

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 April 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), Barnes, Cowley, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Sophie Marriage (Parish Clerk), Abigail Williams (Assistant to the Parish Clerk), Alexandra Coxall (Assistant to the Parish Clerk), District Councillors Jose Hales, and County Councillor Susan Van de Ven

The chair opened the meeting by welcoming new assistants to the Parish Clerk, Abigail Williams, and Alexandra Coxall.

PC229/22 To receive and approve apologies for absence

Apologies received from Cllrs Barley, Alexander, Davey, and Campbell with acceptable reasons given.

It was RESOLVED to accept the apologies for absence from Cllrs Barley, Alexander, Davey and Campbell.

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

PC230/22 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

Dispensation granted to Cllrs Travis and Kilmurray to discuss but not vote under on all items PC243/22 because they are members of the Hub Management Group.

PC231/22 Chairs' Announcements – For information only

There was nothing to note.

PC232/22 To approve the minutes of the Parish Council Meeting held on 27 March 2023

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 27 March 2023 as an accurate record.

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

PC233/22 To report back on the minutes of the Parish Council Meeting held on 27 March 2023

There was nothing to report.

PC234/22 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.

PC235/22 To receive reports from the District and County Cllrs for Melbourn

The report was received and including:

- Thanks to all who contributed to the Wonderpass project
- County and District Cllrs have been in contact with residents regarding the science park.
- The A10 Annual Awareness Ride including Walking and Scootering from Melbourn Hub will take place on 11 June,
- EV Charging point have been installed at Elin Way Meldreth for public use
- Discussions are ongoing with Royston Recycling Centre and the restriction is not being enforced currently.
- The next police community engagement meeting is Tuesday 2nd May. ACTION: Clerk to share information.
- SCDC Zero Carbon Communities grant is now open for application
- National Care Funding- 50% shortfall to County Council. There is a high vacancy rate in the sector in this area which needs addressing.
- Funding success for Special Educational needs
- Money from the Government to improve Great Cambridge Shared Planning

Signed:..... Date:.....

- An update regarding Cambourne- Cambridge Busway and East-West rail route.
(County Cllrs Van de Ven and District Cllr Hales left the meeting at 19:43)

PC236/22 Finance Matters:

- a) To receive and consider the finance reports for March 2023
There was no report to receive.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
It was noted that the quotations require updating to include the appropriate toilet facilities for the nursesey to use during the work.
- c) To quotations for the work to Littlehands car park following the drainage work
It was noted that the agenda item should have read *to “obtain” quotations for the work to Littlehands car park following the drainage work.* Awaiting quotes to be obtained. It was noted that it would be ideal if this work could be carried out at the same time as the drainage works. This work will be funded from the Asset Management Reserves.
- d) To consider approving the CAPALC Affiliation Fee
It was RESOLVED to approve the CAPALC Affiliation Fee including Data Protection officer Membership for £971.19.
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.
- e) To consider approving the annual payment to RDCT from s106 monies
It was RESOLVED to approve the annual payment of £5,000 from s106 monies to RDCT
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- f) To consider approving the approvals list for approvals list for April 2023
It was noted that the month should read April not February.
It was RESOLVED to approve the approvals list for April 2023.
Proposed by Cllr Hart, seconded by Cllr Travis. All in favour.

PC237/22 Governance:

- a) To consider approving the DRAFT calendar of meeting for the forthcoming civic year
There were discussions about swapping planning and parish council meetings to ensure a Parish Council meeting takes place in December. ACTION: Clerk to investigate making the change.
It was RESOLVED to approve the DRAFT meetings calendar up to the 28th August 2023.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
The revised DRAFT calendar of meetings for the 28th August to the end of the civic year will come to the next meeting.
- b) To note the explanation about salaries from the Financial Officer
The explanation, which had been previously circulated to councillors, was noted.

PC238/22 Bank reconciliations

- a) To note bank reconciliation for March 2023
It was noted that the bank reconciliation for March 2023 had not yet been carried out.

PC239/22 Email Decisions

- a) To note the email decision for the purchase of coronation bookmarks
The email decision was noted.
- b) To note the email decision for insurance for the parish van
The email decision was noted.

PC240/22 Coronation

- a) To receive an update regarding the coronation
An update on planning for the coronation event was received. It was noted that the Hub will be closed for business on 6th May to prepare for the event. Publicity about the event has been shared by the appropriate channels.

PC241/22 Maintenance Matters:

- a) To receive updates and consider actions
There were none to receive.

PC242/22 Planning Matters:

- a) To consider the cost of the legal fees for the transfer of open space at Rosemary Place
The developer has offered to pay half the legal fees (£750). It was noted that it is unusual for the developer not to cover the legal cost, but the commuted sum being received for the maintenance of the land is generous.

It was RESOLVED to accept the developer's offer to £750 of the total legal fees and to approve expenditure by the council of £750 to cover the remaining costs.

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

- b) To receive updates and consider actions

It was noted that members of the public had attended the last planning committee meeting where the Bruntwood Science Park application was discussed. Melbourn Parish Council is a consultee during the planning process and the final decision will be made by SCDC. If members of the public wish to attend the SCDC planning meeting, they can contact the Parish Clerk for information.

PC243/22 Community Hub

- a) To consider quotations to repair tiles on the roof

Awaiting quotes. Item deferred.

ACTION: Clerk to seek advice on declaring interests when discussing works to maintain the fabric of the building.

- b) To consider a request for permission to carry out work to the outside of the Hub and to improve storage capacity

It was noted that the Community Hub was not requesting financial assistance from the council. If funding was not obtained as expected, the project would be reviewed.

It was RESOLVED to permit the work requested and to support the SCDC Community Chest application that the Hub will be submitting.

Proposed by Cllr Cowley, seconded by Cllr Hart.

In favour: Clark, Barnes, Cowley, Hart, Wilson

Against:

Abstain: Cllrs Travis and Kilmurray.

- c) To receive updates and consider actions

None to receive.

PC244/22 To discuss the plan for the Parish Council's stand at Melbourn Fete

The event is on 24th June at the New Rec. It was noted that an update welcome pack, information on what the council does and has achieved this year, and how to become a councillor would be good.

ACTIONS:

-Clerk to obtain quotes for a feather banner.

-Clerk to discuss with timebank coordinator if they wish to be included on the stall

-Clerk to put together DRAFT materials

PC245/22 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions

An update was reported to the council about a very serious act of vandalism that took place on Friday 21 April. ACTION: Clerk to make the schools aware and upload a post on the website and Facebook page regarding the incident.

PC246/22 To receive an update and consider quotations to install a tourist sign along the A10

Awaiting quotes. Item deferred.

PC247/22 Melbourn Timebank

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

The report was received.

- b) To consider the approval of Timebank expenses

There were no expenses to consider.

- c) To receive any updates and consider actions

There were none to receive.

PC248/22 To receive an update from the MAYD Joint Committee

It was noted that the next meeting will be 10 May.

PC249/22 To receive an update from the Futures Working Party

There was no update.

PC250/22 HR Matters:

- a) To consider approving the appointment of the Clerk as the RFO
The parish council must have an RFO under section 151, LGA 1972. The FO is currently in her probationary period. Following advice from CAPALC the council must appoint an RFO and the FO can assist the RFO in the role by carrying out tasks and responsibilities.
It was RESOLVED to approve the appointment of the Clerk as the RFO.
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.
- b) To receive updates and consider actions
None to receive.

PC251/22 Policies and Terms of Reference:

- a) To consider approving the updated financial regulations
It was RESOLVED to approve the updated financial regulations.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- b) To consider approving the DRAFT Creation, Revision and Review of Documents policy
It was noted that “sub-committees” should be amended to “committees”. In the headed, it should read “Next Review Date” and “Date Approved” to avoid confusion.
It was RESOLVED, following the amendments above, to approve the Creation, Revision and Review of Documents policy.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
- c) To receive updates and consider actions
None to received.

PC252/22 To note the date of the next meetings :

- Community Grants Meeting **Wednesday 3 May**
- Annual Parish Meeting **Monday 15 May**
- Annual Parish Council Meeting **Monday 22 May**

The dates of the next meetings were noted as, Community Grants Meeting on Wednesday 3 May, Annual Parish Meeting on Monday 15 May, and Annual Parish Council Meeting on Monday 22 May. Cllrs were reminded to submit their nominations for the community awards to the clerk.

Meeting closed at 21:01

MELBOURN PARISH COUNCIL

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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, Campbell, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Barley

Absent:

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

PC204/22 To receive and approve apologies for absence

Apologies were received from Cllr Wilson with appropriate reason given.

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

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

PC205/22 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

Declarations of interest were received from Cllrs Travis and Kilmurray under items PC214/22a) and PC215/22a), and a pecuniary interest was received from Cllrs Barnes under PC221/22. They were granted dispensation to stay for discussion but would not be able to vote.

PC206/22 Chairs' Announcements – For information only

The Chair reminded committees to keep an eye on the policies and procedures that they are responsible for keeping up to date.

PC207/22 To approve the minutes of the Parish Council Meeting held on 27 February 2023

It was noted that under item PC184/22 "earlier" should be corrected to "early".

It was RESOLVED, that following the amendment of "earlier" to "early", to approve the minutes of the Parish Council Meeting held on 27 February 2023 as an accurate record.

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

PC208/22 To report back on the minutes of the Parish Council Meeting held on 27 February 2023

The Clerk reported that the electricity usage in the workshop had be monitored since the last meeting and it appears that an appliance had been left on. The issue has now been rectified.

PC209/22 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.

No members of the public were in attendance.

PC210/22 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from County Cllr Van de Ven.

It was noted that:

-Cambs County Council are in discussion with Hertfordshire County Council about Royston Recycling Centre restrictions

-Buses 17 and 26 start the new financial year with full subsidy from the Combined Authority precept.

-Residents are encouraged to report any issues with foul water to Anglian water

-The "wonderpass" project will be commencing soon

-Grant funding from the Healthier Futures Fund was noted

-Residents are encouraged to report fly tipping to South Cambs

-Certain road in the village have been received the South Cambs magazine. Residents are encouraged to let South Cambs know if they have not received a copy

-There are a range of Easter Holidays activities available to families and children. The food programme will run between 4-14 April.

Signed: Date:

PC211/22 Finance Matters:

- a) To receive and consider the finance reports for February 2023
The report was noted.
- b) To consider approving the approvals list for approvals list for March 2023
It was RESOLVED to approve the approvals list for March 2023.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- c) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
Awaiting quotes. The item was deferred.
- d) To note change to the payroll software
It was noted that the office are keen to change the payroll software to a more efficient and easy to use system. Sage had been identified as an appropriate application by the office. Cllr Kilmurray suggested Bright Pay as an alternative.
ACTION: Cllr Kilmurray to share details of Bright Pay with the office.
Clerk and FO to assess all options before making a decision under delegated authority as per Financial Regulation 4.1.

