

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 23 May 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), Alexander, Barley, Barnes, Cowley, Davey, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RF0), District Cllr Hales, County Cllr van de Ven

PC018/22 To receive and approve apologies for absence

Apologies were received from Cllrs Campbell and Hart with acceptable reasons provided.

It was:

RESOLVED to approve Cllrs Campbell and Hart's apologies for absence.

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

PC019/22 To receive any Declarations of Interest and Dispensations

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

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

PC030/21a) Cllrs Kilmurray and Travis declared an interested in this item as Directors of the Hub Management Group. They were given dispensation to remain for the discussion but not to vote.

PC020/22 Chairs' Announcements – For information only

Noted that a second MVAS camera has been purchased and will be installed on Cambridge Road. Data is being submitted regularly to the Speedwatch group at Cambridgeshire Constabulary.

PC021/22 To approve the minutes of the Annual Parish Council Meeting held on 10 May 2022

The following comments were received:

- The meeting was in person not online (page 1)
- PC009/22 'Clerk to write to Josh Rutherford to thank *him* for his support'
- Cllr Davey expanded on her kind comment to the Clerk and Assistant to Clerk

It was:

RESOLVED that subject to the above corrections, the minutes of the Annual Parish Council Meeting held on 10 May 2022 be approved as an accurate record.

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

PC022/22 To report back on the minutes of the Annual Parish Council Meeting held on 10 May 2022

PC009/22 A note of thanks has been sent to Josh Rutherford

PC023/22 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.

Chair amended the order of the agenda

PC027/22 Annual Governance and Accountability Return 2021/2022

- a) To consider Annual Governance Statements 1-9 in turn

It was:

RESOLVED to agree Annual Governance Statements 1-9 on the AGAR.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration

It was:

RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2021/22 by the Parish Chair and the Parish Clerk.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC028/22 Annual Governance and Accountability Return 2021/2022:

- a) To consider signing the Accounting Statements 2021/22

It was:

RESOLVED to approve signature of the Accounting Statements on the Annual Governance and Accountability Return 2021/22 by the Parish Chair.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC024/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven thanks Cllrs Cowley and Davey for taking part in a sponsored swim for Homestart and reported that c£700 had been raised.

Update on grants available including Household Support Fund. Noted that some Corona Virus support groups are now working with families in need.

LHI bid was successful – awaiting to hear from County Council for project start.

Noted that County Council funding may be available to fund 20mph schemes.

Green spaces map now available online – details to be shared.

Further information will be shared with regard to transport strategy.

Half hourly train services have resumed.

Noted that no money has been received from Central Government for improvements to bus services.

Thanks to all who helped on Meldreth Station. Also noted that cycle parking is now protected by CCTV.

Event to be held in Meldreth Church at 3pm on 24/5 for those hosting people from Ukraine. A member noted that people from Ukraine are welcome at All Saints in Melbourn as well.

District Cllr Hales reported that cabinet was discussing current cost of living crisis with a request that queries are directed to local Cllrs rather than SCDC officers.

A member queried how many Ukrainian families are currently in Melbourn. Noted information not currently available.

A member queried if a similar support scheme was in place for Afghan refugees. Noted this was not the case. It was noted that Community Rail Partnership had decided not to offer free travel to Ukrainian refugees as this benefit was not widely available to other groups in need.

PC025/22 Governance:

- a) To approve nominations for Chair and Vice Chair of Maintenance Committee (s4.d.v of SO)

It was:

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

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

- b) To consider approving reimbursing the Library for book purchases from s106 monies

It was:

RESOLVED to approve reimbursing the Library in the sum of £120.93 for book purchases from s106 monies.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC026/22 Finance Matters:

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

It was:

RESOLVED to approve ring-fenced reserves to be carried forward.

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

- b) To receive and consider the finance reports for March and April 2022.

A member queried the duration of the Solar Farm Agreement (community benefit monies).
Noted the Agreements were dated January 2015 with a duration of 20 years.

A member queried PWLB. It was explained that this was the Public Works Loan Board which provided low interest lending to local authorities.

The finance reports for March and April 2022 were received.

- c) To consider approving the approvals list for May 2022

It was:

RESOLVED to approve the approvals list for May 2022.

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

- d) To consider approving expenditure on defibrillator installation

It was:

RESOLVED to approve expenditure for electrical installation of the defibrillator at Orchard Surgery.

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

- e) To consider quotations for replacement computers for the parish office

It was:

RESOLVED to approve the quote from Lucid Systems for a replacement computer for the parish office in the sum of £653.95 + VAT including delivery, set up and installation.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC029/22 To note the bank reconciliations for April 2022

The bank reconciliations for April 2022 were noted.

PC030/22 Community Hub

- a) To consider a quotation for electrical work

A member queried if the electrical works were part of the recent Hub extension. Noted that the circuit under investigation was part of the original electrical works and had not been upgraded during the Hub extension.

It was:

RESOLVED to approve the quotation from Cores Electrical in the sum of £300 + VAT to carry out an inspection of the electrical circuits in the Hub kitchen.

Proposed by Cllr Barnes, seconded by Cllr Barley. In favour: Cllrs Alexander, Barley, Barnes, Clark, Cowley, Davey, Wilson. Abstain: Cllrs Kilmurray and Travis.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC031/22 Planning Matters:

- a) To consider approving signature of an Indemnity in respect of Healthcare Contribution - 36 New Road

The meeting was updated as to how the healthcare contribution will be used to fund health related matters to be delivered by PCNs at the Hub. The services will be free at the point of delivery. Thanks was noted to all involved in setting this up. Also noted that this was a good example of s106 monies being used to directly benefit to the local community and that the

developer has indicated that they are fully supportive. Noted that this project is an exemplar of delivering healthcare to the community. Also noted that there is money available for health checks due to underspend during Covid. This project will help as it provides space not otherwise readily available.

It was:

RESOLVED to approve signature of the Indemnity in respect of Healthcare Contribution (36 New Road).

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

b) To consider a request from Kingsway Golf relating to signage

There was discussion as to the authority with responsibility for approving this signage. Noted that as A10 is no longer a truck road, responsible authority is County Highways. Noted that the signage is intended for the intersection of the A10 and Cambridge Road so is in Shepreth Parish. It was noted that Highways are disinclined to install excessive signage. A member suggested that any new brown Highways sign could include information on other facilities in Melbourn such as the Hub, Stockbridge Meadows.

ACTIONS:

- Clerk to write to Highways Authority to enquire if any proposed signage could include details of other facilities in Melbourn.

- Clerk to write to Kingsway Golf for more information on location of signage and to enquire if they would consider a combined sign with other information as noted above.

It was:

RESOLVED to support the request for additional signage subject to further information from both County Highways and Kingsway Golf on location and possibility of a combined sign.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. In favour: Cllrs Alexander, Barley, Barnes, Clark, Davey, Kilmurray, Travis, Wilson. Again: Cllr Cowley.

PC032/22 To note the Cambridgeshire County Council Transport Strategy

ACTION: County Cllr van de Ven to provide further information as to Combined Authority Transport Strategy.

PC033/22 Maintenance Matters:

a) To receive any updates and consider actions.

There was nothing to discuss.

PC034/22 To receive an update from the Melbourn Play Park Working Party

Awaiting a date for the pre-start meeting.

PC035/22 To receive an update from the MAYD Joint Committee

Noted that Youth Club has restarted. Attendance and activities to be monitored regularly. Ongoing work being carried out to identify other activities for young people in the area. Next MAYD Joint Committee meeting scheduled for Tuesday, 28 June 2022.

[20:42 County Cllr van de Ven and District Cllr Hales left the meeting]

PC036/22 HR Matters:

a) To receive any updates and consider actions

There was nothing to discuss.

PC037/22 Melbourn Timebank

a) To receive the Timebank's monthly report for May

Year end report from the Timebank Coordinator was received.

PC038/22 Policies and Terms of Reference:

a) To consider approving the revised Whistleblowing Policy and Procedure

It was:

RESOLVED to recommend approval of the revised Whistleblowing Policy and Procedure to

full Council.

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

- b) To consider approving the revised Strategic Vision

This was deferred to a future meeting.

- c) To consider any other updates and consider actions

There was nothing further to discuss.

PC039/22 To note the date of the next meetings

28 June 2022

Noted that the date of the next meeting is **Monday, 27 June 2022** (not 28 June as noted)

End of Meeting : 20:46

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Tuesday, 10 May 2022 at 7.40pm in the Austen Room of the Hub, 30 High Street, Melbourn, SG8 6DZ*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk***Present:** Cllrs Clark (Chair), Alexander, Barnes, Campbell, Davey, Hart, Kilmurray, Travis**Absent:****In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales**PC001/22 To receive nominations and to elect the Chair of the Parish Council and signature of Declaration of Office**

Cllr Clark was nominated. There were no other nominations.

It was:

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

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

PC002/22 To receive nominations and to elect the Vice Chair of the Parish Council and signature of Declaration of Office

Cllr Cowley was nominated in his absence. There were no other nominations.

It was:

RESOLVED to elect Cllr Cowley in absentia and that he would sign his Declaration of Acceptance of Office at the earliest opportunity in the presence of the Parish Clerk.

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

PC003/22 To receive and approve apologies for absence

Apologies were received from Cllrs Barley, Cowley and Wilson with acceptable reasons provided.

