

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 28 February 2022 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire 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 or on request to the Clerk*

**Present:** Cllrs Clark (Chair), Barley, Davey, Hart, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales, County Cllr van de Ven and 4 members of the public

## **PC148/21 To receive and approve apologies for absence**

Apologies were received from Cllrs Barnes, Cowley and Kilmurray. Acceptable reasons where given.

It was:

RESOLVED to accept the apologies from Cllrs Barnes, Cowley and Kilmurray.

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

## **PC149/21 To consider applications for co-option**

Application for co-option was received from Michael Barley. Cllrs were given an opportunity seek further information from Mr Barley on his reasons for standing for co-option. Cllrs were asked to indicate their support or otherwise to Mr Barley's application for co-option by completing a voting slip which the Clerk collected and counted. Cllrs voted unanimously to co-opt Mr Barley who took his place at the table and joined the meeting and signed his Declaration of Acceptance of Office.

## **PC150/21 To receive any Declarations of Interest and Dispensations**

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

Cllr Travis noted an interested in items PC156/21d) and PC159/21 as a director of the Hub. Cllr Travis was given dispensation to remain in the meeting but not to vote.

## **PC151/21 Chairs' Announcements – For information only**

Chair noted the sad passing of Barry Deville, who served on the Maintenance Committee and was Chair of the Allotment Association.

Chair noted that Kieron Baker has resigned from the Parish Council and thanked him for his service. Chair noted that Standing Orders had been circulated with the agenda and took the opportunity to remind cllrs of appropriate conduct for debate.

## **PC152/21 To approve the minutes of the Parish Council Meeting held on 17 January 2022**

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 17 January 2022 as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barley, Clark, Hart, Travis, Wilson. Abstain: Cllr Davey.

## **PC153/21 To report back on the minutes of the Parish Council Meeting held on 17 January 2022**

There was nothing to report.

## **PC154/21 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.

A member of the public queried if the chain of office was available and suggested that it should be worn at parish events and on official parish business. **ACTION:** Clerk to check the location of the chain of office and advise.

A member of the public noted that All Saints Community Hall were planning to hold a coffee morning for the Trouping of the Colour on Thursday, 2 June 2022. The event would be open to all. ASCH also hoping to organise an event for Friday, 2 June – more details to follow.

A director of the Hub advised that plans were underway to hold a weekend of family fun at the Hub. Road closure along the High Street is being investigated. It was hoped that local residents would arrange street parties around the village. To be discussed further at PC160/21.

**PC155/21 To receive reports from the District and County Cllrs for Melbourn**

County and District Cllrs presented their report to the meeting:

- Delays with regard to Greenway. Noted challenges with regard to staffing changes at the County Council. Footpath to Meldreth Station is marked for priority work.
- Parking Enforcement - District and County Council are applying to become civic parking enforcers.
- Thakeham – Their phone lines are out of use but this does not mean they are withdrawing from the area and we should be mindful of the investment they have made so far.
- An update was received with regard to increase in council tax: County Council increase of 4.99% / District Council increase of £5 per Band D property.
- Update with regard to train services to Meldreth Station.
- Community Chest Grant Funding available for Jubilee events for clubs and groups up to £700. No limit on applications from one parish.
- Cllrs noted that they are available to meet with residents to discuss Hardship Fund.
- Update with regard to Citizen's Advice Bureau funding and availability of the service from the Community Hub.
- Be Kind Campaign – residents encouraged to seek help where needed in these difficult times. District Cllrs noted that they are available to support and can be contacted at any time.

**PC156/21 Governance:**

- a) To note the Review of Effectiveness of Internal Controls  
This was noted.
- b) To note the Review of Effectiveness of the Internal Audit  
This was noted.
- c) To consider appointing Canalbs to carry out the internal audit at year end  
It was:  
RESOLVED to appoint Canalbs to carry out the internal audit at year end.  
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- d) To consider reimbursing the Hub for library related expenditure from s106 monies  
It was:  
RESOLVED to reimburse the Hub for library related expenditure from s106 monies in the sum of £1,223.42.  
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barley, Clark, Davey, Hart, Wilson.  
Abstain: Cllr Travis.
- e) To note an email decision for repairs to the parish clock  
The email decision was noted. Chair thanked Cllr Cowley for his efforts. It was noted that the Heasells are coming out on Thursday to check the motor.
- f) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC  
It was:  
RESOLVED to renew memberships and subscriptions to Cambridgeshire ACRE, CAPALC, ICCM and SLCC.  
Proposed by Cllr Davey, seconded by Cllr Barley. All in favour.
- g) To receive any updates and consider actions  
There was nothing further to discuss.

**PC157/21 Finance Matters:**

- a) To consider retrospectively approving the approvals list for January 2022

It was:

RESOLVED to retrospectively approve the approvals list for January 2022.

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

**ACTION:** Clerk to investigate high electricity costs for the wardens' workshop.

- b) To consider approving the approvals list for February 2022

It was:

RESOLVED to approve the approvals list for February 2022.

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

- c) To receive and consider the finance report for December 2021 and January 2022

It was:

RESOLVED to receive the finance report for December 2021 and January 2022.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC158/21 To note the bank reconciliations for January 2022**

This item was deferred.

#### **PC159/21 Community Hub**

- a) To consider approving quotations for Hub signage

It was:

RESOLVED to approve expenditure in the sum of £839.80 + VAT for fabrication of signs and graphics, lighting connection and installation (items 4, 5 and 6 on the schedule of expenses).

Proposed by Cllr Wilson, seconded by Cllr Davey. In favour: Cllrs Barley, Clark, Davey, Hart, Wilson. Abstain: Cllr Travis.

#### **PC160/21 The Queen's Platinum Jubilee**

- a) To discuss and consider options for marking the Queen's Platinum Jubilee

Options for commemorative benches were considered. Noted that The Cross would be a suitable location for a bench.

It was:

RESOLVED to purchase a metal commemorative bench from the Empire Poppy Store at a cost of £850 + VAT.

Proposed by Cllr Hart, seconded by Cllr Davey.

Noted that there would be additional installation costs. A member suggested applying for a Community Chest grant to cover this expenditure.

*[Post meeting note: Since preparation of the report, the cost of the bench has increased to £1,000. Clerk to circulate an update with email decision.]*

Options for commemorative gifts for primary school children were considered. Various options are available and it was suggested that a sum be allocated for this and the primary school to give children opportunity to vote on their preferred item.

It was:

RESOLVED to approve expenditure up to £1,500 for a commemorative gift for all children at Melbourn Primary School.

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

**ACTION:** Clerk to contact the headteacher at the Primary School to discuss.

As noted under item PC154/21, the Community Hub would be arranging a weekend of family fun events to mark the Queen's Platinum Jubilee.

#### **PC161/21 Planning Matters:**

- a) To receive an update with regard to transfer of the SGB on the Hopkins Homes development

An update was received. Discussions ongoing with the developer in an attempt to agree a commuted sum for future maintenance. S106 Officer has agreed to help to progress this.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC162/21 Maintenance Matters:**

- a) To receive an update with regard to trees bordering the Hub

An update was received. Advice has been sought from District Council's tree officer with a request for a site meeting.

- b) To receive any updates and consider actions.

A member noted the new fencing at The Cross and commended Universal Fencing for their work.

**PC163/21 HR Matters:**

- a) To consider approving advert for an Independent Service Provider to cover planned absence by the village wardens

An update was received. Increasing volume of work for wardens was noted. HR Panel have a responsibility to ensure that there is sufficient capacity to cover additional works. Also important to ensure there is cover in the event of staff absences.

It was:

RESOLVED to approve advertising for an Independent Service Provider to cover in the event of absence or at times of high work volumes.

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

- b) To consider approving an Independent Service Provider Agreement

It was:

RESOLVED to approve the Independent Service Provider Agreement for additional warden cover when required.

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

- c) To receive any updates and consider actions

Noted that the HR Panel is mindful that there is backup for the RFO in the event of absence or holidays. Clerk and/or Assistant to Clerk may be able to help. Noted that the RFO will monitor current high workload and advise if additional hours are required. Staff are encouraged to log additional hours worked.

**PC164/21 Melbourn Timebank**

- a) To receive the Timebank's monthly reports for January and February and consider approving expenditure on current Timebank activities

The Timebank Coordinator's reports for January and February were received. It was noted that walking activities have become very popular and residents from neighbouring villages are participating. Noted that expenditure to promote Timebank activities and provide opportunity for new members to attend would be met from funding made available by Timebank UK.

It was:

RESOLVED to approve reimbursement of expenses to the Timebank Coordinator in the sum of £54.45 (January expenses) and £203.75 (February expenses).

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

**PC165/21 Policies and Terms of Reference:**

- a) To consider approving the updated Policy for Complaints : Councillors

It was:

RESOLVED to approve the updated Policy for Complaints : Councillors.

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

- b) To consider approving the updated Policy for Complaints : Staff and Service Providers



It was:

RESOLVED to approve the updated Policy for Complaints : Staff and Service Providers.

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

- c) To consider approving the updated Community Grant Policy

It was noted that the Lightsource Agreement was signed in January 2015 for a period of 20 years. After which time, solar farm community benefit funding would cease. Noted that this funding was important to many local groups and clubs and the Parish Council should consider building a reserve for community benefit grants once the solar farm funding stops in 2035. To be discussed further to Finance and Good Governance Committee in June 2022.

It was:

RESOLVED to approve the updated Community Grant Policy.

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

- d) To consider approving the updated Reserves Policy

It was:

RESOLVED to approved the updated Reserves Policy.

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

- e) To consider approving the updated Allotment Bee Keeping Policy

It was:

RESOLVED to approve the updated Allotment Bee Keeping Policy as recommended by Maintenance Committee on 24 February 2022.

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

- f) To consider approving the updated Risk Management Document for Play Parks

It was:

RESOLVED the updated Risk Management Document for Play Parks as recommended by Maintenance Committee on 24 February 2022.

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

- g) To consider approving the updated Risk Management Document for Cemeteries

It was:

RESOLVED the updated Risk Management Document for Cemeteries as recommended by Maintenance Committee on 24 February 2022.

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

- h) To consider approving the updated Risk Management Document for Allotments

It was:

RESOLVED the updated Risk Management Document for Allotments as recommended by Maintenance Committee on 24 February 2022.

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

- i) To consider approving the updated Risk Assessment for the Pavilion

It was:

RESOLVED the updated Risk Assessment for the Pavilion as recommended by Maintenance Committee on 24 February 2022.

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

- j) To consider approving a Risk Assessment for Hedge Planting

It was:

RESOLVED the updated Risk Assessment for Hedge Planting as recommended by Maintenance Committee on 24 February 2022.

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

- k) To consider approving updated Terms of Reference for the Maintenance Committee

It was:

RESOLVED the updated Terms of Reference for the Maintenance Committee.

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

- l) To consider approving updated Terms of Reference for the Planning Committee

It was:

RESOLVED the updated Terms of Reference for the Planning Committee.

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

- m) To consider any other updates and consider actions

Noted that the HR Panel will review their Terms of Reference for the next full Council meeting.

**PC166/21 To note the date of the next meeting : 28 March 2022**

The meeting closed at 20:58



29<sup>th</sup> November 2021

Mrs Claire Littlewood  
Clerk to Melbourn Parish Council

Dear Claire

Thank you for your email of 22<sup>nd</sup> November 2021.

I enclose the questionnaire completed as far as I can. I wish to become a Parish Councillor to have some say in matters over which the Parish Council has powers or influence. I have noticed promising developments already but wish to be part of taking more forward.

Although I was not expressly asked for this, I would mention that for 10 years (well prior to the promulgation of the Nolan principles) I was myself a parish clerk (then unpaid!). I also had nearly 39 years' active practice in the law as a solicitor, though I should also mention that I was a specialist in areas other than public law. However much of the spirit of the Nolan principles is embodied in company law, knowledge of which was central to my practice.

My particular interests if co-opted would be in Planning and Finance and Governance, possibly also Maintenance.

I hope that the above satisfies your request for why I wish to join the Council and look forward to hearing further from you.

With kind regards

Yours sincerely



M D T Barley

# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: Jan. 2018

Name : MICHAEL BARLEY

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
<b>Understanding and/or experience of ...</b>					
Parish Council				✓	
Local government		✓			
Civil service	✓				
<b>Professional skills</b>					
Experience of chairing board / committee meetings		✓			
Experience of professional leadership			✓		
Financial planning / management				✓	
Mediation		✓			
IT			✓		
Strategic planning					
Training Received (please give brief details of specific area of training)					
<b>Skills that may be useful on Parish Council Committees</b>					
Financial planning / management				✓	
Procurement / tenders			✓		
Health and Safety		✓			
Insurance			✓		
Pensions				✓	
HR		✓			
Legal (please give brief details of specific area of expertise) <b>CORPORATE &amp; COMMERCIAL</b>					✓
Premises and facilities management			✓		
<b>Please give brief details of particular local interest / knowledge</b>					
<u>Planning</u>			✓		
<u>Youth work</u>	✓				
<u>Conservation</u>	✓				
<u>Volunteering</u>	✓				

Melbourn Parish Council

**MELBOURN PARISH COUNCIL****Doc. No. 3.04****Version 1****Review Date: Jan. 2018**

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					
Planning update Laptop use					
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:					
<b>Selflessness : you should act in the public interest</b> In my legal practice I had on occasion to report matters to regulatory authorities					
<b>Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates</b> Turning down work when a conflict of interest may arise					
<b>Objectivity : you should act impartially, fairly and on merit</b> Advising clients on legality of their proposed actions					
<b>Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability</b> Ensuring eg. that correct calculation has been made of liability to taxation					
<b>Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure</b> Advising directors of their obligations regarding transactions involving substantial non-cash assets					
<b>Honesty : you should always be truthful</b> Advising on the merits of claims so as to avoid clients wasting money on legal fees					
<b>Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour</b> See Selflessness above; clearly I undertake to act in accordance with this principle and those set out in the foregoing, once I join the Council.					

Melbourn Parish Council



## MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : MICHAEL BARLEY

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR	
(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)	
Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / <del>No</del>
Are you 18 or over?	Yes / <del>No</del>
(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)	
Are you on the electoral register for Melbourn?	Yes / <del>No</del>
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / <del>No</del>
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / <del>No</del>
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No N/A (Retired)

DISQUALIFICATIONS	
(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)	
Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No

Chairs Announcements...

A few points to mention..

On behalf of the Parish Council I wish to express our deep sadness at the passing of Barry Deville. For those who do not know, he was an active member of the Maintenance Committee representing all things Allotment. He was a very likeable friendly gentleman who was a pleasure to work with. He will be sorely missed, our thoughts are with his family at this difficult time.

Secondly I wish to notify the Council that Councillor Kieron Baker has resigned as a Councillor with immediate effect. This I believe is due to a change in his personal circumstances. I wish to take this opportunity to thank him for his positive contribution over the past 2 years and wish him well for the future.

Finally before I return to the formal agenda, I wish to refer to our Standing Orders. The Clerk has recirculated these to all Councillors and prospective Councillors. I would encourage everyone to refresh themselves with the document. It is important that we operate in accordance with these orders. As we start to return to a pre pandemic state with members of the public starting to attend council meetings again and as we take on new Councillors we must ensure that the business of the agenda is handled in a controlled and professional way. Please ensure all points and questions raised regarding agenda items are channelled directly through the Chair of the relevant committee for either answer or direction to another Councillor or the Clerk to respond. This will ensure that business is conducted in an efficient and timely manner. I thank you all for your support here.

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 17 January 2022 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire 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 or on request to the Clerk*

**Present:** Cllrs Clark (Chair), Baker, Barnes, Cowley, Hart, Kilmurray, Travis, Wilson

**Absent:**

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

**PC126/21 To consider applications for co-option**

This item was deferred pending additional information requested to complete the skills audit.

**PC127/21 To receive and approve apologies for absence**

Apologies received from Cllr Davey – acceptable reasons were given.

It was:

RESOLVED to approve Cllr Davey's apologies for absence.

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

**PC128/21 To receive any Declarations of Interest and Dispensations**

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

Cllrs Baker, Kilmurray and Travis declared an interest in the following items as members of the Hub Management Group:

- PC136/21f)
- PC144/21a)
- PC146/21a) and b)

Cllrs were given dispensation to participate in the discussion but not to vote.

**PC129/21 Chairs' Announcements – For information only**

Chair reported that he is pursuing a request to Stonebond to repair the damage to the footpath at the entrance to Littlehands car park.

**PC130/21 To approve the minutes of the Parish Council Meeting held on 22 November 2021**

It was:

RESOLVED to approve the minutes of the Parish Council meeting on 22 November 2021 as an accurate record.

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

**PC131/21 To report back on the minutes of the Parish Council Meeting held on 22 November 2021**

Clerk reported back on the following actions:

PC113/21c) Clerk thanked Cllrs Kilmurray and Baker for their help in sourcing and setting up a new laptop for the parish office. Noted there is an item on the agenda for the meeting to retrospectively approve the expenditure.

PC117/21e) Comments on the draft Local Plan have been submitted

**PC132/21 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.

**PC133/21 To consider setting the precept for the financial year 2022/23**

Chair of Finance and Good Governance reported that the Committee had considered the draft precept at a meeting in December. Headline figures:

- Total increase in precept for the year : £18,130
- Equates to 1.98% increase per household (noted this is below rate of inflation)
- Reserves remain at a healthy level



- There is funding for a number of projects and discretionary spend
  - Allowance has been made for likely increases in energy costs and a contribution to the LHI project
- The draft budget was recommended to full Council for approval.

It was:

RESOLVED to approve the budget for 2022/23 as recommended by Finance and Good Governance Committee.

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

Councillors expressed their thanks to the RFO for her work on preparing a robust and detailed budget.

[19:43 The RFO left the meeting]

#### **PC134/21 To receive reports from the District and County Cllrs for Melbourn**

District Cllr Hart was in attendance and highlighted the following items from the report:

- Business support grants now available for Coronavirus relief
- Special stop order for Cambridge-bound trains passing through Meldreth station
- Requests for members of the public to report highways matters to the relevant authority
- Further discussions underway with regard to civil parking enforcement

Cllr Hart and County Cllr van de Ven to attend the LHI grant application hearing on 1 February. Noted that there will be a further opportunity for local residents to collect LFT kits from the High Street car park on 22 and 29 January (10 – 4pm or until stocks run out).

Online Health and Social Care webinar – 20 January 2022 available at

<https://www.scambs.gov.uk/business/looking-after-your-mental-health/>

#### **PC135/21 Governance:**

- a) To note the Internal Auditor's report.

The report was noted.

- b) To note an email decision with regard to Hub signage

The decision was noted.

- c) To consider how the Parish Council will mark the Queen's Platinum Jubilee

Various ideas were suggested including an event at the Hub and also approaching the Fete Committee about a joint village-wide activity – possibly involving baking or Jubilee pudding competition. Noted that there will be an additional public holiday on Thursday, 2 June to be followed by the existing public holiday on 3 June. Suggested that ideas are collated and considered by a small group to progress.

##### **ACTIONS:**

- Clerk to investigate commemorative gifts for primary school children.
- Clerk to circulate ideas for further consideration.

- d) To note new arrangements for energy supply to Parish facilities

Noted that 3 year contracts for current energy supply with British Gas are coming to an end. Clear Utility Solutions working with CAPALC have identified alternative providers and a 3 year contract with British Gas Lite has been accepted.

- e) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC136/21 Finance Matters:**

- a) To consider retrospectively approving the approvals list for December 2021

It was:

RESOLVED to retrospectively approve the approvals list for December 2021.

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

- b) To consider approving a quotation for 3 year contract with Edge

It was:

RESOLVED to approve the quotation for 3 year contract with Edge for provision of the finance,

allotments and cemeteries modules.

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

- c) To consider a recommendation from Maintenance Committee to approve expenditure on repairs to play equipment on Clear Crescent play area to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for repairs to play equipment on Clear Crescent from reserves.

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

- d) To consider a recommendation from Maintenance Committee to approve drainage repairs at Littlehands to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for remedial works to the drains at Littlehands

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

- e) To consider retrospectively approving expenditure on a new laptop and software for the Parish office

It was:

RESOLVED to retrospectively approve the sum of £490.49 (including VAT and delivery) in respect of a new laptop for the parish office.