PC212/22 Governance:

- a) To note the internal Auditor's report
The report was noted. A query was raised regarding the defibrillator on the front of the Hub. Currently the Parish Office is responsible for the maintenance and monitoring (on the Circuit) of the defibrillators at the Pavilion and outside the Doctors Surgery. ACTION: Clerk and Hub to discuss the procedure for the defibrillator on the Hub.
- b) To receive and consider the updated fixed asset register
It was noted that the register had been updated from the Finance and Good Governance Meeting. It was noted that Sheep's Head "Road" should be corrected to "row".
It was RESOLVED, following the amendment above, to approve the Fixed Asset Register.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- c) To note that the position as Chair of the Finance and Good Governance Committee is currently vacant
It was noted.
- d) To receive nominations for the Finance and Good Governance Committee
No nominations were received.
- e) To consider signing up to the civility and respect pledge
It was noted that the pledge is a nationwide initiative to show that there is no place for bullying, harassment and intimidation with the local government sector. Over 1000 council have signed up to the pledge. It was noted that the council's current Harassment and Bullying policy outlines the same principles as the Civility and Respect Pledge. It was noted that the nationwide recognition of the civility and respect pledge shows to prospective councillors and employees that the council acts appropriately and ensures good governance. A typo was noted in the SLCC document which will be corrected before signing.
It was RESOLVED to sign the civility and respect pledge.
Proposed by Cllr Travis, seconded by Cllr Alexander. All in favour.
- f) To note the date of the meeting to award the Community Benefit Grants
It was noted that the date of the meeting to award the Community Benefit Grants will be Wednesday 3rd May at 7:30pm.
- g) To receive any updates and consider actions
None were received.

PC213/22 Bank reconciliations

- a) To note bank reconciliation for February 2023
It was noted.

PC214/22 Email Decisions

- a) To note an email decision regarding transfer of funds from Celebrating Ages to fund the coronation event at the Hub

It was noted.

- b) To note an email decision regarding remedial legionella work.

It was noted.

PC215/22 Coronation

- a) To receive an update regarding the coronation event at the Hub

An update was received stating that the Hub are planning an event on Sunday 7th May to celebrate the coronation. It will be similar to the jubilee celebration that was held last year. The road closure application has been submitted by the Clerk. Anyone wanting to volunteer at the event is encouraged to contact the Hub.

- b) To consider how the budget for the coronation should be spent

A report was received with various ways to commemorate the coronations. It was agreed that bookmarks were preferred to give to the primary school and Village College. It was noted that the wording on the bookmark should be "Melbourn", the bookmark should be purple, and include the King's insignia. ACTION: Number of pupils at each school to be confirmed.

It was noted that benches to commemorate the event could be installed at Stockbridge Meadows, on the New Rec, or in the Moor Play Park. The recycled plastic option was preferred for Stockbridge to match the boardwalk. The locations will be confirmed at a later date.

It was RESOLVED to purchase enough purple bookmarks for pupils at the Village College and Primary School, and to purchase two 1800mm long brown recycled plastic benches for £930.92 + VAT. Proposed by Cllr Cowley, seconded by Cllr Barley. All in favour.

- c) To receive any updates and consider actions

None were received.

PC216/22 Maintenance Matters:

- a) To consider approval of the installation of highway chevrons to the parish van to be funded from the conservation budget

It was noted that the quote from Unlimited Logos had been recommended by the Maintenance Committee and the installation of chevrons will ensure safe working practices when the wardens are working on the MVAS units.

It was RESOLVED to accept the quote of £325 +VAT to be funded from the conversation budget for the supply and installation of highway chevron to the parish van.

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

PC217/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the LAP at Rosemary Place.

It was noted that the commuted sum would cover the maintenance cost. A query was raised regarding the fencing. It was noted that the fencing should last the 10 year period but if it required replacing this would not be funded from the commuted sum.

It was RESOLVED to accept the commuted sum of £12,950 and transfer of the LAP at Rosemary Place.

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

- b) To receive any updates and consider actions

None were received.

PC218/22 Community Hub

- a) To receive any updates and consider actions

It was noted that there was a catch up meeting between the Hub, Parish Council and Officers of the council.

PC219/22 To note the plans for the Melbourn Fete

It was noted that the Melbourn Fete will be held on 24 June 2023. The council have given permission for the pavilion, new rec and old rec to be used for the event. Council agreed that it would ask to have a pitch at the event so that members of the public can raise any concerns and ask questions.

PC220/22 To consider correspondence from the primary school regarding road safety

It was noted that road safety outside the primary school is a serious concern. There have been meetings between the school, parish councillors, district councillors, county councillors, and highways officers. It was noted that the Parish Council do not have the powers to implement the requests in the letter. There was discussion about the most appropriate people to raise concerns with and possible

projects or funding opportunities to improve road safety. It was noted that raising the issue to the head of education at Cambridgeshire County Council could be effective and that the road safety officers should visit the site to advice on action. It was noted that the police are also aware of the situation.

It was RESOLVED to respond to the letter in support of the principle to improve road safety around the primary school.

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

PC221/22 To receive an update about the “Wonderpass” project

Cllr Hart reported that the lighting has been fixed and the SDC are due to begin their work shortly. Provided that there are no delays, the painting days for the “wonderpass” project are 3/4/5th April and 11/12/13th April, each day between 10-4. Residents are encourage to come along and take part. An official opening event is proposed for the end of May.

PC222/22 To receive an update about Melbourn science park

The update was noted. It was noted that the Clerk is investigating possible S106 funds from the project.

PC223/22 Melbourn Timebank

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

The report was received.

- b) To consider the approval of Timebank expenses

There were no expenses to consider.

- c) To receive any updates and consider actions

None received.

(County Cllr Van de Ven left the meeting at 21:15)

PC224/22 To receive an update from the MAYD Joint Committee

It was noted that Groundwork’s contract was not being renewed and the idea of having the connection bus was being considered. Currently the bus is not available. Wifi at the pavilion is still being progressed as a gaming café may be an option for the future and wifi can be used by current users of the pavilion.

PC225/22 To receive an update from the Futures Working Party

Currently investigating areas to work on as a working party.

PC226/22 HR Matters:

- a) To consider approving the appointment of a new full time (35 hours) Assistant to the Parish Clerk

It was noted that all candidates had the appropriate skills for the role but none were qualified as a clerk so the role of Assistant to the Parish Clerk has been offered.

Following the exit interviews with the previous Clerk and RFO, it had been noted that the workload in the parish office is very high. Having two assistants to the parish clerk ensures that the office has the appropriate resources to fulfil duties and responsibilities and future-proofs the council for example in cases of staff resignation or illness.

A query was raised regarding how the extra hours can be funded. It was noted that the additional hours had been discussed with the FO who had confirmed that there are sufficient funds for the appointment of two Assistant to the Parish Clerks. ACTION: FO to share the figures with council.

It was RESOLVED to approve the appointment of a new full time (35 hours) Assistant to the Parish Clerk.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllr Clark, Travis, Hart, Campbell, Davey, Barnes, Barley, Alexander

Against: Cllr Cowley

Abstained: Cllr Kilmurray

- b) To consider approving the appointment of a new part time (12 hours) Assistant to the Parish Clerk

It was RESOLVED to approve the appointment of a new part time (12 hours) Assistant to the Parish Clerk.

Proposed by Cllr Barnes, seconded by Cllr Davey.

In favour: Cllr Clark, Travis, Hart, Campbell, Davey, Barnes, Barley, Alexander

Against: Cllr Cowley

Abstained: Cllr Kilmurray

- c) To receive any updates and consider actions

It was noted that as part of the pay award from the NALC an extra day of holiday had been award. It is now 31 days pro-rate including bank holidays.

PC227/22 Policies and Terms of Reference:

- a) To consider approving the draft Financial Regulations

It was RESOLVED to approve the draft Financial Regulations.

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

- b) To consider approving the draft Investment Strategy for 2023/24

It was noted that it should read "2023/24" not "2022/23".

It was RESOLVED, following the amendment above, to approve the draft investment strategy 2023/24.

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

- c) To consider approving the draft Subject Access Request Register

It was RESOLVED to approve the draft Subject Access Request Register.

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

- d) To consider approving the Term of Reference for the internal auditor

It was RESOLVED to approve the Terms of Reference for the internal auditor.

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

- e) To consider approving the draft General Risk Register

It was noted that "bankruptcy" should be corrected to "into administration"

It was RESOLVED, following the amendment above, to approve the draft General Risk Register.

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

- f) To consider approving the draft Disciplinary policy

It was noted that the formatting of the creation date and next review date should be clearer. The policy creation document is to be updated soon and brought to council for review.

It was RESOLVED to approve the draft Disciplinary policy.

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

- g) To consider approving the draft Grievance policy

It was RESOLVED to approve the draft Grievance policy.

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

- h) To consider approving the draft Health, Safety, Accessibility and Wellbeing policy

Duplication of "Health and Safety at Work act 1974" to be removed. ACTION: Health, Safety, Accessibility and Wellbeing standing item to be added to full council agenda.

It was RESOLVED, following the amendment above, to approve the Health, safety, accessibility, and wellbeing policy.

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

PC228/22 To note the date of the next meeting : 24 April 2023

The date of the next meeting was noted at the 24 April 2023.

Meeting closed at 21:50

Melbourn Parish Council April 2023 – District and County Councillor Report

Thank you to all who contributed to the Wonderpass

Simply to record our thanks for all support of all types on this truly amazing Wonderpass. Special thanks to Bec Barnes – how lucky we are to have had a truly local artist with such a positive outlook putting her artistic vision into action for all to enjoy. And so many others!

Melbourn Science Park planning application

Thank you to people who have contacted us with their views on Melbourn Science Park's planning application. All views will be taken into account when offering a local member opinion on the application. Please note that Jose and Sally Ann as SCDC representatives for Melbourn do not sit on the Planning Committee but plan to attend the committee meeting on June 14.

A10 Annual Awareness Ride June 11 – including Walking and Scootering from Melbourn Hub

The annual A10 Awareness Ride - with Walking and Scootering too - will take place on Sunday morning June 11th. This year we want to highlight all the different ways of getting around by active travel – how lucky we are to have off-road paths and train stations.

Cyclists: From Meldreth, Shepreth and Foxton Stations at 9:00AM, heading up the A10 Path to Trumpington Park and Ride. Then all together from Trumpington Park and Ride, setting off at 10:00 AM and down to Phillimore Garden Centre.

Walkers and Scooterers: From Melbourn Hub at 10:15, heading up the path to Phillimore Garden Centre.