It was:

RESOLVED to accept the apologies received from Cllrs Barley, Cowley and Wilson.

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

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

PC004/22 All Councillors to sign Declarations of Acceptance of Office

All cllrs in attendance signed their Declarations of Acceptance of Office in the presence of the Clerk.

PC005/22 To receive any Declarations of Interest and Dispensations*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

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

None received.

PC006/22 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.

PC007/22 To approve the minutes of the Parish Council meeting on 25 April 2022

A member queried PC193/21 the time of the meeting at the Meldreth Underpass on 11 May 2022. **ACTION:** District Cllr Hart to check the time and respond.

It was:

RESOLVED to approve the minutes of the Parish Council meeting on 25 April 2022 as an accurate record.

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

PC008/22 To report back on the minutes of the Parish Council meeting on 25 April 2022

PC201/21c) Assistant to the Clerk has confirmed the order with HAGS and advised unsuccessful tenderers.

PC009/22 Chair's Announcements

Chair advised that the PC's LHI bid had been successful. Funding for additional road safety measures along New Road and other areas in the village will be funded by CCC grant and precept. Noted that projects are unlikely to be carried out before next year. A member noted caution with regard to current rising costs and the potential impact on the project. **ACTION:** Clerk to write to Josh Rutherford to thank in for his support.

PC010/22 To consider filling vacant seats by co-option

Noted that 11 candidates were elected on 5 May 2022. This leaves 4 vacancies to be filled by co-option. A member suggested that a period of induction for new cllrs would be helpful. To be arranged.

It was:

RESOLVED to advertise vacant seats for co-option as soon as possible.

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

PC011/22 Appointment of Standing Committees

a) Planning Committee (max eight cllrs)

Cllr Alexander
Cllr Barley* noted via email
Cllr Barnes
Cllr Clark,
Cllr Hart,
Cllr Kilmurray

b) Finance & Good Governance Committee (max seven cllrs)

Cllr Clark
Cllr Cowley* noted via email
Cllr Hart
Cllr Kilmurray

c) Maintenance Committee (max six cllrs)

Cllr Alexander
Cllr Barley* noted via email
Cllr Barnes
Cllr Clark
Cllr Kilmurray
Cllr Travis

Clerk noted that the next Maintenance Committee meeting is to be rescheduled from Thursday, 19 to **Wednesday, 18 May at 09:30**. Committee members were requested to indicate their availability.

[20:10 District Cllr Hales joined the meeting]

d) MAYD Joint Committee (max three Melbourn cllrs)

Cllr Barnes
Cllr Davey
Cllr Travis

Cllr Hart to attend in her capacity as a District Councillor.

PC012/22 Appointment of Standing Working Parties

- a) Melbourn Futures Working Party (max three cllrs)

Noted that Melbourn Futures Working Party has a minimum of three cllrs

Cllr Barnes
Cllr Campbell
Cllr Clark
Cllr Davey
Cllr Hart

Also County Cllr van de Ven and District Cllr Hales

- b) Melbourn Play Parks Working Party (max five cllrs)

Cllr Campbell
Cllr Clark
Cllr Kilmurray
Cllr Travis

- c) Skate Park Working Party (max five cllrs)

Cllr Campbell
Cllr Clark
Cllr Davey
Cllr Travis

- d) Website Working Party (max four cllrs)

Cllr Barnes
Cllr Campbell
Cllr Hart
Cllr Kilmurray

- e) HR Panel (max five cllrs)

Cllr Alexander
Cllr Clark
Cllr Hart
Cllr Travis

PC013/22 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses (Mavis Howard)
b) Board of Trustees of Martin's Charity (the Clerk)
c) Board of Trustees of Triggs Charity Trust (Gillian Morland)
d) Melbourn Mobile Warden Scheme (Colin Conner)
e) Melbourn Community Hub Lunch Club (MCHMG)

Noted that the Lunch Club is now being delivered at the Hub with funding transferred from previous provider. Annual costs are iro £1,000.. More funding may be required in future.

PC014/22 To note the calendar of meetings for the new civic year

The calendar of meetings was noted.

PC015/22 To review the schedule of policies and procedures

The schedule of policies and procedures was circulated. Chair requested committees, working parties and parish office to review policies for which they have responsibility. Policies requiring review to be considered at future meeting of full Council.

PC016/22 To consider adopting the General of Power of Competence (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)

Noted that the Council now meets the criteria to adopt General Power of Competence, being two thirds of cllrs elected and a CiLCA qualified Clerk. Discussion with regard to additional powers available to Council under GPC.

It was:

RESOLVED to adopt the General Power of Competence (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011).

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

ACTIONS:

- Clerk to identify if there is cllr training available for GPC
- Clerk to follow up with CAPALC to clarify other requirements for adopting GPC
- Further information to be obtained from District Council s151 Officer.

PC017/22 To note the date of next meeting: Monday, 23 May 2022

The next meeting of full Council will take place at 19:30 on Monday, 23 May 2022.

Cllr Davey noted thanks to the Clerk and Assistant to the Clerk for their work preparing for the meeting.

The meeting closed at 21:12

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 23 May 2022

Agenda Item: PC027/22a)

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

Governance Statement	Ticking 'Yes' Means this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	Considered and documented the financial and other risks it faces and dealt with them properly
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements..	Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. Not applicable to Melbourn Parish Council	

Annual Internal Audit Report 2021/22

Melbourn Parish Council
ENTER NAME OF AUTHORITY

melbournparishcouncil.co.uk
ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/16/21 26/05/2022 DD/MM/YYYY

JACQUIE WILSON CANALBS LTD

Signature of person who carried out the internal audit

SIGNATURE REQUIRED
J. Wilson

Date

28/05/2022

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

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

Section 2 – Accounting Statements 2021/22 for

Melbourn Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	445,894	605,262	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	267,870	275,300	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	243,041	290,977	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	77,544	68,653	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	49,842	49,842	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	224,157	371,542	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	605,262	681,502	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	600,815	663,777	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	2,141,178	2,353,229	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	825,160	809,049	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

18/05/2022

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

23/5/2022

as recorded in minute reference:

PC028/22(a)

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Melbourn Parish Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Melbourn Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

23/05/2022

and recorded as minute reference:

PC027/22b

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

Chairman

 SIGNATURE REQUIRED

Clerk

 SIGNATURE REQUIRED

ENTER PUBLIC URL melbournparishcouncil.co.uk PAGE ADDRESS

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	n/a	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	n/a	

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

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Melbourn Parish

Council _____

County Area (local councils and parish meetings only): South Cambridgeshire District

Council _____

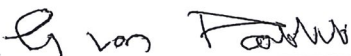
On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 13th June 2022

and ending on 22nd July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: 

Role: RFO – Melbourn Parish Council

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Smaller authority name: Melbourn Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement: <u>Friday 10th June 2022</u></p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Mrs Claire Littlewood, Parish Clerk</u> <u>Melbourn Parish Council, Melbourn Community Hub, 30 High Street,</u> <u>Melbourn, SG8 6DZ</u> Tel: 01763 263303 (ext 3) email: parishclerk@melbournpc.co.uk</p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>E. van Tol</u> <u>RFO - Melbourn Parish Council</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

**Melbourn Parish Council
Management Balance Sheet (unaudited)**

31/03/2021	31/03/2022
£	£
Current assets	
175,691.29	241,146.31
7,037.54	9,477.29
75	2,515.21
11,603.44	13,643.98
425,123.87	422,630.96
619,531.14	689,413.75
TOTAL CURRENT ASSETS	
619,531.14	689,413.75
Current liabilities	
14,269.15	7,851.30
0.00	60.00
14,269.15	7,911.30
TOTAL CURRENT LIABILITIES	
605,261.99	681,502.45
TOTAL ASSETS LESS CURRENT LIABILITIES	
605,261.99	681,502.45
NET ASSETS	

Cash:	
Investments - short term (interest earning deposits etc)	241,146.31
Cash at bank and in hand	422,630.96
Total cash & short-term investments	663,777.27

Represented by:	
150,000.00	158,507.87
51,813.16	71,813.16
21.55	21.55
40767.13	-
330,395.76	348,519.14
12,287.23	15,411.54
1,238.46	6,338.46
4,507.66	4,914.11
2,775.00	2,775.00
141.04	712.84
3,000.00	6,000.00
8,315.00	16,433.83
0.00	50,054.95
605,261.99	681,502.45

Melbourn Parish Council Reserves at 31st March 2022

	General Reserve	Asset Management	Election Reserve	Martin's Charity	Community Capital Grant	S106	S106 Comm Transp	MAYD	Celebrating Ages	Community Grant Funding	Timebanking Events/Grants	Parish Van Replacement	Deferred Costs	Total
Opening Balance at 1st April 2021	150,000	51,813	2,775	22	40,767	330,396	-	12,287	1,238	4,508	141	3,000	8,315	605,262
2021/22 Income (actual)	566,277													566,277
2021/22 Expenditure (actual)	- 490,037													- 490,037
Tfr income: MAYD/Community Grant/S106/Timebanking to reserves	- 239,353					140,063	55,055		-	43,235	1,000			- 0
Tfr expenditure: MAYD/Community Grant/Community Capital/S106/Timebanking	209,454				40,767	121,941	5,000	2,876	-	37,728	428		715	0
Tfr MAYD precept budget contribution 2021/22*	- 6,000							6,000						-
Community Benefit Grant donations: Celebrating Ages*									5,100	5,100				-
Tfr AMR 2021/22 budgeted contribution*	- 20,000	20,000												-
Tfr Parish Van replacement 2021/22 budgeted contribution*	- 3,000											3,000		-
Tfr deferred projects from 2021/22** see below: (bal from MVAS budget, fencing, kohima stone, tree donation etc)	- 8,834												8,833.83	-
Closing Balance at 31st March 2022	158,507	71,813	2,775	22	0	348,519	50,055	15,412	6,338	4,914	713	6,000	16,434	681,502

* Non-cash reserve movements

- 37,834

Change in General Reserve:

8,508

General reserve - 6 mnths running costs per MPC Reserves Policy

Running costs 2022/23

320,430

(Budgeted costs excluding reserves contributions)

General Reserve (mnths)

5.9 months

Target General Reserve (6 mnths - per policy)

160,215

Deficit

- 1,708

Reserves explanations:

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

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

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

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

Community Capital Grant Fund - Hub Extension - this grant funding was received specifically for the Hub extension project and has been fully used in 2021/22.

