

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday 22 May 2023 at 7.30pm in the Austen Room of the Hub, 30 High Street, Melbourn, SG8 6DZ

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

Present: Cllrs Clark, Wilson, Alexander, Barley, Cowley, Travis, Hart, Kilmurray, Davey and Campbell.

Absent:

In attendance: Sophie Marriage (Parish Clerk), and Abigail Williams (Assistant to the Parish Clerk)

PC001/23 To receive nominations and to elect the Chair of the Parish Council

Cllr Clark was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year.

Proposed by Cllr Alexander, seconded by Cllr Barnes.

In favour: Cllrs Wilson, Alexander, Barley, Cowley, Travis, Hart, Kilmurray, Davey and Campbell

Against:

Abstained: Cllr Clark

PC002/23 To receive nominations and to elect the Vice Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year.

Proposed by Cllr Wilson, seconded by Cllr Kilmurray.

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

Against:

Abstained: Cllr Cowley

PC003/23 To receive and approve apologies for absence

There were no apologies for absence.

PC004/23 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

Cllr Alexander declared an interest in item PC022/23b and was granted dispensation to remain for the discussion but not to voted.

Cllrs Kilmurray and Travis declared interests in items PC017/23f and in all items under PC023/23. They were granted dispensation to remain for the discussion but not to voted.

PC005/23 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.

PC006/23 To approve the minutes of the Parish Council meeting on 3 May 2023

It was RESOLVED to approve the minutes of the Parish Council meeting on 3 May 2023 as an accurate record.

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

PC007/23 To report back on the minutes of the Parish Council meeting on 3 May 2023

It was noted that payments to grant recipients were on the approval list.

PC008/23 Chair's Announcements

The Chair reminded signatories to release payments in a timely manner.

PC009/23 Appointment of Standing Committees

a) Planning Committee (max eight cllrs)

- Cllr Hart

- Cllr Kilmurray

- Cllr Barnes
- Cllr Barley
- Cllr Alexander
- Cllr Wilson
- Cllr Clark

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

- Cllr Kilmurray
- Cllr Campbell
- Cllr Barley
- Cllr Alexander
- Cllr Clark
- Cllr Hart

c) Maintenance Committee (max six cllrs)

- Cllr Travis,
- Cllr Alexander
- Cllr Barnes
- Cllr Kilmurray
- Cllr Clark

d) MAYD Joint Committee (max three Melbourn cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Barnes

PC010/23 Appointment of Standing Working Parties

a) Melbourn Futures Working Party (min three cllrs)

- Cllr Davey
- Cllr Clark
- Cllr Campbell
- Cllr Barnes

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

It was agreed that the Melbourn Play Parks Working Party has fulfilled its remit and at present there are no projects for the working party to take on. Therefore, it was noted that the working party will be dissolved but that it can be reinstated at a later date if required.

c) Skate Park Working Party (max five cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Campbell
- Cllr Clark

d) Website Working Party (max four cllrs)

- Cllr Barnes
- Cllr Kilmurray
- Cllr Hart

e) HR Panel (max five cllrs)

- Cllr Travis
- Cllr Alexander
- Cllr Hart
- Cllr Clark

PC011/23 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn Community Hub Lunch Club

All reports from the Parish Council Liaisons had been noted in the Annual Report.

- PC012/23 To consider approving the calendar of meetings for the new civic year**
 It was noted that following the meeting on the 24 April, the Parish Office had identified that it was not suitable to change the position of the Parish Council Meetings to earlier in the month.
 It was RESOLVED to approve the calendar of meetings for the new civic year.
 Proposed by Cllr Wilson, seconded by Cllr Hart. All in favour.
- PC013/23 To review the schedule of policies and procedures**
 It was clarified that the “review date” refers to when the policy is due for review and this will be made clearer on the document.
 It was RESOLVED to approve the schedule of policies and procedures.
 Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- PC014/23 To consider adopting the General of Power of Competence** (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)
 Typo noted in the agenda item and it should read “General Power of Competence”.
 It was RESOLVED to adopt the General Power of Competence (*Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011*).
 Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.
- PC015/23 Annual Governance and Accountability Return 2022/2023**
- a) To consider Annual Governance Statements 1-9 in turn
 It was RESOLVED to agree Annual Governance Statements 1-9 on the AGAR.
 Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration
 It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2022/23 by the Parish Chair and the Parish Clerk.
 In favour: Cllrs Wilson, Alexander, Barley, Cowley, Travis, Hart, Kilmurray, Davey and Campbell
 Against:
 Abstained: Cllr Clark
- PC016/23 Annual Governance and Accountability Return 2022/2023:**
- a) To consider signing the Accounting Statements 2022/23
 It was RESOLVED by Cllr Davey, seconded by Cllr Cowley. All in favour.
- PC017/23 Finance Matters:**
- a) To receive and consider the finance reports for April 2023
 The report was received.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
 Deferred. Awaiting quotes.
- c) To quotations for the work to concrete areas of Littlehands car park following the drainage work
 Deferred. Awaiting quotes.
- d) To consider approving the payment to the Melbourn mobile wardens’ scheme from precepted funds
 It was noted that there is £7,500 in the precept to support the Melbourn Mobile Wardens’ scheme.
 It was RESOLVED to approve the payment of £7,500 to the Melbourn Mobile Wardens’ scheme from precepted funds.
 Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- e) To consider approving the Assistants to the Parish Clerk’s SLCC membership
 It was noted that there are sufficient funds in the budget and that the SLCC (Society of Local Council Clerk) provides training, advice, and templates to help carry out work efficiently.
 It was RESOLVED to approve membership of both assistants to the Parish Clerk for £389.
 Proposed by Cllr Davey, seconded by Cllr Hart. All in favour.
- f) To consider approving an invoice relating to PCN at the Hub
 It was noted that there are several invoices because the money from the PCN only came to the Parish Council in April. The Parish Council has £50,000 from the PCN for the provision of PCN services at the Hub. All the invoices relate to the set up and carrying out of PCN services in the Hub.
 It was RESOLVED to approve all the invoices (1660,1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674) for a total of £7376.72.

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

- g) To consider approving the approvals list for May 2023
It was RESOLVED to approve the approvals list for May 2023.
Proposed by Cllr Barnes, seconded by Cllr Cowley. All in favour.

PC018/23 Governance:

- a) To consider the documentation for the local council award scheme
It was RESOLVED to confirm that all documentation is in place for in accordance with the Foundation Award criteria.
Proposed by Cllr Hart, seconded by Cllr Wilson. All in favour.
- b) To receive updates and consider actions
None to received.

PC019/23 Bank reconciliations

- a) To note bank reconciliation for March and April 2023
The bank reconciliations are with the councillor to carry out.

PC020/23 Email Decisions

- a) To note co-approved payment of the Ricoh UK Ltd invoice
It was noted.

PC021/23 Maintenance Matters:

- a) To receive updates and consider actions
None to receive.

PC022/23 Planning Matters:

- a) To consider approving the script for the Parish Council representative who will attend the SCDC planning meeting
A script has been drafted and councillors are encouraged to contact the Clerk regarding any amendments and changes. It was noted that officers at SCDC have suggested that it is unlikely that the application in question will be discussed at the SCDC planning meeting on the 14th June. ACTION: Clerk to seek clarification.
- b) To consider a licensing application relating to Mobile Street Trading Consent at the Black Horse
The Parish Council is a consultee regarding the Mobile Street Trading application. It was noted that there are some traders at this site who are unlicensed and traders who are licensed. It was noted that current traders are not only used by patrons of the black horse, but by others as a takeaway. Residents have raised concerns about the smells from the trucks, noise, illegal parking, anti-social behaviour, and littering. These issues have been reported to SCDC, however there appears to have been little consequence. It is understood the landlord of the pub is supportive of the street trading and it was noted that similar initiatives have worked well at other pubs that do not serve food.

It was RESOLVED to support the application from Slice of Price at the Black Horse.
Proposed by Cllr Cowley, seconded Cllr Campbell.
In favour: Cllr Cowley, Davey, Campbell
Against: Cllrs Clark, Hart, Kilmurray, Travis, Barnes, and Barley.
Abstained: Cllr Alexander.
The resolution fell.

It was RESOLVED to object the application from Slice of Price at the Black Horse on the grounds that it is not a suitable location due to the parking and traffic issues, smell from cooking, and litter with the comment that if permission is granted by SCDC that the site should be free of litter.

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

- c) To receive updates and consider actions
None to receive.

PC023/23 Community Hub

- a) To consider quotations to repair tiles on the roof
It was noted that a company has offered to carry out the work, without charge in exchange for advertisement in the Hub. ACTION: Assistant to the Parish Clerk to find out more about this request and discuss with the Hub.
- b) To consider approving the call-out charge to repair the Wheelchair lift
It was RESOLVED to approve the payment of the call out charge of £250+VAT to repair the Wheelchair lift.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- c) To consider quotations for works to the sensors on the front and back doors
It was noted that the doors are not working appropriately and required repair to be compliant with regulations. Only one quote had been obtained from the contractor who has carried out work to the doors before. A query was raised about whether the works were to the sensors, which had already been carried out, or to the motors. ACTION: Assistant to the Clerk to seek clarification on what works are required to comply with current regulation. There is currently a fire strategy in place and following previous advice from the fire inspector if there is a plan to repair a fault, the building is compliant. If it was identified that the work is required urgently the work could be approved under delegated authority.
It was RESOLVED to approve delegated authority between the clerk, the chair, and Financial Officer to approve the quote for £4,590+VAT from MGS if the works are required.
Proposed by Cllr Hart, seconded by Cllr Alexander.
In favour: Cllrs Clark, Wilson, Alexander, Barley, Cowley, Hart, Davey and Campbell.
Against:
Abstained: Cllr Travis and Kilmurray.
- d) To receive updates and consider actions
None to receive.

PC024/23 To discuss and consider the material for the Parish Council's stand at Melbourn Fete

It was noted that material is being prepared by the Parish Office and the Melbourn Fun Day is on the 24th June.

PC025/23 To consider permitting the kebab van to be stored in the village car park

It was noted that all the spaces in the car park are well used during the day and permitting storage of the kebab van permanently would reduce the number of spaces and encourage overnight parking that is not permitted.

It was RESOLVED to reject permission for the kebab van to be stored in the village car park.

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

PC026/23 To consider a proposal as part of the proposed Greenway initiative to improve pedestrian and cyclist provision at Melbourn High Street/Station Road junction

It was noted that the Greenways team would appreciate feedback on option 2.

It was RESOLVED to support the proposal in principle with comments seeking clarification on the bus boarder buildout and path to connect the war memorial and rear path.

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

PC027/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions
None to receive.

PC028/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for May
It was noted.
- b) To consider the approval of Timebank expenses
- c) To receive any updates and consider actions
None to receive.

PC029/23 To receive an update from the MAYD Joint Committee

- a) To consider quotations for the purchase of DJ kits to facilitate the DJ workshops
It was noted that MAYD have the sufficient funds but as it is a new initiative and Parish Council would own the equipment the committee decided to bring it to the council. The purchase of equipment is necessary to facilitate the workshops and they will be run by a volunteer free of charge. It is hoped that the workshops will attract young people that the previous provisions have not attracted. It was noted that the equipment would need to be

stored securely and a location should be identified prior to purchase. A few trail sessions and the inductions sessions would ensure that there is interest in the project. It was RESOLVED to support the purchase of equipment by MAYD to facilitate the DJ Workshops.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

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

Against:

Abstained: Cllr Barley

PC030/23 To receive an update from the Futures Working Party

PC031/22 HR Matters:

a) To receive updates and consider actions

There are dates for staff appraisals and policies requiring an update are being worked on.

PC032/23 To note the date of the next meeting: 26 June 2023

It was noted that the date of the next meeting is the 26 June 2023.

Meeting closed at 21:26

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday, 3 May 2023 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, Alexander, Hart, Davey, Travis, Wilson

Absent:

In attendance: Sophie Marriage (Parish Clerk), and 9 members of the public.

PC253/22 To receive and approve apologies for absence

Apologies for absence were received from Cllrs Barley, Cowley, Campbell and Kilmurray with acceptable reasons given.

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

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

PC254/22 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

No declarations of interest were received.

PC255/22 To approve the minutes of the Parish Council Meeting held on 24 April 2023

It was noted that "listing" had been written twice and it should read "updated report" instead of update report.

It was RESOLVED, following the amendments above, to accept the minutes of the Parish Council Meeting held on 24 April 2023 as an accurate record.