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

- f) To consider approving payment of the licence fee to the Hub

It was:

RESOLVED to approve payment of the annual licence fee (in respect of rental and all services for the use of the parish office) to the Hub in the sum of £13,400.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

**PC137/21 To note the bank reconciliations for November and December 2021**

This was noted.

**PC138/21 Planning Matters:**

- a) To discuss and consider approving transfer of the open space at Victoria Heights

Chair of Planning Committee reported on a recent visit to the development and a recommendation from Planning Committee that the Parish Council should take transfer of the two open spaces once they are both completed to an acceptable standard. Noted that the commuted sum is already specified in the s106 Agreement and that the ongoing maintenance works will need to be incorporated into existing Maintenance Contracts.

It was:

RESOLVED to approve transfer of the two open spaces on satisfactory completion of both areas and subject to inspection.

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

- b) To discuss and consider adopting the access road to New Road Cemetery

Chair of Planning Committee reported on a recent visit and inspection of the access road. Noted that Highways will not adopt the road as it serves fewer than 5 houses. Currently, residents of the 3 properties on the access road are making an annual payment of £50 towards future maintenance. Road surface is unfinished but hardcore is visible on the surface. Although the road may not require maintenance for some time, there is potential for high maintenance or repair costs in the future. Planning Committee's recommendation is that the Parish Council does not accept transfer of the access road.

It was:

RESOLVED to approve adopting the access road to New Road Cemetery.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray. In favour: None. Against: Cllrs Baker, Barnes, Clark, Hart, Travis, Wilson. The resolution fell.

A member suggested that we should be clear when considering future developments that it is not the Parish Council's policy to adopt roads and has not adopted any other roads in the village. Also noted that developers should be responsible for finishing roads so as to be compliant with County Highways requirements.

- c) To receive an update on transfer of the SGB from Hopkins Homes

Noted that the District Landscape Architect had indicated that the developer's costing for future maintenance of the SGB does not appear to include all the work contained in the LEMP. Further negotiations with the developer ongoing.

- d) To note the Parish Council's response to the draft Local Plan

This was noted.

- e) To consider signing an Indemnity in respect of 46-56 The Moor

Noted that the agenda incorrectly refers to the development as 46-46 The Moor.

It was:

RESOLVED to approve signature of the Indemnity on behalf of the Parish Council.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC139/21 Maintenance Matters:**

- a) To discuss and consider unauthorised signage on the highways

Discussion with regard to complaints received about growing number of unauthorised advertising signs on the highways. Noted that many are for local businesses. Highways Officer has indicated that action is only taken if a complaint is received.

##### **ACTIONS:**

- Clerk to write to local businesses requesting that they remove the unauthorised signage
- Clerk to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages

It was:

##### **RESOLVED:**

- to write to local businesses requesting that they remove the unauthorised signage
- to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages
- that the Parish office should report unauthorised signage via the SCDC Envirocrime online reporting page

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

- b) To receive any updates and consider actions.

There was nothing further to discuss.

#### **PC140/21 HR Matters:**

- a) To discuss and consider funding Timebank activities for a further period of 3 years

Chair of the HR Panel provided an update. The Timebank has been in place for 3 years and the Timebank Coordinator's role has developed over time and in response to the current situation. It was noted that the past 2 years activities have been affected by Covid and the Timebank Coordinator has adapted activities accordingly. HR Panel's recommendation is that the Timebank Coordinator's role be funded from the precept for a further 3 years, to be reviewed annually.

It was:

RESOLVED to continue to support the Timebank and fund the Timebank Coordinator's salary for a further period of 3 years (reviewed annually).

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

- b) To receive a report from the HR Panel

Noted that there are currently 3 members of the HR Panel with 2 vacancies.

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC141/21 Melbourn Timebank**

- a) To receive an update and consider approving expenditure on current Timebank activities

The Timebank Coordinator's report was received with thanks. The report contained a request for a cash float of £100 to be made available to the Timebank Coordinator out of the Timebanking Together funding received. Receipts for any expenses will be made available prior to reimbursement of monies.

It was:

RESOLVED to approve a cash float of £100 to be made available to the Timebank Coordinator for various Timebank activities with expenditure to be supported by receipts.

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

**PC142/21 Policies and Terms of Reference:**

- a) To consider any other updates and consider actions

There was nothing to discuss.

**PC143/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC144/21a)**

It was:

RESOLVED under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting.

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

**PC144/21 Community Hub Extension Project**

- a) To discuss and consider Brownstone's final invoice for building works

This item was discussed in camera

**PC145/21 Motion to re-open the meeting to Public and Press:**

It was:

RESOLVED to re-open the meeting.

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

**PC146/21 Community Hub Extension Project**

- a) To consider approving reimbursement of the cost of electrical works to the Hub

Noted that subject to final settlement of Brownstone's invoice number 1184, there remain funds available in the budget which can be reimbursed to the Hub for electrical works ((PC123/21b) Full Council meeting 22 November 2021). A member queried if the project was within budget. A member of the Management Group confirmed that although some additional works had been ordered, these were funded by the Hub from various business re-start grants made available. The extension project budget will not be exceeded.

It was:

RESOLVED that a payment of £5,000 from the project budget surplus should be paid to the Hub in respect of the electrical works carried out.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC147/21 To note the date of the next meeting : 28 February 2022**

The meeting closed at 21:45

## **Melbourn Parish Council Feb 2022 – District and County Councillor Report**

### **Oil Club**

This year's household bulk buy Oil Club rebate will be going to North Herts Citizens Advice, supporting their work for Melbourn and Bassingbourn area and in particular their weekly drop-in service at the Melbourn Hub.

### **GCP and Melbourn Greenway**

We met the new officer assigned to the Melbourn Greenway scheme earlier this month. The current stage of work is focused urgently on the path to Meldreth Station and resolving land issues there in order to allow the upgraded path to be delivered. This will include an element of lighting. Later in the year a detailed plan for the rest of the Melbourn Greenway will be put out for public consultation. The Greenway will be delivered in segments, not all at once; we don't know yet the sequence.

Susan then spoke at the Greater Cambridge Partnership Assembly to comment on need for action on Greenway following a long period of quiet – and all the other speakers gave the same message. There are 12 Greenway schemes in all, so a great deal to deliver. She is also working with Highways on a couple of junction points along the A10 cycle/pedestrian path which need clearer priority access indications, following an alert on two collisions at the BP Station in Harston.

(Please note how important it is to log any accident data with police – without it there is no knowledge at Highways of problem areas.)

### **Local Highways Initiative bid**

Sally Ann and Susan presented the Melbourn bid to the LHI panel earlier this month. We did our best and answered questions and have our fingers crossed for results next month. It was good to be able to refer to the work of Melbourn Futures – thanks to Graham for keeping things in gear.

### **20mph speed limits**

New tools in the Highways community kit box are making an appearance:

Progress on introducing new 20mph speed limits to improve transport and travel safety is underway, with the County Council Highways and Transport Committee looking to establish a new process for the implementation of 20mph schemes. This would allow third parties – such as parish councils - to make an application for a 20mph limit in their chosen area, with a number of schemes then progressing following a period of assessment and prioritisation.

There are two types of 20mph schemes which can introduced by the council – 20mph limits and 20mph zones. A 20mph limit typically covers individual or small numbers of streets and requires signs only, while 20mph zones typically cover larger areas and require both signs and markings.

The former are more cost effective, but the latter have been found to have a greater impact in reducing speed limits, especially when accompanied by traffic calming measures. It is anticipated that details outlining how applications for 20mph schemes will be prioritised, once submitted, will be brought to a committee meeting later this year.

## Civil Parking Enforcement

South Cambs DC has now written to the County Council to ask them to submit an application to the Department of Transport asking them to approve Civil Parking Enforcement for all of South Cambs. The police will no longer be responsible for enforcing illegal parking but instead Enforcement Officers employed by the County Council will be. The plan is to have two officers active full time moving between the villages and issuing parking fines to people who park where they should not. The agreement of the Greater Cambridge Partnership to underwrite the first five years costs has made it possible which is extremely good news. The less good news is that the wheels of government move slowly so we don't expect it to be implemented until 2023.

## Thakeham

We've attached an update that was circulate to parish council representatives to the South West Cambridge Action Group.

## County Council Budget

A Local Government Association peer review team visiting Cambridgeshire last summer, consisting of senior councillors from all political parties and senior officers from several local authorities, concluded:

*"The Council is entering a period where future years budget gaps and required mitigation are of a significant magnitude and urgent. A forecasted budget gap of £64m over the MTFS period requires detailed and immediate planning. There has been a reliance on one-off balances and some use of reserves across previous years to fund the budget shortfall which has resulted from a lack of financial strategic planning which is not sustainable. Although balancing the budget from the general fund balance is possible in the short-term, using reserves is seen as high-risk and should be avoided. Historic decisions not to increase council tax by the maximum possible has resulted in significant ongoing lost income. There is now a need to establish a clear Council Tax strategy for the next 4 years."*

The council has now agreed its budget for 2022-23, which closes a projected £22.2 million gap using efficiencies, savings, and the government's one-year financial settlement. It also starts to address a projected gap of more than £80 million over the next five years.

Budget gaps have continued to grow. Between the December and January there was an increase of £2.5m in the costs of providing care and our own social care workforce, as a result of significant pressures (supply chain, cost of living rises) and labour shortages facing the sector.

The headline government announcement was that Cambridgeshire's core spending power would increase by 8%, but around two-thirds is due to the additional Council tax that the settlement allows us to precept, and that government assumes will be utilized.

There has been no indication of any continuation of government support for free school meals during the holidays, or for the household support fund.

The County Council share of council tax will increase by 4.99 per cent – 1.99 per cent for general services, and a 3 per cent rise for Adult Social Care. This will mean an extra charge of 90p per week for a Band A household, £1.04 per week for a Band B household, and £1.19 for a Band C household.

The increase in Band D is £1.34 per week, which will still leave the County Council's council tax share below the average for shire counties.

The increase comes at a time when many families are struggling with increases outside the council's control, such as National Insurance, energy bills, and food price rises. The council's budget therefore offers a safety net for those least able to pay.

The budget also offers support through

- The Household Support Fund – a one-off £20 payment open to all 39,000 Cambridgeshire people on universal credit, as well as extra help for specific bills or replacement of essential items such as cookers, washing machines or fridges.
- Continued funding for Free School Meals throughout the school holidays – £15 per week for each eligible child.
- A 100 per cent council tax rebate for care leavers until they reach the age of 21, and a targeted fund to support them, if they need it, until they are 25.
- A £1 million 'catch up' fund to help children catch up on activities which help them learn skills, build self-confidence and make friends.

In addition, the council's business plan pledges to deliver a 'Just Transition Fund' towards a more equal and sustainable Cambridgeshire –with scope to include flood prevention and environment and climate action as well as a variety of social enterprises, such as repair cafes and social care enterprises.

The council's business plans also includes:

- A £2.9 million countywide programme to support older people living in their own communities and homes for longer – part of a proposed investment in a new vision to create a more localized care workforce.
- Increased investment in projects which support biodiversity and access to open spaces.
- More investment to improve safety on roads, and the accessibility of footways and bridle paths.
- A continued roll out of the Real Living Wage, not just for lowest paid council staff but working with contractor and supplier organisations to make this aspiration a reality as soon as possible.

### **South Cambs District Council Tax**

February 22 South Cambridgeshire District Council approved its budget for next year and set its Council Tax charge from April.

Continuing to have one of the lowest Council Tax charges in the country, Lib Dem councillors agreed to raise it by 10 pence a week or £5 a year for a Band D property to enable the Council to continue to transform council services and deliver £230,000 of savings every year.

Not to have raised Council Tax by even this small amount would have led to a deficit of £1.5 million over the coming five years and cuts.

The budget also supports the Council's zero carbon strategy with over £6 million to be spent on items such as a solar farm for our Waterbeach waste depot, more electric bin lorries, electric vehicle

charging points and more money for the renewables fund which we use to fund green community initiatives across the District, such as the electric bicycle scheme in Teversham.

This coming year it will cost over £80 million to run South Cambridgeshire District and Council Tax will bring in £10.7 million. Business Rates bring us £11.6 million, which is why one of the first things the new Lib Dem administration did was to set up a business development team, which has proved invaluable in distributing Covid grants to stop businesses going to the wall during the Lockdowns. But you can see how important business is to delivering council services. As to the Government we expect to get just £2million in grants from it.

As to the difference between the £80 million and the £25 million income from taxation and grants, our investments play a big part delivering over £5 million in income. Our investments include Ermine Street our wholly owned housing company providing private rented accommodation, such as houses in multiple occupation for single people, the Cambridge Ice Rink and even Cambourne Youth Centre. We are also supporting business start-ups and the development of tech industries by investing in the Cambridge Science Park which is in South Cambridgeshire and receive income from rents.

We also receive income from our fees and charges and contributions from fellow councils for the cost of running the shared planning and waste services. But unlike many other Councils we do not have income from car parks or civic amenities such as a sports centre.

As to our council housing stock, this is now growing again and with 189 new council homes having been built over the past three years it now stands at over 5,500. However, we have to fund this mainly from council rents as unlike Cambridge City we get very little money from Government for house building and cannot use Council Tax and Business Tax income. Given the hundreds on our council waiting list we must continue to build more. This means we have no choice but to increase council rents. Rents will bring in nearly £32 million in the coming year and we will be spending £17 million on new build and £7 million on refurbishing existing stock to reduce tenants' heating bills.

We appreciate that in these difficult times those on lower incomes are struggling that's why we well have more officers advising those finding themselves in financial difficult and pay Citizens Advice £85,000 a year to help our residents. Apart from Housing Benefit we also have a Local Council Tax Support Scheme and discretionary support for Council Tax. As a result of this support, last year we were the best in the country for collecting Council Tax and in the top ten for the collection of Business Rates.

We are one of a few councils in the country to have set a balanced budget for the coming financial year with a small surplus going into reserves to off-set possibly deficits in the future.

### **Community Chest Grants for the Queen's Platinum Jubilee**

SCDC would like to support communities in marking 'The Queen's Platinum Jubilee'. For this reason, the criteria for the Community Chest Grant scheme has been flexed on a temporary and one-off basis until 12 April to allow Parish Councils and community groups to make Jubilee-related applications of up to £700. Applications will then be assessed at the Grants Advisory Committee meetings in March and April to help parishes plan.

Maybe you'd like to purchase a Commemoration bench? Or plant a tree or a rose in honour of the Queen's Platinum Jubilee? These are just a couple of ideas! We welcome your application, and if you



know of any community groups wishing to undertake a Jubilee-related project, we would ask you to make them aware of this fund.

Applications should be in the spirit of the rest of the Community Chest grant criteria. For further details and how to apply, please visit the Council's [Community Chest Grant page](#).

### **Health and Social Care reforms**

A reminder – a major reorganization of health and social care is happening now, with legislation in the process of passing through Parliament and lots of questions for us at ground level: what does all this mean for my community and me? Susan chairs the Cambridgeshire Health and Wellbeing Board which has a role to play alongside the NHS. What matters in the end is the experience of local residents in accessing health and care. If you'd like to know a little bit more, or if you can teach us a thing or two through your own experience and expertise, please join us for a Zoom coffee and chat on March 9<sup>th</sup>, 6-7PM – just let us know your contact details and we'll send you the link.

### **A10 Corridor Cycling Campaign – next meeting March 21<sup>st</sup>**

A broad update on the Melbourn Greenway – improving cycle, walking and scooter links between Cambridge and Royston - will be provided at the next meeting of the A10 Corridor Cycling Campaign on March 21, 7:30-8:30PM, via Zoom. The link is available from the campaign – [contacta10cycle@gmail.com](mailto:contacta10cycle@gmail.com)

### **Station garden tidy up**

A gardening day led by the Meldreth Veg Club and other volunteers has been organised for Meldreth Station on March 12, with a skip provided free of charge by Amey, the County's contractor – many thanks to all. This will also include this year's Duke of Edinburgh volunteers. As always, please contact the Community Rail Partnership if you'd like to get involved in station gardening, or if you know of a DoE volunteer who might be looking for a sponsor.

### **Rail Service improvements from 28 February**

Upcoming changes:

- From 28 February-15 May, we'll see the same current hourly base timetable, but with additional scheduled morning and afternoon stops designed to accommodate Meldreth-Shepreth-Foxton-Cambridge school travel. The additional stops will consist of:
  - 08:06 (Meldreth), 08:10 (Shepreth), 08:12 (Foxton), 08:23 (Cambridge)
  - 16:06 (Meldreth) 16:10 (Shepreth), 16:12 (Foxton) 16:23 (Cambridge)
- and
  - 07:57 (Cambridge), 08:06 (Foxton), 08:09 (Shepreth), 08:12 (Meldreth) – usual station calling pattern to arrive King's Cross at 09:20
  - 15:57 (Cambridge), 16:06 (Foxton), 16:09 (Shepreth), 16:12 (Meldreth) – usual station calling pattern to arrive King's Cross at 17:20

There will be no change at this time to services to London – but this should improve in May. So, continuing with the current service of two trains per hour running between Royston and London King's Cross, with one of these picking up at Meldreth, Shepreth and Foxton. Note parking is free at Shepreth Station and cheap at Meldreth Station (£1.50 daily before 10AM, 50P daily after 10AM).

While the overall position is improving, some individual depots still have very significant absence levels, and there is a legacy of two years of disruption to training. We are now starting to see more people return to rail, albeit in much lower numbers than before the pandemic, particularly with many still working from home. Ridership on our line is at about 60%.

In the short term, GTR are focusing on reliability, so that passengers can be confident that trains will turn up as scheduled. Reliability has been very high since January 1<sup>st</sup>. The next timetable change will take place in mid-May. The plan then is to restore the pre-pandemic half-hourly weekday service.

### **Be Kind**

This is a plug to help spread the message for the '#BeKind' campaign on behalf of all those working in public services that are struggling amidst pandemic and other pressures.

## **Thakeham – South West Cambridge Update, February 2022**

On February 3rd, we invited parish council representatives for villages within Thakeham's 'South West Cambridge' new town area – including Wimpole, Barrington, Orwell, Shepreth, Foxton, Melbourn, Meldreth, Whaddon and Bassingbourn-cum-Kneesworth – to meet with Stephen Kelly, Director of Greater Cambridge Shared Planning, for an update on the OxCam Arc, the Greater Cambridge Local Plan and Thakeham's new town proposal.

It seems that following an extremely busy period and much investment around strategic planning over a period of several years, OxCam Arc activity has slowed down considerably.

The Ministry of Housing, Communities and Local Government under Robert Jenrick MP is now The Department of Levelling Up, Housing and Communities under Michael Gove MP.

The Greater Cambridge Local Plan First Proposals were published for consultation last November. They are based on a comprehensive base of evidence and underpinned by principles of sustainable development. First Proposal sites do not include any development land for Thakeham's new town.

Thakeham has to date submitted nothing to the Greater Cambridge Local Planning process.

Mr Kelly indicated that parish councils would be invited to an informal meeting with Greater Cambridge Shared Planning, for an update and discussion on planning issues generally.

The Electoral Commission website lists no further donations from Thakeham to the Conservative Party since April 2021 – that donation of £100k was listed on the Electoral Commission website in October (total standing at around £636,000).

Thakeham continues to have options on a number of parcels of land within its area of new town ambition. Information is in the public domain and available via the Land Registry.

Thakeham's website continues to display its South West Cambridge new town vision in some detail, naming the villages encompassed within it. <https://www.southwestcambridgeshire.com/>

Thakeham's contact phone number for further information about South West Cambridge takes the caller to a recorded message:

'The number you are calling is not in service at this time. Thank you for calling. Goodbye.'

We are mindful that Thakeham has made a considerable financial investment toward its South West Cambridge ambition and will therefore keep a watching brief.

