

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 27 March at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

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

Absent:

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

PC204/22 To receive and approve apologies for absence

Apologies were received from Cllr Wilson with appropriate reason given.

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

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

PC205/22 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

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

PC206/22 Chairs' Announcements – For information only

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

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

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

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

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

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

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

PC209/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public were in attendance.

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

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

It was noted that:

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

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

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

-The "wonderpass" project will be commencing soon

-Grant funding from the Healthier Futures Fund was noted

-Residents are encouraged to report fly tipping to South Cambs

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

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

Signed: Date:

PC211/22 Finance Matters:

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

PC212/22 Governance:

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

PC213/22 Bank reconciliations

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

PC214/22 Email Decisions

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

It was noted.

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

It was noted.

PC215/22 Coronation

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

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

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

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

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

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

- c) To receive any updates and consider actions

None were received.

PC216/22 Maintenance Matters:

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

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

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

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

PC217/22 Planning Matters:

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

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

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

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

- b) To receive any updates and consider actions

None were received.

PC218/22 Community Hub

- a) To receive any updates and consider actions

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

PC219/22 To note the plans for the Melbourn Fete

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

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

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

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

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

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

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

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

PC222/22 To receive an update about Melbourn science park

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

PC223/22 Melbourn Timebank

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

The report was received.

- b) To consider the approval of Timebank expenses

There were no expenses to consider.

- c) To receive any updates and consider actions

None received.

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

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

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

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

Currently investigating areas to work on as a working party.

PC226/22 HR Matters:

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

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

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

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

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

Proposed by Cllr Davey, seconded by Cllr Alexander.

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

Against: Cllr Cowley

Abstained: Cllr Kilmurray

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

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

Proposed by Cllr Barnes, seconded by Cllr Davey.

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

Against: Cllr Cowley

Abstained: Cllr Kilmurray

- c) To receive any updates and consider actions

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

PC227/22 Policies and Terms of Reference:

- a) To consider approving the draft Financial Regulations

It was RESOLVED to approve the draft Financial Regulations.

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

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

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

It was RESOLVED, following the amendment above, to approve the draft investment strategy 2023/24. Proposed by Cllr hart, seconded by Cllr Barnes. All in favour.

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

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

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

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

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

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

- e) To consider approving the draft General Risk Register

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

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

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

- f) To consider approving the draft Disciplinary policy

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

It was RESOLVED to approve the draft Disciplinary policy.

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

- g) To consider approving the draft Grievance policy

It was RESOLVED to approve the draft Grievance policy.

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

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

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

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

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

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

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

Meeting closed at 21:50

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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

Present: Cllrs Clark (Chair), Alexander, Wilson, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Barley

Absent:

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

PC179/22 To receive and approve apologies for absence

Apologies were received from Cllr Campbell with appropriate reasons

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

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

PC180/22 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

Cllrs Travis and Kilmurray declared an interest in items PC188 22d, PC188 22e, PC189 22a, PC194 22 (all items.) They were granted dispensation to participate in discussion but not to vote on these items.

PC181/22 Chairs' Announcements – For information only

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

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

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

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

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

There was nothing to report.

PC184/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

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

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

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

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

The report was received.

It was noted that;

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

Signed: Date:

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

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

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

PC186/22 Policies and Terms of Reference:

- a) To consider approving the Asset Management Reserve Policy

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

It was RESOLVED to adopt the Asset Management Reserve Policy.

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

PC187/22 Asset Management Reserve:

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

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

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

Deferred. Awaiting quotations.

- c) To receive any updates and consider actions

None received.

PC188/22 Finance Matters:

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

The report was noted.

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

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

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

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

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

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

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

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

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

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

- f) To consider approving the renewal fee with EDGE

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

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

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

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

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

PC189/22 Governance:

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

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

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

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

Proposed by Cllr Davey, seconded by Cllr Alexander.

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

Against:

Abstained: Cllrs Kilmurray and Travis.

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

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

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

Proposed by Cllr Alexander, seconded by Cllr Hart.

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

Against: Cllrs Kilmurray and Cowley

Abstained:

- c) To receive any updates and consider actions

None were received.

PC190/22 Email Decisions

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

It was noted.

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

It was noted.

PC191/22 Bank reconciliations

- a) To note bank reconciliation for January 2023

The bank reconciliations are in progress.

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

PC192/22 Maintenance Matters:

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

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

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

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

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

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

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

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

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

- c) To receive any updates and consider actions

None were received.

PC193/22 Planning Matters:

- a) To receive any updates and consider actions

None were received.

PC194/22 Community Hub

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

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

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

Proposed Cllr Davey, seconded Cllr Cowley.

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

Against:

Abstained: Cllrs Kilmurray and Travis.

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

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

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

Proposed Cllr Davey, seconded Cllr Cowley.

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

Against:

Abstained: Cllrs Kilmurray and Travis.

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

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

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

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

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

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

Proposed by Cllr Davey, seconded by Cllr Barnes.

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

Against:

Abstained: Cllrs Kilmurray and Travis.

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

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

Proposed by Cllr Hart, seconded by Cllr Barnes.

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

Against:

Abstained: Cllrs Kilmurray and Travis.

- e) To receive any updates and consider actions

None were received.

PC195/22 Coronation

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

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

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

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

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

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

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

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

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

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

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

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

PC199/22 Melbourn Timebank

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

It was noted.

- b) To consider the approval of Timebank expenses

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

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

- c) To receive any updates and consider actions

None were received.

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

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

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

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

PC202/22 HR Matters:

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

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

- b) To receive any updates and consider actions

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

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

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

Meeting closed: 21:31

Signed: Date:

Melbourn Parish Council March 2023 – District and County Councillors' Report

Royston Recycling Centre restrictions

We've asked CCC to discuss options with Herts CC, who indicated there was scope for special arrangements. Cambs CC is in a minority of local authorities not to restrict access to non-county residents.

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

The 17 service will be run by Myall and son, a new operator. Thank you to A2B who have been active bus user group supporters over the past years.

Rain – any issues with foul water?

Please let us know if any issues, as we have been in conversation with Anglian Water

Melbourn-Meldreth Station Underpass work starts imminently – cleaning and prep this week, community art next week.

Community Rail Partnership

If any parish councillor would like to be the Melbourn PC representative, please make yourself known!

Healthier Futures Fund – grant funding pot designed for the voluntary sector, supporting:

- Children's & young people's mental health
- Frailty
- People who use health services very frequently
- People who have an irreversible progressive disease or medical condition that can significantly impact on quality of life
- Cardiovascular disease (including but not limited to smoking cessation)
- Supporting people who are medically fit to leave hospital

<https://www.cpics.org.uk/news/healthier-futures-fund-1967>

Fly Tipping

Only about 40% of fly tipping is reported – and when it is, the rubbish itself usually reveals the fly tipper's identity. Please do report it if you see it – just search *Fly Tipping South Cambs*.

Reminder: South Cambs Magazine

Thanks to everyone who's been in touch about not receiving the South Cambs Magazine – we know this has been a problem for certain streets across the villages. We are working closely with SCDC to try and resolve this mysterious and persistent problem. If you are affected and have not yet let us know, please do contact us.

Easter Holiday Activities and Food (HAF) Programme

Cambridgeshire County Council have received DfE funding until the end of 2024 to support children, in receipt of income-related free school meals, attend a holiday scheme for free during the Easter, Summer and Christmas school holidays. The Easter Holiday and Activities Food Programme will run between 4-14 April with over 120 schemes participating across the county. Parents can book places directly with holiday schemes.

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,400.00	£0.00	£2,547.21	£147.21
101	Allotment Insurance Premiums	£0.00	£0.00	£355.00	£355.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,250.00	£0.00	£6,750.93	£500.93
Cemeteries					
200	Burial Fees	£4,000.00	£0.00	£5,370.00	£1,370.00
Total Cemeteries		£4,000.00	£0.00	£5,370.00	£1,370.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£3,530.00	£330.00
320	Hire of Recreation Grounds	£800.00	£0.00	£812.47	£12.47
340	Pavilion Hire	£300.00	£0.00	£267.00	-£33.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,300.00	£0.00	£4,609.47	£309.47
Finance & General Purpose					
410	Precept	£293,430.00	£0.00	£293,430.00	£0.00
420	Interest - Deposit Account Unity	£100.00	£0.00	£1,134.21	£1,034.21
425	Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430	Interest - Public Sector Deposit	£50.00	£0.00	£696.98	£646.98
435	Interest - Charity Bank	£100.00	£0.00	£292.19	£192.19
440	Interest - HTB	£150.00	£0.00	£752.81	£602.81
460	Miscellaneous Income	£0.00	£5,415.00	£5,819.85	£404.85
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,129.84	£1,129.84
600	Grants Received	£0.00	£0.00	£700.00	£700.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£700.00	£700.00	£0.00
Total Finance & General Purpose		£294,180.00	£6,115.00	£304,655.88	£4,360.88
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£23,833.37	-£2,166.63
Total Rental Property		£26,000.00	£0.00	£23,833.37	-£2,166.63
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£1,941.00	£2,191.00	£250.00
Total Melbourn Area Youth Develpt		£0.00	£1,941.00	£2,191.00	£250.00

Community Benefit Reserve

960	Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
Total Community Benefit Reserve		£0.00	£47,108.13	£47,108.13	£0.00

S106 & Other Capital Grants Reserve

140	S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£14,899.75	£14,899.75	£0.00

Celebrating Ages Reserve

990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00

Total Income	£334,730.00	£70,063.88	£409,418.53	-£10,275.10
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EXPENDITURE**Conservation**

1000	Allotments	£1,890.00	£0.00	£2,367.26	£-477.26
1001	Allotment Insurance Premiums	£0.00	£0.00	£355.00	£-355.00
1100	Conservation	£11,300.00	£5,287.00	£11,517.43	£5,069.57
1150	Stockbridge Meadows	£1,290.00	£0.00	£752.60	£537.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£6,847.50	£1,822.50
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£5,170.00	£2,500.00
Total Conservation		£30,820.00	£5,287.00	£27,009.79	£9,097.21

Cemeteries

2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£3,487.03	£1,277.97
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£4,464.13	£1,485.87
Total Cemeteries		£10,715.00	£0.00	£7,951.16	£2,763.84

Play Areas & Recreation Grounds

3000	Play Areas	£4,220.00	£0.00	£2,885.25	£1,334.75
3200	Recreation Grounds	£12,720.00	£0.00	£12,562.26	£157.74
3400	Pavilion	£9,160.00	£2,000.00	£10,308.04	£851.96
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£25,755.55	£2,344.45