Proposed by Cllr Barnes, seconded by Cllr Wilson.

In favour: Cllrs Barnes, Wilson, Hart, Clark, Travis, Alexander.

Against:

Abstain: Cllr Davey

PC256/22 To report back on the minutes of the Parish Council Meeting held on 24 April 2023

There was nothing to report.

PC257/22 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)

There were 9 members of the public in attendance as representatives for the grant applications.

PC258/22 To consider applications for community benefit grant funding

- a) Melbourn Armed Forces and Veterans Breakfast Club

A representative was in attendance and provided an overview on the project. The applicant indicated that the funding would help to promote the group and to celebrate important anniversaries. It was noted that there a large percentage of the attendees are from Melbourn and that there are no similar initiatives nearby. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £255.60 to the Melbourn Armed Forces and Veterans Breakfast Club.

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

- b) Melbourn Dynamos Football Club

A representative was in attendance and provided an overview on the project. It was noted that the applicant was sourcing funding from elsewhere to support other projects and the council encourage the applicant to investigate other funding options. The applicant indicated that the funding would help to continue subsidising costs for low-income families and approximately 180 members of the group are from Melbourn. On a show of hands councillors indicated support for the application.

Members of the council reminded applicants that there are other opportunities to obtain grant funding such as SCDC community chest, other parish councils and local businesses.

ACTION: Clerk to share details of other funding sources with all applicants.

It was noted that approx. £54,000 (*confirmed as £53471.73 following the meeting*) is available to fund the community grants. A second round of grant applications takes place in November, however according to the current policy, applicants from the first round are unable to apply again.

ACTION: Clerk to draft a change to the Community Grants policy to allow applicants to apply again if they have been unsuccessful in obtaining a grant from other sources. Draft policy will need to go to full council for consideration and there is no guarantee that the applicants will be successful in November. The appropriate funds may be available in the November round. However due to the uncertainty around the economic situation and the possibility of more groups requiring support at the start of winter, the availability of funds will be determined at the appropriate time based on the November applications.

It was **RESOLVED**, under the General Power of Competence, Localism Act 2011, to award a grant of £6337.76 to Melbourn Dynamos Football Club.

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

c) Melbourn Fete Committee

A representative was in attendance and provided an overview on the project. The applicant indicated that the funds would support the Family Fun Day and any remaining funds would benefit other local charities and organisations. The event will be held in the village and benefit local people. On a show of hands councillors indicated support for the application.

It was **RESOLVED**, under the General Power of Competence, Localism Act 2011, to award a grant of £1,500 to the Melbourn Fete Committee.

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

d) Melbourn Area Youth Development

A representative was in attendance and provided an overview on the project. It was noted that following the receipt of updated accounts, the amount being requested had reduced. MAYD request £2000 to help facilitate the DJ Workshop. The Connections Bus can be funded from elsewhere. The applicant explained the logistics of how the workshop would be facilitated and that the grant would fund the purchase of equipment. The remaining funding is to be requested through the SCDC community chest. If unsuccessful alternative funding routes will be sought and project modified accordingly. On a show of hands councillors indicated support for the application.

It was **RESOLVED** under the General Power of Competence, Localism Act 2011, to award a grant of £2,000 to Melbourn Area Youth Development.

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

e) Melbourn Football Club

A representative was in attendance and provided an overview on the project. It was indicated by the applicant that the goals would be used by all hirers of the pitch and that appropriate storage needs to be identified to ensure the goals are not vandalised.

It was noted that the maintenance of the pitches is currently carried out by the Parish Council and grants are being sought to improve the conditions. Consequently, grant funding from MPC for the maintenance of pitches would not be appropriate. **ACTION:** Users of the football pitches to meet with Clerk and Chair of Maintenance to discuss pitch maintenance.

On a show of hands councillors indicated support for purchase of roll-on goals as stated in the application.

ACTION: Melbourn Football Club and Melbourn Dynamos to identify a suitable storage option for the goals to suggest to council.

It was **RESOLVED** under the General Power of Competence, Localism Act 2011, to award a grant of £4,527.98 subject to the identification of suitable storage for the goals.

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

f) Melbourn Primary School (PMS) PTFA

Representatives were in attendance and provided an overview on the project. The applicant indicated that the increase to the cost of the fireworks was as a consequent of rising prices and the display is to remain the same as previously. It was clarified that the urns belong to the PTFA and not the school. Currently no other funding routes have been investigated. There was a query about whether the addition lighting could be funded from another grant. It was noted if grant funding was not obtained the ticket prices may need to be increased. On a show of hands councillors indicated support for the application.

It was **RESOLVED** under the General Power of Competence, Localism Act 2011, to award a grant of £4,461 to Melbourn Primary School (PMS) PTFA.

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

g) 1st Orwell Scout Group

A representative was in attendance and provided an overview on the project. The applicant indicated that there are other projects that the scouts wish to carry out and funding for these are being sought

from other routes. The equipment will allow scouts to carry out activities. Approximately 60% of the scout's membership is from Melbourn. On a show of hands councillors indicated support for the application.

It was RESOLVED under the General Power of Competence, Localism Act 2011, to award a grant of £5116 to 1st Orwell Scout Group.

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

h) St George's Allotment Association, Melbourn

A representative was in attendance and provided an overview on the project. The applicant indicated that the allotments are currently well used and full with a long waiting list. On a show of hands councillors indicated support for the application.

It was RESOLVED under the General Power of Competence, Localism Act 2011, to award a grant of £780.30 to St George's Allotment Association.

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

Applicants were thanked for their time and reminded to investigate other funding routes if they had not received the full amount request. Subject to approval by full council, changes to the grant policy may allow applicants to apply again in the second round if they are unable to obtain funds from other sources.

PC259/22 To note the date of the next meetings:

- Annual Parish Meeting **Monday 15 May**
- Annual Parish Council Meeting **Monday 22 May**

The date of the next meetings were noted as Annual Parish Meeting Monday 15 May and Annual Parish Council Meeting Monday 22 May.

Meeting closed at 20:43.

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*

PROCEDURE: Parish Council Policy Review Schedule

- PURPOSE:** To ensure all Parish Council policies and other relevant documentation are reviewed and updated in a timely manner.
- SCOPE:** All documents related to Melbourn Parish Council that require regular review and/or updates.
- SCHEDULE:** This document should be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

Key to Colour Coding



Immediate review and update required. Policy is critical and/or out of date.



Review required but not critical.



No action required. Review due date not reached and/or document unlikely to change.

Doc #	Name	Review Date	Who
1.00	Member's Code of Conduct	05.22	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	02.23	Council
1.02	Complaints to Parish Council - Staff	02.23	Council
2.00	Standing Orders	11.23	Council
3.01	Declaration of Acceptance of Office	06.23	Clerk
3.02	Register of members interests (new CoC)	06.23	Clerk
3.03	Guidance on Completing Register of Interests (new CoC)	06.23	Clerk
3.04	Skills Audit	06.23	Clerk
3.05	Co-option Procedure	06.23	Clerk
3.06	Dispensation for Councillors	06.23	Clerk
3.07	Signatory List (CONFIDENTIAL – not for publication)	06.23	F&GG
4.01	Creation and Revision of Documents	04.26	F&GG
4.02	Safeguarding Children & Adults at Risk	03.23	F&GG
4.03	Community Grant Policy	02.24	Council

MELBOURN PARISH COUNCIL

Doc. No.: 0.0
Version: 1
Date approved: May 2022
Review date: May 2023

4.04	Councillors Expenses Policy	09.21	F&GG
4.05	Community Facilities and Services Equal Opportunities for Access	03.19	Maint
4.06	Gifts and Hospitality Policy	06.23	F&GG
4.07	Model Publication Scheme	06.23	Clerk
4.08	Policy & Procedure for the publication of Information	06.23	F&GG
4.09	Modern Slavery Statement	09.22	F&GG
4.10	Press and Media Policy	01.25	Council
4.11	Records Management and Disposal Policy	06.23	F&GG
4.12	Allotment Agreement	03.23	F&GG
4.13	Employee Personal Information	07.23	HR
4.14	Reserves Policy	02.23	Council
4.15	Community Engagement Policy	11.24	AC
4.16	Policy and Procedure for Use of Social Media	11.24	AC
4.17	Financial Regulations	04.24	F&GG
4.18	Persistent Complaints	06.22	HR
4.19	Risk Management Policy	05.18	Council
4.20	Financial Risk Assessment	10.23	Council
4.22	Appointment of Contractors	11.23	Maint
4.23	Parish Estates – Safety Inspections	07.23	Maint
4.24	Strategic Vision	07.25	Council
4.25	Bee keeping : Allotments	02.23	Maint
4.26	Petty Cash	11.20	F&GG
4.27	Prepaid Debit Cards	03.22	F&GG
4.28	Environmental Protection	01.21	Council
4.29	Verification of Bank Reconciliations	09.21	F&GG
4.30	Effectiveness of Internal Audit	10.21	F&GG
4.31	Effectiveness of Internal Controls	01.22	F&GG
4.32	Investment Strategy 23-24	09.23	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	03.23	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	10.24	F&GG
4.35	Policy and Procedure - Credit Card	10.23	F&GG
4.36	Information Data Protection Policy	11.24	PC
4.37	Asset Management Reserve Policy	02.24	F&GG
4.38	Subject Access Request Register	03.24	F&GG
5.01	Employment – General Policy	01.21	HR
5.02	Equality & Diversity	04.20	HR
5.03	Harassment Policy	04.20	HR
5.04	Grievance Policy	03.25	HR
5.05	Disciplinary Policy	03.25	HR
5.06	Capability Policy	04.22	HR

MELBOURN PARISH COUNCIL

Doc. No.: 0.0
Version: 1
Date approved: May 2022
Review date: May 2023

5.07	Lone Working Policy	03.20	HR
5.08	Whistle Blowing Policy	05.23	HR
5.09	Training & Development Policy	04.20	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	03.24	HR
5.11	Appraisal Procedure	02.22	HR
5.12	Salary Review Policy and Procedure	03.23	HR
5.13	Recruitment Policy	02.20	HR
6.01	Finance & Good Governance – TOR	10.23	Council
6.02	Planning Committee – TOR	02.23	Council
6.03	HR Panel – TOR	03.23	Council
6.04	Melbourn Futures Working Party – TOR	10.23	Council
6.05			
6.06	Maintenance Committee – TOR	02.23	Council
6.07			
6.08	MAYD Joint Committee	09.23	MAYD
6.09	Melbourn Play Parks Working Party – TOR	10.21	Maint
6.10	Internal Audit – TOR	03.24	F&GG
6.11	Melbourn Futures WP -TOR	10.23	F&GG
6.12	Website Working Party – TOR	08.22	Council
6.13	Skate Park Working Party – TOR	07.23	Maint
8.02	Playparks – RA	02.23	Maint
8.03	Cemeteries – RA	02.23	Maint
8.04	Installation of use of MVAS – RA	04.23	Maint
8.05	Asbestos Management Plan	01.25	Maint
8.08	Allotments – RA	02.23	Maint
8.09	Litter Picking: Staff and Service Providers- RA	09.22	HR
8.10	Litter Picking: Volunteers – RA	01.18	HR
8.11	Pavilion & Sports Pitches – RA	02.23	AC
8.12	Herbicide Spraying – RA	07.23	Maint
8.13	Pavilion Covid-19 – RA	On Gov guidance	Maint
8.14	Volunteer hedge planting – RA	02.23	Maint
8.15	General Risk Register	02.24	Council

MELBOURN PARISH COUNCIL
Full Council Meeting : 22 May 2023

Adopting the General Power of Competence

Requirements

The Council may resolve to adopt the General Power of Competence as per the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011, at the Council's Annual Meeting.

Council must meet the following criteria in order to adopt the GPC:

- Clerk must hold the mandatory Certificate in Local Council Administration (CiLCA) qualification; and
- more than two thirds of Councillors were elected at the Parish Council elections on 5 May 2022 (MPC now has 11 elected cllrs out of a possible 15 available seats).

What is the GPC?

