

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 October 2022 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Barley, Barnes, Campbell, Davey, Hart, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales and 2 members of the public

PC105/22 To receive and approve apologies for absence

Apologies received from Cllrs Cowley, Hart and Kilmurray with acceptable reasons given.

It was RESOLVED to approve the apologies from Cllrs Cowley, Hart and Kilmurray.

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

PC106/22 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

Cllrs Kilmurray and Travis declared an interest in items PC117/22a) and b) as Directors of the Hub Management Group. They were given dispensation to remain in the meeting but not to vote.

PC107/22 Chairs' Announcements – For information only

Chair noted that he will not be available to attend the Remembrance Day Parade. Cllr Wilson offered to lay the wreath on behalf of the Parish Council.

Chair noted that there are a number of public consultations underway at this time. To be discussed further under items PC118/22, PC119/22, PC120/22

PC108/22 To approve the minutes of the Parish Council Meeting held on 26 September 2022

PC093/22 should refer to 'verification' of bank reconciliations.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 September (as amended) as an accurate record.

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

PC109/22 To report back on the minutes of the Parish Council Meeting held on 26 September 2022

PC095/22a) Reference to securing the open space at Greengage Rise will be included in the Clerk's article for the Melbourn Magazine.

PC110/22 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.

A member of the Cambridge Cycle Group addressed the meeting. His report will be considered under item PC118/22a) re the Parish Council's response to the Greenway consultation..

PC111/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven noted the following items from her detailed report:

- No official response to withdrawal of the 915 bus service. Details will be shared as soon as available. Noted that any response from the Combined Authority is like to be short-term solution.
- Planned bus user group meeting to be held in early December.
- Suggestion that the Parish Council make a response to the Making Connections consultation (PC012/22)
- Noted the ongoing problems with flooding – highlighted by recent heavy rains
- Noted County Highways delays in responding to reports of pot holes. Important to keep reporting these.

- Despite their widespread use on public highways, eScooters are illegal.
 - Police information evening at the Hub 7.30pm on 2 November. Members of the public welcome.
 - Also monthly online meeting organised by the police. Details to be shared as they become available.
 - District Cllr Hales noted EV charging provision in villages. Discussion as to the possibility of EV charging points on the village car park. **ACTION:** Further investigation into availability of power supply on the car park needed. A member queried if SCDC could help with the cost of carrying out a survey. A member queried what research would be done when choosing the type of EV charging point to be installed.
- County Cllr van de Ven noted expected budget gap of £29million.

PC112/22 Governance:

- a) To consider apply for the Local Council Award Scheme Foundation level award
- Noted that this has previously been discussed as it illustrates the Council's commitment to good practice.
- It was RESOLVED to apply for the Local Council Award Scheme Foundation level award.
Proposed by Cllr Davey, seconded by Cllr Barley. All in favour.
- b) To consider approving payment of the annual insurance premium
- It was RESOLVED to approve payment of the annual insurance premium in the sum of £14,888.10 to BHIB.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- c) To consider retrospectively approving expenditure on a new workstation for the parish office
- It was RESOLVED to retrospectively approve the quotation from Lucid Systems in the sum of £818.32 + VAT for a replacement workstation for the parish office
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.
- d) To consider appointing substitutes for committees (s4.d.v Standing Orders)
- Discussion regarding the importance of ensuring committees are quorate to avoid cancelling meetings. It was suggested that Standing Orders are amended to show that the Clerk has responsibility for trying to arrange for a substitute once apologies for non-attendance are received. To be deferred for a future meeting.
- e) To consider applying for gov.uk domain name
- Noted that a .gov.uk domain name is good practice for local government. Existing emails would be redirected.
- It was RESOLVED to apply for 'melbournparishcouncil.gov.uk' domain via Room 101 at a cost of £75 + VAT (for two years).
Proposed by Cllr Barley, seconded by Cllr Davey. All in favour.
- f) To receive any updates and consider actions
- There was nothing further to discuss.

PC113/22 Finance Matters:

- a) To receive and consider the finance reports for September 2022
- The finance report for September 2022 was received.
- The Chair altered the order of the agenda.
- c) To consider approving an invoice from HAGS
- Noted that the play park refit is almost complete subject to safety report and snagging.
- It was RESOLVED to approve the interim invoice from HAGS in the sum of £86,051 + VAT
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- b) To consider approving the approvals list for September 2022
- Clerk noted apologies as the approvals list under consideration should refer to October 2022.
- It was RESOLVED to approve the approvals list for October 2022.
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.
- d) To consider approving expenditure on a poppy wreath to be funded from s137

It was RESOLVED to approve expenditure in the sum of £23.98 (incl delivery and VAT) to be funded from s137.

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

- e) To approve payment of interim invoice from Maydencroft

Noted that the project is almost complete. Interim invoice due but not received. To be deferred.

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC114/22 Bank reconciliations

- a) To note bank reconciliation for September 2022

This was noted.

PC115/22 Maintenance Matters:

- a) To receive any updates and consider actions.

Chair of Maintenance Committee noted that installation of the new boardwalk in Stockbridge Meadows is almost complete. The boardwalk is constructed from recycled plastic. Official opening to be arranged in the spring.

PC116/22 Planning Matters:

- a) To consider approving signature of the Transfer document for Orchard Gardens

It was RESOLVED to approve signature of the Transfer document for Orchard Gardens. Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.

- b) To consider approving the quotation from Herts & Cambs Grounds Maintenance for annual maintenance of the Open Spaces at Orchard Gardens

Noted that the 10 year commuted sum was agreed with the developer in the sum of £35,000.

It was RESOLVED to approve the quotation from Herts & Cambs Grounds Maintenance for annual maintenance of the open spaces at Orchard Gardens in the sum of £1,800 + VAT.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC117/22 Community Hub

- a) To consider approving additional expenditure for circuit and PAT testing

Noted that additional items and circuits were identified for testing. Contractor has invoiced an additional £200 to cover this.

It was RESOLVED to approve payment of invoice number INV3985 in the sum of £1,404 + VAT.

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

- b) To consider approving a quotation for upgrade to kitchen electrical circuits

This is supplementary to works carried out during Hub extension and kitchen upgrade. Service in the kitchen is often interrupted during busy periods as circuits trip out. The work will require the kitchen to be closed for 2 days and will be planned to cause minimum interference to the business.

It was RESOLVED to approve the quote from Cores Electrical in the sum of £1,870 + VAT to be funded from s106 monies.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC118/22 Melbourn Greenway Consultation

- a) To receive a report from a cycle group representative

A report was received. Chair invited questions.

- b) To discuss and consider a response to the Greenway consultation

Noted that the consultation closes on Friday, 28 October. County Cllr van de Ven encouraged the Parish Council to make a response to the consultation. **ACTION:** Clerk to formulate a response to

include comments in the cycle group report and circulate for comments. County Cllr van de Ven to provide an email address for our response.

It was RESOLVED that the Parish Council would submit a response to the Greenway consultation. Proposed by Cllr Travis, seconded by Cllr Clark. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC119/22 Proposed 20mph zone

- a) To discuss and consider a response to the proposed 20mph zone

A draft response had been circulated for comment.

It was RESOLVED to submit the response as drafted.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC120/22 To consider making a response to the Making Connections Survey 2022

County Cllr van de Ven highlighted the importance of responding to this consultation. There was discussion regarding the background to this consultation. Further detail included in County Cllr Report at PC111/22. To be deferred to November meeting to allow cllrs to prepare comments.

PC121/22 To receive a report from the Meldreth, Shepreth and Foxton Community Rail Partnership

The MSFCRP report was received. Noted that funds to support the MSFCRP are precepted for.

PC122/22 HR Matters:

- a) To receive any updates and consider actions

There was nothing further to discuss.

PC123/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for September

The Timebank Coordinator's report was received.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC124/22 To receive an update from the Melbourn Play Park Working Party

- a) To consider quotations for upgrading the play park entrance

Recommendation from Maintenance Committee to approve option 1 on quotation #2044 from Kettering Playsafe in the sum of £1,595.80 + VAT to be funded from s106 monies.

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

PC125/22 To receive and consider an update from the MAYD Joint Committee

Chair of MAYD Joint Committee provided an update. Noted that the Joint Committee is working hard to re-establish youth club after interruption to the service due to Covid. Funding remains a challenge. A survey carried out by the service provider highlighted that young people would like a gaming café. This would require additional funding to buy equipment. Further investigations being made into installing wi-fi at the Pavilion. Consensus that there is a need for more opportunities for young people. Noted that a letter has been sent to other councils requesting their ongoing support. Noted that there are limited opportunities for young people and efforts should be made to support MAYD.

PC126/22 Policies and Terms of Reference:

Items PC126/22a) to g) were recommended for approval at the Finance and Good Governance Committee on 17 October 2022.

- a) To consider approving the Policy and Procedure for Procurement of Goods and Services

It was RESOLVED to approve the revised Policy and Procedure for Procurement of Goods and Services.

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

- b) To consider approving revised Financial Regulations

It was RESOLVED to approve the revised Financial Regulations.
Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

- c) To consider approving revised Credit Card Policy and Procedure

It was RESOLVED to approve the revised Credit Card Policy and Procedure.
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

- d) To consider approving the draft Investment Plan 2022/23

It was RESOLVED to approve the Investment Plan 2022/23
Proposed by Cllr Wilson, seconded by Cllr Barley. All in favour.

Thanks were noted to the RFO for her work on this.

- e) To consider approving revised Financial Risk Assessment

It was RESOLVED to approve the revised Financial Risk Assessment
Proposed by Cllr Campbell, seconded by Cllr Travis. All in favour.

- f) To consider approving revised Terms of Reference for Finance and Good Governance Committee

It was RESOLVED to approve the revised Terms of Reference for Finance and Good Governance Committee
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

- g) To consider approving revised Terms of Reference for Melbourn Futures Working Party

It was RESOLVED to approve the revised Terms of Reference for Melbourn Futures Working Party
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.

ACTION: Clerk to ensure notes of the Futures Working Party meetings are circulated to all councillors in future.

- h) To consider approving revised Terms of Reference for the MAYD Joint Committee

It was RESOLVED to approve the revised Terms of Reference for the MAYD Joint Committee
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

PC127/22 To note the date of the next meeting : 28 November 2022

The date of the next meeting is Monday, 28 November 2022.

End of Meeting : 20:55

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 26 September 2022 at 7.36pm in the Austen Room 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, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales and 9 members of the public

PC083/22 To receive and approve apologies for absence

Apologies received from Cllr Wilson with acceptable reasons provided.

It was RESOLVED to approve Cllr Wilson's apologies for absence.

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

PC084/22 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

Cllrs Kilmurray and Travis declared an interest in items PC096/22a)-h). They were given dispensation to remain for the discussion but not to vote.

PC085/22 Chairs' Announcements – For information only

No announcements

PC086/22 To approve the minutes of the Parish Council Meeting held on 25 July 2022

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 July 2022 as an accurate record.

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

PC087/22 To report back on the minutes of the Parish Council Meeting held on 25 July 2022

PC073/22b) To be discussed further under PC094/22b)
 PC074/22a) Map of parish boundary has been circulated
 PC075/22 To be discuss further under PC098/22a)

The Chair amended the order of the agenda

PC089/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven updated the meeting with regard to the proposed withdrawal of the 915 bus service as noted in her report. Thanks were noted to members of the public who have written expressing their concerns and the impact to them of the withdrawal of this service. The matter is being considered by the Combined Authority (Cambridgeshire and Peterborough). It is hoped they will seek an alternative commercial operator for the service but there are no guarantees. Possibility that the Combined Authority could subsidise a service. Noted that the No 17 service continues to operate once per day - this service is subsidised via council tax. Members of the public were encouraged to fill in a petition available at the meeting setting out how the loss of the bus service will impact them.

PC090/22 To consider and discuss proposed withdrawal of 915 bus service

Discussion with regard to the Parish Council writing formally to Anthony Brown MP, Combined Authority and Stagecoach noting our concerns with regard to proposed withdrawal of the service and requesting that Stagecoach reconsider. A vote to follow public participation.

PC088/22 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.

Members of the public were invited to address the meeting.

- A member of the public noted concern that there is no alternative transport provision available for hospital appointments and that this will have an adverse effect on peoples physical and mental health.
- A member of the public noted that the buses are often unreliable and believes the bus operator is treating people with contempt. Many areas of Cambridgeshire will no longer have a bus service - this is a wide-ranging issue.
- A member of the public highlighted the Greenways public consultation announced by the GCP to be held at the Hub on 17 October. Noted concern that some previous consultations have not been well organised and requested the Parish Council to prepare a report on the upcoming consultation ahead of the next full Council meeting.
- A member of the public requested confirmation that the 915 service is not subsidised – this was confirmed. Also noted that the No 17 service provided by A2B is subsidised. Further information on the involvement of DCW was requested. A query was made with regard to the Council subsidising an alternate bus service. Concern was noted as the impact on local people on withdrawal of the bus service.
- A member of the public noted the impact that withdrawal of this will have on them as they have a disability and use the 915 service to travel to Fowlmere several times a week and unable to afford to take a taxi. Loss of a bus service will have a real impact on people with disabilities.
- A member of the public noted that there are currently three other bus operators (A2B, Miles, Richmonds). Intends to contact Miles to enquire if they would be interested in taking on this route. Noted that DWC is not local and has no interest in difficulties faced by local people. Suggested that financial support should be given to private bus companies.
- A member of the public noted regular essential hospital appointments. Other community transport options are expensive and less available as there is a shortage of drivers. The bus service is extremely important.
- A member of the public suggested a reduced service running 2 hourly would be better than nothing and noted that Richmonds have been approached in this regard.

Members of the public were encouraged to sign the petition organised by County and District Cllrs before leaving the meeting. This will provide a detailed picture of the impact of withdrawal of the service. It was again noted that Stagecoach is a private company and their decision will be a commercial one. Information is also being gathered from neighbouring villages. Details will be sent to the parish office and shared via parish website and social media.

PC090/22 To consider and discuss proposed withdrawal of 915 bus service

Following the public participation, cllrs took a resolution on how to respond to planned withdrawal of the bus service.

It was RESOLVED that the Parish Council will write on behalf of local residents to Anthony Brown MP, the Combined Authority for Cambridgeshire and Peterborough and to Stagecoach expressing concern with regard to the planned withdrawal of the 915 bus service and requesting that the service be reinstated.

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

A member of the public noted that it is essential any future bus service is well promoted and advertised.

PC089/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven reported:

The Greenway consultation briefing on 17 October was noted.

Flood resilience and avoidance was highlighted – residents' concerns should be noted with County and District Cllrs.

Cambridge City Access Strategy was noted as this relates to congestion charging. Noted that congestion charging cannot be implemented without a good bus service

Work on the A10 underpass project is ongoing. Thanks noted to SDC for their helpful advice.

District Cllr Hales and Hart reported:

SCDC are trialling 4 day week from January to March 2023. If successful, the trial will be extended. It is hoped that this will resolve challenges with staff recruitment and retention and will also save SCDC money as there will be less need for agency staff. Feedback from staff has been positive. Hoped that the trial will also be rolled out to non-desk based staff.

A member queried introduction of the congestion charge at a time when the bus service is being withdrawn. Also noted that congestion charge maps include ParknRide sites. County Cllr van de Ven encouraged a response to be made highlighting these concerns.

A member noted that 4 day working week is essentially 25% pay increase. How will officers maintain a good level of service when the Planning Department particularly is already under great pressure. A District Cllr responded that this point had been considered. Noted that evidence gathered highlighted peaks and troughs in productivity of staff and new working patterns would focus on avoiding unnecessary and unproductive practices.

A member queried the potential for observed behaviour to present artificial results during the trial. A District Cllr noted that some members of staff were unaware of the data being gathered through observation. Also noted that useful data on KPIs were gathered prior to the commencement of the 4 day week trial.

PC091/22 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee
Noted that Cllr Cowley intended to step down from the Finance and Good Governance Committee after the October meeting. Nominations were invited for new members of the Finance and Good Governance Meeting. Cllrs Barley and Campbell indicated that they would like to join. Cllr Cowley was thanked for his contribution to this Committee.
- b) To note an email decision with regard to initial payment to Maydencroft
This was noted.
- c) To note an email decision with regard to payment of grant monies
This was noted.
- d) To receive the external Auditors' report
The report was received. Thanks were noted to the RFO, Clerk and Assistant Clerk for their work.
It was RESOLVED to continue to opt in to the SAA central external auditor appointment arrangements.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- e) To consider applying for a Unity Bank credit card
Noted that a Credit Card Policy is already in place.
It was RESOLVED to apply for a Unity Bank credit card for use by the parish office.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- f) To discuss and consider an agreement with Dynamos for use of the football pitches
Chair of Maintenance provided an update with regard to sources of grant funding available to users of the football pitches. Grant funder requires confirmation that the user has ongoing permission to use the pitches for the duration of the project to be funded.
It was RESOLVED to approve entering into the agreement for use of the football pitches with Melbourn Dynamos to support their application for grant funding for pitch improvements.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
- g) To receive any updates and consider actions
There was nothing further to discuss.