Finance & General Purpose

4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£1,647.44	£102.56
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,400.00	£7,800.00	£10,060.08	£139.92
4500	Insurances	£12,550.00	£0.00	£15,170.63	£-2,620.63
4700	Membership of Societies	£1,370.00	£0.00	£329.00	£1,041.00
4900	Parish Clock	£400.00	£0.00	£205.00	£195.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£26,467.68	£220.32
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£67,683.85	£5,916.15
5300	Sundry Expenses	£150.00	£3,051.00	£3,281.49	£-80.49
5400	Training	£1,500.00	£0.00	£690.00	£810.00
5700	Pension Scheme Charges	£440.00	£0.00	£396.00	£44.00
5900	Bank Charges	£400.00	£0.00	£206.95	£193.05
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£7,625.40	£-25.40
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£37.80	£162.20
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£1,230.58	£10,181.38	£2,919.20
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,129.84	£-1,129.84
6450	PWLB Community Hub - Interest	£27,876.00	£0.00	£27,875.75	£0.25
6451	PWLB Community Hub - Capital	£5,078.00	£0.00	£5,078.45	£-0.45
6452	PWLB Car Park - Interest	£5,314.00	£0.00	£5,379.30	£-65.30
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£11,508.16	£65.84
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£470.00	£264.51	£546.79	£187.72
6700	War Memorial	£0.00	£0.00	£645.00	£-645.00
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£2,084.55	£1,915.45
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£15,190.86	£664.14
7200	Fire Engine House	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£232,325.00	£12,346.09	£228,646.40	£16,024.69

Planning

7000	Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Total Planning		£1,000.00	£2,200.00	£2,200.00	£1,000.00

Highways

8000	Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100	Street Lighting	£2,500.00	£0.00	£628.04	£1,871.96
Total Highways		£14,000.00	£0.00	£628.04	£13,371.96

Rental Property

9000	Little Hands Nursery	£5,470.00	£0.00	£7,025.88	£-1,555.88
Total Rental Property		£5,470.00	£0.00	£7,025.88	£-1,555.88

Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£8,171.00	£8,171.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£8,171.00	£8,171.00	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£47,632.95	£47,632.95	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£47,632.95	£47,632.95	£0.00
S106 & Other Capital Grants Reserve					
1400	S106 Expenditure	£0.00	£183,345.23	£183,345.23	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£188,345.23	£188,345.23	£0.00
Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Expenditure		£320,430.00	£265,606.32	£543,366.00	£234,191.50

Total Income	£334,730.00	£70,063.88	£409,418.53	£4,624.65
Total Expenditure	£320,430.00	£265,606.32	£543,366.00	£42,670.32
Total Net Balance	£14,300.00		-£133,947.47	

Cash & Bank Balances 28th February 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£134,705.58
Unity Bank Instant Access Deposit	£174,160.75

Short Term Investment Accounts

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

Total	£539,934.80
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Melbourn Parish Council Finance Report 28th February 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 28th February 2023. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

Interest on Deposit Accounts – this is expected to significantly exceed budget due to the increase in interest rates that has occurred during the year.

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

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

Expenditure:

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

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

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

Shelley Coulman – RFO Melbourn Parish Council

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

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Details
5781	DD230320THREE	18/02/2023	£5.83	£1.17	£7.00	£7.00	3 Business Services - Timebank phone - up to 17 Feb
5779	BACS230328BARLEY	20/02/2023	£225.00	£45.00	£270.00	£270.00	Barley Property Maintenance - Labour at Littlehands, relocate cable - repaint top render wall and make good the pointing.
5793	BACS230328BRIAR	01/03/2023	£85.00	£17.00	£102.00	£102.00	Briar Security Systems - Intruder Alarm annual maintenance 01/04/23 - 31/03/24
5728	DD230310BGASORC	24/02/2023	£9.31	£0.47	£9.78		British Gas - Electricity bill - orchard road cemetery 21/01/23 - 20/02/23
5782	DD230310BGASORG	24/02/2023	£8.75	£0.44	£9.19		British Gas - Electricity bill - old rec ground 01/01/23 -20-02/23
5794	DD230316BGWORKSHOP	02/03/2023	£540.80	£108.16	£648.96		British Gas - Workshop electricity -01/02/23 -08/02/23
5807	DD230330BGASPAV	16/03/2023	£535.46	£107.09	£642.55	£1,310.48	British Gas - Pavilion Electricity - 13.02.23 -13.03.23
5816	BACS230328CAPALC	20/03/2023	£75.00	£0.00	£75.00		CAPALC - Councillor training Cllr Alexander 28/01/23
5817	BACS230328CAPALC	20/03/2023	£30.00	£0.00	£30.00	£105.00	CAPALC - Agar training Shelley Coulman
5792	BACS230328DPETTIFER	28/02/2023	£85.50	£0.00	£85.50	£85.50	David William Pettifer - February Litter picking
5783	BACS230228ESPO	03/03/2023	£31.00	£6.20	£37.20	£37.20	ESPO - Paper for the Hub to be recharged
5795	BACS230328GLASS	06/03/2023	£25.45	£5.09	£30.54	£30.54	Glassblade Ltd - Search WP Plugin for one year
5784	BACS230328H&CGM	24/02/2023	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Feb (11 of 12)
5785	BACS230328H&CGM	24/02/2023	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Feb 11/12
5786	BACS230328H&CGM	24/02/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 11/12
5787	BACS230328H&CGM	24/02/2023	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verge cutting - Feb (11/12)
5796	BACS230328H&CGM	20/01/2023	£110.00	£22.00	£132.00	£2,824.00	Herts & Cambs Ground Maintenance Limited - Cut back hard hedge on Junction of Dolphin Lane / Station Road
5797	BACS230328HUND	22/02/2023	£922.09	£0.00	£922.09	£922.09	Hundred Houses Society - Sinking fund and service charge village Hub
5788	BACS230328JTRUEMAN	25/02/2023	£84.00	£0.00	£84.00	£84.00	Jason Trueman - Feb Pavilion Cleaning - 6 hours @ £14 per hour
5798	BACS230328JLAND	01/03/2023	£900.00	£0.00	£900.00	£900.00	Jeremy Lander - Melbourn Churchyard wall report on condition
5789	BACS230328LUCID	01/03/2023	£134.00	£26.80	£160.80	£160.80	LUCID Systems - Covered agreement - April
5814	BACS230328MWYER	05/03/2023	£142.50	£0.00	£142.50	£142.50	Mark Wyer - Litter picking Feb 2023
	BACS230328MOLIV	22/03/2023	£125.00	£0.00	£125.00	£125.00	Matthew DeOliviera - Closing Gate at Littlehands
5809	BACS230328MACS	07/03/2023	£150.00	£0.00	£150.00	£150.00	Melbourn Action Community Support - Transfer ACRE Donation for MACS received
5822	BACS230728MCHM	21/03/2023	£3,338.46	£0.00	£3,338.46	£3,338.46	Melbourn Community Hub Management Group - Transfer of funds from the celebrating Ages reserve to the Hub management group for the Kings Coronation event.
5790	DD2303020NOW	01/03/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - Employer Service Charge Mar 2023
5791	DD230323PWLB	23/02/2023	£6,642.79	£0.00	£6,642.79	£6,642.79	Public Works Loan Board - Loan and interest repayment - Car park loan 1 - instalment 2
5800	BACS230328STEXPS	20/01/2023	£38.15	£0.00	£38.15	£38.15	Stephanie Trayhurn - Time bank expenses (Mileage & trophy for cake off)
5808	BACS230328TMUNCEY	13/03/2023	£25.01	£5.00	£30.01		Terry Muncey - Fuel for Van paid personally
5823	BACS230328TMUNCEY	23/02/2023	£743.40	£0.00	£743.40	£773.41	Terry Muncey - Warden cover - 20 -2-23 -23-03-23
5812	SERVCH2303031UNITY	04/03/2023	£39.00	£0.00	£39.00	£39.00	Unity Bank - Service charge -Mar 23
5810	BACS230328UF	14/03/2023	£60.00	£12.00	£72.00	£72.00	Universal Fencing Ltd - Supply & Fix 1 No Oak rail War memorial
5802	DD230308YU	01/03/2023	£49.37	£2.47	£51.84		Yu Energy - Street lighting account 2000107117 01/02/23-28/02/23
5803	DD230308YU	01/03/2023	£11.54	£0.58	£12.12		Yu Energy - Street lighting account 2000107118 01/02/23-28/02/23
5804	DD230308YU	01/03/2023	£10.65	£0.53	£11.18	£75.14	Yu Energy - Street lighting account 2000107116 01/02/23-28/02/23
	Debit card account top up	28/03/2023	£421.44	£0.00	£421.44	£421.44	Top up for Debit card per policy

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Payment	Transaction Details
	Petty Cash Top up	28/03/2023	£17.98	£0.00	£17.98	£17.98	Top up of Petty Cash
	Confidential items eg Salaries, NI & Pensions		£4,940.06	£0.00	£4,940.06	£4,940.06	
			£22,841.87	£815.87	£23,657.74	£23,657.74	

Signature _____ Date _____

Signature _____ Date _____

Sage payroll – PC211 22d)

Payroll

Pay your team accurately, and on time.

Select:

1-5 employees (£7.00 per month) ▼

£7.00

per month/ excl VAT

FREE for 3 months, then £7.00 a month. **You save £21.00**

Accounting from £0.00 VAT excl per month

[Get 3 months free](#)

Features

- ✓ Manage payroll for up to 100 employees
- ✓ Complete a pay run in 4 simple steps
- ✓ Avoid mistakes with fully HMRC compliant solution
- ✓ Enable employees self-serve payslips and P60s in-app
- ✓ Report on and analyse your payroll to make informed decisions
- ✓ Get expert support 24/7, all year round
- ✓ Automatically assess and enrol employees into workplace pensions
- ✓ Collaborate in real-time with your accountant
- ✓ Easily switch to Sage with a simple setup and data import
- ✓ Automatically track your payroll data in Sage Accounting

6-10 employees = £12 per month

First 3 months free $9 \times £7 = \underline{£63}$ per year

(With more staff) First 3 months free $9 \times £12 = £108$ for the year.

Sage is easier to use than Moneysoft and will save office staff's time.