The scope of the General Power is set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

Limitations include

There are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

Further information is available at

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2022/23

Melbourn Parish Council
ENTER NAME OF AUTHORITY

www.melbournparishcouncil.gov.uk
ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Melbourn Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.melbournparishcouncil.gov.uk
ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for


Melbourn Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	605,262	681,502	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	275,300	293,430	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	290,977	171,646	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	68,653	72,678	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	49,842	49,842	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	371,542	449,274	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	681,502	574,784	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	663,777	521,255	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,253,229	2,513,152	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	809,049	792,397	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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


SIGNATURE REQUIRED
Date 16/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Melbourn Parish Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 22 May 2023

Agenda Item: PC015/23a)

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

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

**Melbourn Parish Council
Annual Return 2022/23
Accounting Statements**

Box No:		31/03/2022	31/03/2023
1	Balances brought forward	605,262	681,502
2	Precept	275,300	293,430
3	Total other receipts	290,977	171,646
4	Staff Costs	68,653	72,678
5	Loan Interest/Capital Repayments	49,842	49,842
6	All other payments	371,542	449,274
7	Balances carried forward (reserves)	681,502	574,783
8	Total value of cash and short term investments	663,777	521,255
9	Total fixed assets plus long term investments	2,353,229	2,513,152
10	Total borrowings	809,049	792,397

Income:	
Precept	293,430
Other receipts	<u>171,646</u>
	465,076

Expenditure:	
Staff Costs	72,678
Loan expenses	49,842
Other payments	<u>449,274</u>
	571,794

<u>Staff costs 2021:</u>	
Staff costs per Edge a/c 5100	72,689.32
Plus staff costs included in Covid 19 & MCCR a/c	<u>4,855.00</u>
	77,544.32

Surplus	(106,718)
Reserves b/fwd	681,502
Surplus	<u>(106,718)</u>
Reserves c/fwd	574,783

Melbourn Parish Council
Bank Reconciliation
Year ended 31st March 2023

Prepared by: Shelley Coulman
 Finance Office Melbourn Parish Council

Date: 16/05/2023

Balance per bank statements at 31st March 2023:

	£	£
Current Account - Unity Bank	113,255.14	
Deposit Account - Unity Bank	174,978.11	
Nationwide - 45 day saver	116,967.67	
CCLA - Public Sector Deposit Fund	85,000.00	
HTB - 45 day business notice	-	Closed in the year
Charity Bank - ethical 1 yr fixed term	30,424.21	
		520,625.13
Petty cash - Parish Office		30.00
Petty cash float - Timebank		- Closed in the year
Prepaid debit cards		600.00
Less: unpresented cheques at 31st March 2023		- Date cleared:
Add: uncleared funds at 31st March 2023		-
Net balances at 31st March 2023 (Box 8)		521,255.13

Melbourn Parish Council
Accounting Statements 31st March 2023
Explanation of variances >15%

	31/03/2022	31/03/2023	Variance £	Variance %	Detailed explanation of variances >15% plus all variances > £100,000 with amounts (£)
Box 2 Precept	267,870	293,430	25,560	10%	
Box 3 Total other receipts	243,041	171,646	(71,395)	-29%	See below 1)
Box 4 Staff costs	77,544	72,678	(4,866)	-6%	
Box 5 Loan interest/capital repayments	49,482	49,482	-	0%	
Box 6 All other payments	224,157	449,274	225,117	100%	See below 2)
Box 7 Balances carried forward (reserves)	605,262	574,783	(30,479)	-5%	
Box 8 Total value of cash and short term investments	600,815	521,255	(79,560)	-13%	Increase in expenditure and reserves
Box 9 Total fixed assets plus long term investments	2,141,178	2,513,152	371,974	17%	See below 3)
Box 10 Total borrowings	825,160	809,049	(16,111)	-2%	
1) Other receipts - major variances					
Burial Fees	9,330	5,545	(3,785)	-41%	-These can vary considerably year to year. In 2022/23 there were 9 burials and 1 cremation plots; in 2021/22 there were 11 burials and 8 cremation plots.
Community Benefit	43,235	47,108	3,874	9%	Inflationary increase
Interest Received	581	5,898	5,317	915%	Raise in the Bank of England Exchange Rate has resulted in higher returns.
MAYD	0	2,191	2,191	100%	This income is from neighbouring parishes to support the youth provision. This was paused due to COVID constraints.
Miscellaneous Income	3,490	7,163	3,673	300%	£5,000 received from TTP for the old recreation ground
S106 grants	195,118	64,900	(130,219)	-67%	-Grants received for developments within the village.
	<u>251,754</u>	<u>132,804</u>	<u>(118,950)</u>		
2) Other payments - major variances					
Allotments	1,797	2,722	925	51%	Asbestos removal from allotments
Conservation	13,392	19,840	6,448	48%	Work Done Worcester Way, Relocation of Kohima Stone Tree work
Parish Van & Wardens	3,948	19,440	15,492	392%	Replacement of the Parish Van, Wardens returning to a full schedule after COVID restrictions, hub maintenance
Litter Picking	2,501	5,334	2,833	113%	Increase in Activity
MAYD Youth Club	2,876	18,078	15,202	529%	Mayd Provision was restarted in 2022 resulting in a higher spend.
Community Benefit Donations	37,728	47,633	9,905	26%	Increase in income has resulted in increase of Donations
Contractors	25,174	33,971	8,797	35%	Contractors & IT
Sundry	418	4,314	3,896	932%	Donations received for MACS
Hub Maintenance	6,224	10,181	3,958	64%	Electrical testing and replacement assets
Insurances	13,472	15,171	1,699	13%	Overall increase in insurance premiums
Community Events	-	2,035	2,035		Jubilee celebrations
	<u>105,732</u>	<u>175,996</u>	<u>70,264</u>		
3) Fixed Assets					
Total fixed assets plus long term investments	2,141,178	2,513,152	371,974	17%	Moor Play park was refurbished at a cost of £123,060 - Boardwalk at Stockbridge Meadows cost of £68,708, purchase of a new warden van £9,360 other assets £22,206.

Melbourn Parish Council
Reconciliation between Box 7 and Box 8
Annual Return 31 March 2023

Box 7	Balances carried forward		574,783	
Deduct:	Debtors	(57,293)		
	Prepayments	<u>(11,860)</u>		
Total deductions			(69,153)	
Add:	Creditors	15,624		
	Receipts in advance	<u>-</u>		
Total additions			15,624	
Box 8	Total cash and short term investments		521,254	£1 rounding diff

Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive.

Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/23

		2023/24 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£0.00	-£2,800.00
101	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation		£6,650.00	£0.00	£0.00	-£6,650.00
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£100.00	-£4,100.00
Total Cemeteries		£4,200.00	£0.00	£100.00	-£4,100.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£0.00	-£3,200.00
320	Hire of Recreation Grounds	£840.00	£0.00	£0.00	-£840.00
340	Pavilion Hire	£315.00	£0.00	£0.00	-£315.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£0.00	-£4,355.00
Finance & General Purpose					
410	Precept**	£314,890.00	£0.00	£157,445.00	-£157,445.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£0.00	-£6,000.00
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£272.64	£272.64
435	Interest - Charity Bank	£0.00	£0.00	£0.00	£0.00
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£8.00	£8.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£0.00	£0.00
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£320,890.00	£0.00	£157,725.64	-£163,164.36
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£27,000.00	£0.00	£2,250.00	-£24,750.00
Total Rental Property		£27,000.00	£0.00	£2,250.00	-£24,750.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£0.00	£0.00	£0.00

Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve					
140	S.106 Grants	£0.00	£0.00	£0.00	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£0.00	£0.00	£0.00
Celebrating Ages Reserve					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Income		£363,095.00	£0.00	£160,075.64	-£203,019.36

****Please note that Precept income covers 6 months of the financial year.**

EXPENDITURE

Conservation

1000	Allotments	£3,150.00	£0.00	£0.00	£3,150.00
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,210.00	£0.00	£0.00	£13,210.00
1150	Stockbridge Meadows	£1,650.00	£0.00	£0.00	£1,650.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£622.50	£8,047.50
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£460.00	£5,960.00
Total Conservation		£33,100.00	£0.00	£1,082.50	£32,017.50

Cemeteries

2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£127.67	£4,427.33
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£405.83	£5,184.17
Total Cemeteries		£10,145.00	£0.00	£533.50	£9,611.50

Play Areas & Recreation Grounds

3000	Play Areas	£4,290.00	£0.00	£0.00	£4,290.00
3200	Recreation Grounds	£14,190.00	£0.00	£720.00	£13,470.00
3400	Pavilion	£10,065.00	£0.00	£408.08	£9,656.92
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£1,128.08	£27,416.92

Finance & General Purpose

4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£0.00	£1,900.00
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£514.54	£2,115.46
4500	Insurances	£15,950.00	£0.00	£638.55	£15,311.45
4700	Membership of Societies	£1,500.00	£0.00	£1,066.19	£433.81
4900	Parish Clock	£415.00	£0.00	£0.00	£415.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£862.08	£26,627.92
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£4,327.25	£77,672.75
5300	Sundry Expenses	£198.00	£0.00	£37.22	£160.78

5400	Training	£1,600.00	£0.00	£0.00	£1,600.00
5700	Pension Scheme Charges	£440.00	£0.00	£36.00	£404.00
5900	Bank Charges	£210.00	£0.00	£3.00	£207.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£0.00	£10,250.00
6005	Grant funding - MAYD	£6,500.00	£0.00	£0.00	£6,500.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£0.00	£10,210.00
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£0.00	£0.00
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£13,909.44	£13,733.56
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£2,567.66	£2,743.34
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£0.00	£4,986.00
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£0.00	£11,902.00
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£390.00	£436.67	£442.50	£384.17
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
6900	Community Events	£3,110.00	£0.00	£561.00	£2,549.00
7100	Village Car Park - Rates, Utilities & Maintenance	£15,900.00	£0.00	£1,283.49	£14,616.51
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£436.67	£26,248.92	£220,322.75
Planning					
7000	Community Development	£3,200.00	£0.00	£0.00	£3,200.00
Total Planning		£3,200.00	£0.00	£0.00	£3,200.00
Highways					
8000	Highways and Footpaths	£0.00	£0.00	£0.00	£0.00
8100	Street Lighting	£1,000.00	£0.00	£0.00	£1,000.00
Total Highways		£1,000.00	£0.00	£0.00	£1,000.00
Rental Property					
9000	Little Hands Nursery	£6,550.00	£0.00	£225.00	£6,325.00
Total Rental Property		£6,550.00	£0.00	£225.00	£6,325.00
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£0.00	£0.00	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£0.00	£0.00	£0.00

S106 & Other Capital Grants Reserve					
1400	S106 Expenditure	£0.00	£7,834.79	£7,834.79	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant - Hub Extension	£0.00	£1,059.39	£1,059.39	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£13,894.18	£13,894.18	£0.00
Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Expenditure		£328,675.00	£14,330.85	£43,112.18	£307,728.46

Total Income	£363,095.00	£0.00	£160,075.64	-£203,019.36
Total Expenditure	£328,675.00	£14,330.85	£43,112.18	£299,893.67
Total Net Balance	£34,420.00		£116,963.46	

Cash & Bank Balances 30th April 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£272,800.88
Unity Bank Instant Access Deposit	£174,978.11

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,424.21
Nationwide 45 day Business Saver	£116,967.67

Total	£680,801.20
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 30th April 2023

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1st April to 30th April 2023. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

The precept income is the first of two payments but relates to the 6 months to September. The increase in interest rates is continuing to have a positive effect on income.

Shelley Coulman – RFO Melbourn Parish Council

PC017 23d) Melbourn Mobile Warden Scheme

2023/24 precept

6000	Grants payable	Community Rail Partnership (£750) plus Grinnel Hill insurance (£2,000), mobile wardens (£7,500)	10,250
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£7,500 is available in the precept for the mobile wardens scheme.

SLCC Cost for membership

£389 for both assistants (includes enrolment fee and membership fee.)