*Cllrs Susan van de Ven, Peter McDonald, Sebastian Kindersley, Jose Hales and Aidan Van de Weyer,  
for the South West Cambridge Action Group*

[www.swcag.org.uk](http://www.swcag.org.uk)

**POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls**

### Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – “we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”

The review exercise will be carried out by the FGCG with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

### Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed	Y	Latest version. Reviewed Jun 2021
MPC has adopted NALC Financial Regulations and these are regularly reviewed	Y	Latest version. Reviewed Mar 2021. FGCG review due Mar 2022
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls	Y	Included in RFO job description
Internal Audit reports are seen by the Parish Council	Y	Year-end report MPC 28/06/21 Interim report MPC 17/01/22
External Audit report is seen by the Parish Council	Y	MPC 27/09/21

### Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
<b>Expenditure Approval/Ordering</b> Orders are made by appropriately delegated persons. Expenditure has been budgeted/appropriately approved.	Orders are made by Clerk or Assistant Clerk. Expenditure approvals per Financial Regs. Checks for expenditure budget and approval are made by RFO before payment. Payments lists go to MPC monthly.	N	

Value for money is obtained from suppliers through quote and tender procedures.	Standing Orders set out quote/tender procedures	Y	Financial regs currently require 3 quotes. This is not always practical but best efforts are made. A policy for Procurement & Value for Money is being drafted & will be reviewed by FGGC soon
<b>Payment controls</b> Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.	Invoices for work done/goods received passed from Clerk/Assistant Clerk to RFO. Invoices checked by RFO prior to payment. Invoice 'stamp' system used. Bank signatories check payees/ payment amounts to approvals list. Bank accounts are password protected. Bank and cheque payments require 2 member signatories. Changes to payee details require 2 signatory approval.	N	Main bank account has now introduced multi-factor authorisation
<b>Prepaid Debit Cards</b> Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.	Policy in place. Expenditure checked & reconciled by RFO and included on payment lists.	N	
<b>Payroll and Employment</b> Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.	Payroll budget agreed by HR Panel & MPC approves precept budget. Gross salary calculations are checked to budget by signatories. Changes to salaries/employment agreed by HR/MPC. HR panel reviews employment legislation. RFO administers pension fund	N	MPC introduced standardised monthly salary payments from 1 April 2021. This makes it easier when making checks prior to salary payment
<b>Taxes – PAYE/NI &amp; VAT</b> Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.	Moneysoft payroll software used for deductions and uploaded to HMRC monthly. RFO has attended VAT training. VAT is reclaimed quarterly.	N	VAT return/refund now included as standing agenda item for FGGC to note
<b>Income collection</b> Income is invoiced, collected promptly and debtors are managed.	Invoices raised by Clerk/Assistant Clerk and receipts monitored by RFO.	N	

Receipts are properly recorded. Writing off of bad debts is appropriately authorised.	Receipts reviewed and recorded by RFO. Separation of duties. No bad debts to date 2021/22 but any existing would be taken to full council for approval		
<b>Cash &amp; banking</b> Safe and efficient arrangements are in place for collection and banking of cash receipts.	Sequentially numbered receipts issued by Clerk/Assistant Clerk and reconciled by RFO prior to banking. Unbanked cash locked away & insured	N	Minimal cash receipts Draft Cash & Cheque income procedure produced – to be approved
<b>Bank Accounts</b> MPC has approved every bank mandate. There is a list of approved signatories for every bank account.	Yes. MPC approved bank signatories 28/06/21	N	Signatory list due to be reviewed by MPC Jun 2021
<b>Cash balances/investments</b> Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.	RFO monitors cash balances Investment Strategy in place – last reviewed 22/03/21.	N	Investment Strategy to be reviewed Mar 2022.  MPC to consider opening second current account 2022/23
<b>Bank reconciliations</b> All bank accounts are regularly reconciled. Bank reconciliations are checked.	Policy in place. Bank recs carried out monthly & reviewed by a designated Cllr. Checks reported at MPC meetings.	N	
<b>Assets</b> MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt	Asset register in place, regularly updated and reviewed annually by FGCC. Maintenance committee ensure assets are maintained. Insurance is reviewed by MPC annually. Buildings revalued 2021 and insurance adjusted.	Y	Re-introduction of verification checks by Maintenance Committee when Covid restrictions eased
<b>Insurance</b> MPC is satisfied that its insurance cover is sufficient for its assets and risks.	Policy is a specialist Parish Council policy and is reviewed annually by MPC before renewal (27/09/21)	N	Professional valuation of buildings done in 2021 and then every 5 yrs
<b>Budget setting</b> Robust process for budget setting. MPC has adequate funds to cover its spending plans.	Budget is a multi-stage process and reviewed by FGCC prior to being adopted by MPC. Spending plans are affordable.	N	
<b>Budget monitoring</b>	Finance reports are made to MPC and Maintenance	N	

MPC receives regular budget reports and explanations for budget variances.	monthly including explanations of variances		
<b>Reserves</b> General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.	Reserve policy in place to bring General Reserve to 6 months expenditure. Reserves reviewed annually by MPC (24/05/21)	N	General Reserve at 6 mnth level. Policy to be determined for Asset Management Reserve (meeting scheduled for March 2022)
<b>Risk Assessments</b> Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.	Risk assessments are a standing item on MPC agendas and included in the Policy Review Schedule. Financial Risk Register Sept 2021. Maintenance Committee carry out risk reviews and take actions	N	
<b>Loans and Long-Term Liabilities</b> MPC is satisfied that loans have the proper approval and that repayments can be afforded.	MPC has three PWLB loans which have been properly approved. Repayments are included in precept budget and are affordable.	N	Early repayment to be looked into before next budget (penalties anticipated)
<b>Internal Audit</b> Recommendations made by the Internal Auditor are acted on.	Reports shared with MPC and actions taken as required. Review of Effectiveness of Internal Audit review carried out 09/02/22.	N	

Internal Controls are considered Adequate & Effective: **Yes**

Review carried out by: Cllr Clerk (Chair – MPC), Cllr Cowley (Chair – FGGC), Claire Littlewood (Parish Clerk) and Gabrielle van Poortvliet (RFO)

Date of Review: 09/02/22

Date reported to MPC: 28/02/22



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 28 February 2022**

*Review Policy: Every 12 months*

<b><u>POLICY AND PROCEDURE:</u></b>	<b>To evaluate the effectiveness of the system of internal audit</b>
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**PURPOSE:** Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

### CRITERIA FOR EFFECTIVE INTERNAL CONTROL

	Achieved
The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years.	Confirmed. To be reviewed in on 28/2/22
The Internal Audit is timed to comply with the Annual Return timescales.	Internal Audit is carried out after year end. IA does not inspect year end accounts prior to Annual Return being finalised
Full rights of access are given to the auditor regarding records and documentation.	Confirmed
The Internal Auditor is independent and makes a report to the Parish Council.	Confirmed
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	Confirmed
The Internal Auditor will follow up any actions required by review in subsequent audits.	Confirmed

### ANNUAL REVIEW OF EFFECTIVENESS

**Question: Did the Internal Auditor meet the Council's Expectations (as set out in the Terms of Reference)?**

Standards	Evidence of Achievement	Comments
Scope of internal examination	ToRs were approved by Council  Scope of audit work takes into account risk management processes and wider internal control  ToRs define audit responsibilities in relation to fraud	To be reviewed by F&GG March 2022. Then recommended to full Council.  Confirmed  Confirmed
Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	Confirmed



Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters	Confirmed
	The responsibilities of Council members are understood; training of members is undertaken as necessary	Confirmed – appropriate training provided as necessary

**Question: Was the internal audit effective?**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
Internal audit work is planned	The IA is experienced and has a defined plan	Confirmed
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	Confirmed – covered by Internal Auditor's year end audit
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	Confirmed
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	Confirmed
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered. IA maintains awareness of new developments in services, risk management and corporate governance	Confirmed  Confirmed by IA following last review.
Be challenging	IA focuses on risks and encourages members to develop their own responses	Confirmed
Ensure the right responses are available	Adequate resource is made available for audit. The IA understands the body and the legal and corporate framework in which it operates	Confirmed  Confirmed – evidenced by Internal Auditor's follow up report.

**Question: Was the appointed Internal Auditor independent?**

Independence	IA has direct access to those charged with governance	Confirmed
	Reports are made in own name to full Council	Confirmed
	Auditor does not have any other role within the Council.	Confirmed
	Auditor lives outside the area.	Confirmed
	Auditor is not related or connected to councillors or officers of the Council	Confirmed

**Question: Has the guidance received from the auditor been considered and incorporated into Council practice?**

Internal auditor report	Has the auditor reported in writing? Has the internal auditor report been considered by the full Council?	Yes  Yes – Parish Council meeting 17/1/2022 (PC135/21a))
Guidance	Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls?	Report noted good practice. However, any recommendations received would be acted upon. Previous recommendations have been acted on.  If required. Previous recommendations have been acted on.

Review carried out by: Cllr Clark (MPC Chair), Cllr Cowley (F&GG chair), Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO)

Date of review: 9 February 2022

Date reported to MPC: 28 February 2022



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 28 February 2022**

*Review Policy: Every 12 months*



### **Application for S106 Funding**

The Parish Council has received S106 funds directed at supporting the Melbourn Community Library. The volunteer library team have reviewed ways of improving the experience of visitors and borrowers and Hub management make application on their behalf for purchase of the following items. Only one quote is included for each, as per the justification:

<b>No.</b>	<b>Description</b>	<b>Cost (£)</b>	<b>Justification</b>
1	Glass worktops (Go-Glass) This supplier already used for other work at the Hub	340.42	Protection of new worktop and shelf surfaces due to heavy use with book-box storage
2	Magnetic Notice Board (Wall Art) Unique item supplied only by this company	405.00	To advise customers of offers, events and library news
3	Artwork to decorate library bookcase panels (Richard Law) This supplier already used for other work at the Hub	478.00	To enhance the appearance of the library environment, particularly for children.
<b>TOTAL</b>		<b>£1,223.42</b>	

JWT/Feb 2022

# RICHARD LAW SIGNWRITER

**Sign writing • Vehicles • Signboards • Honours Boards • Presentation Work  
Silk Screen Printing**

**[www.trophyblades.co.uk](http://www.trophyblades.co.uk)**

Melbourn Parish Council

**DATE:** 9<sup>th</sup> February 2022


To: supplying vinyl, preparing artwork, cutting and preparing the vinyl all in text of differing fonts and applying on to the library bookcase panels in The Hub.

We are members of the guild of master craftsmen and work to a high standard using quality materials.

All as to be Instructed.

**Total cost to carry out the work £478:00**

**19 Elm Way, Melbourn, Royston, Herts. SG8 6UH  
Telephone: Workshop 07973 616404 / Tel or Fax 01763 222363**



Beyond the Fridge

### Plain Grey - Large Magnetic Notice Board / Wall Art

★★★★★ 16 reviews

£135.00

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---

SKU: MBL-PLN-GRY-A

Size

55cm (w) x 40cm (h)   75cm (w) x 55cm (h)   **100cm (w) x 75cm (h)**

Colour

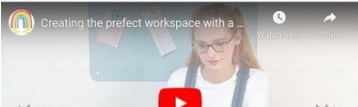
Grey

Quantity


3 [Buy now](#)

Plain Grey - Large Magnetic Notice Board / Wall Art - 100cm (w) x 75cm (h) / Grey is backordered. We will ship it separately in 10 to 15 days.

---



Your Order

	Plain Grey - Large Magnetic Notice Board / Wall Art 100cm (w) x 75cm (h) / Grey	3	£135.00
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Subtotal: £405.00

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Subtotal	£340.44
Shipping	<p><input type="radio"/> Delivery to Cambridge: £12.00</p> <p><input checked="" type="radio"/> Collection</p> <p><input type="radio"/> Delivery to rest of UK: £55.00</p> <p><a href="#">Calculate shipping</a></p>
Total	£352.44 (includes £56.74 Standard VAT)

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**MELBOURN PARISH COUNCIL**

**Full Council Meeting : 28 February 2022**

**PC156/21e) Email decision for repairs to the parish clock**

---

**Email decision dated 24 January 2022.**

Dear all

Many thanks for the responses received to this email proposal. There is a clear majority in favour of accepting Heasell's quotation for repairs to the chimes motor and re-wiring the parish clock in the sum of £1,603.40 + VAT, as follows:

**It is RESOLVED that the attached quotation number J139039 from Heasell in the sum of £1,603.40 + VAT should be accepted and funded out of solar farm community benefit monies under the parish council's power to provide and maintain public clocks within the council's area (Parish Councils Act 1957 s2).**

**Attached: Heasell's quote J139039**

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

**Against:**

**Abstain**

**HEASELL**  
ELECTROMECHANICAL  
SERVICES LTD



Newark Close  
Royston  
Hertfordshire, SG8 5HL  
Tel: 01763 243369  
Fax: 01763 248108  
E-Mail: [sales@heasell.net](mailto:sales@heasell.net)  
<http://www.heasell.net>  
V.A.T No 197 0006 69

Our Ref: J139039  
Your Ref:

Melbourn Parish Council  
30 High Street  
Melbourn  
SG8 6DZ

11<sup>th</sup> January 2022

Dear Claire,

Description: Workshop Quotation

We thank you for your recent enquiry and have the pleasure in submitting the following for your consideration.

Scope of works:

Attend on site

Checked motor and wiring, motor and chime working at the moment. Suggested to Ian to leave motor in place until it fails again as intermittent faults are extremely difficult to find. Customer agreed, Ian would also like us to look at the possibility of rewiring the control of the clock

Attend on site after reports of clock failing again, Removed hour chime motor.

Workshop

Test and dismantle unit  
Supply lead will need replacing as under standards  
Found start winding has burnt out  
Bushes check ok  
Gearbox looks ok  
Switch looks to have been sticking  
Quote on rewind and dress switch

Option 1: Labour to date, workshop repair and reinstallation of motor. - **£1,055.40+VAT**

Option 2: Labour to date, workshop repair and reinstallation of motor including rewiring control of the clock **£1,603.40+VAT**



Registered in England: 4241899

**HEASELL**  
ELECTROMECHANICAL  
SERVICES LTD



Newark Close  
Royston  
Hertfordshire, SG8 5HL  
Tel: 01763 243369  
Fax: 01763 248108  
E-Mail: [sales@heasell.net](mailto:sales@heasell.net)  
<http://www.heasell.net>  
V.A.T No 197 0006 69

We trust this meets your approval, but should you require any further information or clarification please contact us. However, we will be contacting you in the near future to discuss our proposal.

Yours sincerely

Jasmin Hopwood  
Works Co Ordinator

**MELBOURN PARISH COUNCIL**

**Full Council Meeting : 28 February 2022**

**Item: PC156 21f) Subscriptions**

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CAPALC (incl Data Protection Officer Membership)	£911.46
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SLCC

- Clerk	£171.00
- Assistant to the Clerk	£144.00

Cambridgeshire ACRE	£57.00
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Institute of Cemeteries & Crematorium Management	£95.00
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# Melbourn Parish Council

## Jan 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4904	DD220117 THREE	£13.00	£2.17	£10.83 18/12/21	3 Business Services - Timebank phone - up to 18 Dec	£13.00
		£13.00	£2.17	£10.83 3 Business Services -	Total	
4924	DD220121 BGASORG	£9.81	£0.46	£9.35 04/01/22	British Gas - Electricity bill - old rec ground 01/12/21 - 31/12/21 - actual	£9.81
4928	DD220127 GASWSHOP	£442.38	£73.73	£368.65 13/01/22	British Gas - Workshop electricity - 09/12/21- 09/01/22 read	£442.38
		£452.19	£74.19	£378.00 British Gas -	Total	
4902	BACS2201 25DPETTI FER	£80.19	£0.00	£80.19 30/12/21	David William Pettifer - December Litter picking	£80.19
		£80.19	£0.00	£80.19 David William Pettifer -	Total	
4908	DD220103 DRAX	£2.15	£0.10	£2.05 20/12/21	Drax (Haven Power) - Street lighting - unmetered supply 01/11-31/11/21	
4909	DD220103 DRAX	£19.24	£0.91	£18.33 20/12/21	Drax (Haven Power) - Street lighting - unmetered supply 01/11/21- 31/11/21	
4910	DD220103 DRAX	£2.42	£0.11	£2.31 20/12/21	Drax (Haven Power) - Street lighting - unmetered supply 01/11/21-31/11/21	£23.81
		£23.81	£1.12	£22.69 Drax (Haven Power) -	Total	
4884	DD220105 DVLA	£24.06	£0.00	£24.06 05/01/22	DVLA - Parish Van road tax - instalment 10 of 12	£24.06
		£24.06	£0.00	£24.06 DVLA -	Total	
4922	DD220124 EONORC	£13.15	£0.63	£12.52 07/01/22	e.0n - Electricity - Orchard Road Cemetery 01/12/21- 31/12/21 estimated	£13.15
		£13.15	£0.63	£12.52 e.0n -	Total	
4913	BACS2201 25EDGE	£1,608.72	£268.12	£1,340.60 22/12/21	Edge IT Systems - Edge software - Finance, Epitaph & Allotments 15/02/22- 14/02/23 (yr 1 of 3 yr contract)	£1,608.72
		£1,608.72	£268.12	£1,340.60 Edge IT Systems -	Total	
4926	BACS2201 25ESPO	£14.40	£2.40	£12.00 06/01/22	ESPO - 2 wall calendars, manuscript books, smart buy Pencils	£14.40
		£14.40	£2.40	£12.00 ESPO -	Total	

Signature

Date

Signature

# Melbourn Parish Council

## Jan 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4898	BACS2201 25H&CGM	£747.00	£124.50	£622.50 23/12/21	Herts & Cambs Ground Maintenance Limited - Verge cutting - Nov (1/12)	
4899	BACS2201 25H&CGM	£487.00	£81.17	£405.83 23/12/21	Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4900	BACS2201 25H&CGM	£906.00	£151.00	£755.00 23/12/21	Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4901	BACS2201 25H&CGM	£552.00	£92.00	£460.00 23/12/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Dec 1/12	
4927	BACS2201 25H&CGM	£216.00	£36.00	£180.00 13/01/22	Herts & Cambs Ground Maintenance Limited - Cut back dolphin lane and station rd	£2,908.00
		£2,908.00	£484.67	£2,423.33	Herts & Cambs Ground Maintenance Limited - Total	
4946	BACS2201 25LANDRD	£660.00	£110.00	£550.00 01/09/21	Landmark Road Lining - Hatch area in Yellow "KEEP CLEAR, EMERGENCY ACCESS" Little Hands Car park	£660.00
		£660.00	£110.00	£550.00	Landmark Road Lining - Total	
4914	BACS2201 25LUCID	£157.20	£26.20	£131.00 02/01/22	LUCID Systems - Covered agreement - Jan	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	
4917	BACS2201 18MWYER	£106.92	£0.00	£106.92 05/01/22	Mark Wyer - Litter picking	£106.92
		£106.92	£0.00	£106.92	Mark Wyer - Total	
4948	BACS2201 25MCVEIGH	£596.76	£99.46	£497.30 20/01/22	McVeigh Parker & Co. Limited - Fence & Posts for River Mel back project	£596.76
		£596.76	£99.46	£497.30	McVeigh Parker & Co. Limited - Total	
4925	BACS2201 25HUB	£13,400.00	£0.00	£13,400.00 11/01/22	Melbourn Community Hub Management Group - Annual Licence fee 01/01/22-31/12/22	
4943	BACS2201 25HUB	£6,000.00	£1,000.00	£5,000.00 18/10/21	Melbourn Community Hub Management Group - Rebill 23.20724 % of initial Electrical works quote	£19,400.00
		£19,400.00	£1,000.00	£18,400.00	Melbourn Community Hub Management Group - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Jan 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4903	DD220118 NOW	£43.20	£7.20	£36.00 01/01/22	Now Pensions - Employer Service Charge January 2022	£43.20
4940	DD220214 PWL	£1,800.94	£0.00	£1,800.94 17/01/22	Public Works Loan Board - Car park loan 2 repayments -	£1,800.94
1		£1,246.14	£0.00	£1,246.14	F&GP Car Park Loan 2 repayment - instalment 2 principal	
2		£554.80	£0.00	£554.80	F&GP Car park Loan 2 repayment - instalment 2 interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
4897	BACS2201 25RECO	£51.00	£0.00	£51.00 31/12/21	Royston Eco Cleaning Company - Pavilion Cleaning x 3	£51.00
		£51.00	£0.00	£51.00	Royston Eco Cleaning Company - Total	
4912	BACS2201 25SH	£985.13	£164.19	£820.94 17/12/21	Shelford Heating - Legionella small works, compression reducing set, advance water 6 bar prv	£985.13
		£985.13	£164.19	£820.94	Shelford Heating - Total	
4889	BACS2201 25SLCC	£144.00	£0.00	£144.00 17/12/21	Society Of Local Council Clerks - S Marriage SLCC membership - 01/01/2022 to 31/12/2022	
4923	BACS2201 25SLCC	£410.00	£0.00	£410.00 12/01/22	Society Of Local Council Clerks - assistant clerk CiLCA registration	
4938	BACS2201 25SLCC	£171.00	£0.00	£171.00 01/03/22	Society Of Local Council Clerks - Membership fee: Parish Clerk	£725.00
		£725.00	£0.00	£725.00	Society Of Local Council Clerks - Total	
4896	DD220108 WBWS	£5.50	£0.00	£5.50 08/01/22	Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
4869	DD220110 WBA	£48.69	£0.00	£48.69 30/11/21	Source for Business (Cambridge Water) - Water services - Allotments (15 May -18 Nov)	£48.69
4888	DD220110 WBA2	£366.12	£0.00	£366.12 09/12/21	Source for Business (Cambridge Water) - Water services - Allotments 2	£366.12
4868	DD220110 WBNR	£44.57	£0.00	£44.57 30/11/21	Source for Business (Cambridge Water) - Water Services - New Road Cemetery (18 May -23 Nov)	£44.57
4866	DD220110 WBPAV	£57.83	£0.00	£57.83 30/11/21	Source for Business (Cambridge Water) - Water services - Pavilion (15 May	£57.83