Moneysoft £78 per year – will increase with more staff



Internal Audit Checklist ‘Year End 2020/21’

Name of Authority: Melbourn Parish Council Date of Audit: 9th February 2023

Audit Completed by: Libby White

Legislation

Process	Expected Control	Notes/Action to be Taken
Standing Orders	<ul style="list-style-type: none"> Model NALC April 2018 (updated 2022) 	Yes – last reviewed Nov 22
Financial Regulations	<ul style="list-style-type: none"> Model NALC 2019 	Using model FRs, but not the latest one
Code of Conduct	<ul style="list-style-type: none"> Adopted from District Council? 	New LGA one
Health & Safety Policy	<ul style="list-style-type: none"> Required by Health & Safety at Work Act 1974 Includes management arrangements 	Yes but not reviewed since 2019
Disciplinary Policy with Procedures	<ul style="list-style-type: none"> Complies with ACAS Code of Practice 2018 	Policy in place but out of date
Grievance Procedure	<ul style="list-style-type: none"> Complies with ACAS Code of Practice 2018 	Policy in place but out of date
Data Protection Policy	<ul style="list-style-type: none"> Incorporates GDPR Regulations 2018 	Yes – last reviewed Nov 22
Publication Scheme	<ul style="list-style-type: none"> Is there a Publication Scheme? Is it based on the template supplied by the ICO? 	Yes Yes
ICO	<ul style="list-style-type: none"> Is the LA registered with the ICO? 	Yes
Insurance	<ul style="list-style-type: none"> Is there a current Insurance Policy in place? Who is it with? Public Liability limit 	Yes BHIB £10m

	<ul style="list-style-type: none"> • Fidelity Guarantee limit • Employer's Liability limit • Sufficient cover for assets • Buildings? When were they last valued? • Any other requirements 	<p>£250k £5m Yes September 2022</p>
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Councillors and Ethical Framework

Process	Expected Control	Notes
Cllr Declarations of Office	<ul style="list-style-type: none"> • One for each Councillor – each election 	Yes
Chairman & Vice Chairman Declaration of Office	<ul style="list-style-type: none"> • Every May 	Yes
Register of Interests Current	<ul style="list-style-type: none"> • Check that these are on District Council website • Check link on website or original document • Are they checked or monitored? • Is there evidence that old Council and Cllr information is destroyed? 	<p>Yes Yes – link to District Council Remind them to update via agenda Yes when no longer a councillor</p>
Evidence of Declarations of Interests at Meetings	<ul style="list-style-type: none"> • Do Cllrs declare interests during meetings? • Do Cllrs leave a meeting if they declare prejudicial interests? 	<p>Yes Yes</p>
Dispensation Grant Policy	<ul style="list-style-type: none"> • Does the LA have a Dispensation Grant Policy 	Yes, June 2022
General Power of Competence (GPC)	<ul style="list-style-type: none"> • Is the Authority using the GPC? • Do qualifications still apply? 	<p>Yes Yes</p>

Agendas and Minutes

Process	Expected Control	Notes
Agendas		
Is there evidence that correct procedures are in place?	<ul style="list-style-type: none"> • Correct numbering used • 3 days clear notice • Signed by proper officer 	<p>Yes Yes Yes – electronic</p>

	<ul style="list-style-type: none"> • Location, time, summons, etc. 	Yes
Annual Meeting of Council	<ul style="list-style-type: none"> • Held in May? • 1st item 'Election of Chairman'? • General Power of Competence declared? 	Yes Yes Yes – May 22
Annual Parish/Town Meeting	<ul style="list-style-type: none"> • Was the meeting held between 1st March and 1st June? • Agenda published 7 days in advance? • Agenda signed by Chairman? 	16 th May 2022 Yes Yes
Matters Arising?	<ul style="list-style-type: none"> • If used, is it used correctly? 	N/A
Minutes		
Minute book	<ul style="list-style-type: none"> • Is there an official minute book/folder? • Are minutes signed and initialled? • Are resolutions clear? • Do minute items match agendas? • Do decisions comply with Standing Orders • Do cllrs declare interests? • Verbatim minutes? • Is there evidence of public participation? • Evidence that planning applications are considered at a public meeting? • Evidence of decisions being made under S137? 	Yes Yes Yes Yes Yes Yes No Yes Yes Not applicable as have GPC

Policies and Procedures

Process	Expected Control	Notes
Monitoring and Updating	<ul style="list-style-type: none"> • Is there evidence in minutes that these are regularly monitored and updated? 	Yes
Risk Management Policy	<ul style="list-style-type: none"> • Is this monitored at least annually at the Annual meeting of the Council? 	No – recommend that this is covered
Asset Register	<ul style="list-style-type: none"> • Is this up to date? • Does it hold the Audit and Insurance figures? • Is it published on the website? • Does it match the Insurance Policy figures? 	Some on Edge Some. A little bitty with some having both figures some not Yes but difficult to find Needs updating for website

Data Protection & GDPR	<ul style="list-style-type: none"> • Does the LA hold a Subject Access Register? • Does it hold a log of Data Breaches? • Is there a Privacy Policy/Statement? • Is there evidence ROPA (Record of Processing Activities)? 	<p>Not currently N/a Yes No – there are policies but not the register</p>
Management of Information	<ul style="list-style-type: none"> • Does the LA hold a document confirming how it handles all documentation including archiving and destruction of old documents? • How does the LA destroy old documents? Secure means? 	<p>Yes Shred – sealed bag, with company who send certificate. Small amounts in office</p>
Other Policies held		

Risk Management

Process	Expected Control	Notes
Unusual Financial Activity	<ul style="list-style-type: none"> • Check a sample of minutes for unusual financial activities. 	None found
GDPR	<ul style="list-style-type: none"> • See separate checklist 	---
Risk Assessments	<ul style="list-style-type: none"> • Do checks align with Risk Management Policy • Is there evidence of robust monitoring process? • Is there a system for action on reports? What is it? • What system picks up failure in the assessment process? 	<p>Various policies in place. Separated into individual risk assessments rather than an overarching one. Would consider looking at a more indepth assessment No Check this in more detail</p>
Annual Assessment of Current Procedures	<ul style="list-style-type: none"> • Is there a process of annual assessment? • How does it check the effectiveness of the procedures? 	Yes and no. Some policies have been reviewed regularly but some have not.
Assets	<ul style="list-style-type: none"> • Is the Asset Register up to date? • 	Needs updating

General Data Protection Regulations (GDPR)

Process	Expected Control	Notes
Training	<ul style="list-style-type: none"> Has the Clerk received training? Have any Cllrs received training? 	No Some
Data Protection Officer	<ul style="list-style-type: none"> Has a Data Protection Officer been appointed? Are they aware that CAPALC offer this as a service? 	Through CAPALC
Email Addresses	<ul style="list-style-type: none"> Does the Clerk have a Council specific email address? Do Cllrs have Council specific email addresses? .gov.uk? Are contact details advertised on the council website? Are there privacy notices at the footer of emails? 	Yes Yes Yes Yes Yes
Personal Data	<ul style="list-style-type: none"> How is personal data stored? Is there a procedure for monitoring personal data stored? 	Encrypted Electronic or Paper copies locked away. Try to keep on top of it
Insurance	<ul style="list-style-type: none"> Is there insurance cover in cases of Data Breach? Cyber security insurance? 	Up to £25k No

Employment

Process	Expected Control	Notes
Clerk	<ul style="list-style-type: none"> Is there a Contract in place? When was this last reviewed? When was the Job Description last reviewed? When was the salary last reviewed? When was the last Performance Review/Appraisal held? Is there a Pension scheme? Are they registered with the Pensions Regulator? 	Yes Reviewing all now due to staff changes Ongoing as above Ongoing October 2022 Sophie not in, others are Yes
Payroll	<ul style="list-style-type: none"> Are payments being made to HMRC? Who calculates the payroll? Clerk or Payroll Company 	Yes In house, use Money soft
Other Staff	<ul style="list-style-type: none"> Are there other staff? If so, consider the above as per the Clerk. 	Should be RFO, Clerk, Assistant Clerk, Timebank Co-Ordinator and 2 Wardens

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Burial Authority Yes

Process	Expected Control	Notes
Burial Records	<ul style="list-style-type: none"> Does the burial authority have appropriate burial records? Are the records paper or electronic format? 	<p>Yes</p> <p>Use Epitaph and paper books</p>
Processes	<ul style="list-style-type: none"> Is there provision for public liability insurance in their policy? Has the Clerk undertaken any training? Is there a Risk Management Policy? Is there an up to date plan of the site? Is there provision in the budget for maintenance? 	<p>Yes</p> <p>Yes – CAPALC/ICCM</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Closed Churchyard	<ul style="list-style-type: none"> Is the LA responsible for a Closed Churchyard? Yes Do they hold public liability insurance? Is there a Risk Management Policy? Is there provision in the budget for maintenance? 	<p>Yes</p> <p>Yes</p>

Playground Management

Process	Expected Control	Notes
Playground/LEAPs	<ul style="list-style-type: none"> Does the LA own a playground or LEAP? Is it professionally inspected on an annual basis? Is there evidence of other regular inspections? Who carries out the inspections? Does the LA have adequate public liability insurance? Is there a Risk Management Policy? Is the equipment listed on the Asset Register? Does the insurance cover the items in the playground/LEAP? Is there a written procedure for reported faults? Is there provision in the budget for maintenance? 	<p>2 playgrounds but looking at taking on more from development</p> <p>RoSPA – Annual, Wardens carry out two weekly visual check</p> <p>Yes</p> <p>Yes</p> <p>Asset Register needs updating</p> <p>Yes</p> <p>Sheet for month – warden takes to Maintenance Committee for Action</p>

Allotments

Process	Expected Control	Notes
Allotments	<ul style="list-style-type: none"> Does the LA own any allotments? Is there an adequate record of tenants? Does the LA have sufficient public liability insurance? How is rent collected? Does it meet with their Financial Regulations? Is there provision in the budget for maintenance? 	<p>Yes (96 + 7 plots) Edge – no paper documents Premium paid by tenants for extra Insurance Try BACS, sometimes chq and occasionally cash – 1st October Yes</p>

Defibrillators

Process	Expected Control	Notes
Defibrillators	<ul style="list-style-type: none"> Does the LA own any defibrillators? Is it sited on parish/town council owned land? Is there evidence that it has been registered with the ambulance service? How is access gained and monitored? What evidence is there of regular equipment tests? Is there sufficient cover under the insurance policy? Can the equipment be used on children? 	<p>Yes Pavilion and Dr Surgery Yes – on circuit website Locked with code – access from 999 call Yes – Warden or Clerk Yes No</p>

Finance

Process	Expected Control	Notes
Precept	<ul style="list-style-type: none"> What is the Precept? Was the Precept justified with a budget? Has it been approved by full council? 	<p>£314,890 for 2023/24 request Yes Yes 16th Jan 2023</p>
Budget	<ul style="list-style-type: none"> Has a formal budget been prepared? Was it approved by full council? Does it have separate S137 allocation and is it within limits? Does the budget reflect the assets held? Is there evidence of budgetary control? 	<p>Yes Yes Yes but GPC Yes</p>