PC092/22 Finance Matters:

- a) To receive and consider the finance reports for July and August 2022.
The reports were received.
The Chair altered the order of the agenda

PC094/22 Maintenance Matters

- a) To receive an update on the boardwalk replacement project and approve payment of interim invoice
Approval of the interim invoice was considered as it is included in the approval lists to be discussed at PC092/22b).

It was RESOLVED to approve the second interim payment to Maydencroft in the sum of £25,612 + VAT.

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

PC092/22 Finance Matters

- b) To consider approving the approvals list for July and August 2022

Noted that the approvals lists for consideration were for August and September.

It was RESOLVED to approve the approvals lists for August and September.

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

- c) To receive any updates and consider actions

There was nothing further to discuss

PC093/22 Bank reconciliations

- a) To note bank reconciliations for June, July and August 2022

Bank reconciliations that have been verified for June and July were noted. Bank reconciliation verification for August to be completed.

- b) To receive nominations for a councillor to carry out future bank reconciliations

Thanks were noted to Cllr Cowley for undertaking bank reconciliation verifications. Nominations were invited for a cllr to take over this task. Cllrs Travis and Davey kindly offered to take on bank reconciliation verification from September.

It was RESOLVED to approve Cllrs Travis and Davey to carry out bank reconciliation verification from September 2022.

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

PC094/22 Maintenance Matters:

- a) To receive an update on the boardwalk replacement project and approve payment of interim invoice

Chair of Maintenance Committee provided an update on the boardwalk replacement. An application for grant funding has been submitted – decision awaited.

- b) To consider quotations for tree work adjacent to the Hub

Two quotes have been obtained for this work. Trees to be reduced to gutter height. Cost to be split between Parish Council and Hundred Houses. Cost is £2,460 + VAT with HH paying £1,500 and MPC paying £960 + VAT.

It was RESOLVED to approve the Majestic Trees quotation in the sum of £2,460 + VAT for reducing the height of the trees. Cost to be split between HH paying £1,500 and MPC paying £960 + VAT.

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

- c) To receive any updates and consider actions.

There was nothing further to report.

PC095/22 Planning Matters:

- a) To consider approving vendor's legal fees for purchase of open space at Greengage Rise

Chair of Planning Committee provided an update. S106 Officer has confirmed that legal fees can be paid from s106 monies as this is to secure open space for the benefit of the village.

It was RESOLVED to approve payment of vendor's legal fees in the sum of £560 + VAT to be funded from s106 monies.

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

ACTION: Clerk to publicise purchase of this open space for future enjoyment by the village.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC096/22 Community Hub

- a) To consider quotations for extending the patio to be funded from s106 monies

It was RESOLVED to accept the quotation from Herts & Cambs Grounds Maintenance in the sum of £2,480 + VAT to be funded from s106 monies.

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

b) To consider quotations for a new coffee machine

It was RESOLVED to accept the quotation from Hessian Coffee in the sum of £4,648.13 + VAT Proposed by Cllr Hart, seconded by Cllr Barnes. In favour: Cllrs Alexander, Barley, Barnes, Campbell, Clark, Cowley, Davey, Hart. Abstain: Cllrs Kilmurray and Travis.

c) To consider quotations for a new convection oven

It was RESOLVED to accept the quotation from Next Day for an E31D4 Oven in the sum of £1,330 + VAT.

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

d) To consider quotation for Legionella Risk Assessment Review and sample

It was RESOLVED to accept the quotation from 4i Water Services in the sum of £323 + VAT.

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

e) To consider quotations for replacement of damaged double-glazing units

It was RESOLVED to accept the quotation from First Glass Services in the sum of £357.75 + VAT.

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

f) To consider approving wording for street signage for The Hub

Noted that final layout and design of the sign will be undertaken by a professional design company. Draft in the pack is for illustrative purposes.

It was RESOLVED to approve employing professional design company to finalise design and layout of advertising sign.

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

g) To consider quotations for procurement and installation of street signage for The Hub

It was RESOLVED to accept the quotations from Ashby Trade Sign Supplies in the sum of £1,536.99 + VAT (fabrication), Herts & Cambs Grounds Maintenance in the sum of £260 + VAT (installation) and Cores Electrical in the sum of £100 + VAT (electrical installation) to be funded from precept and s106 monies.

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

h) To consider approving monthly expenditure by the library to be funded from s106 monies

It was RESOLVED to approve monthly expenditure by the library with Harts Books in Saffron Walden to be funded from s106 monies.

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

i) To receive any updates and consider actions

There was nothing further to discuss.

PC097/22 To receive an update with regard to works under the LHI grant

The update was received. **ACTION:** Parish office to share details of the projects and the financial contribution of 43.3% of total cost to be made by the Parish Council.

PC098/22 Signage for village amenities

a) To discuss and consider a joint sign with Kingsway Golf

An update was provided following a meeting with a representative of Kingsway Golf and the local Highways Officer. A suitable lamppost on the A10 at the Cambridge Road junction has been identified for the sign. Cost of the sign to be split 50/50 with Kingsway Golf.

It was RESOLVED to approve the quotation from DHF Products for 2 x aluminium signs at a cost of £251.40 + VAT.

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

b) To discuss and consider wording for proposed sign at Grinnell Hill pump track

Cllrs queried location, size and proposed wording for the sign. May require permission from Highways or planning permission. **ACTION:** Clerk to seek more information and report back.

PC099/22 HR Matters:

- a) To receive any updates and consider actions

There was no update from the HR Panel.

PC100/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for July and August

The Timebank reports were noted. A member asked if there was a plan to set up warm spaces. Noted that Cambridgeshire ACRE may be looking into this but there is currently no local funding available. Noted that the Hub welcomes people during opening hours.

- b) To consider approving reimbursement of expenditure to the Timebank Coordinator

It was RESOLVED to approve reimbursement to the Timebank Coordinator in the sum of £199.48 in respect of the Timebank summer picnic
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC101/22 To receive an update from the Melbourn Play Park Working Party

Noted that work to refit the play park at The Moor has started. A member queried whether benches will be removed. Noted that benches will be retained with a decision as to their final location still to be taken.

PC102/22 To receive an update from the MAYD Joint Committee

An update from the Chair of the MAYD Joint Committee was received.

PC103/22 Policies and Terms of Reference:

- a) To consider approving updated Standing Orders

Noted that NALC has published new Model Standing Orders reflecting changes to SO 18 (European Union and procurement thresholds). Model Standing Orders have been updated to mirror existing Standing Orders with NALC updates.

It was RESOLVED to approve the Model Standing Orders as drafted.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- b) To consider any other updates and consider actions

There was nothing further to discuss.

PC104/22 To note the date of the next meeting : 24 October 2022

The date of the next meeting was noted as 24 October 2022.

[Post meeting note: Members discussed marking the Coronation of King Charles III. To be included on an agenda for future discussion with a view to some public consultation.]

End of Meeting : 21:35

Melbourn Parish Council Oct 2022 District and County Councillor Report

This month our report contains a lot of information on public transport and travel, as we seem to be in a period of great transition. We also seem to have a glut of public consultations on - we've included the ones we felt were most important.

Buses and the future of Melbourn services

Buses and community transport are the responsibility of the Mayor and the Combined Authority where the head of transport has said in response to concerns sent their way: 'Thank you for writing and expressing the undoubted concerns of residents about the proposed withdrawal of bus services... I share their concerns and the mayor has expressed his anger at the way Stagecoach has behaved. The transport team are now seeking to recover the situation. New tenders for every withdrawn service have been published and circulated and we should be able to work through the tenders and put together a revised network and timetables, which we intend to commence on Sunday 30 October, the day after Stagecoach's last day of operation on the withdrawn routes. Of course, we cannot guarantee to restore every link – it depends on what tenders we receive, and we are bound by the 1985 Transport Act.'

While the Royston Crow has published news about the route covered by the 915, we still await an announcement from the Combined Authority – expected imminently.

Please bear in mind that any 'solutions' funded by the Combined Authority bus subsidy look to the end of this financial year only and are not a long-term solution, so more work for the long term will be needed.

Meanwhile the 17 bus run by A2B continues to run between Royston-Melbourn-Meldreth on a once-per-day basis, and is fully subsidized by the Combined Authority until the end of the financial year.

The Cam Vale Bus User Group met earlier this month to hear from users of the 17 and 915 – it is clear that the two together form an important link service, but if there is a future opportunity to tweak and improve routes, that should be taken.

Melbourn Greenway

Many residents dropped in at the Melbourn Hub on 17 October to have a look at detailed drawings for the Greater Cambridge Partnership's 'Melbourn Greenway,' a scheme intended to improve walking, cycling, non-electric scootering and mobility scootering, and horse riding, between Cambridge and Royston.

Many people will be long familiar with this project, which has been in the works for many years. While it has been consulted on previously, this event was intended to seek reactions to the current stage of work, which includes proposals to lower speed limits between Cambridge Road to Royston Road, and redesign segments of road and path. Some of these were welcomed and some drew criticism. There was lots of useful feedback and Greater Cambridge Partnership officers said they came away with a helpful steer on a various things.

The officers also said they were struck by everydayness of Royston in the lives of Melbourn people – that eyes are not necessarily focused on Cambridge as a first point of reference. Practical trips by mobility scooter become possible with safe off-road paths, including to GPs in Royston; this was

particularly picked up. Indeed, Greenways are not just about cycling, but getting around safely, locally, without a car.

Flood Risk

We will be meeting County and District officers concerned with flood risk issues, next week 31 October. It's really unfortunate that last week's deluge caused more problems for homes already with a history of flooding, and others that had never before experienced problems.

Potholes – unacceptably long waits

We'd like to thank everyone who goes through the trouble of reporting pot holes on the Cambs Reporting Site – often on multiple successive occasions with much frustration and no results. Please, do contact us directly if you've reported something and it's not been tended to, and we'll do our best to help action.

E-Scooters – not legal other than VOI scooter trial in Cambridge

It may not be common knowledge that E-scooters are not legal to use outside of private property, in spite of the fact that they are available to purchase from commercial retailers. The only local exception is the 'VOI' brand scooters in Cambridge.

Nevertheless there is increasing use of e-scooters on local roads, and much concern about potential accidents. This will be one of the issues brought to the police public meeting.

Police in the community

As mentioned recently, we have a total of three Police Community Support Officers covering the whole of South Cambridgeshire.

The Police do hold a quarterly public on-line meeting though this is very poorly publicized. The next one is Nov 1st, joining details:

[Cambridgeshire Constabulary Events | Eventbrite](https://www.eventbrite.co.uk/o/cambridgeshire-constabulary-14356769797)
<https://www.eventbrite.co.uk/o/cambridgeshire-constabulary-14356769797>

In addition, on the basis of our Practical Solutions Group in which we work with the police on local problem solving, the Police have offered to attend an in-person public information meeting public questions. This will be held at Melbourn Hub, 2 November 7:30PM

EV charging provision

Questions continue to arise regarding EV charging provision, for residential properties without on-site parking and access to home charging. In a vacuum of national EV charging planning, this is not something that can be comprehensively tackled by the district or county councils.

South Cambs with its housing remit is looking at options for providing a limited amount of communal EV charging on suitable communal property in its ownership, as well as further information on charging solutions, for example the development of an app that tells you the nearest location for private property rented EV charging. It will be trialling communal charging points at Meldreth and

Willingham Sheltered Housing car parks. The Greater Cambridge Partnership is looking at increasing grid capacity for South Cambs, especially the south of the district.

Meanwhile, we have asked Highways about the rights of property owners without private off-road parking to connect a charging cable submerged across the pavement. The answer: 'The Department for Transport is considering guidance but we haven't had an indication of when this might come. Private householders can apply to put cables under footways through what is called a section 50 licence – example here. [Home - Gul-e | No Driveway? No Problem!](#)

NHS workforce

One of Susan's roles at the County Council as 'Health and Wellbeing Board' chair is to work with the Cambridgeshire NHS, now that government health and care reforms have officially kicked in with the requirement for the NHS and local government to work together in the new 'Integrated Care System.' This provides a chance to better understand some of pressures at play for the NHS locally; number one being the recruitment of new staff. Of the key factors at play are affordable housing and good public transport – in common with so many organizations struggling to find the staff they need.

'Making Connections' consultation – Future bus services, more walking and cycling links, and a Cambridge City Access congestion charge

The Greater Cambridge Partnership has launched the 'Making Connections' 2022 consultation, running for 10 weeks until 23 December 2022. This is about a completely different way of running bus services, more active travel links and a congestion charge for Cambridge. We are being asked to share this information as widely as possible, and to encourage everyone to respond. Points of local detail are vital and in their best form these can only be provided by local residents based on their everyday travel needs.

The proposals are a once-in-a-generation opportunity to change how we travel in Greater Cambridge and the wider area, relieving pressure on the road network and responding to air quality, cost of living and climate crises; and also, creating workable public transport and active travel links in more rural areas where currently, costly private vehicle transport is the only way to get to jobs, education and other essential daily travel needs.

There are numerous points to be made for our local area, and key specifics on particular public transport and active travel connections. We will be submitting a response from the villages we represent based on any feedback received, in mid-December.

The survey, plus information about the proposals, including maps, frequently asked questions, dates of public meetings etc can be found at: <http://www.greatercambridge.org.uk/mc-2022>

Residents and those travelling to the area are asked for their thoughts on the three parts of the proposal:

Transforming the bus network

From mid-2023, GCP is proposing to transform the bus network through new routes, additional services, cheaper fares and longer operating hours. Please check the proposals and add your comments: are these satisfactory or is there a better way?

Investing in other sustainable travel schemes

Alongside the bus network, GCP is proposing to invest in new sustainable travel schemes, such as better walking and cycling links. Again, input is needed.

Creating a Sustainable Travel Zone

GCP is proposing the introduction of a Sustainable Travel Zone which includes a road user charge. Vehicles would be charged for driving within the zone between 7am and 7pm on weekdays, and money raised would fund improvements to the bus network and other sustainable travel schemes. The Zone would be fully operational in 2027/28 but only after the bus improvements are introduced. Again, your input please.

None of these parts could work without the others and the fundamental premise is that attractive alternatives to driving must exist prior to the introduction of a congestion charge – which once in place would provide the revenue to run the scheme long-term. The initial set-up outlay would be funded by the Greater Cambridge Partnership, itself funded by central government on a time-limited basis.

South Cambs trials plant-powered bin lorries

In our latest step towards decarbonisation, South Cambs has conducted a trial with eight bin lorries using biofuels, cutting their net carbon emissions by 90%. During the past two months, Greater Cambridge Shared Waste, a partnership between South Cambridgeshire District and Cambridge City Councils, ran the eight vehicles on hydrotreated vegetable oil (HVO) instead of diesel.

The Councils are transitioning their fleet of around 50 bin lorries to electric and alternative fuel vehicles to reduce net carbon emissions. Currently, a significant proportion of the waste service's, and therefore the councils', carbon emissions originate from diesel bin lorries. Two fully electric bin lorries are already being used in the city of Cambridge and South Cambridgeshire and a solar farm is planned at the service depot to be able to charge more of them in future.

Once a sustainable fuel source is secured, the Councils could purchase further vehicles which could be powered by HVO. This would be an interim solution ahead of more electric or hydrogen trucks joining the fleet as and when they become available from manufacturers, and in-line with the depot charging facilities becoming operational.

Local NHS survey on accessing health and care services

Health and care services have been under severe strain over the past few years, as many will know from personal experience. Please, if you can spare a few minutes, could you look at this survey on your own experience accessing the services you need, and how things might be improved? The 'Integrated Care Partnership' is our local NHS.

<https://www.surveymonkey.co.uk/r/5YGGF3P>

Major projects

It's always unwise to write about Government announcements because – you know – U turns – but the Chancellor's 'mini' budget at the end of September included the statement that Cambridge South Station and A428 Black Cat dualling are on list of infrastructure projects to be "accelerated as fast as possible". So that's welcome news. Also was the inclusion of East West Rail but of course

parts of it are already up and running or in build phase. It's just 'our' section that remains unplanned. EWR Co advises that the results of the public consultation 'may' be released before Christmas.

Inflation – what are the consequences?