Opportunity to try out an electric bike, and local tours offered after teas, including the new Melbourn-Meldreth Wonderpass.

The A10 Corridor Cycling Campaign is looking for people who would be able to help out as marshals or with serving simple teas – please get in touch know if that's you.

EV Charging Points at Elin Way Meldreth Sheltered Housing facility – for public use

SCDC write: 'We have installed public electric vehicle chargers in Meldreth, at Sheltered Accommodation communal building parking. There have been some hurdles in getting these online following installation but they are now operational. These are a trial and we will be monitoring usage over the coming months – they are available to the public as well as SCDC tenants, and each charger can serve two vehicles simultaneously from the marked parking bays.

The chargers are now registered on Zap Map so anyone looking for a public charger can find them, although having checked this morning the locations shown on the map are slightly off, so we have asked Zap Map to rectify this.'

2x 7kw AC single socket chargers, Type 2 connectors (wall mounted)

Network: Fuuse

Payment: contactless card and/or via Fuuse app

Price: 35p /kWh

Royston Recycling Centre

Following the Herts County Council decision to restrict access to Royston Recycling Centre for Hertfordshire residents only, Cambs CC is discussing options with Herts CC. This is working its way through. Cambs is one of a few county councils that imposes no restrictions on cross-border visits. Everyone recognizes that it is non-sensical to ask thousands of South Cambs residents in the south-western most villages to drive long distance to Thriplow or Milton when Royston is nearby.

South Cambs Magazine

The council uses a mixture of private delivery service and Royal Mail and there have been continuing problems with the latter. It has been very helpful to have residents' direct contact to understand where the magazine is not being delivered. Please continue to do so – thanks.

Paying Council Bills

Most people pay their council bills online or by direct payments. However, we know some people are not able to do this. Council house rents can be paid on the phone - if for some reason this is not working for you please let us know. We closed the cash payment office at South Cambs Hall ages ago because payment of invoices in cash was declining. However, provision was made to offer customers the opportunity to pay by cash at the Cambridge City Council cash office which remains open. There is also the facility to have a payment card issued which enables customers to pay at banks and post offices by cash or cheque. Just let the council know if this would suit you.

Very localized 2021 Census results and public data

Cambridgeshire County Council hosts *Cambridgeshire Insight*, a rich source of open data including 2021 Census results. Search for detailed demographic information by village, or thematic issues arising from the Census. <https://cambridgeshireinsight.org.uk/>

Taxis in South Cambs

Taxis registered in South Cambs will be required to have CCTV installed in the cabs. This is for the safety of the drivers and their passengers.

Policing in South Cambs – have your say:

The next police engagement event is Tuesday 2nd May 7-8pm, and you can sign up at [South Cambs Community Engagement meeting May 2023 Tickets, Tue, May 2, 2023 at 7:00 PM | Eventbrite](#).

Each quarter you can complete an online [Community Policing Survey \(office.com\)](#) so police can build up a picture of what is happening in your area and what is concerning you most. The engagement event will involve a report from the officers policing your area about recent activity and the results of the survey. Police promise to listen to your concerns and allow you to shape future activity. More details of both the engagement event, and survey, can be found at: [South Cambridgeshire | Cambridgeshire Constabulary \(cambs.police.uk\)](#)

SCDC Zero Carbon Communities Grants – now open for applications

A grant scheme has opened for 2023 to encourage community projects that reduce carbon emissions and engage local people about climate change. Community groups are invited to bid for a share of £125,000 with the scheme closing on June 2nd. Previous projects have included cooking classes that reduce food waste, tree planting, a community e-bike rental scheme, solar panels for village halls and

a men's mental health and wellbeing project that runs a mobile library for gardening equipment and tool hire.

Parish councils and non-profit groups or organisations that are based in the district can apply. Other groups, such as social enterprises and community interest companies can apply as part of a partnership led by a parish council or not-for-profit group. Groups can apply to the grant scheme by visiting www.scams.gov.uk/zerocarbongrant

For further information contact Kath Sansom in South Cambridgeshire District Council's communications team on kath.sansom@scams.gov.uk

National Care Funding – 50% shortfall to County Council

Cambridgeshire County Council is profoundly disappointed with the Government decision to not address pay and conditions for social care workers to help recruitment. Ministers have announced half the £500m promised to help address staff shortages would now be held back.

With an average 9.5% vacancy rate in the social care sector in large shire county areas such as Cambridgeshire - higher than the national average - tackling the challenge of workforce capacity is a key plank of the proposed reforms, and a reduction in funding coupled with a lack of focus on pay and conditions will ultimately make it almost impossible to drive forward improvements.

Special Educational Needs Safety Valve funding success

Pressure on school places for children with additional needs will be eased after the county council secured critical additional funding from the government. At the County Council we were facing widespread cuts in support for children with Special Educational Needs and Disabilities (SEND) due to a £58m budget gap. The extra money came through a process known as a 'safety valve' and is worth £49m to the council.

Under the agreement with the Department for Education, the authority will use the funds to balance its budget for children with additional needs by 2026/7. The government has also allocated a further £11.3m for capital funding to Cambridgeshire to support new SEND provision on mainstream school sites.

The funding will help tackle a gap in the budget for SEND provision which is expected to hit around £58m by the end of this month – caused by demand for services far outstripping government funding to Cambridgeshire for SEND services over the past six years. Requests for Education, Health and Care Plans in Cambridgeshire – the document which describes a young person's special needs and the support they will need to meet their educational goals – have more than doubled from 3,429 in 2016 to more than 7,000 currently.

Cambridgeshire has historically received less funding per child for education than other areas. This is while still responding to a rapidly growing population of children with special educational needs and disabilities who are presenting with greater complexities, some of which relates to young people suffering more with social, emotional and mental health arising from the Covid pandemic.

To meet these challenges, the council will use the new funding to create 463 new special school places. There will also be extra support for 105 pupils at mainstream schools by September 2026 through a programme of expanding current sites and building new schools. The council has also applied to the free school programme for two new special schools in Gamlingay and Fenland.

New Government funding for ongoing work to decarbonise Council homes

South Cambs District Council has successfully bid for £1.7 million Government funding, to continue work to decarbonise Council homes. This will be added to the projects the Council has already started to improve the fabric of its Council homes. It will also support other measures being put in place to help the Council achieve its own and the Government's Net Zero targets.

The money is coming from the Government's Social Housing Decarbonisation Fund and is designed to upgrade a significant amount of the social housing stock across the country, that is currently below Energy Performance Certificate C, up to that standard.

The District Council owns and maintains around 5,600 Council homes in South Cambridgeshire. The new funding will go towards energy efficiency upgrades within these homes. Energy saving measures such as exterior wall insulation, cavity wall insulation, loft insulation, new windows and doors, draft proofing measures, as well as heat pumps and solar panel installation can be provided with the funding. These measures could save tenants between £220 and £400 a year on energy bills. More than £2 million had already been allocated to continue work to retrofit the Council's existing housing stock over the next two years, as part of ongoing carbon reduction efforts. Solar panels have already been installed on almost 2,200 South Cambs Council homes to help tenants generate their own electricity. Nearly 870 solid wall homes have been fitted with external wall insulation.

New Money for Planning Service

Government has given Greater Cambridge Shared Planning £290,000 of funding to improve feedback processes for its emerging Local Plan. Greater Cambridge Shared Planning (GCSP) is a partnership between South Cambridgeshire District and Cambridge City Councils.

The funding seeks to build upon the earlier work in producing a "digital" Local Plan by speeding up the processing and the review of the thousands of comments made by communities and developers through the process. This will shorten the time between people making comments and Councillors and communities being able to see who has said what about the emerging plan.

Critical and difficult decisions – Cambourne-Cambridge Busway

The recent County Council meeting on March 21st received a good deal of press coverage for the decision to create a public transport link connecting existing and planned settlements at Cambourne, West Cambourne and Bourn Airfield to Cambridge. These settlements are the best alternatives to development in the green belt, and this clustered development protects the vast majority of South Cambs villages from unsustainable growth. Public infrastructure including good transport links are necessary – and indeed this is a requirement of the local plan and without it the legal planning framework collapses.

The current Cambourne situation, with no decent public transport, is now urgent and critical for young people seeking access to post-16 education and training opportunities in the Cambridge area. The same is true for all those seeking access to jobs, including health and care staff where recruitment is hampered by lack of affordable housing with reliable public transport connections.

A key point of contention for the proposed Cambourne to Cambridge Busway is at Madingley and Coton where different options have been debated. The eight years of consideration included a detailed independent audit in 2021. Officers have given a clear steer that the proposed on-road route was not good enough to meet the needs of Cambourne and further planned growth; and risks disturbing Madingley Wood, an ancient and hugely biodiverse site. The preferred route involving the loss of trees at Coton Orchard, a private site without public access, is regrettable. The final route will

be aligned to reduce to a minimum the number of lost trees, almost or potentially all of which will be commercial fruit trees around 30 years old, currently estimated at one-fifth of the total current area of the orchard. It is very likely that large replacement sites with a wilder mix of native species will be able to more than replace the lost biodiversity, along with other benefits such as public access to wilderness. The next stage will almost certainly be a public inquiry at which the integrity of the scheme and objections to it will be tested.

After careful consideration of representations, papers and arguments made in the debate, a majority of County Councillors voted in favour of the proposal. You can watch the debate at <https://www.youtube.com/watch?v=iwbAi8Q9e5Q>

The independent audit and other documentation is published at <https://www.greatercambridge.org.uk/sustainable-transport-programme/public-transport-schemes/cambourne-to-cambridge/cambourne-to-cambridge-independent-audit>

Making Connections update

The 24,000 responses to the Greater Cambridge Partnership consultation on the Making Connections proposals, consisting of a set of measures combining to bring new ways of travelling locally in, out and within Cambridge, are in the process of being assessed. It has been in the news lately due to a proposal to interrupt the consultation with a yes/no referendum on one aspect of it.

The combination of measures would mean the foundation of a significantly improved bus network with a wider reach, greater frequency, reliability, longer daily scope of operation and cheaper fares, and workable and safe active travel connections – together providing good sustainable access options into and around Cambridge, and alleviating vehicle congestion. Step two would be a proposed road charge for driving into and within Cambridge, the revenue from which would provide the primary revenue stream to run the bus network. The road charge would be predicated upon a successful new bus network provision being established first of all.

A recent motion at Cambridgeshire County Council proposing a referendum on the road charging component of the Making Connections proposals was not supported, as the consultation process is still live and those 24,000 responses need to be assessed and considered. As argued in the council debate a referendum would disenfranchise people ineligible to vote, including young people and those travelling from out of county. It would fail to deal with a complex set of inter-related issues that require dialogue and cooperation to work through. The motion was lost. The debate can be viewed at <https://www.youtube.com/watch?v=iwbAi8Q9e5Q>

East–West Rail route announcement due in May

SCDC Leader Bridget Smith recently wrote to the rail minister to invite him to come to the district to see for himself what the impact the new railway would have on some villages. A number of Parish Councils co-signed the letter. The minister declined the invitation having apparently already been to South Cambs. Since then, we have had the announcement in the budget that the government is progressing this scheme.

