

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 27 February 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, Wilson, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Barley

Absent:

In attendance: Sophie Marriage (Acting Parish Clerk), District Cllr Hales, and County Councillor Susan Van de Ven, one member of the public

PC179/22 To receive and approve apologies for absence

Apologies were received from Cllr Campbell with appropriate reasons

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

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

PC180/22 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 PC188 22d, PC188 22e, PC189 22a, PC194 22 (all items.) They were granted dispensation to participate in discussion but not to vote on these items.

PC181/22 Chairs' Announcements – For information only

It was noted that the Futures working party has been in discussions with the police regarding road safety.

PC182/22 To approve the minutes of the Parish Council Meeting held on 16 January 2023

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 16 January 2023 as an accurate record.

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

PC183/22 To report back on the minutes of the Parish Council Meeting held on 16 January 2023

There was nothing to report.

PC184/22 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 was one member of public in attendance who requested that the council consider the idea of re-introducing cricket back to Melbourn. The member of the public noted that although the idea is at an early stage, there is a desire in the village for cricket and they are looking at different sources of funding. The cricket club would aim to include teams for all ages and genders. It was noted that this has been discussed in the past and Cllr Wilson offered to bring the member of the public up to speed with what has happened previously. The chair thanked the member of the public for attending the meeting.

ACTION: Cllr Wilson and the member of the public to meet to discuss the idea.

(The member of the public left the meeting at 19:46)

PC185/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

It was noted that;

- Councillors can sign up for the Home-start swim fundraiser
- Residents are encouraged to use the Cambs Police "survey" to log incidents
- There will be some disruption to weekend rail services due to improvement work
- It would be good to arrange a presentation from the Care Together team
- There are campaigns to encourage more foster carers and support for Ukraine

Signed: Date:

- Details of the County Council's, District Council's, Combined Authority's, and Police's tax position for 2023/24 is included in the report.

It was noted that NALC's Civility & Respect Pledge has been adopted by the District Council and it is advised that Parish Councils sign up to the pledge.

ACTION: Acting Clerk to bring the Civility & Respect Pledge to council for consideration.

PC186/22 Policies and Terms of Reference:

- a) To consider approving the Asset Management Reserve Policy

It was noted that a need for such policy had been discussed by Finance and Good Governance and the previous RFO had drafted the policy. No further comments were received.

It was RESOLVED to adopt the Asset Management Reserve Policy.

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

PC187/22 Asset Management Reserve:

- a) To consider and discuss the Asset Management Reserve Action Plan Report

The report, created by Cllrs Clark and Wilson, was noted. It was suggested under Asset Reserve Actions for 2023/24 the drains at Littlehands should be included as top priority.

- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve

Deferred. Awaiting quotations.

- c) To receive any updates and consider actions

None received.

PC188/22 Finance Matters:

- a) To receive and consider the finance reports for January 2023

The report was noted.

- b) To consider retrospectively approving the approvals list for January 2023

It was RESOLVED to retrospectively approve the approvals list for January 2023.

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

- c) To consider approving the approvals list for February 2023

It was RESOLVED to approve the approvals list for February 2023.

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

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

A member of the Hub management group noted that this invoice has now been withdrawn.

- e) To consider approving invoice for the hire of the Atrium for a police event at the Hub

It was noted that when the room was booked for a police event in November, that it was not specified who would be paying for the hire. A member of the Hub management group opted to waive the invoice and it was agreed that a specific protocol will need to be in place for future events.

- f) To consider approving the renewal fee with EDGE

A query was raised around the cemetery function on EDGE. The Acting Clerk clarified that it is not only used to raise invoices, but it is also used for the management of burial records, EROB contacts, memorial records and the cemetery diary. A member noted that the Multi-factor authentication seems high. The total price was reasonable compared to the previous year (an increase of £15.50). It was noted that the Parish Office use EDGE regularly for a range of functions and are happy with the system.

It was RESOLVED to approve the renewal fee with EDGE of £1,356.10 +VAT.

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

- g) To note the recent electricity bill for the workshop

It was noted that the bill was higher than normal and the workshop was now being monitored to identify the cause of the increase.

PC189/22 Governance:

- a) To consider the approval of a Memorandum of Understanding between the Parish Council, the Melbourn Community Hub and the Meridian Primary Care Network.

The Melbourn Community Hub will be delivering health care and partner services for the benefit of patients of Meridian PCN member practices and the Cambridgeshire and Peterborough ICS. The

Cambridgeshire and Peterborough ICS will be funding the services and Melbourn Parish Council will be the fund holder. It was noted that the S106 monies which have been used to fund previous PCN events at the Hub, is for all health care, not only PCN events, whereas the money for the ICS will be for PCN events only. The Parish Council shall be responsible for financial oversight and the Hub will invoice the council. It was noted that this is a great initiative and gratitude was expressed to all involved.

It was RESOLVED to approve and sign the Memorandum of Understanding between the Parish Council, the Melbourn Community Hub and the Meridian Primary Care Network.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllrs Davey, Clark, Alexander, Wilson, Hart, Barnes, Barley, Cowley.

Against:

Abstained: Cllrs Kilmurray and Travis.

- b) To discuss and consider introducing an additional meeting to award the community benefit grants

It was noted that it may be more appropriate to have a separate meeting for the awarding of community benefit grants so that there is more time to discuss and consider grants appropriately. The last meeting where grants were awarded was longer than normal meetings. It was noted that this would result to another meeting in the calendar.

It was RESOLVED to approve the introduction of an additional meeting to award community benefit grants.

Proposed by Cllr Alexander, seconded by Cllr Hart.

In favour: Cllrs Travis, Barnes, Barley, Davey, Hart, Alexander, Clark and Wilson

Against: Cllrs Kilmurray and Cowley

Abstained:

- c) To receive any updates and consider actions

None were received.

PC190/22 Email Decisions

- a) To note an email decision regarding the EWR letter

It was noted.

- b) To note an email decision regarding the road tax for the Parish Van

It was noted.

PC191/22 Bank reconciliations

- a) To note bank reconciliation for January 2023

The bank reconciliations are in progress.

(County Cllr Van de Ven left the meeting at 20:36)

PC192/22 Maintenance Matters:

- a) To consider a quotation recommended by the maintenance committee from Herts and Cambs Ground Maintenance to carry out verti-draining on the New Rec

It was noted that this work is required to improve the drainage on the rec which has caused a number of issues. This expenditure is unplanned but can be covered from elsewhere in the maintenance budget. Money has been included in the 2023/24 precept for additional maintenance to the recreation grounds.

It was RESOLVED to approve the quotation of £720.00 + VAT to verti-drain the whole of the New Rec.

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

- b) To consider a quotation recommended by the maintenance committee from Majestic to maintain the Hopkins Home SGB.

It was RESOLVED to approve the quotation of £3,650.00+VAT per year to maintain the Hopkins Home SGB.

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

It was noted that the final inspection is being awaited before the land is transferred.

ACTION: Acting Clerk to create a contract for the work.

- c) To receive any updates and consider actions

None were received.

PC193/22 Planning Matters:

- a) To receive any updates and consider actions

None were received.

PC194/22 Community Hub

- a) To consider quotations for the annual service for the automatic doors.

It was noted that this work was not known of prior to the precept setting. It was noted that this work would have to be funded from general reserves. The servicing is a requirement which will need to be precepted for in the future. It was noted that the company who services the doors should be the same who carry out the work under item PC194/22b).

It was RESOLVED to approve the quotation from MGS of £480.00+VAT to service the automatic doors twice a year, to be funded by general reserves.

Proposed Cllr Davey, seconded Cllr Cowley.

In favour: Cllrs Davey, Clark, Alexander, Wilson, Hart, Barnes, Barley, Cowley.

Against:

Abstained: Cllrs Kilmurray and Travis.

- b) To consider quotations for the refurbishment of the inner lobby door

It was noted that there was a fault with the automatic doors which was a health and safety issue. Representatives from the Hub management group had met with both companies and noted that MGS were preferable. It was noted that this work would have to be funded from general reserves. It was noted that servicing should reduce the chance of issues with the doors in the future.

It was RESOLVED to approve the quotation from MGS of £4,130.00+VAT to carry out refurbishment to the automatic doors.

Proposed Cllr Davey, seconded Cllr Cowley.

In favour: Cllrs Davey, Clark, Alexander, Wilson, Hart, Barnes, Barley, Cowley.

Against:

Abstained: Cllrs Kilmurray and Travis.

- c) To consider quotations to replacement equipment in the kitchen to be funded from 2023/24 budget

There is £5,000 precept in the 2023/24 budget for the project to replace the kitchen equipment. The quotation received is £6,421 which is £1421 over budget. A member queried why there was only one quotation and a representative from the Hub noted that the maintenance contract for the kitchen is with Gratte Brothers and there is bespoke work which needs to be carried out. The business in the kitchen has tripled since the last kitchen refurbishment which has resulted in need for the work.

The electrical works in item PC194/22d) are related to the kitchen project. The Chair moved to discuss item d) before going to a vote of item c).

- d) To consider quotation for electrical works at the Hub to be funded from S106

It was noted that there is just over £6,000 in the S106 monies for the expenditure on the Hub. The electrical work is needed to resolve electrical faults in the kitchen. It was noted that this work will resolve the problems by improving the infrastructure and future proofing the kitchen. The work is related to the replacement of kitchen equipment and it will require the kitchen to be closed for 4 days.

It was RESOLVED to approve the invoice from JHE of £5,300.00+VAT for works to the electrics in the kitchen.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Davey, Clark, Alexander, Wilson, Hart, Barnes, Barley, Cowley.

Against:

Abstained: Cllrs Kilmurray and Travis.

- c) It was noted that after expenditure for the electrical works, there would be at least £700 remaining in S106. It was noted that this could cover part of the extra cost for the replacement of kitchen equipment and the rest could be covered by general reserves.

It was RESOLVED to approve the quotation of £6,421.00 + VAT from Gratte Brothers for the replacement and installation of kitchen equipment, to be funded from the 2023/24 precept (£5,000), S106 (£700), and general reserves (£721).

Proposed by Cllr Hart, seconded by Cllr Barnes.

In favour: Cllrs Davey, Clark, Alexander, Wilson, Hart, Barnes, Barley, Cowley.

Against:

Abstained: Cllrs Kilmurray and Travis.

- e) To receive any updates and consider actions

None were received.

PC195/22 Coronation

Signed: Date:

- a) To receive an update and discuss plans to celebrate the coronation

It was noted that the road closure application had been submitted for the Hub's event. There is £3,110 in the precept for the coronation event and councillors were encouraged to think of ways to commemorate the event. It was noted that money from Celebrating Ages may be available to go towards an event. If there was a proposal to transfer money from one budget heading to another then the council would need to vote on this. ACTION: Acting Clerk to check previous discussions on transferring money for Celebrating Ages to the Coronation.

PC196/22 To note an update to the proposed revised 20mph zone

It was noted. The second consultation begins on 1st March and will last 21 days. ACTION: Acting Clerk to publicise the consultation.

PC197/22 To consider a request to support a SDCD Community Chest Grant application from the Bowls Club

It was RESOLVED to support the Bowls Club's SDCD Community Chest Grant application.

Proposed by Cllr Barley, seconded by cllr Wilson. All in favour.

PC198/22 To consider a request to install hand crafted poppies on the church wall for Remembrance Sunday

It was noted that the installation of hand crafted poppies is a lovely idea, but location needs to be thought about to reduce the risk of vandalism.

It was RESOLVED to support the request to install hand crafted poppies for Remembrance Sunday (location to be confirmed at a later date).

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

ACTION: Acting Clerk to respond to the request and highlight possible concerns.

PC199/22 Melbourn Timebank

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

It was noted.

- b) To consider the approval of Timebank expenses

It was RESOLVED to approve the Timebank expenses of £12.15 for mileage and £25.98 for the purchase of a Trophy.

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

- c) To receive any updates and consider actions

None were received.

PC200/22 To receive an update from the MAYD Joint Committee

It was noted that the next meeting in 7 March 2023.

PC201/22 To receive an update from the Futures Working Party

It was noted that the WP is looking at road safety, including road markings around the schools.

PC202/22 HR Matters:

- a) To receive any update to the recruitment of an Assistant to the Clerk/ Assistant Clerk

It was noted that applicants have been received and the closing date is the 10th March. It is hoped that interviews will take place the following week and there will be a recommendation for appointment by the next Parish Council meeting.

- b) To receive any updates and consider actions

The Acting Clerk was congratulated for obtaining CiLCA (Certificate in Local Council Administration.) It was noted that two exit interviews were carried out with the previous Clerk and RFO. The HR panel have been seeking advice from CAPALC regarding staff returning after sick leave. It was noted that there will be some updated policies at the next meeting.

PC203/22 To note the date of the next meeting : 27 March 2023

The date of the next meeting was noted at 27 March 2023.

Meeting closed: 21:31

Signed: Date:

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 16 January 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, Wilson, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent: Cllr Barley

In attendance: Sophie Marriage (Acting Parish Clerk), District Cllr Hales, and County Councillor Susan Van de Ven

PC152/22 To receive and approve apologies for absence

None were received

PC153/22 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 PC160/22c, PC160/22f, and PC167/22a. They were granted dispensation to participate in discussion but not to vote.

PC154/22 Chairs' Announcements – For information only

The chair highlighted that the Futures working party are looking to recruit some new members.

The Chair thanked the Parish Clerk for all her hard work and expressed the council's gratitude for all that she did during her time with the council. The council wish her all the best for the future.

PC155/22 To approve the minutes of the Parish Council Meeting held on 28 November 2022

Under PC150/22b should refer to document number 4.36

Under PC135/22] "provide" to be corrected to "provided"

Under PC142/22 "should" to be removed.

It was RESOLVED, subject to the noted amendments, to approve the minutes of the Parish Council meeting held on 28 November 2022 as an accurate record.

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

PC156/22 To report back on the minutes of the Parish Council Meeting held on 28 November 2022

There was nothing to report.

PC157/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC158/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

It was noted that potholes are a problem in Melbourn and surrounding villages. Residents are encouraged to continue reporting potholes through the County Council website.

It was highlighted that the deadline to make a road closure application for the King's coronation is 10th February.

In addition to the report, it was noted that SCDC are starting a campaign to encourage more people to house Ukrainian refugees.

[County Councillor Van de Ven and District Councillor Hales left the meeting]

PC159/22 Asset Management Reserve

Signed: Date:

- a) To consider and discuss the report from Croyland Building Surveyors
The report was received. It was noted that the report is a good base for the council to work from to put together an appropriate maintenance programme for Parish Council assets.
- b) To consider and discuss the proposed maintenance programme
Cllr Wilson and Cllr Clark will be meeting to go through the Surveyor's report to facilitate the production of an appropriate maintenance programme. Representatives for the Hub management group will be included in discussions related to Hub maintenance.
- c) To consider approving a quotation for a survey of All Saints Church wall to be funded from AMR
It was noted that a survey of the All Saints Church wall is needed to identify what maintenance is required.
The contractor was recommended by All Saints Church and is familiar with the building. As it is a specialised item of work the Parish Office struggled to obtain multiple quotes. Cllrs with experience in the field agreed that the quote from the surveyor was a fair price.

It was RESOLVED to accept the quote of £900 (not VAT registered) from Jeremy Lander Architect to carry out a survey of the All Saints Church wall funded from AMR.
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.

- d) To receive any updates and consider actions
There was nothing further to discuss.

PC160/22 Finance Matters:

- a) To receive and consider the finance reports for November and December 2022
The reports were noted and the chair expressed thanks to the RFO.
- b) To consider retrospectively approving the approvals list for December 2022
It was noted that there was no meeting in December.
It was RESOLVED to retrospectively approve the approvals list for December 2022.
Proposed Cllr Davey, seconded Cllr Kilmurray. All in favour.
- c) To consider approving invoices for Meridian PCN provision at the Hub
It was RESOLVED to approve payments of invoices 1644 and 1646 from the Hub for the room hire and associate costs for Meridian PCN provision in the sum of £488.00+VAT and £1,004.65+VAT to be funded from s106 monies.
Proposed by Cllr Davey, seconded by Cllr Barnes. In favour: Cllrs Alexander, Barnes, Campbell, Cowley, Clark, Davey, Hart, Wilson. Abstain Cllrs Travis and Kilmurray.
- d) To consider approving payment of the precepted grant to Melbourn Area Youth Development
It was RESOLVED to approve payment of the precepted £6,000 grant to the Melbourn Area Youth Development.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- e) To consider retrospectively approving spend from s106 monies for the boardwalk project
It was RESOLVED to retrospectively approve spend totalling £3,775 from S106 monies for the boardwalk project.
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- f) To consider approving payment of the annual licence fee to the Hub
It was clarified that the annual licence fee covers the costs incurred by the council for use of the Hub, for things such as the office, meeting rooms, phones, electricity etc.
It was RESOLVED to approve payment of £14,000 for the annual licence fee to the Hub.
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Alexander, Barnes, Campbell, Cowley, Clark, Davey, Hart, Wilson. Abstain Cllrs Travis and Kilmurray.
- g) To consider approving an increase in annual rental for Littlehands Nursery
It was noted that the last increase was in 2018.
It was RESOLVED to approve the increase of £1,000 in annual rental for Littlehands Nursery, as recommended by Finance and Good Governance.
Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.

ACTION: Acting Parish Clerk to contact Littlehands to inform them of the increase.

- h) To discuss and consider approving expenditure on a new laptop for the Timebank Coordinator
Two quotes were obtained and it was noted that the only difference in price was that Curry's offered free delivery.

It was RESOLVED to approve the quote from Curry's for £399.00 (including VAT) for a new laptop.

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

PC161/22 To consider setting the precept for the financial year 2023/24

Finance and Good Governance Committee considered the draft precept at the December meeting and recommended it to full council for approval. The increase to the precept is 3.32% (£4.65 per band D household). Councillors were given the opportunity to raise any queries about the draft precept and none were received.

It was RESOLVED to approve the budget for 2023/24 as recommended by Finance and Good Governance Committee.

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

PC162/22 Governance:

- a) To receive nominations for members of the Finance and Good Governance Committee
A nomination was received from Cllr Alexander.

- b) To consider approving an amendment to the calendar of meetings

It was noted that due to the additional bank holiday on 8 May, the planning meeting would need to be moved to the 9 May.

It was RESOLVED to approve the amendment to the calendar of meetings.

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

- c) To consider approving payment of the Local Councils Award Scheme registration fee

It was noted that previously council agreed to apply for the Local Councils Award Scheme. The award scheme illustrate the Council's commitment to good practice. NALC have advised submitting once the new Clerk is in post. The registration will remain valid for a year.

It was RESOLVED to approving payment of £50 +VAT for the Local Councils Award Scheme registration fee.

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

- d) To receive any updates and consider actions

None were received.

PC163/22 Email Decisions

- a) To note an email decision regarding Melbourn Action Community Support

The decision was noted.

- b) To note an email decision regarding expenditure to replace the parish van

The decision was noted. The Chair thanked Cllr Alexander for sourcing the van.

PC164/22 Bank reconciliations

- a) To note bank reconciliation for October, November and December 2022

The bank reconciliations were noted. The Chair thanked Cllr Davey.

PC165/22 Maintenance Matters:

- a) To receive any updates and consider actions.

None were received.

PC166/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road

The Chair of the Planning Committee highlighted that the original commuted sum offer was £37,000 but after further discussions and work by officers at Parish and District level, this has increased to £50,000. This figure is to cover a 10 year maintenance period. The Chair reiterated that a lot of work has gone into reaching this point and thanked all involved.

It was RESOLVED to accept the commuted sum of £50,000 and the transfer of the SGB on Kingley Grove, New Road.

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

ACTION: Acting Clerk to obtain quotes for the maintenance of the SGB.

- b) To receive any updates and consider actions

None were received.

PC167/22 Community Hub

- a) To consider approving a quotation from 4i Water Services

This is a maintenance requirement of the building. All Parish Buildings with water must comply with legionella requirements. Cllr Travis expressed that he felt that himself and Cllr Kilmurray could vote on this item as it is related to the maintenance of a Parish Building and was not linked to Hub management activities.

It was RESOLVED to approve the quotation from 4i Water Services for 730.00+VAT.

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

- b) To receive any updates and consider actions

None were received.

PC168/22 To note the response to the proposed revised 20mph zone

The response was noted.

PC169/22 Melbourn Timebank

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

The report was received. It was noted that the Timebank coordinator is doing an excellent job and facilitating many activities. It was noted that the indoor bowls and afternoon tea is arranged for the 19th January, not 19th December as stated in the report.

- b) To receive any updates and consider actions

None were received.

PC170/22 To receive an update from the Melbourn Play Park Working Party

The rocking horse was painted prior to the Christmas break and the project has now finished. The council expressed its thanks to the working party which included members of the public and the Acting Clerk for all their work on the project. It was noted that there has been a very positive response from residents.

PC171/22 To receive an update from the MAYD Joint Committee

The Chair of MAYD highlighted that the committee is looking at the possibility of using a Connections Bus. MAYD will need to evaluate if the Connections Bus is appropriate and how this will work in conjunction with the current arrangements.

PC172/22 To receive an update from the Futures Working Party

It was noted that the working party will be looking at the possibility of installing village maps in two locations within the village and will be reviewing the possibility of introducing outdoor film nights in the summer.