Inflation is very much on our minds at home of course, but also at Cambridgeshire County Council. For the current financial year the total service budgets are £456 million (net) for revenue and £164 million in the capital fund (with a total programme of over £1 billion). In setting budget in February, we did provide for significant budget growth which allowed for inflation costs of £9.991 million, demand growth £9.615 million, Pressures (e.g. increased non-inflation costs or reduced income) £16.236 million and investments of £7.253 million. All this was funded by this year's council tax increase, savings, and Government funding.

In June, the Council allocated additional resources to meet expected inflationary pressures in the current year. These are mainly due to energy prices and to some of the Council's large contracts which are linked to national inflation figures. The Council also created a reserve to meet unexpected inflationary pressures. Apart from pay inflation, the Council therefore expects to be able to meet the costs of inflation in its revenue budgets this financial year.

Even so, the Council is currently forecasting a small (£2.368 million or 0.5 per cent) overspend for 2022/23, mainly due to the effects of the expected level of public sector pay inflation for this year, which exceeds the estimates used in budgeting.

But what of next year and beyond?

Inflation remains a significant concern in looking ahead to setting the Council's medium-term financial plan for the next five years. When the Council set its Medium Term Financial Plan in February 2022 it did include a budget gap. Budget planning is still ongoing, but the budget gap for the coming year 2023/24 is now looking considerably higher than £17.396 million – currently projected at £29 million. This will again need to be filled by council tax, savings, and any Government funding awarded between now and February 2023.

Changes in energy prices affect the Council beyond costs such as simply heating buildings or running street lights. The Council is engaged in a number of energy projects, including retrofitting its own buildings with clean energy, building solar farms, installing solar panels on park and ride sites, and the flagship community heating project at Swaffham Prior. The business cases for all these projects change very significantly as a result of changing expectations for the costs of the oil and gas they are replacing. So this places very considerable pressure on us.

Council Name:
Date of application:
Award level applied for:

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Note: Fees payable -
- £50 registration fee payable to NALC
- £80 accreditation fee (accreditation lasts for 4 years)

Council Name:

Date of application:

Award level applied for:



The Council confirms by resolution that it recognises its duties in relation to bio-diversity and crime and disorder and that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders		
2 Its financial regulations		
3 Its Code of Conduct and a link to councillors' registers of interests		
4 Its publication scheme		
5 Its last annual return		
6 Transparent information about council payments		
7 A calendar of all meetings including the annual meeting of electors		
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
9 Current agendas		
10 The budget and precept information for the current or next financial year		
11 Its complaints procedure		
12 Its accessibility statement		
13 Its privacy notice		
14 Council contact details and councillor information in line with the Transparency Code		
15 Its action plan for the current year		
16 Evidence of consulting the community		
17 Publicity advertising council activities		
18 Evidence of participating in town and country planning		

Council Name:

Date of application:

Award level applied for:

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme		
20 A register of assets		
21 Contracts for all members of staff		
22 up-to-date insurance policies that mitigate risks to public money		
23 Disciplinary and grievance procedures		
24 A policy for training and training and development of and councillors		
25 A record of all training undertaken by staff and councillors in the last year		
26 A clerk who has achieved 12 CPD points in the last year		

Council Name:

Date of application:

Award level applied for:



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting		
2 A Health and Safety policy		
3 Its policy on equality		
4 Councillor profiles		
5 A community engagement policy involving two-way communication between council and community		
6 A grant awarding policy		
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting		
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review		
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins		
10 Evidence of helping the community plan for its future		

Council Name:

Date of application:

Award level applied for:

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)		
12 at least two-thirds of its councillors who stood for election		
13 an annual report that is actively shared with the community		
14 Evidence of a customer service in how the council handles correspondence with the public		
15 a qualified clerk		
16 a formal appraisal process for all staff		
17 a training policy and record for all staff and councillors		

Council Name:

Date of application:

Award level applied for:



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		
2 An annual report, online material, news bulletins and other council communications with evidence of		
a engaging with diverse groups in the community using a variety of methods		
b community engagement influencing council activity and priorities		
c A wide range of council activities, including innovative projects, that produce positive outcomes for the community		
d co-operating constructively with other organisations		

Council Name:

Date of application:

Award level applied for:

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
3 Ensures that the council delivers value for money		
4 Provides leadership in planning for the future of the community		
5 Engages with the community on issues related to the environment and climate change		
6 Manages the performance of the council as a corporate body		
7 Manages the performance of each individual staff member to achieve its business plan		

Invoice

Invoice Number:	LCO02385-700901
Invoice Date:	03 October 2022
Policyholder Name:	Melbourn Parish Council
Policyholder Address:	30 High Street Melbourn Royston Cambridgeshire SG8 6DZ
Policy Number:	LCO02385
Effective Date:	04 October 2022
Description:	Local Councils Insurance Renewal
Premium:	£13,292.95
Insurance Premium Tax:	£1,595.15
Fee:	£0.00
Total Premium Due:	£14,888.10
Terms of Payment:	In advance of your renewal date (see above)

Payment Methods:

During the current lockdown, our offices are not always attended daily. So as to avoid any delays in processing your renewal, we would ask that you please either make payment by credit/debit card or BACS/automatic transfer, rather than by cheque. If you are unable to make payment, other than by cheque, please email or call us to let us know that a cheque has been sent to the office, noting your policy number, the amount paid and the date you posted this to us.

You can now make premium payments quickly and securely online, via our BHIB Self Service Portal. Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email or call the team and we will be happy to help.

Email: enquiries@bhibaffinities.co.uk

Phone: 0330 013 0036

1. Payment by credit/debit card – please access our online BHIB Self Service Portal, or call BHIB on 0330 013 0036 and have your card details ready
2. Payment by BACS/automatic transfer – please arrange payment to:
BHIB Ltd - Account No 01100742 – Sort Code 56-00-60 quoting your policy number (see above) as the reference
3. Payment by cheque – please make cheques payable to BHIB Ltd and forward to BHIB Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester LE19 1SJ, quoting your policy number (see above) on the reverse

BHIB Leicester

AGM House, 3 Barton Close,
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036

E.enquiries@bhibaffinities.co.uk

www.bhibcouncils.co.uk

Quotation Number : **36047**

Date : 28 September 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 : Workstation

Dear Claire

As discussed please find a quote for a new workstation

Qty	Item / Description	Unit Price	Total
1	HP 295 G6 Ryzen 5 4600G / 3.7 GHz RAM 8 GB SSD 256 GB NVMe DVD-Writer Radeon Graphics GigE Win 11 Pro	426.09	426.09
1	Installation and Setup Setup of a standard business computer onto customer network. Transfer of any data required from previous computer where machine is a replacement. Installation of remote access software and anti-virus software where applicable. Documentation and asset tagging of machine. Installation of any required software Install Printers Setup Office if required	187.50	187.50
1	Delivery	4.95	4.95
1	Microsoft Office Home & Business 2021 (Download) 1 PC/Mac Download ESD	199.78	199.78

Qty	Item / Description (Continued)	Unit Price	Total
		Subtotal	£ 818.32
	Quotation valid for a period of 7 Days, stock availability can change at any time.	VAT at 20 %	£ 163.66
		Total	£ 981.98

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>

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 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	£56.71	-£2,343.29
101 Allotment Insurance Premiums	£0.00	£0.00	£20.00	£20.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation	£6,250.00	£0.00	£3,925.43	-£2,324.57
Cemeteries				
200 Burial Fees	£4,000.00	£0.00	£3,190.00	-£810.00
Total Cemeteries	£4,000.00	£0.00	£3,190.00	-£810.00
Play Areas & Recreation Grounds				
300 Match Fees	£3,200.00	£0.00	£350.00	-£2,850.00
320 Hire of Recreation Grounds	£800.00	£0.00	£662.47	-£137.53
340 Pavilion Hire	£300.00	£0.00	£207.00	-£93.00
Total Play Areas & Recreation Grounds	£4,300.00	£0.00	£1,219.47	-£3,080.53
Finance & General Purpose				
410 Precept	£293,430.00	£0.00	£293,430.00	£0.00
420 Interest - Deposit Account Unity	£100.00	£0.00	£479.67	£379.67
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£50.00	£0.00	£171.80	£121.80
435 Interest - Charity Bank	£100.00	£0.00	£141.00	£41.00
440 Interest - HTB	£150.00	£0.00	£483.70	£333.70
460 Miscellaneous Income	£0.00	£5,000.00	£5,015.00	£15.00
485 Feed In Tariff	£0.00	£0.00	£631.32	£631.32
600 Grants Received	£0.00	£0.00	£700.00	£700.00
660 Timebanking Income	£0.00	£700.00	£700.00	£0.00
Total Finance & General Purpose	£294,180.00	£5,700.00	£301,752.49	£1,872.49
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£13,000.02	-£12,999.98
Total Rental Property	£26,000.00	£0.00	£13,000.02	-£12,999.98
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
Total Community Benefit Reserve	£0.00	£47,108.13	£47,108.13	£0.00
S106 & Other Capital Grants Reserve				
140 S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
Total S106 & Other Capital Grants	£0.00	£14,899.75	£14,899.75	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£334,730.00	£67,707.88	£385,095.29	-£17,342.59

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 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	£1,540.83	£349.17
1100	Conservation	£11,300.00	£5,287.00	£10,767.22	£5,819.78
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£3,735.00	£4,935.00
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£2,760.00	£4,910.00
Total Conservation		£30,820.00	£5,287.00	£19,315.65	£16,791.35
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£1,338.52	£3,426.48
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£2,434.98	£3,515.02
Total Cemeteries		£10,715.00	£0.00	£3,773.50	£6,941.50
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£2,312.25	£1,907.75
3200	Recreation Grounds	£12,720.00	£0.00	£8,454.63	£4,265.37
3400	Pavilion	£9,160.00	£2,000.00	£6,207.95	£4,952.05
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£16,974.83	£11,125.17
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£141.44	£1,608.56
4300	Wardens' Materials, Equipment & Van	£2,400.00	£0.00	£1,579.36	£820.64
4500	Insurances	£12,550.00	£0.00	£0.00	£12,550.00
4700	Membership of Societies	£1,370.00	£0.00	£152.00	£1,218.00
4900	Parish Clock	£400.00	£0.00	£0.00	£400.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£5,088.57	£21,599.43
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£34,607.23	£38,992.77
5300	Sundry Expenses	£150.00	£0.00	£59.00	£91.00
5400	Training	£1,500.00	£0.00	£550.00	£950.00
5700	Pension Scheme Charges	£440.00	£0.00	£216.00	£224.00
5900	Bank Charges	£400.00	£0.00	£94.70	£305.30
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£5,000.00	£2,600.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£37.80	£162.20
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£872.83	£1,180.58	£11,562.25
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£631.32	£-631.32
6450	PWLB Community Hub - Interest	£27,876.00	£0.00	£27,875.75	£0.25
6451	PWLB Community Hub - Capital	£5,078.00	£0.00	£5,078.45	£-0.45
6452	PWLB Car Park - Interest	£5,314.00	£0.00	£2,697.18	£2,616.82
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£5,746.55	£5,827.45
6600	Timebanking Expenses	£470.00	£264.51	£329.49	£405.02
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£2,034.55	£1,965.45
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£8,058.40	£7,796.60
Total Finance & General Purpose		£232,325.00	£1,137.34	£116,383.37	£117,078.97

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 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	£2,200.00	£2,200.00	£1,000.00
Total Planning	£1,000.00	£2,200.00	£2,200.00	£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	£252.78	£2,247.22
Total Highways	£14,000.00	£0.00	£252.78	£13,747.22
Rental Property				
9000 Little Hands Nursery	£5,470.00	£0.00	£4,468.88	£1,001.12
Total Rental Property	£5,470.00	£0.00	£4,468.88	£1,001.12
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£33,426.18	£33,426.18	£0.00
Total Community Benefit Reserve	£0.00	£33,426.18	£33,426.18	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£49,773.34	£50,333.34	£-560.00
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
Total S106 & Other Capital Grants	£0.00	£54,773.34	£55,333.34	£-560.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£320,430.00	£98,823.86	£252,128.53	£167,125.33
Total Income	£334,730.00	£67,707.88	£385,095.29	£-17,342.59
Total Expenditure	£320,430.00	£98,823.86	£252,128.53	£167,125.33
Total Net Balance	£14,300.00		£132,966.76	

Cash & Bank Balances 30th September 2022

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£257,840.99
Unity Bank Instant Access Deposit	£223,506.21

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£45,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,141.00
HTB 45 day Business Notice	£135,348.70
Nationwide 45 day Business Saver	£115,146.31

Total **£807,748.21**

Melbourn Parish Council Finance Report 30th September 2022

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1st April to 30th September 2022. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

Interest on deposit accounts – this is anticipated to significantly exceed budget due to the increase in interest rates that have taken place during the year.

Miscellaneous Income – this is not budgeted. £5,000 has been received for an easement across the Old Recreation Ground. This money has been taken to a reserve and ring-fenced for future maintenance expenditure for the Old Rec.

Grants Received – a grant of £700 has been received from SCDC towards the Jubilee bench.

Expenditure:

Maintenance Expenditure – there has been unplanned expenditure on removing asbestos from the allotments and repairing the goal mouths on the football pitches. The Maintenance Committee believe that it should be possible to offset this with underspends elsewhere in the maintenance budget headings.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

5th October 2022

Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5467	DD181019 THREE	£13.00	£2.17	£10.83	17/09/22 3 Business Services - Timebank phone - up to 17 Sep	AIQ13511348759
		£13.00	£2.17	£10.83	3 Business Services - Total	
5511	BACS2210 25BHIB	£14,888.10	£0.00	£14,888.10	03/10/22 BHIB Ltd - Local council insurance premium 2022-23	LCOO2385-700901
		£14,888.10	£0.00	£14,888.10	BHIB Ltd - Total	
5466	DD221008 BGASOR	£9.67	£0.46	£9.21	24/09/22 British Gas - Electricity bill - orchard road cemetery 21/08/22-21/09/22 actual	3515926
5512	DD221024 BGASPAV	£23.50	£1.12	£22.38	10/10/22 British Gas - Pavilion Electricity - 26/09/22 to 01/10/22 - estimated	3578666
5486	DD221018 BGASWSH OP	£72.18	£3.44	£68.74	04/10/22 British Gas - Workshop electricity -05/09/22-04/10/22	3546143
		£105.35	£5.02	£100.33	British Gas - Total	
5483	BACS2210 25DPETTIF ER	£57.00	£0.00	£57.00	03/09/22 David William Pettifer - September Litter picking	
		£57.00	£0.00	£57.00	David William Pettifer - Total	
5469	BACS2210 25ESPO	£100.38	£16.73	£83.65	20/09/22 ESPO - Paper A4 and A3 (arrived 23/09/22)	6678113
		£100.38	£16.73	£83.65	ESPO - Total	
5498	BACS2210 25H2O	£372.00	£62.00	£310.00	28/09/22 H2O Gas Heating & Plumbing Services Ltd - Replace TMV under sink and expansion vessel	
		£372.00	£62.00	£310.00	H2O Gas Heating & Plumbing Services Ltd - Total	
5492	BACS2210 25HAGS	£103,261.23	£17,210.20	£86,051.03	30/09/22 HAGS-SMP Ltd - First invoice The Moor Play Park project - removal works and installation	085169
		£103,261.23	£17,210.20	£86,051.03	HAGS-SMP Ltd - Total	
5473	BACS2210 25HCR	£672.00	£112.00	£560.00	29/09/22 Harrison Clark Rickerbys Solicitors - Land Transfer at Greengage Rise legal fees	92119353
		£672.00	£112.00	£560.00	Harrison Clark Rickerbys Solicitors - Total	
5496	BACS2210 25HBOOK	£42.34	£0.00	£42.34	10/10/22 Hart's Books - 7 books for Library - funded by S106	HB101022ML
		£42.34	£0.00	£42.34	Hart's Books - Total	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5476	BACS2210 25H&CGM	£906.00	£151.00	£755.00	30/09/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds September (6 of 12)	SI-1915
5477	BACS2210 25H&CGM	£552.00	£92.00	£460.00	30/09/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Sept 6 of 12	SI-1916
5478	BACS2210 25H&CGM	£487.00	£81.17	£405.83	30/09/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance Sept 6 of 12	SI-1917
5479	BACS2210 25H&CGM	£747.00	£124.50	£622.50	30/09/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Aug(5 of 12)	SI-1918
5475	BACS2210 25HCGM	£360.00	£60.00	£300.00	26/08/22 Herts & Cambs Ground Maintenance Limited - Water goal mouths @ £50 per time for 8 times minus £100 for bowls club hedge.	SI-1853
		£3,052.00	£508.67	£2,543.33	Herts & Cambs Ground Maintenance Limited - Total	
5468	BACS2210 25JTRUEM AN	£70.00	£0.00	£70.00	25/09/22 Jason Trueman - September Pavilion Cleaning - 5 hour @ £14 per hour	000145
		£70.00	£0.00	£70.00	Jason Trueman - Total	
5490	BACS2210 25LUCID	£160.80	£26.80	£134.00	01/10/22 LUCID Systems - Covered agreement - November	26538
		£160.80	£26.80	£134.00	LUCID Systems - Total	
5485	BACS2210 25MWYER	£152.00	£0.00	£152.00	03/10/22 Mark Wyer - Litter picking Sept 2022	234
		£152.00	£0.00	£152.00	Mark Wyer - Total	
5509	BACS2210 25MCHUB	£7,246.76	£1,207.80	£6,038.96	18/10/22 Melbourn Community Hub Management Group - Rebill - espresso machine and Convection Oven	1629
		£7,246.76	£1,207.80	£6,038.96	Melbourn Community Hub Management Group - Total	
5493	BACS2210 25MGARA GE	£50.00	£0.00	£50.00	07/10/22 Melbourn Garage - MOT for Parish Van	1071111
		£50.00	£0.00	£50.00	Melbourn Garage - Total	