Signature

Date

Signature

# Melbourn Parish Council

## Jan 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4867	DD220110 WBWS	£0.28	£0.00	£0.28 30/11/21	Source for Business (Cambridge Water) - Work Shop in Car Park - 13 May to 19 Nov	£0.28
		£522.99	£0.00	£522.99	Source for Business (Cambridge Water) - Total 2021 - 23 Nov 2021)	
4893	DD220101 SCDCCP	£1,198.00	£0.00	£1,198.00 01/01/22	South Cambs District Council - Rates - Car park instalment 10 of 10	£1,198.00
4783	DD220101 SCDCNR	£75.00	£0.00	£75.00 01/01/22	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 10 of 10	£75.00
4421	DD220101 SCDCPAV	£38.71	£0.00	£38.71 01/07/21	South Cambs District Council - Pavillion - Fortnightly waste collection installment 7 of 9	
4895	DD220101 SCDCPAV	£259.00	£0.00	£259.00 01/01/22	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 10 of 10	£297.71
		£1,570.71	£0.00	£1,570.71	South Cambs District Council - Total	
		£5,574.69	£0.00	£5,574.69	Confidential items: salaries, NI & pensions	
<b>Total</b>		<b>£36,075.30</b>	<b>£2,030.89</b>	<b>£34,044.41</b>		

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

4856	BACS2112 21NORBUR YS	£16.56	£2.76	£13.80 30/11/21	Norburys – postmix and WD40	£16.56
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### Prepaid Debit Card Expenditure:

4827	BACS2112 20SOLDO	£19.24	£3.21	£16.03 11/11/21	1&1 Ionos - Website Hosting	
4885	BACS2112 20SOLDO	£19.24	£3.21	£16.03 12/12/21	1&1 Ionos - Website Hosting	
4823	BACS2112 20SOLDO	£29.99	£5.00	£24.99 15/11/21	Abarn workwear – Warden's boots	
4824	BACS2112 20SOLDO	£22.95	£4.00	£18.95 16/11/21	Amazon Marketplace - Warden's Trousers	
4825	BACS2112 20SOLDO	£24.83	£4.14	£20.69 16/11/21	Amazon Marketplace - Warden's Boots	
4857	BACS2112 20SOLDO	£160.84	£26.81	£134.03 01/12/21	BCW Road Signs – yellow keep clear sign LH car park	

Signature

Date

19/01/22 03:12 PM Vs: 8.67.01

Signature

# Melbourn Parish Council

## Jan 2022 Expenditure transactions - approval list

Start of year 01/04/21

### Prepaid Debit Card Expenditure (continued):

4806	BACS2112 20SOLDO	£7.50	£0.00	£7.50	09/11/21	Co-op Supermarket - Tea and coffee for Parish Office
4826	BACS2112 20SOLDO	£6.00	£0.00	£6.00	12/11/21	Melbourn Building and Fencing – tree stake
4820	BACS2112 20SOLDO	£6.00	£0.00	£6.00	17/11/21	Melbourn Building and Fencing – tree stake
4822	BACS2112 20SOLDO	£3.99	£0.66	£3.33	17/11/21	Merlin Mica Hardware - hooks for Parish Office
4887	BACS2112 20SOLDO	£14.99	£2.50	£12.49	14/12/21	Merlin Mica Hardware - extension lead
4821	BACS2112 20SOLDO	£10.79	£0.00	£10.79	17/11/21	Phillimore Garden Centre - leaf collector
4835	BACS2112 20SOLDO	£5.96	£0.00	£5.96	17/11/21	Phillimore Garden Centre - cable ties
4864	BACS2112 20SOLDO	£20.57	£3.43	£17.14	07/12/21	Rontec - Diesel for Parish Van
4834	BACS2112 20SOLDO	£4.50	£0.75	£3.75	22/11/21	Wrights Mower Centre - tree ties
4832	BACS2112 20SOLDO	£14.39	£2.40	£11.99	20/11/21	Zoom Video Communications Inc. - Zoom pro 20 Nov 2021- 19 Dec 2021

Signature

Date

Signature

# Melbourn Parish Council

## Feb 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4954	DD220217 THREE	£13.00	£2.17	£10.83 18/01/22	3 Business Services - Timebank phone - up to 17 Jan	£13.00
		£13.00	£2.17	£10.83 3 Business Services -	Total	
4984	BACS2202 28ALLOT NT	£360.00	£0.00	£360.00 21/02/22	Allotment Association - Allotment holders insurance payments 2021/22	£360.00
		£360.00	£0.00	£360.00 Allotment Association -	Total	
4965	DD220221 BGASORG	£9.17	£0.43	£8.74 02/02/22	British Gas - Electricity bill - old rec ground 01/01/22 - 29/01/22	£9.17
4977	DD220222 GASPAV	£147.32	£24.55	£122.77 03/02/22	British Gas - Pavilion Electricity - 22/01/22 to 02/02/22 - actual (reviously in credit)	£147.32
4985	DD220304 GASWSHOP	£326.50	£54.41	£272.09 18/02/22	British Gas - Workshop electricity - 10/01/22- 05/02/22 actual	£326.50
		£482.99	£79.39	£403.60 British Gas -	Total	
4963	BACS2202 28CLEXPS	£2.25	£0.00	£2.25 24/01/22	Claire Littlewood - Reimburse for Postage -	£2.25
4962	BACS2202 28DPETTI FER	£80.19	£0.00	£80.19 28/01/22	David William Pettifer - January Litter picking	£80.19
		£80.19	£0.00	£80.19 David William Pettifer -	Total	
4975	BACS2202 28DRAIN R	£9,554.94	£1,592.49	£7,962.45 03/01/22	Drain Doctor - Drainage repair works	£9,554.94
		£9,554.94	£1,592.49	£7,962.45 Drain Doctor -	Total	
4998	DD220309 DRAX	£2.23	£0.11	£2.12 23/02/22	Drax (Haven Power) - Street lighting - unmetered supply 01/12/21-31/12/21	
4999	DD220309 DRAX	£19.91	£0.95	£18.96 23/02/22	Drax (Haven Power) - Street lighting - unmetered supply 01/12/21-31/12/21	
5000	DD220309 DRAX	£2.50	£0.12	£2.38 23/02/22	Drax (Haven Power) - Street lighting - unmetered supply 01/11-31/11/21	
5001	DD220309 DRAX	£2.50	£0.12	£2.38 23/02/22	Drax (Haven Power) - Street lighting - unmetered supply 01/01/22-31/01/22	

Signature

Date

Signature

# Melbourn Parish Council

## Feb 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5002	DD220309 DRAX	£19.91	£0.95	£18.96	23/02/22 Drax (Haven Power) - Street lighting - unmetered supply 01/01/22-31/01/22	
5003	DD220309 DRAX	£2.23	£0.11	£2.12	23/02/22 Drax (Haven Power) - Street lighting - unmetered supply 01/01/22-31/01/22	£49.28
		£49.28	£2.36	£46.92	Drax (Haven Power) - Total	
4941	DD220205 DVLA	£24.06	£0.00	£24.06	05/02/22 DVLA - Parish Van road tax - instalment 11 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4983	DD220222 EONORC	£13.18	£0.63	£12.55	07/02/22 e.0n - Electricity - Orchard Road Cemetery 01/01/22-31/01/22 estimated	£13.18
		£13.18	£0.63	£12.55	e.0n - Total	
4947	BACS2202 28ESPO	£23.88	£3.98	£19.90	11/01/22 ESPO - face masks	
4976	BACS2202 28ESPO	£50.04	£8.34	£41.70	11/02/22 ESPO - Toilet rolls, dividers and envelopes for welcome pack	£73.92
		£73.92	£12.32	£61.60	ESPO - Total	
4955	BACS2202 28H&CGM	£906.00	£151.00	£755.00	28/01/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4956	BACS2202 28H&CGM	£487.00	£81.17	£405.83	28/01/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4957	BACS2202 28H&CGM	£552.00	£92.00	£460.00	28/01/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Jan 1/12	
4958	BACS2202 28H&CGM	£747.00	£124.50	£622.50	28/01/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Dec (1/12)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
4964	BACS2203 03LUCID	£157.20	£26.20	£131.00	01/02/22 LUCID Systems - Covered agreement - March	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	

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# Melbourn Parish Council

## Feb 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4974	BACS2202	£142.56	£0.00	£142.56 08/02/22	Mark Wyer - Litter picking	£142.56
		22MWYER	£142.56	£0.00 £142.56	Mark Wyer - Total	
5004	BACS2202 28MARVALL	£42.87	£7.15	£35.72 23/02/22	Marvall Services Ltd - Service - Stihl strimmer	£42.87
		£42.87	£7.15	£35.72	Marvall Services Ltd - Total	
4971	BACS2202 28NORBUR YS	£4.56	£0.76	£3.80 08/02/22	Norburys Building & Landscape Supplies Ltd - Sharp sand 25kg	
4972	BACS2202 28NORBUR YS	£4.56	£0.76	£3.80 08/02/22	Norburys Building & Landscape Supplies Ltd - Sharp sand 25kg	£9.12
		£9.12	£1.52	£7.60	Norburys Building & Landscape Supplies Ltd - Total	
4959	DD220202 NOW	£43.20	£7.20	£36.00 01/02/22	Now Pensions - Employer Service Charge February 2022	£43.20
		£43.20	£7.20	£36.00	Now Pensions - Total	
4986	BACS2202 28RICOH	£261.29	£43.55	£217.74 06/02/22	Ricoh UK Limited - Printing 01/11/21 -31/01/22 and copier rent 01/02/22-30/04/22	£261.29
		£261.29	£43.55	£217.74	Ricoh UK Limited - Total	
4961	BACS2202 28RECO	£51.00	£0.00	£51.00 31/01/22	Royston Eco Cleaning Company - Pavilion Cleaning x 3	£51.00
		£51.00	£0.00	£51.00	Royston Eco Cleaning Company - Total	
4969	DD220208 WBWS	£5.50	£0.00	£5.50 08/02/22	Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total	
4422	DD220201 SCDCPAV	£38.71	£0.00	£38.71 01/07/21	South Cambs District Council - Pavillion - Fortnightly waste collection installment 8 of 9	£38.71
		£38.71	£0.00	£38.71	South Cambs District Council - Total	
4982	BACS2202 28STEXPS	£54.45	£0.00	£54.45 16/02/22	Stephanie Trayhurn - Expenses Claim January - Timebanking together Expenditure	£54.45

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# Melbourn Parish Council

## Feb 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4950	BACS2202 28UNIFEN CING	£6,453.00	£1,075.50	£5,377.50	24/01/22 Universal Fencing Ltd - Supply and fix oak knee rail fencing	£6,453.00
		£6,453.00	£1,075.50	£5,377.50	Universal Fencing Ltd - Total	
4960	BACS2202 28UNLOG OS	£126.00	£21.00	£105.00	31/01/22 Unlimited Logos - Play park signs	£126.00
		£126.00	£21.00	£105.00	Unlimited Logos - Total	
<b>Items Already Paid (Clerk and RFO delegated authority):</b>						
		£5,679.00	£0.00	£5,679.00	Confidential items – salaries, NI & pensions	
<b>Total</b>		<b>£26,409.71</b>	<b>£3,320.15</b>	<b>£23,089.56</b>		

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Date

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# Melbourn Parish Council Financial Budget Comparison 31 Dec 2021

Comparison between 01/04/21 and 31/12/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

		<b>2021/22 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>					
<b>Conservation</b>					
100	Allotment Rent	£2,400.00	£0.00	£2,368.63	-£31.37
101	Allotment Insurance Premiums	£0.00	£0.00	£335.00	£335.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>		£6,250.00	£0.00	£6,552.35	£302.35
<b>Cemeteries</b>					
200	Burial Fees	£3,000.00	£0.00	£6,870.00	£3,870.00
<b>Total Cemeteries</b>		£3,000.00	£0.00	£6,870.00	£3,870.00
<b>Play Areas &amp; Recreation Grounds</b>					
300	Match Fees	£2,320.00	£0.00	£515.00	-£1,805.00
320	Hire of Recreation Grounds	£100.00	£0.00	£641.40	£541.40
340	Pavilion Hire	£3,300.00	£0.00	£1,570.00	-£1,730.00
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
<b>Total Play Areas &amp; Recreation Grounds</b>		£6,720.00	£0.00	£2,726.40	-£3,993.60
<b>Finance &amp; General Purpose</b>					
410	Precept	£275,300.00	£0.00	£275,300.00	£0.00
420	Interest - Deposit Account Unity	£50.00	£0.00	£10.04	-£39.96
425	Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430	Interest - Public Sector Deposit	£100.00	£0.00	£5.87	-£94.13
460	Miscellaneous Income	£0.00	£0.00	£2,323.80	£2,323.80
485	Feed In Tariff	£0.00	£0.00	£942.61	£942.61
660	Timebanking Income	£0.00	£1,000.00	£1,000.00	£0.00
<b>Total Finance &amp; General Purpose</b>		£275,800.00	£1,000.00	£279,582.32	£2,782.32
<b>Highways</b>					
<b>Total Highways</b>		£0.00	£0.00	£0.00	£0.00
<b>Rental Property</b>					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£19,500.03	-£6,499.97
<b>Total Rental Property</b>		£26,000.00	£0.00	£19,500.03	-£6,499.97
<b>Melbourn Area Youth Develpt Reserve</b>					
<b>Total Melbourn Area Youth Develpt</b>		£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>					
960	Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
<b>Total Community Benefit Reserve</b>		£0.00	£43,234.63	£43,234.63	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>					
140	S.106 Grants	£0.00	£62,894.89	£62,894.89	£0.00
141	S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>		£0.00	£117,949.84	£117,949.84	£0.00
<b>Celebrating Ages Reserve</b>					
<b>Total Celebrating Ages Reserve</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£317,770.00</b>	<b>£162,184.47</b>	<b>£476,415.57</b>	<b>-£3,538.90</b>

# Melbourn Parish Council Financial Budget Comparison 31 Dec 2021

Comparison between 01/04/21 and 31/12/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

		2021/22 Budget	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Conservation</b>					
1000	Allotments	£1,600.00	£0.00	£837.39	£762.61
1100	Conservation	£12,300.00	£0.00	£2,449.10	£9,850.90
1150	Stockbridge Meadows	£1,125.00	£0.00	£390.60	£734.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£4,980.00	£3,690.00
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£4,140.00	£3,480.00
<b>Total Conservation</b>		£31,315.00	£0.00	£12,797.09	£18,517.91
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£2,192.42	£2,377.58
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£3,652.47	£3,297.53
<b>Total Cemeteries</b>		£11,520.00	£0.00	£5,844.89	£5,675.11
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,200.00	£0.00	£1,900.86	£2,299.14
3200	Recreation Grounds	£12,475.00	£0.00	£8,843.58	£3,631.42
3400	Pavilion	£8,350.00	£0.00	£5,625.98	£2,724.02
<b>Total Play Areas &amp; Recreation Grounds</b>		£25,025.00	£0.00	£16,370.42	£8,654.58
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£1,955.52	£1,444.48
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£1,902.31	£297.69
4500	Insurances	£7,800.00	£0.00	£13,472.01	£-5,672.01
4700	Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900	Parish Clock	£1,350.00	£0.00	£916.00	£434.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£5,160.34	£18,564.66
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£50,175.24	£21,574.76
5300	Sundry Expenses	£114.00	£0.00	£418.00	£-304.00
5400	Training	£1,500.00	£0.00	£1,020.00	£480.00
5700	Pension Scheme Charges	£440.00	£0.00	£324.00	£116.00
5900	Bank Charges	£400.00	£0.00	£153.30	£246.70
6000	Grant funding - MMWS, CRP, Grinell Hill ins	£7,450.00	£0.00	£7,501.50	£-51.50
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£715.00	£5,301.49	£2,263.51
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£942.61	£-942.61
6450	PWLB Community Hub -	£28,098.00	£0.00	£28,098.22	£-0.22
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£4,855.98	£0.02
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£2,855.38	£2,776.62
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£5,588.35	£5,666.65
6600	Timebanking Expenses	£650.00	£0.00	£313.29	£336.71
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£11,809.41	£2,390.59
<b>Total Finance &amp; General Purpose</b>		£215,710.00	£715.00	£158,694.98	£57,730.02

# Melbourn Parish Council Financial Budget Comparison 31 Dec 2021

Comparison between 01/04/21 and 31/12/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	<b>2021/22 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Planning</b>				
7000 Community Development	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Total Planning</b>	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Highways</b>				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£594.90	£1,155.10
<b>Total Highways</b>	£4,750.00	£0.00	£594.90	£4,155.10
<b>Rental Property</b>				
9000 Little Hands Nursery	£1,450.00	£0.00	£1,039.03	£410.97
<b>Total Rental Property</b>	£1,450.00	£0.00	£1,039.03	£410.97
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£37,728.18	£37,728.18	£0.00
<b>Total Community Benefit Reserve</b>	£0.00	£37,728.18	£37,728.18	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£108,653.81	£108,653.80	£0.01
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>	£0.00	£154,420.48	£154,420.47	£0.01
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£294,770.00</b>	<b>£192,863.66</b>	<b>£389,734.13</b>	<b>£97,899.53</b>
Total Income	£317,770.00	£162,184.47	£476,415.57	-£3,538.90
Total Expenditure	£294,770.00	£192,863.66	£389,734.13	£97,899.53
<b>Total Net Balance</b>	<b>£23,000.00</b>		<b>£86,681.44</b>	

## Cash and Bank Balances at 31<sup>st</sup> December 2021

### Ordinary Accounts

Current Account Unity	£268,397.95
Deposit Account Unity (Instant Access)	£162,938.15
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

### Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£85,000.00
Nationwide 45 day Business Saver	£100,691.29
<b>Total</b>	<b>£673,420.60</b>

Two new investment accounts (Charity Bank and HTB) have been opened and £50,000 withdrawn from Nationwide in line with approved Investment Strategy 2021/22.

# Melbourn Parish Council Finance Report 31 Dec 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31<sup>st</sup> December 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

## **Variations from Budget (>£500/15%)**

### **Income:**

Burial Fees – income from this source is difficult to predict but burials this year are already £3,870 above budget.

Pavilion Hire – the budget assumption had been that Melbourn Village College would use the Pavilion until the end of the 2020/21 academic year. They did not require use for that length of time so this budget heading is expected to be under budget.

Pavilion Hire MAYD recharge – MAYD youth club activities have not taken place so far this year due to Covid 19.

Discussions are ongoing about restarting activities in 2022 but Pavilion income from MAYD is in doubt and will not meet budgeted level.

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock. The clock expenditure was incurred in Sept 2021 and included in the Parish Clock expenditure heading.

Overall income position – burial fee income more than compensates for anticipated shortfalls in Pavilion Hire income.

### **Expenditure:**

Insurances – following the professional insurance revaluation exercise of the Parish Council's buildings and the end of the previous three-year insurance deal, the insurance premium has increased by approx. £5,600 over the budget for this item.

Grant Funding MAYD – this grant has been awarded to MAYD but does not show up on this report as it is a reserve movement (MAYD does not have its own bank account).

Community Development – the budget for MVAS equipment was £5,000 but the equipment and signage has cost around £2,245. Melbourn Futures group are discussing how they would like to spend the balance (subject to approval).