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1660**DATE** 30/04/2023**DUE DATE** 31/05/2023**TERMS** Net 15

ACTIVITY	QTY	RATE	VAT	AMOUNT
Rebill medical pillow	1	9.65	20.0% S	9.65
Rebill Doorbell for use as emergency alarm	1	14.73	20.0% S	14.73
Rebill Bin for medical waste	1	104.32	20.0% S	104.32
Rebill Physiotherapy bed	1	385.69	20.0% S	385.69
Rebill medical chairs	4	105.00	20.0% S	420.00
Rebill Extra sockets in Bennett Room for PCN	1	125.00	20.0% S	125.00

All items are hardware needed for the PCN setup.
To be taken from the ICB funds

SUBTOTAL	1,059.39
VAT TOTAL	211.88
TOTAL	1,271.27
BALANCE DUE	£1,271.27

VAT SUMMARY

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	211.88	1,059.39

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1666**DATE** 30/04/2023**DUE DATE** 30/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:00 Thursday 5th January 2023	2	15.00	No VAT	30.00
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:00 Wednesday 18th January 2023	2	15.00	No VAT	30.00
Catering - buffets, etc Catering for vaccinators and health check staff (8 Jan)	1	220.00	20.0% S	220.00
Rebill Leaflets for February's vaccinations, etc	1	125.95	20.0% S	125.95
Rebill Delivery for leaflets	1	150.00	20.0% S	150.00
Cleaning Cleaning and resetting after vaccinators' visit	1	40.00	20.0% S	40.00

Monies to be drawn from the Health S106 fund

SUBTOTAL**635.95****VAT TOTAL****115.19**

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

TOTAL
BALANCE DUE

751.14
£751.14

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	115.19	575.95

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1667**DATE** 30/04/2023**DUE DATE** 30/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for January 2023	13	25.00	325.00
Room Rental - commercial Hire of Dickens Room for PCN group meeting. 13:00 to 14:30 Tuesday 17th January 2023	1.50	12.00	18.00

Monies to be drawn from the ICB fund

BALANCE DUE**£343.00**

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1668**DATE** 28/02/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:00 Thursday 2nd February 2023	2	15.00	No VAT	30.00
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:30 Wednesday 15th February 2023	2.50	15.00	No VAT	37.50
Catering - buffets, etc Catering for vaccinators and health check staff (12 Feb)	1	220.00	20.0% S	220.00
Cleaning Cleaning and resetting after vaccinators' visit	1	40.00	20.0% S	40.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	367.50
VAT TOTAL	60.00
TOTAL	427.50
BALANCE DUE	£427.50

VAT SUMMARY

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	60.00	300.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569

**INVOICE****INVOICE TO**

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

INVOICE NO. 1669**DATE** 31/03/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for March 2023	7	25.00	175.00
Room Rental - commercial Hire of Bennett Room (5 days per week) by PCN for March 2023	5	60.00	300.00
Room Rental - commercial Hire of Norbury Room for PCN. 10:00 to 12:30 Thursday 2nd March 2023	2.50	10.00	25.00
Room Rental - commercial Hire of Norbury Room for PCN pharmacy. 09:30 to 15:30 Friday 3rd March 2023	1	25.00	25.00
Room Rental - commercial Hire of Dickens Room for PCN group meeting. 13:00 to 15:00 Tuesday 21st March 2023	2	12.00	24.00
Room Rental - commercial Hire of Norbury Room for PCN Mental Health. 09:00 to 13:00 Tuesday 28th March 2023	4	10.00	40.00
Room Rental - commercial Hire of Dickens Room for PCN Orchard Surgery meeting. 08:30 to 13:00 Thursday 30th March 2023	4.50	12.00	54.00

Monies to be drawn from the ICB fund

BALANCE DUE**£643.00**

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

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

INVOICE NO. 1669**DATE** 31/03/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for March 2023	7	25.00	175.00
Room Rental - commercial Hire of Bennett Room (5 days per week) by PCN for March 2023	5	60.00	300.00
Room Rental - commercial Hire of Norbury Room for PCN. 10:00 to 12:30 Thursday 2nd March 2023	2.50	10.00	25.00
Room Rental - commercial Hire of Norbury Room for PCN pharmacy. 09:30 to 15:30 Friday 3rd March 2023	1	25.00	25.00
Room Rental - commercial Hire of Dickens Room for PCN group meeting. 13:00 to 15:00 Tuesday 21st March 2023	2	12.00	24.00
Room Rental - commercial Hire of Norbury Room for PCN Mental Health. 09:00 to 13:00 Tuesday 28th March 2023	4	10.00	40.00
Room Rental - commercial Hire of Dickens Room for PCN Orchard Surgery meeting. 08:30 to 13:00 Thursday 30th March 2023	4.50	12.00	54.00

Monies to be drawn from the ICB fund

BALANCE DUE**£643.00**

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1670**DATE** 31/03/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:00 Thursday 2nd March 2023	2	15.00	No VAT	30.00
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:30 Wednesday 15th March 2023	2.50	15.00	No VAT	37.50
Catering - buffets, etc Catering for vaccinators and health check staff (5 March)	1	220.00	20.0% S	220.00
Cleaning Cleaning and resetting after vaccinators' visit	1	40.00	20.0% S	40.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	367.50
VAT TOTAL	60.00
TOTAL	427.50
BALANCE DUE	£427.50

VAT SUMMARY

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	60.00	300.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

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

INVOICE NO. 1671**DATE** 28/02/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for February 2023	12	25.00	300.00
Room Rental - commercial Hire of Bennett Room for PCN. 13:00 to 14:30 Thursday 15th February 2023	1.50	10.00	15.00
Room Rental - commercial Hire of Norbury Room for PCN pharmacy. 08:30 to 17:30 Friday 24th February 2023	9	10.00	90.00
Room Rental - commercial Hire of Dickens Room for PCN group meeting. 13:00 to 15:00 Tuesday 14th February 2023	2	12.00	24.00
Room Rental - commercial Hire of Norbury Room for PCN 10:00 to 13:30 Thursday 9th February 2023	3.50	10.00	35.00
Room Rental - commercial Hire of Dickens Room for PCN pharmacy. 10:00 to 17:30 Friday 24th February 2023	7.50	12.00	90.00

Monies to be drawn from the ICB fund

BALANCE DUE**£554.00**

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street
 Melbourn
 Cambridgeshire
 SG8 6DZ
 hubadmin@melbournhub.co.uk
 Company Registration No. 08320569



INVOICE

INVOICE TO

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

INVOICE NO. 1672**DATE** 30/04/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for April 2023	20	60.00	1,200.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 4th April 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 6th April 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 11th April 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 13th April 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 18th April 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 13:00 to 15:00 Tuesday 18th April 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 20th April 2023	1	60.00	60.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 25th April 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 27th April 2023	1	60.00	60.00

Monies to be drawn from the ICB fund

BALANCE DUE

£1,590.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

INVOICE NO. 1673**DATE** 30/04/2023**DUE DATE** 31/05/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:30 Thursday 6th April 2023	2.50	15.00	No VAT	37.50
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 13:00 Thursday 27th April 2023	3	15.00	No VAT	45.00
Catering - buffets, etc Catering for vaccinators and health check staff (23 April)	1	220.00	20.0% S	220.00
Cleaning Cleaning and resetting after vaccinators' visit	1	40.00	20.0% S	40.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	382.50
VAT TOTAL	60.00
TOTAL	442.50
BALANCE DUE	£442.50

VAT SUMMARY

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

RATE	VAT	NET
VAT @ 20%	60.00	300.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1674

DATE 19/05/2023

DUE DATE 03/06/2023

TERMS Net 15

ACTIVITY	QTY	RATE	VAT	AMOUNT
Rebill Light and screen for smear testing	1	772.38	20.0% S	772.38
To be taken from the ICB fund				
SUBTOTAL				772.38
VAT TOTAL				154.48
TOTAL				926.86
BALANCE DUE				£926.86

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	154.48	772.38

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

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

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Detail
5965	BACS2305231stORWELL	16/05/2023	£5,116.00	£0.00	£5,116.00	£5,116.00	1st Orwell Scout Group - Community Grant Award May 2023
5932	DD230518THREE	18/04/2023	£5.83	£1.17	£7.00	£7.00	3 Business Services - Timebank phone - up to 17 Apr 23
5946	BACS230523BGAS	02/05/2023	£66.91	£3.35	£70.26		British Gas - New Workshop - electricity bill
5937	DD230508BGAS	02/05/2023	£8.75	£0.44	£9.19		British Gas - Old Recreation Ground - 21 Mar 23 - 20 Apr 23
5938	DD230508BGAS	24/04/2023	£9.28	£0.46	£9.74		British Gas - Orchard Road Cemetery Electricity
6003	DD230530BGASPAV	16/05/2023	£359.60	£71.92	£431.52	£520.71	British Gas - Pavilion Electricity - 13/04/23 -13/0523
5950	BACS230509PETTIFER	09/05/2023	£31.26	£0.00	£31.26	£31.26	David William Pettifer* changed to min wage
5979	BACS230523ESPO	12/05/2023	£75.50	£15.10	£90.60		ESPO - Purchase of: padlock for electrics bin, archive boxes, filing supplies and copy paper
5840	BACS23XXXESPO	15/03/2023	-£12.25	-£2.45	-£14.70	£75.90	ESPO - Standard Key Cabinet returned
5982	BACS230523GLASSBLADE	18/05/2023	£35.00	£7.00	£42.00	£42.00	Glassblade Ltd - Update pages and move content to new yearly pages
5943	BACS230523GRAHAMS	02/05/2023	£103.28	£20.66	£123.94	£123.94	Graham's Electricks - Supply and fit replacement photocell
5842	BACS230523H&CGM	21/04/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12
5939	BACS230523H&CGM	02/05/2023	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Village 1/12
5940	BACS230523H&CGM	21/04/2023	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verge cutting - Apr (1/12)
5941	BACS230523H&CGM	21/04/2023	£460.00	£92.00	£552.00	£2,692.00	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Apr 1/12
5959	BACS230516ICCM	16/05/2023	£85.00	£17.00	£102.00	£102.00	ICCM - Attendance at ICCM online training course - Sophie Marriage.
5931	BACS230523JTRUEMAN	25/04/2023	£112.00	£0.00	£112.00	£112.00	Jason Trueman - Apr Pavilion Cleaning - 8 hours @ £14 per hour
5949	BACS230523LANES	11/04/2023	£225.00	£45.00	£270.00	£270.00	Lanes Group Plc -carried out jetting - unable to complete due to negative fall and full of water
5929	DD230502LLOYDS	17/04/2023	£3.00	£0.00	£3.00		Lloyds Bank Plc - Lloyds Credit Card Monthly Fee
6004	DD230531LLOYDS	17/05/2023	£3.00	£0.00	£3.00	£6.00	Lloyds Bank Plc - Lloyds Credit Card Monthly Fee
5933	BACS230531LUCID	01/05/2023	£134.00	£26.80	£160.80	£160.80	LUCID Systems - IT Support June 23
5956	BACS230511MARKWYER	08/05/2023	£114.62	£0.00	£114.62	£114.62	Mark Wyer - Litter picker
6005	BACS230523DEOLIV	19/05/2023	£125.00	£0.00	£125.00	£125.00	Matthew De Oliveira - May -Key Services
5960	BACS230523MAFVBC	16/05/2023	£255.60	£0.00	£255.60	£255.60	Melbourn Armed Forces and Veterans Breakfast Club - Community Grant Award May 2023
5935	BACS230523HUB	30/04/2023	£1,059.39	£211.88	£1,271.27		Melbourn Community Hub Management Group - Rebill - medical pillow, doorbell for use as emergency alarm, bin for medical waste, physiotherapy bed, medical chair, extra sockets in Bennett Room for PCN
5936	BACS230523HUB	30/04/2023	£1,758.84	£351.77	£2,110.61		Melbourn Community Hub Management Group - Rebill - signs for the Hub, electrical work for external lighting for signs
5983	BACS230523HUB	30/04/2023	£635.95	£115.19	£751.14		Melbourn Community Hub Management Group - Jan 23