PC173/22 Policies and Terms of Reference:

- a) To consider approving the updated Press and Media Policy (document 4.10)

It was RESOLVED to approve the update Press and Media Policy (document 4.10).

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

- b) To consider approving the Asbestos Management Plan (document 8.05)

It was RESOLVED to approve the Asbestos Management Plan (document 8.05)

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

PC174/22 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC175/22a)

It was noted that the meeting did not need to be closed for agenda item PC175/22 because no confidential information needed to be discussed.

PC175/22 HR Matters:

- a) To consider approving the appointment of a new part time Finance Officer

HR sought to recruit a Finance Office as the advert for the RFO did not receive any applications. The Clerk's position now incorporates the RFO role. At many councils the Clerk carries out the roles of Clerk and RFO as the proper officer of the Council. Applications were received for the finance officer role and HR carried out interviews. The candidate recommended by HR has a lot of experience and is a strong candidate. There will be a 6 months probationary period as recommended by NALC.

It was RESOLVED to approve, subject to references, the appointment of the new part time Finance Officer.

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

- b) To consider approving increasing wardens' hours

This was previously approved under item PC145/22c.

PC176/22 Motion to re-open the meeting to Public and Press:

The meeting was not closed.

PC177/22 HR Matters

- a) To retrospectively note the resignation of the Parish Clerk (effective 12 January 2023)

The resignation was noted. The Chair took this opportunity to thank the Parish Clerk for all her hard work and wished her well for the future. Members of the council reiterated the chair's sentiments. HR carried out an exit interview. The Parish Clerk has offered to work a few extra days until the end of January to facilitate the hand over to the Acting Parish Clerk.

- b) To receive an update on recruitment of a Parish Clerk/RFO

The council are currently attempting to recruit a Parish Clerk/RFO. The Assistant to the Parish Clerk has taken on the role of Acting Parish Clerk until the Parish Clerk/RFO position is filled. At the moment there have been no applications for the role. The role will continue to be advertised.

- c) To note arrangements for temporary warden cover

It was noted that there is an independent service provider in place for two days a week and the arrangements are going very well at the moment.

- d) To receive any updates and consider actions

Policies requiring updates and review will be brought to future meetings for approval.

PC178/22 To note the date of the next meeting : 27 February 2023

The date of the next meeting was noted as 27 February 2023.

Meeting closed at 20:46

Melbourn Parish Council February 24, 2023, District and County Councillor report

Guide to our report

- *Invitation to join Turtles Swimmers*
- *Updated police information round-up*
- *Meeting details for rail user group and cycle campaign*
- *An invitation from the County Council to make a short presentation at a PC meeting on its Care Together programme*
- *Two initiatives looking for hosting people in your own home – the fostering service, and the Homes for Ukraine scheme.*
- *Detailed updates on all local authority precepting, for information*

Support Home-Start with the Turtles

Home-Start Royston, Buntingford and South Cambs provides vital support to young families in our communities. A fundraising swimathon takes place at the Royston Leisure Centre on the evening of April 23. I'm organizing a team, the South Cambs Turtles, for the event. Would you like to join? The Turtles are swimmers of all abilities – a swimsuit and enthusiasm for supporting Home-Start is all that's needed. If you don't want to swim but would like to sponsor us, please let me know.

Revised 20MPH consultation is now live – following adaptations to the version consulted last autumn.

Signs and lines, school and college road safety

We have made our Local Highways Officer fully aware of the accidents outside the primary school in January, and general road safety concerns. It was good to discuss these at Melbourn Futures and to set a number of actions.

Cambs Police – lines of communication

Following on from themes discussed back in November when Cambs Police came to the Melbourn Hub to talk about Community Policing:

- A reminder that local issues can be brought to the quarterly on-line community meeting. Next is on 2 May – signup via this link: <https://orlo.uk/ZpXeG>
- This 'survey' disseminated by Cambs Police is an important way for them to see areas of greatest concern in the community – we are encouraged to make use of this https://forms.office.com/pages/responsepage.aspx?id=G53Fo_G4mUKdajmtj1cElrVu85PPd6xFgF657-g3fTJUMEU1NUszTII4MFY3QUFTUVRXMjMxSlgzOSQIQCN0PWcu
- Cambs Police will come out on a very targeted basis to look at/support communities with basis vehicle nuisance issues.
- South Cambs Police use Facebook to disseminate info: <https://www.facebook.com/SouthCambsCops>
- Reporting a crime – all info here: <https://www.cambs.police.uk/ro/report/ocr/af/how-to-report-a-crime/>
It is more efficient, where possible, to report non-emergency issues in writing via the reporting page or chat function

Meldreth Shepreth and Foxton Rail User Group AGM March 15, 7:30PM

This meeting will include updates from Network Rail and GTR on Cambridge South Station – the good news is that it has been approved and will apparently be constructed relatively quickly. The downside is that there will be disruption to our service during construction.

A10 Corridor Cycling Campaign AGM March 13

This meeting will include an update on the Melbourn Greenway, following meetings of the GCP Assembly and Board, where we are making representations.

Care Together – new care micro-enterprises, & survey

County Council officers promoting early work on an initiative called ‘Care Together,’ which seeks to encourage and develop more ways to support people living independently at home for longer, are in the process of writing to parish councils to ask if they would like a short presentation about this initiative. They are also circulating a survey, the link for which is below.

‘You may start to see communications being circulated online and among local publications in South Cambridgeshire about our Care Together programme. This is about transforming the way older people are cared for in Cambridgeshire, which is being led by CCC. We will work collaboratively with partners and local communities and the aim is to help people live independently in their own homes for longer.

‘This programme will result in a switch from social care based on county-wide contracts to one in which people living and working in their own communities (micro-providers) will be empowered to support older and vulnerable residents. This will help people remain living in their own homes for longer as well as adding extra capacity to the local care market. Work to date has focussed on a pilot scheme in East Cambridgeshire but we are now expanding Care Together across the county, with an officer working specifically on South Cambs.

‘To help make sure we get the programme right, we are inviting residents over the age of 55, or looking after a person over 55, to complete an online survey and are sharing some communications with South Cambridgeshire residents to encourage this. Please do help us share the survey, which can be accessed by visiting:

<https://www.smartsurvey.co.uk/s/36MHL6/>

Foster caring

Cambridgeshire County Council is continuing to seek residents who would like to make a real difference to the lives of a child or young person by becoming a Foster Carer. Applicants must be over 21 years of age, have a spare bedroom, and be willing and able to provide a stable and loving environment in which a child or young person can thrive. Foster Carers can benefit from local training and development, generous pay and benefits, 24/7 support from a Supervising Social Worker, as well as local support groups and networking opportunities.

- Information www.cambridgeshire.gov.uk/residents/children-andfamilies/fostering-and-adoption
- Email fostering@cambridgeshire.gov.uk,
- Call 0800 052 0078
- Text FOSTERING to 60777

Support for Ukraine – it all starts with a spare room

So far under the Homes for Ukraine programme, around 740 people from Ukraine have arrived in South Cambridgeshire, with approximately 400 more in Cambridge. The Homes for Ukraine scheme allows UK residents to sign-up to host guests, often women and children, who have fled the war in Ukraine.

Between the two areas, a total of almost 500 hosts have already been providing housing to guests. However, with the war in Ukraine continuing, and with it not being safe for many families to return, there is an ongoing demand to provide them with a safe place to stay.

Under the Homes for Ukraine scheme, hosts sign up to provide a home to guests for a minimum of six months. However, around 20% of current hosts are not able to continue past that initial six-month point. So, the guests who have been staying with them would benefit from alternative accommodation locally, so that they can continue to build on the relationships and community connections they have already been able to make.

South Cambridgeshire District and Cambridge City Councils have therefore launched a joint campaign to recruit extra hosts. Anyone who can offer a spare room and warm welcome is being asked to text ROOM to 88802 so that the councils can support them through the process and match hosts to guests who have already started to settle in the local area.

Hosts receive comprehensive support from the councils, along with a £350 monthly Government 'Thank you' payment. Both councils are also offering extra opt-in monthly payments to hosts of £150, in response to feedback about rising costs of housing guests, particularly over the winter months.

National Lottery funding

A reminder that funding of up to £10,000 is available for events and activities through the National Lottery Awards for All programme. www.tnlcommunityfund.org.uk/funding/under10k

Budget – County Council

Government announced its 'financial settlement' for councils just before Christmas and proposed that Cambridgeshire County Council's 'core spending power' (the overall revenue funding available for council services) should increase by 9.5%, less than the current rate of inflation. Half of that 9.5% is from the council's power to raise council tax—in other words, the Government expects local council taxpayers to shoulder a lot of the extra costs.

The County Council has now set a balanced budget for 2023-24, in the face of a national funding settlement which takes no account of Cambridgeshire's population growth. The Government's decision to move its fair funding review back for a further two years leaves Cambridgeshire with a formula which takes no account of recent population growth, and in some cases bases funding on population figures which are more than twenty years old.

The budget bridges a potential funding gap for the coming year of £21.4M, even after finding more than £10M of additional savings or income, in the face of levels of inflation not seen for forty years along with rising costs for energy and essential services.

The budget outlines how the Council plans to spend more than £15M in one-off funds from reserves next year including

- £1M to continue free school meal vouchers for eligible children
- £1M into highways schemes including rural roads drainage
- £1M investment into flood mitigation
- more than £1.3M into libraries

- £380,000 investment in community services.

The council's new 'triple bottom line' approach to the social and economic impacts of budget proposals has seen increased investment in biodiversity improvements, and in ensuring all new schools are built to net zero standards.

The budget sees band D properties paying an additional £73 per year in council tax, although more than half (64%) of the county lives in homes rated band C or below and would see rises of between £49 and £65 per year.

District Council tax position

For the District Council the government settlement is somewhat better than expected. New Homes Bonus stays and SCDC will get more than we thought from the Rural Settlement Grant as well as from Business Rates. Council tax is likely to be increased by £5 for a band D house (equivalent to 3.5%) which represents a reduction in income with inflation running above 10%. Council house rent will also need to increase by the maximum of 7% in order for the council to continue delivering the new council house building programme though housing benefit does increase in line with inflation so 40% of tenants will not be affected by the increase.

Combined Authority precept

A Mayoral Precept of £12 per year per Band D property has been agreed, to ensure continued subsidy for bus services restored following the Stagecoach cuts last year. The Combined Authority was able to step in before Christmas to provide a 6-month subsidy for a large number of threatened rural services but this was from financial reserves and it was always known that a longer term solution would be required. The effort now needs to go into improving bus ridership so that in the longer-term large subsidies will not be required.

Police council tax position

The Police & Crime Commissioner advises that with the current cost-of-living pressures impacting on people's incomes "asking you to contribute more to police funding is not something I want to do" but "inflation applies to policing as well – with police vehicles, fuel and training all costing more than they did this time last year" thus proposing a 19p weekly increase (for Band A properties), 29p for Band D properties.

MELBOURN PARISH COUNCIL
ASSET MANAGEMENT RESERVE POLICY

Doc. No. 4.37

Version 1

1. PURPOSE

- 1.1 The purpose of this policy is to set out how Melbourn Parish Council (MPC) will determine and review the level of its Asset Management Reserve (AMR).
- 1.2 This policy should be considered in conjunction with MPC's Reserves Policy (Doc. No 4.14)

2. JUSTIFICATION

- 2.1 MPC recognises the need to look after the assets in its safekeeping.
- 2.2 The AMR is an earmarked reserve that will be used to build up funds to finance a programme of long-term repairs and replacements of assets and equipment owned or leased by MPC.
- 2.3 The AMR is a mechanism to smooth expenditure without the need to significantly vary the precept budget when major expenditure on asset repairs or renewals is required.

3. SCOPE

- 3.1 Expenditure from the AMR will be on items included in MPC's Asset Management Schedule (AMS).
- 3.2 The Asset Management Schedule will be drawn up in conjunction with a suitably qualified asset management professional e.g. a quantity surveyor. The professional will advise which items should be included in MPC's long-term asset repair and maintenance programme, the frequency of replacement/renewal and the approximate cost.
- 3.3 The AMR will be used to fund significant repairs or renewals of assets owned or leased by MPC. Expenditure in excess of **£5,000** (net) will usually be considered significant.
- 3.4 Repairs or renewals financed from the AMR will generally be expected to recur on an infrequent basis (less frequently than every three years) and would not be classified as normal 'wear and tear' maintenance expenditure.
- 3.5 In cases of emergency the AMR may be used to fund asset repairs or replacements that are not included in the AMS subject to approval by MPC.

4. LEVEL

- 4.1 The Finance Officer will calculate the funding requirement for the AMR based on the items included in the AMS and using the time period advised.
- 4.2 It may be necessary to further assess the cost estimates used in the professional AMS report e.g. by getting quotes - and to adjust the AMR calculation as required.
- 4.3 The Finance Officer should ensure that there will be sufficient funds available in the AMR at the end of the period covered by the AMS to take forward to the start of the next cycle of works.
- 4.4 The funding model should make appropriate adjustments for inflation.

- 4.5 The items included in the AMS and the forecast expenditure included in the AMR will be approved by MPC.
- 4.6 MPC will precept for contributions to the AMR to keep it funded to the appropriate level.

5. ADMINISTRATION

- 5.1 When expenditure is to be funded from the AMR, a budget will be approved by MPC.
- 5.2 Quotes/tenders and expenditure approval will be obtained in accordance with MPC’s Financial Regulations and Standing Orders.
- 5.3 Approved expenditure funded from the AMR will be administered by the Clerk/FO in conjunction with the Maintenance Committee.
- 5.4 The Clerk will arrange for a new AMS to be drawn up by a professional, for the next time period to be covered, at least one year before the end of the current AMS. This should allow sufficient time for appropriate financial planning.

6. REVIEW

- 6.1 The AMS will be reviewed every 5 years or when there is a significant change in asset ownership. It is anticipated that the services of a suitably qualified professional will normally be required to assist in this exercise.
- 6.2 The level of contributions to the AMR will be reviewed by MPC every year when the precept is agreed.
- 6.3 The AMR reserve movements and balance will be agreed by MPC at the end of each Financial Year.
- 6.4 Any changes to the agreed use of the AMR must be agreed by MPC.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Responsible Officer	Parish Clerk	Date effective from	Review date :
Author	RFO	Date last amended	Review Date

Asset Management Reserve action plan report 2023

Background

A meeting was held on the 6th February 2023 between Cllr Wilson and Cllr Clark to discuss the Asset Reserve report received from Croyland Building Surveyors. The report is based on their inspection undertaken on the 14th and 15th September 2022.

Our objective at this time was to assess the key aspects of the report and identify areas that require urgent attention, action to be taken during 2023/4. The report is based on a 5 year rolling plan.

Asset Management Reserve Policy

MPC Asset Reserve Policy is currently in draft form and will be presented to Full Council for approval in due course. Within the policy under section 3.3 it has been proposed that Parish Council Assets requiring attention with an expenditure in excess of £5000 will fall under the Asset Reserve Management program. Within the report from Croyland there are a number of actions required during the 5 year cycle which fall and will fall well below the £5000 threshold. Having reviewed these we concluded that some of these items may well fall under the remit of the Wardens, such as guttering work, repainting and minor repair works. There are other low cost jobs that will need to be outsourced to professional contractors and should be included in future precept budgeting as they come due for action, during the 5 year cycle.

Asset Reserve Actions for 2023/4

The areas assessed as requiring attention during 2023/4 as detailed in the report are :-

1) The Church yard wall..(along the high street by the cross).

Item 1 has been identified for action as in need of serious repair. We are currently waiting for a specialist report on the wall which will be undertaken during February 2023 by a specialist company. Upon receipt of the report we will then make a judgement call as to what action will need to be taken and when.

2) External redecoration of the Hub.2024

Item 2 will be reviewed in conjunction with the Hub Management The costing for redecoration looks high, but will need to be assessed and then if deemed necessary multiple quotes requested.

3) Boundary railings and gates Play area the Moor 2023/4.

The railings surrounding the play Moor play area are in need of cleaning and repainting, this may be a task that could be undertaken by the Wardens as a rolling program, an assessment will need to be completed and full costings provided

In addition to the above we have been suffering with regular blocked drains at the Littlehands site. We have received one quote for renewing the affected drain area. We are currently sourcing a second quote. The cost identified by the first contactor is circa £16000. This was not an area covered by Croyland in their report but does fall under the responsibility of MPC as the drains are on MPC

land and are MPC responsibility to maintain in good order. In conjunction with this job which will require part of the car park to be dug up we looked at the car park in general and concluded that repairs would be appropriate to the main car park as there are a number of areas where the surface is degrading. In addition we identified that the grassed area of the car park is sinking due to heavy usage and weather conditions. We agreed that it would be sensible to concrete this area to enlarge the parking capacity and avoid ongoing maintenance.

Our assessment of this area concluded that the drains will need to be replaced during 2023. Otherwise we will continue to have to call out engineers to clear the drains this is becoming a more regular occurrence (2 call outs within the last 4 months)

As a result of the drains requiring work we felt that to combine this job with other issues in that area would make sense. Specifically the degrading concrete and removing the grassed area replacing it with a concrete finish which in turn will increase the car park capacity.

Conclusion 2023/4

We believe that the key works for 2023/4 should be the Moor car park drains, coupled with the repair work to the car park and the additional concreted area of the car park

Furthmore we should await the report from the Church wall specialist to assess whether the Church wall is a high priority for 2023/4

Finally we should ensure that we continue to precept appropriate levels of financing to enable us to maintain an ongoing maintenance program to ensure the longevity of MPC assets.

Cllr Wilson

Cllr Clark

Date.....

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23 Budget	Reserve Movements	Actual Net	Balance
<u>INCOME</u>					
Conservation					
100	Allotment Rent	£2,400.00	£0.00	£2,547.21	£147.21
101	Allotment Insurance Premiums	£0.00	£0.00	£355.00	£355.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,250.00	£0.00	£6,750.93	£500.93
Cemeteries					
200	Burial Fees	£4,000.00	£0.00	£4,125.00	£125.00
Total Cemeteries		£4,000.00	£0.00	£4,125.00	£125.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£3,005.00	-£195.00
320	Hire of Recreation Grounds	£800.00	£0.00	£812.47	£12.47
340	Pavilion Hire	£300.00	£0.00	£267.00	-£33.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,300.00	£0.00	£4,084.47	-£215.53
Finance & General Purpose					
410	Precept	£293,430.00	£0.00	£293,430.00	£0.00
420	Interest - Deposit Account Unity	£100.00	£0.00	£1,134.21	£1,034.21
425	Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430	Interest - Public Sector Deposit	£50.00	£0.00	£529.44	£479.44
435	Interest - Charity Bank	£100.00	£0.00	£292.19	£192.19
440	Interest - HTB	£150.00	£0.00	£752.81	£602.81
460	Miscellaneous Income	£0.00	£5,265.00	£5,318.85	£53.85
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,129.84	£1,129.84
600	Grants Received	£0.00	£0.00	£700.00	£700.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£700.00	£700.00	£0.00
Total Finance & General Purpose		£294,180.00	£5,965.00	£303,987.34	£3,842.34
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£21,666.70	-£4,333.30
Total Rental Property		£26,000.00	£0.00	£21,666.70	-£4,333.30
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£1,941.00	£2,191.00	£250.00
Total Melbourn Area Youth Develpt		£0.00	£1,941.00	£2,191.00	£250.00

		2022/23 Budget	Reserve Movements	Actual Net	Balance
Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
Total Community Benefit Reserve		£0.00	£47,108.13	£47,108.13	£0.00
S106 & Other Capital Grants Reserve					
140	S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£14,899.75	£14,899.75	£0.00
Celebrating Ages Reserve					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Income		£334,730.00	£69,913.88	£404,813.32	-£14,730.31
EXPENDITURE					
Conservation					
1000	Allotments	£1,890.00	£0.00	£2,367.26	-£477.26
1001	Allotment Insurance Premiums	£0.00	£0.00	£355.00	-£355.00
1100	Conservation	£11,300.00	£5,287.00	£11,517.43	£5,069.57
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£6,225.00	£2,445.00
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£4,600.00	£3,070.00
Total Conservation		£30,820.00	£5,287.00	£25,577.29	£10,529.71
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£3,327.72	£1,437.28
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£4,058.30	£1,891.70
Total Cemeteries		£10,715.00	£0.00	£7,386.02	£3,328.98
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£2,885.25	£1,334.75
3200	Recreation Grounds	£12,720.00	£0.00	£11,798.51	£921.49
3400	Pavilion	£9,160.00	£2,000.00	£9,402.35	£1,757.65
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£24,086.11	£4,013.89

		2022/23 Budget	Reserve Movements	Actual Net	Balance
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£1,647.44	£102.56
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,400.00	£7,800.00	£10,029.62	£170.38
4500	Insurances	£12,550.00	£0.00	£15,170.63	-£2,620.63
4700	Membership of Societies	£1,370.00	£0.00	£329.00	£1,041.00
4900	Parish Clock	£400.00	£0.00	£205.00	£195.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£25,024.96	£1,663.04
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£63,611.57	£9,988.43
5300	Sundry Expenses	£150.00	£3,051.00	£3,281.49	-£80.49
5400	Training	£1,500.00	£0.00	£690.00	£810.00
5700	Pension Scheme Charges	£440.00	£0.00	£360.00	£80.00
5900	Bank Charges	£400.00	£0.00	£206.95	£193.05
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£7,625.40	-£25.40
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	£1,230.58	£9,259.29	£3,841.29
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,129.84	-£1,129.84
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	£3,222.02	£2,091.98
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£7,022.65	£4,551.35
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£470.00	£264.51	£502.81	£231.70
6700	War Memorial	£0.00	£0.00	£645.00	-£645.00
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£2,084.55	£1,915.45
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£13,176.67	£2,678.33
7200	Fire Engine House	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£232,325.00	£12,346.09	£213,441.89	£31,229.20
Planning					
7000	Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Total Planning		£1,000.00	£2,200.00	£2,200.00	£1,000.00
Highways					
8000	Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100	Street Lighting	£2,500.00	£0.00	£547.16	£1,952.84
Total Highways		£14,000.00	£0.00	£547.16	£13,452.84
Rental Property					
9000	Little Hands Nursery	£5,470.00	£0.00	£6,350.88	-£880.88
Total Rental Property		£5,470.00	£0.00	£6,350.88	-£880.88

		2022/23 Budget	Reserve Movements	Actual Net	Balance
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£8,171.00	£8,171.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£8,171.00	£8,171.00	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£47,632.95	£47,632.95	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£47,632.95	£47,632.95	£0.00
S106 & Other Capital Grants Reserve					
1400	S106 Expenditure	£0.00	£183,345.23	£183,345.23	£0.00
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
Total S106 & Other Capital Grants Reserve		£0.00	£188,345.23	£188,345.23	£0.00
Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Expenditure		£320,430.00	£265,606.32	£523,738.53	£253,818.97
Total Income		£334,730.00	£69,913.88	£404,813.32	£169.44
Total Expenditure		£320,430.00	£265,606.32	£523,738.53	£62,297.79
Total Net Balance		£14,300.00		-£118,925.21	

Cash & Bank Balances 31st January 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£116,087.59
Unity Bank Instant Access Deposit	£174,160.75

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,292.19
Nationwide 45 day Business Saver	£115,146.31

Total	£521,316.84
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Melbourn Parish Council Finance Report 31st December 2022

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1st April to 31st January 2023. 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.

