

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 28 November 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), Alexander, Barley, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales and 9 members of the public

### **PC128/22 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson with appropriate reasons.

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

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

Apologies were also noted from County Cllr van de Ven.

### **PC129/22 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 Travis and Kilmurray declared an interest in items PC135/22f), PC136/22f), PC141/22a) – f) as directors of the Hub Management Group.

Cllrs Barnes, Hart and Travis declared an interest in items PC135/22j) as members of the MAYD Joint Committee

Cllr Hart declared an interest in PC135/22b) as a member of the Community Rail Partnership. Cllr Barnes declared a pecuniary interest in PC135/22b) due to involvement in the proposed artwork +project.

Cllrs Alexander and Cowley declared an interest in PC135/22i) due to connections with the Scouts.

### **PC130/22 Chairs' Announcements – For information only**

No announcements were made under this item.

### **PC131/22 To approve the minutes of the Parish Council Meeting held on 24 October 2022**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 October 2022 as an accurate record.

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

### **PC132/22 To report back on the minutes of the Parish Council Meeting held on 24 October 2022**

PC111/22 Noted that there is no funding available for a survey of the car park but EVC installers often include a survey in their costings.

**PC133/22 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no questions or comments at this time.

### **PC134/22 To receive reports from the District and County Cllrs for Melbourn**

The report was received.

### **PC135/22 To consider applications for community benefit grant funding**

Chair noted insufficient funds available to award all grants under consideration. Each application would be considered on its own merits with agreement in principle to support and a decision as to the amount awarded. Chair amended the order of the agenda for consideration of grants but decisions are minuted in order of the published agenda.

- a) Wild Trout Trust

A representative was in attendance and provided an overview of proposed project. Noted that significant additional funding has been secured from another source. Applicant indicated that the project could be adapted depending on funding available but that materials costs were increasing. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Open Spaces Act 1906, ss9-10 and s6 to award the sum of £3,855.45 to the Wild Trout Trust.

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

**b) Meldreth Shepreth and Foxton Community Rail Partnership**

District Cllr Hart was the representative in attendance and provided an overview of the proposed project which is a joint venture between SCDC, the Community Safety Partnership and the applicant to improve the look and feel of the A10 underpass. The online survey showed that users often feel unsafe using the underpass. Concern was expressed as to graffiti on proposed artwork and the need for improved lighting. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Authority (Miscellaneous Provisions) Act 1976 s19 to award the sum of £2,000 to the Meldreth Shepreth and Foxton Community Rail Partnership.

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

**c) John Impey Way Residents Association**

A representative was in attendance. The Residents Association have received a donation of a TV and would like a television licence for their communal room. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £159 to the John Impey Way Residents Association.

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

**d) HomeStart**

A representative was in attendance and provided an update regarding support for local families. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £2,742.32 to HomeStart Royston, Buntingford & South Cambridgeshire.

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

**e) Relate**

There was no representative in attendance. Noted that Relate provides support to a number of families in Melbourn. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £1,750 to Relate Cambridgeshire.

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

**f) Hub Lunch Club**

Cllr Travis was the representative for the Hub. Noted that weekly lunches are oversubscribed with a waiting list. There is a possibility of holding an additional monthly lunch. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s145(1)(a) to award the sum of £2,500 to the Hub Lunch Club.

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

**g) Melbourn Action Community Support**

Representatives were in attendance and provided information regarding the foodbank being set up in response to the cost of living crisis and plans to establish a regular warm space in Vicarage Close Community Room. Donation boxes would be available at locations around the village. The food bank will open on Thursday, 1 December 2022. A member suggested setting up a JustGiving page for donations. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s137 to award the sum of £2,786 to Melbourn Action Community Support.

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

**h) Melbourn Squash Club**

A representative was in attendance. Noted that there are lower proportion of members from Melbourn since Royston Squash Club closed. Melbourn is now the only community squash club in the area. Insufficient funds for coaching due to increased membership. The club is hoping to attract more women and young people. Noted that financials show a healthy position but that approx. £7,000-8,000 of electricity costs still be deducted as well as repairs to squash court roof. Members suggested seeking funds from other sources such as CCF and SCDC Community Chest. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £1,200 to Melbourn Squash Club.

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

**i) 1<sup>st</sup> Orwell Scouts**

A representative was in attendance. Approximately 60% of members are from Melbourn. Applications for alternative sources of funding have not been made due to time constraints. Fund raising by the Scouts has been reduced in recent years but they plan to do more in future. Representative indicated that Scouts application would be withdrawn at this time. A fresh application to be made in April 2023.

**j) Melbourn Area Youth Development**

Cllr Travis was the representative in attendance and provide more details of the planned project to establish a gaming café. Equipment purchased will remain the property of Melbourn Parish Council. Project can be adapted depending on funds available. Youth club is not currently fund raising. Attendance has been low but consultation showed that young people would engage with a gaming café. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £3,000 to Melbourn Area Youth Development.

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

**k) Grinnell Hill BMX insurance premium (precepted funds)**

It was RESOLVED to approve payment of the annual insurance for Grinnell Hill BMX from precepted funds.

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

**l) Melbourn FC**

A representative was in attendance. Approximately 50 out of 60 active members are from Melbourn. No application has been made for alternative sources of funding. A member noted that most of the grant would go towards running costs including insurance and queried if this could be covered by members' subs. Also noted significant amount allocated to laundering kit. Representative explained that kit is shared and the club cannot afford to supply kit to all members. Weekly running costs for the club are c£180pw. On a show of hands, Cllrs indicated support for this application. On further consideration the representative indicated that Melbourn FC application would be withdrawn at this time. A fresh application to be made in April 2023. A member suggested that the applicant could apply to SCDC Community Chest for funding.

*[20:54 Discussion regarding grants concluded and grant applicants left the meeting]*

**m) To receive any updates and consider actions**

There was nothing further to discuss.

**PC136/22 Finance Matters:**

**a) To receive and consider the finance reports for October 2022**

The finance reports were received.

**b) To consider approving payment of the Timebanking UK invoice**

It was RESOLVED to approve payment of the Timebanking UK invoice in the sum of £150. Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

**c) To consider approving the final invoice from HAGS**

Noted that repainting of the rocking horse is outstanding.

It was RESOLVED to approve payment of the final invoice number 085709 from HAGS in the sum of £16,498.82 + VAT to be funded from s106 monies.

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

- d) To approve payment of the final invoices from Maydencroft

It was RESOLVED to approve payment of the final invoices numbered 15952 and 16048 from Maydencroft in the sums of £15,400 + VAT and £3,809 + VAT respectively to be funded from s106 monies.

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

- e) To consider retrospectively approving expenditure on drain investigation at The Moor

It was RESOLVED to retrospectively approve expenditure on drain investigation at The Moor by Semilong in the sum of £400 + VAT to be funded from reserves.

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

- f) To consider approving invoices for Meridian PCN provision at the Hub

It was RESOLVED to approve payment of invoices numbered 1637, 1638, 1639, 1640 from the Hub for room hire and associated costs for Meridian PCN provision in the sum of £715.95 + VAT, £375, £938.40 + VAT, £1,018.09 + VAT to be funded from s106 monies.

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

- g) To consider approving NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022

It was RESOLVED to approve NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022.

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

- h) To consider approving the approvals list for November 2022

The following queries were raised:

- Zoom subscription. **ACTION:** Clerk to cancel as no longer required.
- Additional costs for relocating MVAS units. This was necessary during period of temporary warden cover.
- Estimated energy bills. Noted that not all smart meters are compatible with new suppliers. Parish office endeavour to provide readings where possible.
- Removal of barrier at entrance to The Moor play park. Noted that RoSPA advice had been sought and the barrier was not a legal requirement.
- Fraudulent payments on debit card. Parish office will continue to challenge. **ACTION:** Clerk to set up future subscriptions on corporate credit card.
- Payment of rates over 10 months rather than 12. To remain unchanged.

It was RESOLVED to approve the approvals list for November.

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

Cllrs were requested to release payments from the bank following the meeting.

- i) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC137/22 Governance:**

- a) To consider extending the provision of a small electrical appliance bin on the village car park

It was RESOLVED to retain the small electrical appliance bin on the village car park.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC138/22 Bank reconciliations**

- a) To note bank reconciliation for October 2022

Bank reconciliation verifications for October has not been carried out. To be deferred.

#### **PC139/22 Maintenance Matters:**

- a) To consider approving a quotation from Huntree Fencing

It was RESOLVED to approve the quotation number H7423 from Huntree Fencing in the sum of £925 + VAT to be funded from reserves.

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

- b) To consider approving quotations for supply and installation of a restart motor to the pavilion clock

It was RESOLVED to approve the quotation from Smith of Derby for a restart motor in the sum of £523 + VAT and installation costs of £175 + VAT from JHE Electrical.

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

- c) To receive any updates and consider actions.

There was nothing further to discuss.

#### **PC140/22 Planning Matters:**

- a) To note correspondence regarding adoption of the North Herts Local Plan 2011-2031

This was noted.

- b) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC141/22 Community Hub**

- a) To consider quotations for replacement toaster

It was RESOLVED to approve the quotation from Nisbets in the sum of £179.99 + VAT to be funded from s106 monies.

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

- b) To consider retrospectively approving additional works to the patio extension

Noted that some further works in addition to the quote previously approved (PC096/22a) were required resulting in additional costs of £450 + VAT.

It was RESOLVED to retrospectively approve invoice number SI-2020 from Herts & Cambs Grounds Maintenance for a total sum of £1,392.95 + VAT to be funded from s106 monies.

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

- c) To consider retrospectively approving purchase of materials from Norburys

It was RESOLVED to approve invoices from Norburys totalling £1,536.75 + VAT to be funded from s106 monies.

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

- d) To consider a quotation for installation of convection oven and coffee machine

It was RESOLVED to approve invoice number 3988 from Cores Electrical in the sum of £120 + VAT for installation of convection oven and coffee machine to be funded from precept.

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

- e) To consider a quotation for additional shelving in the Hub

It was RESOLVED to approve the quotation number from Gratte Brothers in the sum of £232.60 + VAT to be funded from precept.

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

- f) To consider a quotation to increase hard standing for Hub waste bins

It was RESOLVED to approve the quotation from Herts & Cambs Ground Maintenance in the sum of £400 + VAT to be funded from s106 monies.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

#### **PC142/22 To discuss and consider a response to the proposed revised 20mph zone**

Discussion regarding revised proposed 20mph zone. Concern was raised regarding differing speed limits on Cambridge Road from Frog End. A member noted concern that the scope of the proposed project appears to be increasing beyond the initial 20mph zone. Other areas under discussion are Station Road and Dunsbridge Turnpike (reduction from 60mph to 30mph). Noted that some areas fall outside of Melbourn village boundary. District Cllrs were asked to address this with Meldreth and Shepreth Parish Councils to try and ensure their LHI bids should dovetail with ours.

It was RESOLVED to support the proposed revised 20mph zone with the following comments:

- Cambridge Road speed limit to be reduced to 50mph from Frog End to the proposed 40mph buffer, which will lead into the new 20mph zone.

- Station Road speed limited to be reduced to 30mph from A10 on approach to new 20mph zone. District Cllrs to engage with Meldreth and Shepreth Parish Councils to try and dovetail their LHI bids with planned works in Melbourn.

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

**PC143/22 To consider making a response to the Making Connections Survey 2022**

Noted that the consultation runs until 23 December 2022. Members were encouraged to respond.

**PC144/22 To note the response to the Greenways consultation**

This was noted.

**PC145/22 HR Matters:**

**a) To note the resignation of the RFO**

Chair noted the resignation of the RFO with regret, and expressed thanks for all her hard work and wished her well for the future.

**b) To receive an update on RFO recruitment**

Chair of the HR Panel noted RFO's resignation with sadness. The position is being advertised with a closing date of 1 December 2022. The RFO has indicated she can stay in post until the end of January unless a new RFO is recruited before then. CAPALC are advising on recruitment. Noted that a locum may be required in the interim.

**c) To discuss and consider increasing wardens' hours**

HR Panel noted that an increase of 7 hours per week in wardens' hours is needed. Also noted that temporary warden cover will be required later in the year to cover a period of absence at the end of the year. ACTION: Clerk to advertise for the post of temporary warden.

It was RESOLVED that a temporary warden role of 21 hours per week should be advertised.

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

**d) To discuss and consider arrangements for temporary warden cover**

See PC1345/22c) above.

**e) To receive any updates and consider actions**

There was nothing further to discuss.

*Due to the length of the meeting Chair altered the order of the agenda to consider item PC15022a)*

**PC150/22 Policies and Terms of Reference:**

**a) To consider approving revised Standing Orders (Doc 2.0 s4.d.v substitutes for committees)**

It was RESOLVED to approve the Standing Orders as amended.

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

**PC146/22 Melbourn Timebank**

**a) To receive the Timebank's monthly report for November**

The report was received.

**b) To receive any updates and consider actions**

There was nothing further to discuss.

**PC147/22 To receive an update from the Melbourn Play Park Working Party**

Noted that the project is complete. Feedback from users has been excellent. Additional seating still to be installed. Standing item no longer to be included on future agendas.

**PC148/22 To receive and consider an update from the MAYD Joint Committee**

There was nothing to report.

**PC149/22 To receive and consider an update from the Futures Working Party**

Various designs for village gateways circulated. A member queried whether we should wait until proposed 20mph zones are established before installing gateways to avoid duplicate signage.

**a) To consider quotations for village gateways**

Noted that gateways are not to be installed at this time but allowance should be made in 2023/24 budget.

It was RESOLVED to allow up to £3,000 in the 2023/24 budget for village gateways. Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

**b) To consider any updates and consider actions**

There was nothing further to discuss.

**PC150/22 Policies and Terms of Reference:**

**b) To consider approving the draft Information Data Protection Policy (Doc 4.33)**

It was RESOLVED to approve the Information Data Protection Policy as drafted. Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

**c) To consider approving the revised Community Engagement Policy (Doc 4.15)**

It was RESOLVED to approve the revised Community Engagement Policy. Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

**d) To consider approving the revised Policy and Procedure for use of Social Media (Doc 4.16)**

It was RESOLVED to approve the revised Policy and Procedure for use of Social Media. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

**e) To consider approving the revised Policy and Procedure for Appointment and Management of Contractors (Doc 4.22)**

It was RESOLVED to approve the revised Policy and Procedure for the Appointment and Management of Contractors (as recommended by the Maintenance Committee). Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

**PC151/22 To note the date of the next meeting : 16 January 2023**

The date of the next meeting was noted as Monday, 16 January 2023.

End of Meeting : 22:21

## 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

## **District and County Councillors' Report - Melbourn Parish Council November 2022**

### **Melbourn flood investigations and heat map**

We had a fruitful meeting with County and District flood risk and watercourse management officers and will be meeting again in December to look at some idea for curtailing persistent problems in a particular part of the village. Meanwhile they have asked us to come up with a heat map for flood hotspots in Melbourn – we would welcome any input from anyone with local knowledge.

Meanwhile we have arranged to meet with Anglian Water again in January, to catch up on key issues in our area. Please feel free to let us know of any concerns that can be shared.

### **Bus meetings – important to think ahead**

Bus user group meetings have been organised for Dec 6 and 9, covering Bassingbourn, Meldreth and Melbourn, once again to seek bus users' input for any future changes to services – and to hear from people who would use the bus if the service met their needs. This will feed into a response to the Making Connections consultation (see below).

People are invited to attend any of these meetings. There are plenty of family ties across the villages.

- Dec 6, 10AM Bassingbourn Old School
- Dec 9, 12PM Meldreth Elin Way Sheltered Housing Room
- Dec 9, 2PM Melbourn Hub

### **Community Chest Cost of Living support**

SCDC's Community Chest fund provides grants to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life locally. Criteria have been expanded to allow bids that include contributions for any project that has a positive impact for communities related to the cost-of-living crisis. Parish Councils of any size can also now place grant bids.

A ringfenced total sum of £20,000 has been made available for these new Community Chest grant applications, provided by the Cambridgeshire and Peterborough Integrated Care System, to ensure support is co-ordinated effectively and directed at those in need locally this winter.

### **Help for Households campaign – social tariffs**

The government has worked with a range of Internet Service Providers (ISPs) and Mobile Network Operators (MNOs) to deliver low-cost broadband and phone service packages, called social tariffs, for those on low incomes. Social tariffs are available for people claiming Universal Credit, Pension Credit and some other benefits, with some providers offering deals from £15 a month.

### **Warm Home Discount scheme reopened**

The Warm Home Discount scheme will provide a discount of £150 off electricity bills for three million low-income households this winter. Most households will receive the discount automatically. The government has launched a new online tool, to make it easier for the public to check if they are eligible for the discount. The online tool will guide customers through the eligibility criteria in England and Wales, asking questions about electricity supply, the benefits they receive and characteristics of their property. All customers will receive a letter between this month (November) and mid-January 2023 confirming their eligibility and the payment will be made automatically through energy suppliers by March 2023. The government is also writing to customers who may be

eligible, advising them to use the tool linked below to check eligibility, as well as to use the helpline for particularly complex cases.

<https://www.gov.uk/the-warm-home-discount-scheme>

### **Consultation on changes to Local Council Tax Support scheme**

SCDC is proposing to make changes to its Local Council Tax Support scheme, in light of the cost of living emergency. This scheme provides financial assistance to low-income residents with their Council Tax bill. The aim of the proposed changes is to increase the support provided to residents, including those who are on lower incomes and in work, and our most vulnerable residents. We are now consulting with all residents and stakeholders to gain their opinions on the proposed changes. A consultation has just got underway and runs until 5pm on Wednesday 14 December 2022.

### **Ukraine – new hosts for guests needed**

Cambridge and South Cambs have between them about 500 hosts for Ukraine guests. With the war in Ukraine continuing, the six-month hosting arrangements have needed to be renewed, though not all hosts are in a position to do so. Anyone who might be able to provide a spare room for a guest from Ukraine is asked to get in touch with SCDC.

### **Free trees offered to parish councils**

Trees are being offered to parish councils across the district to help provide homes and food for wildlife and combat climate change. The Six Free Trees campaign is into its third year and has seen 390 trees planted across South Cambridgeshire since it was launched. This is one of a range of initiatives by South Cambridgeshire District Council which supports its ambitions to double nature and get the district to net zero by 2050.

Trees can be chosen from a list of native varieties including field maple, alder, silver birch, hornbeam, hawthorn, beech, wild cherry, oak, rowan and crabapple. Bio-based and compostable guards, stakes and ties will also be supplied.

Parish Councils have until 21 December 2022 to apply; trees will be delivered from 30 January 2023.  
<https://www.scambs.gov.uk/climate-emergency-and-nature/grants-funding-and-community-support/six-free-trees>

### **Community Rail Partnership accreditation**

The Meldreth, Shepreth and Foxton Community Rail Partnership has received accreditation status from the Dept for Transport for the third consecutive year. This is a mark of excellence in terms of financial stewardship, collaboration, community involvement, and trust. It also allows our CRP to access special Community Rail funds for local projects. Our thanks to Sarah Grove, our Project Officer, whose outstanding work has made this possible.

### **CCC business planning for 2023-24**

The council faces a budget gap of about £29 Million due to inflation, as we have reported previously. At the time of writing, much work has been done to close that gap ahead of the February budget meeting, but a £13 Million gap remains to be filled. Detailed papers on service areas will go to December committees.

### **SCDC – Four-day week feedback?**

We'd be very pleased to hear any further comments on the SCDC Four Day Week proposal.

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

The Greater Cambridge Partnership 'Making Connections' 2022 runs 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.

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.

#### **November Community Police meeting results**

Three members of Cambs Police came to the Melbourn Hub in early November to talk about community policing. The key points arising were actually about the opportunity for better communication. We noted these items:

- Parish councils, parish newsletters – do Police have updated contact details for systematic periodic sharing of information?
- Ecops – how to subscribe?
- Coffee with a Cop – Are these regularly scheduled, with advance notice published in local outlets and shared with councillors to help publicize?
- Quarterly virtual meeting for the public to meet Police –Hard to find information on Police website.
- All ways to report or inquire. 101 on-line reporting, live chat.
- Synopsis of crime patterns in South Cambs, things to look out for – how best to access this information?

We also need to look at a reset of the Melbourn Practical Solutions Group given that the Police are now generally not available to attend, due to a much smaller pool of staff.