5984	BACS230523HUB	22/05/2023	£367.50	£60.00	£427.50		Melbourn Community Hub Management Group - Feb 23
5985	BACS230523HUB	22/05/2023	£367.50	£60.00	£427.50		Melbourn Community Hub Management Group - Mar 23
5986	BACS230523HUB	22/05/2023	£343.00	£0.00	£343.00		Melbourn Community Hub Management Group - Jan 23
5988	BACS230523HUB	22/05/2023	£1,590.00	£0.00	£1,590.00		Melbourn Community Hub Management Group - Apr 23
5989	BACS230523HUB	22/05/2023	£644.00	£0.00	£644.00		Melbourn Community Hub Management Group - Mar 23
5995	BACS230523HUB	22/05/2023	£382.50	£60.00	£442.50		Melbourn Community Hub Management Group - April 23
5997	BACS230523HUB	22/05/2023	£772.38	£154.48	£926.86		Melbourn Community Hub Management Group - Light and screen for smear testing - rebill
5998	BACS230523HUB	22/05/2023	£554.00	£0.00	£554.00	£9,488.38	Melbourn Community Hub Management Group - Feb 23
5961	BACS230523MDFC	16/05/2023	£6,337.76	£0.00	£6,337.76	£6,337.76	Melbourn Dynamos FC - Community Grant Award May 2023
5962	BACS230523FETE	16/05/2023	£1,500.00	£0.00	£1,500.00	£1,500.00	Melbourn Fete Committee - Community Grant Award May 2023
5963	BACS230523MFC	16/05/2023	£4,527.98	£0.00	£4,527.98	£4,527.98	Melbourn Football Club - Community Grant Award May 2023
5944	BACS230523MMWS	02/05/2023	£7,500.00	£0.00	£7,500.00	£7,500.00	Melbourn Mobile Warden Scheme - 2023/24 budget approval
5964	BACS230523MPSPTFA	16/05/2023	£4,461.00	£0.00	£4,461.00	£4,461.00	Melbourn Primary School PTFA - Community Grant Award May 2023
5934	DD230501NOW	01/05/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - May 23 Employer Service
5981	BACS230523PHILIMORES	30/04/2023	£34.38	£6.88	£41.26	£41.26	Phillimore Garden Centre - 11 rolls of turf
5958	BACS230523ROSPA	05/05/2023	£230.50	£46.10	£276.60	£276.60	Playsafety Limited - AI PARISH, Annual Inspection - Clear Crescent Play Area & The Moor Play Area + Extras
5954	BACS230510RICOH	07/05/2023	£225.65	£45.13	£270.78	£270.78	Ricoh UK Limited - Rental
5872	DD	01/05/2023	£32.28	£0.00	£32.28		South Cambs District Council - Waste Collection at the pavilion 2 of 12
5884	DD	01/05/2023	£51.00	£0.00	£51.00		South Cambs District Council - Rates Busrial Ground Orchard Road (2 OF 5)
5889	DD	01/05/2023	£79.00	£0.00	£79.00		South Cambs District Council - Rates Victoria Way (2 of 10)
5898	DD	01/05/2023	£259.00	£0.00	£259.00		South Cambs District Council - Rates - Pavilion Rec Ground Instalment 2 of 10
5908	DD	01/05/2023	£1,272.00	£0.00	£1,272.00	£1,693.28	South Cambs District Council - Rates Car Park (2 of 10)
5966	BACS230523STGEO	16/05/2023	£780.30	£0.00	£780.30	£780.30	St George's Allotments - Community Grant Award May 2023
5951	BACS230523TDP	05/05/2023	£998.84	£199.76	£1,198.60	£1,198.60	TDP Limited - Purchase 2 x King Charles III Dale Benches
5955	BACS230523UNIVERSAL	09/05/2023	£495.50	£99.10	£594.60	£594.60	Universal Fencing Ltd - Supply and fix fencing at rear of 32 Worcester Way
6006	DD230510YU	03/05/2023	£47.77	£2.39	£50.16		Yu Energy - Street lighting account 2000107117 01/04/23 -30/04/23
5947	DD230523YU	03/05/2023	£11.41	£0.57	£11.98	£62.14	Yu Energy - Street lighting Account 200107116 01/04/23 - 30/04/23
	Debit Card Top up	23/05/2023	£291.50	£0.00	£291.50	£291.50	Soldo top us to £600
	Confidential items eg Salaries, NI & Pensions		£7,400.06	0	£7,400.06	£7,400.06	
			£54,146.70	2075.57	£56,222.27	£56,222.27	

Signature _____

Date _____

Signature

Date

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation

Local Council Award Scheme application form

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

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

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

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

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

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

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

If you are applying for Foundation – just the Foundation criteria

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

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

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

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/11/Parish-Council-Minutes-24-October-2022-PDF-Minutes.pdf
2 Its financial regulations	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/Document-4.17-Melbourn-Parish-Council-Financial-Regulations-April-2023.pdf
3 Its Code of Conduct and a link to councillors' registers of interests	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2021/05/Document-1.0-Melbourn-Parish-Council-Members-Code-of-Conduct-May-2021.pdf https://melbournparishcouncil.gov.uk/parish-councillors/register-of-interest/
4 Its publication scheme	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/06/Document-4.07-Melbourn-Parish-Council-Model-Publication-Scheme-June2022.pdf
5 Its last annual return	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/08/Audited-AGAR-2022.pdf
6 Transparent information about council payments	Y	https://melbournparishcouncil.gov.uk/parish-office/local-

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation

		government-transparency/ https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/Parish-Meeting-Calendar-2023-June-Aug.pdf
7	A calendar of all meetings including the annual meeting of electors	Y
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Y
9	Current agendas	Y
10	The budget and precept information for the current or next financial year	Y
11	Its complaints procedure	Y
		https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/03/Document-1.01-Melbourn-Parish-Council-Complaints-Councillors-Feb-2022.pdf https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/03/Document-1.02-Melbourn-Parish-Council-Complaints-staff-admin-and-procedures-Feb-2022.pdf
12	Its accessibility statement	Y
13	Its privacy notice	Y
14	Council contact details and councillor information in line with the Transparency Code	Y
15	Its action plan for the current year	Y
		https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/07/Document-4.24-Melbourn-Parish-Council-Strategic-Plan-v2-July2022.pdf
16	Evidence of consulting the community	Y
		https://melbournparishcouncil.gov.uk/consultations/skate-park-online-survey/ https://melbournparishcouncil.gov.uk/consultations/public-consultation-the-moor-play-park-refurbishment-project/
17	Publicity advertising council activities	Y
		https://melbournparishcouncil.gov.uk/news/

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation

18 Evidence of participating in town and country planning	Y	https://melbournparishcouncil.gov.uk/meetings-and-agenda/full-council-minutes-2022-2023/planning-committee-2022-2023/
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2015/11/Document-4.19-Melbourn-Parish-Council-Risk-management-policy-Ver2.pdf
20 A register of assets	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/PC212-22b-Asset-Register-yr-to-31Mar2023.pdf
21 Contracts for all members of staff	Y	Confidential – copies attached.
22 up-to-date insurance policies that mitigate risks to public money	Y	Insurance policy with Aviva (arranged by BHIB). Copy of the policy attached.
23 Disciplinary and grievance procedures	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2015/11/Document-5.05-Melbourn-Parish-Council-Disciplinary-Policy-and-Procedure-v3-Jan-2017.pdf https://melbournparishcouncil.gov.uk/wp-content/uploads/2020/06/Document-5.04-Melbourn-Parish-Council-Policy-and-Procedure-Grievance-V5-March-2019.pdf
24 A policy for training and training and development of and councillors	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2020/06/Document-5.09-Melbourn-Parish-Council-Training-and-Development-April-2019-Ver-2.pdf
25 A record of all training undertaken by staff and councillors in the last year	Y	Sophie Marriage, Parish Clerk <ul style="list-style-type: none"> • CILCA – obtained 26/01/2023 • Finance summit – 7 September 2022 • Water Compliance and Legionella Control Training – 8 September 2022 • CAPALC annual conference – 9 September 2022

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation

		<p>Shelley Coulman, Financial Officer</p> <ul style="list-style-type: none">• AGAR training, 18 March 2023 <p>Steph Trayhurn, Timebank Coordinator</p> <ul style="list-style-type: none">• First Aid at Work – 12 and 19 October 2022 <p>Councillors:</p> <ul style="list-style-type: none">• Cllr Alexander – Councillor Training 28 January 2023• Cllr Campbell – Council Training 28 January 2023
26 A clerk who has achieved 12 CPD points in the last year	Y	Sophie Marriage obtained 20 CPD points on 26/01/2023 on completion of CiLCA.

Email decision:

Sophie, I am happy to co approve the invoice attached for £270.78 including VAT

Thanks

Graham Clark

On 10/05/2023 13:45 BST parishclerk <parishclerk@melbournparishcouncil.gov.uk> wrote:

Hi Graham

Please see attached the invoice from Ricoh for the rent and ink for the printer.

It is just over my authority to approve, so are you happy to co-approve the invoice?

INVOICE



Account Number 10000237275	Invoice Number 102250352	Invoice / Tax Date 07-MAY-2023
VAT ID		

Inv. Page: 1 / 2

Ricoh UK Ltd
Cashiers
PO Box 1363
800 Pavilion Drive
Northampton
NN4 4FG

Melbourn Parish Council
The Melbourn Community Hub
MELBOURN
SG8 6DZ

Contract Number 22506458	Contract Type 07	Credit Control Contact Angela Plant / 01604666474 X1116952
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Description / Serial / Model	Quantity	Rate / Price	Nett Value
Model MP C3004EXSP Serial Number C719J100259 Melbourn Parish Council The Melbourn Community Hub MELBOURN SG8 6DZ Room: Parish Office Department: Parish Council Office Floor: 1 B/W click charge For period: 01-FEB-2023 To 30-APR-2023 Start End Usage 33394 34725 1331 1 99999999999	1331	0.002599	3.46
Colour click charge For period: 01-FEB-2023 To 30-APR-2023 Start End Usage 83440 86725 3285 1 99999999999	3285	0.025992	85.38
Rent For period: 01-MAY-2023 To 31-JUL-2023			136.81

Before I begin, I would like to welcome to any questions from committee following my allotted 3 minutes.

At the Melbourn Parish Council Planning Committee meeting held on the 11 April 2023, application 23/01134/FUL was considered. It was resolved to support the application however the Council wishes to highlight serious reservations about the development.

It is clear to the council that the park requires re-developing and the council welcomes the development in principle. The park will create job opportunities, attract people and investment to the village, use sustainable energy, encourage sustainable transport, and make the park and green open spaces more accessible to the public.

However, it is understood that this is the first time the applicant is carrying out this type of project in a village environment and there are serious reservations about some aspects of the development.

Firstly, as evident from the Townscape and Visual Impact Assessment (particularly on pages 75 and page 79) the height and scale of the building will have significant impact of the street scene. The application proposes larger buildings near to the road and neighbouring properties which will result in loss of natural light due to overshadowing also the buildings will overlook neighbouring properties. Furthermore, there is concern that there will be light pollution from the windows of taller buildings and from the lights on the site.

Moreover, it is understood that construction work on the site could take up to 8 years to complete and there is concern about the impact of this work on residents neighbouring the development and the village. The noise, vibrations, and debris from the works near residential properties will have an impact on the wellbeing of residents (and this view is shared by the Health Impact Assessment officer at SCDC). There is a query relating to whether the health assessment carried out by Savills on behalf of Bruntwood consulted a medical professional. The SCDC's Health Impact Assessment Officer has highlight missing information from the report.

In addition, according to the Transport Assessment report, there will be 978 car parking spaces on the site. This leaves the possibility of almost 1,000 vehicles being on the site at any one time. There will be an increased amount of traffic travelling through the village during the construction work and when the park is fully operational. This traffic will be generated by construction traffic, employees, and users of the site, as well as supply vehicles. The Parish Council requests that the correct conditions are put in place to mitigate the impact of all types of traffic on the village. To ensure the safety of residents and school areas at all times.

Although it is clear in the supporting documents that sustainable travel is a priority, it is unclear how this will be encouraged when the park is fully functioning so further details would be appreciated.

Finally, the council has been made aware of an increase to rental fees by the applicant which has resulted in the premises on the site becoming unaffordable for local businesses. This is deeply concerning for the council as it was understood that Bruntwood wanted to encourage existing local businesses to remain on site long term, but instead it seems that they have been priced out of the park.

PC022/23b – comments from residents

Dear Parish Clerk

Our neighbour of long-standing, [REDACTED], has explained the difficulties she has endured as a result of trading from the Black Horse car park and that the matter is due for discussion at Monday's meeting.

An elderly lady in her mid-seventies should not have to undertake what she has been obliged to do in order to have her concerns addressed. Also, we regret that her direct representations and polite protests were rebuffed. Indeed, we understand matters have been permitted to drag on without any intervention by those in local positions of knowledge and authority who were advised by her of what was taking place.

We ourselves do not approve of unplanned and unregulated development taking place anywhere in our communities. Like her we are concerned that all this unplanned development has taken place without any discussion/consultation with the immediate neighbours, including ourselves, or, as far as we are aware, with anyone else including relevant authorities. We also have concerns about the mound of rubbish overflowing the kerbside rubbish bin - and standing often for days in all weathers. This bin, which is appropriately sized for its attractive surroundings, has for generations been used by casual passers-by to dispose of small items of rubbish. Substantial amounts of food rubbish should not be permitted to be placed in any kerbside bin at any time.

Please convey our views to the Parish Council at its meeting. Thank you in advance.