Highways – the budget included £3,000 for gulley cleaning but this was carried out by CCC Highways. The balance may be allocated to another maintenance project later in the year (subject to approval).

Street lighting – this budget heading will be underspent due to savings in energy usage following replacement with more efficient LED lighting.

Maintenance expenditure – expenditure on maintenance and grounds maintenance, which fall under the remit of the Maintenance Committee, is currently expected to be slightly underspent overall. However, there have been reallocations between some budget headings, to allow additional expenditure where it has been needed (approved by Maintenance Committee).

Salaries – these are expected to be under budget as some employees who are entitled to join the workplace pension scheme have decided not to.

Gabrielle van Poortvliet  
RFO Melbourn Parish Council

26<sup>th</sup> January 2022

# Melbourn Parish Council Financial Budget Comparison 31 Jan 2022

Comparison between 01/04/21 and 31/01/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

		<b>2021/22 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>					
<b>Conservation</b>					
100	Allotment Rent	£2,400.00	£0.00	£2,368.63	-£31.37
101	Allotment Insurance Premiums	£0.00	£0.00	£335.00	£335.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>		£6,250.00	£0.00	£6,552.35	£302.35
<b>Cemeteries</b>					
200	Burial Fees	£3,000.00	£0.00	£6,870.00	£3,870.00
<b>Total Cemeteries</b>		£3,000.00	£0.00	£6,870.00	£3,870.00
<b>Play Areas &amp; Recreation Grounds</b>					
300	Match Fees	£2,320.00	£0.00	£795.00	-£1,525.00
320	Hire of Recreation Grounds	£100.00	£0.00	£641.40	£541.40
340	Pavilion Hire	£3,300.00	£0.00	£1,570.00	-£1,730.00
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
<b>Total Play Areas &amp; Recreation Grounds</b>		£6,720.00	£0.00	£3,006.40	-£3,713.60
<b>Finance &amp; General Purpose</b>					
410	Precept	£275,300.00	£0.00	£275,300.00	£0.00
420	Interest - Deposit Account Unity	£50.00	£0.00	£10.04	-£39.96
425	Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430	Interest - Public Sector Deposit	£100.00	£0.00	£7.74	-£92.26
460	Miscellaneous Income	£0.00	£0.00	£2,323.80	£2,323.80
485	Feed In Tariff	£0.00	£0.00	£942.61	£942.61
660	Timebanking Income	£0.00	£1,000.00	£1,000.00	£0.00
<b>Total Finance &amp; General Purpose</b>		£275,800.00	£1,000.00	£279,584.19	£2,784.19
<b>Highways</b>					
<b>Total Highways</b>		£0.00	£0.00	£0.00	£0.00
<b>Rental Property</b>					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£21,666.70	-£4,333.30
<b>Total Rental Property</b>		£26,000.00	£0.00	£21,666.70	-£4,333.30
<b>Melbourn Area Youth Develpt Reserve</b>					
<b>Total Melbourn Area Youth Develpt</b>		£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>					
960	Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
<b>Total Community Benefit Reserve</b>		£0.00	£43,234.63	£43,234.63	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>					
140	S.106 Grants	£0.00	£62,894.89	£62,894.89	£0.00
141	S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>		£0.00	£117,949.84	£117,949.84	£0.00
<b>Celebrating Ages Reserve</b>					
<b>Total Celebrating Ages Reserve</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£317,770.00</b>	<b>£162,184.47</b>	<b>£478,864.11</b>	<b>-£1,090.36</b>

# Melbourn Parish Council Financial Budget Comparison 31 Jan 2022

Comparison between 01/04/21 and 31/01/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

		2021/22 Budget	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Conservation</b>					
1000	Allotments	£1,600.00	£0.00	£1,252.20	£347.80
1100	Conservation	£12,300.00	£0.00	£2,629.10	£9,670.90
1150	Stockbridge Meadows	£1,125.00	£0.00	£887.90	£237.10
1200	Grass Cutting Contract	£8,670.00	£0.00	£5,602.50	£3,067.50
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£4,600.00	£3,020.00
<b>Total Conservation</b>		£31,315.00	£0.00	£14,971.70	£16,343.30
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£2,324.51	£2,245.49
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£4,058.30	£2,891.70
<b>Total Cemeteries</b>		£11,520.00	£0.00	£6,382.81	£5,137.19
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,200.00	£0.00	£1,900.86	£2,299.14
3200	Recreation Grounds	£12,475.00	£0.00	£9,607.93	£2,867.07
3400	Pavilion	£8,350.00	£0.00	£6,853.46	£1,496.54
<b>Total Play Areas &amp; Recreation Grounds</b>		£25,025.00	£0.00	£18,362.25	£6,662.75
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£1,955.52	£1,444.48
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£1,926.37	£273.63
4500	Insurances	£7,800.00	£0.00	£13,472.01	£-5,672.01
4700	Membership of Societies	£1,340.00	£0.00	£1,076.03	£263.97
4900	Parish Clock	£1,350.00	£0.00	£916.00	£434.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£20,231.05	£3,493.95
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£55,749.93	£16,000.07
5300	Sundry Expenses	£114.00	£0.00	£418.00	£-304.00
5400	Training	£1,500.00	£0.00	£1,430.00	£70.00
5700	Pension Scheme Charges	£440.00	£0.00	£360.00	£80.00
5900	Bank Charges	£400.00	£0.00	£153.30	£246.70
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£7,501.50	£-51.50
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£715.00	£5,301.49	£2,263.51
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£942.61	£-942.61
6450	PWLB Community Hub -	£28,098.00	£0.00	£28,098.22	£-0.22
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£4,855.98	£0.02
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£2,855.38	£2,776.62
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£5,588.35	£5,666.65
6600	Timebanking Expenses	£650.00	£0.00	£324.12	£325.88
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£13,381.56	£818.44
<b>Total Finance &amp; General Purpose</b>		£215,710.00	£715.00	£181,537.42	£34,887.58

# Melbourn Parish Council Financial Budget Comparison 31 Jan 2022

Comparison between 01/04/21 and 31/01/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	<b>2021/22 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Planning</b>				
7000 Community Development	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Total Planning</b>	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Highways</b>				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£617.59	£1,132.41
<b>Total Highways</b>	£4,750.00	£0.00	£617.59	£4,132.41
<b>Rental Property</b>				
9000 Little Hands Nursery	£1,450.00	£0.00	£1,589.03	-£139.03
<b>Total Rental Property</b>	£1,450.00	£0.00	£1,589.03	-£139.03
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£37,728.18	£37,728.18	£0.00
<b>Total Community Benefit Reserve</b>	£0.00	£37,728.18	£37,728.18	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£113,653.81	£113,653.80	£0.01
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>	£0.00	£159,420.48	£159,420.47	£0.01
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£294,770.00</b>	<b>£197,863.66</b>	<b>£422,853.62</b>	<b>£69,780.04</b>
 Total Income	 £317,770.00	 £162,184.47	 £478,864.11	 -£1,090.36
Total Expenditure	£294,770.00	£197,863.66	£422,853.62	£69,780.04
<b>Total Net Balance</b>	<b>£23,000.00</b>		<b>£56,010.49</b>	

## Cash and Bank Balances at 31<sup>st</sup> January 2022

### Ordinary Accounts

Current Account Unity	£242,120.48
Deposit Account Unity (Instant Access)	£162,938.15
Petty Cash	£30.00
Prepaid Debit Cards	£1,363.21

### Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£85,000.00
Nationwide 45 day Business Saver	£100,691.29
<b>Total</b>	<b>£647,143.13</b>

Two new investment accounts (Charity Bank and HTB) have been opened and £50,000 withdrawn from Nationwide in line with approved Investment Strategy 2021/22.



# Melbourn Parish Council Financial Budget Comparison 31 Jan 2022

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31<sup>st</sup> January 2022. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

## Variations from Budget (>£500/15%)

### Income:

Burial Fees – income from this source is difficult to predict but burials this year are already £3,870 above budget.

Match Fees – the budget assumption was for ongoing usage of the football pitches by local teams. However, since the opening of the 4G pitches in Melbourn, usage has fallen. Discussion with local teams about fees are ongoing.

Hire of Recreation Grounds – income from this source is above budget due to extra days being booked by the fair.

Pavilion Hire – the budget assumption had been that Melbourn Village College would use the Pavilion until the end of the 2020/21 academic year. They did not require use for that length of time so this budget heading is expected to be under budget.

Pavilion Hire MAYD recharge – MAYD youth club activities have not taken place so far this year due to Covid 19.

Discussions are ongoing about restarting activities in 2022 but Pavilion income from MAYD is in doubt and will not meet budgeted level.

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock. The clock expenditure was incurred in Sept 2021 and included in the Parish Clock expenditure heading.

Overall income position – burial fee and fair income should compensate for anticipated shortfalls in match fee and pavilion hire income.

### Expenditure:

Insurances – following the professional insurance revaluation exercise of the Parish Council's buildings and the end of the previous three-year insurance deal, the insurance premium has increased by approx. £5,700 over the budget for this item.

Grant Funding MAYD – this grant has been awarded to MAYD but does not show up on this report as it is a reserve movement (MAYD does not have its own bank account).

Maintenance expenditure – expenditure on maintenance and grounds maintenance, which fall under the remit of the Maintenance Committee, is currently expected to be slightly underspent overall. However, there have been reallocations between some budget headings, to allow additional expenditure where it has been needed (approved by Maintenance Committee and MPC if appropriate).

Salaries – these are expected to be under budget as some employees who are entitled to join the workplace pension scheme have decided not to.

Community Development – the budget for MVAS equipment was £5,000 but the equipment and signage has cost around £2,245. Melbourn Futures group are discussing how they would like to spend the balance (subject to approval).

Highways – the budget included £3,000 for gulley cleaning but this was carried out by CCC Highways. The balance may be allocated to another maintenance project later in the year (subject to approval).

Street lighting – this budget heading will be underspent due to savings in energy usage following replacement with more efficient LED lighting.

Gabrielle van Poortvliet  
RFO Melbourn Parish Council

14<sup>th</sup> February 2022

**MELBOURN PARISH COUNCIL**

**Full Council Meeting : Monday, 28 February 2022**

**PC159/21 Community Hub signage costs**

---

Below are costs associated with signage for the Hub. The exact wording for the signs requires approval from a number of parties, but is not an expenditure in itself so could also be handled at a later date.

An email decision relating to AMA Architects fees, planning permission and associated costs was noted by full Council on 17 January 2022 (PC135/21b)) – costs shown in red below.

The planning process is now underway and the Hub would like additional costs to be approved to avoid delays once approval is obtained.

<b>Details (items in red have already been approved)</b>	<b>Cost</b>	<b>+ VAT</b>	<b>Gross</b>
1 Design of signs and planning (AMA)	£780.00	£156.00	£936.00
2 Allowance for LPA fees	£152.00	£30.40	£182.40
3 Allowance for other AMA costs/copies etc	£200.00	£40.00	£240.00
4 Fabrication of Signs and Graphics (Ashby/Law)	£609.80	£121.96	£731.76
5 Lighting Connection (Cores)	£100.00	£20.00	£120.00
6 Installation (Herts & Cambs)	£130.00	£26.00	£156.00
	1971.80	394.36	2,366.16

There is £2,000 in the precept for this project. **Items in red** have already been approved by full council.

Quotes for 4, 5 and 6 are attached.

1600mm

Face overall thickness  
50mm

1800mm

# melbourn hub

licensed café, library,  
meeting rooms, parish council



The Hub—Melbourn

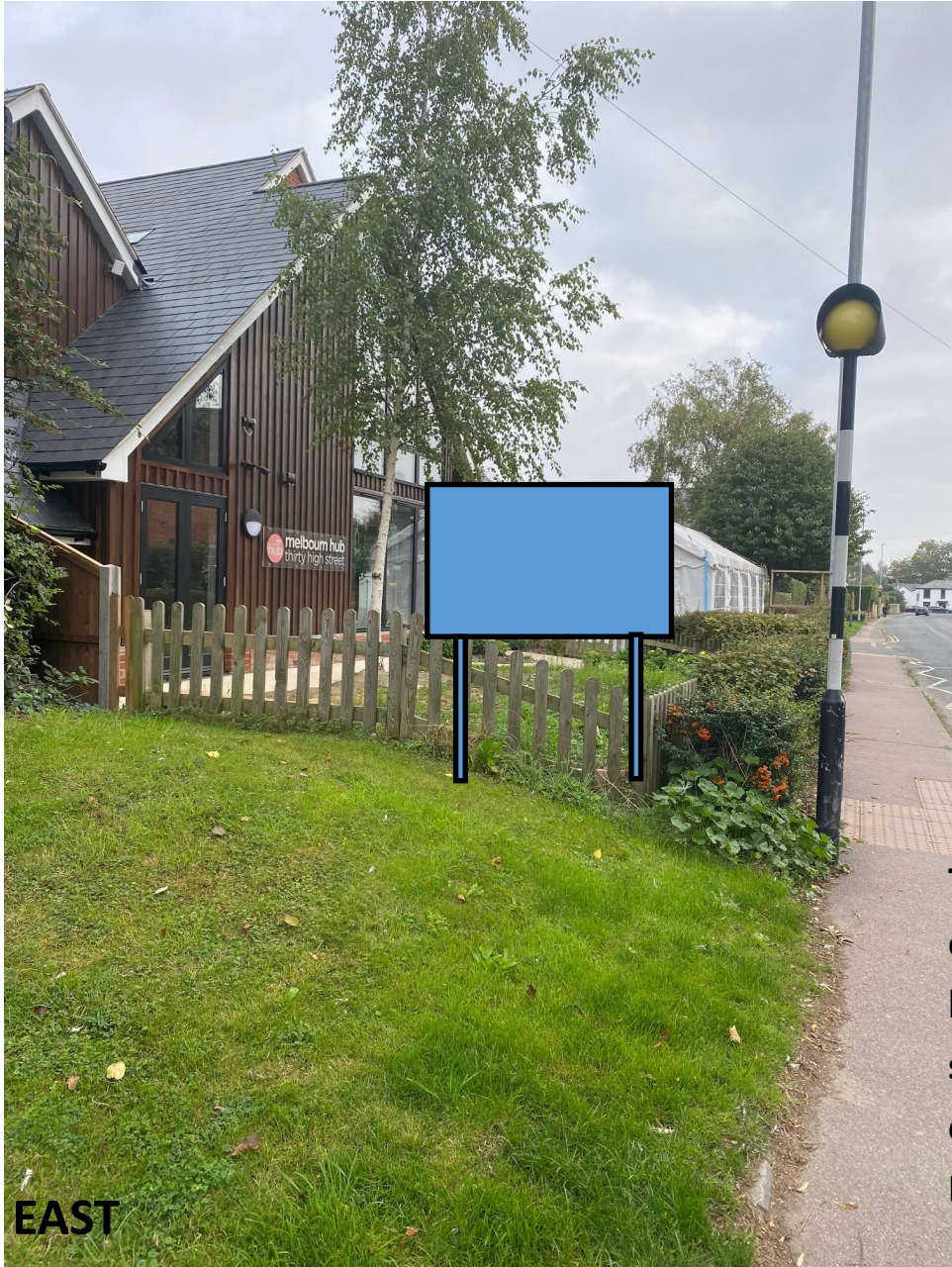
01763 263303 [www.melbournhub.co.uk](http://www.melbournhub.co.uk)



1000mm

LED illumination, soft white,  
low level lux, switched with  
existing building external  
lighting





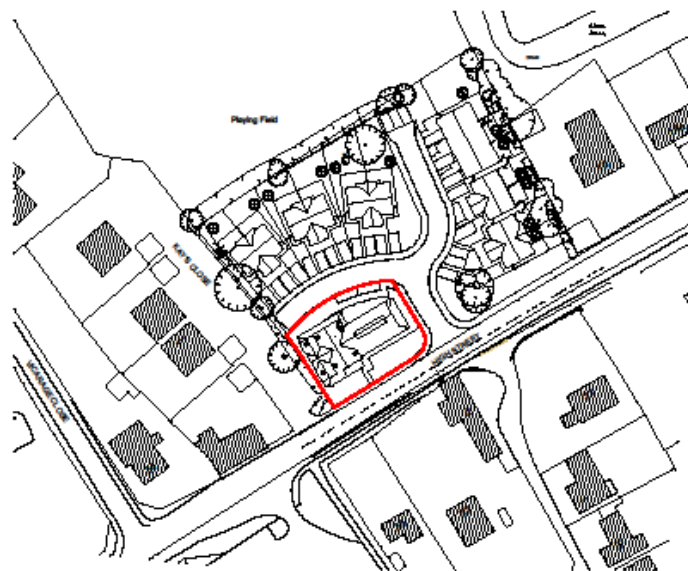
EAST



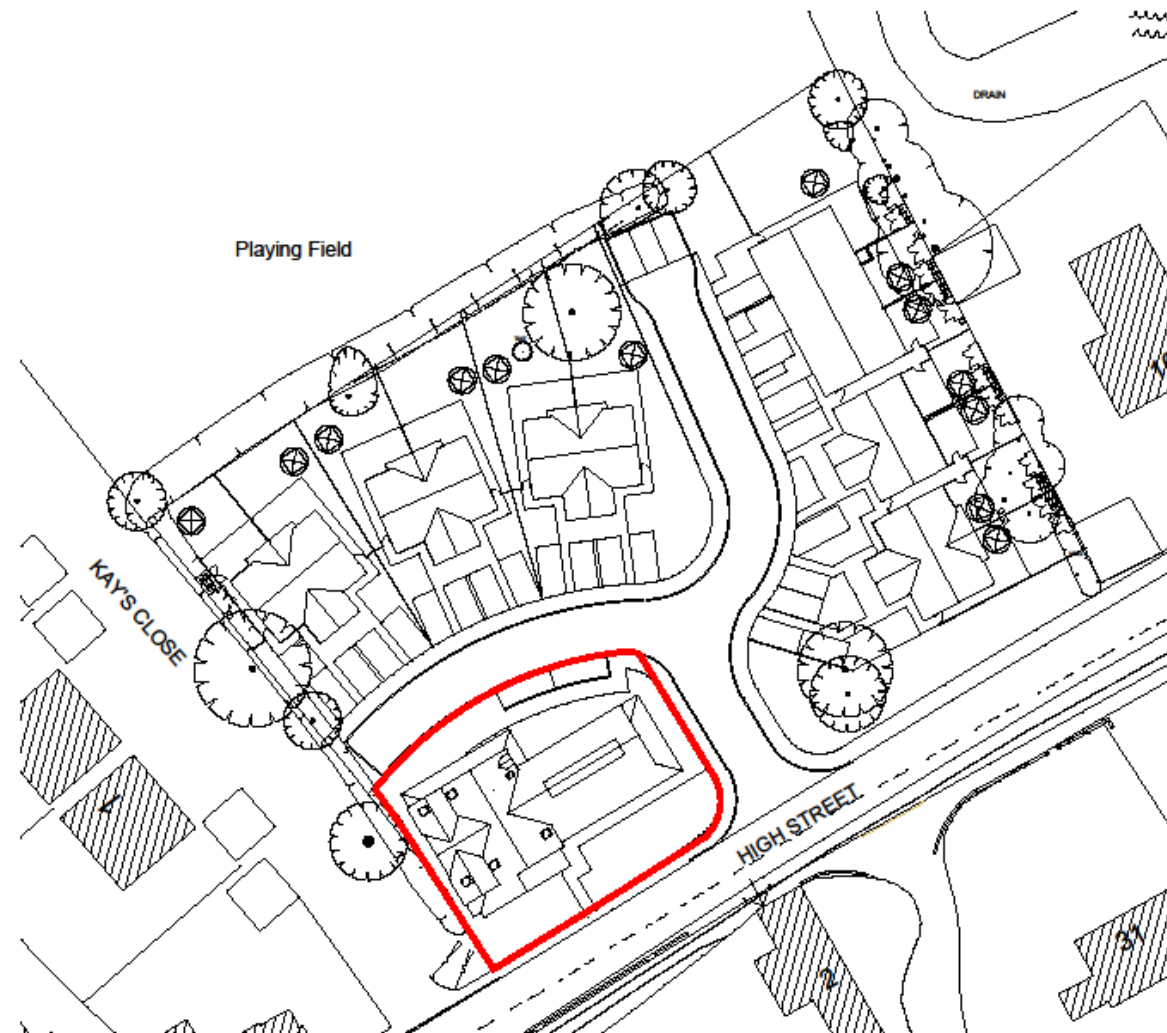
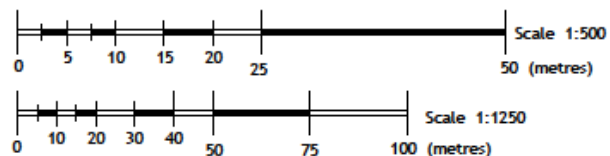
WEST

The sign legs will be placed behind fencing on the east side of the site and set back behind the hedging on the west side. The west side sign will also be set back so as not to cause sight line issues when turning out of Brooksbank





01 Proposed Location Plan  
1:1250



02 Proposed Site Plan  
1:500

Notes:  
This drawing is to be read in conjunction with all other drawings carrying the same drawing numbers.