	<ul style="list-style-type: none"> • Evidence of quotations received? 	
Reserves	<ul style="list-style-type: none"> • What is the level of General Reserves? • What is the level of Earmarked Reserves? • Is there evidence in minutes that EMR are live projects? 	5.8 months £158,356 (drainage, parish van)
Bank	<ul style="list-style-type: none"> • Is each bank account regularly reconciled? • How are signatories set up? 	Unity – current, savings with Charity Bank, Hampshire Trust Bank, Nationwide (see finance strategy) Two signatories (from a bank of 5)
Cashbook	<ul style="list-style-type: none"> • Does the LA use Excel, manual book or software? • Is it up to date with hard copies? <p>Expenditure</p> <ul style="list-style-type: none"> ○ Are all payments supported by invoices/receipts? ○ Have all payments been authorised? ○ Are payments minuted? <p>Income</p> <ul style="list-style-type: none"> ○ Is all income properly recorded and analysed? ○ Has it been banked promptly? ○ Have fees been charged at the correct rate? ○ Have receipts been sent? <p><i>See 'AGAR' section below for further Accounting Records requirements</i></p>	Edge accounting software Yes Yes – input by clerk, checked by RFO Yes - Yes Yes, reviewed annually Normally BACs N/A
S137	<ul style="list-style-type: none"> • Is it recorded separately in the cashbook? • Is the annual expenditure within limits? 	N/A
Petty Cash	<ul style="list-style-type: none"> • Does the LA run any petty cash? <p><i>See 'AGAR' section below for further Petty Cash requirements.</i></p>	Yes
Purchases	<ul style="list-style-type: none"> • Is there evidence that all procedures are still being undertaken correctly and according to Financial Regulations? • Any issues noted? 	Yes None
VAT	<ul style="list-style-type: none"> • Is the LA registered to charge VAT? • If yes, are they charging it? • Are VAT claim forms being completed regularly? 	No n/a Quarterly returns

Engaging Contractors

Process	Expected Control	Notes
Best Value	<ul style="list-style-type: none"> Is there evidence that the LA has sought best value? Is it Cllrs being paid to undertake work for the Council? 	Striving to get three quotes No
Contractor	<ul style="list-style-type: none"> Does the contractor have their own public liability insurance? Do they have the relevant qualifications to carry out the job(s)? Has evidence of qualifications/training been gathered? Is there evidence of H&S checks to equipment used? Is there evidence that the contractor observes H&S Regulations? 	Yes Definitely when going for tender Yes Yes – Wardens will check to make sure that they are complying and will raise an issue

AGAR

In order to be able to sign off the AGAR the following processes need to be checked and notes made where appropriate:

Process	Expected Control	Notes
Appropriate Accounting Records have been kept throughout the year and periodic bank reconciliations were properly carried out during the year <i>(Para 5.10 to 5.27)</i>	<ul style="list-style-type: none"> Correct roll forward for last year's cashbook balance to new financial year Check sample transactions in cashbook against bank statement (sample size dependent on Council size) Ensure bank reconciliations are prepared and checked routinely, subject to independent scrutiny and sign off by Cllrs Verify accuracy of YE bank reconciliation detail and ensure accurate disclosure of combined cash and bank balances on AGAR section 2, box 8 Where authority has bank balances in excess of £100,000 – does it have an appropriate Investment Strategy 	
The Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was	<ul style="list-style-type: none"> Review procedures for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents) 	

<p>appropriately accounted for <i>(Para 5.34 to 5.41)</i></p>	<ul style="list-style-type: none"> • Review procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/services delivery and approval of payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. • Check there is effective segregation between the writing of cheques/setting up of online payments and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the card are in place 	
<p>The Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these <i>(Para 5.89 to 5.102)</i></p>	<ul style="list-style-type: none"> • Ensure the authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that the appropriate levels of insurance cover are in place for land, buildings, public, employer's and hirers' liability, fidelity/employee's (including Cllrs) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors, or if by officers or members, that they have received appropriate training and accreditation 	
<p>The Precept resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate <i>(Para 5.7 to 5.9)</i></p>	<ul style="list-style-type: none"> • The Full Authority (not committee) considered, approved and adopted the precept in accordance with the timetable given • Budget reports are produced and submitted to the Authority periodically throughout the year with appropriate comment on significant variances • Review of budget performance either during the year or at the financial YE seeking explanations for any significant or unanticipated variances • Ensure the Authority has considered the establishment of Earmarked Reserves (EMR) and reviews them annually as part of the budget assessment process • Ensure the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts 	

<p>Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for <i>(Para 5.44 to 5.47)</i></p>	<ul style="list-style-type: none"> • Review 'Aged Debtor' listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed Tenancy Agreements exist, that a register of Tenants is maintained and debtors are monitored • Burials: ensure a formal burial register is maintained, it is up to date and take a sample of interments and memorials are evidenced, that fees have been charged at the correct approved rate and recovered within a reasonable timeframe (check burial/cremation certificates received) • Hall Hire: ensure an effective diary system for bookings is in place identifying the hirer, hire times and cross referenced to invoices raised • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income • Where amounts are receivable on set dates through the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received and banked 	
<p>Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for <i>(Para 5.42 to 5.43)</i></p>	<ul style="list-style-type: none"> • Authorities are working towards using debit/credit cards instead of petty cash for ad hoc purposes. 'Not Covered' is an appropriate response if this is the case. • Alternatively review the systems in place for controlling petty cash and also cash floats (used for bar, catering, etc.) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is available • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure VAT is identified whenever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing up procedures are in place reconciling the physical cash takings to the till 'Z' total readings 	

<p>Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied <i>(Para 5.48 to 5.54)</i></p>	<ul style="list-style-type: none"> • Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate if off scale, and also within the contracted hours • Ensure appropriate tax codes are being applied to each employee • Where free or paid for software is used, ensure it is up to date • Sample employees and ensure tax is calculated appropriately • Check the correct treatment for pension contributions • Check the correct deduction for NI (ee and er) are applied. • Ensure the employer's pension contribution is being applied • Ensure correct net pay is paid to the employee with tax, NI and pension contributions paid to the respective agencies 	
<p>Asset and investment registers were complete and accurate and properly maintained. <i>(Para 5.28 to 5.30)</i> This section / assurance should be extended to include loans to or by the authority <i>(Para 5.57 to 5.63)</i></p>	<ul style="list-style-type: none"> • Ensure the authority is maintaining a formal asset register and updating it routinely, recording new assets at historic cost price, net of VAT and removing any disposed of/no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate • The register should identify the purchase price, the replacement/insured cost (updated annually and used to assist in forward planning for asset replacement) • Additions and disposal records should allow tracking from the prior year to the current • Ensure the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value and adjusted for nominal value of new acquisitions and/or disposals • Compare the Asset Register with the insurance schedule to ensure that all assets are recorded are appropriately insured or 'self insured' by the Authority. • Fixed Asset Investments: all long term investments (more than 12 months) are covered by the 'Investment Strategy' and reported as Assets in the AGAR at Section 2, Box 9 	

	<ul style="list-style-type: none"> • Borrowing and lending: ensure the authority has sought and obtained appropriate DMO approval for loans acquired • Ensure the Authority has accounted for the loan appropriately i.e. recorded the full value of the loan. Any arrangement fee should be regarded as an administration expense. • Ensure the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2, Box 5 • Ensure the outstanding loan liability as at 31st March each year is recorded correctly at Section 2, Box 10 (Check value on DMO website) • If an Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt 	
<p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate, debtors and creditors were properly recorded <i>(Para 5.122 to 5.160)</i></p>	<ul style="list-style-type: none"> • Internal Auditors are not required to verify the accuracy of detail disclosed within the AGAR, however the expectation from most Authorities effectively requires IAs to ensure the financial detail recorded at Section 2 of the AGAR reflects the details in the accounting records maintained for the financial year. Therefore: • Where turnover exceeds £200k appropriate records need to be kept on Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that accounting arrangements are in place to account for debtors and creditors during the year and at financial Year End 	
<p>If the Authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and</p>	<ul style="list-style-type: none"> • Ensure that all relevant criteria are met (receipts and payments each totalled less than £25,000) • The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • That it has been published, together with all required information on the Authority's website and noticeboard 	

correctly declared itself exempt		
The Authority publishes information on a website/web page, and complies with the relevant Transparency Code	<ul style="list-style-type: none"> • Only required by the Authority covered by the £25,000 Ext Audit Exemption • Review the website ensuring all documentation is published in accordance with the Transparency Code 	
The Authority has, during the previous year, correctly provided for the period for the exercise of public rights as required	<ul style="list-style-type: none"> • Acquire/examine a copy of the 'public notice' ensuring it identifies the statutory 30 working day period when the Authority's records are available for public inspection • Check if the Authority has minuted the relevant dates at the same time as approving the AGAR 	
The Authority complied with the publication requirements for the prior year AGAR	<ul style="list-style-type: none"> • Ensure that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed on the front of the current year's AGAR 	
Trust Funds (including charitable) – the Council has met its responsibilities as a trustee	<ul style="list-style-type: none"> • Confirm any charities of which the Authority is a Trustee. • Have they filed the documentation in time at the Charity Commission? • Is the Authority the sole trustee? Check on the Charity Commission website • Check the Council is operating in accordance with the Trust deed • Check minutes and accounts are held separately to that of the Authority • Review the level and activity of the charity. Does it need an Independent Examiner's report? 	



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Cambridgeshire & Peterborough Association of Local Councils

12th February 2023

By Email

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

Dear Chairman and Cllrs

Melbourn Internal Audit- Mid Year – 9th February 2023

Following my visit to Melbourn on Thursday 9th February 2023, I confirm I met with Sophie Marriage to complete the mid-year Internal Audit. This letter and report is to be shared with all councillors.

Overall I was very impressed by the efficiency of the office, the detail in the minutes and the information made available to the public. I would like to make it clear that I have not looked at the finances at this visit, which will be reviewed after the Year End procedures have been carried out.

I have the following recommendations I would like to raise with Melbourn Parish Council Councillors.

Legislation

- It would be prudent for the parish council to update their Financial Regulations using the latest model document from the National Association of Local Councils (NALC) dated 2019. The version currently used by the local authority appears to be based on the 2016 model document.
- In a similar vein, the Health & Safety policy has not been reviewed since 2019.
- Both the Disciplinary Policy and Grievance Procedures need updating to be compliant with ACAS Code of Practice 2018

Data Protection

- Though there is a Data Protection Policy in place for the council there other areas which need to be addressed including:
 - Creation of a Subject Access Request register (even if not used);
 - Record of Processing Activities (ROPA) needs to be in place
- I would also recommend that the Acting Clerk attend some Data Protection training where possible.

Asset Register

It was noted that the asset register requires updating to ensure that there are both insurance figures and purchase prices available both on the software being used and when displayed on the website.

At the visit following completion of the Annual Governance and Accountability Return (AGAR) I will complete my part of the document for consideration by members.