# Mark Hayman Insurance Services Ltd


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14 Hilltop Meadow  
Newton Abbot  
Devon TQ12 1FJ

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www.haymaninsurance.co.uk

 @haymaninsurance

**RELIABLE AND PERSONAL**

Andrew Johnson T/A Grinnel Hill BMX

Date: **13 October 2022**

Invoice ref: **518716270**

Client Ref:

Insured: **Andrew Johnson T/A Grinnel Hill BMX**

Appointed Representative: **Mark Hayman Insurance**

Insurer Pol No.: **PLON99/ 0096882**

## Invoice

			<b>Amounts (£)</b>	<b>Total (£)</b>
<b>Public Liability</b>	Sportscover Europe Limited	Premium	1,670.00	1,925.40
	Policy Number: PLON99/ 0096882	Insurance Premium Tax (IPT)	200.40	
	Policy Term: 17/10/22 - 16/10/23	Processing Fee	10.00	
		Insurer Fee	35.00	
		Broker Fee	10.00	
<b>TOTAL</b>				<b>1,925.40</b>

Payment of this invoice is due by 3rd November 2022.

### Payment Instruction

Without exception, all cheques MUST be made payable to TEn Insurance Services Ltd and, **in the interests of efficiency, posted to TEn Insurance Services, Pure Offices, Suite 57, Smeaton Close, Aylesbury, HP19 8HL. In line with FCA regulations, under no circumstances, should any cheque be made payable to anyone else.**

**Credit Transfer to: Ten Insurance Services Limited, Sort Code 40-05-30, Account Number 54587499. Please use 518716270 as your payment reference.**

Please ignore the above if you have already arranged to pay the premium by a Premium Finance arrangement.

Any payment made to an Appointed Representative cannot be deemed to have been received by TEn.

**A member of the British Insurance Brokers Association**

Mark Hayman Insurance Services Ltd. is registered in the United Kingdom. Company Registration No. 05660297

Mark Hayman Insurance Services Ltd. is an appointed representative of TEn Insurance services which is authorised and regulated by the Financial Conduct Authority

# Mark Hayman Insurance Services Ltd

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@haymaninsurance

**RELIABLE AND PERSONAL**

Grinnel Hill BMX

13th October 2022

Reference:

Dear Andrew,

## Your Insurance Policy

Policy Type: **Public Liability**  
Policy Number: **PLON99/0096882**  
Insurer: **Sportscover Europe Limited**

Thank you for choosing Mark Hayman Insurance to arrange your Public Liability insurance policy. We are pleased to confirm that your cover will be incepted effective from 17th October 2022 with Sportscover Europe Limited at an annual amount of £1,925.40 inclusive of premium, tax, and fees and have pleasure in attaching your policy documentation.

Please ensure you check the documentation carefully to ensure it meets with your requirements. You should particularly refer to the terms, conditions and exclusions referred to therein. All documentation should be kept in a safe place.

There is a continuing obligation to notify us of any material change in risk or circumstances during the currency of the policy in order that we notify insurers and ensure the appropriate changes to the policy are made.

We trust you will find all in order. If you require any alterations or amendments, please do not hesitate to contact us.

Yours sincerely,



Mark Hayman  
**Director**  
Tel: 01626 363 376  
Mobile: 07855 954 092  
Email: mark@haymaninsurance.co.uk

**A member of the British Insurance Brokers Association**

*Mark Hayman Insurance Services Ltd. is registered in the United Kingdom. Company Registration No. 05660297*

*Mark Hayman Insurance Services Ltd. is an appointed representative of TEn insurance services which is authorised and regulated by the Financial Conduct Authority*

## Your Insurance Quotation

**Policy Holder: Andrew Johnson T/A Grinnel Hill    Renewal Date: 17th October 2022**  
**BMX**

We have considered your needs based on the information available to us. These are outlined in the various attachments, including a "Demands and Needs" statement. If there are any material changes to your circumstances, please let us know immediately.

This year we recommend maintaining cover with your existing insurer Sportscover Europe Limited as they continue to meet your "Demands and Needs" at a competitive price.

**Policy Type:                    Public Liability**  
**Insurer Name:                Sportscover Europe Limited**

This Insurer has been selected on the basis of a fair analysis of the market using our available panel of Insurers.

You may ask for a list of the insurers with whom we deal with and/or select products.

## Your Premium Summary

Annual Premium	£1,670.00
Insurance Premium Tax	£200.40
Processing Fee	£10.00
Admin Fee	£10.00
Insurer Fee	£35.00
<b>Total Amount Payable</b>	<b>£1,925.40</b>

The premium is quoted on the basis of an annual contract and is valid for 30 days from 13<sup>th</sup> October 2022. If your circumstances change within that period, you are still required to notify the Insurer, via us, in order that a revised quotation may be calculated. You may ask for a list of the Insurers we deal with and/or select products.

## What to do next

Please read the attached documentation and either retain or complete where appropriate. If you agree that the details provided match your insurance requirements, please instruct us to renew your cover. Please act immediately to ensure continuation of cover.

## Documents Enclosed

- ✓ Your "Demands and Needs" Statement – Please study this carefully to ensure it meets your needs. If there are any changes required, please let us know immediately.
- ✓ Our "Terms of Business Agreement" – As an appointed Representative of TEn Insurance Services Ltd and in accordance with the requirements and directives of the Financial Conduct Authority, we have included a copy of our Terms of Business Agreement for your information.

## Demands and Needs Statement

Your Name:                    Andrew Johnson T/A Grinnel Hill BMX

Your Reference:

Your Advisor:                Mark Hayman

Date of Recommendation    13th October 2022

## General Information

To enable us to make a recommendation for your insurance requirements, we have obtained information about you, your insurance needs and your previous insurance policies. The information is either captured by proposal form, statement of fact or risk presentation.

Where we arrange insurance wholly or mainly for purposes related to your trade, business or profession, you have a duty under The Insurance Act 2015 to make a fair presentation of the risk. This means that you must disclose every material circumstance which you and/or your senior management and/or anyone responsible for arranging your insurance know or ought to know. Alternatively, you must disclose sufficient information which would put the insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances. You are expected to carry out a reasonable search in order to make a fair presentation of the risk and will be deemed to know what should reasonably have been revealed by the search.

Your duty of fair presentation applies at the start of the policy, at renewal and when any variation of the policy is arranged. If you fail to make a fair presentation, the insurer may refuse to pay your claim or reduce the settlement amount, depending on the circumstances.

Any changes during the period of insurance that could affect cover offered should be advised as soon as possible. You should ensure we have understood your requirements and our recommendations meet your needs. If they differ, please contact us immediately.

We will act as your agent in sourcing a suitable policy, placing the insurance and in the event of a claim.

## Demands and Needs Summary/Cover Requests

You have requested an insurance product to meet your needs. In particular you have highlighted the need to consider:

### Client Needs

£5 million Public Liability for London Way, Melbourn, SG8 6DJ

## Our Recommendation

This recommendation, in our opinion meets your demands and needs. We have selected the product and insurer representing the closest match to your requirements.

It provides a good and fair balance between price, cover, service delivery, claims handling record and security/reputation of the Insurer in meeting your needs. We have considered your demands and needs and are happy to select Sportscover Europe Limited as being suitable for your Public Liability insurance.

### Basis of Recommendation

**The above requirements that you have requested are covered within this policy that we have put in place and this is a competitive premium. All figures quoted above are limits of indemnity and sums insured and always please refer to your policy schedule supplied by your Insurance Company. Should there be any cause for concern or you feel the cover is not sufficient to cover your needs then please say immediately.**

## Significant or Unusual Exclusions and Limitations

The following endorsements have been discussed and agreed with you and you have confirmed that you are in a position to and do accept them.

**Please refer to the specific terms, conditions and exclusions in the schedule at the end of this**

**letter for policy excesses and endorsements and contact me if you are unsure of any of the wordings or more importantly restrictions mentioned.**

Significant or unusual exclusions are detailed in the policy summary attached/already sent. You should always refer to the policy documentation and summary of cover for details of endorsements, policy restrictions and excesses.

Whilst we have considered and matched your demands and needs and identified specific cover requests, you must always refer to the insurance schedule and policy documentation including the Key Facts Statement to ensure this represents your requirements. This will identify the basis of cover, key exclusions, excesses, and conditions associated with your policy.

**POLICYHOLDER**

Andrew Johnson T/A Grinnel Hill BMX

**INSURER**

Sportscover Europe Limited

**POLICY NUMBER**

**PERIOD OF INSURANCE**

17/10/2022 to 16/10/2023

**Cover**

Indemnity against legal liability for injury to third parties or loss of or damage to third party property arising out of the business.

**Limits of Indemnity**

Public Liability any one occurrence (£): 5,000,000

**Excesses**

£ 250

**Excess**

liability excess - £250.00

## Main Exclusions

Communicable disease exclusion

This exclusion is applicable to the public and products liability section only.

It is understood and agreed that this policy does not cover any loss caused directly or indirectly, contributed to, by, or attributable to a communicable disease or fear or threat of a communicable disease.

Communicable disease means any disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.

## Conditions Precedent

Sub-contractors condition

All sub contractors engaged by you shall have in force and effect public liability insurance for third party bodily injury or damage to property with a minimum limit of indemnity of £5,000,000 throughout the duration of their contract with you.

You shall undertake to obtain and retain documentary evidence of the said insurances, prior to the commencement of any contract.

Coaching condition

In respect of sports coaching; all coaches must be suitable qualified to coach the sport in question in accordance with the relevant recognised national governing body requirements, or where such formal qualification does not exist, coaches must possess a minimum of three years' practical coaching experience for the sport in question.

# Terms of Business Agreement

V20220725

The following Terms of Business Agreement sets out the basis on which Mark Hayman Insurance will provide business services to you as a consumer client of the firm.

Please contact us immediately if there is anything in these terms of business which you do not understand or with which you disagree. We are happy to answer any questions and willing to explain these terms and the reasons for them.

**YOU ARE DEEMED TO HAVE ACCEPTED THESE TERMS OF BUSINESS UNLESS YOU ADVISE US OTHERWISE WITHIN 7 DAYS OF RECEIPT.**

Contact us:

Mark Hayman Insurance

Sconicca

14 Hilltop Meadow

Newton Abbot

Devon

TQ12 1FJ

T: 01626 363 376

E: mark@haymaninsurance.co.uk

## About us

Mark Hayman Insurance is an appointed representative of TEn Insurance Services Ltd which is authorised and regulated by the Financial Conduct Authority. Their **Firm Registration Number is 446479**. We are permitted to arrange, advise on, deal as an agent of insurers and clients, assist in claims handling, in respect of non-investment insurance policies.

You can check these details online using the Financial Services Register at: -

<https://register.fca.org.uk/s/> or by contacting the FCA Consumer Helpline on 0800 111 6768.

We are also authorised by the FCA for credit broking when arranging insurance premium finance, through Close Premium Finance Limited.

## Our scope of service

We offer a wide range of insurance products and have access to leading insurers in the market. When we arrange your insurance, we'll inform you of the nature of the service we provide. This will usually be one of the following: -

- (a) a personal recommendation to buy the policy, based on a fair and personal analysis of the market.
- (b) a personal recommendation to buy a policy we select from one or more insurance undertakings (not based on a fair and personal analysis of the market) in which case we will provide the names of those insurance undertakings.
- (c) information about a policy from one or more insurance undertakings without giving you advice or a personal recommendation, in which case we will provide the names of those insurance undertakings.
- (d) advice only, with or without a personal recommendation

We generally act on your behalf in arranging your insurance, but we'll make clear at the outset whether we are acting for you or, for the insurer, in a specific circumstance.

## Your duty of disclosure

### Consumers

You must take reasonable care not to make a misrepresentation to the insurer. This means that all the answers you give and statements you make as part of your insurance application, including at renewal and when an amendment to your policy is required, should be honest and accurate.

If you deliberately or carelessly misinform the insurers, this could mean that part of or all a claim may not be paid.

### **Non-consumer customers**

Where we arrange insurance wholly or mainly for purposes related to your trade, business, or profession, you have a duty under The Insurance Act 2015 to make a fair presentation of the risk. This means that you must disclose every material circumstance which you and/or your senior management and/or anyone responsible for arranging your insurance know or ought to know.

Alternatively, you must disclose enough information which would put the insurer on notice that they need to make further enquiries for the purpose of revealing those material circumstances. You are expected to carry out a reasonable search to make a fair presentation of the risk and will be deemed to know what should reasonably have been revealed by the search.

Your duty of fair presentation applies at the start of the policy, at renewal and when any variation of the policy is arranged. If you fail to make a fair presentation, the insurer may refuse to pay your claim or reduce the settlement amount, depending on the circumstances.

### **How to cancel**

Please contact us immediately if you wish to cancel any insurance policy, we have arranged for you. You may have a right to cancel a policy without penalty within the first 14 days (or, in some cases, longer).

Please refer to your policy summary or your policy document for further details. If you cancel within this initial cancellation period (where this applies) you will receive a proportionate refund of premium from the insurer.

However, insurers are entitled to make an administrative charge. In addition, we may also charge an amount which reflects the administrative costs of arranging and cancelling the policy.

If you choose to cancel other than within the initial cancellation period, you may not receive a pro-rata return of premium, depending upon the practice of the insurer. Your policy wording will state the return premium that will be granted.

Upon cancellation of the policy, all fees charged by us or third parties for inception, renewal or mid-term adjustments remain payable in full, if not already paid.

All commission earned by us prior to cancellation of the policy is retained.

Details of all the amounts we charge will have been provided to you before you agreed to accept the policy or at the time you cancel the policy.

### **Protecting your information**

We take your privacy extremely seriously and we will only use your personal details in line with our Privacy Notice. Please read our Privacy Notice carefully which can be found at our website at [www.privacy-notice.co.uk](http://www.privacy-notice.co.uk) and contact us immediately if you have any queries.

Where necessary, for example where we would like to use your data for some marketing purposes, we shall ask for your specific consent to do so. Your personal information includes all the details you have given us to process your insurance policy (we will not ask for more information than is necessary). We may share your data with Third Parties for the provision and on-going performance of your insurance policy. Your data may be transferred outside the UK. We will not sell, rent, or trade your data under any circumstances.

All the personal information you supply to us will be handled strictly in accordance with the applicable Data Protection regulations and legislation.

If we have asked you for driving licence numbers when arranging motor insurance, we will also have obtained your explicit consent to their use.

### **How to claim**

Please refer to your policy summary or your policy document if you need to notify a claim. You should contact us or the insurer direct as soon as you become aware of any incident which could give rise to a claim. If in doubt about whom you should contact, or if you require our assistance in relation to a claim or potential claim please contact us.

### **Fees and charges**

We may charge you for the work incurred in handling your insurances. These charges apply if you instruct us to arrange insurance, carry out a mid-term adjustment, renewal, cancellation or other work on your behalf. Any additional charges, if applicable, will always be agreed in advance of them becoming due.

If you pay your premium by instalments, we shall inform you of any additional fees, charges, or interest as part of your credit arrangements.

### **Our earnings**

In return for placing business with insurers or underwriters or other product providers, we receive a commission from them which is a percentage of the annual premium that you are charged.

When we sell you a policy the insurer pays us a percentage commission from the total premium that you are charged with. If the type of policy we sell reaches specific profit targets, the insurer may also pay us an additional bonus. In some cases we do not receive any commission and will charge a fee for the services provided.

You are entitled, at any time, to request information regarding any commission which we may have received because of placing your insurance business or arranging premium finance.

Please be assured that at no time will the way in which we are remunerated conflict with our responsibilities to meet your needs and treat you fairly.

### **Block transfers**

In respect of some classes of insurance, we may operate block insurance arrangements to provide competitive terms. This is where we place all insurances of a certain type with one insurer who can provide particularly competitive terms for all our customers.

On occasions it will be necessary for us to transfer such blocks from one insurer to another where this is beneficial for our clients. This Terms of Business Agreement constitutes both your acceptance that we may do this and your prior request for us so to do.

### **Protecting your money**

Prior to your premium being forwarded to the insurer (or forwarded to you in the event of a premium refund) we generally hold your money as an agent of the insurer with which we arrange your insurance. Where we hold premium as the agent of the insurer it is regarded as received by the insurer.

If we are not acting as an agent of the insurer when we receive your premium, we shall hold it as client money in trust for you within a client bank account with an approved bank. Our client bank account(s) may contain other clients' money and money we hold as an agent of insurers. In line with strict FCA rules, our client bank account(s) is/are rigorously monitored to segregate and safeguard client money. We reserve the right to retain interest earned on our client bank accounts.

We are permitted to advance credit to other customers from monies we hold in a non-statutory trust client bank account. A copy of the trust deed under which our non-statutory client bank account has been established is available on request. You must notify us if you do not wish your money to be handled in this way.

We may transfer your premiums to the insurer through another party, such as a broker or underwriting agent for the purposes of effecting a transaction.

By accepting this Terms of Business Agreement, you are giving us your consent to treat your money in this way. Please notify us immediately if you have any objection or query.

### **Complaints**

It is our intention to provide a high level of service. However, if you have reason to make a complaint about our service you should contact us immediately using the contact details on the first page above, or the contact details at our Principal Firm, Ten Insurance Services Ltd.

You may be entitled to refer the matter subsequently to the Financial Ombudsman Service. You can contact the Financial Ombudsman Service by telephone on 0800 023 4567 or online and further information is available at <http://www.financial-ombudsman.org.uk/>. If you do decide to refer any matter to the Financial Ombudsman Service, your legal rights will not be affected.

We will provide a summary of our complaints handling procedures should you make a complaint which we cannot resolve informally and at any other time, upon your request.

### **Compensation arrangements**

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 90% of the claim, without any upper limit.

For compulsory classes of insurance, insurance advising, and arranging is covered for 100% of the claim, also without any upper limit. The compensation scheme does not apply to consumer credit. Further information about compensation scheme arrangements is available from the FSCS on: -

0800 678 1100 or 020 7741 4100 or by visiting <https://register.fca.org.uk/s/>

### **Money laundering/Proceeds of crime**

We are obliged to report to the National Crime Agency any suspicion of money laundering or terrorist financing activity and we are prohibited from disclosing any such report.

### **Adequacy of insurance values**

It is the responsibility of the policyholder to ensure that all sums insured, and policy limits are adequate. Whilst we seek to assist in establishing and maintaining insured values and indemnity limits, we cannot accept responsibility for their accuracy. It is strongly recommended that the appropriate Professional (e.g. Surveyor/Accountant) be consulted to ensure that the sums insured and limits under the policy are suitable. Under-insurance in the event of a loss may lead to the claim not being met fully.

### **Conflicts of interest/Customers best interests**

As insurance brokers we generally act as your agent in advising you, arranging your insurance and assisting you in the event of a claim; we will always act honestly, fairly, and professionally ensuring your best interests are our priority. In certain circumstances we may act for and owe duties of care to insurers and/or other parties.

Where we become aware of any actual or potential conflict of interest with our duty to you, we will inform you of the situation and the options available to you before we proceed.

### **Insurer security**

The insurers we use are regulated and are required to have adequate capital resources. However, we cannot guarantee the solvency of any insurer we place business with. An insolvent insurer may be unable to pay claims or may be unable to pay them in full and you may have to pay a further premium to pay for alternative insurance cover.

### **Termination**

You or we may terminate authority to act in connection with your insurance arrangements at any time. Notice of termination must be given in writing and will be without prejudice to the completion of any transactions already commenced. Any business currently in progress will be completed unless we receive instructions to the contrary.

Any premiums or fees outstanding will become payable immediately. In circumstances where we feel we cannot continue providing services to you, we will give you a minimum of 7 days' notice.