S106 - this holds £106 funds received from developments in the Parish. Expenditure according to the terms of the S106 agreements is funded from this reserve.

S106 Community Transport - this fund is a commuted sum paid to MPC to fund community transport services to new developments in the village for a period of 10 years

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

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

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

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

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

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

Deferred costs:

Hub items:

Hub - Legionella testing/measures	1,000.00
Hub - replace damaged double glazed panels	1,200.00
Hub - evacuation chair and training	1,200.00
Hub - outside signage (in progress)	2,000.00
	<u>5,400.00</u>

Other maintenance:

Pavilion - external decoration	2,000.00
Highways signs re Stockbridge Meadows (in progress)	200.00
Unspent donation for tree purchases	500.00
Community Dev - purchase of 2nd MVAS unit (on order)	2,755.83
Kohima Stone(moved Apr 2022 - awaiting inv)	4,000.00
Fencing - Worcester Way (works ordered before y/e - done 1st week Apr)	1,578.00
	<u>11,033.83</u>

Total deferred costs

16,433.83

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

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

	£	£	£
Earmarked reserves:			
Asset Management	71,813		
Martin's Charity	22		
S106 Grants	348,519		
MAYD Youth Club	15,412		
Celebrating Ages	6,338		
Community Grant Funding (solar park)	4,914		
Election Reserve	2,775		
Timebanking Events	713		
Parish Van Replacement	6,000		
Deferred expenditure	16,434		
s106 Community Transport Scheme	50,055		
		522,995	
General reserve	158,507		
		158,507	
Total reserves (must agree to Box 7)			681,502

Reserves explanations:

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

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

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

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

Community Capital Grant Fund - Hub Extension - this grant funding was received specifically for the Hub extension project and has been fully used in 2021/22.

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

S106 Community Transport - this fund is a commuted sum paid to MPC to fund community transport services to new developments in the village for a period of 10 years

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

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

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

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

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

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

Melbourn Parish Council
Bank Reconciliation
Year ended 31st March 2022

Prepared by: G van Poortvliet
RFO - Melbourn Parish Council

Date: 27/04/2022

Balance per bank statements at 31st March 2022:

	£	£
Current Account - Unity Bank	258,874.42	
Deposit Account - Unity Bank	163,026.54	
Nationwide - 45 day saver	101,146.31	
CCLA - Public Sector Deposit Fund	25,000.00	
HTB - 45 day business notice	85,000.00	
Charity Bank - ethical 1 yr fixed term	30,000.00	
		663,047.27

Petty cash - Parish Office		30.00
Petty cash float - Timebank		100.00
Prepaid debit cards		600.00

Less: unpresented cheques at 31st March 2022 - Date cleared:

Add: uncleared funds at 31st March 2022 -

Net balances at 31st March 2022 (Box 8) 663,777.27

Melbourn Parish Council
Reconciliation between Box 7 and Box 8
Annual Return 31 March 2022

Box 7	Balances carried forward		681,502	
				,
Deduct:	Debtors	(11,993)		
	Prepayments	<u>(13,644)</u>		
Total deductions			(25,636)	
Add:	Creditors	7,851		
	Receipts in advance	<u>60</u>		
Total additions			7,911	
Box 8	Total cash and short term investments		663,776	£1 rounding diff

Melbourn Parish Council May 2022 District and County Councillors' Report

The May elections brought a change to the makeup of the council which is now comprised of 37 Lib Dems and 8 Conservatives. The annual meeting of the council takes place on 26 May, and key committees and appointments will be formalized then.

South Cambs District Council finance

The council has put its finances in very good order and is one of the most effective councils nationally at collecting its council tax. It has made property investments which have provided good returns for public finances.

As you know SCDC administers a wide range of community, local business and household grants, which are constantly updated on its website – www.scambs.gov.uk. We highlight some of them here.

a. Community Chest

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire, available on a rolling basis. Again, check out www.scambs.gov.uk under the home page portal for 'Community, Safety and Health'. You'll find a 'Grant Grabber' link there too which will alert you to further opportunities.

b. Business support

You can sign up for the Business Support and Development e-newsletter, including notification of new grant opportunities, at scambs.gov.uk.

c. Action on Energy scheme

Run in partnership with neighbouring councils, SCDC is providing grants to help low-income households install energy efficiency improvements and low carbon heating. The grants are available for homeowners and private landlords that meet both of the following criteria:

- Homeowners or tenants on certain means-tested benefits (see 'eligible benefits' below) or with a total household income of less than £30,000 before tax or other deductions
- The property's Energy Performance Certificate (EPC) rating is E, F or G ([Check your EPC rating](#) – contact SCDC if you don't have one)

For homeowners the grant will cover 100% of the cost of improvements. For landlords the grant will cover two-thirds of the cost of the improvements, with the landlord expected to cover the outstanding amount.

The maximum amount of grant available depends on the way the property is heated and its current EPC rating. The maximum ranges from £10,000 to £25,000 for homeowners, and £5,000 to £16,666 for landlords.

<https://www.scambs.gov.uk/climate-emergency-and-nature/energy-saving/action-on-energy/>

Household Support Fund update

During 2021/22 the Council administered the Household Support Fund scheme to support those most in need over the winter months, primarily with food and fuel costs. This used £2,457,158 of Government funding. The Joint Administration's budget in February set aside £1M for a new Household Support Fund wider scheme for 2022/23.

In March the Chancellor of the Exchequer announced further funding for the Household Support Fund nationally. We do not yet know how much of that is allocated to Cambridgeshire. The £1M provided from Council funding will enable the 2022/23 offer to be more flexible, as it will not be limited by the Government rules that applied to last year's funding. Information is here:

<https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund>

Local Highways Initiative

The parish council can expect to hear back from the LHI team in the next couple of weeks as to time-frames and any pertinent details for delivery of the project, for which Melbourn's application was successful. There is a minor administrative point to note on the CCC side, which has no bearing on the delivery of the project or the PC contribution: that is simply that the 20MPH element will be funded from a new dedicated 20MPH scheme pot.

A review of the LHI scheme is taking place and will take account of the council's new policy on facilitating 20 MPH schemes. Subject to the review group's proposals, the provisional application window for next year's round will be October-November 2022, with approval of schemes in June 2023 and pricing and construction March-June 2024.

Cambridgeshire Green Spaces map

The County Council has launched a #LetsGetOutdoors campaign which is encouraging people to make use of Cambridgeshire's parks and green spaces. The campaign is highlighting a new online map: <https://www.cambsopenspace.co.uk/>

This lists all the main green spaces across Cambridgeshire including village recreation grounds and small parks.

Combined Authority

Bus Improvement Programme – no funding

The Combined Authority's Bus Improvement Programme has been snubbed by Government, with no funding at all being awarded to Cambridgeshire & Peterborough at all for better bus provision. This is crucially important as bus ridership does not always provide sufficient revenue to make a service viable, and extra support funding needs to come from somewhere – certainly that is the case for the 17 service running between the Mordens, Litlington, Bassingbourn-cum-Kneesworth, Whaddon, Meldreth, Melbourn and Royston. The Meldreth and Melbourn link is still run on a subsidy.

Local Transport Plan

When the Combined Authority was created it assumed statutory responsibility for transport, including creating the Local Transport Plan, which is an important strategic plan – please take a look and respond.

[Home - Phase 2 - Cambridgeshire & Peterborough Combined Authority \(yourltcp.co.uk\)](http://yourltcp.co.uk)

Trains and the station

The Meldreth Shepreth and Foxton Rail User Group met last week, when weekday train services were brought back to half-hourly all day. This is fantastic news as we'd not been expecting quite this level of improvement, so soon. We were also given sight of performance data which indicates that service reliability is steadily improving, as workforce builds back. It's essential, if we're to retain the service into the future, that ridership continues to grow. Please, if you've gone out of the habit of using the train during the pandemic, do opt to try it out!

Meldreth Station's cycle park is now protected by CCTV.

A big thank you as always to all who've been working to make the station garden look good – this vibrant group includes residents of Melbourn and Meldreth, and now has connections with the Timebank group too.

