or cheque and the cheque number (if applicable). A copy of the receipt will be issued to the customer and a copy will be placed in the cash tin.
- 3.2. Cash and cheques will be locked in the cash tin which will be kept in a locked cupboard in the Parish Office.

- 3.3. Cash and cheques will be banked regularly by the RFO (at least monthly and more regularly in the period following allotment invoices being issued).
- 3.4. Prior to banking, the RFO will reconcile the amount to be banked to the consecutively numbered duplicate receipts issued. Any discrepancies will be investigated and reported to MPC as appropriate.
- 3.5. Cash counted from the cash tin should be witnessed by another employee if possible.
- 3.6. Cash receipts will be paid into Unity Bank via the Post Office using the cash card provided by Unity Trust Bank. The RFO will keep a cash banking record which shows the breakdown of the cash paid in.
- 3.7. Cheques will be mailed to Unity Bank using the paying in book – cheque details are to be recorded on the counterfoil.
- 3.8. The RFO will record the receipt details in Edge Finance using a reference which shows the type of receipt (cash or cheque), paying in date, and the counterfoil reference number (for cheques).
- 3.9. The RFO will check that the amounts paid into the bank agree to the receipt amount on the bank statement.

4. Overdue Accounts

- 4.1. The RFO will regularly review unpaid invoices and discuss them with the Clerk or Assistant Clerk who will follow up as necessary.
- 4.2. The RFO will notify MPC of any unpaid balances that cannot be recovered (bad debts) and seek approval to write them off.

5. Allotments

- 5.1. Invoices will be raised in Edge Allotments by the Clerk or Assistant Clerk and sent to the Allotment Holders.
- 5.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. allotment plot number or invoice number).
- 5.3. Payments made by Allotment Holders will follow the applicable bank transfer, cash or cheque receipts procedure above.
- 5.4. The RFO will reconcile the receipts to the supporting paperwork and will update Edge Allotments and Edge Finance.
- 5.5. The RFO will liaise with the Clerk or Assistant Clerk regarding any overdue accounts and they will take action as necessary.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting :

Review every 12 months

<u>POLICY AND PROCEDURE:</u> SAFEGUARDING CHILDREN AND ADULTS AT RISK

1. General Statement of Policy

Melbourn Parish Council working from the Melbourn Community Hub must provide a safe and secure venue for a range of services, activities and events. There is regular access by members of the local and neighbouring communities including children and adults at risk. The Council recognises the importance of ensuring and making every effort to secure the safeguarding and welfare of all its customers. This Policy is written by reference to the Care Act 2014.

2. Purpose

2.1. The purpose of this policy is to outline the duty and responsibility of Melbourn Parish Council in respect to Safeguarding. The key objectives of this policy are to:

- 2.1.1. To explain the responsibilities of the Council Safeguarding Officer and workers in respect of the safeguarding of children and adults at risk.
- 2.1.2. To enable workers who receive disclosures of, witness, or suspect abuse to make informed and confident responses.
- 2.1.3. To ensure that information relating to safeguarding is kept securely and only shared on a need-to know basis.

3. Scope, Principles & Definitions

3.1. Safeguarding is about protecting the safety, independence and wellbeing of people at risk of abuse, and is everybody's responsibility.

3.2. This policy relates to all children and adults who become known to the organisation through the course of our work and who may be at risk of abuse.

3.3. Assessing whether children or adults are experiencing abuse is the responsibility of professionals within the local authority. The role of Melbourn Parish Council is therefore not to assess whether abuse has taken place, but to safeguard by informing the local authority if information becomes known to us that could indicate that abuse **may** have taken place, or that a child or adult may be at risk of abuse.

3.4. For the purpose of this policy, a child is defined as a person under the age of 18 and an adult is defined as a person aged 18 years or over.

3.5. For the purpose of this policy an adult at risk of abuse is defined as "someone who has care and support needs and is therefore unable to protect themselves from either the risk of, or the experience of, abuse or neglect".

4. Responsibilities

4.1. Parish Councillors

All Parish Councillors have the responsibility of dealing with any incidents or concerns that arise. **Claire Littlewood** is nominated as the Safeguarding Officer and if not available for discussion, the Chair of the HR Panel, Council Chair or Vice Chair can be contacted. The Safeguarding Officer will ensure that their training is kept up to date. As appropriate the Safeguarding Officer will consult with and refer matters to the HR Panel.