Contractor to check all dimensions on site and report any discrepancies before proceeding. Do not scale from this drawing.

All relevant British standards and Codes of Practices to be complied with.

Project Title:  
Proposed Extensions and Internal Alterations  
at  
Melbourn Community Hub, High St, Melbourn

Client:  
Melbourn Community Hub Management Group

Drawing Title:  
Proposed Location Plan  
Proposed Site Plan

Drawing Status:

	A	B	C	P	T
				X	

Dwg No: P (0-101)

Date: March 2018

Scale @ A3: 1:1250 / 1:500

KVPROJECTS Melbourn Hub Drawings

Rev: A

**ama**  
CHARTERED ARCHITECTS  
52 Maxwell Road, Cambridge, CB1 2HY  
email: ama@amarch.co.uk, web: www.amarch.co.uk  
tel: 01223 301 701

Copyright remains with AMA

**RIBA** 44  
Chartered Practice

## YOUR QUOTATION

Quote Number: 687343/1

CUSTOMER NAME **C & R SIGNS**  
 CONTACT NAME **RICHARD LAW**  
 CUSTOMER ORDER REF. **HUB ROAD SIGNS - 03.11.21**  
 SALES PERSON **DARREN MCLEAN**  
 DATE RAISED **03/11/2021**

MANUFACTURING DAYS	1-2
ESTIMATED DESPATCH	01/12/2021
<b>STANDARD PACKAGING</b>	
ITEM TOTAL	590.80
DELIVERY TOTAL	19.00
TOTAL PRICE	609.80
VAT	121.96
<b>TOTAL (inc. VAT)</b>	<b>731.76</b>

### System 1

Total weight: 14.3610kg Total Price: 295.40

Qty	Description	Price	Total
5	2.5mm Aluminium Sign Blank 800mm x 300mm - Landscape Faced in AS18 White High Intensity Reflective Vinyl 10mm Radius Corners C/W Two Runs of Small Clip Extrusion Along 800mm C/W 60 Degree Chevron End (standard [Left])	40.03	200.15
5	Brown ECOFF Cut Graphics 800mm x 300mm (overall size) Pressure Applied to the Above	14.37	71.85
10	24 Inch (610mm) Stainless Steel Screwband C/W Quick Release Buckle Please Note: For use with 44mm - 217mm diameter profiles	2.34	23.40

### System 2

Total weight: 14.3610kg Total Price: 295.40

Qty	Description	Price	Total
5	2.5mm Aluminium Sign Blank 800mm x 300mm - Landscape Faced in AS18 White High Intensity Reflective Vinyl 10mm Radius Corners C/W Two Runs of Small Clip Extrusion Along 800mm C/W 60 Degree Chevron End (standard [Right])	40.03	200.15
5	Brown ECOFF Cut Graphics 800mm x 300mm (overall size) Pressure Applied to the Above	14.37	71.85
10	24 Inch (610mm) Stainless Steel Screwband C/W Quick Release Buckle Please Note: For use with 44mm - 217mm diameter profiles	2.34	23.40

### Delivery

Delivery Option	Delivery Address	Weight	Total
1. Tuffnells - UK Mainland - Next Day	C & R Signs 19 Elm Way Melbourn Royston Hertfordshire SG8 6UH England	 28.72kg	19.00





**CORES ELECTRICAL**

# QUOTE

Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
ROYSTON  
Royston  
Cambridgeshire  
SG8 6DZ  
GBR

**Date**  
3 Feb 2022

**Expiry**  
5 Mar 2022

**Quote Number**  
QU-2674

**Reference**  
Melborn Community Hub

**VAT Number**  
361197886

Cores Electrical Ltd  
362 The Manor,  
Billing Garden Village  
Northampton  
NN3 9EX

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Connection of all relevant cables for the new advertisement signs to the front of the hub	1.00	100.00	0.00%	20%	100.00
Subtotal					100.00
TOTAL VAT 20%					20.00
TOTAL GBP					120.00





## **Herts & Cambs Ground Maintenance Ltd**

**Landscape Maintenance Solutions**

Claire Littlewood  
Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

6<sup>th</sup> Feb 2022

Dear Claire

As requested by Jose Hales, were quoting to install 2 x signs at Melbourn Hub.

This is supplying materials & install 4x posts

Site would be left tidy

Total for works £130.00 x Vat per base

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL  
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk  
VAT Reg: 987421972 Company number: 6936328

## MELBOURN PARISH COUNCIL

### Full Council Meeting : 28 February 2022

#### Item: PC160/21 Marking the Platinum Jubilee

The Platinum Jubilee will be celebrated over a 4 day bank holiday weekend from Thursday, 2 June to Sunday, 5 June (inclusive). The Parish Council has precepted £4,000 towards marking the Platinum Jubilee.



The following discussions and suggestions have been made as to how best to mark the Jubilee:

#### Tree planting

There is an ongoing programme of tree planting in the village. In addition, the Parish Council has been awarded a significant number of hedging saplings for planting along New Road. Volunteers will be invited to help with the planting as part of an organised community event to be organised once the saplings have been received in early March.	JT, MB, KR	Ongoing
All Saints Community Hall has given approximately 5 very small tree saplings to the Parish Council. These trees were awarded under the Queen's Canopy scheme. The saplings are currently being stored by Keith.	KR, SP	Ongoing

#### Benches

Various options below for commemorative benches – there would be additional costs for installation (in the region of £400 per bench):

	<a href="https://www.memorialbenches.co.uk/collections/kenilworth/products/kenilworth-memorial-bench-6ft-with-panel-in-teak-wood">https://www.memorialbenches.co.uk/collections/kenilworth/products/kenilworth-memorial-bench-6ft-with-panel-in-teak-wood</a> – teak (7') <b>£750</b>
	<a href="https://www.memorialbenches.co.uk/collections/6-seater/products/britannia-memorial-bench-8ft-in-teak-wood">https://www.memorialbenches.co.uk/collections/6-seater/products/britannia-memorial-bench-8ft-in-teak-wood</a> - teak (8') <b>£1,200</b>



[https://www.4memorialbench.co.uk/acatalog/rustic\\_oak\\_220cm\\_memorial\\_bench.html](https://www.4memorialbench.co.uk/acatalog/rustic_oak_220cm_memorial_bench.html) - oak (7')  
**£610**



<https://empirepoppy.store/collections/the-queens-platinum-jubilee/products/the-queens-platinum-jubilee-commemorative-bench?variant=39601274847341> : metal (6')  
**£850**

**Gifts for Primary School children - <https://www.insigniapromotions.online-catalogue.net/>**

The Primary School PTFA contacted the office to see if there is a plan to present a commemorative gift to the children. The parish office has identified various options (prices are based on an order of 500 items):

Home / Drinkware / Bottles / H M Queen Elizabeth II's Platinum Jubilee Metal Bottle

### H M Queen Elizabeth II's Platinum Jubilee Metal Bottle

Printed with the official design of H M Queen Elizabeth II's Platinum Jubilee on one side and your own design printed on the reverse, both printed in the official purple.  
Aluminium single layer bottle with carabiner. 400 ml. Leak free.

Product Code: IN80320

Screen Printed

Print Position: Wraparound

QTY	1 Colour Price Each
50	£5.29
100	£3.56
250	£2.96
500	£2.54
1000	£2.32

Prices shown do not include origination, carriage or VAT.

[+ Add to Basket](#) [£ Get Quote](#)

Related Products

H M Queen Elizabeth II's Platinum Jubilee...

Printed with the official design of H M Queen Elizabeth II's Platinum...

from £1.09

H M Queen Elizabeth II's Platinum Jubilee...

Printed with the official design of H M Queen Elizabeth II's Platinum...

from £2.18

- **£2.54 each = £1,270**

## H M Queen Elizabeth II's Platinum Jubilee Opal China Mug

Manufactured from bone china, the Opal mug is lightweight and durable. The mug is tall and thin, with a large print area and broad appeal. Prices include the official design of H M Queen Elizabeth II's Platinum Jubilee on one side and your own design printed on the reverse, both printed in the official purple.  
20ml Capacity. 104mm high x 104mm diameter.

Product Code: Int0322

Screen Printed

Print Position: Wraparound

QTY	1 Colour Price Each
72	£4.60
108	£3.93
252	£3.27
504	£2.81
1008	£2.59

Prices shown do not include origination, carriage or VAT.

[+ Add to Basket](#)

[£ Get Quote](#)



### Related Products



**H M Queen Elizabeth II's Platinum Jubilee...**  
The Windsor is a classic white bone china mug with straight sides and a far...

from £2.75 >



**H M Queen Elizabeth II's Platinum Jubilee...**  
Thin light-weight and very strong, the Marlborough mug is hard-wearing...

from £2.75 >

**£2.81 each = £1,405**

https://www.insignapromotions.online-catalogue.net/products/glassware-and-awards/awards/208-Int0296/h-m-queen-elizabeth-ii-enamelled-platinum-jubilee-commemorative-coin

## Jubilee Commemorative Coin

### H M Queen Elizabeth II Enamelled Platinum Jubilee Commemorative Coin

These beautiful coins feature Her Majesty's official Platinum Jubilee logo on one side picked out in royal purple enamel and your own design on the reverse in one colour of enamel.

Extra colours can be included in your design at a cost of 5p per colour per coin. We will happily send you a specific quote once you have emailed us a copy of your design.

If you need a lower cost option or prefer your design to be stamped in 2D rather than enamelled, please see stamped Platinum Jubilee Coins.

Please email us for a specific quotation [info@insignauk.com](mailto:info@insignauk.com)

Prices include each coin packed in an eco-friendly plain brown paper envelope. These envelopes can be printed in one colour with your own design or message – prices for printing quoted on request.

Sizes: Coin: 35 mm diameter x 3 mm thick. Kraft paper envelope: 60 x 60 mm

Alternative packaging options are available and can be quoted for on request. These are:

- Paper envelope printed one colour with your design
- Individual pvc pouches
- Round acrylic boxes
- Velvet covered presentation boxes

Delivery: 15 working days to sample (if required). Bulk order: 20-30 working days from approval of sample.

Please note we anticipate these delivery times to be correct but under the current world situations these may be subject to change. Early ordering is advised.

Prices include origination and carriage to one UK address (may exclude Highlands and Islands). Vat is charged extra at the prevailing rate.


Product Code: Int0296

Hard Enamel

QTY	1 Colour Price Each
50	£5.99
100	£3.38
250	£2.05
500	£1.44
1000	£1.31
2500	£1.14




### Related Products




**H M Queen Elizabeth II Die Stamped Platinum...**  
H M Queen Elizabeth II Die Stamped Platinum Jubilee Commemorative Coin...

from £0.95 >




**H M Queen Elizabeth II's Platinum Jubilee...**  
By far our most popular shaped mug, the robust 'Durham style' mug offers...

from £2.02 >



**H M Queen Elizabeth II's Platinum Jubilee...**  
One of the most popular mugs in its most popular colour, the white Sparta...

from £2.02 >



**H M Queen Elizabeth II's Platinum Jubilee...**  
A great earthenware coffee mug, the Atlantic is among the most popul...

from £2.02 >

**£1.44 each = £720**

## H M Queen Elizabeth II's Platinum Jubilee Commemorative Earthenware Mug

By far our most popular shaped mug, the robust 'Durham style' mug offers a large print area to showcase your design. Prices include the official design of H M Queen Elizabeth II's Platinum Jubilee on one side and your own design printed on the reverse, both printed in the official purple.  
330ml Capacity. 90mm high x 80mm diameter.

Your own design can be printed in an alternative colours. Extra colours cost 14p per colour per mug plus a set up charge of £30.00 per colour. Please contact us and we will email a quotation to you.

Price includes: Origination and delivery to 1 UK Mainland address.

DELIVERY: Approximately 10 working days from approval of artwork.

Product Code: Int0306

Screen Printed


Print Position: Wraparound

QTY	1 Colour Price Each
72	£3.88
108	£3.28
252	£2.67
504	£2.20
1008	£2.02

Prices shown do not include origination, carriage or VAT.




### Related Products



**H M Queen Elizabeth II's Platinum Jubilee...**  
One of the most popular mugs in its most popular colour, the white Sparta...

from £2.02 >



**H M Queen Elizabeth II's Platinum Jubilee...**  
A great earthenware coffee mug, the Atlantic is among the most popul...

from £2.02 >

**£2.20 each = £1,100**

**Options from Unlimited Logos:**

220169 - Visual (Melbourn Parish Council)

x400 Money Boxes / Mugs  
Artwork to be confirmed

x 400 Piggy Bank Money Boxes  
Size: 100mm length x 120mm wide x 95mm high  
Print area size: 40 x 30mm  
1 Colour print to both sides



x400 Mugs  
Size: 90mm Height x 80mm Diameter  
Full Colour Print



**X400 Money Boxes - £1,340.00+VAT (£3.35 each) – 1 Colour print to both Sides**

**X400 Mugs - £2,092.00+VAT (£5.23 each) – Full colour print**

**Red, white and blue wildflower mix – (£1.95 per square metre)**

<https://www.pureseeds.co.uk/collections/products/products/platinum-jubilee-red-white-and-blue-wildflower-mix?fbclid=IwAR1-BIINR-GAshSkiNVY11EhcGm6mUfCHV5r7HF7nL5E4HvO5xPNjEeqXF4>

#### **Events :**

Representatives from the Parish Council, the Hub and the Fete Committee met on 3 February to discuss how to mark the event. It was very helpful to meet with the Fete Committee as they have a wealth of experience in organising largescale village events. They were very clear about the amount of organisation required and also the limit of their involvement - the Fete Committee currently operates with only a very small group of volunteers. However, there was a very useful discussion about the options available, including:

- A weekend of family fun at the Hub to be held over **Saturday, 4 and Sunday, 5 June:**

Saturday, 4 June

- Afternoon tea on the lawn
- Children's colour competitions
- Children's fancy dress

Sunday, 5 June

- BBQ and bar

- Live music
- Cake / pudding competition

Other suggestions for the weekend included:

- involving members of MADS in 'regal' fancy dress
- setting up tables/chairs on the car park
- look into closing the High Street during the day

#### **ACTIONS:**

Investigate road closure and traffic management arrangements and cost	CL	Awaiting call back from CCC
Commemorative benches etc	Parish Council	Options to be considered by full Council
Commemorative gifts for primary children	Parish Council	Options available for consideration
Hub family fun weekend	Hub management / parish office	To be discussed further – specific actions to be allocated
What other village events are being organised: - Primary School? - Other?		

Other national events include:

- The Big Jubilee Lunch (over the weekend of 4 and 5 June). Packs available online <https://www.edenprojectcommunities.com/the-big-jubilee-lunch>  
These will be local events organised within communities. Essentially village picnics and street parties. Details to be shared across the Parish Council's social media pages.
- Jubilee Beacons (2 June)  
Beacons across the country will be lit on 2 June. There are three options for beacons, gas fired, free standing brazier or bonfire. Gas fired beacons can be purchased at a cost of (£470 + VAT). Would need to identify a prominent [and safe] place in the village.

# MELBOURN PARISH COUNCIL

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## INDEPENDENT SERVICE PROVIDER AGREEMENT (the "Agreement")

dated this ..... 2022

BETWEEN:

Melbourn Parish Council, The Hub, 30 High Street, Melbourn, Royston, Herts. SG8 6DZ ('the Client')

and

.....

('the Service Provider')

### IT IS AGREED AS FOLLOWS:

#### 1 BACKGROUND

- 1.1 The Service Provider has the necessary skills, knowledge and experience to perform the Services required by the Client.
- 1.2 By accepting the Agreement, the Service Provider confirms they have the skills, knowledge and experience the Client wishes to appoint and agrees to accept the appointment on the following terms:

#### 2 TIMESCALE

- 2.1 This Agreement will commence on the date of signature. The Agreement is intended to cover a period of planned absence and will be reviewed on a weekly basis. The Agreement will terminate upon one week's notice following discussion by the Parish Council or notice by the Service Provider (7.1).
- 2.2 Upon expiry of the Agreement, the Service Provider will return any and all property belonging to the Parish Council.

#### 3 SERVICE REQUIREMENTS

- 3.1 The Service Provider will be required to deliver the following services:
- day to day maintenance around the village
  - meeting contractors on site to advise on / oversee works
  - assisting the parish office with drawing up job specs for works needed
  - marking out burial plots
  - tree planting in Millennium Copse
  - routine maintenance (strimming/weed and nettle management) in Stockbridge Meadows
  - 'out and about' being the visible face of the Parish Council
  - maintaining MVAS units (changing batteries, relocating the unit)
  - weekly inspections of all areas (cemeteries, play parks, recs, pavilion etc)
  - attending monthly Maintenance meetings
  - general handyman jobs (fence repairs, bench repairs etc)
  - cutting back overgrown hedges etc
- 3.2 In addition, the Service Provider will provide occasional holiday cover for the Village



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## MELBOURN PARISH COUNCIL

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Wardens as agreed in advance with the Clerk

- 3.3** Melbourn Parish Council will provide all equipment necessary to carry out the tasks detailed above. Provide global insurance cover for the activities of the Service Provider as part of the Melbourn Parish Council Liability Insurance.

- 3.4** Any further service requirements identified in the carrying out of the above Service Requirements will be brought to the attention of the Client before being completed.

#### **4 PLACE OF WORK**

- 4.1** The usual place of work will be within the Parish of Melbourn.

#### **5 PRICE AND PAYMENT**

- 5.1** The hourly rate of pay will be £9.46.
- 5.2** Payments will be made on a monthly basis by cheque or bank order following submission of an invoice. The Service Provider is responsible for making payment of all tax and other statutory deductions.

#### **6 HOURS OF WORK**

- 6.1** The hours of work will typically be up to 14 hours per week to be worked over two days. The days of work to be agreed with the Village Wardens and the Clerk. The Service Provider may be requested to work additional hours over and above this, if due to absence or civic reasons there is a need to do so, and as agreed with the Clerk.
- 6.2** If a need for additional hours is identified in order to complete the Client's Service Requirements, these will be brought to the attention of the Client via monthly progress reports or at full Parish Council meetings.

#### **7 PROBATIONARY PERIOD**

- 7.1** You join us on an initial probationary period of one month. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. During this one - month period and afterwards your notice is one week for both yourself and the company.
- 7.2** We reserve the right not to apply our full disciplinary procedures during your probationary period.

#### **8 NOTICE OF TERMINATION OF SERVICE PROVIDER AGREEMENT**

- 8.1** Either party may terminate the contract by giving one week's notice in writing.
- 8.2** Within one week of the termination of the Agreement the Service Provider is required to surrender to the Client all Council property including any documents and other materials, including copies that have been held on behalf of the Client. The Service Provider shall irretrievably delete from all personal electronic devices all property of the Client and shall produce evidence of such as the Client may require.

#### **8. DISPUTE RESOLUTION**

- 8.1 Conciliation and Mediation:** Before resorting to formal procedures from the Service Provider or from the Client it is the policy of the Client that discussions between both



parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Client will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

**8.2 Redress of Grievance:** Applications in writing must be made to the Human Resources, (HR) Panel for redress of any grievance relating to the Independent Service Provider Agreement. The HR Panel shall report the application to a meeting of the parish council, held in the absence of the public and the press where the Service Provider will have an opportunity to set out their grievance. The grievance will then be considered and a decision reached. Should the Service Provider be dissatisfied with the decision they have the right to seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

## **9. HEALTH AND SAFETY**

**9.1** The Service Provider is expected to familiarise and comply with all relevant Regulations, Legislation and Policies applying to or made by the Client and ensure others comply with these as required.