### **Law and jurisdiction**

These Terms of Business shall be governed by and construed in accordance with English Law and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 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
<b>INCOME</b>				
<b>Conservation</b>				
100 Allotment Rent	£2,400.00	£0.00	£2,548.21	£148.21
101 Allotment Insurance Premiums	£0.00	£0.00	£365.00	£365.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>	<b>£6,250.00</b>	<b>£0.00</b>	<b>£6,761.93</b>	<b>£511.93</b>
<b>Cemeteries</b>				
200 Burial Fees	£4,000.00	£0.00	£3,340.00	-£660.00
<b>Total Cemeteries</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£3,340.00</b>	<b>-£660.00</b>
<b>Play Areas &amp; Recreation Grounds</b>				
300 Match Fees	£3,200.00	£0.00	£805.00	-£2,395.00
320 Hire of Recreation Grounds	£800.00	£0.00	£732.47	-£67.53
340 Pavilion Hire	£300.00	£0.00	£267.00	-£33.00
<b>Total Play Areas &amp; Recreation Grounds</b>	<b>£4,300.00</b>	<b>£0.00</b>	<b>£1,804.47</b>	<b>-£2,495.53</b>
<b>Finance &amp; General Purpose</b>				
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	£236.50	£186.50
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	£5,030.00	£30.00
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
<b>Total Finance &amp; General Purpose</b>	<b>£294,180.00</b>	<b>£5,700.00</b>	<b>£301,832.19</b>	<b>£1,952.19</b>
<b>Highways</b>				
800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
<b>Total Highways</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Rental Property</b>				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£15,166.69	-£10,833.31
<b>Total Rental Property</b>	<b>£26,000.00</b>	<b>£0.00</b>	<b>£15,166.69</b>	<b>-£10,833.31</b>
<b>Melbourn Area Youth Develpt Reserve</b>				
950 MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
<b>Total Melbourn Area Youth Develpt</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Community Benefit Reserve</b>				
960 Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
<b>Total Community Benefit Reserve</b>	<b>£0.00</b>	<b>£47,108.13</b>	<b>£47,108.13</b>	<b>£0.00</b>
<b>S106 &amp; Other Capital Grants Reserve</b>				
140 S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
<b>Total S106 &amp; Other Capital Grants</b>	<b>£0.00</b>	<b>£14,899.75</b>	<b>£14,899.75</b>	<b>£0.00</b>
<b>Celebrating Ages Reserve</b>				
990 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£334,730.00</b>	<b>£67,707.88</b>	<b>£390,913.16</b>	<b>-£11,524.72</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 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
<b>EXPENDITURE</b>					
<b>Conservation</b>					
1000	Allotments	£1,890.00	£0.00	£1,540.83	£349.17
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£11,300.00	£5,287.00	£11,236.30	£5,350.70
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£4,357.50	£4,312.50
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£3,220.00	£4,450.00
<b>Total Conservation</b>		<b>£30,820.00</b>	<b>£5,287.00</b>	<b>£20,867.23</b>	<b>£15,239.77</b>
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£1,422.52	£3,342.48
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£2,840.81	£3,109.19
<b>Total Cemeteries</b>		<b>£10,715.00</b>	<b>£0.00</b>	<b>£4,263.33</b>	<b>£6,451.67</b>
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,220.00	£0.00	£2,312.25	£1,907.75
3200	Recreation Grounds	£12,720.00	£0.00	£9,218.74	£3,501.26
3400	Pavilion	£9,160.00	£2,000.00	£6,958.73	£4,201.27
<b>Total Play Areas &amp; Recreation Grounds</b>		<b>£26,100.00</b>	<b>£2,000.00</b>	<b>£18,489.72</b>	<b>£9,610.28</b>
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£1,647.44	£102.56
4300	Wardens' Materials, Equipment & Van	£2,400.00	£0.00	£1,716.97	£683.03
4500	Insurances	£12,550.00	£0.00	£14,888.10	£-2,338.10
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	£6,759.90	£19,928.10
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£40,433.62	£33,166.38
5300	Sundry Expenses	£150.00	£0.00	£166.99	£-16.99
5400	Training	£1,500.00	£0.00	£610.00	£890.00
5700	Pension Scheme Charges	£440.00	£0.00	£252.00	£188.00
5900	Bank Charges	£400.00	£0.00	£94.70	£305.30
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£5,700.00	£1,900.00
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	£8,936.29	£3,806.54
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	£335.32	£399.19
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	£9,354.64	£6,500.36
<b>Total Finance &amp; General Purpose</b>		<b>£232,325.00</b>	<b>£1,137.34</b>	<b>£150,374.57</b>	<b>£83,087.77</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/23 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Planning</b>				
7000 Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
<b>Total Planning</b>	<b>£1,000.00</b>	<b>£2,200.00</b>	<b>£2,200.00</b>	<b>£1,000.00</b>
<b>Highways</b>				
8000 Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100 Street Lighting	£2,500.00	£0.00	£319.33	£2,180.67
<b>Total Highways</b>	<b>£14,000.00</b>	<b>£0.00</b>	<b>£319.33</b>	<b>£13,680.67</b>
<b>Rental Property</b>				
9000 Little Hands Nursery	£5,470.00	£0.00	£4,468.88	£1,001.12
<b>Total Rental Property</b>	<b>£5,470.00</b>	<b>£0.00</b>	<b>£4,468.88</b>	<b>£1,001.12</b>
<b>Melbourn Area Youth Develpt Reserve</b>				
9500 MAYD Youth Club Expenditure	£0.00	£0.00	£0.00	£0.00
<b>Total Melbourn Area Youth Develpt</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£33,426.18	£33,426.18	£0.00
9601 Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
<b>Total Community Benefit Reserve</b>	<b>£0.00</b>	<b>£33,426.18</b>	<b>£33,426.18</b>	<b>£0.00</b>
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£136,426.71	£137,962.83	£-1,536.12
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£0.00	£0.00	£0.00
<b>Total S106 &amp; Other Capital Grants</b>	<b>£0.00</b>	<b>£141,426.71</b>	<b>£142,962.83</b>	<b>£-1,536.12</b>
<b>Celebrating Ages Reserve</b>				
4800 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
<b>Total Celebrating Ages Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£320,430.00</b>	<b>£185,477.23</b>	<b>£377,372.07</b>	<b>£128,535.16</b>
Total Income	£334,730.00	£67,707.88	£390,913.16	£-11,524.72
Total Expenditure	£320,430.00	£185,477.23	£377,372.07	£128,535.16
<b>Total Net Balance</b>	<b>£14,300.00</b>		<b>£13,541.09</b>	

## Cash & Bank Balances 31<sup>st</sup> October 2022

### Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£120,883.84
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	£135,483.70
Nationwide 45 day Business Saver	£115,146.31

<b>Total</b>	<b>£670,791.06</b>
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## Melbourn Parish Council Finance Report 31<sup>st</sup> October 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 1<sup>st</sup> April to 31<sup>st</sup> October 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 expected to significantly exceed budget due to the increase in interest rates that has occurred 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:**

Insurances – the insurance policy has been reviewed and items added or cover increased. The revised premium is above the budget.

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 within the maintenance budget headings.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

9<sup>th</sup> November 2022

## TIME BANKS UK

The Exchange, Brick Row  
Stroud  
Gloucestershire  
GL5 1DF  
sarah@timebanking.org

Timebanking UK



[www.timebanking.org](http://www.timebanking.org)

## INVOICE

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

INVOICE 006/5/34  
DATE 03/11/2022  
TERMS Net 30  
DUE DATE 30/11/2022

DATE		DESCRIPTION	QTY	RATE	AMOUNT
30/11/2022	Annual Membership	Annual Membership to Timebanking UK from 30th November 2022 to 30th November 2023 to include use of TOL2	1	150.00	150.00

BALANCE DUE

**£150.00**



INVOICE

Invoice #	Invoice Date	Page
085709	31/10/2022	1
Despatch No.	Despatch Date	Type
		SI

HAGS-SMP Ltd

Waterfront Complex, Shipyard Ind. Estate,  
 Selby, Yorkshire YO8 8AP  
 Tel:01757 703620 Fax:01757 705158  
 email:accountsrec@hags.co.uk  
 www.hags.co.uk

VAT Registration No GB 207 8538 51

\*289408\*

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 NO		
PC201/21c 25/04/22		Net 30 Days		SMP Transport				
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER #	CUSTOMER ID		
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030		
LN	DL	QUANTITY		PART IDENTIFIER	DESCRIPTION	UNIT	UNIT PRICE	EXTENDED PRICE
		ORDERED	SHIPPED					
02	02	1.00	1.00	INSPECTION	Post Installation Inspect by RPII Inspector	EA	357.00	£ 357.00
02	17	80.00	80.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 80m2 of 50mm topsoil & seed general re instatement to all required areas of the site.	EA	11.00	£ 880.00
02	18	8.00	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	65.00	£ 520.00
02	19	26.00	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	17.00	£ 442.00
03	01	1.00	1.00	RFB	REFURBISHMENT	EA	358.00	£ 358.00

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 GB62 CHAS  
 6092 4241 3121 10

Weight in Kgs : 0.00



INVOICE

Invoice #	Invoice Date	Page
085709	31/10/2022	2
Despatch No.	Despatch Date	Type
		SI

HAGS-SMP Ltd

Waterfront Complex, Shipyard Ind. Estate,  
 Selby, Yorkshire YO8 8AP  
 Tel:01757 703620 Fax:01757 705158  
 email:accountsrec@hags.co.uk  
 www.hags.co.uk

VAT Registration No GB 207 8538 51

\*289408\*

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 NO		
PC201/21c 25/04/22		Net 30 Days		SMP Transport				
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER #	CUSTOMER ID		
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030		
LN	DL	QUANTITY		PART IDENTIFIER	DESCRIPTION	UNIT	UNIT PRICE	EXTENDED PRICE
		ORDERED	SHIPPED					
19	02	131.00	131.00	INSTSS	Refurb Seesaw - Rocking Horse Rub down and repaint INSTALL SAFETY SURFACING Install grass mat	EA	15.00 £	1,965.00
19	03	50.00	50.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 50mm topsoil & turf. Watering responsibility by others.	EA	17.00 £	850.00
20	01	122.00	122.00	WET-POUR	WETPOUR - SUPPLY & LAY Supply and lay 122m2 of Black ramped wet pour as per design.	EA	79.81 £	9,736.82
20	07	30.00	30.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay [??]m2 of 50mm topsoil & turf. Watering responsibility by others.	EA	17.00 £	510.00
23	02	45.00	45.00	INSREINSTA	REINSTATEMENT WORKS Supply & lay 50mm topsoil & turf. Watering responsibility by others.	EA	17.00 £	765.00

Weight in Kgs : 0.00

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 GB62 CHAS  
 6092 4241 3121 10



INVOICE

Invoice #	Invoice Date	Page
085709	31/10/2022	3
Despatch No.	Despatch Date	Type
		SI

HAGS-SMP Ltd

Waterfront Complex, Shipyard Ind. Estate,  
 Selby, Yorkshire YO8 8AP  
 Tel:01757 703620 Fax:01757 705158  
 email:accountsrec@hags.co.uk  
 www.hags.co.uk

VAT Registration No GB 207 8538 51

\*289408\*

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 NO		
PC201/21c 25/04/22		Net 30 Days		SMP Transport				
ORDERED BY		SALES REPRESENTATIVE		ORDER DATE	OUR ORDER #	CUSTOMER ID		
Sophie Marriage		Simon Carson		03/05/2022	289408	M0030		
LN	DL	QUANTITY		PART IDENTIFIER	DESCRIPTION	UNIT	UNIT PRICE	EXTENDED PRICE
		ORDERED	SHIPPED		COMMENTS			
25	02	1.00	1.00	INSREINSTA	REINSTATEMENT WORKS Allowance to turf mound extension	EA	115.00	£ 115.00
COMMENTS:		01763 263303 (Option 3)			VAT RATE (20%)		3299.76	
LINE ITEM TOTALS		DISCOUNT	SUB TOTAL	FREIGHT	TAXABLE AMOUNT	TAX	MISC	INVOICE TOTAL
16498.82		0.00 %	16498.82	0.00	16498.82	3299.76	0.00	£ 19798.58

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 GB62 CHAS  
 6092 4241 3121 10

Weight in Kgs : 0.00

# TERMS AND CONDITIONS

## 1. THE CONTENT OF THIS CONTRACT

- a. in this Contract: -
  - "the Company" means HAGS-SMP Ltd t/as HAGS as applicable
  - "the Goods" means the goods or services sold or supplied by the Company to the Customer under this contract
  - "this Contract" means a contract between the Customer and the Company incorporating these conditions
- b. The Contract governs the sale of Goods by the Company to the exclusion of all other representations, statements, understanding, negotiations, proposals or agreements.
- c. Where the Customer submits its own order form these terms shall prevail if they conflict with the terms in that form, even if that form includes a condition similar to this one
- d. The Contract becomes legally binding on both parties once FIVE (5) BUSINESS DAYS has expired following the issue by the Company of the Order Confirmation. At this point, the Customer shall be deemed to have unconditionally accepted the Order Confirmation and the Contract. If the Customer rejects the Order Confirmation within the FIVE (5) BUSINESS DAYS, no Contract is deemed to exist.
- e. No employee of the Company or its agents has authority to make any warranty, statement or promise concerning the Goods except in writing signed by a Company Director.
- f. The Customer's order shall be subject to acceptance by the Company
- g. Orders are accepted and estimates of delivery given conditionally on the Company being able to secure the necessary labour or material and without responsibility for delays or non-fulfilment arising through risk and uncertainties of manufacture, strikes, accidents, force majeure or otherwise howsoever.
- h. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

## 2. STANDARDS

- a. Where a B.S.I. specification or code is applicable, quotations will be given for patterns and equipment to that specification code.
- b. When Goods supplied under this Contract are not supplied under the B.S.I. system for the Registration of Firms at Assessed Capability, the Customer will be notified in the quotation relating to those Goods.

## 3. PRICES

- a. We reserve the right to invoice at the price ruling at date of despatch. All prices, unless otherwise stated, are for delivery "ex works" and are exclusive of value added tax or any other tax or duty which is or may be levied or charged in the U.K. or in the country of destination. Any such taxes, duties or charges shall be paid by the Customer.
- b. Unless otherwise specified, packing cases and pallets will be charged extra but will be credited in full on return carriage paid and in good condition within one month of receipt by the Customer. Export packing cases are not returnable.
- c. Quoted prices are held for a period of 60 (Sixty) days and ordered prices for Goods or Services are held for 60 (Sixty) Days, after these periods both are subject to any increase in the cost of labour, materials and installation.
- d. If the Customer requires alteration to the order the price will be varied accordingly. After 5 (Five) business days of the order being placed, any changes will incur additional charges.

## 4. PROPERTY OF GOODS

- a. Property of Goods delivered by the Company shall not pass to the Customer until payment is made in full. In case of default in payment, the Company shall be granted access rights in order to repossess the Goods. At all times before payment in full:
  - the Goods shall stand in the Customer's books in the name of the Company; and
  - the Customer shall take appropriate steps to notify third parties of the Company's interest in the Goods; and
  - in the event of threatened seizure of the Goods or by the appointment of a receiver or liquidator, or any other event entitling the Company to terminate this Contract under paragraph 10, the Customer shall immediately notify the Company and the Company shall be entitled to enter the Customer's premises and repossess the Goods.
- b. If the Customer delivers Goods to a third party before payment has been made in full to the Company, the customer shall hold all sums received for such Goods as trustee for the company and shall remit them to the Company on receipt.
- c. Risk for the Goods shall pass on delivery.

## 5. DELIVERY

- a. Delivery shall be "ex-works" unless the Company agrees otherwise. If the Contract includes delivery by the Company, the Customer shall be responsible for giving the Company clear and accurate instructions as to the place of delivery. If the carrier is unable to unload the Goods carried, the transport will still be charged. Any damage to Goods caused during or after unloading by the staff of the Customer will be the exclusive responsibility of Customer.
- b. If the Customer is not available or prepared to accept delivery the Company may take away the Goods and redeliver at a later date, charging the Customer for any additional expense thereby incurred (including temporary storage and demurrage) or leave the Goods on any part of the premises which is accessible without responsibility for loss or damage to them whether as a result of their being unsecured or otherwise
- c. If the Company has been delayed by the Customer for delivery of Goods, the Company has the right to charge a weekly holding or storage charge of 2.5% of the Goods.
- d. Time shall not be of the essence in respect of delivery. If the goods are to be delivered by a date specified by the Customer or by the Company such date is to be treated as an estimate only. The Company does not guarantee that the Goods will be delivered by such date or accept any liability for failure to meet the date.
- e. Prior authorisation for any returns is needed before the Company will accept. The Company reserves the right to charge a re-stocking fee of 25% of the Goods. Carriage cost for any returned product must be borne by the Customer.

## 6. SETTLEMENT TERMS

- a. Where credit facilities exist, accounts are due for payment 30 days from the date of invoice. Proforma payments and deposits can be requested by the Company at any time, subject to Customer credit checks and review on historical payments.
- b. Unless expressly stated otherwise in writing, invoices will be issued:
  - i. For the supply of Goods only orders, 100% of the price upon manufacture or dispatch.
  - ii. For supply of Goods and Services orders, 100% of the Goods price upon dispatch and the remaining balance in accordance with an agreed upon payment plan but no later than full invoicing upon completion (handover) of services. The payment of the total value of each invoice shall be made within thirty (30) days starting from the date of the invoice unless expressly agreed otherwise.
- c. The Company is entitled to ask for full payment of Goods upfront when the order is accepted (by credit card, money transfer or similar) and the payment of the installation upon completion date (hand over) of services. In the exceptional case that the Customer does not meet financial criteria set by the Company, the order will not be released to manufacturing until the pre-payment has been received, so the pre-payment invoice shall be made within five (5) working days starting from the date of the invoice in order to achieve timely delivery
- d. For Services to be carried out over a period exceeding two weeks, the Company reserves the right to invoice the Customer on a weekly basis. An initial invoice will be issued upon receipt of the Goods at the Customer's site, followed at weekly intervals by invoices for completed stages of the Services. In the event that any weekly invoice is not paid in accordance with clause 6(a), the Company shall be entitled at its own discretion to suspend the Services until payment of all outstanding sums is received or to terminate the Contract in accordance with clause 10.
- e. Where special discount terms are quoted, the terms must be strictly adhered to otherwise the account will be charged nett. The Customer shall unless otherwise agreed in writing, pay all sums due to the Company under the Contract prior to delivery in cash or cleared cheque in pounds sterling.
- f. If for any reason the Company does not receive unconditional payment in full, whether under any terms of credit facilities or otherwise, within 30 days from delivery then the company may charge daily interest on such payments at a rate equal to 8% per annum above the Bank of England Base rate, such interest to run from day to day to accrue before as well as after any judgement.
- g. Export Sales: Special terms will be quoted for export deliveries.
- h. If retention is applicable, the retention period will be 12 (Twelve) months from the Completion Date unless an amendment is agreed with the Company prior to the sales order submission. Clause 6(f) will be enforced for outstanding balances after the expiration of the 12-month period.

# TERMS AND CONDITIONS

## 7. DEFECTS

- a. The Company does not accept responsibility for any damage, shortage or loss in transit unless:
  - i. Non-receipt of Goods is advised to the Company within 10 days from the date of the Company's advise/delivery note; and
  - ii. Any breakage, damage or shortage is advised to the Company and carriers within 10 days of receipt of Goods provided that the carriers note is marked "unexamined".
- b. All sizes are approximate. Variations during the course of manufacture cannot be avoided and liability is not accepted for them.
- c. When Goods are offered and supplied to a Customer's designs and specifications no guarantee is given or implied for their suitability for the purpose for which they are used.
- d. Return of any Goods must be authorized in writing by the Company prior to shipping and all costs and expenses will be borne by the Customer.
- e. The communication of defects and anomalies must be raised within (3) Three Months of when the Goods defect is discovered or should have been discovered and must be accompanied by supporting documentation to help validate the claim.
- f. If specific colours or design of Goods have been discontinued, the Company will offer a choice of available alternative colours or corresponding alternative designs of Goods to replace the warranted defect.
- g. If during the period of 12 (Twelve) months from the date of invoice the Company is notified of a fault in the Goods which is due to a faulty design, manufacturing or materials the Company will replace or (at its option) repair the faulty part free of charge provided that:
  - The Goods have been properly kept, used and maintained in strict accordance with the manufacturer's or the Company's instructions, if any, and have not been modified.
  - The fault is not due to accidental or wilful damage, interference with or maintenance of the Goods by persons other than the Company or its duly appointed Agent.
- h. If the Company has been notified by the Customer to a fault outside the period of 12 months the Company will review the Goods warranty documents to validate the claim. If the fault falls into a warranty category which the Company decides to honour, the replacement part to resolve the fault will be supplied free of charge exclusive of labour.