NEW BOOKS – APRIL 2022

The Uncommon ReaderAlan Bennett
100 things to know about space.....Usborne
100 things to know about Science.....Usborne
Michelle Obama (Little people, big dreams).....Maria Vegara
Jane Goodall.....Maria Vegara
Anne Frank.....Maria Vegara

WATERSTONES.....£47.94

Harry Potter and the Philosopher's Stone.....J.K.Rowling
Harry Potter and The Chamber of Secrets.....J.K.Rowling

TESCO.....£7.00

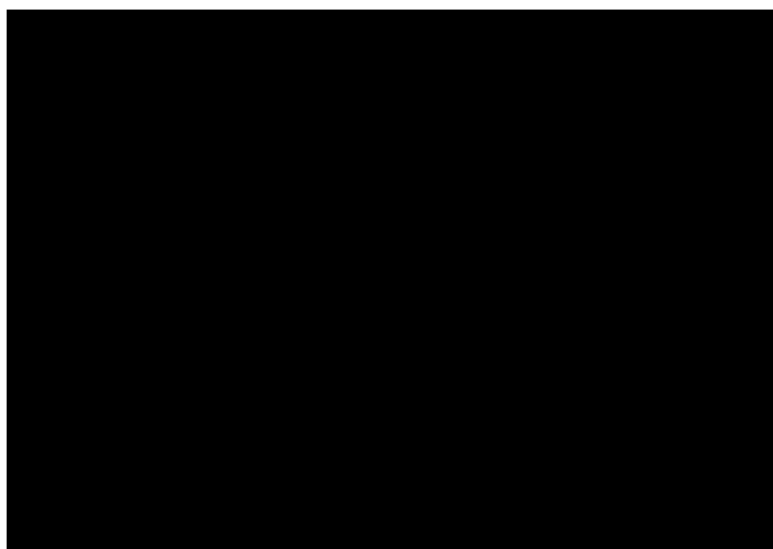
Paddington at the Palace.....Michael Bond
The Burpee Bears.....Joe Wicks

TESCO.....£7.00

TOTAL.....£61.94

VIKING WHITEBOARD MAGNETS.....£13.99

FINAL TOTAL.....£75.93



New YA Books – April 2022

DK Dinosaurs encyclopedia

Rebel Rose.....Emma Theriault
Feather and Flame.....Livia Blackburn
Poor Unfortunate Soul.....Serena Valentino
Once Upon A Dream.....Liz Braswell
Unbirthday.....Liz Braswell
Go The Distance.....Jen Calonita
So This Is Love.....Elizabeth Lim
Aldrin Adams and the Cheese Nightmares.....Paul Howard

All above from The Works.....£45.00

Subject: Thanks for your order

From: "Viking" <info@online.viking-direct.co.uk>

Date: 14/04/2022, 08:38


To: "n


[My account](#)


[Shop now](#)

Thanks for your order

We'll get started straight away

 Customer number
8221740

 Order number
GB-009447334W

 Dispatch date
14/04/2022

Dear Michael Stapleton,

You will receive your invoice per email and you can check your order status in [my account](#).

Kind regards,
Your Viking team

Order Details

	4x Niceday Whiteboard Magnets 6851700 30 x 30mm Assorted Pack of 10 Viking No.: 6851700	£10.52 incl. VAT
	Subtotal incl. VAT	£10.52
	Delivery Costs	£3.48
	VAT	£2.33
	Total incl. VAT	£13.99

Melbourn Parish Council Reserves at 31st March 2022

	General Reserve	Asset Management	Election Reserve	Martin's Charity	Community Capital Grant	S106	S106 Comm Transp	MAYD	Celebrating Ages	Community Grant Funding	Timebanking Events/Grants	Parish Van Replacement	Deferred Costs	Total
Opening Balance at 1st April 2021	150,000	51,813	2,775	22	40,767	330,396	-	12,287	1,238	4,508	141	3,000	8,315	605,262
2021/22 Income (actual)	566,277													566,277
2021/22 Expenditure (actual)	- 490,037													- 490,037
Tfr income: MAYD/Community Grant/S106/Timebanking to reserves	- 239,353					140,063	55,055		-	43,235	1,000			- 0
Tfr expenditure: MAYD/Community Grant/Community Capital/S106/Timebanking	209,454				40,767	121,941	5,000	2,876	-	37,728	428		715	0
Tfr MAYD precept budget contribution 2021/22*	- 6,000							6,000						-
Community Benefit Grant donations: Celebrating Ages*									5,100	5,100				-
Tfr AMR 2021/22 budgeted contribution*	- 20,000	20,000												-
Tfr Parish Van replacement 2021/22 budgeted contribution*	- 3,000											3,000		-
Tfr deferred projects from 2021/22** see below: (bal from MVAS budget, fencing, kohima stone, tree donation etc)	- 8,834												8,833.83	-
Closing Balance at 31st March 2022	158,507	71,813	2,775	22	0	348,519	50,055	15,412	6,338	4,914	713	6,000	16,434	681,502

* Non-cash reserve movements

- 37,834

Change in General Reserve:

8,508

General reserve - 6 mnths running costs per MPC Reserves Policy

Running costs 2022/23

320,430

(Budgeted costs excluding reserves contributions)

General Reserve (mnths)

5.9 months

Target General Reserve (6 mnths - per policy)

160,215

Deficit

- 1,708

Reserves explanations:

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

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

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

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

Community Capital Grant Fund - Hub Extension - this grant funding was received specifically for the Hub extension project and has been fully used in 2021/22.

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

S106 Community Transport - this fund is a commuted sum paid to MPC to fund community transport services to new developments in the village for a period of 10 years

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

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

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

Deferred costs:

Hub items:

Hub - Legionella testing/measures	1,000.00
Hub - replace damaged double glazed panels	1,200.00
Hub - evacuation chair and training	1,200.00
Hub - outside signage (in progress)	2,000.00
	<u>5,400.00</u>

Other maintenance:

Pavilion - external decoration	2,000.00
Highways signs re Stockbridge Meadows (in progress)	200.00
Unspent donation for tree purchases	500.00
Community Dev - purchase of 2nd MVAS unit (on order)	2,755.83
Kohima Stone(moved Apr 2022 - awaiting inv)	4,000.00
Fencing - Worcester Way (works ordered before y/e - done 1st week Apr)	1,578.00
	<u>11,033.83</u>

Total deferred costs

16,433.83

Melbourn Parish Council Financial Budget Comparison year ended 31 March 2022

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

	2021/22 Budget	Reserve Movements	Actual Net	Balance	Variance
INCOME					
Conservation					
100 Allotment Rent	£2,400.00	£0.00	£2,542.82	£142.82	5.95%
101 Allotment Insurance Premiums	£0.00	£0.00	£365.00	£365.00	
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	£-1.28	-0.03%
Total Conservation	£6,250.00	£0.00	£6,756.54	£506.54	8.10%
Cemeteries					
200 Burial Fees	£3,000.00	£0.00	£9,430.00	£6,430.00	214.33%
Total Cemeteries	£3,000.00	£0.00	£9,430.00	£6,430.00	214.33%
Play Areas & Recreation Grounds					
300 Match Fees	£2,320.00	£0.00	£2,995.00	£675.00	29.09%
320 Hire of Recreation Grounds	£100.00	£0.00	£801.40	£701.40	701.40%
340 Pavilion Hire	£3,300.00	£0.00	£1,570.00	£-1,730.00	-52.42%
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£5,366.40	£-1,353.60	-20.14%
Finance & General Purpose					
410 Precept	£275,300.00	£0.00	£275,300.00	£0.00	0.00%
420 Interest - Deposit Account Unity	£50.00	£0.00	£98.43	£48.43	96.86%
425 Interest - Nationwide 45 Day	£350.00	£0.00	£455.02	£105.02	30.01%
430 Interest - Public Sector Deposit	£100.00	£0.00	£27.62	£-72.38	-72.38%
460 Miscellaneous Income	£0.00	£0.00	£2,375.75	£2,375.75	100.00%
485 Feed In Tariff	£0.00	£0.00	£1,114.17	£1,114.17	
660 Timebanking Income	£0.00	£1,000.00	£1,000.00	£0.00	0.00%
Total Finance & General Purpose	£275,800.00	£1,000.00	£280,370.99	£3,570.99	1.29%
Highways					

Melbourn Parish Council Financial Budget Comparison year ended 31 March 2022

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

	2021/22 Budget	Reserve Movements	Actual Net	Balance	Variance
Total Highways	£0.00	£0.00	£0.00	£0.00	0.00%
Rental Property					
900 Little Hands Nursery Rent	£26,000.00	£0.00	£26,000.04	£0.04	0.00%
Total Rental Property	£26,000.00	£0.00	£26,000.04	£0.04	0.00%
Melbourn Area Youth Develpt Reserve					
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00	0.00%
Community Benefit Reserve					
960 Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00	0.00%
Total Community Benefit Reserve	£0.00	£43,234.63	£43,234.63	£0.00	0.00%
S106 & Other Capital Grants Reserve					
140 S.106 Grants	£0.00	£140,063.43	£140,063.43	£0.00	0.00%
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00	0.00%
Total S106 & Other Capital Grants Reserve	£0.00	£195,118.39	£195,118.38	£0.00	0.00%
Celebrating Ages Reserve					
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income	£317,770.00	£239,353.02	£566,276.98	£9,153.96	2.88%