4.2 Workers (Paid Employees)

All workers have a duty to promote the welfare of children and adults at risk. It is everybody's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

4.3. Workers (Volunteers, contractors or members of the public co-opted to assist the Melbourn Parish Council)

All those defined in 4.2 and 4.3 have the same duty to promote the welfare of children and adults at risk. It is every volunteer's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

5. Information

5.1. All workers will be informed on induction and reminded on an annual basis of their responsibility to be vigilant and to report any concerns to the safeguarding officer.

5.2. The Safeguarding Officer should complete training on safeguarding children and adults once every 2 years.

6. Safeguarding within the context of Melbourn Parish Council Activities

6.1. The majority of contact with service-users is done either in the context of public meetings or through visits to the Parish Council office for advice. The Timebank Coordinator holds off-site social meetings and also arranges Timebank member exchanges. Two references are taken up for each Timebank member prior to joining. The Timebank Coordinator has regular face to face contact with members. Warden staff members also come into contact with the general public across the parish estate.

6.2. Melbourn Parish Council also have a responsibility to ensure contractors adhere to this policy and take steps to intervene as appropriate.

6.3. Melbourn Parish Council workers do not fall within the legally defined eligibility criteria for requesting Enhanced Disclosure and Barring Service (DBS) checks (as outlined in the [DBS eligibility guidance](#)). The Council does not, therefore, request Enhanced DBS disclosures for workers.

6.4 In cases where contact is off site and safeguarding principle should be applied, paid workers or volunteers should not enter the home of any person, even when there is no suggestion of risk to that person, unless a second colleague is present. 6.5 The Timebank Coordinator (who is DBS checked) may occasionally visit Timebank members in their homes. The Timebank Coordinator is aware of safeguarding principles and will record any concerns and report these without delay to the Safeguarding Officer.

7. Confidentiality and information sharing

If a disclosure is made to a worker, or a worker has a concern about the welfare of a child or adult at risk, the worker should follow this procedure in the event of a disclosure or safeguarding concern (Appendix 1). This includes ensuring that the person making a disclosure is aware that the worker may need to share the information, and cannot promise to keep it secret.

Information should only be shared on a strictly need-to-know basis with the HR panel, Council Chair and the Safeguarding Officer.

The Safeguarding Officer can seek support in the case of children via the Cambridgeshire Multi-Agency Safeguarding Hub (MASH) 0345 045 5203 (day) 01733 234 724 (out of hours) and accessed via the link <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family>.

8. Record keeping

In the event of a disclosure or safeguarding concern, an incident/concern form must be raised by the person who receives the information as soon as possible, and always on the same day.

These records must be stored securely, in a locked drawer or password protected file, indefinitely.

Document Approval:

Chair of Melbourn Parish Council

Date of Parish Council meeting:

Review Policy: Every 12 months

Appendix 1. Procedure in the event of a disclosure or safeguarding concern

It is important that children, young people and adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously, including those received anonymously. This procedure must be followed whenever a disclosure of abuse is made or when there is a suspicion of abuse.

1. In the event of a disclosure

- Reassure the person concerned.
- Listen to what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions. Only ask questions to clarify the basic facts of what they are already telling you. Do not promise to keep it a secret.

2. Make sure the individual is safe

If the person is in immediate danger, the police or ambulance must be called straight away on 999. Ensure prompt action is taken to minimise the risk of harm from any further abuse, maltreatment or neglect. This is particularly important if:

- the person remains in or is about to return to the place where the alleged abuse occurred;
- the alleged abuser is likely to have access to the person or others who might be at risk.

3. Record the information

Make a full record of the disclosure, allegation or incident as soon as possible and at the latest within one working day and ensure it is recorded in the speaker's words. Refer to Appendix 2 'Concern Form'.

4. Report to the Safeguarding Officer

Report the disclosure or concern immediately or as soon as possible within one working day. In the first instance this may need to be done verbally but a concern/incident form should also be completed.

5. Dealing with allegations made against a worker or Councillor

Anyone wishing to make an allegation about a Parish Council worker or a Parish Councillor, either in relation to any suspicion, allegation or incident of abuse or non-adherence to these procedures should report the concern to the Chair of the HR Panel or the Chair of the Parish Council; or the police if no other options exist.

Appendix 2

MELBOURN PARISH COUNCIL INCIDENT / CONCERN FORM

Name of person completing this form:	
Date and time of incident:	
Incident/concern (who, what, where):	
Any other information (witnesses, action taken):	
Signature and role of person filling in form:	
Action taken by Safeguarding Officer:	