Yours faithfully



Libby White BEM BA(Hons) FSLCC
Development Officer

Melbourn Parish Council
Asset Register
Total year ended 31 March 2023

Land	£36.00
Buildings	£1,754,122.97
Community Assets	£11,001.00
Plant, Equipment & Vehicles	£747,917.57
Total	£2,513,077.54

Fixed Asset reconciliation year ended 31 March 2023

Opening balance 01/04/22 £2,353,228.74

Changes in year:

MVAS unit	13/05/2022	£2,200.00
Platinum Jubilee Bench	01/04/2022	£1,075.00
HP Desktop Core i5 10505	07/06/2022	£494.00
Hand blender	30/06/2022	£565.83
Countertop fryer	30/06/2022	£249.99
Water heater - Pavilion	09/08/2022	£727.43
Dispose old water heater	09/08/2022	-£400.00
Espresso machine	18/10/2022	£4,066.25
Dispose old coffee machine	18/10/2022	-£5,000.00
Coffee Grinder	18/10/2022	£581.88
Dispose old coffee grinder	18/10/2022	-£500.00
Convection Oven	18/10/2022	£1,390.83
Dispose old convection oven	18/10/2022	-£2,500.00
HP desktop - Parish Clerk	16/10/2022	£625.87
Boardwalk - Stockbridge Meadows	16/11/2022	£68,708.00
Magnetic Notice Board Library	06/11/2022	£415.75
Citreon Berlingo Van	10/01/2023	£9,360.00
Dispose of warden van	10/01/2023	-£1,150.00
Timebank Laptop	21/01/2023	£374.16
Dispose Moor park assets	30/09/2022	-£44,500.00
Moor Park	30/09/2022	£123,059.81
3 I pads at the Hub	30/01/2023	£1.00
1 Laptop used at reception at the hub	30/01/2023	£1.00
Washing Machine and Drier at the hub	30/01/2023	£1.00
Refrigerator	30/01/2023	£1.00

Closing Balance 31/03/23 £2,513,077.54

Difference £0.00

Melbourn Parish Council Asset Valuation Policy

Wherever possible assets are included at historic cost.

Where historic cost is not known a proxy estimated value has been used.

Assets that have been gifted to the parish or transferred from a principal authority eg via s106 agreements are included at a nominal value of £1.

Assets remain at historic cost/proxy value unless work has been done that significantly extends their useful life or enhances their size. In which case enhancement costs are added to the total asset value.

Assets under £200 cost are not included in the asset register but are noted on the inventory sheet.

MPC undertakes to carry out a professional valuation of its' buildings every 5 years for insurance purposes - this was last carried out in 2021/22. These assets will remain at historic cost value in the asset register.

Melbourn Parish Council Asset Register - Land							
		Asset Details					
Location	Address	Use	Area	Nominal Value	Maintenance	Statutory	Edge Asset No
83 High Street	High Street	Gardens	?	1.00	Yes		165
All Saints Church Yard	Station Road	Burial	Owned by Church	Maintained by Parish council	Yes	Yes	
Allotments	The Moor	Leisure activities	3.5 Acre	1.00	Yes	Yes	166
Allotments	Greys	Leisure activities	?	1.00	Yes	Yes	193
Armingford Crescent		Open Space	?	1.00	Yes	?	167
Beechwood Avenue	Beechwood Avenue			1.00	Yes		168
Beechwood Avenue Verge 1	Junction Water Lane SE side	Verge		1.00	Yes		314
Beechwood Avenue Verge 2	Junction Water Lane NW side	Verge		1.00	Yes		315
Beechwood Avenue Verge 3	Junction Cedar Close SW side	Verge		1.00	Yes		316
Beechwood Avenue Verge 4	Junction Cedar Close N side	Verge		1.00	Yes		317
Beechwood Avenue Verge 5	Junction Ash Grove S side	Verge		1.00	Yes		318
Beechwood Avenue Verge 6	Opposite Ash Grove turning	Verge		1.00	Yes		319
Beechwood Avenue Verge 7	Junction Ash Grove N side	Verge		1.00	Yes		320
Beechwood Avenue Verge 8	Junction Maple Way SW side	Verge		1.00	Yes		321
Beechwood Avenue Verge 9	Junction Maple Way NW side	Verge		1.00	Yes		322
BMX Site	London Way	Leisure activities	2.7 Acre	1.00	Yes	Yes	169
Car Park	High Street	Parking	0.6 Acre	1.00	Yes	Yes	170
Car park and access road	Little Hands	Parking/access		1.00			178
Chalkhill Barrow	Water Lane	Open Space	?	1.00	Yes	?	171
Clear Crescent Play Area	Clear Crescent	Leisure activities	0.51 Acre	1.00	Yes	Yes	172
Elm Way	Elm Way	Leisure activities	0.5 Acre	1.00	Yes	?	173
Golden Jubilee Orchard		Orchard	?	1.00	Yes	?	174
Haggers Close	Land to SW side of Haggers Close	Verge		1.00	Yes		312
Maple Way	Junction with Orchard Road	Verge		1.00	Yes		323
Maple Way	Junction with Orchard Road	Verge		1.00	Yes		324
Millenium Copse	Adjacent to Recreation Ground	Leisure activities	2.9 Acre	1.00	Yes	?	175
New Recreation Ground (1)	The Moor	Leisure activities	9.5 Acre	1.00	Yes	Yes	176
New Road Cemetery	Of Victoria Way	Burial	2.9 Acre	1.00	Yes	Yes	179
Old Recreation Ground		Leisure activities	3.0 Acre	1.00	Yes	Yes	177
Orchard Road	opposite Orchard Gate	Verge		1.00			313
Old Fire Engine House	Station Road	Storage	Station Road	1.00	Yes	Yes	180
Orchard Road Cemetery	Orchard Road	Burial	2.0 Acre	1.00	Yes	Yes	181
Stockbridge Meadows	Dolphin Lane	Leisure activities	15 Acre	1.00	Yes	?	182
The Moor Play Area	The Moor	Leisure activities	Included in (1)	1.00	Yes	Yes	183
Village Hub - land	High Street	Local Community and Business Activity	0.3 Acre	1.00	Yes	Yes	184
War Memorial - land	The Cross	Memorial		1.00	Yes	Yes	185
Worcester Way	Worcester Way	Leisure activities	0.5 Acre	1.00	Yes	Yes	186
				TOTAL	36.00		

Insurance Value*

51,000.00

99 yr lease from SCDC from 03/08/10

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Buildings											
Properties	Land location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
The Hub	30 High Street	Local community activities	£612,150.00	89	£1,994,000.00			18/12/2013	18/12/2014	Yes	Yes
The Hub extension - side, rear & front	30 High Street	Local community activities	£160,133.61	339	included above			01/10/2021		Yes	Yes
Little Hands Nursery	New Recreation Ground	Nursery tenancy	£490,751.00	88	£1,648,000.00					Yes	Yes
Sports Pavilion	New Recreation Ground	Sports and leisure activity	£208,425.00	84	£1,134,000.00	Pavilion Assets	037			Yes	Yes
Old Fire Engine House	Station Road	Storage	£31,660.93	87	£99,000.00					Yes	Yes
Workshop	Car park, High Street	General storage	£1,200.00	136	£171,000.00						
Cemetery Lychgate	Orchard Road cemetery	Entrance facility	£28,702.73	86	£154,000.00					Yes	
Cemetery Shed	Orchard Road cemetery	Cemetery maintenace	£6,899.70	85	£69,000.00					Yes	Yes
Church yard wall	Station Road and High Street	Earth retention	£214,200.00	134	£582,000.00					Yes	?
TOTAL			£1,754,122.97		£5,851,000.00						

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Community Assets

Asset Details											
Asset	Location	Use	Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
War Memorial	Cross	Memorial	£1.00	90	£114,000.00					Yes	
Church Clock (not owned by PC)	Church tower	Parish Clock								Yes	Yes
Millenium Plaque	A10	Memorial	£1,000.00	189	£1,000.00					Yes	
Village Sign	The Cross	Village Identity	£10,000.00	190	£10,000.00					Yes	
TOTAL			£11,001.00		£125,000.00						