## 8. INSTALLATION OF GOODS

- a. The Customer must provide accurate information to the Company regarding site details including site dimensions, layout, specification and below ground soil conditions. If this is not provided accurately by the Customer, the Company can charge the Customer any additional charges incurred.
- b. The Customer shall promptly notify the Company of any existing installations such as water, gas, communications, electricity, or of any other similar communications or installations which may be affected and/or may suffer damages as a consequence of the installation works to be carried out in the place where the Goods are to be installed. Should the Customer fail to provide such information prior to the commencement of the Services, the Company shall not be held liable under any circumstance for any potential or actual damages caused to such installations. If the Company incurs additional costs as a result of a failure to provide such information, the Company can charge the Customer any additional costs incurred.
- c. The Company will only survey area's above ground prior to installation. Any additional surveys required will be chargeable to the Customer. Should any sub-surface structures exist that are not identified through the survey, the Company can charge the Customer for any additional costs incurred.
- d. An installation commencement date will be agreed in advance by the Customer and the Company. Should the installation site not be in a suitable condition for work to commence on this date, the Company will be entitled to charge the Customer for any additional costs incurred.
- e. The Company shall subcontract Services works out to approved installers where necessary, all works to be managed by the Company.
- f. The Company has the right to charge the Customer for any works outside the order confirmation.
- g. Any amendments to the original order must be made in writing. The Company will endeavour to accommodate such amendments but will charge the Customer for any additional time and materials incurred. The Company has the right to reject such amendments.
- h. Upon completion of the Services, the Customer shall sign the Site Completion Handover Checklist provided by the Company or confirm in writing all works have been carried out to a satisfactory level. Should the Customer claim that the Services have not been

performed in accordance with the Order Confirmation, the Customer shall send the Company, within five (5) working days from receipt of the Site Completion Handover Checklist or Confirmation email of completed works, a notice ("Notice"), specifying in detail, the faults found in the Services. If the Customer objectively demonstrates the claimed faults, the Company shall remedy the claimed faults at its own expense; if, instead, the Company demonstrates that the Services are in compliance with the Order Confirmation, the Customer shall be obliged to pay the Company the costs and expenses of the activities carried out to demonstrate the compliance of the Services. If the Customer doesn't return a signed Site Completion Handover Checklist, Confirmation email or provide a Notice within five (5) working days from receipt of the Site Completion Handover Checklist or Confirmation email of completed works, the Services will be deemed completed to the Customer's satisfaction in all respects.

## 9. LIMITATIONS OF LIABILITY

- a. Except where expressly contained in this Contract, all warranties, conditions, undertakings and representations, express or implied, statutory or otherwise, are excluded and the Company has no obligation, duty or liability in Contract, tort (including negligence or breach of statutory duty) or otherwise.
- b. In any event, the Company's liability arising for any reason in connection with this Contract shall be limited to the original invoice value of the Goods.
- c. In no circumstances will the Company be liable in Contract, tort (including negligence or breach of statutory duty) or otherwise for loss (whether direct or indirect) of profits, business or anticipated savings, or for the indirect or consequential loss or damage whatever.
- d. The Company does not exclude or restrict liability for death or personal injury resulting from its own negligence
- e. Each provision of this Condition is to be construed as a separate limitation applying and surviving even if for any reason one or other of the said provisions held unreasonable in any circumstances and shall remain in force notwithstanding termination of this Contract.

## 10. TERMINATION

- a. The Company shall have the right forthwith to terminate this Contract and to claim for any resulting losses or expenses if:
  - i. the Customer fails to pay any undisputed amount due under this contract on the due date for payment and remains in default not less than 14 days after being notified in writing to make such payment;
  - ii. the Customer commits a breach of this Contract and fails to remedy the breach within reasonable time of a written notice to do so; or
  - iii. the Customer commits any act of bankruptcy or compounds with its creditors; or a petition or receiving order in bankruptcy is presented or made against the Customer, or a petition for an administration order is presented in relation to the Customer, or a resolution or petition to wind up the Customer is passed or presented (otherwise than for reconstruction or amalgamation) or a receiver or administrative receiver or any similar event occurs under the laws of the state where the Customer was incorporated.
  - iv. A re-stocking fee of 25% of the product value and freight charge will be levied for all cancelled orders.
- b. For all special manufactured or purchased items we reserve the right to charge full value of the cancelled equipment order.

## 11. FORCE MAJEURE

- a. The Company shall not be liable in respect of any breach of this Contract due to any cause beyond his reasonable control including: Act of God, inclement weather, pandemic, flood, lightning or fire, industrial actions, or lockouts; the act of omission of government, highways authorities, or other competent authority, war, military operations or riot; the act or omission of any part for whom the Company is not responsible.

## 12. INFRINGEMENTS

- a. The Customer shall indemnify the Company against all damages, penalties, cost and expenses arising out of any claim by any third party for any infringement or alleged infringement of any third party's industrial or intellectual property rights in any work carried out in accordance with the Customer's specification.
- b. Copyright in all drawings or tracings prepared by the Company are the Company's property and copyright and must be regarded as confidential. Such drawings or tracings must not be published or disclosed under any circumstances without the Company's permission in writing.

## 13. APPLICABLE LAW

- a. The Law of England shall be the proper law of this Contract

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

Invoice No	15952
Invoice Date	31/10/2022
Order No	
Account Ref	MEL002

Description	Net Amt	VAT %	VAT
3rd interim invoice 24/10/2022			
3rd interim invoice Date Completed : 24/10/2022 Ref: Stockbridge Meadows	15,400.00	20.00	3,080.00

BACS to:  
Handelsbanken  
Account: 50073886  
Sort Code: 40-51-62

Remittances to:  
accounts@maydencroft.co.uk

Queries to Credit Control:  
Kim.Dingwall@maydencroft.co.uk  
01462 658762

Total Net Amount	£	15,400.00
Total Tax Amount	£	3,080.00
Invoice Total	£	18,480.00
Payment Due:		30/11/2022

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

Invoice No	16048
Invoice Date	16/11/2022
Order No	
Account Ref	MEL002

Description	Net Amt	VAT %	VAT
3rd interim invoice 24/10/2022			
4th interim invoice Date Completed : 07.11.22 Ref: Stockbridge Meadows	3,809.00	20.00	761.80

BACS to:  
Handelsbanken  
Account: 50073886  
Sort Code: 40-51-62

Remittances to:  
accounts@maydencroft.co.uk

Queries to Credit Control:  
Kim.Dingwall@maydencroft.co.uk  
01462 658762

Total Net Amount	£	3,809.00
Total Tax Amount	£	761.80
Invoice Total	£	4,570.80
Payment Due:		16/12/2022

**From:** [sean.hogan@semilongservicesltd.co.uk](mailto:sean.hogan@semilongservicesltd.co.uk)  
**To:** [Parish Clerk](#)  
**Cc:** ["Semilong Services Ltd \(Office\)"](#)  
**Subject:** FW: Quote to return to site and conduct CCTC camera survey  
**Date:** 11 November 2022 13:11:40  
**Attachments:** [image002.png](#)

---

Hi Claire

The price would be the same either way, we usually charge an additional £95 plus VAT per hour for any jetting required, but as we have already been to site, we decided to do these works at a fixed cost, even though the drains were jetted it is likely they will still need a jet in places in order to get decent video footage.

As a good will gesture, I will deduct £50 plus Vat off our quote for camering, so the new price would be £400 plus VAT

Any queries, please do not hesitate in contacting me,

Thank you

Kind Regards

Sean Hogan

signature\_3241670770



Semilong Services Ltd  
4a Pondwood Close  
Moulton Park Industrial Estate  
Northampton  
NN3 6RT

Tel: 01604 492701  
Mob: 07899916308  
Web: [www.semilongservicesltd.co.uk](http://www.semilongservicesltd.co.uk)

---

**From:** [info@semilongservicesltd.co.uk](mailto:info@semilongservicesltd.co.uk) <[info@semilongservicesltd.co.uk](mailto:info@semilongservicesltd.co.uk)>

**Date:** Friday, 11 November 2022 at 12:58

**To:** 'Sean Hogan' <sean.hogan@semilongservicesltd.co.uk>

**Subject:** FW: Quote to return to site and conduct CCTC camera survey

---

**From:** Parish Clerk <parishclerk@melbournpc.co.uk>

**Sent:** 11 November 2022 12:56

**To:** info@semilongservicesltd.co.uk

**Subject:** Re: Quote to return to site and conduct CCTC camera survey

Hi Carrie

Thanks for your email.

Can I just check, if the drains are still flowing when your team come out to carry out the CCTV inspection, will it be necessary to jet them through? If not, will this change the cost of the inspection?

I just need to be clear what expenditure I'm getting authorisation for.

Many thanks

Claire

Claire Littlewood

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

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By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

To view Melbourn Parish Council's Privacy Notice please [click here](#)

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**From:** [info@semilongservicesltd.co.uk](mailto:info@semilongservicesltd.co.uk) <[info@semilongservicesltd.co.uk](mailto:info@semilongservicesltd.co.uk)>

**Sent:** 10 November 2022 15:56

**To:** Parish Clerk <[parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)>

**Subject:** Quote to return to site and conduct CCTC camera survey

Good afternoon

Apologies for the delay in responding.

To return to site and conduct CCTV including jetting with a "van pack jetter" if required is £450 + vat.

Availability – We have capacity any day next week other than Monday 14<sup>th</sup> Nov.

Please do not hesitate to contact me if you require any further information.

Kind regards

Carrie Harris



Semilong Services Ltd  
4a Pondwood Close  
Moulton Park Industrial Estate  
Northampton  
NN3 6RT

Tel: 01604 492701

Mob: 07849 090655

[Carrie.Harris@semilongservicesltd.co.uk](mailto:Carrie.Harris@semilongservicesltd.co.uk)

Web: [www.semilongservicesltd.co.uk](http://www.semilongservicesltd.co.uk)

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



# Tax Invoice

**INVOICE TO**

Sophie Marriage  
 Melbourn Parish Council  
 30 High Street  
 Melbourn  
 Cambs  
 SG8 6DZ

**INVOICE NO.** 1637**DATE** 31/07/2022**DUE DATE** 02/12/2022**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Room Rental - commercial</b> Hire of Bennett Room by PCN for July 2022	12	25.00	No VAT	300.00
<b>Rebill</b> leaflets for vaccinations	1	130.00	No VAT	130.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Door to door delivery	1	150.00	No VAT	150.00
<b>Catering booked to room</b> catering for vaccinators	1	100.00	20.0% S	100.00
<b>Room Rental - commercial</b> Hire of Austen Room 14th July 10:00 to 12:00	2	15.00	No VAT	30.00

Monies to be drawn from the Health S106 fund

<b>SUBTOTAL</b>	715.95
<b>VAT TOTAL</b>	21.19
<b>TOTAL</b>	737.14
<b>BALANCE DUE</b>	<b>£737.14</b>

**VAT SUMMARY**

Payment should be made by BACS to :  
 Unity Trust Bank  
 Account Number: 20380027  
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	21.19	105.95

Payment should be made by BACS to :  
Unity Trust Bank  
Account Number: 20380027  
Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



# INVOICE

**INVOICE TO**

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

**INVOICE NO.** 1638**DATE** 31/08/2022**DUE DATE** 02/12/2022**TERMS** Net 30

---

ACTIVITY	QTY	RATE	AMOUNT
<b>Room Rental - commercial</b> Hire of Bennett Room by PCN for August 2022	15	25.00	375.00
Monies to be drawn from the Health S106 fund	<b>BALANCE DUE</b>		<b>£375.00</b>

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



# Tax Invoice

**INVOICE TO**

Sophie Marriage  
 Melbourn Parish Council  
 30 High Street  
 Melbourn  
 Cambs  
 SG8 6DZ

**INVOICE NO.** 1639**DATE** 30/09/2022**DUE DATE** 02/12/2022**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Room Rental - commercial</b> Hire of Bennett Room by PCN for September 2022	13	25.00	No VAT	325.00
<b>Rebill</b> vaccination leaflets (1 sept)	1	150.00	No VAT	150.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Distribution door to door	1	150.00	No VAT	150.00
<b>Rebill</b> vaccination leaflets (16 sept)	1	64.00	No VAT	64.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Distribution door to door	1	150.00	20.0% S	150.00
<b>Room Rental - commercial</b> Hire of Austen Room 8th September 10:00 to 12:00	2	15.00	No VAT	30.00
<b>Room Rental - commercial</b> Hire of Norbury Room 13th September 09:00 to 13:00	4	10.00	No VAT	40.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Catering booked to room</b> Food and drink for carer's cafe (1st Sept)	1	17.50	20.0% S	17.50
-----				
Monies to be drawn from the Health S106 fund		SUBTOTAL		938.40
		VAT TOTAL		35.88
		TOTAL		974.28
		BALANCE DUE		<b>£974.28</b>

#### VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		35.88	179.40

Payment should be made by BACS to :  
 Unity Trust Bank  
 Account Number: 20380027  
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



## Tax Invoice

**INVOICE TO**

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** 1640**DATE** 31/10/2022**DUE DATE** 02/12/2022**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Room Rental - commercial</b> Hire of Bennett Room by PCN for October 2022	13	25.00	No VAT	325.00
<b>Rebill</b> Health at the Hub/Vaccination leaflets	1	120.00	No VAT	120.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Distribution door to door	1	150.00	No VAT	150.00
<b>Room Rental - commercial</b> Hire of Austen Room 6th October 10:00 to 12:00	1.50	15.00	No VAT	22.50
<b>Room Rental - commercial</b> Hire of Dickens Room 18th October 08:30 to 17:00	8.50	10.00	No VAT	85.00
<b>Room Rental - commercial</b> Hire of Austen Room 20th October 10:00 to 12:00	1.50	15.00	No VAT	22.50
<b>Catering booked to room</b> catering for carer's cafe	1	43.29	20.0% S	43.29
<b>Catering booked to room</b> catering for vaccinators on 2nd October	1	195.00	20.0% S	195.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Monies to be drawn from the Health S106 fund

SUBTOTAL 969.24  
VAT TOTAL 48.85  
TOTAL 1,018.09  
BALANCE DUE **£1,018.09**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	48.85	244.24

Payment should be made by BACS to :  
Unity Trust Bank  
Account Number: 20380027  
Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

MELBOURN PARISH COUNCIL

Full Council Meeting : 28 November 2022

PC144 22d) NJC pay award 2022/23



**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

The LGA has notified NALC that they have come to an agreement on the new pay scale for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

*Pay Agreement has been reached on rates of pay applicable from 1 April 2022.*

*Employers are encouraged to implement this pay award as swiftly as possible.*

*Backpay for employees who have left employment since 1 April 2022*

*If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.*

*When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org).*

[2022/23 Pay Scales](#)

2 November 2022

## **E02-22 | 2022-23 NATIONAL SALARY AWARD**

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

### **“Pay**

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

### **Backpay for employees who have left employment since 1 April 2022**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

© NALC 2022

## ANNEX 1

SCP	1 April 2021		1 April 2022		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>1</b>	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
<b>2</b>	£18,516	£9.62	£20,441	£10.62	
<b>3</b>	£18,887	£9.82	£20,812	£10.82	
<b>4</b>	£19,264	£10.01	£21,189	£11.01	
<b>5</b>	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
<b>6</b>	£20,043	£10.42	£21,968	£11.42	
<b>7</b>	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
<b>8</b>	£20,852	£10.84	£22,777	£11.84	
<b>9</b>	£21,269	£11.05	£23,194	£12.06	
<b>10</b>	£21,695	£11.28	£23,620	£12.28	
<b>11</b>	£22,129	£11.50	£24,054	£12.50	
<b>12</b>	£22,571	£11.73	£24,496	£12.73	
<b>13</b>	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
<b>14</b>	£23,484	£12.21	£25,409	£13.21	
<b>15</b>	£23,953	£12.45	£25,878	£13.45	
<b>16</b>	£24,432	£12.70	£26,357	£13.70	
<b>17</b>	£24,920	£12.95	£26,845	£13.95	
<b>18</b>	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
<b>19</b>	£25,927	£13.48	£27,852	£14.48	
<b>20</b>	£26,446	£13.75	£28,371	£14.75	
<b>21</b>	£26,975	£14.02	£28,900	£15.02	
<b>22</b>	£27,514	£14.30	£29,439	£15.30	
<b>23</b>	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>24</b>	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
<b>25</b>	£30,095	£15.64	£32,020	£16.64	
<b>26</b>	£30,984	£16.10	£32,909	£17.10	
<b>27</b>	£31,895	£16.58	£33,820	£17.58	
<b>28</b>	£32,798	£17.05	£34,723	£18.05	
<b>29</b>	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
<b>30</b>	£34,373	£17.87	£36,298	£18.87	
<b>31</b>	£35,336	£18.37	£37,261	£19.37	
<b>32</b>	£36,371	£18.90	£38,296	£19.90	
<b>33</b>	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
<b>34</b>	£38,553	£20.04	£40,478	£21.04	
<b>35</b>	£39,571	£20.57	£41,496	£21.57	
<b>36</b>	£40,578	£21.09	£42,503	£22.09	
<b>37</b>	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
<b>38</b>	£42,614	£22.15	£44,539	£23.15	
<b>39</b>	£43,570	£22.65	£45,495	£23.65	
<b>40</b>	£44,624	£23.19	£46,549	£24.19	
<b>41</b>	£45,648	£23.73	£47,573	£24.73	
<b>42</b>	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
<b>43</b>	£47,665	£24.77	£49,590	£25.77	
<b>44</b>	£48,857	£25.39	£50,782	£26.39	
<b>45</b>	£50,074	£26.03	£51,999	£27.03	
<b>46</b>	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
<b>47</b>	£52,607	£27.34	£54,532	£28.34	
<b>48</b>	£53,768	£27.95	£55,693	£28.95	
<b>49</b>	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

#### \* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5544	DD181117 THREE	£7.00	£1.17	£5.83	18/10/22 3 Business Services - Timebank phone - up to 17 Oct	AJQ1360044600
		<b>£7.00</b>	£1.17	£5.83	3 Business Services - Total	
5561	BACS2211 29BARLEY PM	£108.00	£18.00	£90.00	01/11/22 Barley Property Maintenance - Littlehands roof inspection and report	IN1237
5562	BACS2211 29BARLEY PM	£87.60	£14.60	£73.00	01/11/22 Barley Property Maintenance - Littlehands repairs to roof	IN1238
5579	BACS2211 29BPM	£63.53	£10.59	£52.94	09/11/22 Barley Property Maintenance - Replace broken roof tile on pavilion	IN1240
		<b>£259.13</b>	£43.19	£215.94	Barley Property Maintenance - Total	
5535	DD221107 BGASORC	£9.45	£0.45	£9.00	24/10/22 British Gas - Electricity bill - orchard road cemetery 21/09/22-21/10/22	3659039
5550	DD221115 BGASWSH OP	£156.45	£7.45	£149.00	01/11/22 British Gas - Workshop electricity -04/10/22-01/11/22	3688963
5575	DD221128 BGASPAV	£226.76	£10.80	£215.96	14/11/22 British Gas - Pavilion Electricity - 01/10 to 14/11/22 - estimated	3730682
		<b>£392.66</b>	£18.70	£373.96	British Gas - Total	
5549	BACS2211 29DPETTIF ER	£95.00	£0.00	£95.00	26/10/22 David William Pettifer - October Litter picking	
		<b>£95.00</b>	£0.00	£95.00	David William Pettifer - Total	
5605	BACS2211 129HAGS	£19,798.58	£3,299.76	£16,498.82	31/10/22 HAGS-SMP Ltd - Final invoice The Moor Play Park project - removal works and installation	085709
		<b>£19,798.58</b>	£3,299.76	£16,498.82	HAGS-SMP Ltd - Total	
5572	BACS2211 29HBOOK	£111.90	£0.00	£111.90	09/11/22 Hart's Books - 14 books for Library - funded by S106 S	ML091122
		<b>£111.90</b>	£0.00	£111.90	Hart's Books - Total	
5551	BACS2211 29H&CGM	£747.00	£124.50	£622.50	28/10/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Sept(6 of 12)	SI-1973
5552	BACS2211 29H&CGM	£552.00	£92.00	£460.00	28/10/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Oct 7 of 12	SI-1971