Kind regards

Dear Ms Marriage

Although I have not received any official notification, I understand that planning applications have been submitted to allow street food vans to trade in the car park of the Black Horse Public House on Orchard Road, Melbourn. I live [REDACTED] Orchard Road, almost opposite the Black Horse and would like to register my concerns about the use of their car park for these vans.

This is normally a quiet residential area and I am concerned that these vans would lead to an increase in noise from users and from traffic particularly as the pub and its car park are on a busy junction. I have already noticed an increase in cars stopping and parking on the pavement whilst people dash across to collect food from a fish van which appears now on Sundays.

I am also concerned that as these vans are outdoors there will be resulting cooking smells which will be unpleasant for those of us who live nearby.

I would be grateful for anything you can do to bring these concerns to the attention of the Parish Council and the Cambridgeshire Planning Committees.

Thank you.

Yours sincerely

A resident [REDACTED] Orchard Road and he wanted to raise his concerns about the traders at the Black Horse – he stated the noise, litter and smell isn't great and he wanted to raise his concern before a vote took place.

Application from Licensing:

Hi Sophie,

We unfortunately cannot change the consultation length as this is set out in our policy.

Kind regards,

Marc Smeets | Business Support Officer | **Licensing Team**

Shared Waste & Environment

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 15 May 2023 10:33

To: Licensing (SCDC) <Licensing@scambs.gov.uk>

Subject: RE: Street Trading application - 269251

Good morning Marc,

Is there any chance on having an extension for the deadline to comment? Our next planning meeting where this can be discussed is the 12 June, and some councillors would like to discuss this.

If this is too late, I understand.

Many thanks

Sophie

Sophie Marriage

Parish Clerk

From: Licensing (SCDC) <Licensing@scambs.gov.uk>

Sent: 10 May 2023 09:36

Subject: Street Trading application - 269251

Good morning,

We have received an application for a Mobile Street Trading Consent in various locations in South Cambridgeshire (one of which is in your area) and require any comments by 31/05/2023.

The application is for the following:

Name of applicant: Dale Price

Trading name: Slice of Price

Trading hours: 18:00 – 21:30

Goods traded: Pizza

Locations:

The Black Horse, Melbourn – Friday (Monthly)

Whaddon Gold Centre – Friday (Monthly)

Please note that holders of a Mobile Street Trading Consent must not trade in one place for more than 4.5 hours at a time, and not return to the same site on the same day.

Should you require any more information, please contact us before the end of consultation.

From: [Laurence Aken](#)
To: [assistant clerk gov](#)
Subject: Re: two damaged roof tiles - The Hub, Melbourn
Date: 21 May 2023 18:29:45

Hi Abi,

We would be happy to repair the x2 slates for some kind of advertisement there at the Hub.

If that can be done please let me know?

Kind regards
Laurie

Sent from [Outlook for Android](#)

From: Laurence Aken <L.akenroofing@outlook.com>
Sent: Monday, May 15, 2023 5:29:37 PM
To: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: two damaged roof tiles - The Hub, Melbourn

Fab thank you

Sent from [Outlook for Android](#)

From: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Sent: Monday, May 15, 2023 4:14:05 PM
To: 'Laurence Aken' <L.akenroofing@outlook.com>
Subject: RE: two damaged roof tiles - The Hub, Melbourn

Yep – try 01763 263303 or [REDACTED]

From: Laurence Aken [mailto:L.akenroofing@outlook.com]
Sent: 15 May 2023 16:13
To: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: two damaged roof tiles - The Hub, Melbourn

Great, do you have a contact number I can reach you on? I have a couple of jobs beforehand but planning on seeing you in the afternoon after lunchtime?

Sent from [Outlook for Android](#)

From: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Sent: Monday, May 15, 2023 4:11:00 PM
To: 'Laurence Aken' <L.akenroofing@outlook.com>
Subject: RE: two damaged roof tiles - The Hub, Melbourn

I can have a go if that works for you.

PC023/23b)

Wheelchair lift

Hi Sophie,

The Wheelchair lift malfunctioned about a week ago with a vulnerable person marooned upstairs.

Hub management called for an emergency engineer visit which was quickly carried out and the problem was fixed without further issues.

This visit was not covered by the parish council service contract and has attracted a call out charge of £250 + VAT.

The Wheelchair Lift is part of the building infrastructure and is a Parish Council responsibility under the Lease. Please will you consider if the payment of the call out charge is part of this responsibility and let me know what you consider should be the right course of action in this case. I have suspended payment until we agree who is responsible.

Thanks,

John

Good Afternoon,

We carried out all works on quote 27783, this will therefore be charged out fully. I will chase this invoice up for you.

The doors just weren't left working as the sensors cant link to the operators as they are too old as you said below.

We then quoted 28247 to replace the operators on the doors where we have already fitted new sensors so that the doors will work properly.

28247 is to replace both operators. The actual doors are not being replaced.

Yes a quote will follow asap from the works carried out last week.

Hope that's all okay 😊



A Different Type of Door Company

Building 83 Bay 4
First Avenue
The Pensnett Trading Estate
Kingswinford
DY6 7FL

Quotation

To **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
Herts
SG8 6DZ

Site Address:
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts
SG8 6DZ

Your Order Ref:

Job Ref: 28247

Date: 21/04/2023

Valid To: 21/05/2023

Quote No:MGS-Q 28247

CDear Sir / Madam,

Further to our recent visit to the above site, we detail below our report and quotation:

AUTOMATION:

Further to our recent attendance, we noticed that the existing operating units are not compatible with the upgraded safety sensors. Current operating units are meeting the old regulation standards, MGS would recommend replacement units. MGS proposes to attend site in normal working hours, remove and dispose of the existing operating units, and supply and install 2no operating units and 2no safety sensors to the entrance. MGS Engineer to test for correct operation once works are completed and leave in good working order.

Our cost to carry out the above works would be £ 4590.00 + VAT.

As you may well be aware there is increased volatility in material pricing at the moment and prices can change at little or no notice. We therefore reserve the right to amend our material pricing should the need arise

PLEASE NOTE: If parts are required, this will be 3-4 week Lead time

Payment:

Subject to receipt of satisfactory bank and trade references and settlement of our account is required no later than the end of the month following the month of invoice.

Note: New customers may be requested to pay pro-forma or requested to pay 50% up front for materials and the balance on the delivery date / completion of works.

We trust the above meets with your approval and await your further instructions. In the meantime, should you have any queries, please do not hesitate to contact us.

Yours faithfully

Jack Cox

Carriage	£0.00
Total Nett	£4,590.00
VAT	£918.00
Total	£5,508.00



A Different Type of Door Company

Building 83 Bay 4
First Avenue
The Pensnett Trading Estate
Kingswinford
DY6 7FL

Quotation

To **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
Herts
SG8 6DZ

Site Address:
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts
SG8 6DZ

Your Order Ref:

Job Ref: 28247

Date: 21/04/2023

Valid To: 21/05/2023

Quote No: MGS-Q 28247

Carriage	£0.00
Total Nett	£4,590.00
VAT	£918.00
Total	£5,508.00

Request from Kebab Van :

Dear Parish Councillor

I would like to write to you and make a humble request that i would like to leave my trailer park in the car park overnight. Its is due to the parking space hustle usually here in the parish council car park and also at the cherry park farm in the real estate Melbourne and moving it here and there for parking also takes much of my business time.

My trailer is a single axel trailer and whenever i am taking this from one place to another , most of the items inside the trailer gets miss place in the manoeuvring process.

Therefore, it is requested humbly to kindly allow me the parking space in the parish council car park to leave my trailer overnight.

I shall be very grateful to you for your this act of kindness.

The car park lease is available at : <https://melbournparishcouncil.gov.uk/wp-content/uploads/2017/01/Car-Park-Lease-3-August-2010.pdf>

PC026/23 | **To consider a proposal as part of the proposed Greenway initiative to improve pedestrian and cyclist provision at Melbourn High Street/Station Road junction**

Thank you for your attendance this afternoon, regarding our Melbourn Greenway proposals.

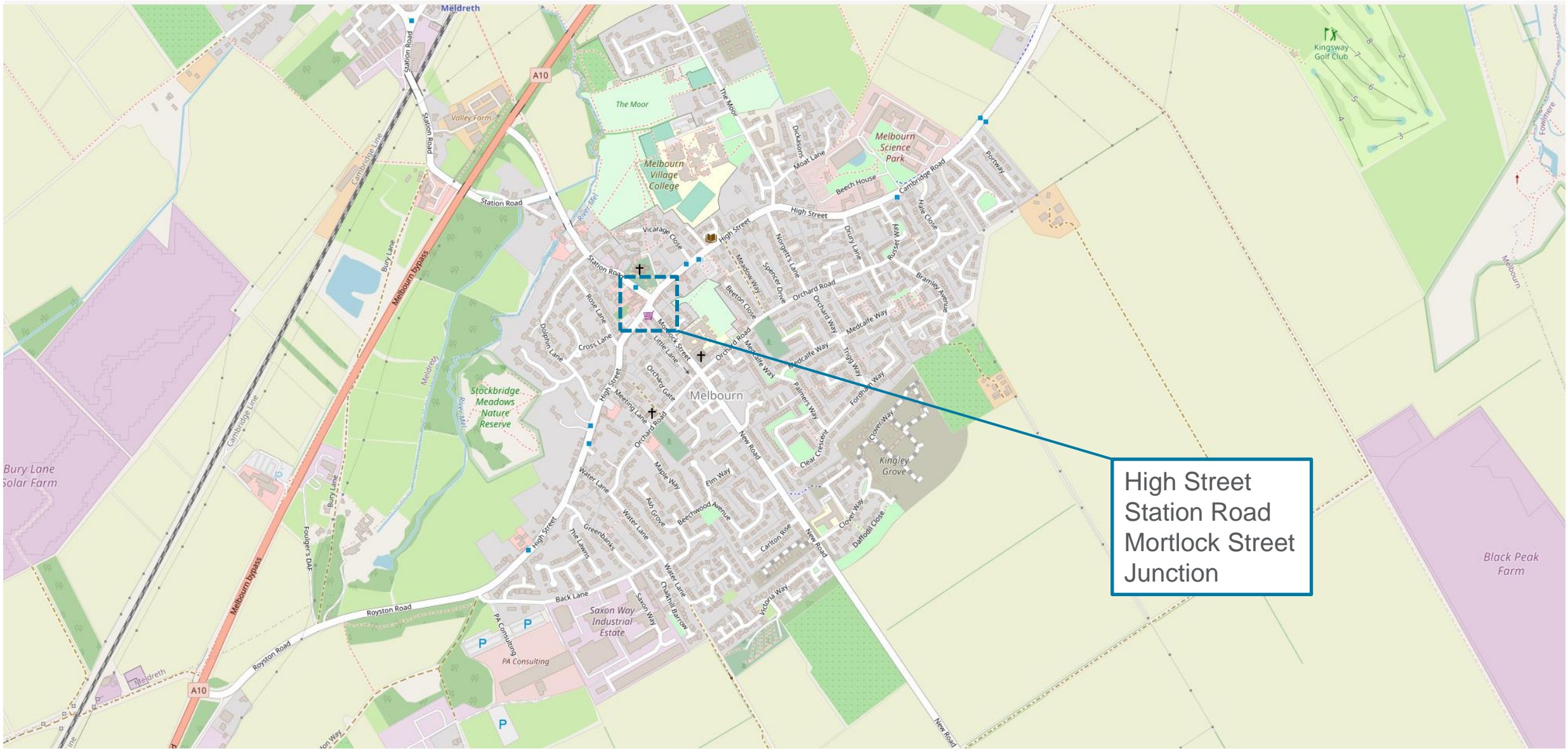
As discussed, GCP are looking at improving pedestrian and cyclist provision through the Melbourn High Street/Station Road junction and would like to hear the council's views on our preferred option (Option 2).

Please see attached the slides from today which aim to summarise the existing situation, potential issues and preferred solution.

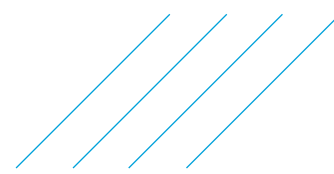
If you or any council members have any questions regarding this proposal, please do let myself and/or Kerry know.