Melbourn Parish Council Financial Budget Comparison year ended 31 March 2022

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

	2021/22 Budget	Reserve Movements	Actual Net	Balance	Variance
EXPENDITURE					
Conservation					
1000 Allotments	£1,600.00	£0.00	£1,432.20	£167.80	-10.49%
1001 Allotment Insurance Premiums	£0.00	£0.00	£365.00	£-365.00	
1100 Conservation	£12,300.00	£0.00	£6,271.56	£6,028.44	-49.01%
1150 Stockbridge Meadows	£1,125.00	£0.00	£1,140.38	£-15.38	1.37%
1200 Grass Cutting Contract	£8,670.00	£0.00	£7,470.00	£1,200.00	-13.84%
1300 Public Open Space Maintenance Contract	£7,620.00	£0.00	£5,980.00	£1,640.00	-21.52%
Total Conservation	£31,315.00	£0.00	£22,659.14	£8,655.86	-27.64%
Cemeteries					
2000 Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£3,218.80	£1,351.20	-29.57%
2100 Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£5,275.79	£1,674.21	-24.09%
Total Cemeteries	£11,520.00	£0.00	£8,494.59	£3,025.41	-26.26%
Play Areas & Recreation Grounds					
3000 Play Areas	£4,200.00	£0.00	£6,027.06	£-1,827.06	43.50%
3200 Recreation Grounds	£12,475.00	£0.00	£11,900.06	£574.94	-4.61%
3400 Pavilion	£8,350.00	£0.00	£8,490.28	£-140.28	1.68%
Total Play Areas & Recreation Grounds	£25,025.00	£0.00	£26,417.40	£-1,392.40	5.56%
Finance & General Purpose					
4000 Audit, Legal and Professional Fees	£3,400.00	£0.00	£3,255.52	£144.48	-4.25%
4200 Contingency	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
4300 Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£2,505.40	£-305.40	13.88%
4500 Insurances	£7,800.00	£0.00	£13,472.01	£-5,672.01	72.72%
4700 Membership of Societies	£1,340.00	£0.00	£1,243.25	£96.75	-7.22%

Melbourn Parish Council Financial Budget Comparison year ended 31 March 2022

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

		2021/22 Budget	Reserve Movements	Actual Net	Balance	Variance
4900	Parish Clock	£1,350.00	£0.00	£2,519.40	-£1,169.40	86.62%
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£22,595.13	£1,129.87	-4.76%
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£68,652.84	£3,097.16	-4.32%
5300	Sundry Expenses	£114.00	£0.00	£418.00	-£304.00	266.67%
5400	Training	£1,500.00	£0.00	£1,460.00	£40.00	-2.67%
5700	Pension Scheme Charges	£440.00	£0.00	£432.00	£8.00	-1.82%
5900	Bank Charges	£400.00	£0.00	£191.85	£208.15	-52.04%
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£7,501.50	-£51.50	0.69%
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00	see adj below
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00	-100.00%
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00	0.00%
6401	Community Hub - Maintenance & Replacements	£6,850.00	£715.00	£6,215.67	£1,349.33	-19.70%
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,114.17	-£1,114.17	
6450	PWLB Community Hub -	£28,098.00	£0.00	£28,098.22	-£0.22	0.00%
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£4,855.98	£0.02	0.00%
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£5,632.22	-£0.22	0.00%
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£11,255.24	-£0.24	0.00%
6600	Timebanking Expenses	£650.00	£428.20	£784.81	£293.39	-45.14%
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£14,312.74	-£112.74	0.05%
Total Finance & General Purpose		£215,710.00	£1,143.20	£211,515.95	£5,337.25	-2.52%
Planning						
7000	Community Development	£5,000.00	£0.00	£2,244.17	£2,755.83	-55.12%
Total Planning		£5,000.00	£0.00	£2,244.17	£2,755.83	-55.12%
Highways						
8000	Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%

Melbourn Parish Council Financial Budget Comparison year ended 31 March 2022

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

	2021/22 Budget	Reserve Movements	Actual Net	Balance	Variance
8100 Street Lighting	£1,750.00	£0.00	£842.75	£907.25	-51.84%
Total Highways	£4,750.00	£0.00	£842.75	£3,907.25	-82.26%
Rental Property					
9000 Little Hands Nursery	£1,450.00	£0.00	£9,551.48	-£8,101.48	558.72%
Total Rental Property	£1,450.00	£0.00	£9,551.48	-£8,101.48	558.72%
Melbourn Area Youth Develpt Reserve					
9500 MAYD Youth Club Expenditure	£0.00	£2,875.69	£2,875.69	£0.00	0.00%
Total Melbourn Area Youth Develpt	£0.00	£2,875.69	£2,875.69	£0.00	100.00%
Community Benefit Reserve					
9600 Community Benefit Donations	£0.00	£37,728.18	£37,728.18	£0.00	0.00%
Total Community Benefit Reserve	£0.00	£37,728.18	£37,728.18	£0.00	100.00%
S106 & Other Capital Grants Reserve					
1400 S106 Expenditure	£0.00	£122,100.50	£122,100.50	£0.01	100.00%
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00	0.00%
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00	0.00%
Total S106 & Other Capital Grants Reserve	£0.00	£167,707.17	£167,707.17	£0.01	100.00%
Celebrating Ages Reserve					
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00	100.00%
Total Expenditure	£294,770.00	£209,454.25	£490,036.52	£14,187.73	-4.81%
Total Income	£317,770.00	£239,353.02	£566,276.98	£9,153.96	2.88%
Total Expenditure	£294,770.00	£209,454.25	£490,036.52	£14,187.73	-4.81%
Total Net Balance	£23,000.00	£29,898.77	£76,346.34	£23,341.69	
Less: non-cash reserve adjustment re		£6,000.00	£6000.00	£17,341.69	
Grant funding - MAYD					

Melbourn Parish Council Finance Report year ended 31 March 2022

The above figures have been produced by the Parish Council's accounting system. Year end adjustments have been made for accruals and prepayments, so the figures are reported on an Income & Expenditure basis. At 31 March 2022 income exceeded budget by £9,154 (3%) and expenditure was under budget by £8,188 (after adjusting for MAYD grant funding) (3%) giving a total budget surplus of £17,342.

MPC can make the budgeted contributions to the Asset Management Reserve (£20,000) and the Parish Van replacement Reserve (£3,000). Expenses of approx. £8,800 that were included in the 2021/22 budget have been deferred until the next financial year and will be ring-fenced and carried forward. This leaves a surplus of c£8,500 which will go into the General Reserve, bringing this reserve balance to just under six months expenditure which is in line with MPC's Reserves Policy.

Significant variations from budget are explained below.

Explanations for Material Variations from Budget*

Income:

Burial Fees – it is difficult to accurately predict burial income. The budget had been set at a prudent level due to low levels of burial income in previous years.

Match Fees/Hire of Recreation Ground – the budgets had been set on the assumption of some continued covid restrictions reducing hire fee income. In reality the annual fair went ahead (not budgeted) and match fee bookings were better than expected.

Pavilion hire/MAYD recharge – the budget had assumed continuing hire of the Pavilion by MVC until the end of the academic year. The space was only needed by MVC for one term. MAYD did not resume in-person activities during the year so no use was made of the Pavilion.

Miscellaneous Income – this is not budgeted. MPC received donations of £500 for tree planting, £717 for works to the Parish Clock (works included in expenditure) and recharged expenditure (£900) is also included in this heading.

Expenditure:

Conservation – this budget included £4,000 to move the Kohima Stone. This was moved in April 2022 so the funds will be ring-fenced and carried forward to the next financial year. The budget for emergency tree works was also underspent.

Grass cutting contract – the budget includes a provision for additional cuts that may be needed at the beginning and end of the grass cutting season (weather dependent) and which were not needed this year. Note that some of the underspend on grass cutting and other maintenance budget items has been reallocated to fund some unbudgeted fencing repairs at Worcester Way (approx. £1,600). These repairs were ordered prior to the year end but carried out in the first week of April. The funds will be ring-fenced and carried forward.

Public open space contract - the budget includes a provision for extra works plus additional cuts that may be needed at the beginning and end of the grass cutting season (weather dependent) and which were not needed this year.

Cemetery rates, utilities & upkeep – the budget included provision for pest control and tree & hedge works which was not required.

Cemetery Grounds Maintenance Contract - the budget includes a provision for extra hedge works plus additional cuts that may be needed at the beginning and end of the grass cutting season (weather dependent) and which were not needed this year.

Play Areas – a large repair was carried out to the embankment and zipwire that exceeded the budget (approved by MPC).

Recreation Grounds - the budget includes a provision for additional cuts that may be needed at the beginning and end of the grass cutting season (weather dependent) and which were not needed this year.

Contingency – this was not specifically needed this year as overspends could be absorbed from underspends elsewhere in the budget.

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.

Parish Clock – two large repairs were carried out to the clock (approved by MPC). One was funded by a donation – see Miscellaneous Income.

Parish Office, IT & Contractors – the budget was underspent for software licences (one is not needed and one is now included in the insurance premium) and for litter picking.

Salaries, NI & Pensions - these are under budget as some employees who are entitled to join the workplace pension scheme have decided not to. This is partially offset by a 1.75% pay award to local council workers which was not budgeted.