Owned by church; maintained by MPC

* Insurance value based on professional valuation Sept 2021

Location		Asset Details														Disposals	
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services		Statutory
Vehicles:																	
Car Park		Parish Van	1			Maint Equip Photos	15.jpg 16.jpg 17.jpg		£1,150.00		111	0		Yes		Yes	2022
		Parish Van				Maint Equip Photos	15.jpg 16.jpg 17.jpg		-£1,150.00		111	0					
		Parish Van Citroen Berlingo	1						£9,360.00		355	£9,360.00					
Play Equipment:																	
Clear Crescent Play Area		Wicksteed Safety Grass		96 Units					£4,032.00		71	£4,032.00		Yes			
Clear Crescent Play Area		Special flexi swing 3 bay + 1 basket							£6,297.00		72	£6,297.00		Yes		Yes	
Clear Crescent Play Area		Simulator with polythene deck							£2,395.00		73	£2,395.00		Yes		Yes	
Clear Crescent Play Area		Keystone metal seat							£550.00	No.1	74	£550.00					
Clear Crescent Play Area		Keystone metal seat							£550.00	No.2	75	£550.00					
Clear Crescent Play Area		Keystone metal litter bin							£441.00		76	£441.00					
Clear Crescent Play Area		Special woodland grizzly							£19,028.00		77	£19,028.00		Yes		Yes	
Clear Crescent Play Area		Jungle swing trail							£2,547.00		78	£2,547.00		Yes			
Clear Crescent Play Area		Shimmy ropes							£324.00		79	£324.00		Yes		Yes	
Clear Crescent Play Area		Log steps	8 off						£1,000.00		80	£1,000.00		Yes			
Clear Crescent Play Area		Mounding	8sq metres						£328.00		81	£328.00					
Clear Crescent Play Area		Eco tumble surfacing (50mm)	54 units						£5,832.00		82	£5,832.00		Yes			
Clear Crescent Play Area		Eco tumble surfacing (50mm)	40 units						£3,680.00		83	£3,680.00		Yes			
Clear Crescent Play Area		Oak Seat	2						£1,000.00		200	£1,000.00		Yes			
Clear Crescent Play Area		Furnitube seat	2						£580.00		201	£580.00		Yes			
Clear Crescent Play Area		Picnic Table	1						£440.00		202	£440.00		Yes			
Clear Crescent Play Area		Mounding & Logs - 2012	1		2012				£3,122.00		291	£3,122.00					
Clear Crescent Play Area		Boulders - 2012	4		2012				£580.00		292	£580.00					
Clear Crescent Play Area		slide safety surfacing - 2012	18		2012				£1,746.00		293	£1,746.00					
Clear Crescent Play Area		slide - 2012	1		2012				£7,166.00		294	£7,166.00					
Clear Crescent Play Area		zipwire - 2012	1		2012				£7,119.00		295	£7,119.00					
Clear Crescent Play Area		Zipwire safety grass - 2012	16		2012				£672.00		296	£672.00					
Clear Crescent Play Area		Train station - 2012	1		2012				£448.00		297	£448.00					
Clear Crescent Play Area		Toadstools - 2012	3		2012				£804.00		298	£804.00					
Clear Crescent Play Area		Wooden Train + Carriage - 2012	1		2012				£1,712.00		299	£1,712.00					
Clear Crescent Play Area		Eco tumble surfacing (40mm) - 2012	128		2012				£12,416.00		300	£12,416.00					
Clear Crescent Play Area		Flying Bats cog spinner - 2012	1		2012				£799.00		301	£799.00					
Clear Crescent Play Area		Roly Poly Mirror Panel - 2012	1		2012				£739.00		302	£739.00					
Clear Crescent Play Area		Make it Rain play panel - 2012	1		2012				£857.00		303	£857.00					
Clear Crescent Play Area		Bongos play panel - 2012	1		2012				£1,117.00		304	£1,117.00					
Clear Crescent Play Area		Keyston Metal Seat (green) - 2012	1		2012				£555.00		305	£555.00					
Clear Crescent Play Area		Keyston Metal Bin (green) - 2012	1		2012				£441.00		306	£441.00					
Clear Crescent Play Area		Self-closing gate (yellow) - 2012	1		2012				£891.00		307	£891.00					
Clear Crescent Play Area		Vehicle gate (yellow) - 2012	1		2012				£1,626.00		308	£1,626.00					
Clear Crescent Play Area		log posts (29 metres) - 2012	1		2012				£2,784.00		309	£2,784.00					
The Moor Outdoor Arena		Basket Ball Arena		Hoop & Board					£1,500.00		55	£1,500.00					2020 Dismantled
The Moor Outdoor Arena		Basket Ball Arena		Fence					£500.00		56	£500.00					
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.1	58	£1,500.00		Yes			
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.2	59	£1,500.00		Yes			
The Moor Play Area		Spring Horse							£2,500.00	No.1	60	0		Yes		Yes	
The Moor Play Area		Spring Horse							£2,500.00	No.2	61	0		Yes		Yes	2022
The Moor Play Area		See-Saw							£2,500.00		62	0		Yes		Yes	2022
The Moor Play Area		Roundabout							£5,000.00		63	0		Yes		Yes	2022
The Moor Play Area		Slide		Small					£3,000.00		64	0		Yes		Yes	2022
The Moor Play Area		Climbing Frame							£3,000.00		65	0		Yes		Yes	2022
The Moor Play Area		Aerial Wire							£7,500.00		66	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.1	67	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.2	68	0		Yes		Yes	
The Moor Play Area		Slide		Large & Frame					£7,500.00		69	0		Yes		Yes	2022
The Moor Play Area		Bench seat							£500.00		70	0		Yes			
The Moor Play Area		Metal Seat Frame							£500.00		57	0					
The Moor Play Area		Moor Play area disposal							-£44,500.00			0					
The Moor Play Area		MANTIS Zipwire							£12,647.34			£12,647.34					
The Moor Play Area		Nexus Viper - Rope Swing							£11,044.62			£11,044.62					
The Moor Play Area		Hilly 4 Seat Springer							£6,187.62			£6,187.62					
The Moor Play Area		Piggy Springer 1 seater							£3,827.82			£3,827.82					
The Moor Play Area		Ovis Springer (white) 1 seater							£3,827.82			£3,827.82					
The Moor Play Area		Big Square Trampoline							£7,521.67			£7,521.67					
The Moor Play Area		Mira 2.4m high Swing 6 Place,							£9,459.79			£9,459.79					
The Moor Play Area		Spinmee Inc. Roundabout							£10,219.63			£10,219.63					
The Moor Play Area		Bespoke UniPlay Unit							£40,749.88			£40,749.88					
The Moor Play Area		Swift Wide1.8m high Slide							£9,262.21			£9,262.21					
The Moor Play Area		Staircase Steps for mound							£4,190.78			£4,190.78					
The Moor Play Area		Underground Tunnel							£4,120.63			£4,120.63					
New Recreation Ground		Youth Shelter					Pavilion Assets	38	£25,000.00		135	£25,000.00		Yes		Yes	
New Recreation Ground		Youth Sports Arena					Pavilion Assets	27	£17,000.00		187	£17,000.00		Yes		Yes	
Contents: (by location - alphabetical)																	
83 High Street		Oak Seat	1						£1,000.00		191	£1,000.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
83 High Street		Platinum Jubilee Bench 5 ft	1		01/04/2022				£1,075.00		344	£1,075.00		Yes		
83 High Street		Kohima Stone	1		16/11/2016				£3,760.00		142	£3,760.00		Yes		
Back Lane / High Street		Furnitube seat	2						£580.00		192	£580.00		Yes		
BMX Site		Picnic Table	1						£440.00		194	£440.00		Yes		
BMX Site		Fencing							£5,000.00		195	£5,000.00		Yes		
BMX Site		Gates							£500.00		196	£500.00		Yes		
Cambridge Road		Furnitube seat	1						£290.00		199	£290.00		Yes		
Car Park, High Street		Fencing							£5,560.00		198	£5,560.00				
Church Yard		Gates	1						£1,032.00		289	£1,032.00		Yes		
Church Yard, Station Road & High Street		Gates	1						£1,250.00		188	£1,250.00		Yes		
Church Yard, Station Road		Kissing gates	1						£825.00		138	£825.00		Yes		
Church Yard, Church Walk		Kissing gates	1						£825.00		138	£825.00		Yes		
Fire Engine House	1	Grass Cutter		Lateral					£750.00		31	£750.00		Yes		Yes
Fire Engine House	1	Vintage Carriage		Coffin Carriage?		Maint Equip Photos	34.jpg 35.jpg		£1,000.00		32	£1,000.00		Yes		
Fire Engine House	1	Waste Collection Bin		Street Cleaner Bin		Maint Equip Photos	38.jpg		£325.00		33	£325.00		Yes		
Fire Engine House	1	Wooden Furniture		Assorted					£500.00		34	£500.00				
Fire Engine House	1	Village Map		Framed					£250.00		35	£250.00				
Fire Engine House		Billy Goat Vacuum Cleaner	1			Maint Equip Photos	32.jpg 33.jpg		£250.00		204	£250.00				
Golden Jubilee Orchard		Heritage fruit trees	50						£500.00		205	£500.00		Yes		
High Street, Bus Stop		Wooden Slat Seat	1						£300.00		197	£300.00		Yes		
High Street/Vicarage Close		Wooden Slat Seat	1						£800.00		206	£800.00		Yes		
High Street/Vicarage Close		Bus Shelter - perspex	1	TBC	01/02/2021				£1.00		311	£7,500.00		Yes		Yes
High Street/The Cross		Village Noticeboards	3						£6,000.00		161	£6,000.00				
Highways - various		MVAS unit	1		16/07/2021				£2,006.17		326	£2,006.17		Yes		
Highways - various		MVAS unit - various	1		13/05/2022				£2,200.00		343	£2,200.00		Yes		
Jubilee Orchard		Interpretation Board - recycled plastic	1		25/03/2021				£740.00		325	£740.00		Yes		
Medcalfe Way / Palmers Way		Furnitube seat	1						£290.00		208	£290.00		Yes		
New Road		Oak Seat	4						£500.00		211	£500.00		Yes		
Norgetts Lane/ Orchard Road		Furnitube seat	1						£290.00		220	£290.00		Yes		
Opposite Sheeps Head Road		Furnitube seat	1						£290.00		212	£290.00		Yes		
New Road Cemetery		Oak Noticeboard	1						£1,500.00		213	£1,500.00		Yes		
New Road Cemetery		Litter bins - circular timber slat	2		14/03/2019				£328.00		159	£328.00				
New Road Cemetery		5 bar gate to rear entrance of cemetery	1		07/10/2021				£460.00		341	£460.00		Yes		
New Road Cemetery		Interpretation Board - recycled plastic	1		26/11/2020				£740.00		290	£740.00		Yes		
Orchard Road Cemetery		Oak Seat	1						£500.00		214	£500.00		Yes		
Orchard Road Cemetery		Furnitube seat	1						£290.00		247	£290.00		Yes		
Orchard Road Cemetery		Cemetery Gates	2	Wrought iron	2011				£22,500.00		327	£22,500.00				
Orchard Road Cemetery - Lychgate		Noticeboard	1						£1,000.00		207	£1,000.00		Yes		
Orchard Surgery		Outdoor polycarbonate defib cabinet	1						£495.00		333	£495.00				Yes
Recreation Ground		Wavy Line Metal Bench	3						£290.00		215	£290.00				
Riverside Corner Rec		Picnic Table	1						£440.00		216	£440.00		Yes		
The Moor - corner of		Furnitube seat	1						£290.00		203	£290.00		Yes		