War Memorial – this was cleaned during the year but had not been included in the budget.

Maintenance Expenditure – there has been unplanned expenditure on removing asbestos from the allotments and repairing the goal mouths on the football pitches. There has also been unplanned expenditure on Littlehands drains with further spend in January 2023. The Maintenance Committee believe that it should be possible to offset this with underspends elsewhere within the maintenance budget headings.

Shelley Coulman – RFO Melbourn Parish Council

Melbourn Parish Council

Expenditure transactions - approval list January 2023

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5676	DD230117 THREE	£7.00	£1.17	£5.83	18/12/22 3 Business Services - Timebank phone - up to 18 Dec	ALQ1377525228
		£7.00	£1.17	£5.83	3 Business Services - Total	
5074	BACS2301 24ALLOTM NT	£5.00	£0.00	£5.00	27/03/22 Allotment Association - Allotment holders insurance payment plot 17A 2021/22	
5712	BACS2301 24ALLOTM NT	£355.00	£0.00	£355.00	16/01/23 Allotment Association - Allotment holders insurance payments 2022-23	
		£360.00	£0.00	£360.00	Allotment Association - Total	
5722	BACS2301 24BARLEY	£261.58	£43.60	£217.98	14/01/23 Barley Property Maintenance - Supply and fit new guttering above entrance at Little Hands.	IN1253
5723	BACS2301 24BARLEY	£592.82	£98.80	£494.02	14/01/23 Barley Property Maintenance - Supply and fit X1 new rain stop above existing UPVC French	IN1254
		£854.40	£142.40	£712.00	Barley Property Maintenance - Total	
5713	DD230130 BGASPAV	£137.57	£6.55	£131.02	16/01/23 British Gas - Pavilion Electricity - 14/12/22 to 13/01/23 - read	3854479
		£137.57	£6.55	£131.02	British Gas - Total	
5692	BACS2301 24DPETTIF ER	£57.00	£0.00	£57.00	04/12/22 David William Pettifer - December Litter picking	
		£57.00	£0.00	£57.00	David William Pettifer - Total	
5708	BACS2301 24HBOOK S	£29.58	£0.00	£29.58	11/01/23 Hart's Books - 3 books	110123MLib
		£29.58	£0.00	£29.58	Hart's Books - Total	
5686	BACS2301 24H&CGM	£906.00	£151.00	£755.00	22/12/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Dec (9 of 12)	SI-2112
5687	BACS2301 24H&CGM	£747.00	£124.50	£622.50	22/12/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Nov(8 of 12)	SI-2115
5688	BACS2301 24H&CGM	£552.00	£92.00	£460.00	22/12/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Dec 9 of 12	SI-2113

Signature

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list January 2023

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5689	BACS2301 24H&CGM	£487.00	£81.17	£405.83	22/12/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance Dec 9 of 12	SI-2114
5690	BACS2301 24HCGM	£240.00	£40.00	£200.00	23/12/22 Herts & Cambs Ground Maintenance Limited - Clear leaves from Old rec pitch	SI-2122
		£2,932.00	£488.67	£2,443.33	Herts & Cambs Ground Maintenance Limited - Total	
5727	BACS2301 24JTRUEM AN	£56.00	£0.00	£56.00	23/12/22 Jason Trueman - Dec Pavilion Cleaning - 4 hours @ £14 per hour	000164
		£56.00	£0.00	£56.00	Jason Trueman - Total	
5703	BACS2201 24LS	£216.00	£36.00	£180.00	11/01/23 L&S Signs - 4 a3 no dogs signs	67465
		£216.00	£36.00	£180.00	L&S Signs - Total	
5699	DD230103 LLOYDSC	£3.00	£0.00	£3.00	19/12/22 Lloyds Bank Plc - Parish Office credit card - monthly fee	
		£3.00	£0.00	£3.00	Lloyds Bank Plc - Total	
5698	BACS2301 24LUCID	£160.80	£26.80	£134.00	01/01/23 LUCID Systems - Covered agreement - February	27368
		£160.80	£26.80	£134.00	LUCID Systems - Total	
5691	BACS2301 24MWYER	£142.50	£0.00	£142.50	31/12/22 Mark Wyer - Litter picking DEC 2022	240
		£142.50	£0.00	£142.50	Mark Wyer - Total	
5726	BACS2301 24MACS	£3,051.00	£0.00	£3,051.00	17/01/23 Melbourn Action Community Support - Transfer MACS balance	
		£3,051.00	£0.00	£3,051.00	Melbourn Action Community Support - Total	
5664	BACS2301 24HUB	£1,028.65	£24.00	£1,004.65	30/11/22 Melbourn Community Hub Management Group - PCN event expenditure November 2022	1645
3		£325.00	£0.00	£325.00	S106 Hire of Bennett Room by PCN November 2022	
4		£206.00	£0.00	£206.00	S106 Vaccination leaflets printing	
5		£5.95	£0.00	£5.95	S106 Postage	
6		£150.00	£0.00	£150.00	S106 door to door delivery	
7		£144.00	£24.00	£120.00	S106 catering for vaccinators(6 nov)	
10		£52.50	£0.00	£52.50	S106 Room hire (austen)	
11		£55.20	£0.00	£55.20	S106 Catering for carer's café	
12		£90.00	£0.00	£90.00	S106 room rental – dickens	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list January 2023

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5665	BACS2301 24HUB	£520.00	£32.00	£488.00	31/12/22 Melbourn Community Hub Management Group - PCN event expenditure December 2022	1646
3		£250.00	£0.00	£250.00	S106 Hire of Bennett Room by PCN December 2022	
7		£144.00	£24.00	£120.00	S106 catering for vaccinators(11 dec)	
10		£60.00	£0.00	£60.00	S106 Room hire (Austen)	
11		£48.00	£8.00	£40.00	S106 Catering for carer's café	
12		£18.00	£0.00	£18.00	S106 room rental - dickens	
5702	BACS2301 24HUB	£14,000.00	£0.00	£14,000.00	01/01/23 Melbourn Community Hub Management Group - Parish Office licence fee 2023	1648
		£15,548.65	£56.00	£15,492.65	Melbourn Community Hub Management Group - Total	
5724	BACS2301 24NALC	£60.00	£10.00	£50.00	04/01/23 National Association of Local Councils - Local Councils Award Scheme - Registration Fee Foundation	14277
		£60.00	£10.00	£50.00	National Association of Local Councils - Total	
5693	DD230103 NOW	£43.20	£7.20	£36.00	01/01/23 Now Pensions - Employer Service Charge Jan 2023	NPL243216
5697	BACS2301 24PGC	£91.99	£15.33	£76.66	01/12/22 Phillimore Garden Centre - Composty and tree lights	PGC 635
		£91.99	£15.33	£76.66	Phillimore Garden Centre - Total	
5725	DD230214 PWLB	£1,800.94	£0.00	£1,800.94	17/01/23 Public Works Loan Board - Loan and interest repayment - Cark park loan 2 - instalment 2	PW505703
1		£1,276.10	£0.00	£1,276.10	F&GP Car park loan 2 repayment instalment 2 - principal	
2		£524.84	£0.00	£524.84	F&GP Car Park loan 2 repayment instalment 2 - interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
5710	BACS2301 24SHIRE	£60.00	£10.00	£50.00	13/01/23 Shire Trees Limited - Fallen small rowan tree - armingford crescent open space	2386

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list January 2023

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
		£60.00	£10.00	£50.00	Shire Trees Limited - Total	
5614	DD230108 SOURCEC ARPK	£7.00	£0.00	£7.00	01/01/23 Source for Business (Cambridge Water) - Water - car park workshop	30781922541
		£7.00	£0.00	£7.00	Source for Business (Cambridge Water) - Total	
5519	DD230101 SCAMBS	£29.90	£0.00	£29.90	01/01/23 South Cambs District Council - Pavilion Fortnightly collections - 10	80048384
5602	DD230101 SCDCCP	£1,198.00	£0.00	£1,198.00	01/01/23 South Cambs District Council - Rates- Car Park Instalment 10 of 10	RATES
5604	DD230101 SCDCNR	£75.00	£0.00	£75.00	01/01/23 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 10 of 10	RATES
5516	DD230101 SCDCPAV	£259.00	£0.00	£259.00	01/01/23 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 10 of 10	RATES
		£1,561.90	£0.00	£1,561.90	South Cambs District Council - Total	
5711	BACS2301 24TMUNC EY	£371.70	£0.00	£371.70	16/01/23 Terry Muncey - Warden cover - induction 22/12/22 and 4 days 03/01/23 to 13/01/23	Jan 2023
		£371.70	£0.00	£371.70	Terry Muncey - Total	
5694	DD230111 YU	£13.43	£0.64	£12.79	04/01/23 Yu Energy - Street lighting account 2000107118 01/12/22-31/12/22	01024107
5695	DD230111 YU	£12.38	£0.59	£11.79	04/01/23 Yu Energy - Street lighting account 2000107116 01/12/22-31/12/22	01024105
5696	DD230111 YU	£60.68	£2.89	£57.79	04/01/23 Yu Energy - Street lighting account 2000107117 01/12/22-31/12/22	01024106
		£86.49	£4.12	£82.37	Yu Energy - Total	
		£6,451.59	£0.00	£6,451.59	Confidential items e.g. salaries, NI & Pensions	

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Date

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Melbourn Parish Council

Expenditure transactions - approval list January 2023

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
Items already paid under Clerk/RFO delegated authority:						
5701	BACS2301 09FPAC	£9,360.00	£1,560.00	£7,800.00	05/01/23	Roy Castle & Co / Four Point Auto Care LTD -
	1	£8,640.00	£1,440.00	£7,200.00	F&GP	Citroen Berlingo Van
	2	£432.00	£72.00	£360.00	F&GP	Tow bar
	3	£288.00	£48.00	£240.00	F&GP	roof rack
		£9,360.00	£1,560.00	£7,800.00		Roy Castle & Co / Four Point Auto Care LTD - Total
Items paid under Clerk/RFO delegated authority after December 2022 approvals list:						
5685	BACS2212 22PGC	£159.00	£0.00	£159.00	01/12/22	Eileen Allen – reimburse TV licence John Impey Grant
Total		£43,609.31	£2,364.24	£41,245.07		

Signature

Date

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Melbourn Parish Council
Expenditure Approval list February 2023
Start of year 01/04/2022

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Details
5737	DD230217THREE	17/01/2023	£5.83	£1.17	£7.00	£7.00	3 Business Services - Timebank phone - up to 17 Feb
5729	DD230208BGASORG	25/01/2023	£8.88	£0.44	£9.32		British Gas - Electricity bill - old rec ground 21/10/22 - 01/01/23 British Gas - Electricity bill - orchard road cemetery 21/10/22 - 21/01/23 British Gas - Pavilion Electricity - 13/01/23 to 13/02/23 - read British Gas - Workshop electricity -04/11/22-01/02/23
5728	DD230208BGASORC	25/01/2023	£28.06	£1.40	£29.46		
5766	DD230302BGASPAV	16/02/2023	£584.94	£116.99	£701.93		
5758	DD230221BGWORKSHOP	07/02/2023	£2,007.19	£401.44	£2,408.63	£3,149.34	
5741	BACS230228DPETTIFER	21/01/2023	£76.00	£0.00	£76.00	£76.00	David William Pettifer - January Litter picking
5739	BACS230228EDGE	18/01/2023	£1,356.10	£271.22	£1,627.32	£1,627.32	Edge IT Systems - AdvantEDGE online 3 year contract 15.02.23 - 14.02.24
5775	BACS230228ESPO	21/02/2023	£46.71	£9.34	£56.05	£56.05	ESPO - Standard Key Cabinet, Stick n file index tabs, repositional notes and A4 paper
5733	BACS230228H&CGM	27/01/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 10/12 Herts & Cambs Ground Maintenance Limited - Concrete base at rear of the Hub. Herts & Cambs Ground Maintenance Limited - Dig trenching smear base and fence off area Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Jan (10 of 12) Herts & Cambs Ground Maintenance Limited - Grounds maintenance - mar 10/12 Herts & Cambs Ground Maintenance Limited - Repairs to manhole cover at the moor play area. Herts & Cambs Ground Maintenance Limited - Verge cutting - Jan (10/12)
5743	BACS230228H&CGM	20/01/2023	£400.00	£80.00	£480.00		
5777	BACS230228H&CGM	26/02/2023	£240.00	£48.00	£288.00		
5735	BACS230228H&CGM	27/01/2023	£755.00	£151.00	£906.00		
5734	BACS230228H&CGM	27/01/2023	£460.00	£92.00	£552.00		
5736	BACS230228H&CGM	20/01/2023	£393.00	£78.60	£471.60		
5732	BACS230228H&CGM	27/01/2023	£622.50	£124.50	£747.00	£3,931.60	
5776	BACS230228JHE	21/02/2023	£150.00	£30.00	£180.00		J H E Electrical Contractors - Carry out electrical installation condition report Melbourn Orchard Road cemetery. J H E Electrical Contractors - Install and connect an auto restart device at the clock within the Pavilion.
5767	BACS230228JHE	15/02/2023	£175.00	£35.00	£210.00	£390.00	
5730	BACS230228JTRUEMAN	25/01/2023	£84.00	£0.00	£84.00	£84.00	Jason Trueman - Jan Pavilion Cleaning - 6 hours @ £14 per hour
5751	BACS230228LUCID	01/02/2023	£134.00	£26.80	£160.80	£160.80	LUCID Systems - Covered agreement - March
5742	BACS230228MWYER	31/01/2023	£123.50	£0.00	£123.50	£123.50	Mark Wyer - Litter picking Jan 2023
5756	BACS230228MDEOLIVERA	16/02/2023	£125.00	£0.00	£125.00		Matthew De Oliveira - Key holder service - February Matthew De Oliveira - Key holder service - January
5740	BACS230228MDEOLIVERA	20/01/2023	£146.00	£0.00	£146.00	£271.00	
5778	BACS230228HUB	04/11/2022	£50.00	£0.00	£50.00		Melbourn Community Hub Management Group - Hire of Atrium Police information meeting Melbourn Community Hub Management Group - PCN event expenditure January 2023
5765	BACS230124HUB	31/01/2023	£978.95	£115.19	£1,094.14	£1,144.14	
5755	BACS230228NEWFLAME	30/01/2023	£52.25	£10.45	£62.70	£62.70	Newflame - Annual maintenance of firefighting equipment - site attendance and certification 30.01.23. Servicing of fire extinguishers.
5757	BACS230228NORBURYS	14/02/2023	£29.55	£5.91	£35.46	£35.46	Norburies Building & Landscape Supplies Ltd - Weed Ultra, post, post mix and post caps for Pavillion
5738	DD230203NOW	01/02/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - Employer Service Charge Feb 2023
5754	BACS230228RICOH	03/02/2023	£261.08	£52.21	£313.29	£313.29	Ricoh UK Limited - Photocopier Rent 01/02/23-30/04/23 and Printing Costs 01/11/22-31/01/23
5760	BACS230228SEMILONG	13/02/2023	£450.00	£90.00	£540.00	£540.00	Semilong Services Ltd - Jet drains at Littlehands
5746	BACS230228SH	30/01/2023	£80.00	£16.00	£96.00	£96.00	Shelford Heating - Chargeable site Visit to Pavillion
5615	DD230208SOURCECARPK	01/02/2023	£7.00	£0.00	£7.00	£7.00	Source for Business (Cambridge Water) - Water - car park workshop
5599	DD230201SCAMBS	01/02/2023	£29.90	£0.00	£29.90	£29.90	South Cambs District Council - Pavilion Fortnightly collections - 11 of 12

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Details
5761	BACS230228TMUNCEY	15/02/2023	£743.40	£0.00	£743.40	£743.40	Terry Muncey - Warden cover - 16 -1-23 -15-2-23
5748	DD230208YU	01/02/2023	£11.79	£0.59	£12.38		Yu Energy - Street lighting account 2000107116 01/01/23-31/01/23
5749	DD230208YU	01/02/2023	£56.30	£2.82	£59.12		Yu Energy - Street lighting account 2000107117 01/01/23-31/01/23
5747	DD230208YU	01/02/2023	£12.79	£0.64	£13.43	£84.93	Yu Energy - Street lighting account 2000107118 01/01/23-31/01/23
Paid on Credit Card							
5753	DD220228CC	22/01/2023	£16.64	£3.33	£19.97	£19.97	Adobe Systems Incorporated - Acropro monthly subscription - Jan 2023
5731	DD2301XXLLOYDS	21/01/2023	£374.16	£74.83	£448.99	£448.99	Currys Business - Timeback Laptop - Lenovo Ideapad 3i 15
5706	BACS23****LLOYDSCC	12/01/2023	£16.03	£3.21	£19.24		Ionos Cloud Ltd - Web hosting and domain name
5705	BACS23****LLOYDSCC	11/01/2023	£55.00	£11.00	£66.00		Ionos Cloud Ltd - Web Security - wild card starter
5657	BACS22xxxxSOLDO	12/12/2022	£16.03	£3.21	£19.24	£104.48	Ionos Cloud Ltd - Website Hosting & domain name
5745	BACS230228LCC	26/01/2023	£39.15	£7.83	£46.98	£46.98	Wowcher - Microsoft Office for Timebank laptop
Confidential items eg Salaries, NI & Pensions			£4,756.78		£4,756.78	£4,756.78	
			£16,400.34	£1,953.49	£18,353.83	£18,353.83	

Signature _____ Date _____

Signature _____ Date _____

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. 1652**DATE** 31/01/2023**DUE DATE** 02/03/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for January 2023	13	25.00	No VAT	325.00
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:00 Thursday 5th January 2023	2	15.00	No VAT	30.00
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:00 Wednesday 18th January 2023	2	15.00	No VAT	30.00
Catering - buffets, etc Catering for vaccinators (8 Jan)	1	120.00	20.0% S	120.00
Room Rental - commercial Hire of Dickens Room for group meeting. 13:00 to 14:30 Tuesday 17th January 2023	1.50	12.00	No VAT	18.00
Rebill Leaflets for February's vaccinations, etc	1	125.95	20.0% S	125.95
Rebill Delivery for leaflets	1	150.00	20.0% S	150.00

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 838.95
VAT TOTAL 87.19
TOTAL 926.14
BALANCE DUE **£926.14**

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		87.19	435.95

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, Cambs, SG8 6DZ

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

Invoice No.	MCH0236
Date	04/11/2022
Total	£50.00

Booking Contact	Claire Littlewood, parishclerk@melbournpc.co.uk,
Comment	Police Information Evening

Booking Date	Booking Name	Rooms / Facilities	Price (£)
02/11/2022 19:30 - 21:30	Police Information Meeting	Atrium	50.00

Net	£50.00
Total	£50.00

Payment terms : 14 days. Payment due: 18/11/2022
VAT Registration No.: 276136590
Company Registration No. 08320569

Payment should be made by BACS to Unity Trust Bank
Account Name: Melbourn Community Hub Management Group
Sort Code: 60-83-01 Account Number: 20380027

To Mrs G. Van Poortvliet, RFO
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Invoice Date: 18/01/23
Invoice No: 36591
Order No:
Quote No:
Transaction No: 37647

INVOICE

Epitaph & AdvantEDGE Online - 3 year contract

- 3 concurrent users
- 15/02/23 to 14/02/24 (2nd year period)

Qty	Details	Unit Price	Net Amount
	HOSTED SERVICES (per annum)		£0.00
1	AdvantEDGE Finance, Band 5, upto £500,000 pa, 3 Year Contract, annual fee	£718.00	£718.00
1	Epitaph Classic, Band 2, upto 50 interments pa, 3 year contract, annual fee	£325.00	£325.00
1	AdvantEDGE Allotments, Band 3, upto 100 plots pa, 3 Year Contract, annual fee	£264.00	£264.00
3	Cisco Duo MFA per concurrent AdvantEDGE Account (annual fee)	£36.00	£108.00
1	Discount	-£58.90	-£58.90

Net Total £1,356.10
VAT Total £271.22
Invoice Total £1,627.32

PAYMENT TERMS

- payment due 14 days from date of invoice or
- 14 days before date of renewal for contract renewals

PAYMENT OPTIONS

- Direct - please remit to Sort Code: 20-23-55 and Account No. 23116026
- Cheques - please make payable to Edge IT Systems Limited

THANK YOU FOR YOUR BUSINESS

Bill number: 4116205

Bill date: 7 Feb 2023

This is a VAT invoice
VAT registration number 684 9667 62



Account number

BGL232314

Any questions?