## **10 EQUAL OPPORTUNITY & EQUALITY**

**10.1** The Client is an Equal Opportunity and Equality employer and observes current legislation. The Service Provider is expected to familiarise and comply with the Client's policies.

## **11. CONFIDENTIALITY**

**11.1** Confidential information relates to any data or information relating to the business of the Client which would reasonably be considered to belong to the Client including, but not limited to, accounting records, business processes and Client records and this is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

**11.2** The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Service Provider has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

On behalf of Melbourn Parish Council

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

## MELBOURN PARISH COUNCIL

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Service Provider

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

# Melbourn Timebank Report – January 2022



## Membership growth to 26 January 2022

	As at 21 December	As at 26 January	Conversion	Pipeline
Individual Members	89	89		2
Organisational Members	16	16		1

Total exchanges to date: 5138 hours (of which MCCR = 1680.5 hours)

Non MCCR: 3457.5 hours

**Group Indoor Timebank activities suspended from 16 December**



## Who said cheese?

- 28 Dec Dog Café
- 04 Jan Dog Café
- 05 Jan Well Being Walk attended by Timebank members
- 06 Jan **TIF** Walk with Activity partner
- 06 Jan Met lonely resident for a coffee
- 10 Jan Met Vulnerable TB member who is an **TIF** activity partner for coffee
- 11 Jan Dog Café
- 12 Jan **First Timebank Well Being Walk attended by 16 people**
- 13 Jan Met 2 **TIF** members
- 13 Jan Walked with **TIF** Activity partner
- 18 Jan Dog Cafe
- 19 Jan Well Being Walk
- 20 Jan Meeting with Cam Sight and 2 Timebank members at The Hub
- 21 Jan Met Vulnerable TB member and **TIF** activity partner for coffee

## Forthcoming Events:

**Indoor group activities resume 24 January**

**Tree Planting at Wimpole 26 January**

Facebook statistics for last 28 days

- Max reach 1911
- Followers 384
- Post engagement 450

# Melbourn Timebank Report – January 2022



## **Tackling Inequalities Timebanking Together Project**

10 Activity Partners engaged in the project with Activities such as Wellbeing Walks, Dog Café, Coffee mornings and Arts + Crafts Group.

Expenses incurred to facilitate attendance for Taxis and refreshments – spreadsheet attached.

**Planned Expenditure in February c£220 to cover incidental expenses such as Taxi fares incurred to undertake activities as above - receipts supplied.**

# Melbourn Timebank Report – February 2022



## Membership growth to 23 February 2022

	As at 26 January	As at 23 February	Conversion	Pipeline
<b>Individual Members</b>	90	95	<b>5</b>	2
<b>Organisational Members</b>	16	16		1

Total exchanges to date: 5630 hours (of which MCCR = 1680.5 hours)

Non MCCR: 3949.5 hours

## Group Indoor activities recommenced 24 January



Wimpole Tree Planting

'Joy' at Memory Café

- 26 Jan Wimpole Tree Planting event **3 Timebank members**
- 26 Jan Second Timebank Well Being Walk **18 attendees**
- 01 Feb Talking Times meeting
- 02 Feb Well Being Walk, 'run' by TB Coordinator **16 attendees**
- 08 Feb Dog Cafe
- 08 Feb Loneliness and Isolation meeting
- 09 Feb Third Timebank Well Being Walk **17 attendees**
- 09 Feb Arts & Crafts Group
- 11 Feb Memory Café at Meldreth Village Hall supported by Timebank members
- 15 Feb Dog Café **attended by 23 Adults, 14 Children and 17 dogs**
- 15 Feb TBUK Check in and Chat
- 16 Feb Well Being walk
- 17 Feb Coffee morning
- 17 Feb Meeting with 2 Silver DofE students re Volunteering
- 22 Feb Dog Café – all attendees send good wishes to Barbara V following her fall
- 23 Feb Arts & Crafts Group
- 23 Feb Fourth Timebank Well Being Walk **attended by 15**

## Highlights and Forthcoming Events:

1:1 exchanges such as Lifts, Clothes alterations, Mobile phone function, Gate repair

**New Book Club introduced** – first meeting 8 March at 19.00

**Air Cadets (2484 Squadron)** to commence volunteering within Timebank, activities such as Litter Picking and Administration for Bronze and Silver D of E Awards

# Melbourn Timebank Report – February 2022



## Tackling Inequalities Timebanking Together Project

10 Activity Partners engaged in the project with Activities including Timebank Wellbeing Walks, Dog Café, Coffee morning, Arts + Crafts Group and Hub Lunch Club. Project completes on **31 March 2022**.

Expenses incurred to facilitate attendance for Taxis and refreshments – spreadsheet attached.

**Planned Expenditure in March c£200 to cover incidental expenses such as Taxi fares incurred to undertake activities as above - receipts supplied.**

Facebook statistics for last 28 days

- Max reach 1911
- Followers 384
- Post engagement 450

<b>January 2022 TIF - Timebanking Together Expenditure</b>					<b>Total Cost</b>	<b>LD paid</b>	<b>ST Paid</b>
18-Jan	Barley Taxi for [timebank member] to attend Dog Café				40	16	24
21-Jan	Refreshments for [timebank member] at The Hub				12.75		6.45
25-Jan	Travel for [timebank member] to Dog Café				40	16	24
TOTAL					<b>92.75</b>	<b>32</b>	<b>54.45</b>

<b><u>February 2022 Timebanking Together Expenditure</u></b>			<b>Total Cost</b>	<b>LD paid</b>	<b>ST Paid</b>
01-Feb	Travel LD to Dog Café		40	16	24
03-Feb	Travel DT, BM,MO to Coffee am		30		30
08-Feb	Travel LD to Dog Café		40	16	24
10-Feb	Travel DT, BM,MO to Coffee am		30		30
15-Feb	Travel LD to Dog Café		40	16	24
17-Feb	Travel DT, BM,MO to Coffee am		30		30
23 Feb	Refreshments Arts & Crafts group		11.75		11.75
24-Feb	Travel DT, BM,MO to Coffee am		30		30
<b>Total</b>			<b>251.75</b>	<b>48</b>	<b>203.75</b>



**PROCEDURE: Complaints - Councillors**

**PURPOSE:** The procedure sets out the steps to be taken by a member of the public, council employee or service provider or Councillor if they wish to make a complaint about a Councillor.

**SCOPE**

**This procedure does not cover complaints about Council Staff, Administration and Procedures.** Please use the policy: Complaints Procedure: Council Staff, Administration and Procedures.

If your complaint is about a **financial irregularity**, use the formal complaint route described in the other complaints procedure. If you are not satisfied with the answer you receive, ask the Clerk for details of the Council's External Auditor and raise your concerns with them.

If you wish to complain about a **minor matter or need for repair to property owned or operated** by the Parish Council, please contact the Parish Clerk. This type of complaint will normally be dealt with directly by the Clerk without any need for a response.

How to make the complaint is set out in Appendix A.

Your complaint should be sent directly to the Monitoring Officer at South Cambridgeshire District Council. **It must not be sent via or copied to the Melbourn Parish Clerk.**

The Monitoring Officer  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA  
Tel: 01954 713027  
Email: [monitoring.officer@scams.gov.uk](mailto:monitoring.officer@scams.gov.uk)

**Document Approval:****Chair:****Cllr Graham Clark****Date of Parish Council Meeting: 28 February 2022***Review Policy: Every 12 months*

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

## APPENDIX A

## COMPLAINT FORM

**A. Your details**

Please provide your name and contact details. Anonymous complaints will not be considered.

<b>Title:</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Contact Telephone:</b>	
<b>Email Address:</b>	
<b>Signature:</b>	
<b>Date of Complaint:</b>	

Your address and contact details will not usually be released unless this is necessary to deal with your complaint.

**A copy of your complaint will be shared with any Councillor(s) about whom you are complaining.** If you have serious concerns about your name and a summary or details of your complaint being released, please complete **Section C** of this Form and discuss your reasons or concerns with the Monitoring Officer.

**B. Making your complaint**

Please explain in the Box overleaf the nature of your complaint. If the allegation(s) being made occurred more than 28 days ago, clearly explain why the complaint was not made at an earlier date during that period of time.

Please indicate whether you are:

- A member of the public
- An elected or co-opted Member of the Council
- A Member of Parliament
- A Monitoring Officer
- A Council employee, contractor or agent of the Council
- Other (please state)

You should provide any relevant background information or other relevant documentary evidence to support your complaint.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

You must name the Councillor(s) you are complaining about. If you are complaining about more than one Councillor, you should clearly explain what each individual has done, with dates and witnesses to substantiate the alleged action.

It is important that you provide all the evidence you wish to have taken into account when it is decided whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the Councillor said or did. For instance, instead of writing that the Councillor insulted you, you should state what it was he/she said or did to insult you.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information or other relevant documentary evidence to support your allegation(s).
- If the allegation(s) being made occurred more than 28 days ago clearly explain why the complaint was not made at an earlier date during that period of time.

Please provide the details of your complaint. Continue on a separate sheet if there is not enough space on this form

**C. Confidentiality of complainant and the complaint details**

**Only complete this next section if you are requesting that your identity is kept confidential**

In the interests of fairness and natural justice, a Councillor who is complained about has a right to know who has made a complaint and the substance of the allegation(s) made against him/her. Your personal details or the details of your complaint are unlikely to be withheld unless there are justifiable grounds to do so, for example:

- you may be victimised or harassed by the employee(s) against whom you are submitting a written complaint (or by a person associated with him/her) and there are reasonable grounds for this view; or
- you believe you may receive less favourable treatment from the Council because of the position of the employee(s) against whom you are submitting a written complaint in relation to any existing Council service provision or any tender you are submitting or contract you have with the Council.
- you have an occupation which may put you at risk if published personal information may enable 3<sup>rd</sup> parties to identify you.

Please note that requests for confidentiality or requests for the suppression of the personal or complaint details will not be granted automatically. The Monitoring Officer will consider the request along with your complaint and contact you with the decision. If your request for confidentiality is not granted, usually you will be allowed the opportunity, if you so wish, of withdrawing your complaint.

However, it is important to understand that - in exceptional circumstances, where the matter complained of is serious - an investigation (or other action) may proceed and there may be no choice but to disclose your personal and complaint details, in view of the allegation(s) made, even if you have expressly asked us not to.

Please provide us with details of why you believe your name and/or the details of your complaint should be withheld:

**PROCEDURE:      Complaints Council Staff, Service Providers,  
Administration and Procedures**

**PURPOSE:**    Melbourn Parish Council provides services to the community. We try to get our service delivery right every time but there are occasions when users of our services may be dissatisfied with our performance. If that happens, the Council wants to put things right and ensure that mistakes do not recur in the future.

This document explains what to do if you are dissatisfied with an aspect of our administration, procedures or the actions of any of the Council's employees or service providers.

**SCOPE**

**This procedure does not cover complaints about the conduct of a Member of Melbourn Parish Council.**

**If your complaint is about a Councillor, please follow the procedure described in 'Document 1.01 Complaints Procedure: Councillors' .**

If your complaint is about a **financial irregularity**, use the formal complaint route described below. If you are not satisfied with the answer you receive, ask the Clerk for details of the Council's External Auditor and raise your concerns with them.

If you wish to complain about a **minor matter or need for repair to property owned or operated** by the Parish Council, please contact the Parish Clerk. This type of complaint will normally be dealt with directly by the Clerk without any need for a response.

If your complaint concerns any **criminal activity**, it should be made directly to the police.

The best way to make a complaint is through the Parish Clerk.

You may complain to a Councillor but, under the legislation governing Parish Councillors, a Councillor has no authority to act as an individual and must refer the matter to the Clerk.

**Informal Complaint**

We hope that most complaints can be resolved quickly and amicably through this route.

Informal complaints can be made by telephone, e-mail or a visit to the Parish Office. The complaint will be handled by the Clerk.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

If you feel that an informal complaint has not resolved the issue or if the initial complaint is serious, then the formal complaints process should be followed.

## **Formal Complaint**

A formal complaint must be made in writing. To register a written complaint, please obtain and complete a copy of the Council's **complaint form** (Appendix A) and then return it to the council's address by post or e-mail. This should be addressed as 'Confidential – Formal Complaint' unless the complaint concerns the Clerk.

If your complaint concerns the Clerk, it should be sealed and addressed to the Chair of the Council and clearly marked "Council Chair - Private and Confidential".

If the complaint is not recorded on the form, you will be asked to do this. Receipt of the complaint will be acknowledged within 3 working days.

The Clerk will keep a log of formal complaints received by themselves and the Chair.

The Clerk will carry out an initial investigation into the complaint and will, within 10 working days, provide you with an update on progress or a suggested solution. If you are satisfied with the resolution, the complaint is closed. The Clerk will report to the Council a summary of the complaint and its resolution. This will be recorded in the minutes<sup>1</sup>. If you do not wish your name to be included in the summary, please indicate this on the complaint form.

If your complaint concerns an employee of the Council, the complaint may be resolved or it may be treated as an internal disciplinary matter to be dealt with under the MPC Disciplinary Procedure.

If the Clerk is unable to resolve the complaint, or the complainant is not satisfied with the proposed resolution, then the matter will be referred to a meeting of the Parish Council's Review Panel.

The Review Panel is described in the Box on page 4.

## **Impact on Council staff or Service Provider**

A formal complaint is a serious matter. A complaint against a member of the Council's staff could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment.

The Council will not under any circumstances enter into any correspondence or discussion with any complainant about any action taken, formally or informally, against any member of its staff or service provider. This is expressly to protect the employment rights to which all employees of the Council are entitled.

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<sup>1</sup> Certain types of Human Resource or other sensitive issues may under certain parts of legislation be exempt from publication.

Cont'd

### **Anonymity**

The Council will not consider, under any circumstances, informal or formal complaints which are submitted anonymously.

### **Document Approval:**

A handwritten signature in black ink, appearing to be 'J. Clark', written over a horizontal line.

**Date of Parish Council Meeting:**

**28 February 2022**

*Review Policy: Every 12 months*



### THE REVIEW PANEL

The Review Panel is a properly formed committee of the Parish Council. There will be 5 members. Three members will review a complaint. The Panel will consist of the Chair and Vice Chair of the Council and 3 other councillors<sup>2</sup>

Arrangements for minute taking will be reviewed when a meeting is called. It is expected that the Panel will meet within 7 working days of being notified by the Clerk. However, in the case of a complex complaint or the absence of a member of staff or service provider involved in the complaint, it may take longer.

#### Prior to the meeting

Seven clear working days before the Review Panel meets, the complainant will provide the Parish Council with copies of all documentation or other evidence they intend to introduce to the meeting. The Parish Council will do the same for the complainant.

#### At the meeting

1. The complainant can be accompanied by one other person
2. The Chair of the Panel will introduce everyone and explain the procedure. The meeting should be as informal and friendly as possible, without prejudicing the need to consider the complaint properly.
3. The complainant (or representative) will be invited to outline the grounds for complaint and panel members given the opportunity to ask questions.
4. If relevant, the Clerk will explain the Council's position and panel members can ask the Clerk questions.
5. The complainant is given an opportunity to sum up their position.
6. In the case of a HR complaint the employee or service provider is offered an opportunity to sum up their position.
7. The Clerk is offered an opportunity to sum up their position or, in the case of a HR complaint, their investigation.
8. All except panel members leave the room. Panel members decide whether or not grounds for the complaint have been made. If there is a need for clarification, all parties should be invited back. All parties return to hear the decision, or to be advised when the decision will be made.

<sup>2</sup> Not members of the HR panel if the complaint involves an employee or service provider

**MELBOURN PARISH COUNCIL COMPLAINT FORM****(Note: You may have assistance when completing this form)****A. Your details**

Please provide your name and contact details. Anonymous complaints will not be considered.

<b>Title:</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Contact Telephone:</b>	
<b>Email Address:</b>	
<b>Signature:</b>	
<b>Date of Complaint:</b>	
<b>Did you have help completing this form:</b>	<b>Yes/No</b>

Your address and contact details will not usually be released unless this is necessary to deal with your complaint.

**A copy of your complaint will be shared with any employee(s) or service providers about whom you are complaining.**

If you have serious concerns about your name and a summary or details of your complaint being released, please complete **Section C** of this Form and discuss your reasons or concerns with the Council's Clerk or Chair.

**B. Making your complaint**

Please explain in the Box overleaf the nature of your complaint. If the allegation(s) made occurred more than 28 days ago, clearly explain why the complaint was not made at an earlier date.

You should provide any relevant background information or other relevant documentary evidence to support your complaint.

If you are complaining about more employees or service providers, you must name them. If you are complaining about more than one employee or service provider, you should clearly explain what each individual has done, with dates and witnesses to substantiate the alleged action.

It is important that you provide all the evidence you wish to have taken into account in order for the Clerk or Chair to decide whether to take any action on your complaint. For example:

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

- You should be specific, wherever possible, about exactly what you are alleging.
- You should provide the dates of any alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged incident and provide their names and contact details if possible.

Please provide the details of your complaint. Continue on a separate sheet if there is not enough space on this form

**C. Confidentiality of complainant and the complaint details**

**Only complete this next section if you are requesting that your identity is kept confidential**

In the interests of fairness and natural justice, an employee or service providers who is complained about has a right to know who has made a complaint and the substance of the allegation(s) made against him/her. Your personal details or the details of your complaint are unlikely to be withheld unless there are justifiable grounds to do so, for example:

- you may be victimised or harassed by the employee(s) or service providers against whom you are submitting a written complaint (or by a person associated with him/her) and there are reasonable grounds for this view; or
- you believe you may receive less favourable treatment from the Council because of the position of the employee(s) or service providers against whom you are submitting a written complaint in relation to any existing Council service provision or any tender you are submitting or contract you have with the Council.
- you have an occupation which may put you at risk if published personal information may enable 3<sup>rd</sup> parties to identify you.

Please note that requests for confidentiality or requests for the suppression of the personal or complaint details will not be granted automatically. The Review Panel will consider the request along with your complaint and the Clerk will contact you with the decision. If your request for confidentiality is not granted, usually you will be allowed the opportunity, if you so wish, of withdrawing your complaint.

However, it is important to understand that - in exceptional circumstances, where the matter complained of is serious - an investigation (or other action) may proceed and there may be no choice but to disclose your personal and complaint details, in view of the allegation(s) made, even if you have expressly asked us not to.

Please provide us with details of why you believe your name and/or the details of your complaint should be withheld:

Continue on separate sheet(s), as necessary)

**MELBOURN PARISH COUNCIL**  
**Melbourn Parish Council Community Grant Policy**

**Where does the money come from?**

Money for community grants (the Community Grant Fund) comes from payments made to the Parish Council which have to be used for Community benefit.

**When can applications be made?**

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

**Who can apply for a grant?**

Any organisation, charity or group within Melbourn or which delivers benefits specifically for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be benefit within a reasonable time frame<sup>1</sup>.

The following **are not** eligible for a community grant:

- Businesses
- Individuals: and
- Groups associated with a church or religious body except where there is demonstrable community benefit.

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements.

**How are applications made?**

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

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<sup>1</sup> The potential to benefit if a certain set of circumstances come into play is not sufficient justification.

### **How much can be applied for?**

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

### **How will awards be decided?**

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Council's aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a demand in Melbourn for what is being proposed so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

### What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

### How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

### What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This should be a brief written report.

Document Approval:



(Chair to Melbourn Parish Council)

**Date of Parish Council Meeting: 28 February 2022**

*Review Policy:*

*Every 2 years or after grant application round if amendments identified*

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

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

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

1.	Name of Organisation	
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
6.	For what purpose of project is the grant requested.	
7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation?	



	If so, which organisation and how much?	
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	
11.	Who will benefit from the project?	
12.	Approximately how many of those who will benefit are parishioners?	

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

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

If yes, please give date.

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

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

### 3<sup>rd</sup> parties

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

Name:

Organisation:

Name:

Organisation

## MELBOURN PARISH COUNCIL

### RESERVES POLICY

#### PURPOSE

- 1.1 The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Melbourn Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.
- 1.3 Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-
  - the expenditure must not be recurring
  - Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

#### 2. TYPES OF RESERVES

- 2.1 Reserves can be categorised as earmarked, ring fenced or general.