In the Spring Budget policy paper released following the Chancellor’s Budget speech, it was confirmed that:

- The East–West Rail route announcement will happen in May,
- The government will provide up to £15 million local capacity funding to support local authorities along the East West Rail route to maximise economic opportunities.

Public emergency alerts

The Government has now launched a new Public Emergency Alerts system which gives the Government and emergency services the capability to send an alert directly to mobile phones when there is a risk to life. There will be a national test of the new system on Sunday 23 April, which will consist of a loud, siren-like sound and vibration on mobile phones for up to 10 seconds.

Foul Water Pipe Renewal Works: Option I

Excavations & Demolitions

- 001 Floor saw existing concrete slab; ne 150mm say
- 002 Break out ditto; disposal offsite
- 003 e/o break out existing brick built manholes; including disposal
- 004 Excavate by machine to car park area 600mm wide trench to reduced level to expose existing defective FW pipe; ne 900mm depth say; including backfilling on completion; disposal of excess
- 005 e/o to remove pipes; including disposal
- 006 Excavate by machine 600mm wide trench to grass area to expose existing defective FW pipes; ne 700mm depth say; including backfilling on completion; disposal of excess
- 007 e/o to remove pipes; including disposal
- 008 Level and compact base of excavation

Drainage

- 009 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 010 e/o to connect to existing UPVC inspection chamber; including resiting chamber to suite new required depth
- 011 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 012 e/o to connect existing pipes to ditto
- 013 Supply and lay well compacted granular bed & pipe surround
- 014 e/o to connect into existing Manhole MH7; ne 850mm depth to invert say

Groundworks

- 015 MOT Type I Granular fill to concrete areas; ne 150mm depth say
- 016 Level and compact to ditto
- 017 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 018 Concrete to carpark Slab; Gen 3 concrete say; ne 150mm thk; brushed finish

Total Value of Works

£ 15,667.12 + VAT

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprise the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Foul Water Pipe Renewal Works: Option 2

Excavations & Demolitions

- 001 Floor saw existing concrete slab; ne 150mm say
- 002 Break out ditto; disposal offsite
- 003 e/o break out existing brick built manholes; including disposal
- 004 Excavate by machine 600mm wide trench to grass area to expose defective FW pipes; ne 800mm depth say; including backfilling on completion; disposal of excess
- 005 e/o to remove pipes; including disposal
- 006 Level and compact base of excavation
- 007 Excavate by machine to pumping station; including disposal of excess; inc supports; backfill on completion and reseed affected ground only
- 008 Level and compact base of excavation
- 009 Excavate by machine 300mm wide trench to grass area for Electrical Cable; ne 450mm depth say; including backfilling on completion; disposal of excess
- 010 Level and compact base of excavation

Drainage

- 011 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 012 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 013 e/o to connect existing pipes to ditto
- 014 Supply and lay well compacted granular bed & pipe surround
- 015 Supply and install Pump Station; Sewage Pumping Station; inc concrete base & backfill
- 016 Supply & install uPVC Osma "Ultra-Rib" ribbed pipes and fittings or other equal and approved; WVIS approval; with sealed ring push-fit joints ; ne 50mm pipe sday; laid straight
- 017 Supply and lay well compacted granular bed & surround to electrical cable
- 018 e/o for electrical connection to pump station; Provisional Allowance £1000.00 + VAT

Groundworks

- 019 MOT Type 1 Granular fill to concrete areas; ne 150mm depth say
- 020 Level and compact to ditto
- 021 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 022 Concrete to carpark Slab; Gen 3 concrete say; ne 150mm thk; brushed finish

Services

- 023 Electrical supply & connection to pump station; Provisional Allowance £1000.00 + VAT

Total Value of Works

£ 13,622.64 + VAT

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprice the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Quotation

05/12/2022

Little Hands Nursery, Melbourne

Summary

Summary

001	Foul Water Pipe Renewal Works: Option 1	1.00	Item	£	15,667.12	£	15,667.12
002	Foul Water Pipe Renewal Works: Option 2	1.00	Item	£	13,622.64	£	13,622.64

Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have not allowed for anything not specifically stated within the above
- 5 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprise the works accordingly
- 6 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

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

Quote Reference SE11754
Date 19/4/2023

Dear Parish Clerk,

RE: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ

Thank you for your recent enquiry regarding works for the above mentioned site. I now have the pleasure in detailing my quotation and pricing schedule for your consideration.

Scope of works

Further to your recent request and my site survey. Having reviewed the scope of works required, I am pleased to submit our proposed remedial operation below for your consideration and approval.

Excavation crew to remove old faulty and damaged drainage from external MH1 downstream to MH5 located as the first manhole chamber in the carpark area just off the grass, and reinstall new UPVC 100mm drainage system as per my site survey.

Excavation Plant:

1 x 3.5 tonne Excavator + Delivery Charges

1 x Excavator Pecker + Delivery Charges

Heras Fencing Delivery Charges

Floor Matting Protection

Wacker Plate + Delivery Charges

Floor Saw hire

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6 yard ship X2

Trench Wacker 6inch plate

CAT 3 scan

Cement Mixer Hire

Portaloos x 3 Delivery/Collection Charge

Fencing Blanking off and Signage

Weekly Hire - Welfare Van

Materials

450mm Manhole Chamber Base 100mm Inlet

450mm Manhole Chamber Riser 225mm

450mm Manhole Chamber Round Cover+ Frame

450mm Manhole Rubber Seal

Bulk Bag Topsoil

Grass seed

1t 10mm Shingle

1t Type 1 MOT

1t Sharp Sand

Tarmac Repair x 8t (Hot Lay)

Cement 25kg bags x40

Floplast 110mm U/G Single Socket Pipe 3m

Floplast 110mm U/G Coupling Double Socket

Scope of works: Installation of replacement 450mm x 450mm manhole frame & cover

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- Sign and guard the area around the existing frame and cover and make the work area safe.
- Break out the existing broken frame and cover and take away for correct disposal.
- Install new 450mm x 450mm inset type cover suitable for medium weights up to 500 weight pounds.
- Installation / reinstatement / reinforced lintels of informed flooring
- Correctly bed to existing floor surround level.
- Make good surround to match existing as best possible.
- Clear site, leave clean and tidy.

Break out / Installation of approximately 18 meters of 100mm underground wastepipe (Foul)

- Segregate work areas where necessary using correct signage and guarding.
- Break out waste pipework as directed by client drawings
- Supply and fit new sections of pipework waste only and seal to manhole chamber
- Signage and guarding to be left in place for a minimum of 24hrs and up to 48hrs to insure concrete is set before allowing foot traffic over.***
- Remove all associated waste from site and correctly dispose of.

Scope of Work: Labour Excavations Crew:

- Attend site fully equipped with parts, labour and materials
- Utilise all relevant PPE to ensure a safe working environment
- Carry out a CAT 3 scan of the work area to locate any below ground services (Power cables, gas main etc).

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- Carry out the installation and replacement of required parts and capping off the drainage runs as directed by the client.
- Remove any waste from site
- Leave site clean and tidy and fully operational

Variations

Should any extraordinary ground conditions i.e. reinforced concrete, underground services etc. be encountered that threaten to extend the projected duration and cost, then we will revert to you for variation cost approval before proceeding further. The same would apply if the excavation needs to be extended to replace additional sections of pipework.

Special Notes;

1. Unrestricted access will be required to all areas that are to be inspected. We reserve the right to charge for any delays that would extend the duration as a consequence and it is strongly recommended that any restrictions are cleared prior to our attendance.
2. For the purposes of this exercise, it has been assumed that all work is to be undertaken at ground level and there is no requirement for Confined Spaces Entry. If this is deemed to be necessary it will be reported to you in the form of a variation request for the required manpower and equipment.
3. It is your legal duty to inform us of any known Asbestos within working areas.

In the event of any suspected Asbestos material being found on site we must in accordance with the "Control of Asbestos at Work Regulations", cease work immediately, identify the hazard and take action accordingly.

Conditions

- Subject to Lanes Group PLC standard terms and conditions which are attached. The terms and conditions can also be found on our website www.lanesfordrains.co.uk
- Value Added Tax will be applied at the standard rate
- Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.



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- If wishing to proceed with the works could you please complete and sign the attached Confirmation of Order including an official order number. Following receipt of the completed Confirmation of Order, Lanes Group will agree a suitable time and date to carry out the works on your behalf.

- Quote valid until 19/5/2023

- E & OE

We trust this meets with your approval and await your official instruction before proceeding with the works. In the meantime should you require any further assistance or additional information please do not hesitate to contact me.

Yours sincerely,

Gavin Weeks
Area Development Manager
Lanes Group plc- Sevenoaks
01732 783110

Sevenoaks

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Pricing Schedule

Date 19/4/2023

Quote # SE11754

Customer Address

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

Site Address

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

Item	Quantity	Unit	Description / Inclusions	Rate	Amount
Excavation	1	Total	As listed in quotation inclusive of Labour, Materials, Plant Hire and waste charges	£18,630.00	£18,630.00
				Subtotal	£18,630.00
				VAT	£3,726.00
				Total	£22,356.00

* Subject to Lanes Group PLC standard terms and conditions plus VAT. Lanes Terms and Conditions are attached and can be found on our website www.lanesfordrains.co.uk

* Following acceptance of an official order and signed confirmation of order which is attached and requires a signature

* Quote valid until 19/5/2023

* E & OE

* Prepared by - Gavin Weeks

* E-mail -

Sales Quotation/Confirmation of Order

Completed document to be faxed 01732 783111, or emailed back.
Please ensure any separate purchase order is made out to
Lanes Group Plc. Terms & Conditions have been supplied.

Full Company Name:	Tel:
Company Invoice Address:	

Please note that the address inserted here will be the address invoiced to and must include the correct and full company name (to match above) & company registration number.