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Date

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Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5497	BACS2210 25CRP	£700.00	£0.00	£700.00	10/10/22 Meldreth Melbourn Shepreth and Foxton Community Interest Company - Grant funding for Community Rail Partnership	GRANT
		£700.00	£0.00	£700.00	Meldreth Melbourn Shepreth and Foxton Community Interest Company - Total	
5484	BACS2210 25NORBU RYS	£12.12	£2.02	£10.10	04/10/22 Norburys Building & Landscape Supplies Ltd - Bolts, washers and nuts	3116229
		£12.12	£2.02	£10.10	Norburys Building & Landscape Supplies Ltd - Total	
5471	DD221001 NOW	£43.20	£7.20	£36.00	01/10/22 Now Pensions - Employer Service Charge October 2022	NPL208597
5472	BACS2210 25STREES	£900.00	£150.00	£750.00	28/09/22 Shelford Tree Service - tree work - 2 Ash Grove (silver Maple, stump treated with ecoplugs, removal of waste)	1385
		£900.00	£150.00	£750.00	Shelford Tree Service - Total	
5460	DD221008 SOURCEC ARPK	£7.00	£0.00	£7.00	01/10/22 Source for Business (Cambridge Water) - Water - car park workshop	30781922541
5102	DD221010 WBORC	£48.42	£0.00	£48.42	01/04/22 Source for Business (Cambridge Water) - Water services - Orchard Road	312692416
		£55.42	£0.00	£55.42	Source for Business (Cambridge Water) - Total	
5462	DD221001 SCAMBS	£29.90	£0.00	£29.90	01/10/22 South Cambs District Council - Pavilion Fortnightly collections - 7 of	80048384
5464	DD221001 SCDCCP	£1,198.00	£0.00	£1,198.00	01/10/22 South Cambs District Council - Rates- Car Park Instalment 7 of 10	RATES
5463	DD221001 SCDCNR	£75.00	£0.00	£75.00	01/10/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 7 of 10	RATES
5461	DD221001 SCDCPAV	£259.00	£0.00	£259.00	01/10/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 7 of 10	RATES
		£1,561.90	£0.00	£1,561.90	South Cambs District Council - Total	

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Date

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Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5465	BACS2210 25UL	£252.00	£42.00	£210.00	21/09/22 Unlimited Logos - Littering signs for River Mel	SI-1531
		£252.00	£42.00	£210.00	Unlimited Logos - Total	
5487	DD221008 YU	£45.01	£2.14	£42.87	01/10/22 Yu Energy - Street lighting account 2000107117 01/09/22-30/09/22	00937836
5489	DD221008 YU	£12.88	£0.61	£12.27	01/10/22 Yu Energy - Street lighting account 2000107118 01/09/22-30/09/22	00937837
5488	DD22108YU	£11.98	£0.57	£11.41	01/10/22 Yu Energy - Street lighting account 2000107116 01/09/22-30/09/22	00937835
		£69.87	£3.32	£66.55	Yu Energy - Total	
		£5,826.39	£0.00	£5,826.39	Confidential items – salaries, NI & pensions	

Prepaid Debit Card Expenditure (card top-up 10th Oct 2022):

5378	BACS2210 10SOLDO	£15.17	£2.53	£12.64	25/07/22 Adobe Systems Incorporated - Acropro monthly subscription - Jul 2022	
5398	BACS2210 10SOLDO	£15.17	£2.53	£12.64	22/08/22 Adobe Systems Incorporated - Acropro monthly subscription - Aug 2022	
5482	BACS2210 10SOLDO	£15.17	£2.53	£12.64	22/09/22 Adobe Systems Incorporated - Acropro monthly subscription - Sep 2022	
5417	BACS2210 10SOLDO	£24.38	£4.06	£20.32	31/08/22 Amazon Marketplace - red markers for allotments and anti climb paint signs + delivery	
5444	BACS2210 10SOLDO	£32.84	£5.47	£27.37	08/09/22 Amazon Marketplace - 2 condolence books	
5445	BACS2210 10SOLDO	-£32.84	-£5.47	-£27.37	15/09/22 Amazon Marketplace - REFUND of 2 condolence books	
5373	BACS2210 10SOLDO	£19.08	£3.18	£15.90	11/08/22 DefibWarehouse / First Rescue Training and Suppliers Ltd - Defibrillator 3D Wall Sign	DW-73187

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Date

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Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
Prepaid Debit Card Expenditure (continued) (card top-up 10 th Oct 2022):						
5368	BACS2210 10SOLDO	£34.13	£5.69	£28.44	08/08/22 Flint Cross Service Station - Diesel for van	102274
5432	BACS2210 10SOLDO	£30.01	£5.00	£25.01	12/09/22 Flint Cross Service Station - Diesel for van	122868
5494	BACS2210 10SOLDO	£30.48	£5.08	£25.40	10/10/22 Flint Cross Service Station - Diesel for parish van	7704
5311	BACS2210 10SOLDO	£19.24	£3.21	£16.03	12/07/22 Ionos Cloud Ltd - Website Hosting & domain name	203031831320
5423	BACS2210 10SOLDO	£19.24	£3.21	£16.03	15/08/22 Ionos Cloud Ltd - Website Hosting & domain name	203031831320
5433	BACS2210 10SOLDO	£19.24	£3.21	£16.03	11/09/22 Ionos Cloud Ltd - Website Hosting & domain name	203032664925
5442	BACS2210 10SOLDO	£3.65	£0.00	£3.65	15/09/22 Melbourn Stores - Coffee	3398
5491	BACS2210 10SOLDO	£3.40	£0.00	£3.40	06/10/22 Melbourn Stores - Tea and milk	3417
5365	BACS2210 10SOLDO	£10.99	£1.83	£9.16	08/08/22 Merlin Mica Hardware - padlock for electrical appliance bin	18223
5331	BACS2210 10SOLDO	£33.54	£5.59	£27.95	20/07/22 Norburys Building & Landscape Supplies Ltd - gloves and jumbo bag	3111937
5332	BACS2210 10SOLDO	£12.00	£2.00	£10.00	20/07/22 Norburys Building & Landscape Supplies Ltd - jumbo bag	3111937
5364	BACS2210 10SOLDO	£6.44	£0.00	£6.44	08/08/22 Phillimore Garden Centre - chain for electrical appliance bin	
5377	BACS2210 10SOLDO	£5.00	£0.00	£5.00	15/07/22 Soldo - Prepaid debit card fee	
5441	BACS2210 10SOLDO	£31.50	£5.25	£26.25	15/09/22 The Pure Bicycle Company - Repair to the bike	580
5474	BACS2210 10SOLDO	£3.72	£0.62	£3.10	29/09/22 Wrights Mower Centre - Mower pull handle	
5333	BACS2210 10SOLDO	£14.39	£2.40	£11.99	20/07/22 Zoom Video Communications Inc. - Zoom pro 20 July 2022- 19 August 2022	INV158339599
5397	BACS2210 10SOLDO	£14.39	£2.40	£11.99	20/08/22 Zoom Video Communications Inc. - Zoom pro 20 August 2022- 19 September 2022	INV162901789
5453	BACS2210 10SOLDO	£14.39	£2.40	£11.99	20/09/22 Zoom Video Communications Inc. - Zoom pro 20 Sept 2022- 19 Oct 2022	INV167458171
Total		£140,058.58	£19,418.65	£120,644.93		

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list October 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
Item missed from Sept approval list for retrospective approval:						
5470	DD220928 BGASPAV	£135.27	£6.44	£128.83 14/09/22	British Gas - Pavilion Electricity - 14/08/22 to 14/09/22 – estimated	3458803

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Date

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SALES ACKNOWLEDGEMENT

Order No.	Issue Date	Page
289408	24/08/2022	1 of 8

SI

289408

Clockhouse Lane East,
Egham, Surrey TW20 8PG
Tel:01784 489100 Fax:01784 431079
email:sales@hags.co.uk
www.hags.co.uk

VAT Registration No GB 207 8538 51

Invoice To:

Melbourn Parish Council
28 Station Road
Melbourn
UK, SG8 6DX

Deliver To:

The Moor Play Area
The Moor
Royston
UK, SG8 6ED

KEY:

**Work on first invoice (#085169)
shown in orange**

**Outstanding work (expected on
second invoice) in black**

CUSTOMER PO NUMBER		TERMS		SHIP VIA		CUSTOMER VAT NUMBER	
PC201/21c 25/04/22		Net 30 Days		SMP Transport			
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER No.	CUSTOMER ID	
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
01	04	1.00	INSCDMPROJECT	CDM Compliance & Project Management Site Welfare Site Storage Site Security	EA	2738.74000	£ 2738.74000
02	01	1.00	C-VL	CARRIAGE - VALUE	PD	4660.28000	£ 4660.28000
02	02	1.00	INSPECTION	Post Installation Inspect by RPII Inspector	EA	357.00000	£ 357.00000
02	03	1.00	INSSKIP	SKIP ALLOWANCE	EA	375.00000	£ 375.00000
02	05	1.00	INSREM	REMOVAL WORKS Breakout and remove from site cablerider (cutting off at ground level)	EA	638.00000	£ 638.00000
02	06	1.00	INSREM	REMOVAL WORKS Breakout and remove from site seesaw (cutting off at ground level)	EA	193.00000	£ 193.00000
02	07	1.00	INSREM	REMOVAL WORKS Breakout and remove from site standalone slide cutting off at ground level) and stairs and platform structure on the mound.	EA	295.00000	£ 295.00000
02	08	1.00	INSREM	REMOVAL WORKS Breakout and remove from site roundabout (cutting off at ground level)	EA	306.00000	£ 306.00000
02	09	2.00	INSREM	REMOVAL WORKS Breakout and remove from	EA	69.00000	£ 138.00000

Please make Cheques payable to Hags-Smp Ltd
BACS Payments: JP Morgan Bank N.A
A/C No : 41312110 Sort Code : 60-92-42
IBAN : GB62CHAS60924241312110

Clockhouse Lane East,
Egham, Surrey TW20 8PG
Tel:01784 489100 Fax:01784 431079
email:sales@hags.co.uk
www.hags.co.uk

Order No.	Issue Date	Page
289408	24/08/2022	2 of 8

SI

289408

VAT Registration No GB 207 8538 51

Invoice To:

Melbourn Parish Council
28 Station Road
Melbourn
UK, SG8 6DX

Deliver To:

The Moor Play Area
The Moor
Royston
UK, SG8 6ED

CUSTOMER PO NUMBER		TERMS		SHIP VIA		CUSTOMER VAT NUMBER	
PC201/21c 25/04/22		Net 30 Days		SMP Transport			
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER No.	CUSTOMER ID	
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
02	10	1.00	INSREM	site springer (cutting off at ground level) REMOVAL WORKS Breakout and remove from site standalone slide cutting off at ground level)	EA	153.00000	£ 153.00000
02	11	1.00	INSREM	REMOVAL WORKS Breakout and remove from site Climbing Frame.	EA	642.86000	£ 642.86000
02	12	2.00	INSREM	REMOVAL WORKS Breakout and remove from site 2-bay swing (cutting off at ground level)	EA	193.00000	£ 386.00000
02	13	25.00	INSREM	REMOVAL WORKS Breakout and remove from site grassmat tiles beneath the existing climbing frame.	EA	21.99000	£ 549.75000
02	14	26.00	INSREM	REMOVAL WORKS Breakout and remove from site 26m2 of 50mm wet pour beneath existing cradle Swings.	EA	26.00000	£ 676.00000
02	15	26.00	INSREM	REMOVAL WORKS Breakout and remove from site 26m2 of 200mm concrete base beneath existing Cradle swing surfacing.	EA	19.00000	£ 494.00000

Please make Cheques payable to Hags-Smp Ltd
BACS Payments: JP Morgan Bank N.A
A/C No : 41312110 Sort Code : 60-92-42
IBAN : GB62CHAS60924241312110

SALES ACKNOWLEDGEMENT

Clockhouse Lane East,
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Tel:01784 489100 Fax:01784 431079
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Order No.	Issue Date	Page
289408	24/08/2022	3 of 8

SI

289408

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The Moor Play Area
The Moor
Royston
UK, SG8 6ED

CUSTOMER PO NUMBER		TERMS		SHIP VIA		CUSTOMER VAT NUMBER	
PC201/21c 25/04/22		Net 30 Days		SMP Transport			
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER No.	CUSTOMER ID	
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
02	16	32.00	INSREM	REMOVAL WORKS Breakout and remove from site from site 32m of PCC edging from around existing cradle swing surfacing.	EA	14.00000	£ 448.00000
02	17	80.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 80m2 of 50mm topsoil & seed general re instatement to all required areas of the site.	EA	11.00000	£ 880.00000
02	18	8.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 8m3 of subsoil to fill in and re instate the ground where existing equipment and surfacing have been removed.	EA	65.00000	£ 520.00000
02	19	26.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 26m2 of 50mm topsoil & turf. Watering responsibility by others. to make good areas of soft ground re instatement and levelled by subsoil.	EA	17.00000	£ 442.00000
03	01	1.00	RFB	REFURBISHMENT Refurb Seesaw - Rocking Horse	EA	358.00000	£ 358.00000

Please make Cheques payable to Hags-Smp Ltd
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A/C No : 41312110 Sort Code : 60-92-42
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289408

VAT Registration No GB 207 8538 51

Invoice To:

Melbourn Parish Council
28 Station Road
Melbourn
UK, SG8 6DX

Deliver To:

The Moor Play Area
The Moor
Royston
UK, SG8 6ED

CUSTOMER PO NUMBER		TERMS		SHIP VIA		CUSTOMER VAT NUMBER	
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Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION	UNIT	UNIT PRICE	EXTENDED PRICE
				COMMENTS			
04	03	1.00	HS8064717(08)	Rub down and repaint MANTIS Zipwire- 30m without ramp Mantis 30m Zipwire Galvanised back post Yellow support front legs	EA	4728.90000	£ 4728.90000
04	04	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	2547.00000	£ 2547.00000
05	03	1.00	DSVIP(SC)	Nexus Viper - Rope Swing Special Colour Viper Rope Swing Green Arch Brown inner legs	EA	4208.32000	£ 4208.32000
05	04	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	1733.00000	£ 1733.00000
06	01	1.00	HAG8054258	Hilly 4 Seat Springer	EA	1890.42000	£ 1890.42000
06	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	388.00000	£ 388.00000
07	01	1.00	HAG8044675	Piggy Springer 1 seater	EA	456.21000	£ 456.21000
07	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	201.00000	£ 201.00000
08	01	1.00	HAG8044657	Ovis Springer (white) 1 seater	EA	456.21000	£ 456.21000
08	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	201.00000	£ 201.00000
09	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	0.00000	£ 0.00000
09	03	1.00	HAG8094854	Mira 2.4 High Swing 6 Pl Yellow X Bar/Brown Legs Mira Swing Yellow Crossbar Brown Legs	EA	1690.83000	£ 1690.83000
09	04	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	1500.00000	£ 1500.00000
10	01	2.00	HAG8049715	Katja Seat, c/w galv chains, 6mm, black	EA	101.93000	£ 203.86000
11	01	2.00	HAG8001001	Kiddy Seat, c/w galv chains, 6mm, black	EA	238.08000	£ 476.16000