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Sports Pavilion	Main room	Pool table	1			Pavilion Assets	002.JPG	2015	£800.00		36	£800.00		?		
Sports Pavilion	Main room	Plastic Chairs	32	Plastic		Pavilion Assets	001.JPG		£320.00		38	£320.00				
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	£400.00		42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	-£400.00	Replaced	42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1					09/08/2022	£727.43		353	£727.43		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Hand driers	5			Pavilion Assets	010	2015	£500.00		43	£500.00		Yes	Electricity	?
Sports Pavilion	Outside	Bench game table	1						£299.00		44	£299.00		Yes		
Sports Pavilion	Outside	Picnic table	2			Pavilion Assets	009		£880.00		45	£880.00		Yes		
Sports Pavilion	Outside	Metal galvanised table	2						£1,500.00		46	£1,500.00		Yes		
Sports Pavilion	Outside	Chess set and table	1			Pavilion Assets	025		£1,500.00		47	£1,500.00				
Sports Pavilion	Outside	Air source heat pumps	2			Pavilion Assets	011		£6,000.00		48	£6,000.00		Yes	Water & Electricity	Yes
Sports Pavilion	Outside	Flood lights for sports pitches	3		25/10/2018				£1,325.00		152	£1,325.00				
Sports Pavilion	Main area	Notice boards	5			Pavilion Assets	004.JPG		£450.00		50	£450.00				
Sports Pavilion	Main area	Security system	1						£3,000.00		52	£3,000.00		Yes	Electricity	
Sports Pavilion	Outside	Clock	1						£500.00		53	£500.00			Electricity	
Sports Pavilion	Outside	Metal framework	1						£1,000.00		54	£1,000.00		Yes		
Sports Pavilion	Outside	Wavy Line Metal Bench	1						£290.00		217	£290.00				
Sports Pavilion		Heating System and Controls	1			Pavilion Assets	039,041		£1,500.00		218	£1,500.00				
Sports Pavilion		Electric Cooker	1						£350.00		221	£350.00				
Sports Pavilion		Fittings in Home and Away Changing Rooms (sanitary ware and slatted benches and clothes hooks)	2			Pavilion Assets	008		£5,100.00		227	£5,100.00				
Sports Pavilion		Fittings in disabled, mens and women's toilets	3			Pavilion Assets	005, 006, 007, 012, 013, 014		£3,000.00		228	£3,000.00				
Sports Pavilion		Extractor fans in kitchen and home and away changing rooms	3						£450.00		229	£450.00				
Sports Pavilion		Kitchen fittings, sink, 3 wall cupboards, 2 corner units, 1 cupboard base unit, 3 drawer base unit	1			Pavilion Assets	016,017		£5,000.00		230	£5,000.00				
Sports Pavilion	Outside	Septic Tank	1						£5,200.00		231	£5,200.00				
Sports Pavilion	Outside	Goal Posts	4			Pavilion Assets	026		£1,000.00		232	£1,000.00				
Sports Pavilion	Outside	Decorative metal grille to veranda	1						£500.00		234	£500.00				
Sports Pavilion	Outside	Cycle Rack	1			Pavilion Assets	040		£1,000.00		235	£1,000.00				
Sports Pavilion	Outside	Storage shed	1		20/11/2020				£1,186.71		288	£1,186.71		Yes		
Sports Pavilion - Net Store		Large Grass Cutter Allen (Flymo)				Maint Equip Photos	26.jpg 27.jpg 28.jpg		£500.00		269	£500.00				
Sports Pavilion - Net Store		Grass Cutter Masport 300 AL				Maint Equip Photos	29.jpg 30.jpg 31.jpg		£350.00		270	£350.00				
Sports Pavilion - Net Store		Scythe Mower	1			Maint Equip Photos	36.jpg 37.jpg		£1,000.00		272	£1,000.00				
Stockbridge Meadows		Boardwalk - recycled plastic	1		16/11/2022				£68,708.00		352	£68,708.00		Yes		
Stockbridge Meadows		Metal Picnic Tables	2		15/01/2018				£2,000.00		140	£2,000.00				
Stockbridge Meadows		Steel Sculptures	3						£20,000.00		133	£20,000.00		Yes		
Stockbridge Meadows		Oak Seat	3						£500.00		239	£500.00		Yes		
Stockbridge Meadows		Teak half tree bench & commemorative brass plaque	1		17/08/2021				£749.98		329	£749.98		Yes		
Stockbridge Meadows		Groundwork for memorial bench	1		21/11/2021				£480.00		340	£480.00				
Stockbridge Meadows		Picnic Table	2						£440.00		240	£440.00		Yes		
Stockbridge Meadows		Wavy Line Metal Bench	1						£290.00		241	£290.00				
Stockbridge Meadows		Vehicular Gates	2						£5,000.00		242	£5,000.00		Yes		
Stockbridge Meadows		Pedestrian Gates	2						£2,500.00		243	£2,500.00		Yes		
Stockbridge Meadows		Boardwalk	X Mtrs						£5,000.00		244	£5,000.00		Yes		

Location		Asset Details															Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	Statutory	
Village Hub		Coffee Grinder	1						£500.00		92	0		Yes		Yes	
Village Hub		Coffee Grinder							-£500.00	Replaced	92	0		Yes		Yes	Y
Village Hub		Coffee Machine							£5,000.00		93	0		Yes		Yes	
Village Hub		Coffee Machine							-£5,000.00	Replaced	93	0		Yes		Yes	Y
Village Hub		Espresso macine	1		18/10/2022				£4,066.25		349	£4,066.25		Yes			
Village Hub		Coffee Grinder	1		18/10/2022				£581.88		350	£581.88		Yes			
Village Hub		Water Still							£2,500.00		94	£2,500.00		Yes		Yes	
Village Hub		Convection Oven	1						£2,500.00		95	0		Yes		Yes	
Village Hub		Convection Oven	1						-£2,500.00	Replaced	95	0		Yes		Yes	Y
Village Hub		Convection Oven	1		18/10/2022				£1,390.83		348	£1,390.83		Yes			
Village Hub		Standard Oven							£3,000.00		96	£3,000.00		Yes		Yes	
Village Hub		Dishwasher			30/09/2017				£2,824.00		137	£2,824.00					
Village Hub		3 Door Fridge							£2,500.00		98	£2,500.00		Yes		Yes	
Village Hub		2 Door Freezer							£2,500.00		99	£2,500.00		Yes		Yes	
Village Hub		LAS counter freezer	1		44041				£2,468.32		286	£2,468.32		Yes		Yes	
Village Hub		Under Counter Fridge - LH Hinged			44041				£903.10	No.1	285	£903.10					
Village Hub		Under Counter Fridge							£1,000.00	No.2	101	£1,000.00		Yes		Yes	
Village Hub		Single door upright cooler 336L - grey	1		16/01/2020				£392.00		276	£392.00					
Village Hub		Panini Grill							£300.00		102	£300.00		Yes		Yes	
Village Hub		Refrigerated Display							£1,800.00		103	£1,800.00		Yes		Yes	
Village Hub		Counter							£9,000.00		104	£9,000.00					
Village Hub		Air Conditioning unit - kitchen	1		26/02/2020				£2,260.00		277	£2,260.00		Yes			
Village Hub		Water Dispenser							£500.00		105	£500.00		Yes		Yes	
Village Hub		Social distance screens	1		24/07/2020				£2,380.00		284	£2,380.00				Yes	
Village Hub		EPOS system hardware - 1 x cashdrawer, 1 x printer, 2 x handheld devices			02/11/2020				£392.59		287	£392.59					
Village Hub		Crockery and Utensils							£5,000.00		106	£5,000.00					
Village Hub		Kenwood Mixer	1		28/10/2021				£428.34		330	£428.34					
Village Hub		Kitchenaid Hand Blender	1		30/06/2022				£565.83		346	£565.83					
Village Hub		Buffalo countertop fryer	1		30/06/2022				£249.99		347	£249.99					
Village Hub		Upright Freezer							£1,400.00		107	£1,400.00		Yes		Yes	
Village Hub		Cooker Hood							£13,500.00		108	£13,500.00		Yes		Yes	
Village Hub		Library Racking							£11,500.00		109	£11,500.00		Yes		Yes	
Village Hub		Computer Equipment (itemised)							£11,000.00		112	£11,000.00		Yes		Yes	
Village Hub		Desk Top PC	5						£5,000.00		113	£5,000.00		Yes		Yes	
Village Hub		Laptop PC	5						£5,000.00		114	£5,000.00		Yes		Yes	
Village Hub		Network printer	1						£500.00		115	£500.00		Yes		Yes	
Village Hub		Server - HPE Proliant ML30	1						£3,072.40		342	£3,072.40		Yes		Yes	
Village Hub		UPS	1						£2,000.00		117	£2,000.00		Yes			
Village Hub		Server cabinet	1						£1,500.00		118	£1,500.00					
Village Hub		HD CCTV system	1		22/07/2019				£3,750.00		273	£3,750.00					
Village Hub		22" HD CCTV monitor	1		15/07/2019				£130.00		273	£130.00					
Village Hub		Telephone System (BT)	1		17/10/2018				£1,073.00		160	£1,073.00		Yes		Yes	
Village Hub		Lighting System							£33,000.00		121	£33,000.00		Yes		Yes	
Village Hub		Stair Lift	1						£11,500.00		122	£11,500.00		Yes		Yes	
Village Hub		Boiler							£3,000.00		131	£3,000.00		Yes		Yes	
Village Hub		Furniture (Various items)							£12,000.00		123	£12,000.00		Yes		Yes	
Village Hub		Furniture for new rooms - 17 x chairs, staff room desk, 4 x desks			07/09/2021				£2,528.00		338	£2,528.00					
Village Hub		Blinds (Multiple)							£4,500.00		124	£4,500.00		Yes			
Village Hub		Safe							£900.00		125	£900.00					
Village Hub		Keysafe							£200.00		126	£200.00					
Village Hub		Lockers							£450.00		127	£450.00					
Village Hub		Projector							£1,400.00		128	£1,400.00		Yes		Yes	
Village Hub		Projectors & screens, ceiling mounts	3		18/05/2021				£2,555.44		335	£2,555.44					
Village Hub		Air Conditioning & base- Parish Office/large meeting room	1		13/06/2019				£4,390.00		163/164	£4,390.00					
Village Hub		Daikin Wall mounted a/c units (extension rooms)	4		22/07/2021				£5,090.00		336	£5,090.00		Yes			
Village Hub		Mitsubishi HRV unit	1		22/07/2021				£3,965.00		3377	£3,965.00		Yes			
Village Hub		Television Stand							£300.00		129	£300.00					
Village Hub		PA system - atrium	1		07/07/2020				£1,290.50		282	£1,290.50					
Village Hub	Outside	Disability access railings - Hub steps	2		17/07/2020				£710.00		283	£710.00					
Village Hub		Marquee, flooring & guttering	1		01/02/2021				£1,573.66		310	£1,573.66		Yes			
Village Hub	Outside	Front Hub Sign							£2,500.00		130	£2,500.00					
Village Hub	Outside	Defibrillator Cabinet			19/06/2018				£495.00		149	£495.00					
Village Hub	Roof	Photovoltaic (PV) Installation							£25,000.00		132	£25,000.00		Yes		Yes	
Village Hub		Office Contents*							£16,078.72			£16,078.72					
Village Hub		Magnetic Board library	1		06/11/2022				£415.75		354	£415.75					
Village Hub		3 * Ipads	3		30/01/2023				£1.00			£407.00					
Village Hub		1 Laptop used at reception	1		30/01/2023				£1.00			£559.00					
Village Hub		Washing machine & Drier	1		30/01/2023				£1.00			£907.00					
Village Hub		Refrigerator	1		30/01/2023				£1.00			£1,367.00					
Memorial		Oak Seat	1						£500.00		209	£500.00		Yes			
Memorial		Wooden Slat Seat	1						£300.00		210	£300.00		Yes			
Memorial		Oak railing	1		24/01/2022				£8,377.50		332	£8,377.50		Yes			
Workshop	1	Trailer		2 Wheel		Maint Equip Photos	12.jpg		£750.00		1	£750.00		Yes		Yes	