You've signed up for an online only product so you can talk to us online, simply log in to www.britishgaslite.co.uk and contact us on webchat.

[> Talk to us online](#)

Ms Sophie Marriage
Melbourn Parish Council
New Workshop, Melbourn Parish Council
High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ



Your Lite electricity bill

Melbourn Parish Council, New Workshop, Melbourn Parish Council,
High Street, Melbourn, Royston, Hertfordshire, SG8 6DZ

1 Nov 2022 to 1 Feb 2023

Balance brought forward from your last bill	£680.24
Electricity charges exc VAT	£2,007.19
Credit note	£680.24 CR
VAT at 20%	£401.44

About your plan

Your energy plan doesn't require notice to leave. If you don't agree a new plan or switch supplier you'll move to our Out of Contract rates from 19 January 2025.

Total charges (inc VAT) £2,408.63

We'll take this payment on or immediately after **21 Feb 2023**

Useful information

Emergency or loss of supply

Call 105

Or contact: UK Power Networks, Customer Care, Fore Hamlet, Ipswich, Suffolk, IP3 8AA

Any questions?

You've signed up for an on-line only product so you can talk to us online, simply click on the button below.

Talk to us online

Fuel mix

We use a mixture of fuels to create the electricity we supply to customers. British Gas fuel mix April 2019 – March 2020

Energy source	British Gas	UK Average
Coal	0%	4%
Natural Gas	0%	39%
Nuclear	24%	17%
Renewable	76%	38%
Other Fuels	0%	2%
CO2 emissions (g/kWh)	0	205
High-level radioactive	0.0017	0.0012

Any concerns?

You can access details of our complaints handling procedure at <https://www.britishgaslite.co.uk/contact-us>

Our terms and conditions are available online at <https://www.britishgaslite.co.uk/lite-terms>

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Electricity charges

S 03 801 203 MPAN number 1050001023634
10 5000 1023 634 Meter ID 16P2044075

Previous reading	Current reading	kWh	Rate	Charges
48,988.0 READ 1 Nov 2022	54,286.0 READ 1 Feb 2023	5,298.0	36.612p	£1,939.70
Usage charges				£1,939.70
Standing charge		92 days at 28.73p/day		£26.43
Climate change levy (CCL)		5298.000000 kWh at 0.7750000000p/kWh		£41.06
Electricity charges exc VAT				£2,007.19

**Memorandum of Understanding for Health at the Hub
between**

Meridian Primary Care Network

and

Melbourn Community Hub Management Group

and

Melbourn Parish Council (as fund holders).

**to utilise the Melbourn Hub to deliver health care and partner services for the
benefit of patients of Meridian PCN member practices and the Cambridgeshire
and Peterborough ICS.**

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SCHEDULE 1 – MERIDIAN PRIMARY CARE NETWORK MEMBER PRACTICES12

PARTIES

This Memorandum of Understanding (“**MOU**”), dated _____ 2023, is made between the following parties:

- 1) **Meridian Primary Care Network**, comprising of the GP practices listed at Schedule 1, hereinafter referred to as the ‘**PCN**’ or the ‘**PCN Member Practices**’;

And

- 2) **Melbourn Community Hub Management Group**, a registered charity, with its office situated at 30 High Street, Melbourn, Royston, Hertfordshire, SG8 6DZ, with company number 08320569, with charity number 1152407, hereinafter referred to as the ‘**Hub Management Group**’;

And

- 3) **Melbourn Parish Council**, situated at Melbourn Hub, 30 High Street, Melbourn, SG8 6DZ, hereinafter referred to as the ‘**Parish Council**’.

The above parties shall, hereinafter, collectively be referred to as the ‘**Participating Bodies**’, or ‘**Participating Body**’ if referring to one of them.

RECITALS

Reference to any statute or statutory provision includes a reference to the same as from time to time amended, re-enacted or consolidated (whether before or after the date of this MOU) and all statutory instruments or orders made pursuant to it.

The contents page and headings are included for ease of reference only and do not affect the interpretation of this MOU.

Where the context so admits, words importing the masculine gender shall include the feminine, words importing the feminine gender shall include the masculine, words importing the singular number shall include the plural and words importing the plural shall include the singular.

References to ‘**Clauses**’ and ‘**Schedules**’ are, unless otherwise stated, references to **Clauses** in and **Schedules** to this MOU.

1. SECTION 1: INTRODUCTION/BACKGROUND

1.1. The PCN Member Practices have limited capacity. This presents a problem due to the recent introduction of new roles under the Additional Roles Reimbursement Scheme (ARRS) such as pharmacists, social prescribers, health coaches and care co-ordinators; there is not enough room in practices for these staff members. New ways of working such as delivery of group consultations and

a move towards integrated care in the community means that large spaces, which are easily accessible to the public, are required.

- 1.2. Melbourn Hub, situated at 30 High St, Melbourn, Royston SG8 6DZ (the 'Hub'), is a recently renovated community building which has excellent public transport links, a café, library and a variety of fully equipped and well-serviced meeting rooms. The Hub is permanently staffed (during working hours) and meets modern security and accessibility standards.
- 1.3. Over the last year, the PCN have worked closely with the Hub Management Group and have started to use the Hub space to house their new staff, and provide services to their patients, and these services go by the name of '*Health at the Hub*'. This initiative has been praised by Jan Thomas, Chief executive of the Cambridgeshire and Peterborough Integrated Care System: "*Thank you and congratulations to all who have worked so hard on Melbourn Health at the Hub. It is a great example of a community space designed for local people by local people. We look forward to learning from the team and ensuring we can support others to create similar excellent local support.*"
- 1.4. The initiative has benefited the PCN Member Practices by allowing them to put on events, deliver group consultations and develop their personalised care offering, in addition to providing a place of work for their ARRS staff. The initiative has also benefited from the connection the Hub has nurtured with the local population; this advantage has been effectively utilised to advertise services to the local community. It is a strong desire of the Participating Bodies to further develop this initiative for the benefit of all users. The Participating Bodies recognise that there is a fantastic opportunity to extend and improve the offering for the benefit of their integrated neighbourhood.
- 1.5. The Hub Management Group is a charity that was set up by the Parish Council with a mission to develop and deliver services to the benefit of the local community. *Health at the Hub* exactly fits the ethos of the Hub Management Group and what it has always tried to do. The initiative has enabled the Parish Council in conjunction with the Hub Management Group to deliver their joint mission statement.
- 1.6. To date, funding for the rental of the Hub space has come from Section 106 money granted to the Hub Management Group, which the Parish Council has administered on their behalf. The PCN Member Practices are thus able to use the Hub space as and when it is required through the Hub Management Group's ability to draw down from this pot of money. Because the Hub Management Group recognised the value that the *Health at the Hub* initiative brings to the community, they have offered the use of space at a hugely discounted rate.
- 1.7. The purpose of this MOU is to better formalise this arrangement, so that commissioners can feel confident that this arrangement will continue, and enable them to consider providing additional funding to be used for this purpose.
- 1.8. This MOU:

- a) is not intended to create any legal obligations between the Participating Bodies (save and except those clauses that are expressly set out to create a legally binding obligation);
- b) shall commence on [DATE] and will remain in force until [DATE]; and
- c) shall be reviewed every 6 months and amended only with the express written agreement of the Participating Bodies.

2. SECTION 2: AIMS AND OBJECTIVES

- 2.1. The initiative will increase provision of health and related services for patients of the PCN Member Practices by housing PCN staff in, and delivering services from, the Hub.
- 2.2. The objective of the Participating Bodies is for the PCN Member Practices to continue to utilise the Hub for the delivery of healthcare and related services. To date this has included running Long Covid clinics, a Carer's café and a Menopause café. In addition, the PCN have delivered regular drop in clinics hosted by their personalised care team. The PCN also use the space for staff meetings, service planning, and as a location from which their staff can contact patients remotely. To date, the services provided have been informed by the needs of the PCN Member Practices, their workforce, and community feedback (which was sought at a launch event hosted by the PCN at the Hub).
- 2.3. In addition to the continuation of the existing initiative outlined above, the plan is to expand the initiative to use the Hub to deliver an increased number of health and well-being related activities for the benefit of the patients of the PCN Member Practices. The Participating Bodies will select which activities to develop by identifying the needs of the community using a Population Health approach as well as feedback from the PCN Member Practices and the local community.
- 2.4. The money is drawn down only when the space is used. This means that the funds are not consumed unless there is a direct benefit to the PCN or integrated neighbourhood partner organisations (no charge for non-utilisation).

3. SECTION 3: ACTIVITIES

Objective	Activities	Responsible Participating Body
Delivery of healthcare	e.g. organisation of group clinics and health and well-being activities, drop in sessions.	The PCN
Community engagement	Advertising and direct and indirect communication	The Hub Management Group and the PCN
Increase capacity for self-care in the community	e.g. health and well-being talks delivered by specialists	The PCN and the Hub Management Group
On site management of space and resources	e.g. Room scheduling	The Hub Management Group
Ensuring good governance of financial	Administration of financial resource	The Parish Council, the Hub Management Group,

resources		and the PCN
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4. SECTION 4: MONITORING

4.1. The Participating Bodies agree that the following reporting and monitoring shall take place in relation to the initiative set out in this MOU:

- a) Patient feedback will be sought after each contact;
- b) Weekly monitoring of the up-take of services delivered by the PCN and partner organisations (number of patients contacted or who have attended sessions at the Hub);
- c) Quarterly Financial reports from the Parish Council which capture how much money has been spent to fund the *Health at the Hub* initiative;
- d) 6 monthly review of costs associated with each service at the Hub by the PCN;
- e) 6 monthly review of room utilisation by the Hub Management Group; and
- f) An annual top level report shall be drawn up summarising points (a) to (e) above with input required from all Participating Bodies.

4.2. The data obtained from the reporting and monitoring will be used to evidence outcomes/impact of activity. Feedback from patients and clinicians will be used to better direct services and adapt the offering.

5. SECTION 5: GOVERNANCE AND OVERSIGHT

5.1. The PCN shall be responsible for the following:

- a) the overall oversight of the initiative; and
- b) the delivery of health and well-being activities provided at the Hub.

5.2. The Parish Council shall be responsible for financial oversight (audited internally and externally).

5.3. The Hub Management Group shall be responsible for utilisation of the physical resources available at the Hub.

5.4. Both the Hub Management Group and the PCN shall be responsible for effective co-ordination and delivery of the services.

6. SECTION 6: DATA PROTECTION

6.1. The Participating Bodies agree to comply with their respective obligations under the Data Protection Legislation and to use all reasonable efforts to assist each other to comply with their obligations under the Data Protection Legislation. For

the avoidance of doubt, this includes providing reasonable assistance to each other to comply with any subject access requests served under the Data Protection Legislation.

6.2. For the purposes of this Clause, the following terms shall have the following meanings:

“Data Protection Legislation” means (i) the UK GDPR, (ii) the Data Protection Act 2018, to the extent that it relates to processing of personal data and privacy, and (iii) all applicable law about the processing of personal data and privacy.

“UK GDPR” means The General Data Protection Regulation (Regulation (EU) 2016/679) as incorporated into UK legislation by way of the European Union (Withdrawal Agreement) Act 2020 and as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019.

6.3. The parties agree that this Clause 6 shall be legally binding upon the Participating Bodies.

7. SECTION 7: PAYMENTS

7.1. The Hub Management Group will draw down from the available funds, which are held by the Parish Council based on actual use of Hub resources. Funds are approved at a public meeting on a monthly basis. The cost of resource use (e.g. room hire) will be agreed between the Hub Management Group and the PCN in a way that ensures public funds are spent in a responsible way.

8. SECTION 8: ESCALATIONS

8.1. If a Participating Body has any issues, concerns or complaints (‘Dispute’) concerning the provisions of this MOU, it shall in the first instance seek to resolve that Dispute by a process of consultation with the other Participating Bodies affected. The Participating Bodies shall in good faith use all reasonable efforts to resolve the Dispute through internal consultation as soon as reasonably practicable.

8.2. In the event that a Dispute cannot be resolved amicably, then the Participating Bodies shall refer the matter to mediation. Costs of any mediation shall be borne equally between the Participating Bodies in Dispute.

8.3. In the event that the Dispute is not resolved via mediation, the Participating Bodies shall have the option to refer the matter to an arbitrator, the costs of which shall be borne equally between the Participating Bodies in dispute. For the avoidance of doubt, the decision of the arbitrator shall be final and binding upon the Participating Bodies.

8.4. No Participating Body shall take any action against any other Participating Body in respect of any issue arising out of this MOU without first exhausting the process as set out in this Clause 8.

9. SECTION 9: INDEMNITY

9.1. Each Participating Body shall be required to indemnify the other Participating Bodies, whether in whole or in part, in respect of any losses, liabilities, costs, and/or damages, howsoever arising in law or in respect of any breach of this MOU, where such breach is attributable to that Participating Body.

10. SECTION 10: CONFIDENTIALITY

10.1. The Participating Bodies agree that during the term of this MOU and any time thereafter, they (including that Participating Body's employees, agents, sub-contractors or representatives) shall not divulge or communicate or make accessible to any person or organisation any of the information contained within this MOU or any information obtained and/or disclosed by any Participating Body in relation to this MOU. Any discussions, negotiations, statements (whether written or oral) shall be carried out on a strictly confidential basis.

10.2. Clause 10.1 shall not apply to any information if:

- a) The information is already in the public domain through no fault of or action by any Participating Body;
- b) The information is disclosed by operation and compulsion of law;
- c) The information was already in the possession of any person or organisation through no fault of or action by any Participating Body;
- d) The information, including, for the avoidance of doubt, the existence of this MOU and/or its terms, needs to be disclosed by a Participating Body to enable it to properly inform its staff, shareholders, and/or any commissioner with whom it has a contract relating to the provision of any services set out herein.
- e) The information relates only to the management, transfer and/or approval of funds being held or processed between the signatories to this MOU.

10.3. The parties agree that this Clause 10 shall be legally binding upon the Participating Bodies during the term of this MOU and for a period of twelve (12) months thereafter.

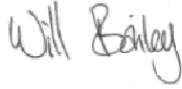
11. SECTION 11: GOVERNING LAW

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

11.2. Subject always to Clause 8.4.above, each Participating Body irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this MOU or its subject matter or formation (including non-contractual disputes or claims).

SIGNED for and on behalf of **Meridian PCN**

Signed:



Name Will Bailey

Position CEO

Date 16/02/2023

SIGNED for and on behalf of **Melbourn Community Hub Management Group**



Signed

Name John Travis

Position Chair, Melbourn Community Hub Management Group

Date 16/02/2023

SIGNED for and on behalf of **Melbourn Parish Council**

Signed

Name

Position

Date

SCHEDULE 1 – MERIDIAN PRIMARY CARE NETWORK MEMBER PRACTICES

Orchard Surgery - New Road, Melbourn, Royston, Cambridgeshire, SG8 6BX

Harston Surgery -11 Church Street, Harston, Cambridgeshire, CB227NP

Bourn Surgery – 25 Alms Hill, Bourn, Cambridgeshire, CB23 2SH

Comberton and Eversden Surgeries - 58 Green End, Comberton, Cambridgeshire,
CB23 7DY

Roysia Surgery - Burns Rd, Royston SG8 5PT

The Health Centre Practice - Melbourn Street, Royston, Hertfordshire, SG8 7BS

This list may be subject to change based on the membership of the PCN. Updates will be sent in writing to all participating bodies.

[Type here]

PC189 22b)

Additional Meeting to award the community benefit grants

The possibility of holding an additional meeting to award the community benefit grants has been raised.

This would mean an extra council meeting, but would be only to discuss and consider applications for the community benefit grants.

If council agreed to hold an additional meeting, possible dates would be:

Monday 17th April at 7:30pm

Tuesday 18th April at 7:30pm

Wednesday 19th April at 7:30pm

Full council is on Monday 24th April at 7:30pm

Tuesday 25th April at 7:30pm

Huw Merriman MP
Minister of State
House of Commons
London SW1A 0AA

By email to:

huw.merriman.mp@parliament.uk

Contact: Bridget Smith
cllr.bridgetsmith@scambs.gov.uk

1 February 2023

Dear Minister

Subsequent to the announcement on Nov 17th that Government intends to proceed with the development of an east west rail link between Cambridge and Oxford I, and the Parish Councils who have co-signed this letter, would like to invite you to visit South Cambridgeshire, ideally with EWR Ltd in attendance too. This is the district which will have to accommodate the majority of the new infrastructure with significant impact on many of our villages and I would welcome the opportunity to show you what this means to local communities.

The uncertainty over the past 5 years about the status of this scheme has caused considerable distress to residents and communities and this has not been allayed by the engagement carried out thus far by EWR Ltd.

Whilst we as an administration are supportive of the principle of an East West rail link, we have considerable reservations about the schemes that have been presented so far, both because of the impact on small and sensitive communities as well as on the environmental damage to an already denuded natural landscape.

Additionally, there has been pitiful engagement with us as the planning authority over the location of a new station at Cambourne and while we accept the advantages of this for the

community, I was extremely concerned to learn that no thought at all had been given to the knock on requirement for additional housing at Cambourne and where it could be located.

Local residents do not feel heard and there is much unhappiness regarding what is widely seen as a 'done deal'. I am appealing for far greater transparency over decision making. Proposals involving 30ft high embankments have done enormous damage to public confidence and the silence around why a diesel rolling stock is being proposed adds to this. Additionally communities that could be impacted by the infrastructure feel that they are taking all the pain without any gain in terms of access to a rail service.

I believe that it is absolutely essential that this is a railway line fit for the 21st century and that it meets, if not exceeds, the environmental standards that we as the local authority are striving for.

I would be delighted to host you for a meeting at our offices in Cambourne and to take you on a tour of the villages which could be most impacted.

Yours sincerely

Bridget Smith
Leader, South Cambridgeshire District Council

Co-signatory Parish Councils:

Abington Pigotts (parish meeting)	Elsworth	Knapwell (parish meeting)
Barrington	Fen Drayton	Little Gransden
Barton	Fowlmere	Madingley
Bassingbourn-cum-Kneesworth	Foxton	Melbourn
Cambourne	Gamlingay	Pampisford
Cottenham	Great Shelford	Papworth Everard
Croydon	Harlton	Stapleford
Dry Drayton	Hatley	Teversham
Duxford	Hauxton	Whittlesford
	Ickleton	
	Kingston	

PC190/22a) EWR letter

Dear all,

Thanks for the responses received to this email decision. As there is a majority in favour of the proposal, the following resolution is carried:

THAT Council approve to sign the letter to the Rail Minister regarding EWR as proposed by Cllr Bridget Smith, Leader of South Cambridgeshire District Council.

In favour: Cllrs Alexander, Barley, Hart, Travis, Kilmurray, Barnes

Against:

Abstain:

I will inform SCDC that Melbourn Parish Council wishes to sign the letter.

PC190 22b) Road Tax

Decision made under delegated authority in conjunction with the Chair

TAX – New Van

13/1/2023

Claire thank you for organising this. I duly co approve the payment.

Regds Graham

12/1/2023

Hi Graham

Steve picked up the new parish van today. I arranged for the insurance from the old van to be transferred over - there will be no additional cost for the remainder of this year.

The van was not taxed so I've taxed it online using the credit card. In future we can do this via direct debit but it will require a new direct debit to be set up and I needed to get this sorted today.

Can you please therefore co-approve expenditure on the credit card in the sum of £292.50 for 12 months' road tax - confirmation from the DVLA below.

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>

Please note: My working days are Thursday and Friday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

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PC190 22b) Road Tax

software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

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 You may request to be removed as a contact at any time: parishclerk@melbournpc.co.uk To view Melbourn Parish Council's Privacy Notice please click here

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

From: DVLA Electronic Vehicle Licensing <donotreply.evl@dvla.gov.uk>

Sent: 12 January 2023 15:31

To: Parish Clerk <parishclerk@melbournpc.co.uk>

Subject: Confirmation of Vehicle Tax

THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY AS EMAILS RECEIVED AT THIS ADDRESS CANNOT BE RESPONDED TO.