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Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
12	01	1.00	HAG8053218	Tango Seat, c/w galv chains, 6mm, black	EA	457.64000	£ 457.64000
13	01	1.00	HAG8000986	Mirage Seat and 6mm Chain Assembly for HAGS Swings	EA	738.72000	£ 738.72000
14	04	1.00	CAR-SP3(006)	Spinmee Inc. Roundabout 3 Colour Collection 6	EA	4208.98000	£ 4208.98000
14	05	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	907.00000	£ 907.00000
15	03	1.00	HAG8094981	UniPlay SP7015 Melbourn Parish Council	EA	16825.83000	£ 16825.83000
15	04	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	4428.00000	£ 4428.00000
16	03	1.00	HAG8074808	Active Net 4000 for SP7015	EA	3003.60000	£ 3003.60000
16	04	1.00	TAY8074816	Green / Black ropes Active 4000 Bridge Rope SW80358 Green / Black Ropes	EA	1371.05000	£ 1371.05000
16	05	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	2516.79000	£ 2516.79000
16	06	4.00	TAY8074815	Single Installation box	EA	0.00000	£ 0.00000
18	01	1.00	TRAM8066467	Big Square Trampoline 1.5m x 1.5m; 1M-T150S	EA	2379.42000	£ 2379.42000
18	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	981.00000	£ 981.00000
19	01	131.00	RP400S	GRASSMATT FR SURFACING FLAME RETARDANT1.5Mtx1Mt	EA	26.02000	£ 3408.62000
19	02	131.00	INSTSS	INSTALL SAFETY SURFACING Install grass mat	EA	15.00000	£ 1965.00000
19	03	50.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 50mm topsoil & turf. Watering responsibility by others.	EA	17.00000	£ 850.00000

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Sophie Marriage		Simon Carson		03/05/2022	289408	M0030	
LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
20	01	122.00	WET-POUR	WETPOUR - SUPPLY & LAY Supply and lay 122m2 of Black ramped wet pour as per design.	EA	79.81000	£ 9736.82000
20	02	15.00	INSTSS	INSTALL SAFETY SURFACING Supply and install stone to regulate	EA	8.00000	£ 120.00000
20	03	35.00	INSGROUND	GROUNDWORKS Soft dig excavation to 150mm & cart away spoil -35m2 to extend existing base beneath the swings.	EA	14.00000	£ 490.00000
20	04	35.00	INSTSS	INSTALL SAFETY SURFACING Supply and install 35m2 of geotextile membrane -35m2 to extend existing base beneath the swings.	EA	3.00000	£ 105.00000
20	05	35.00	INSTSS	INSTALL SAFETY SURFACING Supply and install 35m2 of 100mm MOT type 1 - 35m2 to extend existing base beneath the swings.	EA	24.00000	£ 840.00000
20	06	21.00	INSGROUND	GROUNDWORKS Allowance for 21m3 of cut & fill to flatten mounding beneath the existing climbing frame.	EA	18.00000	£ 378.00000
20	07	30.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay [??]m2 of 50mm topsoil & turf.	EA	17.00000	£ 510.00000

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LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION COMMENTS	UNIT	UNIT PRICE	EXTENDED PRICE
20	08	1.00	INSREM	Watering responsibility by others. REMOVAL WORKS Breakout and remove from site embankment slide and steps	EA	1285.00000	£ 1285.00000
21	01	1.00	HAG8072024	Swift Wide 1.8m high Slide w Platform, f Embankment	EA	3786.29000	£ 3786.29000
21	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	590.00000	£ 590.00000
22	01	1.00	HAG8002959	Staircase Steps for mound w 1 Handrail, L 3m	EA	597.42000	£ 597.42000
22	02	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	350.00000	£ 350.00000
23	02	45.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 50mm topsoil & turf. Watering responsibility by others.	EA	17.00000	£ 765.00000
23	03	1.00	INSGROUND	GROUNDWORKS Allowance for mounding for embankment slide. Spec to confirmed on CAD drawing.	EA	930.00000	£ 930.00000
24	03	1.00	PD2200-15	Underground Tunnel 2000mm FIBDTS20 - Curved Entry P Underground Tunnel with 800x1200mm Entry - 2.0m FIBDTS20)	EA	683.13000	£ 683.13000
24	04	1.00	INSTPG	INSTALL PLAY EQUIPMENT	EA	150.00000	£ 150.00000
25	02	1.00	INSREINSTA	REINSTATEMENT WORKS Allowance to turf mound	EA	115.00000	£ 115.00000

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LN	DL	QUANTITY ORDERED	PART IDENTIFIER	DESCRIPTION		UNIT	UNIT PRICE	EXTENDED PRICE
				COMMENTS				
25	03	1.00	INSTPG	extension <i>INSTALL PLAY EQUIPMENT</i> <i>Install drainage for</i> <i>trampoline and Spinmee if</i> <i>required</i>		EA	1170.00000	£ 1170.00000
25	04	1.00	INSGROUND	GROUNDWORKS <i>Allowance for extending</i> <i>mounding for tunnel</i>		EA	1145.00000	£ 1145.00000
26	01	1.00	PROJECT	QUOTE REF/DRAWING ISSUE Q-28467-M2B4_Rev3		EA	0.00000	£ 0.00000
27	01	1.00	INSTPG	INSTALL PLAY EQUIPMENT Quarterly Inspections for a year post install.		EA	0.00000	£ 0.00000
<p>First invoice total: £86,051 + VAT</p> <p>Approved expenditure (PC201/21c 25/04/22) £103,719.85 +VAT</p> <p>Outstanding work= £17,668.82 = £103,719.85-£86,051</p>								

NOTES

01763 263303 (Option 3)

LINE ITEM TOTALS	103,719.85
VAT	20,743.97
ORDER TOTAL	£ 124,463.82

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IBAN : GB62CHAS60924241312110

From: [Poppy Shop UK](#)
To: [Parish Clerk](#)
Subject: We've got your order, 12001300686
Date: 10 October 2022 15:21:24



Order # 12001300686

10/10/2022

Hi Melbourn,

Thank you for buying from the Poppy Shop.

Your order will help us to provide life-long support to our Armed Forces community; serving and ex-serving personnel and their families.

We're getting your order ready for dispatch. We'll send you another email to let you know when your items have been sent.

[View your order](#)

Order summary



Medium Poppy Wreath

x 1 £19.99

Subtotal £19.99

UK Standard Delivery £3.99

VAT £4.00

Total £23.98

Payment Information



Mastercard (.....2824)

£23.98

Delivery Address

Melbourn Parish Council
Melbourn Community Hub
30 High Street, Melbourn
Royston
SG8 6DZ
United Kingdom

Billing Address

Melbourn Parish Council
Melbourn Community Hub
30 High Street, Melbourn
Royston
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United Kingdom

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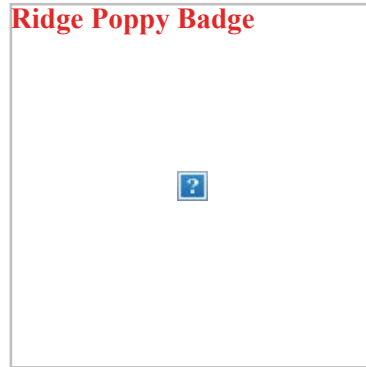
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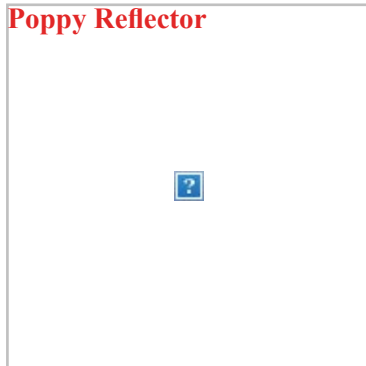
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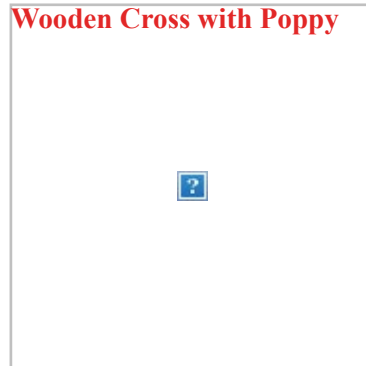
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18 August 2022

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

**Elgin House
Billing Road
Northampton
NN1 5AU**

Telephone: 01604 233 233
Fax: 01604 627 941
DX: 15623 Northampton 3
Direct Line: 01604 463 379

**REAL ESTATE COMMERCIAL
PROPERTY**

Dear Committee

Re. Transfer of open space, Orchard Gardens, Melbourn

This letter of report has been prepared for the sole benefit of yourselves in connection with the transfer you are proposing to enter into of land at Orchard Gardens Melbourn and for no other purpose. The contents of this report are private and confidential and must not be relied on or made available to any third party without this firm's consent.

The main terms of the Transfer are as follows:-

1. Transfer – Stonebond Properties (Chelmsford) Ltd
2. Price - £1
3. Property – the property is the land shown hatched black on the plan on which comprises the local area of play (LEAP) and the local equipped area of play (LAP). Please check that the areas which are shown accord with your understanding of the areas which are to be transferred to you. If there is any discrepancy, please advise accordingly.
4. Rights - The property is sold subject the right over and along the Private Accessways which are accessways which are not intended to be adopted by the Local Authority. Looking at the plan none of these areas about the LEAP or LAP so you will not need to exercise this right
5. Reservations - there is reserved for the Transferor (i.e.Stonebond) and the management company being Orchard Gardens (Melbourn) Limited the right to use all roads and footpaths and private accessways.
6. Electricity -there is reserved to the electricity provider the rights to enter on to the LEAP or LAP

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as may be required in order to maintain, use, inspect, relay, renew, replace any electric cables or conduits which are under the area transferred.

7. Highway Authority – a similar right is reserved to the highways authority to maintain the highway being Piggott Close. The right may involve entering with workmen and equipment in order to maintain repair, renew, relay the road or any surface water drainage that drains to the adopted highway.
8. Water Company – similar rights are reserved for the water authority as above
9. In terms of covenants there is a covenant imposed upon the Parish Council that the land cannot be used for any purpose other than public recreation.
10. There are positive obligations imposed with regard to the maintenance of the grassed areas and any trees or shrubs which are planted as part of a landscaping scheme.

All of the above are of a relatively standard nature. As mentioned please check the areas shown to be transferred reflect what has been agreed. If there are no additional points I will arrange for engrossments to be prepared and sent to you for signature.

Yours sincerely



Michael Campbell
For and on behalf of
HCR HEWITSONS

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

1	Title number(s) out of which the property is transferred: CB334639
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	<p>Property:</p> <p>Land at Orchard Gardens, The Moor, Melbourn</p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the attached plan and shown hatched black and annotated 'LEAP' and 'LAP'</p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	Date:
5	<p>Transferor:</p> <p>STONEBOND PROPERTIES (CHELMSFORD) LIMITED</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:05410293</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
6	<p>Transferee for entry in the register:</p> <p>MELBOURN PARISH COUNCIL</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>

<p>7 Transferee's intended address(es) for service for entry in the register: 30 High St, Melbourn, Royston SG8 6DZ</p>
<p>8 The transferor transfers the property to the transferee</p>
<p>9 Consideration</p> <p><input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): ONE POUNDS (£1.00)</p> <p><input type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input type="checkbox"/> Insert other receipt as appropriate:</p>
<p>10 The transferor transfers with</p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p> <p>The covenants implied under the LPMPA 1994 are modified so that:</p> <p>(a) The covenant set out in section 2(1)(b) if the LPMPA 1994 shall not extend to costs arising from the Transferee's failure to:</p> <p style="padding-left: 40px;">(i) Make proper searches; or</p> <p style="padding-left: 40px;">(ii) Raise requisitions on title or on the results of the Transferee's searches;</p> <p>(b) The covenant set out in section 3 of the LPMPA 1994 shall extend only to charges or incumbrances created by the Transferor; and</p> <p>(c) The words "at his own cost" in section 2 (1)(b) of the LPMPA 1994 shall be deleted and substituted with the words "at the cost of the person requiring compliance with the covenant".</p>
<p>11 Declaration of trust. The transferee is more than one person and</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares</p> <p><input type="checkbox"/> they are to hold the property on trust:</p>
<p>12 Additional provisions</p> <p>1. DEFINITIONS</p> <p>In this Transfer the following expressions have the following meaning: -</p> <p>"Estate" the land known as Orchard Gardens, The Moor, Melbourn shown edged blue on the Plan and formerly comprised under the title number CB334639</p> <p>"Managed" the private roads, footpaths and accessways within the</p>

Accessways”	Estate which are not intended to become publicly maintained.
“Management Company”	Orchard Gardens (Melbourn) Limited incorporated in England and Wales with company registration number 13152391 whose registered office is at Stonebond House, 132 – 136 New London Road, Chelmsford Essex CM2 0RC
“Plan”	the plan annexed hereto
“Relevant Authority”	all statutory corporations, local or other authorities and all bodies exercising statutory rights, powers or obligations, which shall include but not be limited to highway, planning, drainage, water, electricity, gas and telecommunications suppliers and any other authority or body or company to which the powers of such authority, body or company are delegated.

2. INTERPRETATION

- 2.1 Any obligation in this transfer on the Transferee not to do something includes an obligation not to permit or allow that thing to be done and an obligation to use reasonable endeavours to prevent that thing being done by another person.
- 2.2 A person includes a corporate or unincorporated body (whether or not having separate legal personality).
- 2.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 2.4 A reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time taking account of any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 2.5 A reference to a statute or statutory provision shall include any subordinate legislation made from time to time under that statute or statutory provision.
- 2.6 Clause headings shall not affect the interpretation of this transfer.
- 2.7 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 2.8 The Transferor shall not be liable for any breach of the covenants arising after the Transferor has parted with all interest in the Estate.

3. RIGHTS GRANTED

Rights for the benefit of the Property

The Transferor grant to the Transferee the following rights (to the exclusion of any implied rights pursuant to Section 62 of the Law of Property Act 1925):

- 3.1 The right (in common with the Transferor, the Management

Company and all other persons entitled to the same or similar right) for the Transferee and its successors in title and those authorised by them to pass and repass with or without vehicles over and along the Private Accessways (but on foot only in respect of any areas as are not intended for vehicular use forming part of the Private Accessway)

4. RIGHTS RESERVED

Rights for the benefit of the Estate

There are excepted and reserved out of the Property for the benefit of each and every part of the remainder of the Estate the following rights for the Transferor, the Management Company, the owner or owners for the time being of the remainder of the Estate and of any adjoining and neighbouring land and of any part or parts of that land intended to be benefitted and all persons having the like right or similar rights and the Authorities:

- 4.1 In the event that the Transferee fails to comply with the covenants set out at clauses 5.2 and 5.3 the full right and liberty for the Management Company to enter upon cross and recross with or without all necessary apparatus so much of the Property as may be necessary to enable to Management Company to comply with such covenant

Rights in favour of electricity company

- 4.2 EXCEPTING AND RESERVING unto the electricity provider for the benefit of its electricity undertaking and each and every part thereof the full right and liberty for the electricity company and its officers servants workmen and agents and all persons authorised by it to lay construct install maintain use inspect relay renew repair replace upgrade or remove underground electric cables and conduits or pipes and ancillary equipment within and under the Property or any part of the Property and to enter and be upon the Property with or without all necessary machinery plant vehicles and apparatus and to break up so much of the surface of the Property as is necessary from time to time for all or any of the purposes aforesaid the electricity company doing as little damage as possible and backfilling any excavations so made and restoring the surface of the Property so broken up as soon as may be practicable.

Rights in favour of the Highway Authority

- 4.3 Full right and liberty for the Highway Authority and its successors in title and its servants and agents to enter upon cross and recross with or without all necessary apparatus and vehicles so much of the Property as may be necessary to enable the Highway Authority to maintain inspect renew and repair therein the surface water drainage serving the adoptable highway (if any)
- 4.4 Full right and liberty for the Highway Authority and its successors in title to use the said surface water drainage for the purpose of draining surface water from the adoptable highway (if any)

Rights in favour of the water company

- 4.5 EXCEPTING AND RESERVING unto the water company for the benefit of its water undertaking and each and every part thereof the full right and liberty for the water company and its officers servants workmen and agents and all persons authorised by it to lay construct install maintain use inspect relay renew repair replace or remove underground pipes and conduits or drains and ancillary equipment within and under the Property or any part of the Property and to enter and be upon the Property with or without all necessary machinery plant vehicles and apparatus and to break up so much of the surface of the Property as is necessary from time to time for all or any of the purposes aforesaid the water company doing as little damage as possible and backfilling any excavations so made and restoring the surface of the Property so broken up as soon as reasonably possible.