Community Hub – maintenance & replacements – The Hub was closed during part of the year for a major extension project. Many of the budgeted annual services (fire alarms, air conditioning etc) did not happen.

Community Development - the budget for MVAS equipment was £5,000 but the equipment and signage has cost around £2,245. Melbourn Futures group have now received permission from MPC to purchase a second MVAS unit and the balance will be ring-fenced and carried forward to 2022/23.

Highways – the budget included £3,000 for gully cleaning but this was carried out by CCC Highways at no cost to MPC.

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

Little Hands Nursery – MPC approved unbudgeted expenditure of approx. £8,000 on major drain repairs at Little Hands.

G van Poortvliet – RFO Melbourn Parish Council

4th May 2022

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

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£0.00	-£2,400.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£0.00	-£6,250.00
Cemeteries				
200 Burial Fees	£4,000.00	£0.00	£910.00	-£3,090.00
Total Cemeteries	£4,000.00	£0.00	£910.00	-£3,090.00
Play Areas & Recreation Grounds				
300 Match Fees	£3,200.00	£0.00	£0.00	-£3,200.00
320 Hire of Recreation Grounds	£800.00	£0.00	£400.00	-£400.00
340 Pavilion Hire	£300.00	£0.00	£45.00	-£255.00
Total Play Areas & Recreation Grounds	£4,300.00	£0.00	£445.00	-£3,855.00
Finance & General Purpose				
410 Precept	£293,430.00	£0.00	£146,715.00	-£146,715.00
420 Interest - Deposit Account Unity	£100.00	£0.00	£0.00	-£100.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£50.00	£0.00	£0.00	-£50.00
435 Interest - Charity Bank	£100.00	£0.00	£0.00	-£100.00
440 Interest - HTB	£150.00	£0.00	£0.00	-£150.00
460 Miscellaneous Income	£0.00	£5,000.00	£5,000.00	£0.00
Total Finance & General Purpose	£294,180.00	£5,000.00	£151,715.00	-£147,465.00
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£2,166.67	-£23,833.33
Total Rental Property	£26,000.00	£0.00	£2,166.67	-£23,833.33
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt Reserve	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
Total Community Benefit Reserve	£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve				
Total S106 & Other Capital Grants Reserve	£0.00	£0.00	£0.00	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£334,730.00	£5,000.00	£155,236.67	-£184,493.33

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Conservation					
1000	Allotments	£1,890.00	£0.00	£0.00	£1,890.00
1100	Conservation	£11,300.00	£1,578.00	£1,895.15	£10,982.85
1150	Stockbridge Meadows	£1,290.00	£0.00	£0.00	£1,290.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£622.50	£8,047.50
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£460.00	£7,210.00
Total Conservation		£30,820.00	£1,578.00	£2,977.65	£29,420.35
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£231.84	£4,533.16
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£405.83	£5,544.17
Total Cemeteries		£10,715.00	£0.00	£637.67	£10,077.33
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£851.85	£3,368.15
3200	Recreation Grounds	£12,720.00	£0.00	£755.00	£11,965.00
3400	Pavilion	£9,160.00	£0.00	£574.14	£8,585.86
Total Play Areas & Recreation Grounds		£26,100.00	£0.00	£2,180.99	£23,919.01
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£0.00	£1,750.00
4300	Wardens' Materials, Equipment & Van	£2,400.00	£0.00	£747.45	£1,652.55
4500	Insurances	£12,550.00	£0.00	£0.00	£12,550.00
4700	Membership of Societies	£1,370.00	£0.00	£95.00	£1,275.00
4900	Parish Clock	£400.00	£0.00	£0.00	£400.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£531.08	£26,156.92
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£5,869.33	£67,730.67
5300	Sundry Expenses	£150.00	£0.00	£0.00	£150.00
5400	Training	£1,500.00	£0.00	£0.00	£1,500.00
5700	Pension Scheme Charges	£440.00	£0.00	£36.00	£404.00
5900	Bank Charges	£400.00	£0.00	£0.00	£400.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£0.00	£7,600.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£0.00	£872.83	£10,997.17
6450	PWLB Community Hub - Interest	£27,876.00	£0.00	£13,966.31	£13,909.69
6451	PWLB Community Hub - Capital	£5,078.00	£0.00	£2,510.79	£2,567.21
6452	PWLB Car Park - Interest	£5,314.00	£0.00	£0.00	£5,314.00
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£0.00	£11,574.00
6600	Timebanking Expenses	£470.00	£0.00	£10.83	£459.17
6800	Election Costs	£240.00	£0.00	£0.00	£240.00
6900	Community Events	£4,000.00	£0.00	£885.00	£3,115.00
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£1,205.00	£14,650.00
Total Finance & General Purpose		£232,325.00	£0.00	£26,729.62	£205,595.38

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£1,000.00	£0.00	£0.00	£1,000.00
Total Planning	£1,000.00	£0.00	£0.00	£1,000.00
Highways				
8000 Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100 Street Lighting	£2,500.00	£0.00	£0.00	£2,500.00
Total Highways	£14,000.00	£0.00	£0.00	£14,000.00
Rental Property				
9000 Little Hands Nursery	£5,470.00	£0.00	£0.00	£5,470.00
Total Rental Property	£5,470.00	£0.00	£0.00	£5,470.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
Total Community Benefit Reserve	£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£0.00	£152.88	-£152.88
1410 S106 Community Transport Service	£0.00	£0.00	£5,000.00	-£5,000.00
Total S106 & Other Capital Grants	£0.00	£0.00	£5,152.88	-£5,152.88
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£320,430.00	£1,578.00	£37,678.81	£284,329.19
Total Income	£334,730.00	£5,000.00	£155,236.67	-£184,493.33
Total Expenditure	£320,430.00	£1,578.00	£37,678.81	£284,329.19
Total Net Balance	£14,300.00		£117,557.86	

Bank Balances at 30 April 2022

Ordinary Accounts

Petty Cash	£30.00
Petty cash - Timebank	£100.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£381,426.61
Unity Bank Instant Access Deposit	£163,026.54

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	£101,146.31

Total **£786,329.46**

Melbourn Parish Council

Expenditure transactions - approval list May 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5143	DD180522 THREE	£13.00	£2.17	£10.83	18/04/22 3 Business Services - Timebank phone - up to 17 April	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5154	BACS2205 26AMA	£1,034.20	£161.37	£872.83	29/04/22 AMA Chartered Architects - The Hub Signage	£1,034.20
1		£968.20	£161.37	£806.83	F&GP Professional services and expenses incurring VAT	
2		£66.00	£0.00	£66.00	F&GP Expenses to date with no VAT - application fee	
		£1,034.20	£161.37	£872.83	AMA Chartered Architects - Total	
5161	DD220517 BGASPAV	£275.32	£45.88	£229.44	27/04/22 British Gas - Pavilion Electricity - 22/03/22 to 21/04/22 - estimated	£275.32
5168	DD220520 BGASWSH OP	£73.87	£3.52	£70.35	06/05/22 British Gas - Workshop electricity - 06/02/22- 03/05/22	£73.87
5183	DD220522 BGASORG	£8.86	£0.42	£8.44	03/05/22 British Gas - Electricity bill - old rec ground 01/04/22 - 28/04/22	£8.86
		£358.05	£49.82	£308.23	British Gas - Total	
5172	BACS2205 26CLEXPS	£19.24	£3.21	£16.03	11/05/22 Claire Littlewood - reimburse for 1&1 IONOS Website Hosting & domain name and extended support	£19.24
5149	BACS2205 26DPETTIF ER	£62.37	£0.00	£62.37	28/04/22 David William Pettifer - April Litter picking	£62.37
		£62.37	£0.00	£62.37	David William Pettifer - Total	
5160	DD220518 EONORC	£22.14	£1.05	£21.09	03/05/22 e.0n - Electricity - Orchard Road Cemetery 01/04/22- 30/04/22	£22.14
		£22.14	£1.05	£21.09	e.0n - Total	
5174	BACS2205 26ELANCI TY	£2,640.00	£440.00	£2,200.00	13/05/22 Elan City - MVAS unity, installtion kit and batteries and charger	£2,640.00
		£2,640.00	£440.00	£2,200.00	Elan City - Total	
5173	BACS2205 26ESPO	£33.04	£5.51	£27.53	12/05/22 ESPO - Stationery for office: Laminating pouches, wall clock, batteries, ring binders. Order no#8565890	£33.04
		£33.04	£5.51	£27.53	ESPO - Total	