Confirmation of vehicle tax.

Thank you for using DVLA Vehicle Licensing Online.
Your application for vehicle tax has been successful.

Vehicle Registration Number: BD67 NPG

Reference Number: 9231 2474 1100 9961

Application Made On: 12/01/2023 15:29:37 Vehicle Tax Period: 12 months Vehicle Tax Amount Paid:

GBP 290.00 Last 4 Digits of Payment Card: **** * 6499

The law has changed, you do not need to display a tax disc, therefore we will not issue one to you.

You may wish to save or print this email confirmation for your records.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Sophie Marriage
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

14th Feb 2023

Dear Sophie

We discussed Vertidrain on the rec, I am giving 2 prices to cover just pitches & the second for the whole rec where the machine can go. This is as we discussed there are small pitches outside the 2 main ones that the kids use & the whole rec really needs it as there are so many really wet areas all over. Doing the whole rec is much more beneficial long term.

Vertidrain both main pitches to a good depth Total £620.00 x Vat

Vertidrain whole rec to a good depth all over, obviously wont be able to go too close to trees or paths etc due to the fact of the depth we would be going Total £720.00 x Vat

Our machines have grass tyres designed for this type of work, allowing minimal damage to ground

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

Kind Regards

Justin Willmott (Director)



Enhancing Your Environment
Sophie Marriage
Melbourn Community Hub
30 High Street
Melbourn
Cambridge
SG8 6DZ

Reed House
Karoo Close
Bexwell Business Park
Downham Market
Norfolk, PE38 9GA

t: 0800 160 1199
e: info@cgmltd.co.uk
w: www.cgmltd.co.uk

Our ref: ST/JF/CGM233342

15th February 2023

Dear Sophie,

Grounds Maintenance – Fertilise & Verti-Drain football pitches - Melbourn Parish Council

Thank you for your most valued enquiry regarding Landscaping at the above site. I have the pleasure of providing you with the following quotations. CGM Ltd will provide qualified operatives and all modern equipment/machinery in order to carry out the following as requested.

QUOTATION:

- Verti Drain per pitch per occasion = **£1036.80 + VAT**
- Fertiliser per pitch per occasion = **£1,377.00 + VAT**

(VAT is chargeable at 20%)

Total cost for the above works £2,413.80 Plus VAT

(VAT is chargeable at 20%)

I hope the above quotation is acceptable to you. Should you require any further information or have any queries, please do not hesitate to contact me. Should our quotation be acceptable, we would appreciate confirmation in writing by email to operationswest@cgmltd.co.uk or post for the attention Quotations Department.

Please quote the above reference on all correspondence. This quotation is valid for a period of thirty days from the date of the quotation, terms and conditions apply.

For policies and accreditations please visit our website www.cgmltd.co.uk
We'd love to hear your feedback, please leave us a review at: g.page/cgm-group/review
Assuring you of my best attention at all times and I look forward to hearing from you.

Yours sincerely

Syd Townsend
Operations Director

PC192 22b) Hopkins SGB

Hi Sophie

Item 3 is £400 per year - 3 year contract is fine
Kenny

Hi Kenny,

I have taken over from Claire and just have a few questions about this quote.

Please could you confirm that the price for item 3 is £400 per year or is it £400 per visit?

Also if the council approved this quote please note that it would be a 3 year contract with a 1 year break clause – would this impact any aspect of the quote?

Many thanks

Sophie

Extract for Parish Council Meeting Minutes held on 16th January 2023:

PC166/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road

The Chair of the Planning Committee highlighted that the original commuted sum offer was £37,000 but after further discussions and work by officers at Parish and District level, this has increased to £50,000. This figure is to cover a 10 year maintenance period. The Chair reiterated that a lot of work has gone into reaching this point and thanked all involved.

It was RESOLVED to accept the commuted sum of £50,000 and the transfer of the SGB on KingleyGrove, New Road. Proposed by Cllr Wilson, seconded by Cllr Kilmurray. All in favour.

ACTION: Acting Clerk to obtain quotes for the maintenance of the SGB.

The parish office has obtained 2 quotes for the maintenance of the Hopkins Home SGB.

		HCGM	Majestic
Ref	Description	Frequency	Frequency
1	Annual wildflower harvest (this includes the seed harvest in summer)	Once per annum £1,280	Once per annum £1200.00+vat
2	Return for further cut and collect in October or March for spring flowers.	Once per annum £500	Once per annum £600+ vat (march) *not sure two cuts is req'd
3	Informal mown path cut through meadow	8 visits per annum £1,200	8 visits per annum £400+ vat per year
4	Scrub rotational maintenance	Annual at cost of £190	Annual £400+ vat

5	Native hedgerow	Annual cut at cost of £300	Annual cut £240.00+vat
6	Woodland/scrub/native	Every 3 years at cost of £193	Every 3 years £550+ vat per year (third per year = £150)
7	Spraying (gravel paths)	6 visits per annum £480	6 visits per annum £360+ vat per year
8	Spot spray fenced areas	Once per annum £160	Once per annum £300+ vat
		TOTAL £4,303 + VAT	TOTAL £3,650 + VAT

Currently the developers are finishing the remedial works and awaiting the final inspection before transfer.

Quotation

Customer

Melbourn Community Hub

Site Address

Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts
SG8 6DZ

No: 22127

Date: 14 January 2023

Category: Service Contract Automatic

Service Contract - 3 x Automatic Doors

This quotation is to carry out a service and safety check to the automatic doors as per the asset list below

3 x Automated Doorsets

The service visits will be carried out at a time scheduled with you as per your requirements and will be carried out in accordance with our servicing schedule attached.

We will also carry out a full risk assessment safety check strictly in accordance with BS/EN 16005 and we will leave on site an Authorised Technician Checklist for your records for each door.

The quotation is the annual service price based on 2 visits per year (£235.00 PER VISIT) and each service will highlight any problems with your automatic doors.

All additional parts required will be quoted separately

Quotation and prices valid for 30 days from 14 January 2023

Nett Total: £470.00

VAT Total: £94.00

Gross Total: £564.00

We Provide Service Contracts, Maintenance and Repairs to Automatic Doors, Fire Exits and Acoustic Movable Walls

B H Doors & Engineering Ltd

Tel: 0808 120 0911 Email: info@bhdoors.co.uk Web: www.bhdoors.co.uk

Head Office: Studio 6, Capability House Building 31 Wrest Park, Silsoe MK45 4HR



SERVICING SCHEDULE FOR ALL AUTOMATIC DOORS INC AUTOMATIC DOOR TECHNICIANS RISK ASSESSMENT

Before commencing service inspection the Service Engineer(s) will risk assess and erect safety barrier(s) to designate an appropriate safe working area. If safety barriers are not used the customer must be informed prior to the commencement of the service visit.

1. Check unit for correct operation and programme mode switch functions including electric lock if fitted.
2. Switch off mains supply or remove mains power fuses and where appropriate disconnect battery back up.
3. Hinge up or remove cover.(See Manual Handling assessment)
4. Clean all internal parts (track, door carriers, rollers and covers etc)
5. Clean floor track if fitted.
6. Check drive belt or drive arm, adjust or re-secure if necessary.
7. Check condition of main and counter rollers and adjust where necessary
8. Check for play in floor guides, floor pivots and drive arms.
9. Check doors for correct alignment with frame and test manual locking if fitted.
10. Check door end stop positions and condition.
11. Check mechanical parts for secure fixing.
12. Ensure wiring is tidy and secure.
13. Clean all safety sensor covers and light beams if fitted.
14. Check to ensure correct fuses are fitted and check battery back up facility if fitted.
15. Refit cover (See Manual Handling assessment) clean cover and where appropriate door/framework.
16. Check unit for correct operation.
17. Check for appropriate signage.
18. Complete Automatic Door Technicians Risk Assessment.
19. Compile an Additional Works Report for any defects / risks found or if the automatic door does not comply with BS7036 / EN16005 to enable quotation to be submitted to the customer.
20. On completion of service issue Automatic Door Technicians Risk Assessment(s) to the customer.

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AUTOMATIC DOOR TECHNICIANS RISK ASSESSMENT



Site address	Location / asset number / door reference

Door type	Dynamic forces	Safety devices (if fitted)	
	Opening / Closing	Newtons	Hold open beams Qty
			Heights mm
Configuration	Activation type	Presence safety sensors	
	Radars Qty	Overhead Qty	Door mounted Qty
	Push pads Qty		
Construction	Access Control interfaced	Closing direction test box detected	
	Fire Alarm interfaced		
	Other interface	Opening direction test box detected	

Opening width	mm	Radar activation distances	
Opening time	sec	Straight approach inner	mm
Hold open time	sec	Straight approach outer	mm
Closing time	sec	Side approach inner	mm
		Side approach outer	mm
		Threshold test box detected	
		Rear edge test box detected	

Drawing in protection	Fingergaps	Sliding doors	Leading stiles to jamb	mm
Fingerguards fitted			Rear stile to mullion	mm
Barrier rails fitted			Swing doors	Open door to barrier
Pocket doors fitted		Open door to return wall	mm	

Signage fitted (type)	Qty	Escape system	Breakout fitted	Force required to breakout	Newtons
	Qty		Force to open the door manually after power failure		Newtons
	Qty		Fail safe fitted	Type	
	Qty		System tested	System working	

Defects, risks or hazards

The door is in working order but requires repairs to reduce risk of personal injury <input type="checkbox"/>	The door is in working order but requires modifications / upgrades to safety devices to reduce risk of personal injury <input type="checkbox"/>	The door presents an unacceptable personal injury risk and has been set to a safe position <input type="checkbox"/>
--	---	---

Technician	Date	Time
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Note: This Risk Assessment Checklist must be retained by the specifier or building owner for record purposes in accordance with 'BS7036-0 2014& EN16005 2012' and maybe subject to personal interpretation. All automatic doors must be serviced by an authorised technician at least annually as per BS 7036-0, EN16005 or manufacturers specification

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Head Office: Studio 1, Capability House Building 31 Wrest Park, Silsoe MK45 4HR
 Registered in England No. 7011458 VAT Registration No. 977 7550 58

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Terms and Conditions

We have allowed for this work to be carried out as one continuous visit, during normal working hours, Mon - Fri between 08:30 To 17:00.

Whilst we will take all reasonable care when removing / adjusting doors we cannot be held responsible for any glass breakage / damage.

Although we carry out Risk Assessments on every job, repair, survey, service, quotation and installation, these may be subject to a personal interpretation of the regulations and risks present, BH Doors and Engineering Ltd cannot be held liable for any unforeseen risks which may not have been reduced or eliminated.

It is the customers responsibility to inform us if there is any Asbestos within our working area before we commence works.

It is the customers responsibility to inform us if there is any under floor heating within our work area before commencing work.

BH Doors and Engineering Ltd cannot comment on the condition of any doors that are deemed Fire Doors before or after any works carried out. This would be the responsibility of a qualified fire risk assessor.

We have assumed that any fixing ground for the equipment being supplied will be suitable for the installation.

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All final decoration and making good to be carried out by others.

Credit terms are 30 Days from date of Invoice and subject to satisfactory customer credit rating.

The ownership of any Goods / Materials shall remain the property of BH Doors And Engineering Ltd until full payment has been received.

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Maintenance and Service of Automatic Doors

H&S LEGISLATIONS AND STANDARDS

Current Health & Safety legislation require that all automatic doors, barriers and gates are regularly maintain and serviced by trained personnel. To ensure the safe working and security of all types of automated doors it is recommended that maintenance is carried out regularly. The standard recommended frequency for servicing automatic doors is at least once a year. Some of the key legislations to consider when operating automated doors:

BS EN 16005:2012 standard (which superseded BS7036 in 2013) states that regular risk assessment and inspection is required by the owner/occupier. It is the owner's responsibility to ensure that their Automatic Door equipment is regularly maintained according to the manufacturer's specification. The owner is also responsible for ensuring that any maintenance operation is recorded in the equipment Log book.

EU Machinery Directive - automated gates and barriers are classified as machinery under the EU Machinery Directive. The Supply of Machinery (Safety) Regulations, which brings the European Machinery Directive (currently 2006/42/EC) into UK criminal law, are primarily concerned with ensuring new and substantially modified powered gates and barriers are safe.

Workplace Health, Safety and Welfare Regulations 1992 notes that a range of equipment, including automated doors, are subject to a regular schedule of maintenance.

Regulatory Reform Fire Safety Order 2005 states that is the employers' or property owners' responsibility to ensure that all aspects of premises, must be maintain and kept in a good working order. This is mainly applicable to any door which could be used as a fire exit or escape route.

PUWER Regulation 5, the Provision and Use of Work Equipment Regulations 1998 insists that employees/ commercial facility owners have responsibility to ensure work equipment are in an efficient state, working order and good repair. It applies to all work equipment that is necessary to operate as a business, but not exclusively to automatic doors.

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Registered in England No. 7011458 VAT Registration No. 977 7550 58





A Different Type of Door Company

Building 83, Bay 4, First Avenue
The Pensnett Estate, Kingswinford
West Midlands, DY6 7FL
Tel: 01384 293141
Fax: 01384 671212
E-mail: sales@mgsuk.com
www.mgsuk.com
Reg. Number: 02628441
VAT Number: 887 4564 63

Dear Sir / Madam,

MGS are a Maintenance and Repair company and through our regional service organisation we are pleased to offer a range of preventative maintenance contracts for Automatic, Industrial & Manual doors, Gates and Barriers

Service Contract Offer 1482

In April 2013 the new European standard for automatic doors (EN 16005:2012) was introduced to ensure pedestrian automatic doors operate safely and remain reliable – this in conjunction with The Machinery Directive requires doors to be regularly maintained to a manufacturer's specification of which the standard requirement for automatic doors is every 6 months depending on its usage. These standard replaced BS7036 and are designed to ensure Pedestrian Automatic Doors are safe and maintained by qualified Technicians

To ensure safe operation, long term reliability and working efficiency, a powered door installation (including safety devices and safety systems) should be:

- a) Regularly maintained to the manufacturer's specifications by the power door systems authorised technician; and
- b) Annually inspected in accordance with the recommendations of this standard by completion of the authorised technician checklist.

All of the following service contract options fully comply with the relevant European and British Standards and in addition we offer a further choice of either comprehensive cover of labour and parts or labour only.

In brief what's included in our service contract:

1. Service carried out by a Fully Qualified BS/EN16005 Engineer
2. All Mechanical aspects of the entrance checked and adjusted as required
3. All activation and safety systems checked and adjusted as required
4. All finger protection and drawing in hazards checked
5. Any Track, Drive arms, Floor guides and Carriage Assemblies Checked and adjusted as required
6. All fixings checked and tightened as required
7. A BS EN16005 Authorised Technicians Checklist will be completed
8. Preferential rates for any associated callouts and repairs

Service:

Following our engineers visit to site we will send you the following for your records:

1. Completed Worksheet
2. Completed engineers BS EN16005 Checklist
3. Quarterly Door Service report (if requested)

If necessary following the Preventative Maintenance Visit we will then compile a report on each door outlining any works required to either get the door back into working order or to bring in line with BS EN16005 and any associated costs

Planned Preventative Maintenance ensures regulatory compliance and reduces the risk of unnecessary breakdowns

Cost:

All for the Sum of: £480.00 + VAT

2no Visit Per Annum

1.0 Clarifications

1. Service visits are planned and carried out in month(s) 3 and 9 of the contract year
2. Invoices for Planned Maintenance visits will be submitted on the contract start date unless otherwise agreed
3. Our cost has been prepared assuming uninterrupted work and assumes normal working hours
4. All access and welfare facilities will be organised and provided by the client.
5. We do not include for any work deemed as being outside of the above list
6. We have allowed for supply of method statements where necessary and will use the standard client documentation where required
7. MGS will continue with servicing in subsequent years and pre bill unless notified in writing, thus ensuring the correct service levels are maintained
8. Additional Callouts relating to Locks, Aluminium framing, Doors and Glazing are not covered under this service agreement
9. Service Contract Customers receive discounted callout rates and material prices

Yours Faithfully,

MGS Service

if you would like to proceed with the above Service Contract offer please complete the below section and return via email to sales@mgsuk.com or by post at the above address Alternatively, please do not hesitate to contact us on **01384 293141** should you require any further information

Please accept our ORDER No. _____

Date _____

Company Name _____

Billing Address: _____

Town / City: _____ County _____ Post Code: _____

Contact Name: _____ Signature _____

Telephone No: _____ Fax No _____

Email: _____

To carry out service visits in compliance with EN16005:

Bronze MAINTENANCE PROGRAMME

3no Automatic Doors – 2no Annum Visit

Total cost £480.00 (excluding VAT)

Maximum authorised spend on repairs, any one call out visit. Value £ **Click here to**
enter text.

Service Checklists:**Automatic Doors – MGS Engineer Checklist**

1. Sign in on site and check PDA/Paperwork for any special requirements. If door(s) not working call the office for further instructions
2. Create safe working environment using barrier rails.
3. Check unit for correct operation and PGS functions including electric lock if fitted
4. Switch off the mains or remove fuse and do battery test (If applicable)
5. Clean all internal parts (track, door carriers, rollers etc)
6. Clean floor track (if applicable)
7. Check/adjust drive belts/chains or drive arms etc
8. Check condition of all rollers/counter rollers etc
9. Check and adjust floor guides or pivots if necessary
10. Reconnect power and test all functions and mechanical locking.
11. Check overall condition and age of unit
12. Visually inspect aluminium for age/condition/defects. Check signage
13. Check all activation/safety devices making any minor adjustments as necessary and complete ATC
14. Clean Canopy and door leaves.
15. Raise reports for any defects found during the above checks. If door is non-compliant a report MUST be submitted

Roller Shutters – MGS Engineer Checklist

1. Check fixings
2. Check for debris & clear if required
3. Check for obstructions
4. Check end locks
5. Check lath for damage
6. Check alignment of curtain
7. Check lubrication
8. Check key switch
9. Check wiring
10. Check operation (limits if electric)
11. Check spring tension
12. Check canopy fixings
13. Check security – Locks and fit in guides, etc.
14. Manual over-ride
15. Check operation of safety edge/air switch
16. Check all micro switches
17. Check brakes & brake releases
18. Check operation of remote control, if applicable

Manual Door Service Checklist

1. Carry out risk assessment
2. Create a safe area to work around the door
3. Check the door for structural damage (Broken glass missing beads etc:)
4. If Hinged, Check hinges and replace any missing screws then lubricate
5. If Transom closer Check drive arm and replace any missing screws. If Floor Spring check check actions, pressure and closing forces
6. Check transom closer fixings and replace any fixings if any missing
7. Check bottom pivot replace if necessary
8. Check lock replace any missing screws and lubricate
9. Check frame is fitted correctly and replace any missing screws
10. Check glass is correctly packed and not loose
11. Check handles and replace any missing screws
12. Clean down the door with glass cleaner
13. Complete job and close down on mobile device and obtain signature

Automatic barriers – MGS Engineer Checklist

1. Inspect barrier in horizontal position and adjust if required.
2. Inspect barrier in vertical position (as above).
3. Inspect drive linkage for wear and lubricate.
4. Inspect raise and lower limit switches and adjust if necessary.
5. Inspect drive belt/Spring/Cylinder for wear and adjust tension when necessary.
6. Check safety switch for correct operation.
7. Check photocells are operating correctly
8. Check control systems and report if fault found.
9. Check the loop detector is operating correctly
10. Inspect and measure the ground safety loop (1) Result
11. Inspect and measure the ground safety loop (2) Result
12. Inspect and measure the ground free exit loop Result
13. Inspect and measure the ground free exit loop Result
14. Loop condition in comments column Result
15. Inspect all bearings and lubricate as required.
16. Check curtain for free swing and replace fixings as required (if fitted).
17. Check drive motor for correct operation.
18. Inspect pulleys on motor drive unit for wear, looseness. (if fitted)
19. Check all electrical terminals and tighten
20. Check motor overload unit for correct operation and adjust if necessary.
21. Check hand wind facility for ease of operation.
22. Ensure plinth holding down bolts, nuts are tight.
23. Check boom lights and stop signs if fitted.
24. Check tip support is aligned and secure
25. Check radio receiver & transmitters
26. Check key switch (if fitted)
27. Check push button controls (if fitted)
28. Check intercom system operations (if fitted)

Automatic Gates – MGS Engineer Checklist

1. Power supplies 230v/12-24v
2. Motor mountings & brackets
3. Output voltages from panel, fuses
4. Photocell operation
5. Safe Edge activation to panel
6. Photocell condition
7. Safe Edge condition
8. Limit switch activation both direction
9. Test motor drive both direction
10. Drive arms/Rams' condition
11. Leaks Hydraulic fluid
12. Maglocks condition/ working
13. Manual release working
14. Fluid level oil filled g/box
15. Condition of wiring/ check all connections
16. Loop detector operation
17. Loop measurement Free Exit
18. Loop measurement Safety1
19. Loop measurement Safety2
20. Loop condition (exposed, near steel)
21. Signal from intercom/ Key switch
22. Signal from card reader
23. Remote control receiver operation
24. Gate hinges condition/ linkages
25. Gate physical limit open stop
26. Gate physical limit close stop
27. Sub box filled with water/drainage
28. Play between gearbox and gate
29. Gate condition (bent, damaged)
30. Can gate be moved freely by hand
31. Stones or tar fouling gate arc
32. Check running torque/pressure
33. External conduit condition

Quotation

Customer
Melbourn Community Hub
Site Address
Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts
SG8 6DZ

No: 22392
Date: 27 February 2023
Category: Risk reduction safety upgrade

Automatic Door BS EN16005:2012 Compliance Works

Following our recent conversation and recent site visit, we have identified that the automatic doors are currently not compliant in accordance with BS EN:16005:2012 (this would have been picked up on the previously quoted Risk Assessment Service Quotation 22127). We are therefore recommending the following works are carried out in order for the doorset to comply with BS EN 16005:2012:

Main Entrance Outer Door -

On door safety sensor on outside fitted to far away from door edge for adequate safety coverage. The sensor has been cut too short to move along. No rear edge safety sensor fitted: BH Doors to supply and fit 2 x new on door safety sensors (monitored - black cased item).