5. COVENANTS BY THE TRANSFeree

Restrictive Covenants by the Transferee

THE Transferee HEREBY COVENANTS with the Transferor for the benefit and protection of each and every part of the remainder of the Estate and any other adjoining land belonging to the Transferor at the date hereof and also as a separate covenant with any other person who is now the owner of any part of the Estate and so as to bind the Property into whosoever hands the same may come and separately with the Management Company that the Transferee will at all times hereafter observe and perform the restrictions and stipulations set out below:-

- 5.1 The Property shall not be used for purposes other than public recreation in perpetuity.

Positive Covenants by the Transferee

- 5.2 To keep the Property hereby transferred in a neat and tidy condition and maintain any grassed areas
- 5.3 To maintain any trees hedges or shrubs planted by the Transferor under the terms of any landscaping or similar scheme approved by any Authority

Indemnity

- 5.4 The Transferee covenants with the Transferor (by way of indemnity only) that the Transferee and its successors in title will observe and perform the covenants and conditions contained or referred to in the registers of title number CB334639 and the covenants contained in clause 5 so far as they relate to the Property and insofar as they are subsisting and capable of taking effect and will indemnify the Transferor and its estate against all actions, proceedings, damages,

costs, claims and expenses which may be suffered or incurred by the Transferor or its estate in respect of any future breach or non-observance or non-performance of those covenants and conditions.

6. AGREEMENTS AND DECLARATIONS

- 6.1 The disposition effected by this transfer is subject to:
- 6.1.1 any matters contained or referred to in the entries or records made in registers maintained by HM Land Registry as at 19 October 2021 timed at 10:06:02 under title number CB334638;
 - 6.1.2 any matters discoverable by inspection of the Property;
 - 6.1.3 any matters which the Transferor does not and could not reasonably know about;
 - 6.1.4 any matters disclosed or which would have been disclosed by searches and enquiries which a prudent buyer would have made before entering into a contract for the purchase of the Property;
 - 6.1.5 any notice, order or proposal given or made by a body acting on statutory authority; and
 - 6.1.6 any matters which are unregistered interests which override registered dispositions under Schedule 3 to the Land Registration Act 2002
- 6.2 All matters recorded at the date of this transfer in registers open to public inspection are deemed to be within the actual knowledge of the Transferee for the purposes of Section 6(2)(a) of the LPMPA 1994, notwithstanding Section 6(3) of the LPMPA 1994.
- 6.3 The Property shall not, by virtue of this transfer, have any rights or easements or the benefit of any other matters over land retained by the Transferor or any other land other than those rights which are expressly granted by this transfer and Section 62 of the Law of Property Act 1925 is qualified so as to not include any liberties, privileges, easements, rights or advantages over any land retained by the Transferor except as expressly mentioned in or created by this transfer.
- 6.4 The Transferor on behalf of itself and its successors in title consents to the access of light and air to the Property (and any building on it from time to time) from the Estate but such consent shall not give any absolute right to the Transferee (or its successors in title) and is revocable at any time by the Transferor or its successors in title.
- 6.5 The Transferor has constituted a scheme of development for plots within the Estate and it is agreed and declared as follows:
- 6.5.1 the Property is transferred subject to and with the benefit of the restrictive covenants under the scheme of development affecting or intending to affect the Estate as constituted by this transfer and transfers of other parts of the Estate;
 - 6.5.2 the intention is that the restrictive covenants imposed by this transfer and other transfers of land on the Estate shall be mutually enforceable by the purchasers of each of the plots

comprised in the said scheme and their successors in title (including the Transferee and the Transferee's successors in title) regardless of the date or dates of their respective transfers.

6.6 A person who is not a party to this transfer shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999 but this does not affect any right or remedy of a third party which exists, or is available, apart from under that Act.

6.7 This transfer and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

EXECUTED as a **DEED** by
STONEBOND PROPERTIES (CHELMFORD) LIMITED
acting by a director
in the presence of: -

Witness signature _____

Witness name _____

Address _____

Occupation _____

EXECUTED as a **DEED** by
MELBOURN PARISH COUNCIL

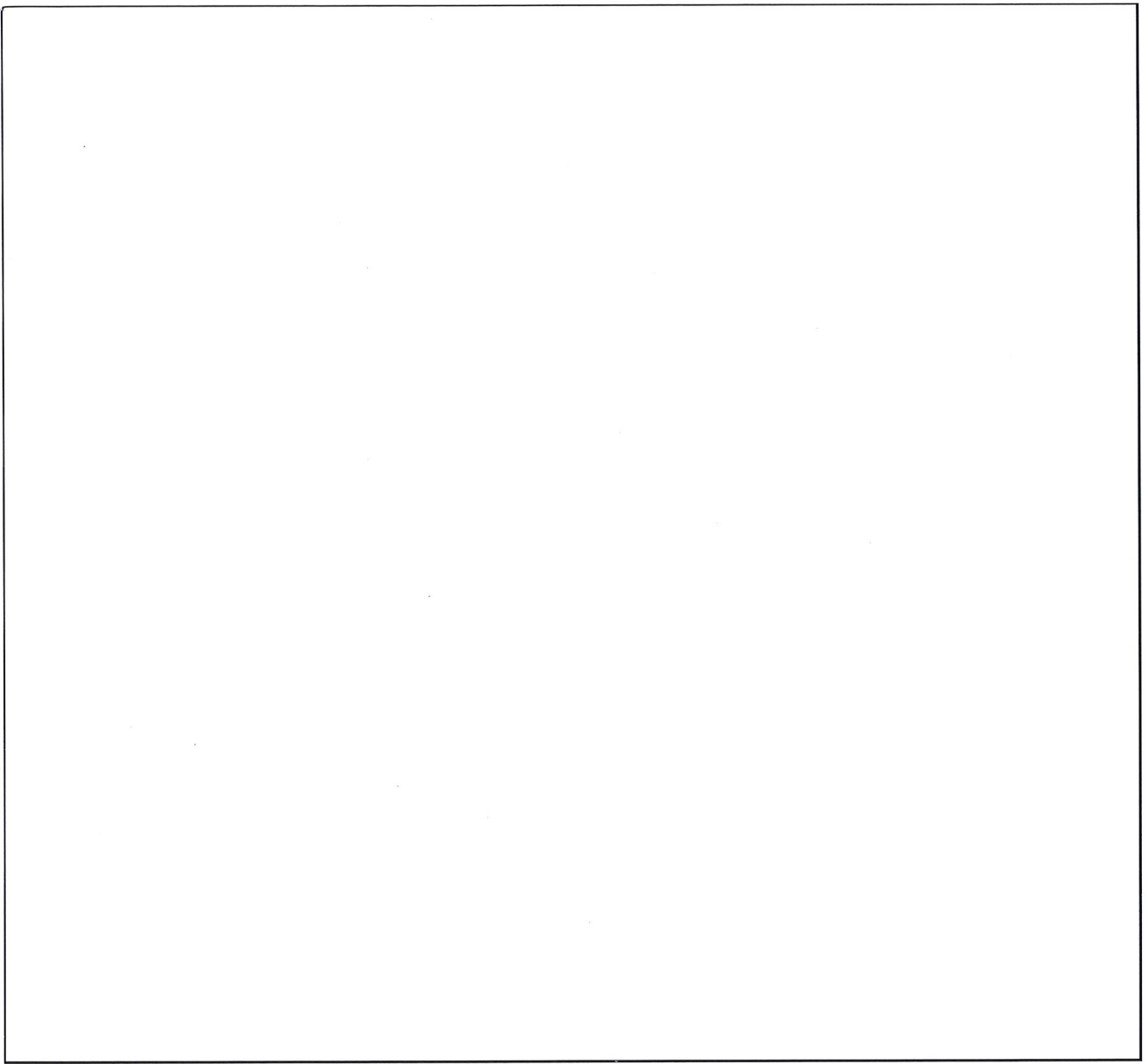
in the presence of: -

Witness signature _____

Witness name _____

Address _____

Occupation _____



© Crown copyright (ref: LR/HO) 06/19



Overseas Plan Legend

- Indicates Plot Boundary.
- Indicates Estate Boundary.
- Housing Association Boundary.
- Plot Boundary Ownership Marker.
- 00 Parking Bay Number
- V Allocation Marker
- Denotes Plot No.
- Private Shared Access way.
- Managed Area.
- Land retained for Parish Council.
- Beneficial easement.
- Land retained by Stonebond Properties (Chelmsford).
- Landscaped buffer.

Notes:

1. THE COPYRIGHT OF THIS DRAWING IS RESERVED IN RESERVING PROPERTIES LTD. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE EXPRESS PERMISSION OF THE COPYRIGHT HOLDER.
2. WORK TO BE COMPLETED BY OTHERS ONLY.
3. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECT'S, SERVICE ENGINEER'S AND STONEBOND PROPERTIES DRAWINGS AND SPECIFICATION.

REV	DESCRIPTION	BY	DATE
17	UPDATED ELECTRICITY EASEMENT AND LAND RETAINED FOR PARISH COUNCIL, ADDED SECTION OF LAND IN FRONT OF PLOT 23 TO MANAGED AREA.	CA	11/10/2021
16	SMALL CUT OUT AREA TO BE ADDED TO RED LINE BOUNDARY GREEN SHADING OMITTED FROM LAND RETAINED FOR PARISH COUNCIL. NOTE IN LEGEND.	CA	24/09/2021
15	INDICATION OF LEAP & LEAP AS A PER CLIENT INSTRUCTION	CA	24/09/2021
14	PRIVATE DRIVE AMENDED. ORANGE DASHED LINES OMITTED FROM PLAN, AS PER CLIENTS COMMENTS.	CA	14/08/2021
13	MINOR AMENDMENT TO PRIVATE DRIVE ADJACENT TO PLOT 22/23 TO REFLECT CIVIL ENGINEERS PROPOSALS.	CA	04/08/2021
12	TO INCORPORATE AREA OF LAND TO SW	CA	14/02/2021
11	ESTATE BOUNDARY LINE COLOUR REVERSE FROM RED TO BLUE. BLACK TO BLUE.	CA	09/04/2021

STONEBOND PROPERTIES

CLIENT: STONEBOND PROPERTIES
 130/134 NEW LONDON ROAD
 CHELMSFORD, ESSEX
 CM2 0RG
AGREEMENT: EVOLUTION

SITE: ORCHARD GARDENS
 MELBOURN, CAMBRIDGESHIRE
TITLE: CONVEYANCE PLAN
LOT 23

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
1:500	11/10/2021	CA	NB
PROJECT NO:	DRAWING NO:	REVISION:	
CHE215	215-ARC-2300		17



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

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

July 20th 2022

Dear Claire

As discussed, here are a couple of quotes following our meeting

1. Move goals on the rec accordingly, one pitch spin goals round on one post, second pitch completely move goals over to agreed spot
Total £390.00 x Vat
2. Stockbridge meadows, widen the paths on the areas needing it, by another mower width as discussed
Total £50.00 extra per cut of the paths
3. Elm Way, various as per request
Total £620.00 x Vat
4. As agreed today water goal mouths twice a week **£50.00 x Vat** per time Should you have any questions please do not hesitate to contact me
5. Yearly price for cutting the grass on the new estate down the moor, as we discussed
Total £1800.00 x Vat

Any questions please do not hesitate to contact me

Kind Regards
Justin Willmott

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



CORES ELECTRICAL

TAX INVOICE

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

Invoice Date
2 Oct 2022

Invoice Number
INV-3985

Reference
Melborne Community Hub

VAT Number
361197886

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

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Carry out periodic testing to all circuits throughout the building, price is charged at £20 per circuit, number of circuits tbc on site, if there is any remedial or repairs to be carried out this will be charged at a separate costing with a quote sent before commencing work, A full inspection report will be produced on completion, This is required every 5 years,	48.00	20.00	0.00%	20%	960.00
Portable appliance testing to all items throughout the hub, pavillion, workshop, 40 x £2.50 per item, item price will be reduced to £2.00 after 40 items have been tested 119 items in total, 79 items charged at £2.00, all failed items can be investigated and repaired at additional costs, A full device list will be produced on completion of the portable appliance testing, This is required once a year on all commercial buildings	40.00	2.50	0.00%	20%	100.00
Labeling of all circuits to relate to the consumer unit to make identifying circuits easier for all staff,	1.00	100.00	0.00%	20%	100.00
Portable appliance testing of 79 items charged at £2.00	122.00	2.00	0.00%	20%	244.00
				Subtotal	1,404.00
				TOTAL VAT 20%	280.80
				TOTAL GBP	1,684.80

Due Date: 9 Oct 2022

Payments made to the details below,

Name: CORES ELECTRICAL LIMITED

Account Number: 12926137
Sort Code: 60-83-71

✂

PAYMENT ADVICE

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

Customer	Melbourn Parish Council
Invoice Number	INV-3985

Amount Due	1,684.80
Due Date	9 Oct 2022

Amount Enclosed	<hr/>
	Enter the amount you are paying above



CORES ELECTRICAL

QUOTE

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

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

Quote Number QU-3045
Reference Melbourn Community Hub
VAT Number 361197886
Date 19 September 2022
Expiry 19 October 2022

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Complete consumer unit upgrade to the existing due to being in an unsafe condition,	1.00	1,160.00	0.00%	20%	1,160.00
installation of 5 x new circuits to the kitchen area as requested including 2 x double sockets on the left, 2 x double sockets to the right side, 2 x double sockets to the rear, 1 x commando socket for an independent supply to the oven, 1 x new supply for the extract fans,	1.00	710.00	0.00%	20%	710.00

All works would be carried out in 2 days so would need to be closed on them 2 days if possible,

Subtotal	1,870.00
Total VAT 20%	374.00
Total GBP	2,244.00

Report on the Melbourn Greenway Parish Council Meeting on 24th Oct 2022.

I have studied the plans and attended both the online Zoom meeting and the Consultation Display at the Hub on Monday 17th October.

The plans generally provide for a good shared use path from Melbourn to the site of the proposed bridge over the A505 at Royston.

This path will have a 3M hardtop and be located along the south eastern sides of Royston Road starting from the junction with Back Lane and finishing at the locations with the proposed bridge over the A505 located about 300M south east from the A505/A10 Roundabout.

There is no provision for a link to Meldreth via the Bury Lane Farm Shop complex and the bridleway to the Fieldgate corner on Station Rd. This would require a crossing place just east of the junction of Royston Road and the A10. There is room on the carriageway for a two stage crossing. The path beside the A10 needs improving to that of a shared use path and the bridleway need some improvement to provide a better surface for cyclists and other users including horses. This needs to be requested.

There is agreement that rights of way needs to be addressed so all users take care as a matter of course. I have suggested that at entrances and minor roads the path might be placed on a raised table with clear marking on the ramps. Sight lines are a major consideration and needed to be considered and any actions need to be defined.

The crossing arrangements near Back Lane need to be reviewed. There is a suggestion that there will be a Zebra crossing. There is a need to allow cyclists heading north to cross Royston Road safely just before Back Lane.

The proposed changes to the carriageway at the Cross might have negative affects on traffic flow and need to be considered.

No changes have been proposed to the existing shared use path. North of the Science Park. Improvements are needed at access points to improve sight line and send a clear message to vehicles that there is a cycle crossing. The

road crossing just south of Dobbies needs to be clearly defined with more signposting and road markings.

The A10 crossing at Dunsbridge provides a two stage crossing but does not have sufficient space for cycles in the central reservation. This is much busier than the proposed signalised crossing at Shepreth Lakes. Signalising this crossing would improve safety.

I have not included areas north of the Shepreth Lakes crossing in this report.

The time line is to complete the design early next year and initiate any land purchase necessary. Indications are that the major purchase near the proposed bridge site has the support of the land owner. Construction is expected in 2024 with completion by the end of 2025.

The bridge over the A505 remains a major problem as it is in Hertfordshire. Negotiations are progressing and there is considerable support from businesses and the Town Council in Royston.

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

Opening hours:
Monday - Friday : 10:00 – 13:00 / 14:00 – 15:30
Please call in advance to arrange an appointment

25 October 2022

Steven Thoday
Lead Technician
Policy & Regulation
Transport Strategy & Network Management
Box No. D8E
Huntingdon Highways Depot
Stanton Way
Huntingdon
PE29 6PY

Email : policyandregulation@cambridgeshire.gov.uk

Dear Sir

MELBOURN : PROPOSED 20MPH ZONE - PRO853

Further to recent correspondence received outlining the proposed 20mph zone for Melbourn, we wish to respond as follows:

- 1 The Parish Council is of the view that a 20mph speed limit is good idea, in keeping with the proposals for the Greenway and road safety in general, provided this covers the entire village.
- 2 It is not clear why the current proposals exclude certain roads from the 20mph scheme, these being Portway, Armingford Crescent, Cambridge Road up to the Moor junction, Rupert Neve Close and Back Lane. It is hard to understand why road safety is less important on these roads than all the others.
- 3 We believe that the worst speeding and road safety issues arise where the four approach roads to Melbourn intercept the present 30mph limits. The problems of speeding traffic along both Cambridge Road and Royston Road into the village are well known, with traffic often exceeding twice the current permitted limit. The proposals do not address these problems.
- 4 The proposed scheme includes an intermediate 40mph section and traffic calming measures for New Road. It is unclear why the scheme selects New Road for sensible speed measures when nothing is being proposed for Royston Road or Cambridge Road?