Company Registered Office Address:
Company Reg Number:

All invoices will be forwarded to the head office associated with the company registration number.
A copy can be forwarded to depot / site address if required. **If required tick here**

Order Date: 19/4/2023	Customer Order Number or Reference:
Site Address: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ	
Site Contact:	Site Contact Number:
Details/Scope Of Works: As per details of scope of works within quotation letter SE11754	
Value Of Works To Be Carried Out: £18,630.00	All prices are exclusive of VAT

PAYMENT TERMS: STRICTLY 30 DAYS FROM DATE OF INVOICE. PLEASE SEE ATTACHED TERMS & CONDITIONS

Quotation Reference Number: SE11754	
Customer Signature:	Lanes Signature:
Print Name:	Print Name:
Date:	Date:



1 Definitions and interpretation

1.1 The following terms shall have the following meanings for the purposes of this agreement:

- 1.1.1 'Services' means those specified in the Contractor's Quotation or other documentation, subject to amendment. 1.1.2 'Contractor' means Lanes Group plc
1.1.3 'Employer' means the person, firm or Company for whom works are carried out
1.1.4 'Engineer' means the person agreed by the Contractor and Employer or, failing agreement, nominated by the Contractor
1.2 Headings contained in this agreement are for reference purposes only and should not be incorporated into this agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.
1.3 All agreements on the part of either of the parties which comprise more than one person or entity shall be joint and several and the neuter singular gender throughout this agreement shall include all genders and the plural and the successor in title to the parties.
1.4 Acceptance of the Contractor's Quotation, either by Employer's Official Order or by Letter of Intent is deemed as acceptance of these Terms and Conditions.

2 Appointment

The Employer appoints the Contractor to undertake the Services in return for the payments.

3 The Contractor's obligations

3.1 Delegation

Not to delegate any duties or obligations arising under this agreement otherwise than may be expressly permitted under its terms.

3.2 Notice

To comply with the terms of any Notice specifying a breach of the provisions of this agreement and requiring the breach to be remedied so far as it may be but nothing in this clause is intended to require the Employer to serve notice of any breach before taking action in respect of it.

4 The Employer's obligations

- 4.1 In consideration of the services to be rendered by the Contractor under this agreement the Employer agrees to make the Payments promptly without demand deduction or set-off.
4.2 Unless otherwise agreed, Payment of the Price and VAT shall be due within 30 days of the date of the invoice. Time for payment shall be of the essence. Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 8% above the Bank of England Base Rate from time to time in force and shall accrue at such a rate after as well as before any judgment. In the event that the Employer is acting in the course of a business, the Contractor reserves the right to claim compensation for late payment pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.
4.3 The Employer shall make available to the Contractor the whole of the site of the proposed works at the commencement on site unless otherwise agreed in writing.

5 Cancellation

Prior to commencement of the works on site the Employer may cancel this agreement at any time by giving the Contractor one week's written notice, and shall then be liable to pay to the Contractor for all work undertaken and expenses incurred in preparing for the works. Upon commencement of the works on site the Employer may not cancel this agreement, save as set out in clause 8.

6 VAT

- 6.1 All sums payable under this agreement unless otherwise stated are exclusive of VAT and other duties or taxes.
6.2 Any VAT or other duties or taxes payable in respect of such sums shall be payable in addition to such sums.

7 Liability and Liquidated damages

- 7.1 The Contractor shall not be liable to the Employer for loss or damage to the Employer unless due to the negligence of the Contractor.
7.2 In the event that Contractor is held to be in breach of its obligations under this agreement, due to negligence, the parties agree that the Contractor shall pay to the Employer as and by way of agreed liquidated damages an amount equal to the price of the services provided by the Contractor up to the date of breach.
7.3 In the event that the Employer disputes the work undertaken by the Contractor, all disputes must be notified to the Contractor within 14 days of the work being carried, or within 14 days of the invoice, whichever is the later. The Employer shall be prohibited from disputing the work undertaken or the amount of the invoice after this 14 day period, save where the Employer is dealing as a consumer.
7.4 Save as expressly referred to above, and except where the Employer is dealing as a consumer (as defined in the Unfair Contract Terms Act 1977 Section 12 as amended and/or the Unfair Terms in Consumer Contracts Regulations 1999 Regulation 3(1)), all other warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods and/or Services, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
7.5 For the sake of clarity, the Contractor will not be held liable for any consequential losses suffered by the Employer as a result of any breach of the Contractor's obligations, whether reasonably foreseeable or otherwise.
7.6 The Employer shall indemnify defend and hold harmless the Contractor in full against all loss, costs, damages, charges, expenses and other liabilities awarded against or incurred as a result of or in connection with any claim made against the Contractor by a third party in respect of any matter caused by the Employer or for which liability has been assumed by the Employer.

8 Termination for breach

The following obligations are conditions of this agreement and any breach of them shall be

deemed a fundamental breach which shall determine this agreement immediately and the rights and liabilities of the parties shall then be determined in accordance with clause 9:

- 8.1 Failure on the part of the Employer to make punctual payment of all sums due to the Contractor under the terms of this agreement;
8.2 Failure on the part of the Contractor to observe any obligation under this agreement not requiring Notice to be served and in the case of obligations requiring Notice to be served failure to comply with the terms of any Notice;
8.3 The levying of any distress or execution against the Employer or the making by him of any composition or arrangement with creditors or being a company the Client's liquidation (other than a members' voluntary liquidation with the written consent of the Client);

9 Termination consequences

In the event of this agreement being determined whether by effluxion of time Notice breach or otherwise:

- 9.1 The Employer shall immediately pay to the Contractor:
9.1.1 all arrears of Payments and any other sums due under the terms of this agreement, and
9.1.2 all further sums which would but for the determination of this agreement have fallen due at the end of the works
9.2 Either party shall be entitled to exercise any one or more of the rights and remedies given to it under the terms of this agreement and the determination of this agreement shall not affect or prejudice such rights and remedies and each party shall be and remain liable to perform all outstanding liabilities under this agreement notwithstanding that the other may have exercised one or more of the rights and remedies against it; and
9.3 Any right or remedy to which either party is or may become entitled under this agreement or in consequence of the other's conduct may be enforced from time to time separately or concurrently with any right or remedy given by this agreement or now or afterwards provided for and arising by operation of law so that such rights and remedies are not exclusive of the other or others but are cumulative.

10 The Works

- 10.1 The works, unless otherwise notified, have been priced to be carried out between the hours of 08:00 and 16:30 unless agreed prior to commencement and allowed for and agreed in the Contractor's quotation. In the event that the Employer changes the hours within which the works are to be undertaken, the Employer shall be liable for the Contractor's additional costs.
10.2 In the event that working time is lost on site due to delays caused either by the actions of the Employer, his Representative or by other Contractors employed by the Employer, or by sewer surcharge caused by storm, flood, tidal or pump failure, the Employer shall be liable for the additional costs incurred by the Contractor. In addition, in the event that the Contractor experiences delays for which they are not responsible, the Employer shall be liable for the Contractor's additional costs in relation to the additional setting up or out of sequence working.
10.3 Unless otherwise stated in writing it is assumed that vehicular access is possible to all manholes on every sewer length on which work is being undertaken. In the event that this is not possible the Employer shall be liable for an extra costs incurred due to lack of access.
10.4 If access is required onto private land it will be the Employer's responsibility to ensure all relevant permissions have been obtained
10.5 In the event that the Contractor is required to work in any confined spaces as defined by the Health and Safety at Work Act or any manhole deeper than 1.4 metres the Contractor reserves the right to charge the Employer for the required additional safety equipment.

11 Specific Works (to be read in conjunction with the above Conditions)

11.1 Cleaning

Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.

11.2 CCTV/Sonar Inspection Works

Due to the nature of CCTV inspection, the Contractor cannot guarantee the accuracy of any CCTV inspection or measurement. A CCTV Survey will only show the interior of the sewer or pipe, and will not show the exterior. Alternatively Sonar may be used to track the route of a pipe, however Sonar by its nature may be up to 1 metre out in accuracy. Any interpretation and advice as a result of CCTV inspection shall not be binding on the Contractor, and is the sole responsibility of the Employer. In the event that the measurements or advice given is inaccurate, the Contractor shall not be responsible for any loss or damage howsoever caused.

11.3 Sewer Condition

Where information is provided or implied either verbally or in writing or through CCTV recordings concerning the condition of the sewers and this is found to be inaccurate or out of date the Employer shall be responsible for any extras costs incurred for additional work that may be required to complete the works. The Contractor shall not be liable for any deterioration, structural or otherwise, that develops or becomes apparent on any pipe they are working on howsoever caused.

11.4 Waste Disposal

Unless otherwise stated the Contractor has not quoted for the removal of waste or debris from site. If disposal is found to be necessary the Employer will be responsible for the additional costs incurred by the Contractor in the removal, transporting and disposal of waste to a registered site, together with additional administrative costs.

11.5 Re-lining

Due to the nature of relining there can be no delays once the linings have been impregnated. In the event that there are delays beyond the Contractor's control any linings impregnated may have to be discarded and new linings provided. Further the Employer warrants that the sewers or pipes will be free of live water prior to the works being undertaken by the Contractor. In the event that live water is present, the linings used by the Contractor will not function. The Employer will be



liable for the additional costs incurred should new linings be required in any event.

11.6 **Excavation**

11.6.1 The Contractor must rely upon Utility Company records as to the location of underground services before undertaking any excavation work. The Employer is placed on notice that the accuracy of the Utility Company records may be suspect; however the Contractor must rely upon them. In the event that the Utility Company Records are inaccurate and damage is caused to an underground service, the Employer will hold the Contractor fully indemnified in respect of any claim which may arise from such damage.

11.6.2 The Contractor may rely upon scans of the area before undertaking excavation. A scan will not identify an obstruction such as, but not limited to, concrete, bedrock or other such obstructions. Likewise a scan will not show whether a pipe is encased in concrete. In the event that the Contractor discovers such an obstruction the Employer shall be liable for any additional costs incurred.

11.6.3 In the event that a pipe being excavated is encased in concrete, further damage may be caused to pipework connected to the section being excavated, due to shockwaves travelling down the concrete. Such damage is unavoidable. The Employer will be liable for the additional costs incurred in repairing any pipework so damaged.

12 **Damage or Loss to Equipment**

If damage or loss is sustained to the Contractors equipment due to reasons beyond their control, or due to the condition of the pipe work or some other known or unknown risk, the Contractor reserves the right to charge for the costs in retrieving the Equipment, including the instruction of another contractor and/or the costs of replacing the Equipment. The Contractor also reserves the right to charge for loss of profits and down time whilst the items are recovered or replaced.

13 **Miscellaneous**

13.1 **Warranty**

Each of the parties warrants its power to enter into this agreement and has obtained all necessary approvals to do so.

13.2 **Force majeure**

In the event of national emergency, war, prohibitive governmental regulation or any other cause beyond the control of the parties ('force majeure event') the obligations of the parties shall be suspended for so long as the force majeure event renders performance of the agreement impossible and upon the occurrence of a force majeure event all money then due to the Contractor shall be paid immediately

13.3 **Severance**

If any provision of this agreement is declared by any judicial or other competent authority to be void voidable illegal or otherwise unenforceable or indications to that effect are received by either of the parties from any competent authority the remaining provisions of this agreement shall remain in full force and effect unless the Contractor in the Contractor's discretion decides that the effect of such declaration is to defeat the original intention of the parties in which event the Contractor shall be entitled to terminate this agreement by 30 days notice to the Client and the provisions of clause 10 shall apply accordingly.