Main Entrance Inner Door - Safety barrier required due to reception area. We also recommend jamb push pad activation external and away from the door swing due to risk of collision. Push pad activation also to be fitted on end of barrier once fitted. BH Doors to supply and fit 1 x 1050mm black f type barrier. PLEASE NOTE THIS IS ADDITIONAL COMPLIANCE WORKS. BH DOORS REPAIR QUOTATION 22109 STILL REQUIRED.

Rear Entrance -

No fingerguard fitted. Front edge safety sensor fitted to far away from edge of door to give adequate safety coverage. BH Doors to supply and fit 2 x new on door safety sensors (monitored - black cased item) & 1 x Roller blind finger guard.

Quotation and prices valid for 30 days from 27 February 2023

Nett Total: £1,994.63
VAT Total: £398.93
Gross Total: £2,393.56

We Provide Service Contracts, Maintenance and Repairs to Automatic Doors, Fire Exits and Acoustic Movable Walls

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Head Office: Studio 6, Capability House Building 31 Wrest Park, Silsoe MK45 4HR



Quotation

Customer
Melbourn Community Hub
Site Address
Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts
SG8 6DZ

No: 22392
Date: 27 February 2023
Category: Risk reduction safety upgrade

Automatic Door BS EN16005:2012 Compliance Works

Set up, test, commission and leave in working order

Quotation and prices valid for 30 days from 27 February 2023

Nett Total: £1,994.63

VAT Total: £398.93

Gross Total: £2,393.56

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We have allowed for this work to be carried out as one continuous visit, during normal working hours, Mon - Fri between 08:30 To 17:00 unless detailed in the description.

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Although we carry out Risk Assessments on every job, repair, survey, service, quotation and installation, these may be subject to a personal interpretation of the regulations and risks present, BH Doors and Engineering Ltd cannot be held liable for any unforeseen risks which may not have been reduced or eliminated.

It is the customers responsibility to inform us if there is any Asbestos within our working area before we commence works.

It is the customers responsibility to inform us if there is any under floor heating within our work area before commencing work.

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We have assumed that any fixing ground for the equipment being supplied will be suitable for the installation.

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All final decoration and making good to be carried out by others.

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Quotation

Customer

Melbourn Community Hub

Site Address

Melbourn Community Hub
30 High Street
Melbourn
Royston
Herts
SG8 6DZ

No: 22109

Date: 11 January 2023

Category: Installation Swing Single

Inner Main Entrance - Replacement Auto Door Operator

Following our recent visit to site, we have identified the operator is faulty due to major component failure and this is causing a risk of possible entrapment as the door is not adjustable, We are therefore recommending the following works to be carried out.

Remove current operator and dispose of correctly

Supply and install

1 x Heavy duty swing operator in PUSH application including arm.

1 x Remote mounted programme selection switch

2 x Monitored safety sensors to reduce the risk of impact and crushing during the sweep area

We will re-use the existing activation.

Test, commission and leave in working order.

Quotation and prices valid for 30 days from 11 January 2023

Nett Total: £2,522.09

VAT Total: £504.42

Gross Total: £3,026.51

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Building 83, Bay 4, First Avenue
The Pensnett Estate, Kingswinford
West Midlands, DY6 7FL
Tel: 01384 293141
Fax: 01384 671212
E-mail: sales@mgsuk.com
www.mgsuk.com
Reg. Number: 02628441
VAT Number: 887 4564 63

MGS SERVICE QUOTATION

Date: 22nd February 2023

Customer: The Parish Council

Customer Email: josehales@gmail.com

MGS Ref: Q27783

Site: Melbourn Hub

Dear Sir/ Madam

We thank you for this enquiry and have pleasure in submitting our report and quotation as attached.

We look forward to receiving your further instructions in due course. If however you have any questions then please do not hesitate to contact the undersigned at your convenience

MGS offer a wide range of services, please visit our website for further details
www.mgsuk.com

Assuring you of our best attention at all time

Yours Sincerely,
Jack Cox

For and on behalf of Multi Glazing Systems Ltd.

E & OE

MGS Services
Email: service@mgsuk.com
Telephone: 01384 293141

SPECIFICATION:

Following our recent site visit, we have pleasure in submitting the following report and costs

	Description	QTY	Total Price excl VAT
1	<p><u>REAR ENTRANCE:</u></p> <p>Further to our recent attendance, we noticed that the existing roller fingerguard and external safety sensor is damaged and requires replacing with new.</p> <p>MGS proposes to attend site in normal working hours, remove and dispose of the existing fingerguard and safety sensor from the entrance, and have a new replacement sensor and finger guard supplied and installed by MGS.</p> <p>MGS engineer to test for correct operation once works are completed and leave in good working order.</p>	1	£690.00
	<p><u>MAIN ENTRANCE EXTERNAL</u></p> <p>Further to our recent attendance, we noticed that the existing entrance doesn't have a safety sensor internally and requires one to be installed as there is currently a health and safety risk.</p> <p>MGS proposes to attend site in normal working hours, supply and install 1no safety sensor to the entrance, therefore increasing the safety of the entrance when operational.</p> <p>MGS engineer to test for correct operation once works are completed and leave in good working order.</p>	1	£490.00
	<p><u>MAIN ENTRANCE INTERNAL:</u></p> <p>Further to our recent attendance, we noticed that the existing operating system is in very poor condition and requires replacing with new.</p> <p>Due to the condition of the operators and high cost of replacement parts, we recommend to remove and dispose the existing operator, and have a new automatic sliding operator supplied and installed complete with new motor, control panel, battery back up, drive belt and pulley wheels, control switch, face fixed activation and safety sensors.</p> <p>Commission, test and leave in good working order.</p> <p>(MGS to re-use all activation on this entrance).</p>	1	£2950.00

<p>As you may well be aware there is increased volatility in material pricing at the moment and prices can change at little or no notice. We therefore reserve the right to amend our material pricing should the need arise</p> <p>PLEASE NOTE: If parts are required, this will be 3-4 week Lead time</p> <p>Payment: Subject to receipt of satisfactory bank and trade references and settlement of our account is required no later than the end of the month following the month of invoice.</p> <p>Note: New customers may be requested to pay pro-forma or requested to pay 50% up front for materials and the balance on the delivery date / completion of works.</p> <p>We trust the above meets with your approval and await your further instructions. In the meantime, should you have any queries, please do not hesitate to contact us.</p>	<p>Overall Total:</p>	<p>£4,130.00 (Excluding VAT)</p> <p>£4,956.00 (Including VAT)</p>
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CONDITIONS OF SALE

1 APPLICATION

These terms and conditions shall apply to all contracts entered into by MGS Limited hereafter called 'the Company'. These terms and conditions shall override any terms and conditions sought to be imposed by the Customer.

2 VARIATION

No variation of the contract or of these terms and conditions shall be effective unless agreed in writing by an authorised officer of the Company.

3 PROPERTY IN GOODS

Until the Company has been paid in full for the goods comprised in this or any other sale contract between the Company and the Customer:

- (a) The goods comprised in this contract remain the full property of the Company.
- (b) The Company may recover those goods at any time from the customer or his successors or from any liquidator or receiver if the Customer is in default of payment under the terms of his contract with the Company, or conveys inability or unwillingness to pay, and for that purpose the Company may by its servants or agents enter upon any land or premises where the goods are situated.
- (c) If the Customer incorporates the goods into other goods or uses them as material for other goods, the property in those other goods become that of the Company.

4 PAYMENT

- (a) Pro forma if no account held
- (b) Where repeat business is anticipated credit terms may be granted subject to the Customer credit worthiness being approved by the Company. Under these circumstances invoices shall be payable on or before the 20th of the month following the month of delivery or completion (or if delays on site at no fault of MGS). Time of payment is of the essence and we reserve the right to charge interest at 6% on overdue invoices
- (c) Payment with order or against pro-forma invoice may be required at the discretion of the Company.
- (d) In the event that the Customer and/or its agents are unable to accept delivery of any goods and/or completion of any works the Company reserves the right to secure payment for such goods and/or works in the same terms as in Clause 4(a) or (b) save that if the Company price is for supply delivery and erection, the invoice sum under this Clause 4(d) shall not exceed 90% of the total price.
- (e) In the event of cancellation of an order by the Customer and/or its agents, a minimum charge of 15% will apply.

5 EXCLUSIONS

- (a) When removing and replacing plate glass doors there is always the chance the glass may shatter. MGS do not accept any responsibility for cost of replacement glass should this happen

6 WARRANTY

The Company shall pass on the benefit of or grant to the Customer the same warranties and/or guarantees as the Company received from its own supplier. The Company will replace free of charge any goods which were defective on delivery providing the Company is notified in writing of the defect within 1 month of delivery and the goods are returned to the Company carriage paid, assuming invoice(s) paid

Please note, we have made no allowance in our price for the provision of; Retention, Main Contractors Discount, Third Party Warranty or a Performance Bond, if any of these items are required, then MGS must be notified prior to any orders being placed and requests must be in writing.

7 COMPANY TERMS AND CONDITIONS:

A copy of our "Terms and Conditions of Sale" can be supplied upon request and will apply throughout the contract, without exclusion.

Please note that under MGS terms & conditions we do not except retention. Liquidated and Ascertained damages will be limited to a maximum 10% of the sub-contractor value, calculated at 1% per week. MGS will only agree to the deduction of liquidated damages where the client has deducted them from the Contractor and MGS have caused a delay. We have made no allowance in our price for the provision of; Main Contractors Discount, Third Party Warranty or a Performance Bond, if any of these items are required, then MGS must be notified prior to any orders being placed and requests must be in writing. In addition MGS Public Liability insurance indemnity is limited to £5m, and Employers Liability indemnity to £10m, Professional Indemnity insurance is limited to £1m.

PC194 22c)

Request from the Hub:

There are two **related** projects connected to the Hub Kitchen that have been discussed before and where work is partly funded in next year's precept.

Equipment Replacement Project

- **OVEN** The present floor-standing oven and hob is the original from when the Hub opened 9 years ago and has been subject to daily and intense use since then. The oven does not reliably hold temperature and two of the hob plates do not function. Catering staff get by but this obviously needs to be addressed.

- **DEEP FAT FRYER** The current fryer is a table top model that is potentially unsafe due to the present space and layout constraints. It is the most hazardous of all the equipment in the kitchen for obvious reasons. Proposal it be replaced with a floor-standing model.

- **LAYOUT CHANGES** To overcome these issues any new equipment must be installed in a way that optimises space and creates a safe working environment. Some new custom made worktop will be required to fit in with the existing kitchen.

These costs were anticipated and were included in the 2023/2024 Precept :

A quote is attached for this work from Gratte Brothers who installed the original kitchen systems to carry out all of the above. A second quote is not recommended as Grattes also have the kitchen maintenance contract and the project requires bespoke installation work. However the quote is greater than the anticipated sum in the precept, due to project complexity and the present rates of inflation. It is therefore desirable to place an order for this as soon as possible to avoid further cost overrun. Present overrun is £6421 - £5000 = **£1421**

This project would normally be funded through next year's precept. If helpful, the work if approved could be ordered now by the Hub and cross charged to the parish council at some point in the next precept year.

Upgrade to Kitchen Electrics

Electrical supplies to the Hub kitchen were underspecified at the time of the original build due to changes made to the layout and also that certainly did not anticipate the level of trade we now experience. These circuits were not addressed during the 2021 building extension work as they were part of the original building services.

This results in frequent power drop outs, requiring a catering person to attend the Plant Room at the rear of site and re-set the breakers on the distribution board. This is clearly not good practice and a more permanent solution is needed.

Quotations for upgrade work will follow. It is proposed to approve this cost by utilising remaining S106 funds designated for the Hub upgrade from

S/1032/17/FL (46/56 New Road)

The kitchen equipment replacement and electrics upgrade are linked and have to be carried out together. The electrics require upgrade to accommodate the new equipment. Installation will take 4 days during which power will be off to the kitchen area and we will not be able to trade. The only 4 day window available before next Christmas is the Easter Bank Holiday 7/8/9/10 April.

Hence both the above project elements need to be addressed as linked but separate items in the upcoming meeting of 27th February or nothing will happen until Christmas

6401	Melbourn Hub 2023-24 Projects					
	Convection oven & deep fat fryer (incl installation)	5,000				Replace equip; oven £2,500; floor standing deep fat fryer £1,500/counter adjs & installation £1,000

Design, sales and service

To: Melbourn Parish Council Jose Hales 30 High Street Melbourn, Cambridgeshire SG8 6Dz	Project: MH22400 Rev1 Melbourne Hub Community Centre 30 High St, Melbourn, Royston SG8 6DZ - small Project	From: Mark Hazell 3 Crompton Road Stevenage, Hertfordshire SG1 2XP Tel: 01438 750022 Mob: 07753 915521
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Item	Qty	Description	Sell	Sell Total
01.01	1 ea	EXISTING EQUIPMENT Custom Model No. EXISTING EQUIPMENT		
01.02	1 ea	EXISTING EQUIPMENT Custom Model No. EXISTING CONVECTION OVEN		
01.03	1 ea	BESPOKE FABRICATION Custom Model No. WORK BENCH Stainless Steel Work Bench GN Runners to RHS Upstand to LHS and Rear Notched cut out 30 x 30mm to left hand side Designline Wall Bench, 1050mm x 700mm x 900mm, 1.5mm 304 stainless steel top with 304 stainless steel frame & under shelf, 50mm upstand, adjustable feet 1 ea Upstand on left end 1 ea Notch around column at corner in up stand, (bench top end) 1 ea Gastronorm container runners, set of (6) 332mm wide, mounted under bench top to suit 100mm container	£659.00	£659.00
INDUC TION OPTION	1 ea	CONVECTION OVEN, ELECTRIC	£884.00	£884.00

Item	Qty	Description	Sell	Sell Total
		Unox Model No. XEFT-04HS-ELDVB-GB Bakerlux SHOP.Pro™ Convection Oven, electric, 500 mm H, (4) 460 x 330 capacity, LED control panel, 75mm pitch, 99 recipe memory, 12 quick recall programs, mixed humidity & convection baking, 2 fan speeds, 9 baking steps, drop down door, stainless steel chamber, 3.5 kW, 230v/50/60/1-ph, CE, ENERGY STAR® Dimensions 500(h) x 600(w) x 669(d)		
	1 ea	XWKHT-BCHS HOOD FOR IN-BUILT OVEN BL SHOP.PRO 460X330	£381.00	£381.00
	1 ea	WA-B-001 Basic Warranty, 1 Years Parts & 1 Years Labour (Mind Maps Range)		
	1 ea	NOTE: Using a water supply NOT meeting Unox's minimum water quality standards will VOID any warranty.		
	1 ea	XWKRT-00HS-F Floor positioning stand, 150 mm H, stainless steel for BAKERLUX SHOP.Pro™ 460x330 models	£138.00	£138.00
	1 ea	Lincat IH42 Induction Hob, electric, countertop, (4) cooking zones, rotary controls, LED display, 6mm thick glass ceramic surface, stainless steel construction, CE	£1,685.00	£1,685.00
	1 ea	Lincat 2 Years parts & labour warranty, standard		
	1 ea	Lincat (2) 230v/50/1-ph, (2) 13.0 amps, (2) 3.0 kw, standard (2 supplies required)		
	1 ea	Custom STAND Stainless Steel Stand for Induction unit	£467.00	£467.00
01.05	1 ea	FRYER, FLOOR MODEL, ELECTRIC, DOUBLE WELL Roller Grill (UK) Ltd Model No. RFE 20 C RF Series Fryer, floor model, electric, (2) 10-litre tanks, (2) 6.0kW, 415v/60/3-ph Dimensions 980(h) x 400(w) x 655(d)	£1,119.00	£1,119.00
				
	1 ea	48 hour delivery, pallets, England, Wales, Scotland (South & Central), standard		
	1 ea	24 month on-site warranty, includes parts & labour, standard		
DELIVERY AND INSTALLATION TO DELIVERY AND INSTALL TO SITE 1 X CONVECTION OVEN & RING ELECTRIC HOB 1 X ELECTRIC FRYER 1 X STAINLESS STEEL WORK BENCH				
01.06	1 ea	BESPOKE FABRICATION Custom Model No. RODDED POT SHELF Rodded Pot Shelf 1200 x 500	£318.00	£318.00
01.07	1 ea	EXISTING UNIT Custom Model No. WALL SHELF		
01.08	1 ea	EXISTING UNIT		

Item	Qty	Description	Sell	Sell Total
		Custom Model No. WALL BENCH		
01.09	1 ea	EXISTING UNIT Custom Model No. WALL SHELF		
01.10	1 ea	INSTALLATION Gratte Brothers Model No. D&I Delivery & Installation	£595.00	£595.00
		<p>To deliver, off load, unpack, erect, position and install all equipment as scheduled (to suitably isolated live services brought to within 1 metre of the connection point of each appliance) assuming adequate access to a clear ground floor level site, test, commission and leave in full working order. Works to take place during normal working hours and in one continuous visit.</p> <p>Exclusions :- Our quotation excludes the following costs unless specifically agreed otherwise:-</p> <ul style="list-style-type: none"> - Removal of asbestos. - Equipment storage costs caused by delay to the programme of works. - Removal and/or cleaning of existing equipment. - Building works to walls, floors and ceilings including finishes. - Provision of hoists/scaffolding. - Provision of grease traps. - Earth bonding of equipment. - Copper, stainless steel or chrome finished pipe work or fittings. - Chlorination of water supplies. - Detergent/rinse aid dispensers. - Purging of gas supplies to final points of connection. - Protection of equipment outside of working hours and the programme of work dates. - Painting of services including last metre. - Builders or hygienic clean upon completion. - Any plugs for commando type electrical outlets installed by others to be free issued to Gratte Brothers by installer of outlet. 		
	1 ea	REMOVAL OF EXISTING LINCAT RANGE De- Installation and Removal of Existing Lincat Range Disposal of Unit Environmentally	£175.00	£175.00
Total				£6,421.00

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: _____

Project Grand Total: £6,421.00



INVENTIVE SIMPLIFICATION

XEFT-04HS-ELDV

ARIANNA 4 460X330

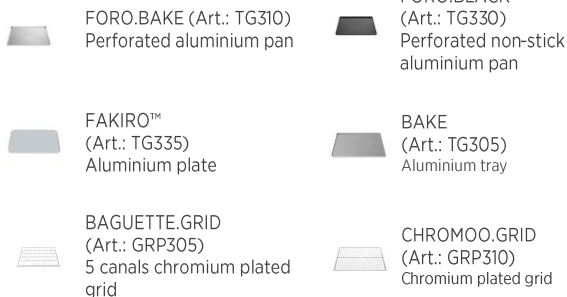


LED

INTEGRATED TECHNOLOGY

UNOX Intensive Cooking: You've chosen not to settle for less. Maximum baking efficiency. Bake to perfection, sell, repeat. All day, every day. For the tight schedule of a commercial space whose core business is selling baked goods, the priorities are high quality standards, repeatable results, speed of execution, energy savings and reliability.

460X330 BAKING ESSENTIALS



DESCRIPTION

Design and intelligence, the elegance of glass and the technology of touch controls, as well as the built-in internet connection. Everything you could possibly imagine in an oven is now in your hands. Created to be perfect. In every detail.