Signature

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Date

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Page 1

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5553	BACS2211 29H&CGM	£487.00	£81.17	£405.83	28/10/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance Oct 7 of 12	SI-1972
5554	BACS2211 29H&CGM	£906.00	£151.00	£755.00	28/10/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Oct (7 of 12)	SI-1970
5584	BACS2211 29H&CGM	£1,671.54	£278.59	£1,392.95	18/11/22 Herts & Cambs Ground Maintenance Limited - Paving works and additional works	
1		£1,131.54	£188.59	£942.95	S106 paving works (approved PC096/22a)	
2		£540.00	£90.00	£450.00	S106 Additional paving works	
		<b>£4,363.54</b>	<b>£727.26</b>	<b>£3,636.28</b>	Herts & Cambs Ground Maintenance Limited - Total	
5566	BACS2211 29IANCROSS	£115.44	£0.00	£115.44	01/11/22 Ian Cross - October - Weekly change of MVAS batteries and relocation	
		<b>£115.44</b>	<b>£0.00</b>	<b>£115.44</b>	Ian Cross - Total	
5533	BACS2211 29JTRUEMAN	£107.00	£0.00	£107.00	25/10/22 Jason Trueman - October Pavilion Cleaning - 7 hour @ £14 per hour and descaler for showers @£9	000152
		<b>£107.00</b>	<b>£0.00</b>	<b>£107.00</b>	Jason Trueman - Total	
5583	BACS2211 29KETTERING	£1,914.96	£319.16	£1,595.80	11/11/22 Kettering Playsafe Ltd - install a new entrance into the Moor Play Park	1934
		<b>£1,914.96</b>	<b>£319.16</b>	<b>£1,595.80</b>	Kettering Playsafe Ltd - Total	
5563	BACS2211 29LEXIS	£131.99	£0.00	£131.99	21/10/22 LexisNexis - Arnold Baker 13th Edition	10985372W
		<b>£131.99</b>	<b>£0.00</b>	<b>£131.99</b>	LexisNexis - Total	
5542	BACS2211 29LUCID	£981.99	£163.67	£818.32	26/10/22 LUCID Systems - PC with Microsoft Office & set-up	26734
5560	BACS2211 29LUCID	£160.80	£26.80	£134.00	01/11/22 LUCID Systems - Covered agreement - December	26824
		<b>£1,142.79</b>	<b>£190.47</b>	<b>£952.32</b>	LUCID Systems - Total	
5578	BACS2211 29MMULCH	£77.40	£12.90	£64.50	03/11/22 Madingley Mulch - composted bark cu meter	0101222389
		<b>£77.40</b>	<b>£12.90</b>	<b>£64.50</b>	Madingley Mulch - Total	

Signature  
Date

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# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5555	BACS2211 29MWYER	£133.00	£0.00	£133.00	31/10/22 Mark Wyer - Litter picking Oct 2022	236
		<b>£133.00</b>	£0.00	£133.00	Mark Wyer - Total	
5608	BACS2211 29HUB	£737.14	£21.19	£715.95	31/07/22 Melbourn Community Hub Management Group - PCN event expenditure - room hire July 2022 plus recharge of leaflets, postage, leaflet delivery, catering for vaccinators	1637
	1	£120.00	£20.00	£100.00	S106 Catering for vaccinators	
	2	£7.14	£1.19	£5.95	S106 PCN postage	
	3	£300.00	£0.00	£300.00	S106 Hire of Bennett Room by PCN July 2022	
	4	£130.00	£0.00	£130.00	S106 Leaflets for vaccinations	
	5	£150.00	£0.00	£150.00	S106 Door to door delivery	
	6	£30.00	£0.00	£30.00	S106 Hire of Austen Room by PCN July 2022	
5609	BACS2211 29HUB	£375.00	£0.00	£375.00	31/08/22 Melbourn Community Hub Management Group - PCN event expenditure - room hire August 2022	1638
	3	£375.00	£0.00	£375.00	S106 Hire of Bennett Room by PCN Aug 2022	
5610	BACS2211 29HUB	£974.28	£35.88	£938.40	30/09/22 Melbourn Community Hub Management Group - PCN event expenditure September 2022	1639
	3	£325.00	£0.00	£325.00	S106 Hire of Bennett Room by PCN September 2022	
	4	£150.00	£0.00	£150.00	S106 Vaccination leaflets 1st Sept	
	5	£7.14	£1.19	£5.95	S106 Postage	
	6	£150.00	£0.00	£150.00	S106 door to door delivery	
	7	£64.00	£0.00	£64.00	S106 vaccination leaflets 16 sept	
	8	£7.14	£1.19	£5.95	S106 Postage	
	9	£150.00	£30.00	£150.00	S106 door to door delivery	
	10	£70.00	£0.00	£70.00	S106 Room hire (austen and norbury)	
	11	£21.00	£3.50	£17.50	S106 Catering for carer's café (1st Sept)	

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5611	BACS2211 29HUB	£1,018.09	£48.85	£969.24	31/10/22 Melbourn Community Hub Management Group - PCN event expenditure October 2022	1640
3		£325.00	£0.00	£325.00	S106 Hire of Bennett Room by PCN October 2022	
4		£120.00	£0.00	£120.00	S106 Vaccination/Health at the Hub leaflets	
5		£7.14	£1.19	£5.95	S106 Postage	
6		£150.00	£0.00	£150.00	S106 door to door delivery	
7		£234.00	£39.00	£195.00	S106 catering for vaccinators (2nd Oct)	
10		£130.00	£0.00	£130.00	S106 Room hire (austen and dickens)	
11		£51.95	£8.66	£43.29	S106 Catering for carer's café	
		<b>£3,104.51</b>	£105.92	£2,998.59	Melbourn Community Hub Management Group - Total	
5534	BACS2211 29MCHUB	£60.00	£0.00	£60.00	21/10/22 Melbourn Community Hub Management Group - rebill - emergency first aid at work course (2 members of staff)	1630
5581	BACS2211 29MCHUB	£415.75	£69.29	£346.46	06/11/22 Melbourn Community Hub Management Group - Rebill for Library, Magnetic notice boards (agreed 28/2/22 PC156/21)	1636
		<b>£475.75</b>	£69.29	£406.46	Melbourn Community Hub Management Group - Total	
5524	BACS2211 29NORBU RYS	£560.10	£93.35	£466.75	17/10/22 Norburys Building & Landscape Supplies Ltd - 8 limestone clean jumbo bags, 5 sharp sand jumbo bags, ballast jumbo bag	3116924
5525	BACS2211 29NORBU RYS	£288.00	£48.00	£240.00	18/10/22 Norburys Building & Landscape Supplies Ltd - cc textured buff 450x450 pack of 68	3116991
5526	BACS2211 29NORBU RYS	£382.44	£63.74	£318.70	18/10/22 Norburys Building & Landscape Supplies Ltd - cc textured D/Grey 450x450 pack of 68, plastic cement 25kg	3116977
5527	BACS2211 29NORBU RYS	-£346.80	-£57.80	-£289.00	18/10/22 Norburys Building & Landscape Supplies Ltd - CREDIT NOTE cc textured D/Grey 450x450 pack of 68 from inv#3116977	CN3116990

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Date

23/11/22 02:35 PM Vs: 8.78.03

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# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5528	BACS2211 29NORBU RYS	£611.64	£101.94	£509.70	18/10/22 Norburys Building & Landscape Supplies Ltd - cc textured buff 450x450 pack 68, plastic cement 25kg	3116993
5529	BACS2211 29NORBU RYS	£71.88	£11.98	£59.90	18/10/22 Norburys Building & Landscape Supplies Ltd - limestone loose 20mm	3116994
5530	BACS2211 29NORBU RYS	£118.80	£19.80	£99.00	18/10/22 Norburys Building & Landscape Supplies Ltd - plastic cement 25Kg	3117041
5531	BACS2211 29NORBU RYS	£102.60	£17.10	£85.50	19/10/22 Norburys Building & Landscape Supplies Ltd - cc textured buff 450x450 (19 slabs)	3117076
5532	BACS2211 29NORBU RYS	£27.00	£4.50	£22.50	19/10/22 Norburys Building & Landscape Supplies Ltd - cc textured buff 450x450 (5 quantity)	3117101
5557	BACS2211 29NORBU RYS	£28.44	£4.74	£23.70	22/10/22 Norburys Building & Landscape Supplies Ltd - cotswold chippings	3117677
		<b>£1,844.10</b>	<b>£307.35</b>	<b>£1,536.75</b>	Norburys Building & Landscape Supplies Ltd - Total	
5558	DD221103 NOW	£43.20	£7.20	£36.00	01/11/22 Now Pensions - Employer Service Charge November 2022	NPL219877
5543	BACS2211 29RCHAR TER	£115.00	£0.00	£115.00	27/10/22 Richard Charter - Reimbursement for nets for ferreting	
		<b>£115.00</b>	<b>£0.00</b>	<b>£115.00</b>	Richard Charter - Total	
5573	BACS2211 29ROOM101	£90.00	£15.00	£75.00	10/11/22 Room 101 - Registration of melbournparishcoul.gov.uk (covers 2 years)	040656
		<b>£90.00</b>	<b>£15.00</b>	<b>£75.00</b>	Room 101 - Total	
5582	BACS2211 29SEMILO NG	£540.00	£90.00	£450.00	11/11/22 Semilong Services Ltd - jet drains and suck manhole	31377
		<b>£540.00</b>	<b>£90.00</b>	<b>£450.00</b>	Semilong Services Ltd - Total	
5537	BACS2211 29SHIRE	£402.00	£67.00	£335.00	20/10/22 Shire Trees Limited - Tree work at Elm Way, Melbourn	2233
		<b>£402.00</b>	<b>£67.00</b>	<b>£335.00</b>	Shire Trees Limited - Total	
5580	BACS2211 29SoDERBY	£246.00	£41.00	£205.00	10/11/22 Smith Of Derby - Service visit for Parish Clock	0000125396
		<b>£246.00</b>	<b>£41.00</b>	<b>£205.00</b>	Smith Of Derby - Total	

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5513	DD221108 SOURCEC ARPK	£7.00	£0.00	£7.00 01/11/22	Source for Business (Cambridge Water) - Water - car park workshop	30781922541
		<b>£7.00</b>	£0.00	£7.00	Source for Business (Cambridge Water) - Total	
5517	DD221101 SCAMBS	£29.90	£0.00	£29.90 01/11/22	South Cambs District Council - Pavilion Fortnightly collections - 8 of	80048384
5521	DD221101 SCDCCP	£1,198.00	£0.00	£1,198.00 01/11/22	South Cambs District Council - Rates- Car Park Instalment 8 of 10	RATES
5520	DD221101 SCDCNR	£75.00	£0.00	£75.00 01/11/22	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 8 of 10	RATES
5514	DD221101 SCDCPAV	£259.00	£0.00	£259.00 01/11/22	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 8 of 10	RATES
		<b>£1,561.90</b>	£0.00	£1,561.90	South Cambs District Council - Total	
5612	BACS2211 29SBSTONE	£774.00	£129.00	£645.00 21/11/22	Suffolk Brick and Stone Cleaning Co Ltd - clean the war memorial	9951
		<b>£774.00</b>	£129.00	£645.00	Suffolk Brick and Stone Cleaning Co Ltd - Total	
5567	BACS2211 29TCOLLI NS	£38.48	£0.00	£38.48 01/11/22	Terry Collins - October Weekly MVAS batteries change, relocation of MVAS	
		<b>£38.48</b>	£0.00	£38.48	Terry Collins - Total	
5565	BACS2211 29TBUK	£150.00	£0.00	£150.00 03/11/22	Time Banks UK - Annual Membership 30/11/22- 3011/23	066/5/34
		<b>£150.00</b>	£0.00	£150.00	Time Banks UK - Total	
5568	DD221115 YU	£48.95	£2.33	£46.62 08/11/22	Yu Energy - Street lighting account 2000107117 01/10/22-31/10/22	00973729
5569	DD221115 YU	£12.38	£0.59	£11.79 08/11/22	Yu Energy - Street lighting account 2000107116 01/10/22-31/10/22	00973727
5570	DD221115 YU	£13.31	£0.63	£12.68 08/11/22	Yu Energy - Street lighting account 2000107118 01/10/22-31/10/22	00973728
		<b>£74.64</b>	£3.55	£71.09	Yu Energy - Total	
£6,096.47 pensions		£0.00			£6,096.47	Confidential items: salaries, NI &

Signature

Signature

Date

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
<b>Items already paid (under Clerk &amp; RFO delegated authority):</b>						
5547	BACS2210 311stGLASS	£429.30	£71.55	£357.75	31/10/22 1st Glass Services - Glazing replacement - Hub	124894
		<b>£429.30</b>	£71.55	£357.75	1st Glass Services - Total	
5545	BACS2210 31CORES	£1,684.80	£280.80	£1,404.00	31/10/22 Cores Electrical Limited - Circuit Testing - The Hub, Circuit labelling, PAT testing Hub, Pavilion, wokshop	
1		£1,630.80	£271.80	£1,359.00	F&GP Circuit Testing, labelling and PAT testing - the Hub	
2		£27.00	£4.50	£22.50	PLAY PAT testing - Pavilion	
3		£27.00	£4.50	£22.50	F&GP PAT testing - Workshop	
		<b>£1,684.80</b>	£280.80	£1,404.00	Cores Electrical Limited - Total	
5546	BACS2210 31CROYL AND	£1,800.00	£300.00	£1,500.00	31/10/22 Croyland Building Surveyors - Asset Management Reserve - property inspection and reports	124894
		<b>£1,800.00</b>	£300.00	£1,500.00	Croyland Building Surveyors - Total	
5571	BACS2211 09DRAINDR	£128.40	£21.40	£107.00	08/11/22 Drain Doctor - Investigatory Fee - drains	21-36436
		<b>£128.40</b>	£21.40	£107.00	Drain Doctor - Total	
5548	BACS2210 31MDEOLI VERA	£125.00	£0.00	£125.00	31/10/22 Matthew De Oliveira - Key holder service - Ocotber	OCTOBER
		<b>£125.00</b>	£0.00	£125.00	Matthew De Oliveira - Total	
5559	BACS2211 09NSUK	£270.00	£45.00	£225.00	02/11/22 NSUK Group Ltd - Asbestos management survey	NS18204
		<b>£270.00</b>	£45.00	£225.00	NSUK Group Ltd - Total	

### Prepaid Debit Card Expenses (top-up 21 Nov 2022)

5564	BACS2211 22SOLDO	£15.17	£2.53	£12.64	24/10/22 Adobe Systems Incorporated - Acropro monthly subscription - Oct 2022	
5538	BACS2211 12SOLDO	£8.98	£1.50	£7.48	24/10/22 Amazon Marketplace - VGA MM Monitor Extension lead cable 1.5m	
5495	BACS2211 22SOLDO	£31.22	£5.20	£26.02	12/10/22 Ionos Cloud Ltd - Website Hosting & domain name	203033088414
5574	BACS2211 22SOLDO	£19.24	£3.21	£16.03	12/11/22 Ionos Cloud Ltd - Website Hosting & domain name	203033520602

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list November 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
<b>Prepaid Debit Card Expenses continued (top-up 21 Nov 2022)</b>						
5523	BACS2211 22SOLDO	£4.50	£0.00	£4.50	19/10/22 Melbourn Building And Fencing Limited - post for tree	028239
		<b>£4.50</b>	£0.00	£4.50	Melbourn Building And Fencing Limited - Total	
5508	BACS2211 22SOLDO	£1.79	£0.30	£1.49	19/10/22 Melbourn Stores - Receipt Book	3430
5510	BACS2211 22SOLDO	£23.98	£3.99	£19.99	10/10/22 Royal British Legion - Medium Poppy Wreath	
5540	BACS2211 22SOLDO	£112.80	£18.80	£94.00	26/10/22 The Defib Pad - Defib pads for Orchard Surgery Defib	DP41879
5499	BACS2211 22SOLDO	£22.90	£3.82	£19.08	13/10/22 Trevor White Roses - Hommage à Barbara rose for 83 High Street	33594
5539	BACS2211 22SOLDO	£14.39	£2.40	£11.99	20/10/22 Zoom Video Communications Inc. - Zoom pro 20 Oct 2022- 19 Nov 2022	INV171960872
5585	BACS2211 22SOLDO	£14.39	£2.40	£11.99	20/10/22 Zoom Video Communications Inc. - Zoom pro 20 Oct 2022- 19 Nov 2022	INV171960872
5589	BACS2211 22SOLDO	£33.98	£0.00	£33.98	15/11/22 Ebay - KEBO UPS battery	221917781300
5589	BACS2211 22SOLDO	£33.98	£0.00	£33.98	15/11/22 Ebay - KEBO UPS battery	221917781300
5586	BACS2211 22SOLDO	£17.85	£0.00	£17.85	04/11/22 Soldo - Fraudulent debit card expenditure to ADSpower - non reimbursable	
5587	BACS2211 22SOLDO	£8.43	£0.00	£8.43	04/11/22 Soldo - Fraudulent debit card expenditure to ADSpower - non reimbursable	
5588	BACS2211 22SOLDO	£5.61	£0.00	£5.61	04/11/22 Soldo - Fraudulent debit card expenditure to ADSpower - non reimbursable	
5556	BACS2211 22SOLDO	£57.13	£9.52	£47.61	31/10/22 Enfield Electrical Supplies - Security light	0000761929
5576	BACS2211 22SOLDO	£7.17	£1.19	£5.98	11/11/22 Flint Cross Service Station - petrol for equipment	159164
5577	BACS2211 22SOLDO	£25.62	£4.27	£21.35	11/11/22 Flint Cross Service Station - Diesel for parish van	159163
<b>Total</b>		<b>£49,046.09</b>	<b>£6,195.80</b>	<b>£42,850.29</b>		
<b>28/11/22</b>	<b>Transfer to Unity Instant Access Deposit Account</b>				<b>£50,000.00</b>	

Signature  
Date

Signature





# HUNTREE FENCING LTD

“The Complete Fencing Service”

[www.huntreefencing.co.uk](http://www.huntreefencing.co.uk)

---

**Head Office:** 3 Southfields, Roxton, Bedfordshire, MK44 3EX **Telephone:** 01234 870864

**Works:** Cosy Corner, Old Great North Road, Little Paxton, Cambridgeshire, PE19 6EH

**Telephone:** 01480 471082 **Email:** [sam@huntreefencing.co.uk](mailto:sam@huntreefencing.co.uk)

16<sup>th</sup> November 2022

F.A.O Sophie  
Melbourn Parish Council  
Worcester Way  
Melbourn, SG8 6NH

**Estimate No. H7423 revised**

**Re: Fencing and repairs near Worcester Way, Melbourn**

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

To: Take down old fencing and remove from site.

Fence to block off farmers field

To: Supply and erect 5.5mts of 1.8mt high steel Palisade security fencing to the installed in front of existing damaged chain link fencing.

The above consists of 2no. separate runs of 2.75mts

Posts – 102 x 44mm RSJ set in concrete foundations.

Rails – 2no. 50 x 50mm RSA bolted between each post using fish plates with M12 cup sq. bolts and permacone nuts.

Pales – ‘W’ profile with round and notched tops bolted to rails using M8 saddle bolts with permacone nuts.

All finished galvanised.

For the sum of £925.00 Exclusive of VAT.

All fencing will be fitted to ground level (unless stated above). As a result, your fencing may step down with the slope of the land as to eliminate gaps beneath. Huntree fencing will operate this detail as standard unless notified prior. If it is your intention to keep the top of the fence level, additional charges may apply. Please contact your estimator for more information.

Most types of our fencing can be seen on our website: [www.huntreefencing.co.uk](http://www.huntreefencing.co.uk)

All prices are net and exclude VAT (current rate 20%).

We do not accept any responsibility for damage to plants or shrubs, during the course of erecting fences. Please liaise with neighbouring properties to ensure plants and shrubs are removed prior to us carrying out work.

Top spoils from hole excavation to be spread on site area, rubble/concrete to be removed.

**NOTE: Unfortunately, in view of the current volatility in Steel prices the above rates cannot be guaranteed. The validity of estimates must be checked prior to placing an order.**

Any change in specification must be agreed with the estimator stated below and submitted to this office in writing. All materials supplied/erected remain the property of Huntree Fencing Ltd until paid for in full.

Payment terms: 30 days from receipt of invoice.

Payment can be made by cash, cheque, credit/debit card or bank transfer.

We hope the above is of interest and meets with your approval.

Should you require any further information, then please do not hesitate to contact us.

As per GDPR EU regulations, we are obliged to inform you that all personal information given to us will not be shared to any other parties. The information will be kept as per government guidelines.

Assuring you of our best attention at all times.

**S WATKINS  
ESTIMATOR**

**Directors PD Watkins – KJ Watkins – S Farndell  
REGISTERED IN ENGLAND No. 1757246**

**From:** [Ian Cowley](#)  
**To:** [Parish Clerk](#); [John Travis](#)  
**Subject:** Fwd: Sports Pavilion Melbourne  
**Date:** 07 October 2022 08:42:00  
**Attachments:** [AutoRestartO+M.pdf](#)

---

See quote below.

Claire, I'd be interested to hear what the issues are with the clock, and would be happy to help diagnose and fix them.

In terms of fitting the unit, it's very simple. On the electricity feed to the clock, you simply fit this unit inline in the supply cable. It has power terminals in and power terminals out, there's nothing more complex than screwing the unit to the wall, cutting the wire and putting it in the terminal blocks (the cable may need to be extended or replaced from the nearest switch/fuse, but that's equally easy if the unit is fitted close to the supply). If it weren't for the fact that presumably we need it signed off by a qualified electrician, I could do it!