13.4 **Whole agreement**

Each party acknowledges that this agreement contains the whole agreement between the parties and that it has not relied upon any oral or written representation made to it by the other or its employees or agents and has made its own independent investigations into all matters relevant to it.

13.5 **Notices**

All notices to be given under this agreement shall be in writing and shall either be delivered personally or sent by first class or airmail prepaid post or by telex, cable or facsimile transmission and shall be deemed duly served:

- In the case of a notice delivered personally, at the time of delivery;
- In the case of a notice sent inland by first class prepaid post, 2 clear business days after the date of dispatch;
- In the case of a telex, cable or facsimile transmission, if sent during normal business hours then at the time of transmission and if sent outside normal business hours then on the next following business day provided (in each case) that a confirmatory copy is sent by first class prepaid post or by hand by the end of the next business day.

Each notice shall be addressed to the address of the party concerned set out in this agreement or to such other address as that party shall have previously notified to the sender.

13.6 **Proper law and jurisdiction**

This agreement shall be governed by and construed in accordance with the law of England and Wales and each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

13.7 **Waiver**

The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this agreement.

13.8 **Third party rights**

A person who is not a party to this agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this agreement.

Revised Jan 2020



capalc
Cambridgeshire and Peterborough
Association of Local Councils

CAPALC
The Norwood Building
Parkhall Road
Somersham
Huntingdon
PE28 3HE
Tel: 07507 520849
www.capalc.org.uk
office@capalc.org.uk

Cambridgeshire & Peterborough Association of Local Councils

Affiliation Fee Invoice

For the period 1st April 2023 to 31st March 2024

Council Name	Number of Electorates as of 1 st January 2023	District
Melbourn	4,016	South Cambs

Your standard annual membership fee to be paid before 30th April 2023 is:

£921.19

Data Protection Officer Membership Scheme

For the period 1st April 2023 to 31st March 2024

Further information about our DPO scheme and other benefits can be found on our 2023/2024 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

TOTAL amount including DPO Membership Option:

£971.19

Please make your cheque payable to **CAPALC Ltd** or
by BACs Payment details below

Sort Code: 60-83-01, Account No: 20449285

***Please note the above account details have changed in recent months,
please check these details before making your payment.***



Royston & District Community Transport

We'll take you where you need to go

INVOICE

Melbourn PC
Attention: Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Invoice Date

13 Apr 2023

Invoice Number

IN2449

Reference

Agreement Year3

Royston and District
Community Transport
Royston Hospital,
London Road
ROYSTON
Herts
SG8 9EN
Mail:
finance@roytrans.co.uk
Tel: 01763 245228

Item	Description	Quantity	Unit Price	Amount GBP
	Provision of Community Transport services for residents from 1 April 2023 to 31 March 2024	1.00	5,000.00	5,000.00
			Subtotal	5,000.00
			TOTAL NO VAT	0.00
			TOTAL GBP	5,000.00

Due Date: 23 Apr 2023

Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052

Registered office: Royston Hospital, London Road, Royston, Herts. SG8 9EN

Supported by: Cambridgeshire & Peterborough Clinical Commissioning Group * Hertfordshire County Council * North Hertfordshire District Council * Cambridgeshire County Council * South Cambridgeshire District Council * and various local Parish Councils

Payment to our account Bank: National Westminster

Sort Code: 60-18-42

Account: 20561318



PAYMENT ADVICE

To: Royston and District Community Transport
Royston Hospital,
London Road
ROYSTON
Herts
SG8 9EN
Mail: finance@roytrans.co.uk
Tel: 01763 245228

Customer Melbourn PC

Invoice Number IN2449

Amount Due **5,000.00**

Due Date 23 Apr 2023

**Amount
Enclosed**

Enter the amount you are paying above

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
5781	DD230320THREE	18/02/2023	£5.83	£1.17	£7.00	£7.00	3 Business Services - Timebank phone - up to 17 Feb
5779	BACS230328BARLEY	20/02/2023	£225.00	£45.00	£270.00	£270.00	Barley Property Maintenance - Labour at Littlehands, relocate cable - repaint top render wall and make good the pointing.
5793	BACS230328BRIAR	01/03/2023	£85.00	£17.00	£102.00	£102.00	Briar Security Systems - Intruder Alarm annual maintenance 01/04/23 - 31/03/24
5728	DD230310BGASORC	24/02/2023	£9.31	£0.47	£9.78		British Gas - Electricity bill - orchard road cemetery 21/01/23 - 20/02/23
5782	DD230310BGASORC	24/02/2023	£8.75	£0.44	£9.19		British Gas - Electricity bill - old rec ground 01/01/23 -20-02/23
5794	DD230316BGWORKSHOP	02/03/2023	£540.80	£108.16	£648.96		British Gas - Workshop electricity -01/02/23 -08/02/23
5807	DD230330BGASPAV	16/03/2023	£535.46	£107.09	£642.55	£1,310.48	British Gas - Pavilion Electricity - 13.02.23 -13.03.23
5816	BACS230328CAPALC	20/03/2023	£75.00	£0.00	£75.00		CAPALC - Councillor training Cllr Alexander 28/01/23
5817	BACS230328CAPALC	20/03/2023	£30.00	£0.00	£30.00	£105.00	CAPALC - Agar training Shelley Coulman
5792	BACS230328DPETTIFER	28/02/2023	£85.50	£0.00	£85.50	£85.50	David William Pettifer - February Litter picking
5783	BACS230228ESPO	03/03/2023	£31.00	£6.20	£37.20	£37.20	ESPO - Paper for the Hub to be recharged
5795	BACS230328GLASS	06/03/2023	£25.45	£5.09	£30.54	£30.54	Glassblade Ltd - Search WP Plugin for one year
5784	BACS230328H&CGM	24/02/2023	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Feb (11 of 12)
5785	BACS230328H&CGM	24/02/2023	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Feb 11/12
5786	BACS230328H&CGM	24/02/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 11/12
5787	BACS230328H&CGM	24/02/2023	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verge cutting - Feb (11/12)
5796	BACS230328H&CGM	20/01/2023	£110.00	£22.00	£132.00	£2,824.00	Herts & Cambs Ground Maintenance Limited - Cut back hard hedge on Junction of Dolphin Lane / Station Road
5797	BACS230328HUND	22/02/2023	£922.09	£0.00	£922.09	£922.09	Hundred Houses Society - Sinking fund and service charge village Hub
5788	BACS230328JTRUEMAN	25/02/2023	£84.00	£0.00	£84.00	£84.00	Jason Trueman - Feb Pavilion Cleaning - 6 hours @ £14 per hour
5798	BACS230328JLAND	01/03/2023	£900.00	£0.00	£900.00	£900.00	Jeremy Lander - Melbourn Churchyard wall report on condition
5789	BACS230328LUCID	01/03/2023	£134.00	£26.80	£160.80	£160.80	LUCID Systems - Covered agreement - April
5814	BACS230328MWYER	05/03/2023	£142.50	£0.00	£142.50	£142.50	Mark Wyer - Litter picking Feb 2023
	BACS230328MOLIV	22/03/2023	£125.00	£0.00	£125.00	£125.00	Matthew DeOliviera - Closing Gate at Littlehands
5809	BACS230328MACS	07/03/2023	£150.00	£0.00	£150.00	£150.00	Melbourn Action Community Support - Transfer ACRE Donation for MACS received
5822	BACS230728MCHM	21/03/2023	£3,338.46	£0.00	£3,338.46	£3,338.46	Melbourn Community Hub Management Group - Transfer of funds from the celebrating Ages reserve to the Hub management group for the Kings Coronation event.
5790	DD2303020NOW	01/03/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - Employer Service Charge Mar 2023
5791	DD230323PWLB	23/02/2023	£6,642.79	£0.00	£6,642.79	£6,642.79	Public Works Loan Board - Loan and interest repayment - Cark park loan 1 - instalment 2
5800	BACS230328STEXPS	20/01/2023	£38.15	£0.00	£38.15	£38.15	Stephanie Trayhurn - Time bank expenses (Mileage & trophy for cake off)
5808	BACS230328TMUNCEY	13/03/2023	£25.01	£5.00	£30.01		Terry Muncey - Fuel for Van paid personally
5823	BACS230328TMUNCEY	23/02/2023	£743.40	£0.00	£743.40	£773.41	Terry Muncey - Warden cover - 20 -2-23 -23-03-23
5812	SERVCH2303031UNITY	04/03/2023	£39.00	£0.00	£39.00	£39.00	Unity Bank - Service charge -Mar 23

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Details
5810	BACS230328UF	14/03/2023	£60.00	£12.00	£72.00	£72.00	Universal Fencing Ltd - Supply & Fix 1 No Oak rail War memorial
5802	DD230308YU	01/03/2023	£49.37	£2.47	£51.84		Yu Energy - Street lighting account 2000107117 01/02/23-28/02/23
5803	DD230308YU	01/03/2023	£11.54	£0.58	£12.12		Yu Energy - Street lighting account 2000107118 01/02/23-28/02/23
5804	DD230308YU	01/03/2023	£10.65	£0.53	£11.18	£75.14	Yu Energy - Street lighting account 2000107116 01/02/23-28/02/23
	Debit card account top up	28/03/2023	£421.44	£0.00	£421.44	£421.44	Top up for Debit card per policy
	Petty Cash Top up	28/03/2023	£17.98	£0.00	£17.98	£17.98	Top up of Petty Cash
Confidential items eg Salaries, NI & Pensions			£4,940.06	£0.00	£4,940.06	£4,940.06	
			£22,841.87	£815.87	£23,657.74	£23,657.74	