FEATURES

• Standard o Optional - not available

COOKING METHODS

- Convection baking with adjustable temperature (30°C-260°C) •
- Convection baking with humidity and adjustable temperature (48°C-260°C) •
- Maximum pre-heating temperature 260°C •

ADVANCED AND AUTOMATIC BAKING PROGRAMMING

- Cooking steps 3
- QUICK PROGRAMS: 12
- PROGRAMS: 99
- PROGRAMS: names and pictures can be assigned to saved programmes -
- PROGRAMS: recipes can be saved with a name -
- MULTI.Time: manages more than 10 timers to control different products being cooked simultaneously -
- Wired Internet connection -
- DATA DRIVEN COOKING: It collects data, processes information, analyzes how it is used, and tips tips provides customized -

AIR DISTRIBUTION IN THE BAKING CHAMBER

- AIR.Plus technology: 2 speeds of air flow in the chamber, can be adjusted by user •
- AIR.Plus technology: multiple fans running in reverse •

HUMIDITYCONTROL IN THE COOKING CHAMBER

- STEAM.Plus technology: mixed convection - humidity baking (20-40-60-100%) •
- DRY.Plus technology: extracts humidity from the baking chamber •
- ADAPTIVE.Cooking™ technology: bake a single tray or a full load and get the exact same results. -
- AUTO.Soft technology: controls rises in temperature for total uniformity -
- SMART.Preheating technology: the oven preheats to the desired temperature, taking into account its recent use -

COOKING STATIONS

- MAXI.LINK technology: allows you to create units with two stacked ovens •

THERMAL INSULATION AND SAFETY

- Protek.SAFE™ technology: maximum thermal efficiency and working safety •
- Protek.SAFE™ technology: motor stopped when door is opened to limit energy loss •

DOOR OPENING

- Manual drop-down door (top-to-bottom) •
- Electromechanical and automatic side opening door (right-to-left; only for Matic versions) -
- Manual side opening door (right-to-left) •

AUXILIARY FUNCTIONS

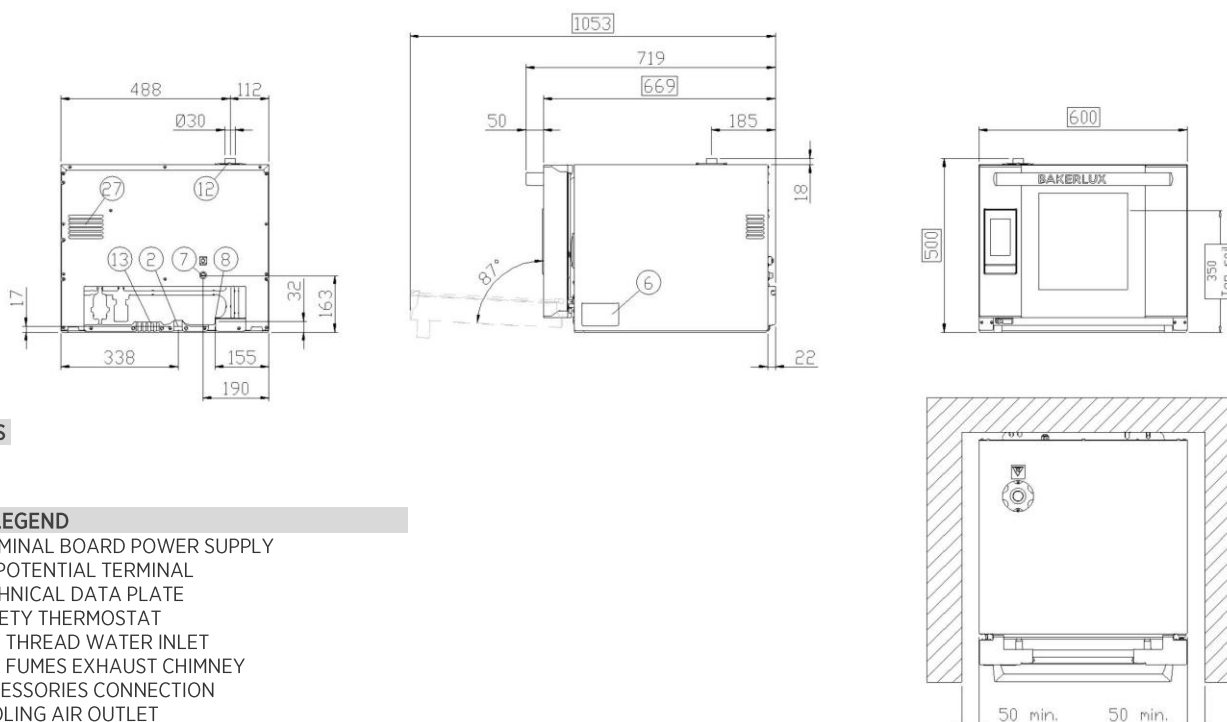
- Preheating temperatures up to 260°C that can be set by the user for each programme •
- Shows the remaining time for the baking programme currently in use •
- 'INFINITE' continuous operation •
- Shows the nominal and actual baking time, chamber temperature, humidity level and fan speeds •
- Temperature units shown in °C or °F •

TECHNICAL DETAILS

- Tray supports in L-shaped sheet metal (Only for CAMILLA and VITTORIA models) •
- Tray supports in chrome-plated steel (Only for ELENA and ROSSELLA models) •
- Tray supports in chrome-plated steel with anti-tipping system (Only for STEFANIA and ARIANNA models) •
- Sealed control panel to avoid steam infiltrating the circuit board (IPX4) •
- Lightweight - Heavy Duty structure using innovative materials •
- Door open switch -
- Temperature limiter for safety •
- Easy-to-clean, openable internal glass panel (only for right-to-left door opening models) •
- Easy-to-clean internal glass panel (only for drop down opening models) •

CERTIFICATIONS



**DIMENSIONS**

mm

DRAWING LEGEND

- 2 TERMINAL BOARD POWER SUPPLY
- 3 UNIPOTENTIAL TERMINAL
- 6 TECHNICAL DATA PLATE
- 7 SAFETY THERMOSTAT
- 8 3/4" THREAD WATER INLET
- 12 HOT FUMES EXHAUST CHIMNEY
- 13 ACCESSORIES CONNECTION
- 27 COOLING AIR OUTLET

XEFT-04HS-ELD V

CAPACITY, DIMENSIONS, WEIGHT

Capacity	4 460X330
Pan Spacing / Pitch	75 mm
Dimensions WxDxH	600x669x500 mm
Net Weight	39 kg

POWER SUPPLY

VOLTAGE	PHASE	CYCLE	TOTAL POWER	CURRENT	POWER CABLE	CORD	PLUG
230	1N	50/60 Hz	3,5 kW	15 A	HO7RN-F 3Gx1,5 mmq	YES	Schuko

WATER REQUIREMENTS

Drinking water inlet: 3/4" NPT*, line pressure: 22 to 87 psi; 1.5 to 6 bar

USING A WATER SUPPLY NOT MEETING UNOX'S MINIMUM WATER QUALITY STANDARDS WILL VOID ANY WARRANTY.

It is the responsibility of the purchaser to ensure that incoming water supply is compliant with the specifications listed through adequate treatment measures.

Inflow water specifications: Free chlorine ≤ 0,1 ppm, Chloramine ≤ 0,1 ppm, TDS ≤ 125 ppm, Silica ≤ 12 ppm, pH 7 ÷ 8,5

Total hardness (TH) ≤ 8 °d, Chlorides ≤ 25 ppm, Alkalinity ≤ 150 ppm as CaCO₃

INSTALLATION REQUIREMENTS

Oven must be installed level.

Installations must comply with all local electrical, plumbing and ventilation codes.

Register to access data and product specifications.
infonet.unox.com





IH42 - Lincat Electric Counter-top Induction Hob - 4 Zones - W 600 mm - 6.0 kW

Embrace the power and energy saving capabilities of the 2 x 3kW Lincat Four Zone Induction Hob.

- ✓ Four cooking zones for high output. Highly responsive and controllable cooking method.
- ✓ High power - delivers almost twice the cooking power of a similarly rated gas hob, whilst saving energy
- ✓ Boost function delivers power when its most needed
- ✓ Portable, plug-in device - easy to move around the kitchen and ideal for event catering. Functional and attractive profile is perfect for front of house theatre-style cooking
- ✓ Pan detection function cuts power when no pan is present, cutting running costs and creating a safer, more comfortable working environment.
- ✓ Automatic heat up function switches to a preset power level after full power heat up
- ✓ 6mm thick high impact resistant ceramic glass ceramic surface will withstand hard knocks and is easy to clean
- ✓ Easy to use rotary controls complete with LED display of power level. Easy to change filter, built into the base of the unit. Powerful internal cooling fan and overheat protection for long service life

Specifications

Summary

Range Name	Lincat
Power Type	Electric
Unit Type	Counter-top
Available in UK Only	No
UK Warranty	2 Years Parts and Labour Warranty
Export Warranty	Contact your local dealer
GTIN Code	5056105101864

Power and Performance

Total Power kW	6.0
IP Rating	IP23
Temperature Control	Electronic
Rating per Hob kW	Rear = 2.0, Front = 1.0

Key Specifications

Number of Hobs	4
Shape of Hob	Round

Weights and Dimensions

Unit Height (External) mm	115
Unit Width (External) mm	600
Unit Depth (External) mm	654
Hob Dimensions mm	Rear = 180mm \emptyset , Front = 120mm \emptyset
Net Weight Kg	22.1

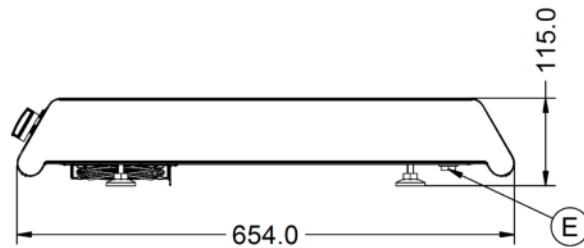
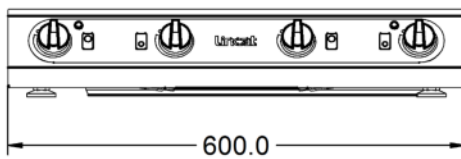
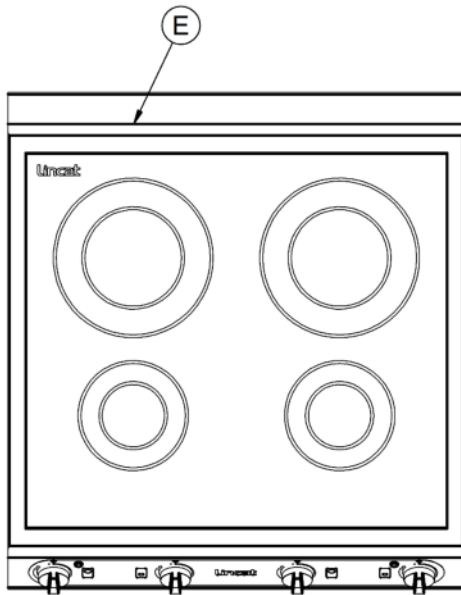
Supply Connections

Requires Installation	No
Requires Electrical Supply	Yes
UK 3 Pin Plug	Yes
Requires Hardwiring	No
Electrical Supply Rating Watts	6,000
Single Phase Amps	26.0
Single Phase Voltage	230

Shipping

Packed Weight Kg	28
Packed Height cm	49.5
Packed Width cm	70
Packed Depth cm	70

Technical Picture



Lincat Limited

Whisby Road,
Lincoln, LN6 3QZ,
United Kingdom

Company No: 2175448

A member company of



Customer Care

Tel: +44 1522 875500
Email: care@lincat.co.uk

Export Customers

Tel: +44 1522 503250
Email: export@lincat.co.uk

Opening Hours

Monday – Friday:
8.30am – 5pm

Electrical works to Melbourn Hub Kitchen

Upgrade requirements

An onsite visit is highly recommended and can be arranged at short notice.

Only one contractor visit will be organised at a time.

This process is a tender process and as such any questions/answers asked/given by Melbourn Hub that are not covered in the below requirements will be shared with other invited contractors to maintain a level and fair process.

Thank you for considering offering a quote.

The requirements to quote for:

1. Undertake consumer unit upgrade to the existing original unit due to being in an unsafe condition.
 - a. Where possible, separate multiple circuits onto their own fuse.
 - b. All circuits to be labelled.
 - c. If circuits are able to be individual, then remarking of internal sockets will be required.

2. Installation of new circuits to the kitchen area as detailed below:
 - a. 2 x double sockets on the left of rear kitchen. (This must have a dedicated circuit and will have a minimum of a 6kw load). These sockets will be for a double panini grill.

 - b. 1 x commando socket for an independent supply to the existing convection oven. An above counter isolating switch is already fitted for this supply but could be moved to accommodate other isolating switches.

3. Fit 1 x commando socket for new floor standing oven with an above counter isolating switch. (Specifications to be finalised, but the following unit description will offer an indication of electrical requirements)

(Blue Seal Model No. E931M Turbofan® Range, GN 1/1, electric convection oven and 4 element cooktop, electric, (4) GN tray capacity, 1 glass door, wire racks included, 675 mm w x 626 mm d, 2 thermostatic controls, stainless steel exterior, legs with adjustable feet, (2) 2 kW front and (2) 1.5 kW rear elements, single phase, 13A plug-in oven, single phase connection cooktop)

4. Fit 2 x commando sockets for an induction hob to be located on top of new floor standing oven. These supplies are to have above counter isolating switches. **Total 6kw supply. This item is still under review.**
5. Check and upgrade if required the existing commando socket to allow connection of a floor standing deep fat fryer (listed below in bold). This socket already has an above counter isolating switch (marked oven on sink wall).
(Roller Grill (UK) Ltd Model No. RFE 20 C RF Series Fryer, floor model, electric, (2) 10-litre tanks, (2) 6.0kW, 415v/60/3-ph)
6. Check and if required separate the supply to the kitchen fresh air supply and extract fans. This may be at the board or in the kitchen.
7. Fit 13amp single socket to high level spur location (for fly zat unit).
8. Fit new conduit in cleaner's cupboard capable of carrying existing and new circuits.
9. Fit new conduits in kitchen.

Melbourn Hubs electrical supply is 3 phase.

The only route for any new cabling will be via the cleaner's cupboard that is in between the plant room and the kitchen.

Note that the present electrical configuration appears to be inadequate because intermittent tripping out of the kitchen supply occurs during periods of high demand. Your quote will be assumed to have addressed this problem through adding new circuits and (as needed) reconfiguration of the consumer unit.

Access to plant room ceiling is available.

Please email detailed itemized quotes: c/o

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

Sophie Marriage – Acting Clerk to the Council

assistantclerk@melbournpc.co.uk

Tel: 01763 263303 #3

Jose Hales josehales@gmail.com

Tel:07703 262649

John Travis johntravis895@gmail.com

Tel: 07884 478304

Jose Hales
Melbourn Parrish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 29710
08 February 2023

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	<p>Melbourn Hub Upgrade Work</p> <p>Distribution Board.</p> <ul style="list-style-type: none"> - Replace the ABB distribution board within the electrical cupboard with two three-phase, 8 way 18th edition compliant surge protected units. RCBO protection will be installed for each circuit as required. - Re label all accessories with correct circuit numbers <p>Kitchen Alterations/additions</p> <ul style="list-style-type: none"> - Install two 16A radial circuits for the Panini grill - Reposition the existing oven supply - Install one 32A commando socket for the new floor standing oven - Install a new 32A three phase supply for the new floor standing fat fryer - Install a new circuit for the existing extract fans and disconnect from the ring main - Install low level 75x75mm PVC trunking within the cupboard to accommodate new circuits <ul style="list-style-type: none"> - NICEIC certification will be issued on completion - Making good of the fabric of the building and kitchen splash backs will be carried out by others as required - All work will be carried out during out of office hours (Easter weekend) 	5,300.00	20%	5,300.00
			Net Total	5,300.00
			VAT	1,060.00
			GBP Total	£6,360.00

Other Information

Company Registration Number: 4944876

PC194 22d)

Electrical works

S106 monies for Hub - £6,140.92

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

Estimate

Date	19/01/23
Estimate number	31096
Customer reference	ML

Dear Mr Jose Hales,

Re: Estimate 31096 for Standard Template at Melbourn Community Hub 30 High Street, Melbourn Royston SG8 6DZ

Thank you for asking me to quote for the above work.

To carry out the following electrical work:

Undertake consumer unit upgrade to the existing original unit due to being in an unsafe condition

- **Supply and install 2 x New 16A TP&N Distribution Boards**
- **Split the existing circuits across the two boards, keeping phasing as existing**
- **Introduce 2 x Isolators for the HAGER boards so that we can switch the supplies and keep these running for the duration of the project.**
- **Adjust the trunking, incoming tails etc to suit the new layout**
- **Test all circuits**

Installation of new circuits to the kitchen area as detailed below

- 2 x double sockets on the left of rear kitchen. (This must have a dedicated circuit and will have a minimum of a 6kw load). These sockets will be for a double panini grill. **Supply and install 2 x 20A circuits to one twin socket each allowing 3Kw per circuit. The cable will be routed within trunking/dado/conduit.**
- 1 x commando socket for an independent supply to the existing convection oven. An above counter isolating switch is already fitted for this supply but could be moved to accommodate other isolating switches. **Supply and install 1 x 16A SPN circuit terminating into a 16A 3-pin commando socket with isolator. The cable will be routed within trunking/dado/conduit.**
- Fit 1 x commando socket for new floor standing oven with an above counter isolating switch. (Specifications to be finalised, but the following unit description will offer an indication of electrical requirements - 1 glass door, wire racks included, 675 mm w x 626 mm d, 2 thermostatic controls, stainless steel exterior, legs with adjustable feet, (2) 2 kW front and (2) 1.5 kW rear elements, single phase, 13A plug-in oven, single phase connection cooktop) **Supply and install 1 x 16A SPN circuit terminating into a 16A 3-pin commando socket with isolator. The cable will be routed within trunking/dado/conduit.**
- Fit 2 x commando sockets for an induction hob to be located on top of new floor standing oven. These supplies are to have above counter isolating switches. Total **6kw** supply. This item is still under review - 2 x 32A SPN supplies **Supply and install 2 x 16A SPN circuit terminating into a 16A 3-pin commando socket with isolator. The cable will be routed within trunking/dado/conduit.**

Check and upgrade if required the existing commando socket to allow connection of a floor standing deep fat fryer (listed below in bold). This socket already has an above counter isolating switch (marked oven on sink wall)

(Roller Grill (UK) Ltd Model No. RFE 20 C RF Series Fryer, floor model, electric, (2) 10-litre tanks, (2) **6.0kW**, 415v/60/3-ph) **Supply and install 1 x 32A TPN circuit terminating into a 32A 5-pin commando socket with isolator and RCD. The cable will be routed within trunking/dado/conduit.**

Check and if required separate the supply to the kitchen fresh air supply and extract fans. This may be at the board or in the kitchen

- **Supply and install 1 x 20A circuits for the extract system. We will disconnect the existing circuits currently feeding these. The cable will be routed within trunking/dado/conduit.**

Fit 13amp single socket to high level spur location (for fly zap unit)

- **Replace the Spur with a single socket**

Fit new conduit in cleaner's cupboard capable of carrying existing and new circuits

- **Supply and install new 50x50mm trunking around the mains room, into the cleaners cupboard and then back entry into the kitchen for all new circuits**

Fit new conduits in kitchen

- **The new circuits will be routed through the above trunking. Where this then enters the kitchen, we will install a 2/3 compartment Dado trunking above worktop to house all sockets. All of the other circuits will utilise this trunking also and subsequent conduits will then rise to their respectable outlet. Where the outlets are below counter. they will run from the bottom of the reuning in the cleaners cupboard and then penetrate with PVC conduit into the kitchen, again terminating into their respective accessory.**

Description	Unit price	Quantity	Total
Labour	£5824.00	1.00	£5824.00
Materials	£5655.00	1.00	£5655.00
Extra over for Labour over weekend	£5824.00	1.00	£5824.00

Exc VAT	£17303.00
VAT (20.000%)	£3460.60
Total	£20,763.60

If you would like to proceed with the works please complete the below and return by email to info@huttie.com or post.

If you have any queries please do not hesitate to contact us.

ACCEPTANCE

I accept this estimate, subject to the stated terms and conditions, which shall form part of the agreement between us.

Total amount (including VAT): £

Signature:

Name:

Date:

Position:

Standard Terms and Conditions

Unless otherwise agreed:

- The quote will remain valid for 30 days.
- All figures quoted are subject to VAT unless stated otherwise.
- Once an order for the works has been accepted, verbally or otherwise, the minimum cancellation period is 48 hours.
- The quotation does not include a contingency for any unforeseen problems that could occur but, if any such problems are discovered during the course of the works, we will discuss with you the best way forward for a solution to be delivered.
- The quotation does not include decoration of the areas in which the works are carried out.
- All material, plant, and associated services will remain the property of Huttie Building Services Ltd until paid for in full and receipt of payment is issued.
- Huttie Building Services Ltd reserve the right to subsequently increase the price of quoted materials from matters beyond their control, such as price fluctuation, provided prior notice is given.
- Additional items not listed in the quotation will be charged for at an appropriate rate.
- All works will be carried out within normal working hours being Mon to Fri, 08:00 to 17:00, excluding bank holidays.
- A deposit may be required on acceptance of the quotation with the balance of payment due on completion or staged application, if the project exceeds two weeks.
- Once accepted, if you proceed to cancel at any point before or during the works, you will be liable for any material and labour costs incurred by us including any restocking fees due for the return of materials.
- All hire business is undertaken subject to CPA general conditions of hire.
- Our bank details for payment are: **Barclays Sort Code 20-17-22, Account Number 63082482.**

If you require us to sign any form of sub-contract order, which is deemed to take precedence over our terms and conditions, then a copy of any such form will not be binding until signed by a director.

Any works undertaken on instruction at the above value, or prior to the signing of any sub-contact order by a director, will be deemed as acceptance of our full terms and conditions.

PC195/22 – Coronation

Thank you for your recent highways event application CCC482621262 for Melbourn Community Hub Coronation Event.

The application has been accepted and there is no fee due.

Your application will now be processed and we will be in touch with any relevant permissions or Traffic Regulation Orders (TTRO) no later than 14 days prior to your event.

Precept - 2023/24

Coronation commemoration event/benches etc £3,110

PC196 22

Dear Melbourn Parish Council

I have an update on the progress of the 20MPH Zone and the Speed Cushions.