Ian

----- Original Message -----

From: Martin Butchers <[martin.butchers@smithofderby.com](mailto:martin.butchers@smithofderby.com)>  
To: Cllr Ian Cowley <[cllr.cowley@melbournparishcouncil.co.uk](mailto:cllr.cowley@melbournparishcouncil.co.uk)>  
CC: Julie Gill <[Julie.Gill@Smithofderby.com](mailto:Julie.Gill@Smithofderby.com)>  
Date: 06/10/2022 09:25 BST  
Subject: Sports Pavilion Melbourne

Hi Ian,

We can supply only to you an Auto restart unit. The Automatic Restart Unit, which may be installed in any convenient position in the building, has been designed to avoid having to reset the hands of a self-starting synchronous electric clock after a power failure. Following a mains failure lasting more than 12-seconds the unit cuts off the power to the clock for precisely 12-hours less 12-seconds. The clock is then automatically restarted without any need for adjustment of the hands. Alterations between Summer and Winter time also occur automatically. The price for supply only is **£523.00 including courier. Plus vat.**

I have attached the Installation sheet. If you choose to order this item, could you give me the address and postcode to where it is being installed ie the pavilion and also delivery and invoice address. We will despatch once we receive a PO.

Best regards

Martin.

**Martin Butchers**

Sales & Complex Projects Manager

**M:** +44 (0) 7808 760409



[smithofderby.com](http://smithofderby.com)

Our response to COVID-19 to protect our customers, the industry and our team.

*We will always fully comply with Government guidelines, ensuring:*

- The respectful following of social distancing guidelines
- Use of enhanced PPE and mobile sanitisation stations
- Full adherence to our revised policies and procedures developed in response to the COVID-19 situation.

*Our Clockmaker training program includes specific training on COVID-19 protection and PPE use and all team members are iHASCO certified in Coronavirus Awareness.*

## SMITH OF DERBY

CLOCKMAKERS ♦ EST. 1856

### Clockmaking Restoration Servicing

We are proud of the heritage of names in our group of companies: John Smith & Sons (1856); William Potts & Sons (1833); James Ritchie & Son (1809) and J.B. Joyce & Co (1690)



BRITISH  
HOROLOGICAL  
INSTITUTE



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

**QUOTE 29541**  
**19 October 2022**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Pavilion Clock  - Install and connect an auto restart device to the clock within the pavilion - The device will be supplied by the client	175.00	20%	175.00
			Net Total	175.00
			VAT	35.00
			<b>GBP Total</b>	<b>£210.00</b>

**Other Information**

**Company Registration Number: 4944876**

**From:** [Local Plans](#)  
**Subject:** Adoption of the North Hertfordshire Local Plan 2011 – 2031  
**Date:** 14 November 2022 10:25:01  
**Attachments:** [image001.png](#)  
[image008.png](#)

---

Dear Sir/Madam

We are writing to you as you have previously asked to be kept informed of progress on our new Local Plan.

The Council voted to adopt the North Hertfordshire Local Plan 2011 – 2031 at a meeting on November 8<sup>th</sup> 2022.

The North Hertfordshire Local Plan was submitted to the Planning Inspectorate for Examination in June 2017 and was the subject of an independent examination conducted by Simon Berkeley BA MA MRTPI. [The Inspector's Report](#) was published on 8 September 2022, which confirmed that the Plan was sound, subject to a number of main modifications, and recommended its adoption. The recommended main modifications, along with additional minor modifications, now form part of the adopted North Hertfordshire Local Plan.

In accordance with Regulations 26 and 35 of the 2012 Regulations, the following documents have been made available and are available to view on our [website](#):

- (i) The North Hertfordshire Local Plan 2011-2031
- (ii) The Adoption Statement
- (iii) The Sustainability Appraisal Report

These documents are also available for inspection (free of charge) by appointment at the following location:

- Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF

Any person aggrieved by the North Hertfordshire Local Plan 2011 – 2031 may make an application to the High Court under Section 113(3) of the Planning and Compulsory Purchase Act 2004 on the grounds that:

- (i) the document is not within the power (as defined in section 113(9) of the Planning and Compulsory Purchase Act 2004); or
- (ii) a procedural requirement has not been complied with.

Any such application must be made promptly and, in any event, not later than the end of the period of six weeks beginning with the day after the North Hertfordshire Local Plan was adopted (i.e. six weeks beginning on 9 November 2022).

For further information please contact the Strategic Planning Team on 01462 474000 or by email at: [local.plans@north-herts.gov.uk](mailto:local.plans@north-herts.gov.uk).



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The Customer Service Centre at the Council Offices is open by appointment only, with a wide range of appointment times available. Our priority is ensuring we keep you and our staff safe as [many of our services are available online](#) without needing to visit us.

If you need to speak to us, please [contact us](#) to discuss how we can help.

Received your annual Council Tax bill? It's quick and easy to [manage your account online with MyAccount](#).

## Melbourn Parish Council Meeting Monday 28<sup>th</sup> November 2022

### To consider quotations to replace the Hub Kitchen Toaster – to be funded from S106 monies

The present six-slot toaster has been in use for a number of years and now only properly toasts on one side of the bread.

A replacement is needed.

It is proposed that unused S106 funds that were allocated for the Hub expansion/upgrade be utilised for this project.

The proposed funds in question are from S/1032/17/FL (46/56 New Road)

Three supplier quotes for the replacement model are captured as screen shots below.

**The lowest price option from Nisbets is preferred at £179.99 + VAT.**



Home Catalog ▼ Contact



DUALIT

### Dualit 6 Slice Vario Toaster Red 60154 - GD395

Product Code: GD395

£209.62 VAT incl.

£174.68 VAT excl.

VAT Included. [Shipping](#) calculated at checkout.

Quantity

Add to cart

Buy with [shopPay](#)

3kW. 6 Slots. Colour: Red

A 6 slice toaster from Dualit, finished in stylish red and designed for use in a commercial

SCORE BIG

WIN a Nisbets bundle worth over £1,000

Terms Apply >

Home / Catering Appliances / Cooking Equipment / Commercial Toasters / Dualit Toasters / Dualit 6 Slice Vario Toaster Red 60154



Save 5%

### Dualit 6 Slice Vario Toaster Red 60154

3KW, 6 Slots, Colour: Red

**Dualit.**

★★★★★ (0)

**£179.99** ex VAT

Pay in 3 interest-free payments of £60.00 with [PayPal](#). [Learn more](#)

✓ In Stock. Order by 6pm Next Working Day Delivery

**Reduced Price**

List Price	Web Price	Save
£189.99	£179.99	5%

1

Code: GD395

Add to basket



- Tableware & Bar
- Kitchen & Storage
- Consumables
- Cleaning & Hygiene
- Catering Appliances
- Refrigeration

HOME / CATERING APPLIANCES / COOKING EQUIPMENT / TOASTERS / DUALIT TOASTERS

### Dualit 6 Slice Vario Toaster Red 60154 (GD395)

**£210.05** (£252.06 inc. VAT)

3KW, 6 Slots, Colour: Red

IN STOCK - USUALLY NEXT WORKING DAY DELIVERY

1

ADD TO BASKET

[PayPal](#) Pay in 3 interest-free payments of £60.00. [Learn more](#)

SKU: GD395

Category: Dualit Toasters





# Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN  
ROYSTON, Hertfordshire, SG8 6DL  
United Kingdom

**Telephone** 07968 365833 **Email** justin@hcgmltd.co.uk

**VAT Registration Number**  
GB 987421972

**Invoice To**

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

**Customer**

Melbourn Parish Council

**Invoice Number**

SI-2020

**Invoice Date**

18/11/2022

**Due Date**

18/12/2022

Description	Net Amt	% VAT	VAT	Total
Paving works	942.95	20.00	188.59	1,131.54
Additional works	450.00	20.00	90.00	540.00

VAT Rate	Net	VAT	Net Amount	
Standard 20.00% (20.00%)	£1,392.95	£278.59	1,392.95	
			<b>VAT Amount</b>	278.59
			<b>Total</b>	£1,671.54

**Notes**

Bank Account Details: -  
Sort Code: 30-97-16  
Account Number: 24993668

**Terms and Conditions**

30 Days



Ex VAT

Awarded £2,480.00 PC096/22a 26/09/2022

EDGE Ref

HCGM	paving works	£942.95	5584
HCGM	additional works	£450.00	5584
Norburys	Materials	£240.00	5525
		£318.70	5526
		-£289.00	5527
		£509.70	5528
		£59.90	5529
		£99.00	5530
		£85.50	5531
		£22.50	5532
		£23.70	5557
		£466.75	5524

total ex VAT £2,929.70

overspend £449.70

**From:** [John Travis](#)  
**To:** [Parish Clerk](#)  
**Subject:** Electrical Installation Work - Parish Council Agenda Item  
**Date:** 23 November 2022 09:07:52  
**Attachments:** [Screen Shot 2022-11-23 at 07.37.00.png](#)

Dear Claire,

Please add this item to the agenda for the Monday Parish Council meeting.

**To consider the approval of electrical installation work for new Turbo-Convection Oven and Coffee Machine at a cost of £120 + VAT**

The installation of the new Turbo Convection Oven and Coffee Machine required minor additional electrical work. I request the approval of residual funds remaining from the purchase of this equipment to cover the cost.

The recently purchased Turbo Convection Oven had an approved budget of £1,500, with purchase approved under **PC096/22(c)** at a total cost of £1,330.00 + VAT. The budget was therefore underspent against the precept by the amount £170.

Cores Electrical have the maintenance contract for Hub kitchen equipment and so a second quote is not considered necessary

Many thanks,

John



**CORES ELECTRICAL**

**TAX INVOICE**

<b>To</b>	Melbourn community hub	<b>From</b>	Cores Electrical Ltd
<b>Invoice Number</b>	INV-3988		362 The Manor, Billing Garden Village
<b>Reference</b>	Melbourn Community Hub		Northampton NN3 9EX
<b>Issued</b>	21 November 2022	<b>VAT Number</b>	361197886
<b>Due</b>	28 November 2022, Due in 5 days		

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Disconnection of the oven and replace 20amp double pole switch with a commando socket and install new oven,	1.00	120.00	0.00%	20%	<b>120.00</b>
Rewire coffee machine for the install of a replacement					
				Subtotal	120.00
				Total VAT 20%	24.00
				<b>Amount Due GBP</b>	<b>144.00</b>

Payments made to the details below,

Name: CORES ELECTRICAL LIMITED  
Account Number: 12926137  
Sort Code: 60-83-71  
Company Registration No: 12934039. Registered Office: 362 The Manor,, Billing Garden Village, Northampton, NN3 9EX

*Design, sales and  
service*

**To:**  
Melbourn Parish Council  
Jose Hales  
30 High Street  
Melbourn, Cambridgeshire SG8 6Dz

**Project:**  
PS22228, Melbourn Community  
Hub - St Steel Wall Shelf

**From:**  
GBCEL Sales

---

Thank you for the opportunity for us to provide you with our proposal.  
Please note the following items below:

**Supply Only:**

The item below is quoted on a "Supply Only" basis. Therefore all movement,  
positioning and installation is by the client.

---

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>FABRICATION</b> CED Fabrications Ltd Model No. BESPOKE Designline Wall Shelf, 1030mm x 300mm, solid, 430 stainless steel 1.2mm top, box section brackets c/w Stainless Steel Side Screen. (Radius Front Edge) 300mm x 150mm x 1.5mm	£232.60	£232.60
Total				£232.60

All prices shown are nett. Prices shown are not an offer to supply items at those prices if subject to a leasing agreement.

Prices quoted do not include V.A.T which would be charged extra at the appropriate rate if applicable.Errors and omissions excepted.

Our prices are current as of today's date, however due to fluctuation in raw material costs we reserve the right to pass on any applicable surcharges.

Please note our terms of trading as shown on the back of the quotation which would form part of any contract we may enter into.

We hope our quotation meets with your approval and look forward to receiving your further instructions in due course. Assuring you of our keenest attention at all times.

We wish to accept this quotation as set out above and confirm that we have read and agree to GBCEL's Terms & Conditions of Sale, Repair and Installation endorsed thereon.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_



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

**Landscape Maintenance Solutions**

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

21<sup>st</sup> November 2022

Dear Claire

As requested by Jose Hales, were quoting to remove shrubs from the triangular bed at the rear of the hub.

We would cut down the shrubs, grind out the stumps & then dig out to allow us to put in a subbase, following this we would concrete the area leaving a strip against the building the same as the area next to it to allow drainage between the building

We would cover over from the weather & fence off to allow to go off

Site would be left tidy

We could do this fairly quickly

**Total for works £400.00 x Vat**

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

Kind Regards

Justin Willmott

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

**From:** [Daniel Nye](#)  
**To:** [Parish Clerk](#); [Susan van de Ven Cllr](#)  
**Cc:** [Joshua Rutherford \(he/him\)](#)  
**Subject:** Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)  
**Date:** 17 November 2022 10:10:05  
**Attachments:** [MELBOURN20MPH-GA-001-RevC.pdf](#)  
[Melbourn 20MPH\\_DD\\_Traffic Calming 1.pdf](#)

---

Dear Applicants.

As you know we have recently carried out a Formal Consultation on a proposed 20MPH Zone in Melbourn.

The comments we received were mixed but most seem to be making the following points

- that the Zone didn't extend far enough and that they would like the Zone to be larger than advertised
- that a 40MPH speed limit on the approaches to the village would also be preferable.
- Speed cushions between the existing humps on New Road are un-necessary
- HGV using Beechwood Avenue

In light of the comments we have made some changes to the original design.

- We have extended the boundary points to include more properties. We have placed a Zone Entry/Exit point on Royston Road at the 3 way point with Back Lane and High Street. We are also proposing a 400m buffer zone of 40MPH on the approach to this point.
- We have moved the entry point on Cambridge Road so that Portway and Armingford Crescent are inside the zone. We are also proposing a 400m buffer zone of 40MPH on the approach to this point.
- On Station Road we have moved the entry/exit point to the bridge on the border with Meldreth.
- We will be installing signs to warn HGV drivers that Beechwood Avenue is unsuitable for their use.

After discussions with our Planning and Development Teams I can confirm that there is to be a raised table on New Road between Victoria Way and Rosemary place and that the existing speed humps at 12 and 24 New Road are to be replaced by speed cushions.

This means that the 5 cushions in total proposed by this scheme is now reduced to a single cushion at the give way point at Victoria Way

I have attached some revised drawings showing the new boundary points with 40MPH buffers on the approaches and the speed cushion location.

Could you please engage with all interested parties and share these drawings with them. The Zone is going to need to be advertised in its entirety again in light of these changes and we would like to avoid having to advertise for a third time.

The raised table work is due to begin in the New Year and we would ideally like to tie our work in with this.

Could we please have your feedback by the end of November?

If you have any questions or need clarification on anything please do not hesitate to contact me.

Daniel Nye  
Interim Project Engineer,  
Highway Projects Team  
Project Delivery

M: 07950 233219

## Cambridgeshire Highways



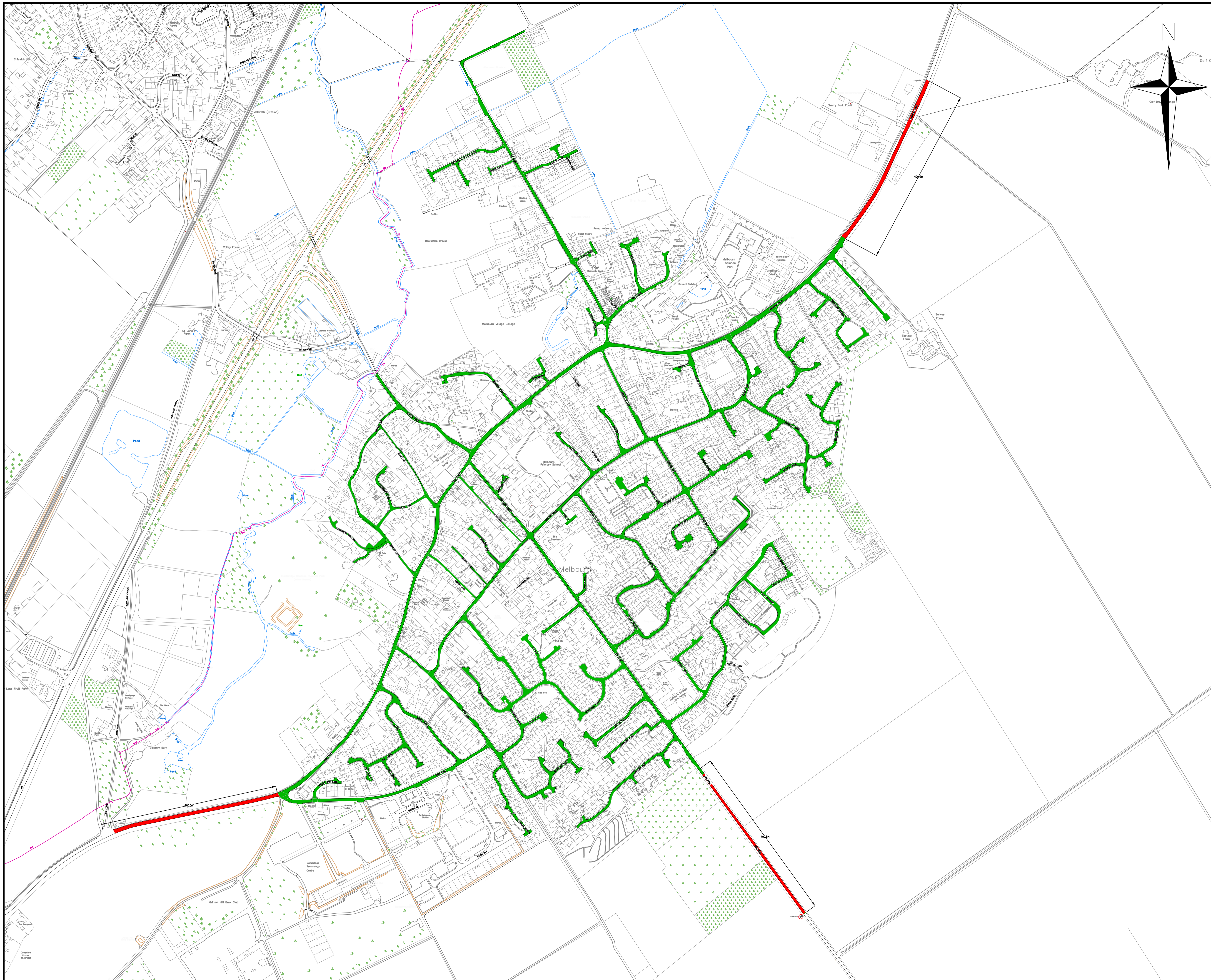
Place and Economy

Cambridgeshire County Council

**A:** New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE

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Notes

- Proposed 20 MPH Zone
- Proposed 400m buffer zone - 40MPH

THE PROPOSED ZONE BOUNDARY IS SUBJECT TO FORMAL CONSULTATION.

Date	Rev	Description
	C	400m Buffer added to Royston Road
	B	Zone extended on Cambridge Road and Back Lane. 400m buffer zone added to Cambridge Road



Project  
**MELBOURN  
20MPH ZONE**

Title  
**General Overview  
Proposed 20 extents  
Draft format**

Scale	Drawn	Checked	Date
NTS	DN	JR	

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Drawing number	Rev
GA001	C

# MELBOURN PARISH COUNCIL

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

E-mail: [parishclerk@melbournpc.co.uk](mailto: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

---

27 October 2022

[consultations@greatercambridge.org.uk](mailto:consultations@greatercambridge.org.uk)

cc [chris.harte@cambridgeshire.gov.uk](mailto:chris.harte@cambridgeshire.gov.uk)

Dear Sir / Madam

## **Response to Melbourn Greenway Consultation**

Thank you for the opportunity to respond to this public consultation. We have studied the plans and attended both the online Zoom meeting and the Consultation Display at the Hub on Monday, 17 October.

Please note our response to the proposed Greenway project below.

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

### Links with Meldreth

We note that 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. We believe there is room on the carriageway for a two-stage crossing and we would request that provision for this be included in the plans. We would note that 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.

### Safety concerns

We believe that rights of way need to be addressed for the safety of all users. We would suggest that at entrances and minor roads the path should 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.

### South of the village

It is our view that the crossing arrangements near Back Lane need to be reviewed. There is a suggestion that there will be a Zebra crossing. It is our view that road narrowing would have the effect of slowing traffic entering the village. There is, however, a need to allow cyclists heading north to cross Royston Road safely just before Back Lane.

### Centre of the village

We are mindful that proposed changes to the carriageway at The Cross may have a negative impact on traffic flow. We would like there to be further consideration of how this may be mitigated.