Signature
Date

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Melbourn Parish Council

Expenditure transactions - approval list May 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5144	BACS2205 26H&CGM	£906.00	£151.00	£755.00	29/04/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
5145	BACS2205 26H&CGM	£552.00	£92.00	£460.00	29/04/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - April 1/12	
5146	BACS2205 26H&CGM	£487.00	£81.17	£405.83	29/04/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
5147	BACS2205 26H&CGM	£747.00	£124.50	£622.50	29/04/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Mar (1/12)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
5140	BACS2205 26LUCID	£327.98	£54.66	£273.32	26/04/22 LUCID Systems - 2 Lenovo C27-30 27" screens	
5159	BACS2205 26LUCID	£160.80	£26.80	£134.00	01/05/22 LUCID Systems - Covered agreement - June	£488.78
		£488.78	£81.46	£407.32	LUCID Systems - Total	
5171	BACS2205 26MWYER	£161.50	£0.00	£161.50	11/05/22 Mark Wyer - Litter picking April 2022	£161.50
		£161.50	£0.00	£161.50	Mark Wyer - Total	
5141	BACS2205 26NORBU RYS	£93.06	£15.51	£77.55	27/04/22 Norburys Building & Landscape Supplies Ltd - posts, buckle tie, postmix, post cap, performance plus	£93.06
		£93.06	£15.51	£77.55	Norburys Building & Landscape Supplies Ltd - Total	
5136	DD220501 NOW	£43.20	£7.20	£36.00	01/05/22 Now Pensions - Employer Service Charge May 2022	£43.20
5163	BACS2205 26PGC	£72.96	£12.16	£60.80	30/04/22 Phillimore Garden Centre - Compost and Growmore for tubs at the cross	£72.96
		£72.96	£12.16	£60.80	Phillimore Garden Centre - Total	
5148	BACS2205 26PSL	£147.00	£24.50	£122.50	29/04/22 Playsafety Limited - Annual inspection + Extra items	£147.00
		£147.00	£24.50	£122.50	Playsafety Limited - Total	

Signature
Date

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Melbourn Parish Council

Expenditure transactions - approval list May 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5137	BACS2205 26RDCT	£5,000.00	£0.00	£5,000.00	07/04/22 Royston And District Community Transport - Annual grant contribution to provision of community	£5,000.00
		£5,000.00	£0.00	£5,000.00	Royston And District Community Transport - Total	
5169	BACS2205 26RECO	£51.00	£0.00	£51.00	01/04/22 Royston Eco Cleaning Company - Pavilion Cleaning x 3 (06.03.22, 20.03.22, 03.04.22)	£51.00
		£51.00	£0.00	£51.00	Royston Eco Cleaning Company - Total	
5139	BACS2205 26SHIRE	£150.00	£25.00	£125.00	26/04/22 Shire Trees Limited - Clear fallen branch and debris	£150.00
		£150.00	£25.00	£125.00	Shire Trees Limited - Total	
5123	DD220508 PENNON	£5.50	£0.00	£5.50	08/04/22 Source for Business (Cambridge Water) - Water - workshop in car park	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total transport service 2022-23	
5167	BACS2205 26SCDC	£3,931.20	£655.20	£3,276.00	06/05/22 South Cambs District Council - Emptying of litter and dog bins	£3,931.20
1		£393.12	£65.52	£327.60	CON Stockbridge x 2	
2		£1,965.60	£327.60	£1,638.00	PLAY Rec x 10 bins	
3		£1,572.48	£262.08	£1,310.40	PLAY Play areas x 8 bins	
5116	DD220501 SCAMBS	£29.90	£0.00	£29.90	01/05/22 South Cambs District Council - Pavilion Fortnightly collections - 2 of	£29.90
5113	DD220501 SCDCCP	£1,198.00	£0.00	£1,198.00	01/05/22 South Cambs District Council - Rates- Car Park Instalment 2 of 10	£1,198.00
5115	DD220501 SCDCNR	£75.00	£0.00	£75.00	01/05/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 2 of 10	£75.00
5114	DD220501 SCDCOR	£61.00	£0.00	£61.00	01/05/22 South Cambs District Council - Rates - Orchard Road Cemetery Instalment 2 of 4	£61.00
5112	DD220501 SCDCPAV	£259.00	£0.00	£259.00	01/05/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 2 of 10	£259.00
		£5,554.10	£655.20	£4,898.90	South Cambs District Council - Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list May 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5099	BACS2205 26WAVE	£105.88	£0.00	£105.88	31/03/22 Wave - Water bill - workshop car park 16 Dec 2020-15 Dec 2021	£105.88
		£105.88	£0.00	£105.88	Wave - Total	
5165	BACS2205 26WSTEE D	£875.22	£145.87	£729.35	30/04/22 Wicksteed Leisure - Repair to agility trail pole	£875.22
		£875.22	£145.87	£729.35	Wicksteed Leisure - Total	
5142	BACS2205 26WRIGHTS	£41.40	£6.90	£34.50	27/04/22 Wrights Mower Centre - Cutting discs, mower blades, paint brush, hozelock fitting	£41.40
		£41.40	£6.90	£34.50	Wright's Mower Centre - Total	
5151	DD220508 YU	£11.98	£0.57	£11.41	01/05/22 Yu Energy - Street lighting account 2000107116 01/04/22-30/04/22	
5152	DD220508 YU	£48.84	£2.33	£46.51	01/05/22 Yu Energy - Street lighting account 2000107117 01/04/22-30/04/22	
5153	DD220508 YU	£12.92	£0.62	£12.30	01/05/22 Yu Energy - Street lighting account 2000107118 01/04/22-30/04/22	£73.74
		£73.74	£3.52	£70.22	Yu Energy - Total	
		£5,761.40	£0.00	£5,761.40	Confidential items - salaries/NI & pensions	

Items already paid (under Clerk/RFO delegated authority):

5158	BACS2205 04REACH	£183.46	£30.58	£152.88	14/04/22 Reach Publishing Services Limited - Tender advert - Cambridge evening news	£183.46
		£183.46	£30.58	£152.88	Reach Publishing Services Limited - Total	
5135	BACS2204 25INSIGNIA	£1,062.00	£177.00	£885.00	21/04/22 Insignia - 2D Platinum Jubilee Coin for school children	£1,062.00
		£1,062.00	£177.00	£885.00	Insignia - Total	

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Melbourn Parish Council

Expenditure transactions - approval list May 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Prepaid Debit Card Items (card top-up 4 th May 2022):						
5043	BACS2205 04SOLDO	£19.24	£3.21	£16.03	12/03/22 1&1 Ionos - Website Hosting & domain name	
5121	BACS2205 04SOLDO	£19.24	£3.21	£16.03	11/04/22 1&1 Ionos - Website Hosting & domain name	£38.48
5087	BACS2205 04SOLDO	£15.17	£2.53	£12.64	22/03/22 Adobe Systems Incorporated - Adobe Subscription - Mar	
5156	BACS2205 04SOLDO	£15.17	£2.53	£12.64	22/04/22 Adobe Systems Incorporated - Acropro monthly subscription - Apr 2022	£30.34
5155	BACS2205 04SOLDO	£11.89	£1.98	£9.91	28/04/22 Amazon Marketplace - 24 gloves for litterpicking	
5157	BACS2205 04SOLDO	£12.98	£2.16	£10.82	21/04/22 Amazon Marketplace - Black ribbon	
5162	BACS2205 04SOLDO	£17.39	£2.90	£14.49	05/05/22 Amazon Marketplace - Frames for community awards	£42.26
5045	BACS2205 04SOLDO	£153.60	£25.60	£128.00	09/03/22 Furniture@Work - 2 drawer filing cabinet	£153.60
5120	BACS2205 04SOLDO	£9.00	£0.00	£9.00	11/04/22 Phillimore Garden Centre - Top soil for 83 High St	£9.00
5124	BACS2205 04SOLDO	£30.29	£5.05	£25.24	19/04/22 Rontec - Diesel for van	
5138	BACS2205 04SOLDO	£7.36	£1.23	£6.13	25/04/22 Rontec - Petrol for mower	£37.65
5065	BACS2205 04SOLDO	£14.39	£2.40	£11.99	20/03/22 Zoom Video Communications Inc. - Zoom pro 20 March 2022- 19 April 2022	
5134	BACS2205 04SOLDO	£14.39	£2.40	£11.99	20/04/22 Zoom Video Communications Inc. - Zoom pro 20 April 2022- 19 May 2022	£28.78
Total		£27,084.35	£2,351.90	£24,732.45		

Signature
Date

Signature

Claire Littlewood
Melbourn Parish Council
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29189
01 February 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Carpark Workshop - Carry out repairs to the external bulk head LED light fitting - Replace one PIR and convector heater	465.00	20%	465.00
1	Pavilion Defibrillator - Mount the defibrillator and install a supply to it	365.00	20%	365.00
1	Orchard Surgery Defibrillator - Mount the defibrillator and install a supply between the existing twin sockets within the dispensary	255.00	20%	255.00
			Net Total	1,085.00
			VAT	217.00
			GBP Total	£1,302.00

Other Information

Company Registration Number: 4944876

Quotation Number : **35195**

Date : 4 May 2022

Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Lucid Systems Ltd
44 Felaw Street
Ipswich
IP2 8SJ

Melbourn
SG8 6DZ

RE : **New desktop**

Qty	Item / Description	Unit Price	Total
1	HP Desktop Core i5 10505 / 3.2 GHz - RAM 8 GB - SSD 256 GB - NVMe - DVD-Writer - UHD Graphics 63, LAN, Windows 10 Pro 64-bit	494.00	494.00
1	Installation and setup	150.00	150.00
1	Delivery	9.95	9.95

Subtotal £ **653.95**

Quotation valid for a period of 7 Days,
stock availability can change at any time.