As you are aware we had some changes to make to the original proposal after the original formal consultation was carried out.

We have also now had a Road Safety Audit (RSA) carried out on the now single Speed Cushion being implemented as part of this scheme. There are other Traffic Calming measures being implemented by another team at the Council, including a raised table at the junction of New Road and Clover Way. You will be contacted in due course by the team carrying out this work (if you haven't already). We have also adjusted the dimensions of the speed cushion slightly and are installing 3 posts in the grass verge to prevent vehicles swerving in to the verge to avoid the speed cushion - in response to the RSA.

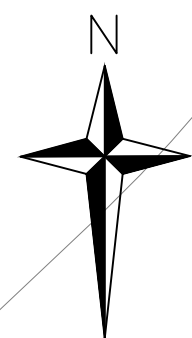
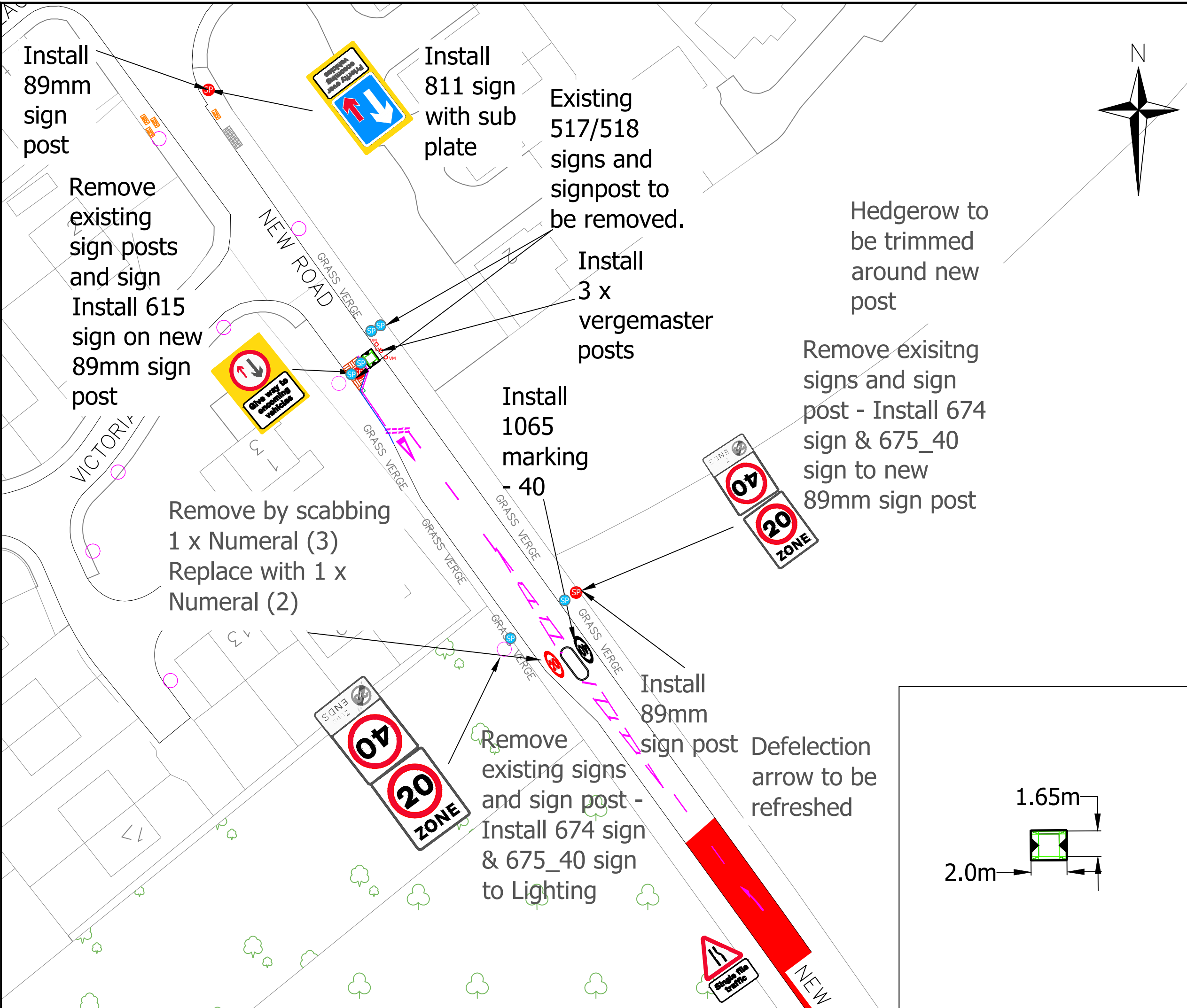
I have attached the General Arrangement plans that were approved by the Parish and also the RSA diagram for the Speed Cushion.

I have been provided with a date of Wednesday 1st march for the second Formal Consultation to begin. This will last for 21 days.

Please do not hesitate to contact me should you have any questions or need clarification on anything contained in the above or attached.

Yours sincerely,

Daniel Nye
Interim Project Engineer,
Highway Projects Team
Project Delivery



Notes
 ALL SIGNAGE MATERIALS ARE TO BE CLASS RA2 (BS EN 12899-1:2007) REFLECTORISED, EXCEPT BLACK OR BROWN
 ALL TRAFFIC SIGNS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS 2016' (TSRGD) & ANY SUBSEQUENT AMENDMENTS.
 ALL SIGNS ARE TO BE ORIENTATED AS SHOWN
 ALL SIGNS TO BE MOUNTED AT A MINIMUM HEIGHT OF 2.3M FROM THE BASE OF THE SIGN TO THE FOOTWAY
 ALL STREET FURNITURE TO BE OFFSET FROM THE EDGE OF CARRIAGEWAY BY A MINIMUM OF 450MM UNLESS OTHERWISE STATED.
 ALL ITEMS REMOVED ARE TO BE DISPOSED OF OFF SITE DAILY.
 ALL ROAD MARKINGS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS 2016' (TSRGD) AND ANY SUBSEQUENT AMENDMENTS.
 ALL PROPOSED ROAD MARKINGS SHALL BE TIED INTO EXISTING MARKINGS WHERE APPROPRIATE.
 CUSHION DETAILS:
 2000mm (2.0m) x 1650mm (1.65m) x 75mm (0.075m)
 PLEASE USE MODULAR SYSTEM, EG - REDIWELD TRAFICOP OR SIMILAR
 GAP BETWEEN CUSHION AND NEARSIDE KERB TO BE A MINIMUM OF 750MM (0.75m)
 TRAFFIC MANAGEMENT WILL BE REQUIRED TO INSTALL SPEED CUSHIONS. SUGGEST 2 WAY TEMP TRAFFIC LIGHTS

Key:
 VM Proposed Vergemaster post
 SP Proposed sign post
 Existing Street Lighting
 20 Proposed 1065_20 /40 marking
 Roundel marking to have numeral changed. 20, 30 or 40 displayed
 Proposed Modular Speed Cushion
 Existing Tactile paving
 SP Existing sign post
 Existing Services
 Existing Give Way Build-Out
 Existing white line to be refreshed
 Existing Gully
 Proposed 40MPH Buffer Zone

Date	Rev	Description
	A	Vergemaster posts added Refreshing of deflection Arrow added



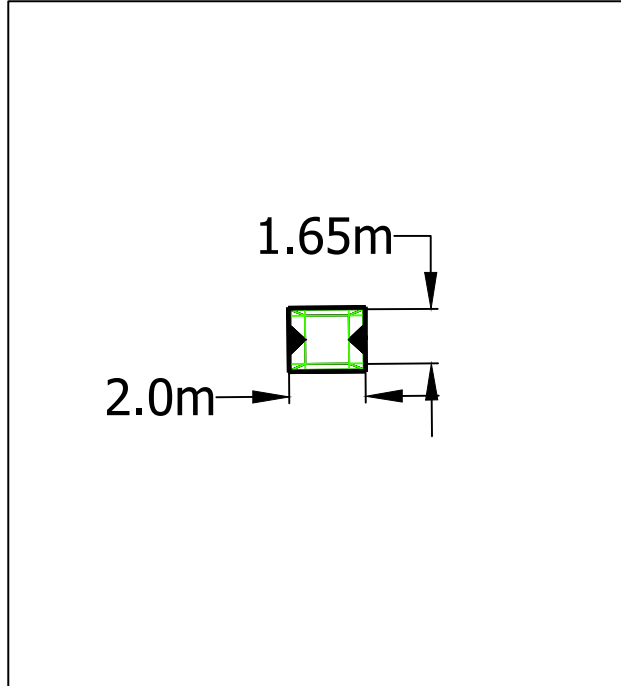
Project
 Melbourn
 20MPH

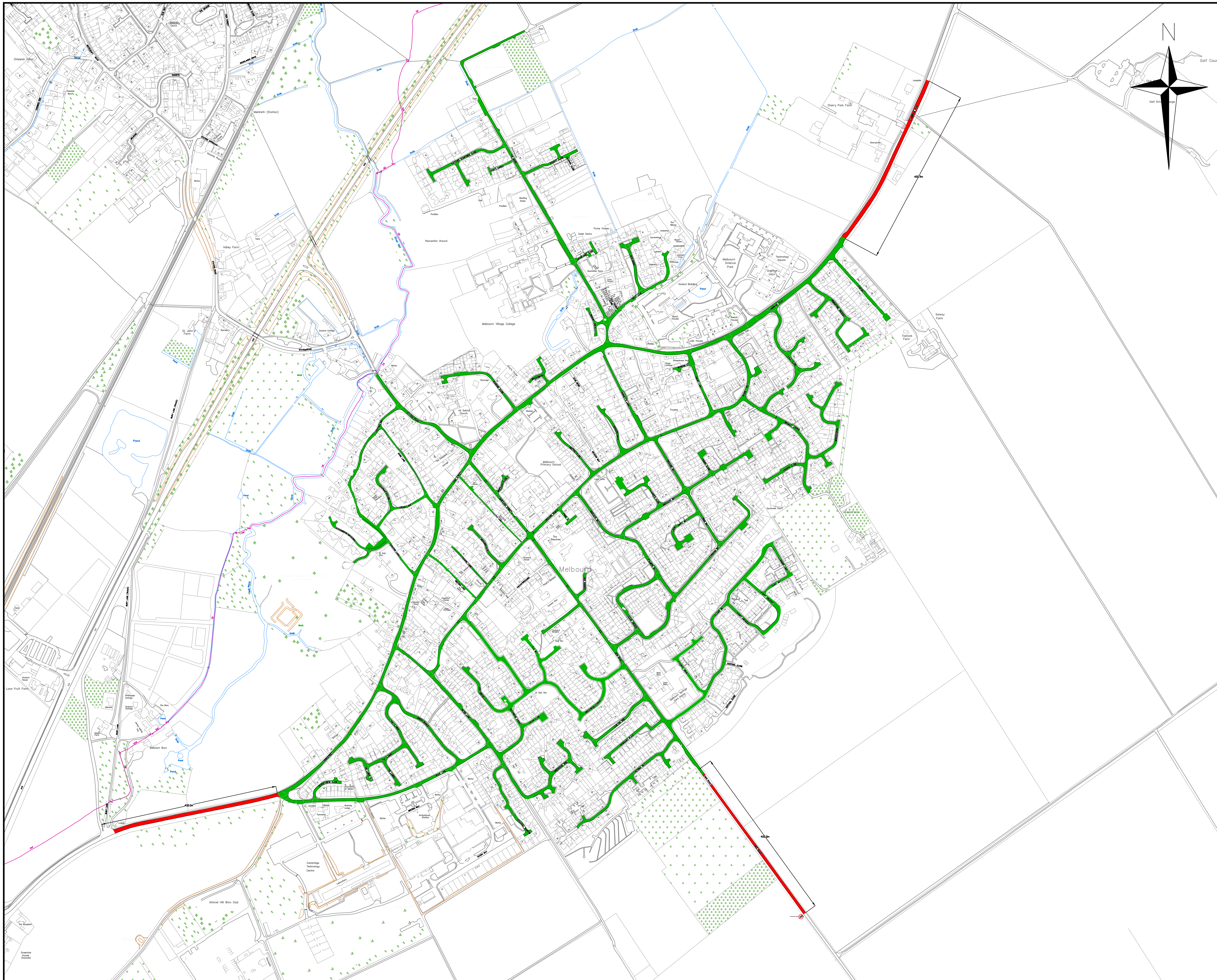
Title
 Road Safety Audit
 Stage 1 & 2
 Single Speed Cushion

Scale	Drawn	Checked	Date
1/500@A3	DN	JC	DEC 22

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Drawing number	Rev
CPX31247_MELB_RSA 1	A





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 BOWLS CLUB

February 20th 2023

Good morning Sophie

SOUTH CAMBS COMMUNITY CHEST GRANT APPLICATION XNGCHBR

The bowls club were intending to apply to the Parish Council for a grant of ca £300 this April to replace our aged rink markers. However in discussions with Jose Hales he recommended we combine this with a request for funding we were making to the South Cambs Community Chest for ca £1000 to purchase a security grille for the clubhouse bar area.

We have accepted this advice and an online application for a grant of £1264 has been submitted. One of the questions on the application form needed to know whether we had P.C. approval. I telephoned Graham your PC chairman who could see no problem but asked me to give you details.

I am not sure whether the next meeting of the S.C. Grants Advisory Committee precedes the next PC meeting but we assumed PC support as our decision made less demands on your PC funds, and had the approval of both our District Councillors.

I enclose copies giving full details.

Yours sincerely

Peter M. Blegney

(MBC Chair. & Hon Sec.)

Cc:

Subject: Melbourn Bowls Club - SC Community Chest Grant Application

Hello Councillors

Please find the following as full background information on the above application for your consideration and, hopefully, approval.

During a recent security survey of our clubhouse we established that the only items of interest to a possible intruder would be the spirits in the bar and adjacent store room, in which there is also a safe used only for small sums of money. As this bar area is clearly visible from outside through the glazed entry doors we would like to protect it, both visibly and effectively to deter, and minimise the effect of, any break-in.

Accordingly we would like to purchase a metal bar grille to effectively seal off the bar area and which retracts to a box above when not in use. A quotation has been obtained for a suitable grille, made to measure in aluminium, for £907, which includes VAT and delivery (a little lower than our original estimate) and which we propose to install ourselves.

We would also like to replace our rather worn bowling green rink markers with a new set for an inclusive sum of £320 plus £37 for an external storage box.

The grant application will therefore be for the sum of £1264 instead of the £1300 estimated and will have the quotations to accompany the application.

I hope that this information will help to secure your approval for our grant and I would be pleased to provide anything else you might require.

Many thanks and kind regards

Peter Blayney

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Good evening Peter,

I too fully support this funding application. The bowls club has been a long standing organisation in Melbourn.

Regards
Jose Hales

Good Evening Peter.

Many thanks for getting in touch to share your application. I feel happy to endorse this request and look forward to hearing the outcome.

Kindest regards,
Sally Ann

Clr Sally Ann Hart

District Councillor for Melbourn, Meldreth, Shepreth & Whaddon

The Clerk
Melbourn Parish Council

and

The Churchwarden,
All Saints' Church, Melbourn

18th January, 2023

At this week's committee meeting of The After Eights, Melbourn's branch of the Womens Institute, the idea was mooted that we might try to create an installation of hand crafted poppies to be erected on the church wall directly behind the war memorial in the days before and after Remembrance Sunday.

I know from my time on both PC and PCC that Melbourn has an enclosed churchyard which is the responsibility of the Parish Council. The idea has not yet been put to the members as we need to ascertain whether there would be any objection from either body to our going ahead with this scheme. If we still had a British Legion I would ask their view as well!

There would be quite a lot of work involved in creating the poppies, which would be made of felt, fabric, knitted or crocheted and mounted on net and if we *are* able to do it the sooner we get started the better.

As I write I realize that a snag may well be that at the Remembrance Service a number of people stand along the wall at that point and during the service it would be somewhat obscured! Perhaps it should be suspended from the tree behind?

So may I ask, in principle, if there is any reason why we should not proceed with this idea? Members of both councils might have other ideas of where such an installation might be mounted if the wall was not deemed suitable.

Yours

Memory Cafe



Warm Hub



Coffee morning 'Cake off'



Warm Hub



Melbourn Timebank Report: February 2023

Melbourn Timebank Report: February '23

February activities

1	Solo Sunday Lunch
1	Arts & Crafts Group meeting
12	MAC Food Bank Sessions facilitated by Timebank
12	MAC Warm Hub sessions facilitated by Timebank
1	Memory Cafe
1	ACRE Warm Hub network meetings
1	Meeting with Sara Hodge Bruce SC Integrated Neighbourhood Project Manager
1	Cam Sight meeting supported by Timebank
	Collection of 10 slow cookers and 3 Electric blankets

Membership growth data: to 23/2/23

	Jan	Feb	Conversion	Pipeline
Individual Members	111	114	3	7
Organisational Members	18	19	1	1

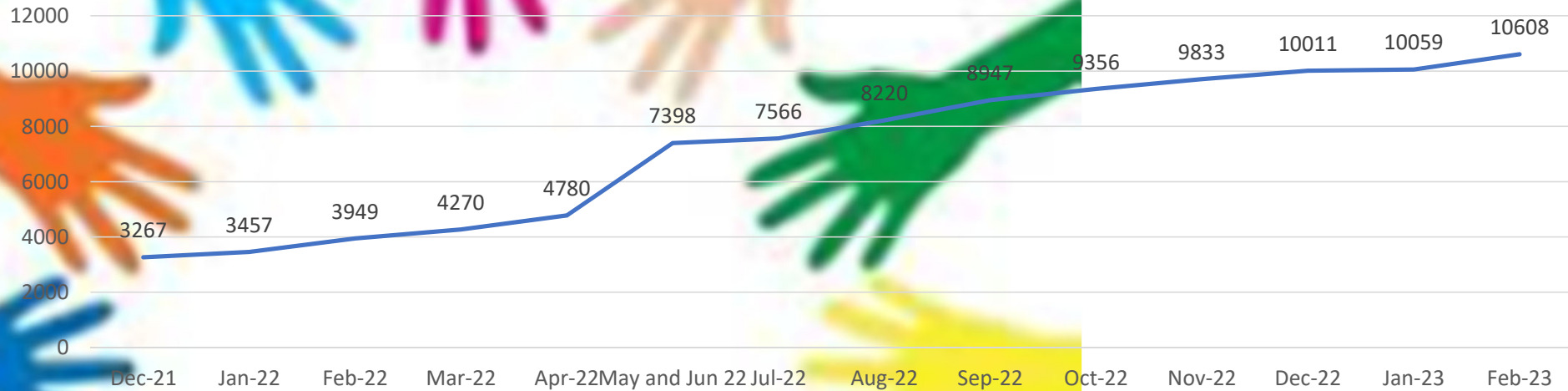
Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
2,400	449	409

On-going weekly activities

Mondays	Food Bank 10-12 - Warm Hub 12-3
Tuesdays	Dog Café 10-12
Wednesdays	Wellbeing Walk 10.30
Thursdays	Coffee Morning with 'Cake off competition' Food Bank 10-12 Warm Hub 12-3.00

Total Hours Exchanged To Date



AOB

MACS Food bank - 130 visits from 36 customers.

10 Slow Cookers from SCDC have been issued. Pancake making kits donated to 10 customers.

Support of Food and financial donations ongoing and good working relationships have been built with other local Food Banks, Tesco, Homestart and local businesses.

Exploring 'BabyBank' to support local mothers with rising costs.



MACS Warm Hub – regular attendance of 14 plus 8 volunteers. Hot drinks, biscuits, chat with activities including Indoor Bowls, Table Tennis, Arts & Crafts and Bingo. ACRE funding and rebrand under discussion

Food registration application in progress & Level 2 Food Hygiene course being undertaken by volunteer

MACS – can be found at www.melbournfoodbank.co.uk  melbournactioncommunitysupport



Timebank expenses claim:

Good afternoon Sophie

Following our previous conversation I would like to claim reimbursement for the following expenses.

1) Wednesday 8th Feb – collection of slow cookers from Chris Riches at SCDC
13.5 miles each way – Total 27 miles. (45p per mile = £12.15 total)

2) Purchase of Trophy for ‘Cake off’ competition - £25.98 I will forward the receipt to you.

Stephanie Trayhurn,

Thank you for your order from Trophies Plus Medals Ltd. Once your package ships we will send an email with a link to track your order. If you have questions about your order, you can email us at sales@trophiesplusmedals.co.uk or call us at [01788 42 22 22](tel:01788422222). Our hours are 8:30am to 5pm Mon - Fri.

Your Order #000316831

Placed on 20 Jan 2023, 17:46:01

Billing Info

Delivery Info

Stephanie Trayhurn

Stephanie Trayhurn

Payment

Delivery Method



DPD Delivery - DPD Standard Delivery By: Thu, 26 Jan

You paid with Apple Pay

Items	Qty	Price
Silver Resin Baking Cookery Award SKU: A1497B	1	£19.99
Free Metal Plate Engraving <ul style="list-style-type: none">Timebank Coffee Morning Best Cake 2023		
Height 18.5cm (7 1/4")		
	Subtotal Before Delivery	£19.99
	Delivery & Handling	£5.99
	VAT	£4.33
	Total Inc VAT	£25.98

Thank you, Trophies Plus Medals Ltd!