### North of the village

We note that no changes have been proposed to the existing shared use path north of the Science Park. We believe that improvements are needed at access points to improve sight lines and to send a clear message to vehicles that there is a cycle crossing.

We believe that 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. We believe that signalling this crossing is necessary and would improve safety.

On Cambridge Road the emerging development plans at the Melbourn Science Park will materially affect traffic flows in this location. The Greenway scheme and any speed change proposals should work in harmony to mitigate any impact. A 20mph speed limit would be appropriate in this situation. The Council is encouraged to work directly with the Science Park to ensure the Greenway scheme and attendant speed limits changes are developed alongside this significant business development project.

Speed limit changes on the Cambridge Road between the A10 and village boundary should be strongly considered. 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 would seem to be an effective solution. The same can be said of the entry point into Melbourn from the Royston direction.

Yours faithfully

Cllr Graham Clark  
Chair – Melbourn Parish Council



# MELBOURN PARISH COUNCIL

# STANDING ORDERS 2022

**MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED  
APRIL 2022**

National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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## STANDING ORDERS

**PURPOSE:** Standing Orders are the written rules of a Parish Council. The SOs confirm the statutory requirements (items in bold).

**SCOPE:** Standing Orders are used to confirm the council's internal, organisational, administrative and procurement procedures and procedural matters for meetings.

Standing Orders do not include financial regulations. These regulations have been adopted separately by Melbourn Parish Council.

Standing Orders are not the same as policies. Policies are adopted separately.

The Clerk is the Proper Officer (see section 15) of the Council. The Assistant Clerk may be nominated to perform the role in the absence of the Clerk.

Section 19 refers to the Clerk rather than the Proper Officer because the Assistant Clerk cannot perform the function as defined.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Meeting: 26 September 2022

Review Policy: Every 12 months

# MELBOURN PARISH COUNCIL

Doc. No. 2.0

Version 8

Review Date: September 2023

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## INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

### How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

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- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e The Council shall make an audio recording of the Council and Committee meetings.
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public who raise matters not on the

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agenda should be asked to put the matter before the Clerk in writing for future consideration.

- g The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 15 minutes unless directed by the chair of the meeting.
- h Subject to standing order 3(g), a member of the public shall not speak for more than 3 minutes.
- i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- j A person shall raise their hand when requesting to speak
- k A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- m **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- q **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

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- rights present and voting.
- s **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

u The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/~~her~~/their right to participate and vote on that matter.**

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- x **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting**

- shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 3 hours.

## 4. COMMITTEES AND SUB-COMMITTEES

- a **The Council may appoint working parties, whose terms of reference and members shall be determined by the Council.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of a working party may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference; any proposed changes in the light of experience must be referred back to Council for agreement;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a working party-and also the advance public notice requirements, if any, required for the meetings of a working party;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or working party.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and**

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shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. The code of conduct shall be signed by all Councillors.
  - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iv. Receipt of the minutes of the last meeting of a committee;
  - v. Consideration of the recommendations made by a committee;
  - vi. Agreement of Committee structures for the forthcoming year in accordance with standing order 4 above.
  - vii. Review of delegation arrangements to committees, working parties, staff and other local authorities;
  - viii. Review of the terms of reference for committees and working parties;
  - ix. Appointment of members to existing committees;
  - x. Appointment of any new committees in accordance with standing order 4;
  - xi. Review and adoption of appropriate standing orders and financial regulations;
  - xii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xiii. Review of representation on or work with external bodies and arrangements for reporting back;
  - xiv. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xv. Review of inventory of land and other assets including buildings and office equipment;
  - xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- ~~xix.~~ Review of the Council's policies, procedures and practices ~~in~~
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS AND CO-OPTION**

- a Where more than two persons have been nominated for a position to be filled

by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

- b When voting on co-option proceedings, voting shall be by recorded ballot.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d The Proper Officer will ask for assurance that a motion is supported by an evidenced case before including it on the agenda.
- e If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- j It is the responsibility of the mover to provide supporting arguments and

documentation in time for publication with the agenda. If this is not done, the Proper Officer will remove the motion from the agenda.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e **Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised.**

## 12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and

include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a

discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against**

him. Such action excludes disqualification or suspension from office.

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) assistant clerk nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a working party,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;

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- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the next meeting of the Planning Committee. If the next meeting of the Planning Committee is too late, the Proper Officer consults with the Chair of the Planning Committee as to the necessity of holding an Extraordinary Planning Committee meeting.;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable each year a statement to summarise:
  - i. the Council's income and expenditure for each quarter;
  - ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special

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circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations (document 4.17) of the Council, the Council’s Policy and Procedure for Procurement of Goods and Services (document 4.34) and Policy and Procedure for the Appointment of Contractors (document 4.22), the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope or by email addressed to the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of**

**those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the HR Panel is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the HR Panel or, if they are not available, the vice-chair of the HR Panel of absence occasioned by illness or other reason and that person shall report such absence to the HR Panel at its next meeting.
- c The HR Panel shall conduct a review of the performance and annual appraisal of the work of the Clerk and the RFO. The reviews and appraisal shall be reported in writing to the HR Panel for approval in writing.
- d Appraisal of other staff will be carried out by the Clerk, and reported in writing to the HR Panel for approval by resolution.
- e Any recommendation for pay progression arising from the appraisal (for any member of staff) shall be subject to approval by resolution by the Council.
- f Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the HR Panel or in their absence, the vice-chair of the HR Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Panel.
- g Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or Vice-Chair of the HR Panel, this shall be communicated to another member of the HR Panel, which shall be reported back and progressed by resolution of the HR Panel.
- h Any persons responsible for all or part of the management of staff shall treat as confidential and secure the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## 22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9.

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- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**Memory Café, 'Strictly' Theme**



**Seated Yoga at Coffee morning**



**Local cadets support Melbourn Primary School  
Fireworks Display**



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**Melbourn Timebank Report: November 2022**

# Melbourn Timebank Report: NOVEMBER 2022

## November activities

3	Litter Picks by 2484 (Bassingbourn) Squadron
1	MPS Fireworks event supported by 2484(Bassingbourn) Squadron
2	Seated Yoga sessions at Coffee morning with Rama
1	Memory Café at Meldreth Village Hall
1	Games Night at The Black Horse
2	Arts & Crafts Group meetings

## On-going weekly activities

Tuesdays	Dog Cafe
Wednesdays	Wellbeing Walk
Thursdays	Coffee Morning

## Plans and Groups

**MACS – Melbourn Action Community Support created to set up Food Bank & Warm Hub with weekly meetings**

Seed produce group

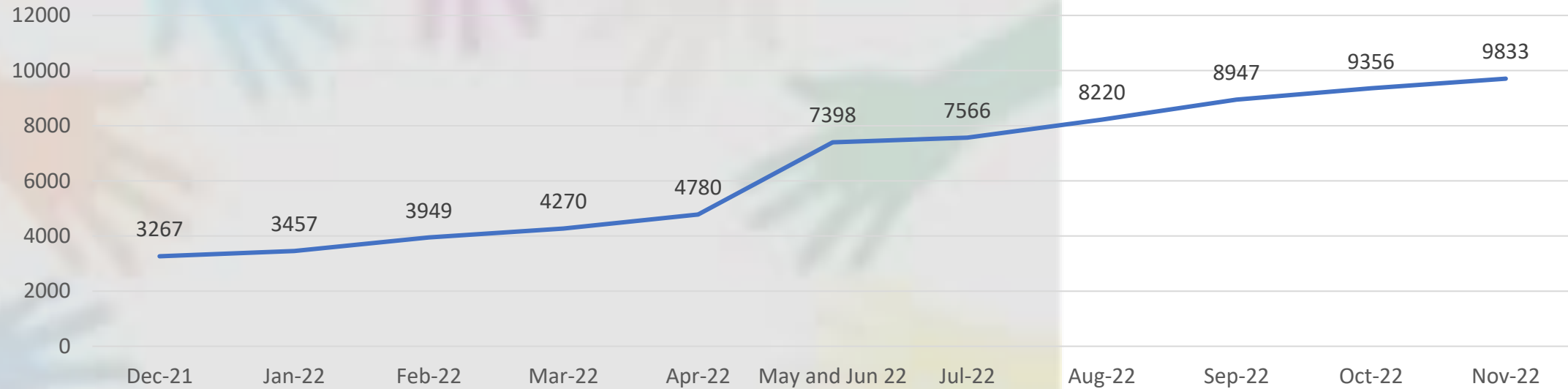
## Membership growth data: to 23/11/22

	Oct	Nov	Conversion	Pipeline
Individual Members	109	111	2	9
Organisational Members	17	18	1	1

## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
600	444	250
17	18	1

## Total Hours Exchanged To Date



### **AOB**

MACS (Melbourn Action Community Support) to open FOOD BANK at Vicarage Close Community room  
1<sup>st</sup> December 2022 and WARM HUB 8<sup>th</sup> December

### **Expenditure to be approved**

None this month

Sophie Marriage  
 Melbourn Parish Council  
 30 High Street  
 Melbourn  
 Royston  
 Hertfordshire  
 SG8 6DZ

**10/08/2022**  
**EQ70072476**

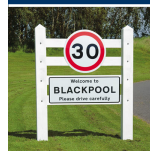
Email: [shelley.connor@glasdon-uk.co.uk](mailto:shelley.connor@glasdon-uk.co.uk)

 WhatsApp: 01253 600410





 Request a callback

Account Code: 590128657


Option 1	Qty	Unit Price	Total Price
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 <p><b>Glasdon Gateway</b>                  manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 960mm width, complete with three horizontal slats, sign to read 'Welcome to MELBOURN Please drive carefully' (265mm x 610mm) and separate 600mm 30mph speed roundel above.</p>	1	£765.97	£765.97
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\* Please refer to the attached visual.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**


Option 2	Qty	Unit Price	Total Price
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 <p><b>Glasdon Gateway</b>                  manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 960mm width, complete with three horizontal slats and sign to read 'Welcome to MELBOURN Please drive carefully' (325mm x 800mm) and separate 600mm 30mph speed roundel above.</p>	1	£788.19	£788.19
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\* Please refer to the attached visual.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**

Option 3	Qty	Unit Price	Total Price
----------	-----	------------	-------------

 <p><b>Glasdon Gateway</b>                  manufactured from rigid Everwood, wood effect material in White, 1.8m height (1.3m above ground) and 1.5m width, complete with three horizontal slats and sign to read 'Welcome to MELBOURN Please drive carefully' (465mm x 1150mm) and separate 600mm 30mph speed roundel above.</p>	1	£996.47	£996.47
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\* Please refer to the attached visual.

-  **Product Information**
-  **Product News**
-  **Product Videos**
-  **Product Warranty**

(Images shown are examples only, your final product will vary depending on specification)

All prices exclude VAT.

All details will remain firm until 09/09/2022

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to HERTFORDSHIRE	£0.00
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## Brochures



We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



#### Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

[Please read some of our reviews here...](#)

Follow us on :



[www.glasdon.com](http://www.glasdon.com)

Glasdon UK Limited, Preston New Road, Blackpool, Lancashire, FY4 4UL

# Scale 1:14



Gateway overall dimensions:

Height: 1800mm

Width: 1500mm

Speed limit sign dimensions:

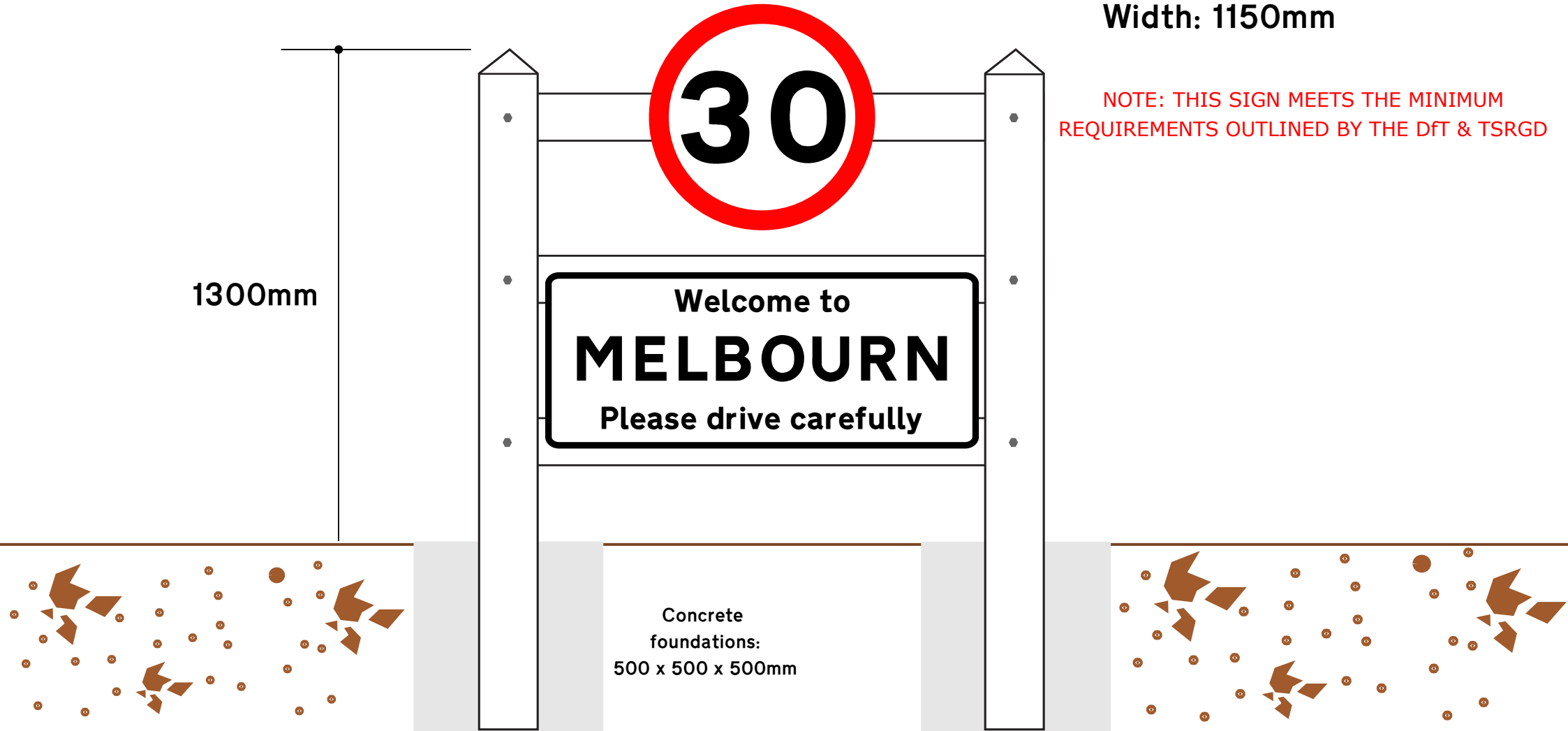
Diameter: 600mm

Sign overall dimensions:

Height: 465mm

Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DfT & TSRGD



1300mm

Welcome to  
**MELBOURN**  
Please drive carefully

Concrete  
foundations:  
500 x 500 x 500mm

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

Width: 960mm

Speed limit sign dimensions:

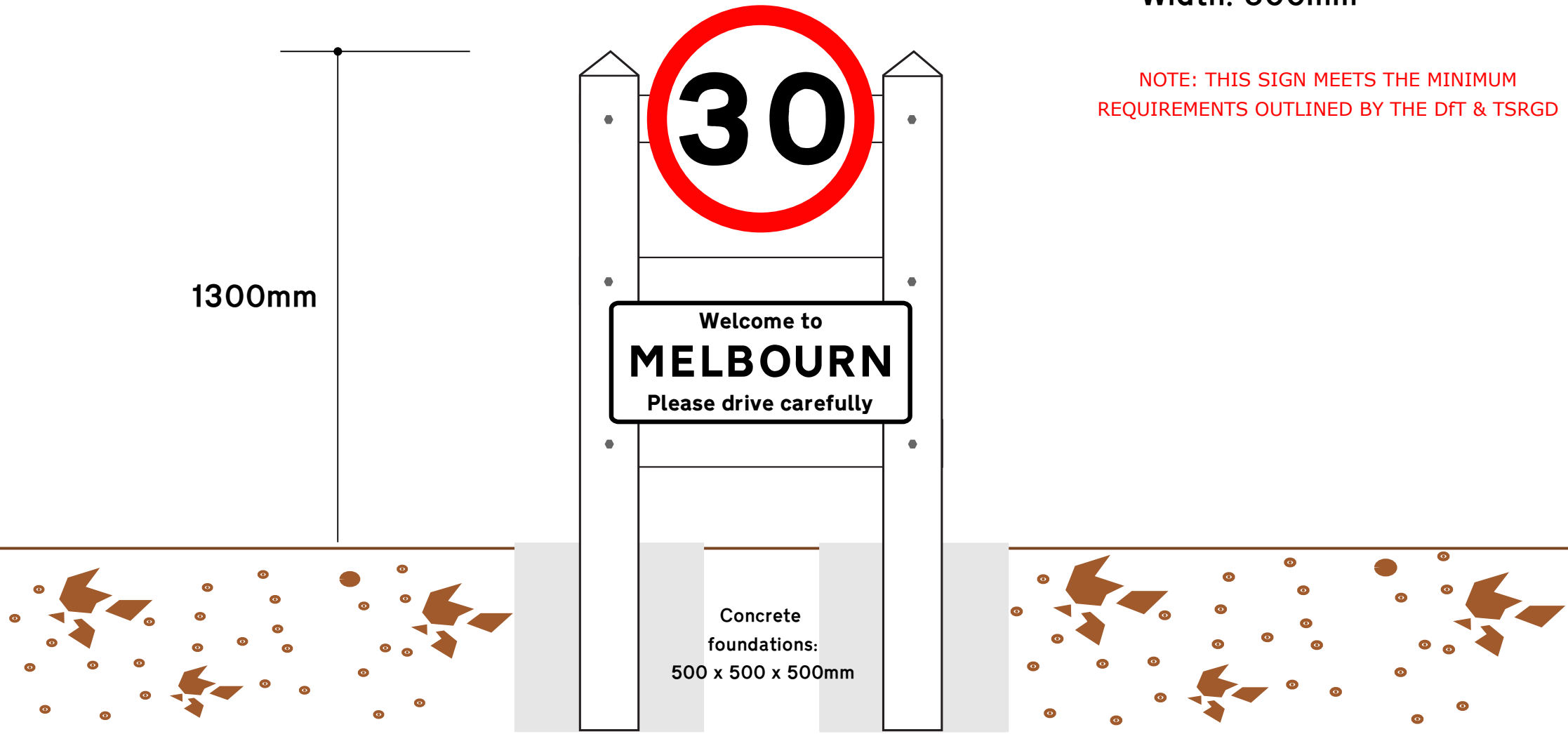
Diameter: 600mm

Sign overall dimensions:

Height: 325mm

Width: 800mm

NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DFT & TSRGD



Scale 1:14



Gateway overall dimensions:

Height: 1800mm

Width: 960mm

Speed limit sign dimensions:

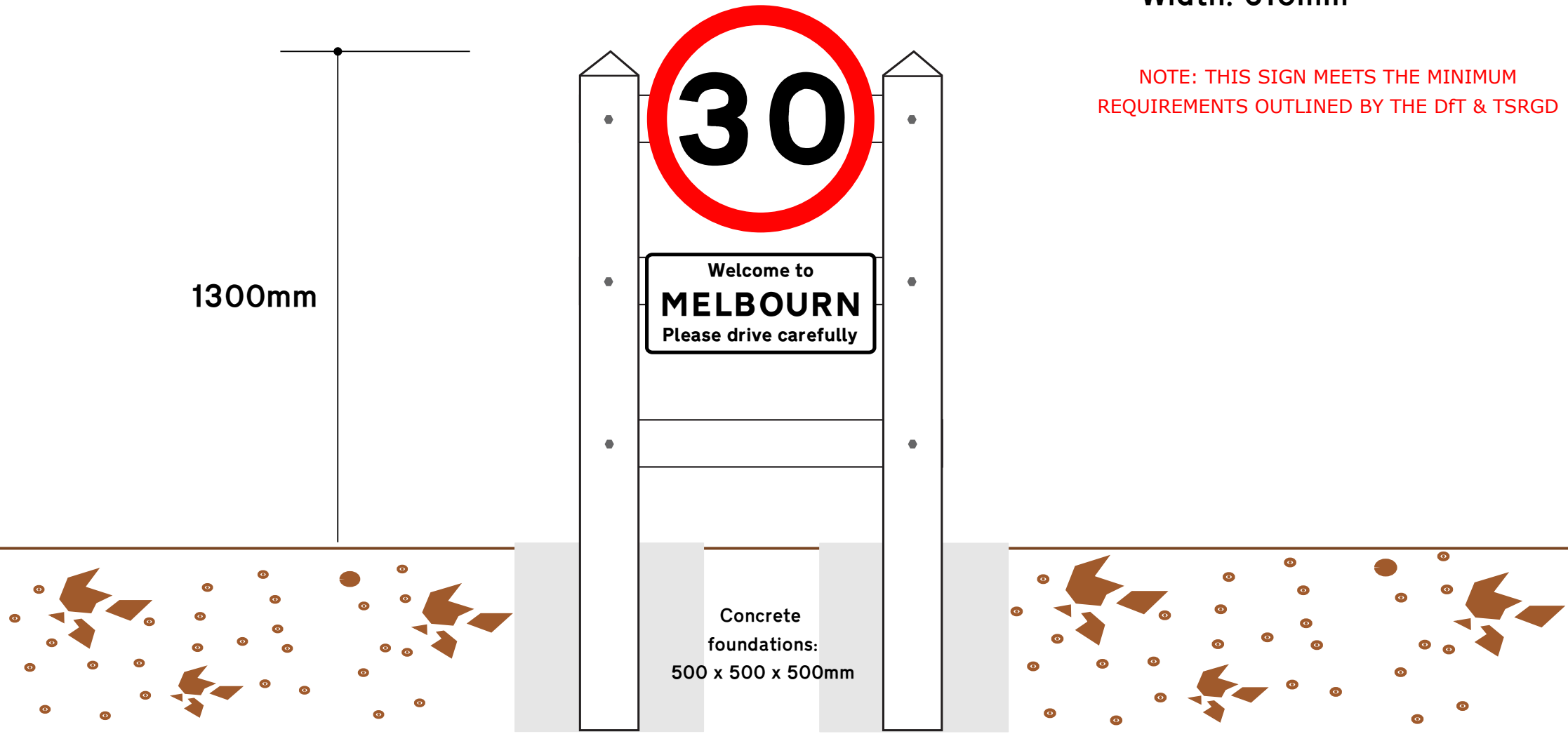
Diameter: 600mm

Sign overall dimensions:

Height: 265mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DFT & TSRGD



1300mm



Concrete foundations:  
500 x 500 x 500mm

## **POLICY: Information Data Protection**

### **Purpose**

Melbourn Parish Council (the 'Council') is committed to being transparent about how it collects and uses the personal data of staff and to meeting our data protection obligations. This policy sets out the Council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The Council has appointed the Parish Clerk as the person with responsibility for data protection compliance within the Council. Questions about this policy, or requests for further information, should be directed to them.