VAT at 20 % £ **130.79**

Total £ **784.74**

To confirm your order of the above items/services please sign and fax to **0845 8622613** or email to info@lucidsystems.co.uk.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>



CORES ELECTRICAL

QUOTE

Melbourn community hub

Date
11 May 2022

Expiry
10 Jun 2022

Quote Number
QU-3015

VAT Number
361197886

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

Description	Quantity	Unit Price	VAT	Amount GBP
This quote is to carry out electrical inspection to the kitchen area as the circuits keep tripping while the kitchen is in operation	1.00	250.00	20%	250.00
			Subtotal	250.00
			TOTAL VAT 20%	50.00
			TOTAL GBP	300.00



Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA
James.fisher@greatercambridgeplanning.org
01954 713217

21 April 2022

Healthcare Contribution 36 New Road Melbourn S/2424/18/FL

Dear Claire,

As the Parish Council will be aware, having already received several contributions from the development, a Section 106 Agreement was entered into in respect of the above development on 25 April 2019. Among other things this agreement required the developer to pay over the sum of £14,036 as a financial contribution to facilitate healthcare improvements in Melbourn. The Council received the index linked sum of £14,899.75 on 5 November 2021.

A joint project between Melbourn Hub and Meridian PCN (on behalf of Orchard Surgery) has been pursued over the last year culminating in a Premises Improvement Application – Expression of Interest Form completed by the Practice Manager in 17 February 2022 and which sets out how the Healthcare Contribution is intended being used. In summary the contribution will fund the provision of a room within Melbourn Hub for up to 8 hours and day, 5 days a week with details of likely healthcare providers set out in the application form. The effect of this proposal is that more capacity will be made available within Orchard Surgery in Melbourn.

The facility has been cleared from an Infection Prevention Control perspective and on 12 April 2022 Cambridgeshire and Peterborough Clinical Commissioning Group gave their written approval for the scheme.

The Healthcare Contribution will be transferred to Melbourn Parish Council, as owners of Melbourn Hub, upon the Parish Council entering into an appropriate form of Indemnity.

I attach a copy of an appropriate Indemnity for execution on behalf of the Parish Council. Please arrange for 2 copies of the indemnity form to be printed with both copies executed in pursuance of an appropriate resolution of the Parish Council. You will see that the document provides for the date of the resolution to be inserted and would be grateful if this could be completed and for the document to be executed by two Parish Councillors on behalf of the Parish Council.

Once executed, please date the Indemnity and return one part to me, retaining the other copy for the Council's records. I will then arrange for the Healthcare Contribution to be remitted as quickly as possible.

Yours sincerely

James Fisher
Section 106 Officer

THIS AGREEMENT is made the _____ day of _____ 2022
B E T W E E N MELBOURN PARISH COUNCIL care of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 25 April 2019 and made between the District Council (1) Cambridgeshire County Council (2) Nicholas Newman and Maureen Catherine Newman (3) R2 Developments Ltd (4) and Handelsbanken Plc (5) a contribution of a) £14,036 (subject to indexation) is payable to facilitate healthcare improvements in Melbourn; ("The Healthcare Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Healthcare Contribution being £14,899.75 was received by the District Council on 05 November 2021
- (3) The District Council agrees to transfer the Healthcare Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in Paragraphs 1, 2 and 3 of Part 1 of the Fifth Schedule of the Section 106 Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Healthcare Contribution the Parish Council covenants with the District Council

1. to use the Healthcare Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Healthcare Contribution within ten years from 05 November 2021 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Healthcare Contribution are attributable and which contract or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts
3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Healthcare Contribution or any part thereof shall have been spent
4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on _____ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by _____)
Councillor:

SIGNED AND DELIVERED as a Deed by _____
Councillor:

in the presence of :-

in the presence of :-

Witness Signature:

Witness Signature:

Witness Name: (Block Capitals)

Witness Name: (Block Capitals)

Witness Address:

Witness Address:



Melbourn Timebank Highlights since March 2021



- Total hours exchanged **6718** up by almost **250%** from **2704**
- Individual Membership has grown from **63** to **102**, **160%** increase
- Organisation membership has increased by **100%** to **16** from **8**

Activities introduced to respond to member demand to combat loneliness and isolation;

Weekly

- Coffee Morning
- Dog Café
- Well- Being Walks

Monthly

- Games Nights
- Arts & Crafts Group
- Book/Reading Group
- Solo Sunday Lunches

- Seed/Produce group formed and growing nicely ☺
- WhatsApp groups introduced for comms and support

- Individual exchanges taking place organically, lifts offered, help with mobile phone use, shopping, gardening and befriending

- Youth organisations offered DofE volunteering opportunities

Mission to continue to work to 'join the dots' in our community

POLICY & PROCEDURE: WHISTLEBLOWING

PURPOSE: To describe the framework and freedoms that enable employees of Melbourn Parish Council to report openly, and without fear of reprisals, on serious matters that they believe to be of public concern.

SCOPE: Employees of Melbourn Parish Council

POLICY:

1. Background

- 1.1 Melbourn Parish Council is committed to the highest standards of openness, integrity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Council to voice concerns in a responsible and effective manner.
- 1.2 It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. **Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal**, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).
- 1.3 The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns.

2. Endorsement

- 2.1 Melbourn Parish Council endorses the rights and provisions laid out in the Public Interests Disclosure Act. In so doing, it provides guidance on the Scope, Safeguards to protect the rights and security of whistle-blowers and offers a procedure for potential whistle-blowers to bring issues to public notice.

It should be emphasised that this policy and procedure is intended to assist individuals who believe they have discovered **malpractice or impropriety**. It is **not** designed to question financial or business decisions taken by the Council nor should it be used to reconsider any matters which have already been addressed under harassment,

MELBOURN PARISH COUNCIL

complaint, disciplinary or other procedures. Once the "whistleblowing" procedures are in place, it is reasonable to expect staff to use them responsibly rather than air personal complaints outside the Council. Note: The person should be warned, where and only if deemed appropriate, that an unjustified malicious or vexatious complaint could result in action being taken against the person raising the issue (see 4.2 below).

3. Framework and Scope

3.1 This policy is designed **to enable employees of the Council to raise concerns internally and at a high level and to disclose information that the individual believes shows malpractice or impropriety. This policy is intended to cover concerns that are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary.**

3.2 These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

This is not intended to be an exhaustive list.

4. Safeguards

4.1 **Protection:** This policy is designed to offer protection to those employees of the Council who disclose such concerns provided the disclosure is made (a) in good faith (b) in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and (c) if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegations could give rise to legal action on the part of the persons complained about.

4.2 **Confidentiality** The Council will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required. Confidentiality can be sacrificed if the matter raised is found to be malicious or vexatious (see 2.1 above).

4.3 **Anonymous Allegations** This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered **at the discretion of** the Council. In exercising this discretion, the factors to be taken into account will include:

MELBOURN PARISH COUNCIL

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

4.4 **Untrue Allegations** Should an individual make an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

PROCEDURE:

5. Selecting an appropriate person to investigate:

On receipt of a complaint of malpractice the member of staff who receives and takes note of the complaint must pass this information on as soon as is reasonably possible. An appropriate 'investigating officer' will be selected and appointed as follows:

- 5.1 The Clerk will investigate complaints of malpractice unless the complaint is against the Clerk or is in any way related to the actions of the Clerk. In such cases, the complaint should be passed to the Council Chairman for referral.
- 5.2 In the case of a complaint, which is any way connected with but not against the Clerk, the Council Chairman will nominate a Senior Councillor to act as the alternative investigating officer.
- 5.3 Complaints against the Council Chairman should be passed to the Council Vice Chairman who will nominate an appropriate investigating officer. In such cases it is also appropriate for external advice to be sought.
- 5.4 The complainant has the right to bypass the line management structure and take their complaint direct to the Council Chairman. The Council Chairman has the right to refer the complaint back to Clerk if he/she feels that the Clerk without any conflict of interest can more appropriately investigate the complaint.
- 5.5 If the complainant has evidence that leads them to believe that neither the Clerk nor Councillors will investigate their complaint in an unbiased way, they should raise their concern with the appropriate outside body (see **6.10** below).

Note: Due to the varied nature of whistle-blowing complaints, which may involve internal investigators and/or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer, once selected, should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

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6. Investigation Procedure

- 6.1 The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded. Full details and clarifications of the complaint should be obtained.
- 6.2 The investigating officer should inform the member of staff or Councillor against whom the complaint is made as soon as is practically possible. The member of staff or Councillor will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures.
- 6.3 The investigating officer should consider the involvement of the Council auditors and the Police at this stage and should consult with the Council Chairman.
- 6.4 The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- 6.5 The investigating officer will make a judgement concerning the complaint and validity of the complaint. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will normally be passed to the Clerk & the Council Chairman, except where other arrangements have been needed (see 5.3 above).
- 6.6 The Council Chairman, or other nominated person if this has been necessary, will decide what action to take. If the complaint is found to be justified, then they will invoke the Disciplinary Procedure (5.5).
- 6.7 The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome. All responses to the complainant should be in writing and sent to their home address.
- 6.8 If appropriate, a copy of the outcomes will be passed to the Council Auditors to enable a review of the procedures.
- 6.9 If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Council Chairman, or one of the designated persons described above. In this situation the complainant can raise the matter through the Parish Council Grievance Procedure (5.4). Alternatively, the complainant should seek further assistance as described in 6.10 below.

MELBOURN PARISH COUNCIL

- 6.10 If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the Council recognises the lawful rights of employees (and ex-employees) to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators), or, where justified, elsewhere.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 23 May 2022