- 5 On Cambridge Road the emerging development plans at the Melbourn Science Park will materially affect traffic flows in this location. The Greenway scheme and the speed change proposals should work in harmony to mitigate any impact. A 20mph speed limit would be appropriate in this situation. The County Council is encouraged to work directly with the Science Park to ensure the Greenway scheme and attendant speed limit changes are developed alongside this significant business development project.
- 6 Cambridge Road intersects with the A10 which has a speed limit of 50mph. Traffic can then turn off the A10 towards Melbourn and increase speed up to 60mph until it reaches the 30mph sign at the village boundary. This seems illogical and a 40mph buffer zone as proposed for New Road would seem to be an effective solution. The same can be said of the other entry points into Melbourn.
- 7 Similarly, we believe a speed limit of 30mph should be introduced on Station Road where traffic turns off the A10 with the 20mph limit being imposed at the junction where Station Road turns off to Meldreth.
- 8 Traffic levels on Back Lane have increased following a number of new housing developments on New Road (with further development ongoing). Speed checks carried out some years ago highlighted habitual problems with speeding (by vehicles of all sizes) on Back Lane on the approach to the junction of Cambridge Road with an average speed of 40mph. Back Lane has no footpaths, is narrow and a very poor road surface but it is used by pedestrians accessing residential properties and the industrial estate and technology centre.
- 9 Overall, we suggest that a uniform speed limit of 20mph should be imposed across the whole village. We believe this would have the affect of minimising costs and maximising safety benefits.

We propose that the plan should be modified as follows:

- (a) to convert the present four 30mph entrance points in the village to 20mph; and
- (b) reduce the speed limit on all four approach roads to the village, to provide a 40mph buffer on Cambridge Road, New Road and Royston Road and a straight 30mph limit from the A10 to the new 20mph zone on Station Road.

Were these simple measures to be adopted the new signage costs would be minimised and the signalling to road users would be crystal clear, rather than the very mixed and somewhat illogical part-20mph proposal on the table. It would also address the most critical speeding and road safety issues that occur at the fringes of the village.

Yours sincerely

Cllr Graham Clark

Cllr Graham Clark
Chair – Melbourn Parish Council

Meldreth, Shepreth and Foxton Community Rail Partnership

Note for parish councils

The Meldreth Shepreth and Foxton Community Rail Partnership is the local voice for the protection and future of three village stations and a strong voice with the rail industry and Local Authorities.

We are overseen by the Meldreth Melbourn Shepreth and Foxton Community Interest Company, which was created with assistance from South Cambs District Council specifically for the purpose of providing financial accountability for the CRP. CIC directors are Brian Clarkestone (Shepreth), Peter Sutton (Foxton; treasurer), and Beverly Cottrell (Meldreth).

The CRP's work is underpinned by volunteer activities – most noticeable in the maintenance of station gardens – and supported professionally by our CRP Project Officer (Sarah Grove) who has been in post for four years now. The post is paid for by a combination of contributions from four parish councils, our train operating company GTR, and back office and HR hosting by South Cambridgeshire District Council.

The CRP has successfully helped leverage in financial support for local improvements, including secure cycle parking at Meldreth, S106 contributions to Melbourn Greenway access to Meldreth Station, cycle parking at Shepreth, waiting shelters at Foxton and Shepreth.

The CRP hosts a local Rail User Group which liaises closely with rail users and rail industry day-to-day operations.

Communication with the local community is through an email list, a well-maintained website and active social media. The CRP and the RUG meet regularly in the local community and all four parish councils are encouraged to nominate a representative to attend. Neighbouring parishes welcome.

Strong support of local business, for example Melbourn Science Park and its tenants, as well as local schools and volunteer groups, including Melbourn Timebank, is integral to the CRP.

The CRP continues to serve the community well. We continue to benefit from the most advantageous student discount in the country, have managed to safeguard peak time half-hourly services during pandemic recovery, continue to enjoy free and reduced parking at Shepreth and Meldreth, lend a local voice to a range of rail infrastructure schemes, and progress key local infrastructure development such as the improvement of the A10 underpass between Meldreth and Melbourn, and detail surrounding the Melbourn Greenway scheme.

<https://meldrethsheprethfoxtonrail.org.uk/> Latest Annual Report attached.

Do please let us know if ever your parish council would welcome a visit from ourselves to bring you further up to date.

Susan van de Ven
Chair

30 September 2022

Melbourn Timebank Report: OCTOBER 2022

October activities

- 5/10 Cam Sight meeting: supported by 3 Timebank volunteers
- 9/10 Litter pick: by 2484(Bassingbourn) Air Cadet Squadron
- 11 + 25/10 Arts & Crafts group @ The Hub
- 12 +19/10 (MFS)Warm Space + Community Food group meetings
- 17/10 Games night @ The Black Horse
- 18/10 (MFS)Warm Space + Food meeting w/ Rev. Sue Fender URC
- 22/10 Memory Café supported by Timebank members
- 24/10 Wellbeing event at Harston Village Hall
- 25/10 Meeting with Susan Van de Ven
- 30/10 Solo Sunday lunch @ The Chequers, Fowlmere

On-going Weekly Activities

- Tuesdays Dog Café
- Wednesdays Wellbeing walk
- Thursdays Coffee Morning

Plans and Groups

- (MFS)Food share/Warm Space : under discussion *See report below*
- Seed product group
- Book group/reading group

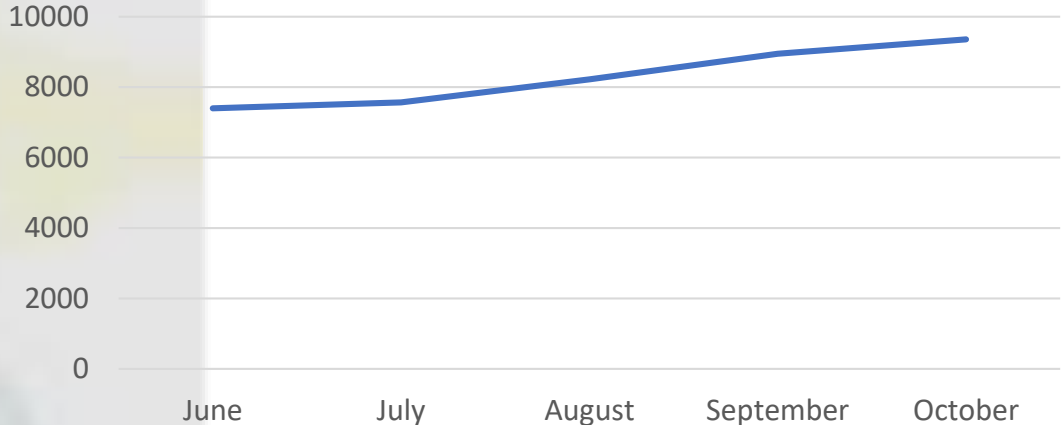
AOB e.g. budget sign-off

None this month

Membership growth data: Up to 18/10

	Sept	Oct	Conversion	Pipeline
Individual Members	109	109	-	5
Organisational Members	17	18	1	1

Total Hours To Date



Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
800	444	300
17	18	1

Melbourn Food Share and Warm Space working party- REPORT

Melbourn Food Share (MFS) working party was set up in September in response to a sense of dread about the coming Winter as the price of energy soars and the choice between heating and eating becomes more than just a cliché for many members of our community

While thinking about this and listening to further reports of people who can't afford to heat their homes, it became clear that alongside finding somewhere accessible to distribute donated food, a Warm Space where people can be welcomed and enjoy a hot drink at no cost, is required.

Community space was utilised during lockdown and it seems to us that Public buildings are an ideal place to offer a decent number of vulnerable people somewhere to go and somewhere from which to distribute food.

Meldreth Crisis Community Support (MCCS) has set up a **Food Bank** every Tuesday from 10-12 in the Elin Way Community Room. From 1st November and until end March 29 they will introduce a Warm Space also in the Community rooms in Elin Way. This will be open every Tuesday and Thursday between 12-3, they will offer tea/coffee and biscuits to anyone who visits. This scheme is estimated to cost £40pw and is funded by **ACRE**.

I approached **ACRE** for funding and they confirmed that their scheme is now closed as they had funding for only **6** Warm spaces and had been approached by **39** communities.

Gamlingay Food Bank is housed in an Alms House with a peppercorn rent, although heating bills are high. The Food Bank was set up a year ago to reduce food waste and is open to all. It is run by the two churches and supported by local donations of food and is part of the 'Need Hub' Christian organisation.

This week two of us met with **Rev Sue Fender, United Reform Church** to explore both 'Food Bank' and Warm Space, she has confirmed that her churches would support with food donated by their congregation.

Warm Space provision is also under discussion.



Timebank Dog Café is a year old!



October Coffee Morning

Melbourn Timebank Report: OCTOBER 2022

Kettering Playsafe Ltd

15 Hogarth Drive
 Barton Seagrave
 Northamptonshire
 NN15 5UQ
 01536 514598
 sales@ketteringplaysafe.co.uk
 www.ketteringplaysafe.co.uk
 VAT Registration No.: 884725383
 Company Registration No. 5778789



Quotation

ADDRESS

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

SHIP TO

Melbourn Parish Council

QUOTATION NO. 2044

DATE 26/09/2022

EXPIRATION DATE 28/10/2022

ACTIVITY	VAT	AMOUNT
Option 1 - Dig out area of grass 5.5m x 1.5m leading up to play area pedestrian gate and other side of gate. Supply and lay, PCC edging, MOT type 1 stone and 60mm tarmac to area.	20.0% S	1,595.80
Option 2 - Dig out area of grass 5.5m x 1.5m leading up to play area pedestrian gate and other side of gate. Supply and lay, PCC edging, MOT type 1 stone and 40mm rubber mulch.	20.0% S	1,065.20

Terms and Conditions:

Quotations are valid for 1 month ONLY. Confirmation of quotation is accepted via email confirmation or purchase order. Quotation is based on Good Vehicle Access, Flat Level Site, Site Subject to Survey. Customer is required to pay the VAT Element directly to HMRC as of 01.03.21 following the changes to the VAT reverse charges. Payment Terms are 30 days from date of invoice unless otherwise specified on the quotation. Overdue invoices are subject to interest been charged. Work that has been confirmed in writing that is subsequently cancelled by the client with less than 48 hours' notice is subject to a charge of 50% of labour value. Confirmed work that is cancelled once our engineers are on site is subject to a charge of 100% of labour value.

SUBTOTAL	2,661.00
VAT TOTAL	532.20
TOTAL	£3,193.20

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	532.20	2,661.00

Payment Details:

Natwest
 Sort Code: 60-24-77
 Account Number: 18318215

Accepted By

Accepted Date

Payment Details:
Natwest
Sort Code: 60-24-77
Account Number: 18318215

MELBOURN PARISH COUNCIL

POLICY and PROCEDURE: PROCUREMENT OF GOODS AND SERVICES

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

SCOPE: This policy aims to give effect to and comply with Section 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. The Council is guided by the National Association of Local Councils Legal Topic Note 87 (March 2022)

1. Introduction

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

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

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

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

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

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

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

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

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

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

1.9 All quotes must be received by the Clerk.

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2. Operational Contracts and Routine Services

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

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

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

3. Procurement Thresholds

3.1. Contracts/Purchases Below £1,000*

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

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

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

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

The Clerk or Assistant Clerk shall use reasonable endeavours to obtain 3 quotations from suitable individuals or organisations. Where it is not been possible to obtain 3 quotations, this will be brought to the attention of full Council.

*(See Financial Regulations, section 11.h)

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

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

3.4.2. Every written contract shall specify:

- The work, materials, matters or things to be furnished, had or done:
- The price to be paid, with a statement of discounts or other deductions (if any)

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- The time or times within which the contract is to be performed.

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

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

4. Quote/Tender Procurement Process Steps

4.1. An issue is identified.

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

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

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

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

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

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

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

5.2. The invitations shall set out the procedure for submission of tenders (tenders must be addressed to the Clerk at the council office address and submitted in either hardcopy in a sealed envelope or by email. All tenders must clearly state the specific reference and title of the tender on the outside of the envelope or in the email heading. No quotes or tenders can be submitted directly to Councillors.

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

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

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

5.6 Where an insufficient number of tenders is received, the Chair of the Council or relevant Committee may consider extending the tender deadline. In this case, all tenders received shall be opened simply for the purpose of identifying the company so that they can be advised of the extended deadline. Tenders will then be resealed and kept securely until after the extended deadline.

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6. Acceptance of Quotations and Tenders

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

6.2 No negotiation on contracts whose value is more than £25,000 can take place without reference to the Chair of the Council and Chair of Finance and Good Governance Committee. Any negotiations which would distort competition is expressly forbidden.

7. Signing and Sealing of Contracts

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

8. Nominated Sub-Contractors and Suppliers

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

9. Contracts Record

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

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

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

10. Prompt Payment of Invoices

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

11. Contract Management

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

12. Contract Variations

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

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

13. Termination of contracts

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

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Table 1

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

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

Document Approval:



Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 24 October 2022

Review Policy: Every 24 months

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APPENDIX 1

PROCUREMENT CHECKLIST

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

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

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

Contracts/Purchases Below £5,000

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

Contracts between £5,000 and £25,000

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

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

WHAT TO CONSIDER AT THE PRE TENDER STAGE

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

TENDER STAGE – Lawful, Fair, Open, No Discrimination

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

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

ACTION : INVITATION TO TENDER

EVALUATING TENDERS – Commercially Sensitive, Fair, Consider Professional Advice

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

AWARD CONTRACT

CONTRACT MANAGEMENT

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

REVIEW AND EVALUATE - ONGOING

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Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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These Financial Regulations were adopted by the Council at its Meeting held on 25 November 2019

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory (if practical) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Or duly constituted Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000 excluding VAT;
 - a duly delegated committee of the council for items over £500 up to £5,000
 - the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500. However, expenditure up to £1,000 may be authorised by the Clerk in circumstances outlined in 4.5 below.
 - On items required for the Parish Office or to allow them to carry out the functions of the parish office, the Clerk shall be allowed to spend up to **£200 excluding VAT** without prior approval of the Council.
 - For items of budgeted expenditure on the Hub, the Clerk and Chair (provided the Chair is not director of the Hub Management Group) up to £1,000. For items of expenditure relating to emergency maintenance, the Clerk and Chair up to £1,000 provided retrospective approval of full Council is obtained.

Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by an email confirming such review by the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval

has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible overtime.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be authorised by 2 Members.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be

made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council and are set out in the Policy and Procedure for Prepaid Debit Cards. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Clerk or RFO.
- 6.19. Any pre-paid debit card issued will be specifically restricted to the person or persons authorised to use it and will also be restricted to a single transaction maximum value of £200 unless authorised in accordance with the Council's Policy and Procedure for Prepaid Debit Cards.
- 6.20. A corporate credit card in the name of Melbourn Parish Council will be specifically

restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. The credit card limit will be £5,000, as set out in the Credit Card Policy and Procedure (document 4.35). Expenditure must be approved in advance by Council and shall be in accordance with the Council's Policy and Procedure for Credit Cards. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement in accordance with the Policy and Procedure for Petty Cash.
- a) The RFO may maintain a petty cash float of up to £30 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment. The maximum amount that can be repaid from petty cash is £10.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or

- 7.5. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.7. An effective system of personal performance management should be maintained for the senior officers.
- 7.8. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.9. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

²The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post or email. Each tendering firm shall be invited to submit their tender in a marked sealed envelope and which shall remain sealed until the prescribed date for opening tenders for that contract. Tenders submitted by email should clearly state the specific reference and title of the tender in the email heading.
- f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall use their reasonable endeavours to obtain 3 quotations (priced descriptions of the proposed supply). If fewer than 3 tenders have been received by the deadline, the Chair of the Council or of the relevant Committee will consider extending the tender deadline as set out in Policy and Procedure for Procurement of Goods and Services (document 3.34) and Policy and Procedure for the Appointment of Contractors (document 4.22);
- i. where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing

Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

19. GENERAL RESERVES

The Council shall hold General Reserves at a level which is consistent with its Reserves Policy (currently six months of annual expenditure). At such times as the Council's General Reserves are below this level, it shall take reasonable measures to build them back up to the recommended level. Such measures may include precepting for a contribution to the Council's General Reserve.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 24 October 2022

Document Review Policy: 1 Year from last approval

POLICY AND PROCEDURE : Credit Card

PURPOSE: Melbourn Parish Council recognises that cost savings may be made by purchasing some goods online. The vast majority of online purchases require payment by either credit or debit card. MPC's prepaid debit cards are best suited to purchases of relatively low value so that the agreed balance on the cards is not exceeded and the cards do not require constant topping up. Therefore, Melbourn Parish Council authorises the use of a Parish Council credit card, by designated individuals, for online purchases. The expenditure must be approved Parish Council expenditure and must not exceed a maximum balance of £5,000.