The Council is registered with the Information Commissioner's Office (ICO) under Register Entry No ZA080261.

### **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

### **Data protection principles**

The Council processes HR-related personal data in accordance with the following data protection principles the Council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The Council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The Council will not process your personal data if it does not have a legal basis for processing.

The Council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

## **Processing**

### Personal data

The Council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the Council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the Council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the Council is required to gain your consent to process your personal data. If the Council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

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The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the Council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the Council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The Council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The Council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### Special categories of data

The Council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the Council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the Council is required to gain your consent to process your special categories of personal data. If the Council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

### **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

#### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the Council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the Council has failed to comply with your data protection rights; and
- whether or not the Council carries out automated decision-making and the logic involved in any such decision-making.

The Council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the Council may charge a fee, which will be based on the administrative cost to the Council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the Council may need to ask for proof of identification before the request can be processed. The Council will inform you if we need to verify your identity and the documents we require.

The Council will normally respond to a request within a period of one month from the date it is received. Where the Council processes large amounts of your data, this may not be possible within one month. The Council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the Council is not obliged to comply with it. Alternatively, the Council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is

likely to be manifestly unfounded or excessive where it repeats a request to which the Council has already responded. If you submit a request that is unfounded or excessive, the Council will notify you that this is the case and whether or not we will respond to it.

### Other rights

You have a number of other rights in relation to your personal data. You can require the Council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the Council's legitimate grounds for processing data (where the Council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the Council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the Council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The Council takes the security of HR-related personal data seriously. The Council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the Council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### Data breaches

The Council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the Council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

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If the Council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The Council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

#### International data transfers

The Council will not transfer HR-related personal data to countries outside the EEA.

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You may have access to the personal data of other individuals and of members of the public in the course of your work with the Council. Where this is the case, the Council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

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- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council

- to ask for help from the Council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the Council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Based on model data protection policy, NALC

**Document Approval:**

**(Chair to Melbourn Parish Council)**

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

*Document Review Policy: 2 years from last approval*

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#### International data transfers

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#### Individual responsibilities

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or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Based on model data protection policy, NALC

**Document Approval:**



**(Chair to Melbourn Parish Council)**

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

*Document Review Policy: 2 years from last approval*

## **POLICY: Community Engagement**

### **1. INTRODUCTION**

Melbourn Parish Council's Community Engagement Policy outlines the means of engagement with its residents and partners (for example, other Parish Councils) and how these might develop and improve over time.

It recognises that the services it provides must reflect the needs of its parishioners and the locality. Residents, local businesses and other organisations in the Parish must be involved in decisions affecting them and their neighbourhood, and in shaping the future of their Parish.

### **2. ENGAGEMENT WITH RESIDENTS AND PARTNERS**

The Parish Council engages with its residents and partners by:

- informing, consulting and involving;
- being inclusive and engaging with all of its residents and partners; and
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Melbourn.

### **3. OBJECTIVES**

- To improve, plan and shape the future of the Parish according to local needs and priorities
- To improve the quality and delivery of services
- To ensure all members of the community feel they have adequate opportunity to express their views and feel their interests have been properly considered.
- To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish
- To collaborate with individuals, groups and organisations where appropriate to benefit the Parish
- To encourage community in local government
- To inform people about the Parish Council's work and the services it provides
- To be a stronger, more active and cohesive community and encourage a sense of ownership of assets, infrastructure, and new projects

### **4. HOW THIS WILL BE ACHIEVED**

**"The right information at the right time by the right method"**

#### **Communication**

##### **Delivering information**

Informing members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

**Melbourn Village Magazine**, which is delivered to every house and business in Melbourn. It updates local people on Parish events and invites involvement in its activities. Both the Clerk and Chair of the Council contribute regular articles.

**The Parish website** has a wealth of local information and is regularly updated. The home page consists of latest news and information to keep the site interesting. Meeting information and supporting documents are available prior to Council meetings. Audio recordings of recent Council meetings are also available.

**The Melbourn Parish Council Facebook Page** is used to share information about services, consultations, and events in the village.

**Press releases to the local press** may be issued, highlighting items which benefit from being communicated immediately.

**Meetings** of the Council and its Committees are open to the public. Agendas and minutes are published on the website and on the Parish Notice Board. Supporting documents are also available on the website.

**Noticeboards** are regularly updated with both Parish Council and local community news.

### **Inviting Participation**

The articles in Melbourn Magazine may invite participation.

Parish Council and committee meetings include an opportunity for members of the Parish to engage with councillors.

The opening hours and location of the Parish Office are published on the website and notice boards. This gives parishioners a point of contact to come and voice concerns or ask questions.

When there is a casual vacancy, the Clerk will invite “expressions of interest” and will publicise this on the notice boards and website. Melbourn Parish Council encourages participation of new members to join the council when there is a vacancy.

Any standing committee or working party of the council is empowered to co-opt interested members of the community, when a non-councillor vacancy arises. Although non-councillor members do not have voting rights, their participation in the meetings helps the Committee/Working Party to make informed decisions for the benefit of the Parish.

The Council gives out Community Awards at the Annual Parish Meeting to members of the community who have been recognised for work which benefits the Parish.

***Participation can be improved by:***

- Promoting the Annual Parish Meeting through notices in the Hub, the Co-op and Post Office. Consideration should be given to offering an inducement to attend eg refreshments and having a general Q&A session about anything parishioners want to raise.
- Inviting the public to submit questions/comments by e-mail if they are unable to attend the Council meeting.

### **Promoting the Parish Council**

By informing the community about the Parish Council's work and the services it provides will help parishioners understand how the Parish Council acts to benefit the village.

**The Welcome Pack**, which is given to all new residents, includes a section on what the Parish Council does and how to get involved.

#### ***Understanding of the Parish Council's work can be improved by:***

- Extending the range of information available on the website and positively promoting it as a source of information to answer questions.
- Pulling together information about the Council's work into an easy to read guide.

### **Consultation**

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and are given an opportunity to make a difference. For 'big' issues, the Council has used direct means of consultation to ensure all members of the community are informed about the issue and invited to contribute their opinion.

Consultations include all members of the Parish for example, the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. However, to date the same communication methods have been used for all and in practice, these special groups may require different engagement channels.

Surveys that the Parish Council or other local authorities undertake to find out parishioners' views will be published on the Facebook page and website.

Consultation events will be publicised using all channels of communication available. Consultations will run for as long as possible to ensure members have adequate time to respond.

Melbourn Parish Council will feedback to the community on how their input affected the decision making.

#### ***Consultation can be improved by:***

- Developing strong links with schools and other local groups to help with consultations.

### **Support**

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of

understanding the needs and aspirations of local groups. Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

**Publicising the PC's role can be improved by:**

- Ensuring that the groups which receive funding acknowledge the PC's role.

**Working with the community**

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose. Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives.

The consultations carried out by the Melbourn Futures and Play Parks Working Parties have laid the groundwork for consulting the community in innovative ways as well as by online questionnaires.

Public participation in Working Parties has begun, and will be continued.

**5. MEASURING SUCCESS**

The success of individual consultations will be measured by the appropriate Committee or Working Party to highlight any areas for improvements.

The PC should ask for feedback on its communication strategies at its Annual Parish Meeting

**6. STRATEGY REVIEW**

The Community Engagement Strategy will be reviewed every 2 years.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

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

*Document Review Policy: 2 years from last approval*

**POLICY and PROCEDURE: APPOINTMENT and MANAGEMENT  
of CONTRACTORS**

**PURPOSE:** To ensure contractors are selected such that the work they carry out is performed safely, effectively and offers good value to the public purse

**SCOPE:** Contractors to Melbourn Parish Council

**Definition:** A contractor is anyone Melbourn Parish Council asks to do work for them that is not an employee. This definition includes service providers.

Melbourn Parish Council and the contractor both have responsibilities under the Health and Safety Act 1974. The Council and the contractor must take the right precautions to reduce the risks of workplace dangers to employees and the public. This is a joint responsibility. **See notes for guidance under Appendix A.**

**POLICY:****1. Principles**

- 1.1 We, Melbourn Parish Council, will appoint contractors based on a transparent process that allows a clear comparison to be made between the options available.
- 1.2 Contract price will not be the overriding factor in choosing a contractor. Competence, reliability, safety record, clarity of method, quality of supervision, management, staff training and best value will also be taken into consideration.
- 1.3 Jobs to be carried out by contract will normally require the Clerk to supply a job specification, detailing the work to be carried out. This will include both the tasks required but also any predefined aspects of delivery, such as safety considerations or methods of work.
- 1.4 In certain special circumstances an upfront specification will be substituted by a general outline of requirements against which contract proposals will be invited. Such circumstances arise where the job to be undertaken will significantly benefit from the knowledge and expertise of specialist suppliers. An example would be a quotation for play park equipment.
- 1.5 Three contractors will normally be required to quote for each contract job. Depending on the contract value and circumstances, for example where very specialist services are required, it may not be possible or necessary to obtain three quotations. If this situation arises the Clerk will bring the issue to Full Council for resolution and, where justified, fewer quotations can be considered and accepted following council consent.
- 1.6 Quotations from contractors must include a safety method statement, a work method statement and job supervision plan and details of professional liability insurance. This will require the contractor to complete a Contractor Competency Form.
- 1.7 A Risk Assessment must be carried out and supplied. ~~for each job.~~
- 1.8 The Clerk will monitor contract work and report to the Council at least annually as part of the Governance process. Contracts will comply with all Financial Regulations that apply to the Melbourn Parish Council

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- 1.9 Policy Principles 1.3, 1.4, 1.5 1.6. 1.7 and 1.8 will always be applied to major contracts, particularly those involving significant financial outlay or those covering lengthy periods of time, for example grounds maintenance contracts. In all such cases the following procedure (2) below should be followed in outline.
- 1.10 Further to consultation with the Chair of the Maintenance Committee and/or Full Council the Clerk may omit procedure (2) in the case of short term, minor or repetitive contract works. An important factor in assessment of less significant contracts is past history and knowledge of the contractors quoting for work, for example contractors quoting for tree surgery works where companies have been previously employed on multiple occasions.

### PROCEDURE:

## 2. STEPS TO BE TAKEN

- 2.1 **Identify the job and work requirements** - Before embarking on a new contract the Clerk will verify that approved funds are available to meet the likely costs. Assuming funds are available the Melbourn Parish Council, through the Clerk will -
- **Create a Job Specification** that clearly identifies all aspects of the work wanted from the contractor. In addition to the work content, the Job Specification must include (a) the health and safety implications of the job, (b) any appropriate terms and conditions, (c) the level of risk, depending on the nature and complexity of the work. The Clerk should carry out an outline risk assessment at this stage with respect to any resulting risks to council employees and the public.
  - **Seek out potential contract partners** - The Council, through the Clerk, will provide potential contractors with Job Specification information package and make sure that they know and understand the service expected of them.
  - **Determine the selection criteria** - The Clerk will identify the evaluation criteria needed for a successful tender.
- 2.2 **Select a suitable contractor** – Melbourn Parish Council, through the Clerk, will satisfy themselves that the contractor they choose can do the job safely, without risks to health and at a cost acceptable to the public purse. The Clerk will enquire and evaluate on the Council's behalf the competency of each contractor and their combination of skills and knowledge. Where a contract value is likely to exceed £3000, **three** contractors will be required to quote for each job. Where the contract value is likely to fall below this figure the Clerk should strive to obtain three quotations. In all circumstances where three quotations prove impossible, the Clerk will always bring the issue to Full Council for resolution and/or approval.

The degree of competence required will depend on the work and complexity of the job. All potential contractors will complete the Contractor Quotation Competency Form that is part of this document. The Clerk will use the evaluation criteria from 2.1 above to compare contractors based on the combined evidence of quoted price, all information

**Note:** It is very important that questions answered or clarifications offered with respect individual contractors during the tendering stage are formally recorded. Where such matters result in a material change they must be shared with all competing contractors.

supplied including the Competency Form, awarding contracts accordingly.

**Some other factors that should be considered: -**

- *For contractors offered repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a Contractor Competency Form may be waived with the Clerk's agreement*
- *For large contracts the Parish Council needs to be aware of the Construction Design and Management Regulations (CDM)*
- *As appropriate, the Job Specification should require the contractors guarantee, warrantee and test certificates (for example with the electrical installations)*

**2.3 Review and if needed re-assess the risks of the work** - Both the Council and the Contractor will think about the planned work:

- What can harm people?
- Who might be harmed and how?
- How will the risks be controlled?

*A risk assessment must be done.* Both the Council and the contractor will be party to this. The contractor must assess the risks for the contracted work. The Clerk (on behalf of the Council) and the contractor will together consider any risks from each other's work that could affect the health and safety of the workforce or the public. The Clerk (on behalf of the Council) and the contractor will agree the risk assessment for the contracted work and the preventative and proactive steps that will apply when the work is in progress. If subcontractors are involved they will be part of the discussion and agreement. All measures needed to control the risk will be agreed between the Clerk and contractor before any work starts.

*Note: For contractors with repeat work of a similar kind, or where the contract lasts over a protracted period, the need for a separate Risk Assessment for each job may be waived with the Clerk's agreement*

**2.4 Provide information, instruction and training** - The Council, contractor and subcontractors will provide their employees with information, instruction and training on matters that may affect their health and safety. The Clerk, contractors and subcontractors will agree what information will be passed between them and appropriate ways to communicate with each other throughout the process. The Clerk (on behalf of the Council) will make sure that contractors, subcontractors and their employees have information on:

- Health and safety risks they may face
- Measures in place to deal with those risks
- The Council's emergency procedures if relevant.

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2.5 **Cooperate and coordinate with the contractor** - The Clerk (on behalf of the Council) will work together with the contractors and subcontractors to coordinate all activities, to make sure that the work can be done safely and without risks to health. Depending on the size of contract the Clerk will regularly meet with the contractor throughout the length of the contract. The level of cooperation and coordination required will be agreed before work starts and will depend upon:

- The job to be done
- The number of contractors and/or subcontractors involved
- The risks involved.

2.6 **Consult the workforce** - Melbourn Parish Council will routinely consult its employees on contracted task content and related health and safety matters to help the Council to make better decisions on the actual risks and the measures to control them. Employees will be consulted on:

- How the contractors work will affect the Council employees' health and safety;
- Information and training
- Making sure they know how to raise any concerns they may have about the contractors and their work
- Ensuring contracted work is done without conflict with the job roles and job descriptions of council employees

2.7 **Manage and supervise the work** - The Clerk (on behalf of the Council) will make regular checks on contractors, the work being completed, whether the contractors are working in a safe way and complying with the control measures put in place. This will be supported through the use of a **Checklist** to ensure that all key control steps have been completed properly. The frequency and degree of checks will reflect the length of experience with a particular contractor and the nature of the work, for example if such work is highly repetitive.

The Clerk will have agreed with the contractor though risk assessment and declared methods of working how the work will be done and the precautions that will be taken.

In the case of mishaps, accidents, ill health etc. the Clerk, on behalf of the Council, will investigate with the contractor what went wrong, reporting to the council when appropriate.

2.8 **Review** – On an annual basis the Clerk will review the contractor management process and consider ways to improve future performance. An annual report will be given to the Full Council as part of governance monitoring. It is recommended that the Clerk, supported if necessary by other council employees or councilors, periodically observe the performance of contractors in the fulfillment of contracts awarded. Elements that can be monitored (not exclusively) are:

- Adherence to Method Statement, number of operators and time spent
- Adherence to safety commitments and Risk Assessment recommendations, use of safety equipment,
- Provision of supervision, where appropriate
- Safe and effective use of equipment and vehicles

The Clerk should make arrangements to formally record the observations made during the monitoring of contractor work.

INVITATION TO QUOTE - COMPETENCY FORM (EXAMPLE)

<b>Company Name:</b>		
<b>Address:</b>		
<b>Tel. No. /Mobile No.</b>		
<b>Email</b>		
<b>Name of person completing form:</b>		<b>Contract Reference/ Contract Title</b>
<b>Details of experience with this type of work. For example previous contracts, customers etc.</b>		
<b>Liability Insurance (Please attach copy)</b>		
<b>Risk Assessment (Please attach copy)</b>		
<b>Health &amp; Safety Policy (Please attach copy)</b>		
<b>Details of recent (last 2 years) safety performance, in terms of accidents, ill health or HSE action or involvement</b>		
<b>Reference details of previous similar work carried out in the last year</b>		
<b>Describe safety or other training given to workers involved on this contract</b>		
<b>Equality Policy: confirmation that this is in place</b>		
<b>Method Statement – Example Content</b>		
<b>A detailed description of the method(s) to be used if offered this contract:</b>		



**APPENDIX A****Notes to assist council employees in the understanding of their contractor responsibilities**

- ❖ The Health and Safety at Work etc. Act 1974 requires employers and others in control of buildings or public places to ensure the safety of employees and others who work or visit there. The Management of Health and Safety at Work Regulations 1999 also require those in control of land and buildings to co-operate with contractors or self-employed persons to ensure that they are not exposed to unacceptable health and safety risks.
- ❖ Although the responsibility to work safely rests principally with the contractor, Melbourn Parish Council also have a duty to do all that is within its control to make sure that this happens.
- ❖ This means that Melbourn Parish Council have a duty to ensure that a contractor is competent to perform the task safely and without unacceptable risk to other employees, members of the public and any others on the site.
- ❖ Where accidents occur on site through the incompetence or negligence of a contractor, Melbourn Parish Council could also be held liable if steps had not taken to appraise the contractor or carry out management checks to ensure that agreed standards of operation were actually being carried out correctly.
- ❖ Contractors should only be allowed to carry out work on the agreed site if they have been vetted and approved by Melbourn Parish Council. Even if the same contractors have been used for the past 10 years you still need to regularly assess them in order to ensure you are adhering to your legal obligations.
- ❖ Use this Policy and Procedure document to assist in compliance with these standards and, at the same time, ensure that contractors deliver value for money.

**Document Approval:****(Chair to Melbourn Parish Council)****Date of Parish Council Meeting: 28 November 2022***Review Policy: Annually*