#### 3. EARMARKED RESERVES

- 3.1 Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.
- 3.2 Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting and agreed by the Council at the financial year end. An explanation must be provided for each reserve and, where practical, an estimated cost proposal provided.
- 3.3 Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by Council.
- 3.4 The RFO will note earmarked reserves movements at the end of the financial year.
- 3.5 Earmarked reserves can be held for:-
  - Renewals – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
  - Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

**4. RING FENCED**

- 4.1 Ring fenced reserves are money or grants allocated for a specific project only.

**5. GENERAL RESERVES**

- 5.1 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.
- 5.2 Melbourn Parish Council considers a prudent level of general reserves to be 6 months of its annual expenditure
- 5.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- 5.4 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

**6. OPPORTUNITY COST OF HOLDING RESERVES**

- 6.2 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy and is considered in more detail in the Parish Council's Investment Strategy (document number 4.32) which is reviewed annually.
- 6.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else.
- 6.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed as a minimum each year as part of the budget process and at the financial year end to confirm that they are still required and that the level is still appropriate.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 February 2022

<b>Responsible Officer</b>	Parish Clerk	<b>Date effective from</b> <b>14 November 2016</b>	<b>Review date :</b>
<b>Author</b>	Parish clerk	<b>Date last amended</b>	<b>Review Date: May 2017</b>
	Parish Clerk	<b>Date last amended</b>	<b>Review Date: Feb 2023</b>

**POLICY:     BEE-KEEPING POLICY : ALLOTMENTS**

**PURPOSE:** Melbourn Parish Council ('the Council') provides allotments for rent to Tenants under a standard Allotment Rental Agreement (Appendix 1). This policy sets out the terms upon which Tenants may keep bees on their allotment plots.

**SCOPE:** Tenants are obliged to comply with the terms of this policy for the duration of their allotment rental. Failure to do so will result in permission to keep bees on their allotment plot being withdrawn and a review of their allotment rental agreement.

**POLICY:**

1. Bee keepers must be members of a local bee keeping association operating under the British Bee Keeping Association (BBKA) and provide proof of membership when submitting their application and annually thereafter.
2. As a minimum, bee keepers must have undertaken beginners training with a local bee keeping association and preferably have achieved the BBKA's Basic Assessment in Beekeeping.
3. The bee keeper must provide a copy of their public liability insurance annually (usually included with BBKA membership) in respect of their bee keeping activities to the Council.
4. All hives must be registered with the National Bee Unit.
5. Bee keepers must inspect the bees at least weekly during the swarming season, which can be between April and September and advise other tenants about this inspection procedure to ensure they are aware of great number of bees flying during the inspections.
6. The bee keeper must satisfy the Council that they have adequate arrangements in place to ensure that the bees are looked after in their absence and to ensure that any problems caused by their bees will be resolved.
7. A suitable sign or notice must be placed on the plot with the bee keeper's name and contact details in case of emergencies.
8. Bee keepers must be able to demonstrate that they have alternative site arrangements in place in the event that they are asked, by the Council, to remove the bee hives from their plot.
9. The Council may ask for the hives to be removed if a new Tenant requests it for a valid reason, such as an allergy to bee stings. In the event of an objection by

another allotment holder, both parties should be encouraged to discuss any concerns in an attempt to properly understand any risks and allay such concerns.

10. If the Council asks for hives to be removed, the bee keeper must do so within 4 weeks of such request. The Council's decision on the removal of hives is final.
11. Before first introduction of bees to a site, all Tenants should be canvassed for valid objections (as noted in 9 above). Once bees have been introduced to the site, the responsibility will fall to Tenants to make the Council aware of any valid objections.
12. Hives must be positioned to avoid bees flying towards paths or roads. Screening, such as netting or fencing, must be provided around the hives to direct the bees' flight path above head height.
13. Tenants are only normally permitted to keep a maximum of two hives on their plot. However, this may be temporarily increased by adding nucs as part of swarm prevention. Note: Tenants must not exceed the limit as set out in their insurance.
14. In the event of the terms of this agreement not being complied with, the Council reserves the right to arrange for the removal of bees and bee keeping equipment from the allotment. The Council will not be liable for any loss of, or damage to, bees and bee keeping equipment and may seek reimbursement from the Tenant of any costs incurred.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

*Document Review Policy: 1 Year from last approval*

## NON-FINANCIAL RISK MANAGEMENT

<b>Risk</b>	<b>Public Open Spaces: Play Parks</b>
<b>Degree of risk</b>	High  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	<p>Play Safety Ltd or another suitably qualified inspectorate) – carries out inspections and undertakes repairs/replacement of equipment as necessary</p> <p>The Clerk liaises with the Parish Maintenance Committee. Oversees work carried out by Wardens and appoints contractor for any other work</p> <p>The Wardens carry out work not completed by contractor.</p>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• All Play Parks are inspected annually by Play Safety Ltd usually in April. A report is prepared for the Parish Council and considered by the Maintenance Committee at its next meeting.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee.</li> <li>• The Maintenance Committee (recorded in its minutes) identifies which tasks are to be carried out by a suitably qualified contractor or by the Wardens and passes the list to the Clerk for action.</li> <li>• Completed actions are recorded on the Maintenance Committee's on-going job spreadsheet and also in the minutes.</li> <li>• The Maintenance Committee minutes are published on the Council's website.</li> <li>• Play areas are inspected on a weekly basis by the Wardens to check for damage/vandalism. There is a written checklist. Inspection outcome recorded with information on date, time, person and outcome. The Wardens' inspection sheets are noted at the monthly Maintenance Committee meeting. The sheets are then filed in Parish Office.</li> </ul>

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<b>Reviewed by</b>	Maintenance Committee : 24 February 2022 Full Council : 28 February 2022
<b>Actions/comments</b>	

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

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**NON-FINANCIAL RISK MANAGEMENT**


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<b>Risk</b>	<b>Cemeteries</b>
<b>Degree of risk</b>	<p>Medium: All Saints Churchyard, New Road Cemetery</p> <p>Low: Orchard Road Cemetery</p> <p>Low: New Road Cemetery</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i></p>
<b>Persons Involved</b>	<p>Cllr with special interest in Cemeteries carries out occasional inspections</p> <p>Wardens – carry out fortnightly inspections for medium risk cemeteries and monthly for low risk. They carry out routine maintenance.</p> <p>The Clerk is the Burials Officer</p>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Outcome of cemetery checks are reported in writing to the Clerk and filed.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee.</li> <li>• Other work is forwarded to the Maintenance Committee to be prioritised and recorded in the minutes.</li> <li>• Completed work is recorded in the Maintenance Committee minutes and the minutes are published on the Council's website.</li> <li>• The closed graveyard is inspected by the churchwardens and reported to the Clerk. They are dealt with as for other cemetery issues.</li> <li>• Burial records are held by the Clerk and Assistant Clerk who deal with the Funeral Directors.</li> <li>• Burial records have either been archived or are kept in a fireproof safe.</li> <li>• The Clerk and Assistant Clerk are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves. The Clerk and Assistant Clerk have attended Cemetery Management training through the Institute of Cemetery and Crematorium Management. The Parish Council</li> </ul>



	is a member of the ICCM and is able to seek advice when required.
<b>Reviewed by</b>	Maintenance Committee : 24 February 2022  Full Council : 28 February 2022
<b>Actions/comments</b>	

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

## NON-FINANCIAL RISK MANAGEMENT

<b>Risk</b>	<b>Allotments</b>
<b>Degree of risk</b>	Medium  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	The Clerk and Assistant Clerk  The St George's Allotment Association reports issues to the Clerk or the PMWP  Individual plot holders report issues to the Clerks  The Wardens – carry out a fortnightly inspection.  Routine maintenance is carried out by the Wardens and contractors engaged for other work.
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file.</li> <li>• The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance.</li> <li>• Issues reported by the plot holders or Association are passed on via the Clerks to the Maintenance Committee to be recorded in those minutes and the jobs list.</li> <li>• Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website.</li> </ul>
<b>Reviewed by</b>	Maintenance Committee : 24 February 2022  Full Council : 28 February 2022
<b>Actions/comments</b>	<ul style="list-style-type: none"> <li>• Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</li> </ul>

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**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

**Risk Assessment : Melbourn Pavilion and sports pitches****Emergency contact**

The Parish Office is usually open during the week and the Clerk or Assistant to the Clerk can be contacted by post, phone or by email. Users of the pavilion will be provided with an emergency contact number when making the booking.

**Access to / from building – Low risk**

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility.

**Electricity - Low risk**

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment.

**Fire - Low**

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

**First Aid Provision - Low**

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences together with a copy of the accident report should be reported to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: Defibrillators in the vicinity are located at:

- Melbourn Sports Centre (01763 263313) (they have trained first-aiders on site);
- All Saints Committee Hall (01763 261171, 01763 261154, 01763 262646).

**Food Hygiene - Low**

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

**Ground Source Heat Pump - Low**

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly.

**Hazardous Substances (CoSHH) - Low**

All cleaning materials are stored in a cupboard. Normal use of the cleaning materials is solely by Parish Council staff.

**Heights - Low**

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

**Legionella – Low**

Under the **Health and Safety at Work Act 1974** and in compliance with the **Approved Code of Practice (ACoP L8, HSG 274)**, the Parish Council will arrange for a registered company to carry out annual Legionella testing at the Pavilion. A record of the testing will be kept by the parish office and will be available for inspection on demand.

**Lone Working - Low**

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

**Manual Handling; - Low**

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

**Noise pollution - Low**

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

**Normal Pavilion Activities - Low**

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly. 'Caution – Hot Water' signs are displayed in the kitchen to warn of scalding hazards.

**Slipping, Tripping, Falling - Low**

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

**Changing rooms - Low**

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

**Playing Field - Low**

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules. It is the responsibility of sports teams to undertake an inspection of the pitch prior to play. In the event of injury, a full report should be made in writing to the parish office at the earliest opportunity. It is the responsibility of sports teams to ensure any required pitch repairs and cleaning of dog fouling are properly carried out before commencing use.

The field and surrounding area is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a regular basis by the Village Wardens and any issues are reported and actioned promptly.

These areas are open to the natural elements and wildlife and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats). Again, the areas are regularly checked by the Village Wardens and users should be aware of possible wet and uneven surfaces.

**Transport (vehicles) - Medium**

The gate between Littlehands car park and the playing fields will be opened when the Pavilion is in use for **emergency access**. Vehicles **must not** be parked so as to block the emergency access gate. Users may only drive vehicles across the field to the Pavilion for the purposes of loading and unloading. Vehicles must be parked in Littlehands car park at all other times. In the event of wet weather, vehicles **must not** be driven across the playing field.

**Vandalism - Low**

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

**Weather extremes – Likely to happen / low risk**

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. The Village Wardens are responsible for gritting the footpath from the car park to the Pavilion during the winter. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with normal winter cold spells.

**Monitor and re-assess the risks.**

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 28 February 2022**

## Risk Assessment for hedge planting along New Road, Melbourn (Parish Council Staff, Councillors and Volunteers)

### RISK ASSESSMENT MATRIX

**Risk = Hazard Severity(A) × Likelihood of occurrence(B) (Probability)**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (probability)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

### Judgement of Risk Factors

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

<b>Activity: Hedge planting by volunteers</b> <b>Site location: New Road, Melbourn (along the field before Summerhouse Farm)</b>					<b>Name of assessor: Claire Littlewood</b> <b>Date of assessment: March/April 2022</b>
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
<b>A small group of volunteers will plant hedging along New Road</b> <b>Lifts will be arranged for volunteers and they will be dropped off at the layby opposite the planting site</b> <b>Care will be taken when crossing New Road from drop off to the planting site</b> <b>Volunteers will wear high viz at all times during the activity</b> <b>Volunteers will work along the verge but well away from the roadside to avoid passing traffic</b> <b>Care will be taken to avoid injury from other hedging, planting (cuts and scratches) and other debris (glass, litter)</b> <b>Care will be taken to ensure volunteers are physically able to under the activity and capable of using necessary tools (spades, forks)</b> <b>An organising volunteer will be responsible for assessing the area before carrying out work on the roadside</b>					



Accessing the site	3	3	9	<p>Lifts will be arranged to a drop off point on New Road.</p> <p>Safe crossing from the drop off point to the planting site.</p>	<p>The drop off point will be the layby opposite the planting site. Cars are able to pull off off New Road and park temporarily to allow volunteers to gather before crossing together.</p> <p>Volunteers will cross as a group. A group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety. High viz vests will be provided by the parish office.</p>
Working on the roadside – Moving traffic injuries	3	2	6	<p>Volunteers will work along the verge planting along the hedge line on the Summerhouse Farm side of New Road.</p> <p>Volunteers will be mindful of passing traffic at all times.</p>	<p>Volunteers will work away from the roadside at all times. Planting will take place along the existing hedgeline. Where possible volunteers will work on the inside of the hedgeline.</p> <p>Volunteers will wear high viz vests at all times during the planting session.</p> <p>Volunteers will pay attention to the traffic along New Road and will warn others if they observe anything that believe may pose a risk.</p> <p>The volunteer leader will have a mobile phone with them at all times during the activity so that help can be summoned in the event of any incident or injury requiring attention.</p>
Planting injuries	2	2	4	<p>Volunteers will wear gloves to protect their hands from sharp hedging, thorns etc.</p> <p>Volunteers must be mindful of litter and debris along the road that may present risk of injury (glass, stones, dog faeces)</p> <p>Volunteers must be confident that they are physically fit and able to carry out the planting and that they are capable of using the</p>	<p>Volunteers should ensure that they wear gloves provided.</p> <p>The roadside may be littered with potentially harmful items such as glass, dog faeces etc. Volunteers should take care not to sustain any injury by wearing appropriate protective equipment.</p> <p>Volunteers should be mindful that the area borders farmland and is open to the elements and wildlife. Care should be taken at all times</p>

				equipment provided – such as spades, forks etc.	<p>to avoid trip hazards, wildlife habitats etc.</p> <p>It is the responsibility of volunteers to ensure that they are physically able to undertake the activity. If at any time a volunteer feels unwell, they must immediately notify the volunteer leader.</p> <p>Volunteers are responsible for ensuring they have any medication (inhalers etc) with them during the activity.</p>
Use of equipment	2	2	4	Only manual equipment will be used during the activity	<p>Volunteers will only have access to manual equipment during the activity (spades, forks etc). In the event of any injury, the volunteer leader must be notified immediately.</p> <p>The volunteer leader will have a first aid kit available for treatment of minor injuries (scratches etc).</p> <p>In the event of more serious injury requiring attention, the volunteer leader arrange for the volunteer to be safely transported from the planting site.</p>
Leaving the site	3	3	9	<p>Lifts will be arranged to collect volunteers from the layby on New Road (drop off point above).</p> <p>Safe crossing from the planting site to the layby.</p>	<p>When leaving the planting site, volunteers will regroup to cross together. Again, a group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety.</p> <p>The volunteer leader will ensure that all volunteers, equipment, tools etc are accounted for before leaving the site.</p> <p>Any rubbish generated during the planting activity must be collected and removed from the site. The volunteer leader will have black bags for this purpose.</p>



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 February 2022

*Review every 12 months*

## MELBOURN PARISH COUNCIL

### TERMS of REFERENCE: Parish Maintenance Committee

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Committee
- SCOPE:** With the exception noted below, this document covers all those activities related to the planning and execution of **maintenance**, with respect to assets owned by, and external landscapes encompassed within, the responsibility of Melbourn Parish Council. Maintenance activities related to the Community Hub are not within the scope of the Maintenance Committee.
- DEFINITIONS:** **Parish Council Maintenance Committee**– ‘Committee’  
**Melbourn Parish Council** – ‘the Council’  
**Melbourn Parish Councillors** – ‘Councillors’  
**Clerk to Melbourn Parish Council** – ‘the Clerk’  
**Planned Maintenance** – work done in accordance with a planned timeline / budget  
**Unplanned Maintenance** – work done in response to unforeseen events

#### 1. Membership & Controls

- 1.1 The Committee will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include service providers/contractors to the council, should they wish to serve.
- 1.2 Non-Councillor members will not have voting rights.
- 1.3 The Clerk will advertise as needed for members of the public to join the Committee.
- 1.4 The Committee will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the Committee will elect any member to act as chair for that meeting.
- 1.5 The Committee will need a minimum of three Councillor members in attendance in order to be deemed quorate.
- 1.6 The Committee may invite non-members to attend meetings.

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- 1.7 The Council may dissolve the Committee in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.9 The Committee will have delegated authority to incur expenditure which has been approved by Full Council in the annual estimates, except where expenditure would exceed budget.
- 1.10 The Committee can only incur expenditure in certain cost codes, which will be delegated by Full Council, and minuted by the Maintenance Committee meeting.

### 2. Reporting

- 2.1 Meetings will be recorded and will be public.
- 2.2 Minutes will be available monthly to Council. A draft of the minutes will be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual Parish Council Meeting

### 3. Terms of reference

- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2 To oversee and manage planned and unplanned maintenance covering the following categories: -
  - The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
  - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
  - General litter management and village appearance
  - Allotments
  - Drains and drainage
  - Highways
  - Parish Council owned buildings with the exception of Melbourn Community Hub
- 3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Committee to : -

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- Confirm the Assets requiring maintenance or eventual replacement
- Agree the frequency of inspection/assessment of condition
- List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
- Create a master maintenance schedule
- Assist with the costing and forward budgeting of the maintenance tasks identified
- Recommend the provision of material or people resources required to match planned maintenance

3.4 To assist with the management of maintenance resources, through actively contributing to: -

- Assistance with contract setting and advice on management of on-going contract work
- Assistance with recruitment, training and use of volunteers
- Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
- Budgeting and Precept-setting for planned and unplanned maintenance

3.5 To develop new projects and activities that benefit the wider village environment, such as: -

- Tree, shrub and flower planting schemes
- Cemeteries forward planning
- Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
- Good management of and improvements to public open spaces
- Development of play and other facilities for young people.

And bring these to the Council for consideration and approval

3.6 To assist the Council compliance with guidelines and regulations, including: -

- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
- Recommendations affecting Council public liability and other insurance
- Cemetery and burial rules and regulations
- Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
- Planning
- Compliance with specific agreements on the management of Council assets, such as Orchard Road and New Road Cemeteries and Stockbridge Meadows Nature Reserve

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- Assist with the development and setting of a general contract framework



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 28 February 2022**

*Review Policy: Every 12 months*

# MELBOURN PARISH COUNCIL

Doc. No. 6.02  
Version 2  
Review Date: Feb 2022

## TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

**PURPOSE:** To set out the rules by which this Committee of the Parish Council will work.

**SCOPE:** These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations.

### 1. Membership of the Planning Committee

- a) There will be a maximum of 8 members.
- b) Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend, they will do so in an *ex-officio* capacity.
- c) The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

### 2. Chair

- a) The chair of the committee will be elected by the committee at its first meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting.

### 3. Conduct of Meetings

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

### 4. Powers of the Planning Committee

The Planning committee shall be empowered:

- a) To act on behalf of the Parish Council in respect of routine planning issues and, in particular, to:
  - Recommend for approval or rejection, with or without comments, planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the appropriate Planning Authority on the Parish Council's behalf.



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In the case of applications with a potential significant impact on the Parish, the Planning Committee will put forward reasoned proposals to the full Parish Council. Such applications will be identified in liaison with the Clerk.

- b) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- c) To represent the Council (whether the Chair, Vice Chair or another member) at the South Cambridgeshire District Council Planning Committee when the committee agrees to recommend refusal of an application in order to ensure that the reasons for that recommendation are properly presented and reflect the views of Melbourn residents.

## **5. Responsibilities and Areas of Operation of the Planning Committee**

- a) To consider planning applications in respect of properties and developments in Melbourn Parish.
- b) To consider planning applications with respect to the Council's duty to consider the impact of crime and disorder issues in its work.
- c) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments and/or recommendations of approval or rejection.
- d) To ensure that any objections or recommendations are based solely on planning criteria.
- e) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- f) To take note of decision notices in respect of planning applications received from South Cambridgeshire District Council.
- g) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- h) To liaise with the District and County Councils or organisations regarding planning issues and other issues, including the

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infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

- i) To carry out a) to h) above bearing in mind the management, preservation and enhancement of the village.
- j) To undertake training as necessary to support a) to g) above



**Document Approval:**

**(Chair to Melbourn Parish Council)**

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