I look forward to hearing back from you after your meeting on the 22nd

(plans in supporting docs)



High Street
Station Road
Mortlock Street
Junction





Existing Condition

- Four arm signal controlled junction
- Pedestrian crossings north and south side of junction over High Street
- Pedestrian crossing over Mortlock Street
- No crossing over Station Road





Option 1

- Remove southbound right turn lane to widen footway into carriageway
- Red surfacing throughout junction
- Advance stop lines for cycles
- New crossing over Station Road

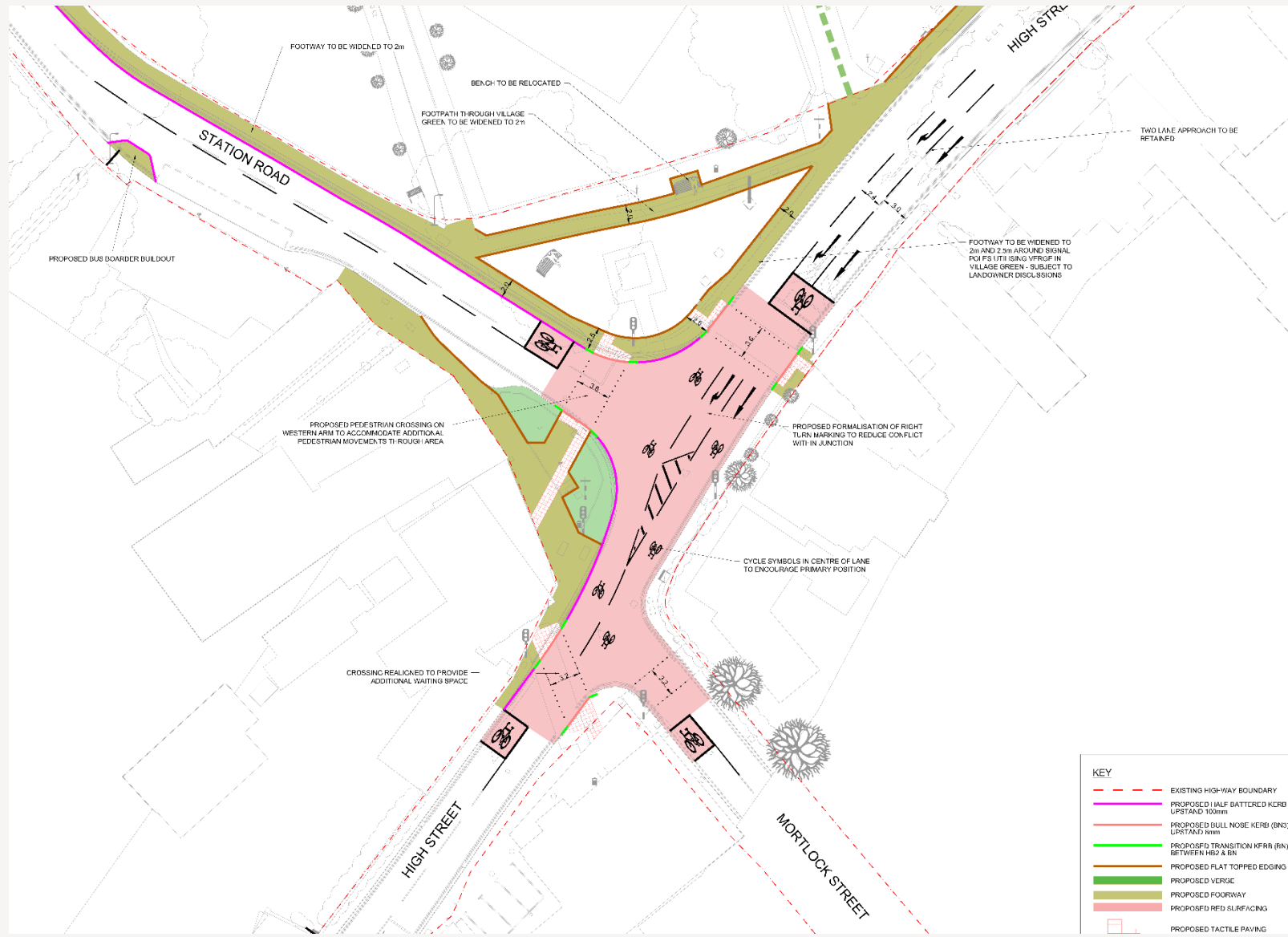
Potential Issues

- Modelling indicates all arms apart from High Street northbound approaching saturation (~90%)
- Likely bus journey times will be affected by right turners blocking southbound movement.
- Potential for longer pedestrian wait times at crossings during certain times of the day.



Option 2

- Retain southbound right turn lane on High Street and widen footway back into existing verge in Village Green by ~1m
- Widen diagonal path to north of Village Green.
- Formalise lane markings through junction
- Red surfacing throughout junction
- Advance stop lines for cycles
- New crossing over Station Road



Melbourn Timebank 2022/'23

Highlights

Big Picnic attended by 28 people

Forever Cycling pilot session

Community Support for Dementia trip to Felixstowe

Christmas lunch

Seated Yoga sessions

MACS (Melbourn Action Community Support) formed to facilitate Food Bank and Warm Hub sessions

45 Customers and over 215 visits

'Wonderpass' project, 7 frames instigated by Timebank

'Aquathon' raised £814 for **MACS** and HomeStart



Solo Sunday Lunches once per month

Memory Cafés each month supported by Timebank

Cam Sight meetings supported by Timebank

Games nights each month

On-going weekly activities

Mondays	Food Bank 10-12 and Warm Hub 12-3	
Tuesday	Dog Café 10-12	
Wednesday	Wellbeing Walk 10.30	
Thursday	Coffee Morning and Food Bank 10-12 Warm Hub 12-3.00	



Membership

	Mar '22	April '23
Individual Members	102	120
Organisation Members	16	19

Total Hours exchanged

March '22	April '23
6,718	11,900

PC029 23)

<p>DJ Bundle kits:</p>	<p>BopDJ.com</p> <p>PIONEER DJ XDJ-RX3 & DM-40D & HDJ-CUE1 (CONTROLLER/SPEAKERS/HEADPHONES BUNDLE #1</p> <p>£1,879.00 https://www.bopdj.com/pioneer-dj-xdj-rx3-dm-40d-hdj-cue1-bundle.html?gclid=EAlaIqobChMIg7CHilz4_gIVzI3VCh18QQbvEAQYDSABEgLawvD_BwE</p>
	<p>Thediscdjstore.com</p> <p>PIONEER DJ XDJ-RX3 & DM-40D & HDJ-CUE1 (CONTROLLER/SPEAKERS/HEADPHONES BUNDLE #1</p> <p>£1,879.00 https://www.thediscdjstore.com/xdj-rx3-dm-40d-bundle.html?dfw_tracker=138714-DDJ5230&gclid=EAlaIqobChMIg7CHilz4_gIVzI3VCh18QQbvEAQYHSABEgLAJfD_BwE</p>
	<p>djdeals.co.uk</p> <p>Pioneer DJ XDJRX3 & VM70 X7K Package</p> <p>£2,299.00 https://www.djdeals.co.uk/products/Pioneer-DJ-XDJRX3---VM70-X7K-Package?gclid=EAlaIqobChMIg7CHilz4_gIVzI3VCh18QQbvEAQYFyABEgKcAvD_BwE</p>
<p>Set up stand:</p>	<p>£210.00</p> <p>https://cpc.farnell.com/ibiza-sound/ds30/dj-booth/dp/DP36217?fi=wp</p>
	<p>£199.00</p> <p>https://www.prebeat.co.uk/stands-c44/dj-stands-c45/ibiza-sound-ds30-dj-stand-110cm-p1010/s1041?utm_source=google&utm_medium=cpc&utm_term=ibiza-sound-ds30-dj-stand-110cm-ds30&utm_campaign=product%2Blisting%2Bads&cid=GBP&glCurrency=GBP&glCountry=GB&gad=1&gclid=EAlaIqobChMIqqIj5P4_gIVHpNoCR3X3wpxEAQYByABEglutFD_BwE</p>
	<p>£189.00</p> <p>https://electromarket.co.uk/vonyx-db4-pro-foldable-dj-booth-stand-with-case?gclid=EAlaIqobChMIqqIj5P4_gIVHpNoCR3X3wpxEAQYCSABEgKqnPD_BwE</p>
<p>Speaker stands x2 :</p>	<p>£44.00</p>

	https://www.whybuynew.co.uk/accessories/stands-accessories/speaker-stands/gorilla-studio-monitor-speaker-stands-pair.htm
	<p>£44.95</p> <p>https://www.amazon.co.uk/Gorilla-DJ-GSM-100-Positioning-Adjustments/dp/B086GVX8KC/ref=asc_df_B086GVX8KC/?tag=googshopuk-21&linkCode=df0&hvadid=430871355771&hvpos=&hvnetw=g&hvrnd=8337565522665703306&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-907125415408&psc=1&tag=&ref=&adgrpid=95383426970&hvpone=&hvptwo=&hvadid=430871355771&hvpos=&hvnetw=g&hvrnd=8337565522665703306&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-907125415408</p>
	<p>£59.99</p> <p>https://www.amazon.co.uk/Gorilla-DJ-GSM-100-Positioning-Adjustments/dp/B086GVX8KC/ref=asc_df_B086GVX8KC/?tag=googshopuk-21&linkCode=df0&hvadid=430871355771&hvpos=&hvnetw=g&hvrnd=8337565522665703306&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-907125415408&psc=1&tag=&ref=&adgrpid=95383426970&hvpone=&hvptwo=&hvadid=430871355771&hvpos=&hvnetw=g&hvrnd=8337565522665703306&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-907125415408gear4music.com/Recording-and-Computers/Studio-Monitor-Speaker-Stands-Pair/6PM?_gl=1*nh5an*_up*MQ..*_ga*MTE0MDY0MzAyNC4xNjg0MTgzNDQ3*_ga_0WF1R5QW3K*MTY4NDE4MzQ0Ni4xLjAuMTY4NDE4MzQ0Ni4wLjAuMA..&gclid=EAlaIqobChMIo67J1Zf4_gIV0pRoCR2bmQAbEAQYByABEglioPD_BwE</p>
Controller carry case:	<p>£159.00</p> <p>https://www.bax-shop.co.uk/dj-controller-flight-cases/odyssey-xdj-rx3-industrial-board-flight-case?utm_source=google&utm_medium=organic&utm_campaign=surfaces&gclid=EAlaIqobChMI_uu76Jj4_gIVz_dRCh1hYwHSEAQYBSABEgKIX_D_BwE</p>
	<p>£229.00</p> <p>https://www.djsuperstore.com/pioneer-flt-xdjrx3-flight-case-for-the-xdj-rx3?gclid=EAlaIqobChMI_uu76Jj4_gIVz_dRCh1hYwHSEAQYAyABEgLmbfD_BwE</p>
	<p>£229.00</p> <p>https://www.gak.co.uk/en/pioneer-dj-flt-xdjrx3-flight-case-for-xdj-rx3/949763?gclid=EAlaIqobChMIuY3zuJn4_gIV1LDVCh09qAxCEAQYDyABEgISx_D_BwE</p>