Signature _____ Date _____

Signature _____ Date _____

Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
	05 June 2023			
Mon	12 June 2023	19:30	Planning	
Thurs	15 June 2023	09:30	Maintenance	
Mon	19 June 2023	19:30	Finance & Good Governance	
Mon	26 June 2023	19:30	Full Council	
	03 July 2023			
Mon	10 July 2023	19:30	Planning	
	17 July 2023			
Thurs	20 July 2023	09:30	Maintenance	
Mon	24 July 2023	19:30	Full Council	
	31 July 2023			
	07 August 2023			
Mon	14 August 2023	19:30	Planning	
Thurs	17 August 2023	09:30	Maintenance	
	21 August 2023			
	28 August 2023			BH
	04 September 2023			
Mon	11 September 2023	19:30	Planning	
Thurs	14 September 2023	09:30	Maintenance	
Mon	18 September 2023	19:30	Finance & Good Governance	
Mon	25 September 2023	19:30	Full Council	
	02 October 2023			
Mon	09 October 2023	19:30	Planning	
	16 October 2023			
Thurs	19 October 2023	09:30	Maintenance	
Mon	24 October 2023	19:30	Full Council	
	30 October 2023			
	06 November 2023			
Mon	13 November 2023	19:30	Planning	
Thurs	20 November 2023	09:30	Maintenance	
Mon	27 November 2023	19:30	Full Council	
	04 December 2023			
Mon	11 December 2023	19:30	Planning	
Thurs	14 December 2023	09:30	Maintenance	
Mon	18 December 2023	19:30	Finance & Good Governance	
	25 December 2023			BH
	01 January 2024			BH
Mon	08 January 2024	19:30	Planning	
Mon	15 January 2024	19:30	Full Council	Precept setting
Thurs	18 January 2024	09:30	Maintenance	
	22 January 2024			
	29 January 2024			
	05 February 2025			
Mon	12 February 2024	19:30	Planning	
Thurs	15 February 2024	09:30	Maintenance	
Mon	19 February 2024			
Mon	26 February 2024	19:30	Full Council	
	04 March 2024			
Mon	11 March 2024	19:30	Planning	
Thurs	14 March 2024	09:30	Maintenance	
Mon	18 March 2024	19:30	Finance & Good Governance	
Mon	25 March 2024	19:30	Full Council	
	01 April 2024			BH
Mon	08 April 2024	19:30	Planning	
	15 April 2024			
Thurs	18 April 2024	09:30	Maintenance	
	22 April 2024	19:30	Full Council	
Mon	29 April 2024			
Mon	06 May 2024			BH
Tues	07 May 2024	19:30	Planning	
Mon	13 May 2024	19:30	Annual Parish Meeting	
Thurs	16 May 2024	09:30	Maintenance	
Mon	20 May 2024	19:30	Annual Parish Council Meeting	
Mon	27 May 2024			BH

Meeting start times will be subject to review.
Check the noticeboard and website prior to each meeting

PC237 22b) Explanation regarding salaries

Following the last meeting, clarification was sought about how the budget for salaries can cover the decision made by council to take on two assistants to the parish clerk.

See response below from the financial officer, which was sent to all councillors following the meeting:

Dear All,

I have been finalising the 2022/23 year-end numbers today to provide some support over the wages for 2023/24 and have the following calculation:

Based on my calculation the salaries will come in at approximately £85,500 this includes a 6% uplift and pension; The precept was for £82,000 leaving a shortfall of approximately £3,500.

The finance & general-purpose account codes show an additional amount of income of £3,630.34 in unexpected interest. The department also shows an underspend for the year of £3,365 ringfencing a possible £6,995.34 for the increased amount.

We have also got precepted amounts for staff training and other staff costs in 2023/24.

Hopefully this clarifies everything and provides comfort in the decision made.

Kind Regards

PC239 22a) email decision for the purchase of coronation bookmarks

Dear all,

Thank you for responding to the email decision.

It was RESOLVED that Council approve the purchase of 1100 coronation commemorative bookmarks from Insignia for £561.00 + VAT.

In favour: Cllrs Campbell, Cowley, Kilmurray, Clark, Hart, Barnes, Travis and Barley

Against:

Abstain:

Dear Councillors,

At the last parish council meeting it was agreed to purchase enough coronation bookmarks in purple with the King's insignia and the word "Melbourn" for pupils at the primary school and village college.

There are 410 pupils at the primary school and 640 at the village college. For 1100 bookmarks it is £561.00 + VAT. The bookmarks need to be ordered soon to ensure that they arrive in time for the coronation, so I would ask cllrs to indicate their response to the following email proposal:

THAT Council approve the purchase of 1100 coronation commemorative bookmarks from Insignia for £561.00 + VAT.

In favour:

Against:

Abstain:

Please find the quote attached and below a breakdown of expenditure. The remaining funds should cover any installation costs for the benches.

	Coronation
2023.24 precept	3,110
1100 bookmarks	561
2 benches	930.92
total expenditure	1491.92



INSIGNIA
Est 1981

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

Number FQ72116

Date 30/03/2023

Payment Terms Payment with order

For the Attention Of Sophie Marriage

Valid For 7 days

QUOTATION

Init0304a



Image is for representative purposes only

Coronation Commemorative Recycled Leather Bookmark.

Foil blocked in a shiny gold finish onto coloured recycled leather with the Coronation design and your personalised design. Various colours available - Black, Blue, Red, Green, Tan, Ivory, Burgundy, White, Purple, Pink, Yellow and Grey.

Bookmark Size: 229 x 37 mm. Branding Area: 189 x 34mm.

Carriage: Prices are inclusive of carriage to one mainland UK address

VAT: prices are ex VAT

Delivery: 4 weeks from approval of artwork visual.

Artwork: You have supplied artwork

Quantity 1100

Unit Price Each 0.51

Total Price **561.00**

T&Cs can be viewed at <https://insigniapromotions.online-catalogue.net/page/terms-and-conditions> or a paper copy sent on request.

Quantities subject to +/- 10% tolerance. Prices quoted are exclusive of VAT.
Payment Terms: Payment with order. Prices are subject to sight of your design.

Quotes are valid for 7 days

THE EXPERTS
IN BRANDED MERCHANDISE

Registered Office: Chapps Farmhouse
Slaughterford Mill, Slaughterford
Chippenham, SN14 8RJ

Registered in England: 01564168

Insignia Ltd.
PO Box 287
Stowmarket
IP14 9EF

t. 0345 200 4049
e. info@insigniauk.com
w. insigniauk.com



Insurance | Risk Management | Consulting

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

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Pro-Forma Invoice

Client Ref: 3077160
Policy Ref: 113363331
Invoice Date: 05 April 2023

			Amounts (£)	Cost (£)
Non-Fleet Rated	MS Amlin	Premium	525.49	638.55
Commercial Motor	Contract No.: AGRI/105790/2022	Insurance Premium Tax	63.06	
	Term: 23/04/23 - 22/04/24	Total Fees	50.00	
TOTAL				638.55

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on 01483 462884.
Payments by **direct bank transfer** should be made to the following account, using reference - 3077160.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
t: 01483 462 860 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

PC239 22b) insurance for the parish van

Dear all,

Thank you to those who responded.

It was RESOLVED THAT the quotation from MS Amlin in the sum of £ 638.55 in respect of annual insurance for 2023/24 for the parish van is accepted.

In favour: Cllrs Clark, Cowley, Kilmurray, Hart, Alexander and Travis

Against:

Abstain:

Many thanks
Sophie

Dear Councillors,

We have received a quotation for renewal of the insurance for the parish van – please see attached.

The premium has increased from a total cost of £570.97 last year to **£ 638.55**. As you will see in the email below, the insurance for last year would have been £645.96 taking the change of vehicle adjustment into account. I have contacted the brokers who arranged the Parish Council insurance for a comparative quote, but unfortunately, they have not been able to provide a quote. You may recall that we undertook a review of the van insurance previously but because the van is essentially classed as an agricultural vehicle, we were unable to secure a better quote.

The current insurance expires on **Sunday, 23 April**.

In the circumstances, can I please ask councillors to urgently respond to the following email proposal:

THAT the quotation from MS Amlin in the sum of £ 638.55 in respect of annual insurance for 2023/24 for the parish van is accepted.

In favour:

Against:

Abstain:

Attachments: Insurance documentation including quote and invoice for £638.55

PC242 22a) Legal fees for the transfer of open space at Rosemary Place

R2 Developments have offered to pay up to £750 of the £1,500 legal fees for the transfer.

Solicitor's fees:

Appendix 1 – Scope of Work

Land Acquisition - £1500 plus VAT. This will include reviewing the developer's title to the land, approving the transfer, completing the transfer of land and attending to registration at Land Registry.

Land Registry Fee – the fee payable to register the transfer at Land Registry is based on the value of the land. Please advise of the land value and I will confirm the fee.

Disbursements – disbursements of approximately £10 for Land Registry pre-completion searches.

Search Fees – to be confirmed if a search package is required.

I have agreed a fixed charge of £1,500.00 plus VAT and disbursements for dealing with this matter and the only circumstances in which a charge greater than that could be made is where you ask me to do work over and beyond what was originally agreed or where far more time than could have been reasonably anticipated at the outset of this matter will be required to be spent. I will notify you in advance if the fixed charge is or is likely to be exceeded and will then take your instructions on how to proceed.

Further information about costs and disbursements are shown in **Appendix 3**.

Melbourn Hub – Landscaping to High Street and Brooksbank

During 2021 the internal spaces of the Melbourn Hub were increased in area and upgraded to create a more up to date image. This strategy has been very successful with the level of trade, income and the scope of services now being offered all noticeably increased.

The only significant part of the site where work remains unfinished is the outside landscape. Some works have been undertaken, for example more bin store space at the rear of the site and increased hard standing for both marquee events and regular café business at the front.

However, two issues related to the outside areas still remain.

1. **Planting** – The original planting, particularly along the boundaries with the High Street and Brooksbank, has been partially lost over time and needs to be refreshed in a coherent fashion.

It is proposed to remove all existing green planting and to re-plant the boundary line with low hedging material. This will eventually form a green 'fence' for the safety of customers and children. Such a hedge would not be more than about one or one and one half metre in height

2. **Storage** – The increased trade during the last year has put pressure on storage space generally. Some off-site storage is now being used but on-site storage is at a premium.

It is proposed to purchase a second secure steel container exactly similar to the unit already sited immediately outside the rear entrance door to the Hub. This second unit would be located on the rear corner of the site and will require some adjustments to the slabbed terrace to provide a level platform.

This work will be funded through a donation from local business and a Community Chest grant from SCDC, with any residual costs to be serviced from Hub reserves if required.

The Melbourn Hub Management Group request that the Melbourn Parish Council -

- (a) Gives formal consent to these works, as required under the terms of the Lease.
- (b) Provide a confirmation letter consenting to/supporting the project, this to be used with the SCDC grant application (a condition of the grants process).

It should be noted that the Parish Council is not being requested to allocate funds to this project.