1. Card Holder

- 1.1. A credit card will be issued for the Parish Office (for use by the Clerk). No other individuals may use the card.
- 1.2. The limit on the credit card, agreed by the Parish Council, is currently £5,000.

2. Spending Procedures

- 2.1. The credit card can be used for approved Parish Council expenditure only. The credit card must not be used for non-Parish Council or personal expenditure.
- 2.2. Cash withdrawals are not permitted on the credit card.
- 2.3. Purchases on the credit card must comply with the approval limits set out in the Council's Financial Regulations. Purchases up to £200 can be made under the Clerk's delegated authority for items required for the Parish Office or to carry out their statutory duties. Expenditure over £200, or not relating to the Parish Office or statutory duty, must be approved by the Clerk and Chair of the Council, or

appropriate committee, before the purchase is made. Expenditure is limited to a maximum of £5,000 in any single transaction.

2.4. Receipts or invoices must be kept for every credit card transaction for approval by the RFO. The Clerk and Assistant Clerk are responsible for obtaining and submitting receipts.

2.5. The RFO will check receipts against the credit card statements and will investigate any discrepancies.

2.6. The RFO will be responsible for carrying out the monthly reconciliation of the credit card. The credit card balance will be cleared automatically in full each month.

2.7. Details of credit card transactions will be reported at the next Parish Council meeting.

3. Card Security

3.1. The Parish Office card must be kept in the Parish Office. If it is necessary to take the card from the Parish Office to make a purchase, the card must be signed out and returned as soon as possible after the purchase has been made.

3.2. The credit card PIN number must be kept confidential at all times. Unauthorised individuals will not be permitted to use the cards.

3.3. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The RFO must also be informed immediately and will, in turn, advise the Chair.

3.4. The Clerk and RFO must have suitable access to the on-line credit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.5. In the event of termination of a card holder's employment, the RFO will immediately inform the card issuer with a request that a new card is issued.

4. Misuse of a Credit Card

4.1. If a cardholder misuses or fraudulently uses the credit card this may result in disciplinary action.

4.2. Failure of provide a receipt may result in the card holder being held liable to repay this sum.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24 October 2022

Review Policy: Every 12 months

POLICY AND PROCEDURE: INVESTMENT PLAN 2022-23

2022-23 Investment Plan- mid year review (Sept 2022)

The Investment Plan is normally reviewed annually but changes in the economic climate and the maturity of a 1-year business bond means that a mid-year review has been undertaken.

Funds Available for Investing

MPC has approximately £340,000 temporary surplus funds available during 2022/23 (see table below):

Source	Balance at 01/04/22	Maximum investment term	Comments
General Reserve	£158,500	3 months	Easy access required in case of emergency need
Asset Management Reserve	£72,000	£10k: instant access £62,000: 3m-1 yr	£10k anticipated for projects in 2022/23 – needs to be accessible
s106 Reserve (unallocated funds only)	£110,000 (note: further funds may be received in 2022/23)	3 months (potentially 1 yr if no further projects anticipated this year)	Balance excludes funds that have already been allocated or are anticipated to be allocated to projects in 2022/23 e.g. playground, skate park, boardwalk etc

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

Economic Climate

Following a period of interest rates being at a historic low, recent inflationary pressures have resulted in several increases to the Bank of England base rate. This was raised to 2.25% in September 2022. Interest rates are anticipated to increase further in 2022/23 due to continued inflation.

Current position – 10th October 2022

MPC has £325,286 invested in four accounts – see breakdown below.

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 10 Oct 2022)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund*	£45,000	On demand	1.97%	n/a	AAAmf (Fitches)

	(money market fund)					Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£115,146	45 days	1.55%	Y	AA3 (Moody's) Unchanged
HTB (issue 7)	45 day Business Notice	£135,000	45 days	0.5%	Y	-
Charity Bank	1 yr ethical fixed rate	£30,140	Matured 26/08/22	0.47%	Y	-

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

Investment Options for remainder of 2022/23

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken (see Appendix 1 below).

The **best yields** currently available to Parish Councils are:

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2021) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical 40 day notice	£1,000	40 days	1.55% V for bals>£10k	Y	-
Cambridge & Counties Bank	95 day business notice	£10,000	95 days	1.65% V	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£10,000	Matures 1 yr	2.75% F	Y	-

MPC currently has £325,286 invested. The available fund for investment is approximately £340,000. MPC could increase their invested funds by £15,000.

Of MPC's existing investment accounts, CCLA is performing well and Nationwide offers relatively good yields compared to the best new offerings. However, HTB is no longer offering a competitive return and has withdrawn all short-term deposit accounts. Our Charity Bank 1 year bond has matured and requires re-investing.

Cambridge & Counties Bank are offering good returns although one account requires 95 days' notice and a yield which is not significantly lower is offered by Charity bank with 40 days' notice whilst CCLA offers instant access with a higher yield. Cambridge & Counties 1-year fixed rate business bond is the best return currently available to Parish Councils.

Investment Plan Recommended for remainder of 2022/23:

CCLA PSDF – this investment is currently performing well. MPC should increase their investment by £40,000 to £85,000. Note that this investment is not the same as a bank deposit.

Nationwide 45 day business saver - this account has offered consistently good returns and remains one of the best returns currently available with under three months' notice. MPC should keep their investment at the current level (£115,000). This balance exceeds the FSCS limit.

Hampshire Trust Bank 45 day notice deposit – the return is no longer competitive and the account should be closed and the proceeds (£135,000) reinvested in a Charity Bank ethical 40 day notice account (£50,000), CCLA (£25,000) and Cambridge & Counties Bank 1 year fixed bond (£60,000).

Charity Bank 1yr ethical fixed rate/ethical easy access – the proceeds from the matured 1yr bond (£30,000) should be invested in a new Charity Bank ethical 40 day notice account along with some of the proceeds from the HTB closed account. Total investment £80,000.

Cambridge & Counties Bank 1 year fixed business bond – MPC should invest £60,000 of the proceeds from HTB in a new investment with C&CB

Total invested = £340,000 (includes £15,000 increase)

Liquidity breakdown of suggested investments:

£85,000 = instant notice (25%)

£80,000 – 40 day notice (23.5%)

£115,000 = 45 day notice (34%)

£60,000 = one year maturity (17.5%)

The proposed investment plan spreads investments between institutions and account types which spreads risk via diversification.

All investments should be reviewed in March 2023 or earlier if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24th October 2022

Review: 6 months

Version 1
Review Date: March 2023

Appendix 1 Bank and Building Society Deposit Accounts Review October 2022

Brown Text = best returns

Provider	Investment Type	Open to PC's	Access	Minimum Deposit	Interest Rate V variable F fixed	FSCS
Instant Access						
Cambridge Building Society	Council Saver	Y	Instant – max 2 x per mnth. Deposits and withdrawals by cheque only	£1,000	0.75% V	Y
Unity Trust	Instant Access	Y	Instant	None	0.76% V	Y
Notice Accounts						
Nationwide	35 Day Saver	Y	35 days	£5,000	1.5%	Y
Charity Bank	Ethical 40 day notice Business	Y	40 days	£1,000	<£25,000 1.4% V >£25,000 1.55% V	
Cambridge & Counties Bank	95 day business notice	Y	95 days	£10,000	<£10,000 0.1% V >£10,000 1.65%V	Y
Nationwide	95 day business saver	Y	95 days	£5,000	1.6%V	Y
Charity Bank	Ethical 100 day Business Notice	Y	100 days	£1,000	<£25,000 1.72% V >£25,000 1.87% V	Y
Nationwide	Business 125 day	Y	125 days	£5,000	1.7%V	Y
Fixed-Term						
Charity Bank	1 yr ethical fixed rate	Y	1 yr fixed term	£10,000	2.56% F	Y

Version 1
Review Date: March 2023

Cambridge & Counties Bank	1 yr fixed rate business bond	Y	1 yr fixed term	£10,000	3.3% F	Y
Nationwide	1 yr saver	Y	1 yr fixed term	£5,000	2.75% F	Y
Other						
CCLA	Local Authorities Property Fund	Y	3 mths notice to sell shares. Investment intended for long-term returns 5 yr +	£25,000 (min subsequent inv £10,000)	Dividend 2.3% Capital 2.75% (Mar 2022)	N
<u>Others – considered but not currently suitable</u>						
Virgin Money	All savings accounts	N				Y
Aldermore Bank	All savings accounts	N				Y
Metro	Needs to be opened at a branch - Cambridge	?	35-95day			Y
TSB	Need TSB current a/c	?				Y
Cynergy	All business savings accounts withdrawn. Current a/c only					Y

Version 1
Review Date: March 2023

HSBC	Business money manager	? Need to apply in person at branch	Instant	None		Y
Barclays	Need Barclays current a/c	?				Y
Lloyds		N				Y
Natwest	Need to open in person					Y
Co-op	All savings accounts	Need a current a/c with Co-op	Instant to 95 days	None		Y
Starling Bank	All accounts	N	Do not seem to offer deposit accounts			
Santander	Business Everyday	N	Instant	£1		Y
Santander	Business Reward	N	Instant but interest reduced if make withdrawals	£1		Y
Santander	Fixed rate business bond	N Also existing customers only	1 yr fixed term	£5,000		Y
Clydesdale Bank (Virgin Money)	Business Access Savings account	N	Instant	£1		Y
Clydesdale Bank (Virgin Money)	Business Notice account	N	30 – 120 days			Y
UK Govt Gilts	Need a stockbroker account	Y	2-30 yr + maturity but can be traded			

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Risk No.	Description (the risk is that...)	Impact (the impact on MPC would be...)	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response (what actions have been taken/are in progress)
F1	Expenditure is incurred or grants awarded without proper legal authority	Potential for complaints, fines, qualified audit report	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk if precept is not paid on time	Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained	Potential theft or misappropriation of assets Assets could fall into disrepair. Assets may be inadequately insured	1	3	Medium (3)	Asset register in place, regularly updated and reviewed annually. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings undertaken 2021 and repeated every 5 years.
F4	The PC has insufficient money ring-fenced in Asset Management Reserves	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC is building up the Asset Management Reserve and linking it to a professionally determined asset renewal programme. Maintenance Committee prioritise and monitor maintenance spend monthly.
F5	Cash is lost through theft/misappropriation	Funding shortfall Adverse publicity	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash.

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						Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137	Total S137 expenditure could exceed statutory limit for MPC	1	1	Low (1)	Qualified Clerk. Powers for grant approvals minuted.
F7	Proper financial records are not kept	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. Reserves of 6 mths running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of reserves considered when setting precept. Regular budget monitoring throughout the year.
F10	Failure to allow for impact of high inflation on precept	Inadequate budget to effectively carry our planned services	2	2	Medium (3)	Best estimate inflation built into precept. Draft precept reviewed by FGGC and MPC. Reserves in place.
F11	Failure to maintain an effective bank payments system	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by MPC member. Regular budget monitoring. Fidelity Guarantee (insurance)
F12	Loss of funds due to bank failure	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Investment policy in place. Guarantee limit of £85k per financial institution. Spread of investments among different financial institutions.

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F13	Failure to collect income from customers	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. Reserves of 6 months to cover any income shortfall.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)	Failure in duty of care to parishioners Adverse publicity Increased insurance premiums	2	2	Medium (4)	Wardens regularly inspect and repair assets. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
F15	New employees in key officer roles	Loss of funds through staff error or fraud	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance)
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Finance reports provided to MPC. Financial assistance via grant given by MPC.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level	The Precept would need to be increased to enable MPC to carry out additional duties	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this (Action).

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F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs	2	2	Medium (4)	Insurance policy is linked to MPC's asset register. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.
F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money	The council would have to make the shortfall up from elsewhere	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Inadequate controls over salaries and associated costs	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.

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



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24 October 2022

Review Policy: Every 12 months

**TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE
COMMITTEE**

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

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

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 7 Members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

- 4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.3 To undertake an annual review of effectiveness of internal audit.
- 4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and Littlehands) to be complete by the time of setting the Precept for the next year.
- 4.5 Investigate alternative funding sources such as grants.
- 4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.10 Review the Asset Register annually to ensure it is kept up-to-date.

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Review Date: Oct2023

4.13 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24 October 2022

Review Policy: Every 12 months

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Futures Working Party

1. Membership & Organisation

- 1.1 The Working Party will consist of a minimum of 3 Parish Councillors in addition to 1 District Councillor and 1 County Councillor (if they wish to serve) and up to a maximum of 5 members of the public who are residents of Melbourn. The Parish Councillors, County Councillor and District Councillor will be standing members of the Working Party.
- 1.2 Non Parish Councillor Members will have Working Party voting rights.
- 1.3 The Parish Clerk will, through the Parish magazine, Parish website and social media, request residents interested in getting involved to contact the Parish office to receive information on how they may join the Working Party and get involved with future projects and initiatives.
 - a) Residents who express an interest in joining the Working Party will be forwarded a questionnaire to complete. Subject to this being completed and returned to the Parish office, the individual will be added to a data base which will be maintained by the Parish Office, ensuring that privacy laws are adhered to and with the full consent of the individual.
 - b) When a specific project and/or initiative is being undertaken by the Working Party, the Parish Office will contact residents from the data base. They will be asked if they wish to join the Working Party. This invitation will be project specific.
 - c) Once the project or initiative is completed the Resident's responsibilities will be finished. (They may of course elect to stay on the database for future projects and/or remain on the Working Party.)
- 1.4 The Working Party will meet as required on an informal basis.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Parish Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.7 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

- 2.1 Meeting notes will be made available to the Parish Council and published on the Parish Council's website.

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Version: v4

Review Date: Oct 2023

2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous years activities.

3. Terms of Reference

3.1 Standing members of the working party in conjunction with the Parish Council and in consultation with the community where appropriate will identify projects and initiatives requiring action by the Working Party.

3.2 For each project and or initiative identified, the Working Party will aim to enlist where possible and practicable up to 5 members of the public, from the list of interested residents. The recruitment will be handled through the Parish office.

3.3 To consult, on behalf of the Parish Council with relevant third parties to ensure the best outcome is achieved.

3.4 To undertake where necessary, negotiations with service providers and statutory bodies.

3.5 To make recommendations to the Parish Council for action.

DOCUMENT APPROVAL :



(Chair to Melbourn Parish Council)

Date of Meeting: 24 October 2022

Review Policy: Every 12 months

TERMS OF REFERENCE FOR MAYD JOINT COMMITTEE

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth, Shepreth and Foxton¹ Parish Councils.
2. This joint committee will consist of representatives from the participating Parish Councils at the time and representatives from principal authorities. In the event that a parish council withdraws from the MAYD Agreement, membership of the joint committee shall be made up of representatives from participating parish councils at the time.
3. The joint committee shall operate under the following Terms of Reference:-
 - (a) **NAME:** The joint committee will be known as Melbourn Area Youth Development (MAYD)
 - (b) **PURPOSE:** To provide activities for young people up to the age of 19 in order to promote their well-being and development delivered through structured youth work provided by qualified youth workers.
 - (c) **AUTHORITY:** The joint committee is appointed for a period of 3 years in the first instance. There will be up to 3 councillors from Melbourn and up to 2 each from the other participating councils. The Chair, appointed at the first meeting, must be a Melbourn parish councillor. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, the committee will co-opt new members drawn from the council from which the vacancy has originated. Majority voting will apply for all decisions, the Chair having a second and casting vote in the event of a tie.
 - (d) **FINANCE:** The joint committee will be financed by contributions from each of the participating authorities, as provided for in LGA, 1972 s103. Contributions will be calculated based on attendance at youth club by young people from participating parish councils. Full details of the funding arrangements are set out in the Parish Councils' Financial Agreement attached as Appendix 1. The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council will invoice participating parish councils annually for their contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources.
 - (e) **MAYD/PARISH COUNCILS' AGREEMENT:** The relationship between the participating councils and between the committee and the youth service providers will be governed by the MAYD/Parish Councils' Agreement attached as Appendix 2.

¹ Foxton Parish Council's contribution is for young people attending from their village only. They do not contribute towards other non-participating parish councils.