Speaker carry case:	£98.00 https://www.amazon.co.uk/Gator-Monitor-Powered-Monitors-G-STUDIOMON1/dp/B077C5BNJB
	£61.00 https://www.bax-shop.co.uk/speaker-covers/gator-cases-studio-monitor-tote-bag-for-5-inch-driver-monitors
	£69.00 https://www.thomann.de/gb/gator_g_studiomon1.htm
Additional headphones x3:	£60.00 https://www.argos.co.uk/product/1482854?istCompanyId=a74d8886-5df9-4baa-b776-166b3bf9111c&istFeedId=c290d9a9-b5d6-423c-841d-2a559621874c&istItemId=rrlrpqwt&istBid=t&&cmpid=GS001&_sja=tsid:59157%7ccid:416-707-6621%7ccid:16386900662%7cagid:131065664302%7ctid:pla-359785526052%7ccrid:583962478285%7cnw:u%7crnd:7833974029964653843%7cdvc:c%7cadp:%7cmt:%7cloc:9050372&utm_source=Google&utm_medium=cpc&utm_campaign=16386900662&utm_term=1482854&utm_content=shopping&utm_custom1=131065664302&utm_custom2=416-707-6621&GPDP=true&gclid=EAlaIqobChMlr8WYxpv4_gIVr4VoCR0cdwqqEAQYASABEgJBsfD_BwE&gclsrc=aw.ds
	£60.00 https://www.amazon.co.uk/Pioneer-DJ-HDJ-CUE1-Headphones/dp/B08GCM6WVM/ref=asc_df_B08GCM6WVM/?tag=googshopuk-21&linkCode=df0&hvadid=463101038829&hvpos=&hvnetw=g&hvrand=7833974029964653843&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmld=&hvlocint=&hvlocphy=9050372&hvtargid=pla-942387418062&psc=1&th=1&psc=1
	£85.80 https://www.gear4music.com/PA-DJ-and-Lighting/Pioneer-DJ-HDJ-X5-Professional-DJ-Headphones/23R6?origin=product-ads&gclid=EAlaIqobChMlr8WYxpv4_gIVr4VoCR0cdwqqEAQYBiABEgIKnfD_BwE
Spare microphone x2:	£79.00

	https://www.pmtonline.co.uk/sennheiser-e835-cardioid-dynamic-vocal-microphone?dfw_tracker=165313-8142&gclid=EAlaIqobChMIhp29nZz4_glVEcLVCh2xdgxIEAQYBCABEgJ34PD_BwE&gclsrc=aw.ds
	<p>£109.00</p> <p>https://www.absolutemusic.co.uk/shure-sm58-dynamic-microphone.html?source=shopping&sku=shusm58&gclid=EAlaIqobChMIhp29nZz4_glVEcLVCh2xdgxIEAQYAyABEgJITPD_BwE</p>
	<p>£98.00</p> <p>https://www.gear4music.com/PA-DJ-and-Lighting/Shure-SM58-Dynamic-Cardioid-Vocal-Microphone/4ZW?origin=product-ads&gclid=EAlaIqobChMIhp29nZz4_glVEcLVCh2xdgxIEAQYByABEgLXB_D_BwE</p>
TV Stand	<p>£149.99</p> <p>https://www.theplasmacentre.com/tv-stands-and-av-racks/tv-stands/cart01-trolley-stand.html</p>
	<p>£69.99</p> <p>https://www.amazon.co.uk/RFIVER-Non-Marking-Adjustable-600x400mm-MT2001-Black/dp/B07YJC7N4W/ref=asc_df_B07YJC7N4W/?tag=googshopuk-21&linkCode=df0&hvadid=399587825235&hvpos=&hvnetw=g&hvrnd=13324941880389647093&hvpon=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-843662975905&pvc=1&tag=&ref=&adgrpid=85065198716&hvpon=&hvptwo=&hvadid=399587825235&hvpos=&hvnetw=g&hvrnd=13324941880389647093&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9050372&hvtargid=pla-843662975905</p>
	<p>£94.99</p> <p>https://www.wayfair.co.uk/Symple-Stuff--Bober-TV-Stand-for-TVs-up-to-65-V111290547-L6-K~U000189436.html?refid=GX433440878637-U000189436&device=c&ptid=931127645193&targetid=pla-931127645193&network=g&ireid=123663896&device=c&gclid=EAlaIqobChMIubf1k534_glVZYpoCR3AVAQUEAQYAyABEgJmefD_BwE</p>
Smart TV	<p>£189.00</p>

	https://www.argos.co.uk/product/1179741?istCompanyId=a74d8886-5df9-4baa-b776-166b3bf9111c&istFeedId=30f62ea9-9626-4cac-97c8-9ff3921f8558&istItemId=rwmxpppiw&istBid=t&&cmpid=GS001& \$ja=tsid:59157%7ccid:416-707-6621%7ccid:16379645032%7ccid:134573857595%7ctid:pla-883247227666%7ccid:583922368209%7cnw:u%7crnd:14902176065078512718%7cdvc:c%7cadp:%7cmt:%7cloc:9050372&utm_source=Google&utm_medium=cpc&utm_campaign=16379645032&utm_term=1179741&utm_content=shopping&utm_custom1=134573857595&utm_custom2=416-707-6621&GPDP=true&gclid=EAlaIqobChMI2aizqp_4_gIVkI9oCR1mVAtrEAQYASABEgLYcPD_BwE&gclsrc=aw.ds
	<p>£179.00</p> <p>https://www.samsung.com/uk/monitors/flat/smart-m5-27-inch-smart-tv-experience-ls27bm501euxxu/?gad=1&merchant=17946&cid=uk_paid_affiliate_awin-ShopilaUKCSSPartner_0_none_Direct+Linking_0_none_none&awc=17946_1684185456_87c7920736d766a6a68e24b0149ff861&affiliatename=Shopila%20UK%20%28CSS%20Partner%29&affiliateid=639029&clicktimestamp=1684185456</p>
	<p>£199.99</p> <p>https://www.currys.co.uk/products/ig-28tg515spz-28-smart-hd-ready-led-tv-monitor-10244254.html?istCompanyId=bec25c7e-cbcd-460d-81d5-a25372d2e3d7&istFeedId=4d7eb93e-055f-499d-8ee5-1cdcc50d67d1&istItemId=rirxppqwa&istBid=t&srcid=198&cmpid=ppc~gg~0041%20(Shopping%20Ads)%20Small%20Screen%20Television%20-%20Generic%20-%20SSC%202021~SSTV%20SSC%202021~Exact~7170000089627853~&mctag=gg_goog_7904&kwid=GOOGLE&device=c&ds_kids=92700074294672370&tgtid=0041%20(Shopping%20Ads)%20Small%20Screen%20Television%20-%20Generic%20-%20SSC%202021&gclid=EAlaIqobChMI2aizqp_4_gIVkI9oCR1mVAtrEAQYBSABEgInaPD_BwE&gclsrc=aw.ds</p>
Wireless uplighter for the dj booth	<p>£130.00</p> <p>https://electromarket.co.uk/beamz-bbp44-wireless-uplighter-weatherproof-battery-uplighter?gclid=EAlaIqobChMIIMPLs5v9_gIVcotoCR1YJQmcEAQYCiABEgloVfD_BwE</p>
	<p>£112.00</p> <p>https://www.bax-shop.co.uk/battery-powered-lighting/beamz-bbp44-battery-powered-par-uplight?utm_source=google&utm_medium=organic&utm_campaign=surfaces&gclid=EAlaIqobChMI-6n_uJz9_gIVWsfVCh2VUwKIEAQYAyABEgLIgFD_BwE</p>
	<p>£189.00</p> <p>https://stageconcepts.co.uk/product/beamz-bbp94w-led-par-wireless-uplighter/?gad=1&gclid=EAlaIqobChMI-6n_uJz9_gIVWsfVCh2VUwKIEAQYDyABEgKYtFD_BwE</p>

Advertising banners/signs:

Feather flag £180.00

Vinyl Banner £65.00

Leaflets £45.00

Hop up for the kids £108.00

https://www.ramsayladders.co.uk/i-ezy-hop-one-single-unit.html?search_string=ezy+hop

A small pop up gazebo for the funday advertising but I have one I could use if need be! £89.99

<https://www.wayfair.co.uk/home/pdp/dakota-fields-jarrow-aluminium-pop-up-gazebo-u001197624.html?piid=327996863>

Quest music services DJ Workshop – quotation included in pack.

Part 1, £500.00 – DJ Workshop & Demo.

Part 2, £250.00 – Tutor training and safeguarding for 3 attendees.

With regards to the above quotations/links, some include free delivery, others will have delivery in addition. I believe I can get a full start up kit with everything I need to start with, within the 4.5k funding that we discussed which included 4k for the equipment (which I have managed to include the tutor training and safeguarding for 3 people), and the £500 for the DJ Workshop & Demo which can cater for 10 participants, although im sure this wouldn't disregard an audience that could see what is on offer.

I (along with any volunteers) would need an enhanced DBS check via the update service and I am on the lookout for some assistance within the local area, so if you know anyone that would be interested in assisting me long term then please put them forward, we could include them on the half day tutor training as shown in the quotation attached.

After speaking to Quest Music Services, we have decided that it would be best suited to carry out the demo inside the Hub. I would use the fun day (24th June) to set up a gazebo with some banners, leaflets, and a display of the set up so that people can see what we're offering. Advertise the Demo workshop at the Hub and get people to sign up to be part of the 10 participants.

Please let me know what you think of my suggestions and information, I hope this is enough for you?

If you require any further info, please ask.

Kind regards,

Jason.

QUOTE FOR SERVICE

To: Jason Coulman

ID	DJ/TT/DQ-JC
Date	17 th March 2023
Account:	£750.00

From: Quest Music Services, The Bungalow – Grays Hall, Orsett Road, Grays, Essex, RM17 5TT

Description	Unit Cost (£)	Quantity	Price (£)
<p><u>The quotation request is in 2 parts;</u></p> <p><u>Part 1: For 'an introduction to DJing' for the attention of Jason Coulman o/b of Parish Council. Date to be confirmed against hub's availability, duration upto 2 hours 30mins including set up and pack down for a maximum of 10 participants within 1 session. Timings of workshop to be confirmed, location - Royston, Herts area. This includes 1 x DJ Tutor, 1 support staff, DSL, PA equipment, pioneer RX2 decks, head and radio mics, DJ screen, set up and pack down, insurances, onsite resources, travel and admin expenses, £500.00.</u></p> <p><u>Part 2: For the requirement of tutor training in hosting DJ workshops, including Safeguarding, DBS requirements, working with young people, approaches to different learning speed/styles, H&S, risk assessment, & lesson planning. ½ day (I,e 9am – 12 midday) held at The Bungalow studio or onsite (TBC) for a maximum of 3 participants.- £250.00</u></p> <p>Note: Sessions times can be arranged and agreed to suit client requirements.</p>			
			TOTAL: £750.00
			BALANCE: £750.00

Method of Payment

Quest Music Services
Sort Code: 20-34-69
Account Number: 93300196

Thank you for your consideration

MAYD – Parish Council Agenda Item PC029/23 (a) DJ & Music Production – Youth Training Workshop

Background:

A member of the public attended the recent MAYD Joint Committee meeting and tabled a well-documented proposal offering 2-hour training and socialisation sessions centred around the skills and knowledge required to be DJ. Also, to understand some of the background needed in this aspect of the music industry.

The sessions would be offered free of charge and at no ongoing cost to the Joint Parish Councils making up the MAYD Committee.

Costs:

However, there is a capital outlay and up-front cost of £5,150 for equipment and for a promotional ‘taster’ event, at which a specialist in this area (Quest Music Services) - see *attached page* – would help demonstrate the proposal.

The idea was brought to the recent Community Grant meeting and a grant of £2,000 was agreed from the Melbourn Council, this to be the basis of a match funding grant request from the SCDC Community Chest also of £2,000.

The MAYD Committee recently approved the DJ workshop proposal, subject to the consent of Melbourn Parish Council, who are both the chair and main stakeholder of MAYD. Full Council approval is now being sought to ensure full transparency in the decision-making process.

Additional costs would be drawn from MAYD ring-fenced funds. Sufficient funding exists short term to cover the costs, with or without the SCDC grant.

Benefits:

MAYD is in the process of significantly changing the way it delivers Youth Services. The contract with Groundwork East has not been renewed in favour of the Connections Bus option, to be centred on the Melbourn Village College site. This ‘youth bus’ is going to look rather different to the past static youth club arrangements centred on the pavilion. The Connection Bus offering at sites where this is currently available is generally attractive to years 7, 8 and to a lesser extent 9. The DJ Workshop would operate from the pavilion and, although catering for fairly small numbers at any one session, is likely to attract older students in years 9, 10 and 11.

These two initiatives together form an age-balanced offer and represent something fresh that will hopefully engage a normally hard-to-reach demographic.

Please will the Council ‘*Consider the proposal from the MAYD Joint Committee to fund a DJ Workshop Initiative funded from the MAYD ring-fenced account*’

JWT/May 2023

Dear John,

I am writing to you to ask for your support and assistance with a youth project I am keen to start in Melbourn.

My wife is the Parish Councils new RFO and has advised me to E-mail you as the person involved with the Youth club in the village.

I am a club DJ and a dad of teenagers. I am affiliated with a community radio/music services in Thurrock [Dorion Quest \(questmusicservices.com\)](http://questmusicservices.com) and I would like to establish a similar thing within Melbourn Village.

I have the support of Dorion Quest and the team to help establish the set up, I am looking for start-up funding to initially purchase the equipment

Approximate costs:

£4,500 which allows for two DJ sets and any additional equipment.

Use of the Pavilion

One off cost to Quest Music services to do an initial introduction session of £500.

Cost of marketing and advertising £100.

DBS Check for 2 people £50.00.

Total: £5,150.00

Kind regards,
Jason Coulman