QUOTE

Melbourn Parish Council

Date
11 Apr 2023

Quote Number
QU-0047

VAT Number
351522133

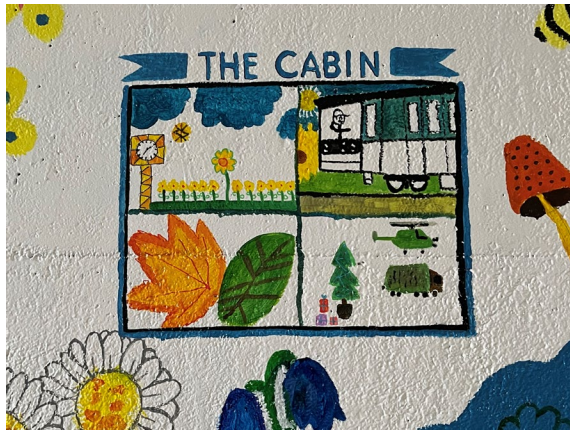
A & B Contractors Ltd
 Attention: Adrian Buxton
 57 Ward Way
 Witchford
 Ely
 Cambridgeshire
 CB6 2JR

Tourist Sign Posts

Installation of 2 x 76mm galvanised steel sign posts for Tourist signs to be attached to.
 Sign posts to be located in the verge and installed using concrete/post mix to secure in place

Description	Quantity	Unit Price	VAT	Amount GBP
Tourist Sign Posts	1.00	425.00	20%	425.00
			Subtotal	425.00
			TOTAL VAT 20%	85.00
			TOTAL GBP	510.00

'Wonderpass' Frames instigated or inspired by Timebank



Melbourn Timebank Report: April '23

April activities

1	Solo Sunday Lunch
1	Arts & Crafts Group meeting
8	MACS Food Bank Sessions facilitated by Timebank
8	MACS Warm Hub sessions facilitated by Timebank
1	Memory Café – Ukulele band
1	ACRE Warm Hub network meeting
1	Games Night
1	Cam Sight meeting supported by Timebank
1	'Aquathon' 5 Timebank members swimming to raise money for MACS Food Bank
1	Warm Hub visit from Sara Hodge-Bruce – Integrated Neighbourhood Project Manager

Membership growth data: to 19/4/23

	Mar	April	Conversion	Pipeline
Individual Members	114	117	1	6
Organisational Members	18	19	1	1

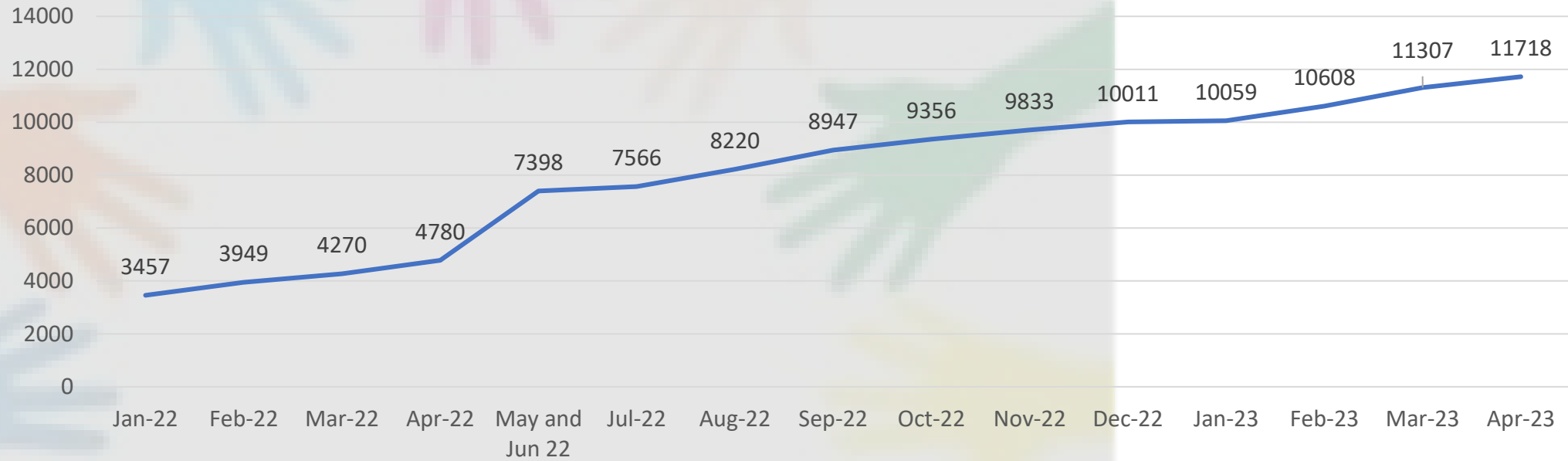
Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
2,421	460	450

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

'Wonderpass' project - 7 frames designed, inspired and/or painted by Timebank members with a big THANK YOU to **Bec Barnes** for her work and support 😊



Aquathon 23rd April - Timebank team taking part to raise funds for **MACS** and Home-Start

'Doggie Disco' in May date tbc

Volunteer party date tbc

MACS Food Bank – 236 visits from 41 customers.



MACS supporting MPS with food for children in need of breakfast and families needing food too.

MACS Warm Hub – ACRE funding confirmed to end of May

Food Business registration complete for **MACS EHO** visit  13th April 5* rating awarded.



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

Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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

1. GENERAL

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

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

of Local Councils

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

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

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

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

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

has been obtained.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

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

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

7. PAYMENT OF SALARIES

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

g)d by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.6.7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.7.7.6. An effective system of personal performance management should be maintained for the senior officers.

7.8.7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.9.7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

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

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

11. CONTRACTS

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

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

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

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

³ Thresholds currently applicable are:

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

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

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

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

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

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

15. INSURANCE

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

16. CHARITIES

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

Document.

17. RISK MANAGEMENT

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

19. GENERAL RESERVES

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 24 October 2022

Document Review Policy: 1 Year from last approval

POLICY: Creation, Revision and Review of Documents

PURPOSE: To provide consistent format and control of documents

SCOPE: All documents related to Melbourn Parish Council business that require regular and formal approval

POLICY:**1. Numbering and Format**

- 1.1 Each Policy, Procedure or other document type will be assigned a unique number, to be shown on every page, together with a review date
- 1.2 The Indexing System for all Parish Council documents within the scope of this policy will reflect the assigned document number
- 1.3 Unless a good reason exists, due to the particular nature of a document (e.g. an Application Form), the textual content should normally be preceded by a statement of both Purpose and Scope, as in this policy
- 1.4 The Review Date, shown on each page of the document, refers to the latest date for review or revision. Document review will be normally set at a **three year interval but can be varied depending on prevailing needs.**
- 1.5 Each page will also carry the Version Number of the document. This refers to the sequential edition of the unique document concerned and is there to prevent confusion, for example should the document be revised and reissued more than once before a pre-planned regular review date (e.g. an Annual **or Monthly Council Meeting**)
- 1.6 All document pages, including the title page, will be numbered
- 1.7 Within documents section and paragraph numbering is recommended wherever possible, as in this Policy, to make review and reference as easy as possible. Alternative presentations are acceptable provided document clarity is not compromised
- 1.8 It is recommended that all documents be created in Arial Font, using font sizes that broadly follow this reference policy
- 1.9 Documents will carry a Header and Footer on each page confirming these refer to Melbourn Parish Council, also to facilitate carrying other repetitive information

The approval signature(s) and approval date will always be located on the **last page** of every document, so that it is always clear that no pages are missing. The last page will also show the time period or policy for the next planned review

2. Document Type - The Document Title for all documents must accurately reflect their purpose.

Note: It is acceptable for a Document Title to reflect more than one document type in the title, for example '**Policy and Procedure: Grievance**'. In such cases the document structure should clearly show separation between 'policy' and 'procedure'

Examples are:

- *Policy* – Policies are documents that set out the guidelines and rules governing the subject matter concerned
- *Procedure* – Procedures are documents that list the steps required to accomplish a certain goal or goals
- *Terms of Reference* – Terms of Reference are documents that set out the scope and limits of responsibility for a person or working group

This is not an exhaustive list

3. **Responsibilities, Review and Approval**

- 3.1 All documents carry a latest Review Date (Month/Year) on all pages, together with the assigned Document Number (paragraphs 1.1 and 1.4 above)
- 3.2 It is the responsibility of the Parish Council, through the Chair, to ensure that all new documents are created within the scope of this policy and approved as per paragraphs 3.5 and 3.6 below
- 3.3 It is the responsibility of the Parish Council, through the Chair, to ensure that all pre-existing documents covered by the scope of this policy are reviewed on or before their policy Review Date and approved as per paragraph 3.5 below
- 3.4 Persons reviewing documents should do so by reference to **Appendix A**
- 3.5 It is the responsibility of the Clerk to keep abreast of changes to legislation, government and/or other guidance and to bring such changes to the attention of the Council and its various sub-committees. The Clerk will also monitor the expiry dates of documents and bring them forward for review in a timely fashion. Where appropriate the Clerk will support document creation/update.
- 3.6 It is the responsibility of the Chair of the Council, together with the chairs of council sub-committees, to update documents if so advised by the Clerk. The draft document will be offered for formal approval to the Full Council when work is complete. The review and approval process will normally follow the outline procedure in **Appendix B**, but can be flexible depending on circumstances
- 3.7 Subject to amendments that may be requested and agreed by the Full Council, the final draft will be signed and approved at a public meeting by the Chair of the Parish Council.

APPENDIX A

Document Review – Prompt Questions

When reviewing any document the following questions can be used to ensure the result is effective:

- Is the document required?
- When was it last reviewed?
- Should the frequency of review be amended?
- Does the document follow the consistent format as laid down in this policy?
- Is the Document Title clear and does it properly define Purpose and Scope?
- If it is a Policy, does it provide clear direction on the implementation of rules and regulations through associated Procedures?
- If it is a Procedure, does it offer a clear and unambiguous series of steps from which users can resolve questions and problems?
- Does the content accurately reflect what is required or what actually happens?
- Have there been incidents or problems since the last routine review that could prompt amendments to the document?
- Does the final document properly reflect obligations on Equal Opportunities for those affected
- Is the document consistent with and does it further the vision and aims of Melbourn Parish Council
- Will training or re-training of councillors or staff be required after the document is re-issued?

APPENDIX B

Document Creation and Review – Recommended Outline Process

1. Document creation and/or review will normally be assigned to a working group set up for the purpose.
2. After creation of either the first draft of a new document or first review of an existing document the writer/reviewer will (a) assign a new version number (b) circulate the document to the working group with a request for comments.
3. Comments may be made through a meeting discussion or via email (recommended). If email comments are requested the writer will set a deadline date after which it will be assumed all comments have been received. 'Silence is assent'.
4. The writer/reviewer will change the document according to comments received and assign it a new version number. The document will be again circulated to the work group for comments by a set deadline date, or discussed at a group meeting.
5. Subject to outline group approval the draft document will be circulated to the Full Council (if necessary again with a updated version number). The circulation will be by email and will carry a deadline date after which it will be assumed all councillors have either commented or are satisfied. Silence is assent.
6. The next latest review date will be proposed as part of the approval process. This may vary between documents and document types
7. The writer, on behalf of the Work Group, will make final amendments to the draft if needed and offer it to a public meeting of the Full Council for approval and signature.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Document Review Policy: 3 Years from last approval