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Workshop	1	Hedge Trimmer		STIHL 86R		Maint Equip Photos	13.jpg 14.jpg		£439.00		3	£439.00		Yes		Yes
Workshop	1	Garden Vacuum		STIHL SH55		Maint Equip Photos	07.jpg 08.jpg		£240.00		5	£240.00		No		No
Workshop	1	Portable generator		Robin		Maint Equip Photos	11.jpg		£350.00		8	£350.00		Yes		Yes
Workshop		Shelf Racks	4			Maint Equip Photos	02.jpg		£600.00		249	£600.00				
Workshop		Workbench	1			Maint Equip Photos	01.jpg		£250.00		250	£250.00				
Workshop		Stihl FS130 Strimmer	1			Maint Equip Photos	18.jpg 19.jpg		£450.00		253	£450.00				
Workshop		Fire Safe Filing Cabinets	2			Maint Equip Photos	25.jpg		£700.00		267	£700.00				
Workshop	1	Grit Spreader				Maint Equip Photos	23.jpg		£275.00		30	£275.00		Yes		
Workshop		Draper 83818 Pressure Washer	1		09/07/2018				£295.54		150	£295.54				
Workshop		Pressure Washer Water Tank	1		01/08/2018				£249.00		151	£249.00				
Workshop		Hikvision 16CH 5.0MP ultra HD DVR CCTV	1		24/06/2020				£245.83		281	£245.83				
Workshop		Heavy duty tripod ladder 8 ft	1		03/03/2022				£325.00		334	£325.00				
		Electric bike Batri Bike, Diamond Pro	1		10/08/2021				£400.00		328	£400.00		Yes		
		*see office contents sheet														
									£747,917.57			£758,652.57				

Office Contents-Audit Sheet

Asset Details

Description	Quantity	Picture	Warranty Expiry	Historic Cost 2022/23	Ident Number	Edge Asset No.	Serial number	Maintenance	Services	Statutory
Desks With Pedestals	2									
Tall, 2 Door, Storage Cupboards	3									
4 Drawer Filing Cabinets	2									
4 Drawer Filing Cabinets	-1									
Office Swivel Chairs	2									
Small Round Meeting Table	1									
Chairs (Might Be Hub Chairs?)	3									
Wall Shelving	1									
Rectangular Table	1									
Table-Top Fridge	1									
Large Fan	1									
Telephones	2									
Desktop Computers	1				Replaced 28/04/21	Original cost estimate unknown				
Hp Laptop	1									
Smart UPS	1									
Olympus Digital Voice Recorder And Speakers	1									
PC Speakers	2									
Shredder (New This Year - Already On Edge)	1									
Plastic Comb Binder	1									
Guillotine	1									
Laminator	1									
Heavy Duty Stapler	1									
TOTAL*				£12,013.42		91				
2017/18 additions										
18/07/2017 Shredder	1			£322.00		139				
2018/19 additions: (£1,121)										
15/01/2019 HP desktop, 24" monitor and speakers	1			768.56		153		W/s 3		
21/01/2019 Windows 10 Pro for HP desktop	1			122.22		158		W/s 3		
21/01/2019 Rectangular panel 1200mm beech desk	1			135.00		156				
11/01/2019 High back office chair with adjustable arms - blue	1			95.00		157				
2019/20 additions: (£644.33)										
24/03/2020 Synology DS918 and 4 bay desktop NAS enclosures	1			411.05		279				
24/03/2020 WD2 2B NAS hard drive - red	1			233.28		280				
2021/22 additions										
22/12/2021 ASUS laptop	1			399.16		331		Timebank		
22/12/2021 Office 2021 Professional Software for laptop	1			85.00		331				
2022/23 additions										
07/06/2022 HP Desktop core i5 10505/3.2 GHz - RAM 8 GB - SSD 256 GB	1			494.00		345		Assistant Clerk		
26/10/2022 HP Desktop 295 G6 Ryzen 5 4600/3.7 Ghz RAM 8GB	1			625.87		351		Clerk		
21/01/2022 Timebank Laptop	1			374.16		356		Timebank		
TOTAL*				£16,078.72						

Disposed Apr 2022 - replaced with 2 drawer version (items under £200)

* see Office Contents on Contents and Total Tab

Location		Inventory Asset Details (Items under £200)													Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY2022/23	Ident Number	Serial number	Maintenance	Services	Statutory	
Cemetery Shed	1	Wheelbarrow		Plastic					£25.00			No		No	
Cemetery Shed	1	Lawn Mower		Quantum XTS 50			36.jpg 37.jpg		£150.00			Yes		Yes	
Cemetery Shed	1	Garden Spade							£15.00	No.2					
Cemetery Shed	1	Various signs							£50.00						
Community Hub		Toaster	1	Dualit - 6 slice	29/11/2022				£179.99						
Community Hub		Legionnaires Thermometer Kit	1		07/12/2022				£105.99						
Parish Office	1	Webcam	1	Oriecam HP 1080P	17/04/2020				£37.49						
Parish Office	1	Noise cancelling telephone headset	1	Binaural	08/06/2021				£33.32						
Parish Office	1	2 drawer filing cabinet beech	1	Beech	21/03/2022				£128.00			No			
Parish Office	1	Lenovo E27-30 27" computer screens	2		26/04/2022				£273.32						
Rec Ground		Dog bins and posts	2	Red HGN45	05/08/2020				£378.00						
St. Georges Allotments		Lidded plastic box for asbestos disposal	1						£19.96						
St. Georges Allotments		Sign - asbestos only	1		18/06/2020				£40.00						
Sports Pavilion	Main room	Tables	6						£100.00						
Sports Pavilion	Main room	Fire extinguishers	3						£90.00			Yes		Yes	
Sports Pavilion	Main room	Fire blanket	1						£10.00			Yes		Yes	
Sports Pavilion	Main Room	Vacuum Cleaner	1						£100.00						
Sports Pavilion	Main Room	Dupray Steam Cleaner	1		17/07/2019				£125.00						
Sports Pavilion	Kitchen	Kettle	1						£25.00			Yes	Electricity	Yes	
Sports Pavilion	Main area	White boards	2						£30.00						
Sports Pavilion		Folding Square Tables	5				Pavilion Assets 021		£200.00						
Sports Pavilion		Waste Bins	6				Pavilion Assets 022		£100.00						
Sports Pavilion		Fridge			20/04/2018		Pavilion Assets 019		£100.00						
Sports Pavilion		Microwave	1				Pavilion Assets 018,020		£50.00						
Sports Pavilion		Toaster	1						£15.00						
Sports Pavilion		Assorted Saucepans and Cooking utensils	1				Pavilion Assets 018,020		£250.00						
Sports Pavilion		Assorted Crockery	1						£200.00						
Sports Pavilion		Assorted Cutlery	1						£100.00						
Sports Pavilion		Boot cleaners	2				Pavilion Assets 023		£300.00						
Net Store		Goal Nets	2						£112.00						
Net Store		New Goal Nets	2				Pavilion Assets 030		£112.00						
Net Store		Corner posts	8				Pavilion Assets 029		£160.00						
Net Store		Assorted trophies							£1.00						
Net Store		Gazebo							£50.00						
Net Store		Gazebos - Hub?	2						£200.00						
Net Store		Spade for sports teams	2						£20.00						
Village Hub		Magazine Racks	1		14/05/2019				£160.00						
Village Hub		Library books							£10,000.00						
Village Hub		2 Office Chairs at the reception desk	2						£107.00						
Workshop	1	Leaf Blower		STHL BG56C			Maint Equip Photos 04.jpg		£199.00			No		No	
Workshop	1	Portable Sprayer					Maint Equip Photos 09.jpg		£30.00	No.1		No		Yes	
Workshop	1	Hand Saw		Single handed					£15.00			Yes		No	
Workshop	1	Stanley Fatmax cordless twinpack kit							£134.99						
Workshop	1	Stanley Mixed Tool Set 210 pieces							£154.81						
Workshop	1	Hand Broom							£5.00	No.1					
Workshop	1	Hand Broom							£5.00	No.2					
Workshop	1	Garden Hoe							£15.00	No.1					
Workshop	1	Garden Hoe							£15.00	No.2					
Workshop	1	Garden Fork							£15.00	No.1					
Workshop	1	Garden Fork							£15.00	No.2					
Workshop	1	Garden Spade							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.2					
Workshop	1	Car ramp							£10.00	No.1					
Workshop	1	Car ramp							£10.00	No.2					
Workshop	1	Portable appliance transformer 110-V							£50.00			Yes		Yes	
Workshop	1	Extension ladder					Maint Equip Photos 24.jpg		£60.00			Yes		Yes	
Workshop		Broom	1						£20.00						
Workshop		Snow Shovel	2				Maint Equip Photos 20.jpg		£20.00						
Workshop		Sack Barrow	1				Maint Equip Photos 05.jpg		£30.00						
Workshop		Black and Decker hedge trimmer	1						£100.00						
Workshop		Loppers	1						£40.00						
Workshop		Rakes	2						£40.00						
Workshop		Post Driver	1				Maint Equip Photos 06.jpg		£35.00						
Workshop		Post Hole Spade	1				Maint Equip Photos 21.jpg		£35.00						
Workshop		Henry vacuum cleaner	1				Maint Equip Photos 22.jpg		£90.00						
Workshop		ADZE Pickaxe	1						£100.00						
Workshop		Lawn Edger	1						£30.00						
Workshop		Long Handed Shears	1						£30.00						
Workshop		Key Safe	1						£50.00						
Workshop		Sledgehammer	1						£20.00						
Workshop		Red Devil High Pressure Washer	1				Maint Equip Photos 10.jpg		£50.00						
Workshop		Safety Helmets	2						£40.00						
Workshop		Mop and Bucket	1						£10.00						
Workshop		Wire Brooms	2						£30.00						
Workshop		Mobile Phones	2						£60.00						
Workshop		Angle Grinder	1		20/02/2020				£67.00						
Workshop		Safety boots	1		30/05/2020				£42.00						
Workshop		HVIs coloured wallcoats	2		17/07/2019				£27.87						
Workshop		HVIs bomber jacket	1		28/01/2020				£52.00						
Workshop		Shears	1		30/06/2020				£24.99						
Workshop		Broom	1		23/09/2020				£16.42						
Workshop		Secateurs	1		14/12/2020				£9.74						
Workshop		Safety boots - pair	2		12/11/2020				£44.98						
Workshop		Christmas Tree Lights	1		08/02/2021				£90.00						
Workshop		Extension lead & timer for lights	1		10/12/2020				£38.00						
Workshop		Sign - Christmas Tree recycling point	1		11/01/2021				£45.00						
Workshop		Loppers	1		31/12/2020				£19.99						
Workshop		Hose & hose cart	1		01/06/2022				£62.49						
Workshop		Legionnaires thermometer kit	1		07/12/2022				£105.99						
Workshop		Bike trailer - litter picking	1		08/07/2021				£50.00						

Note: many racks of books but individual items all under £200; books belong to library but do need to be insured by MPC
Donated by the hub less than asset register

There are additions to books most months but old books are also removed

Total Assets under £200 year ended 31/03/2023

£16,448.14

addition 2022/23

CIVILITY AND RESPECT PROJECT

ABOUT

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

CIVILITY AND RESPECT PLEDGE

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.



To consider signing up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

[PC214 22 a\)](#)

Dear all,

Thank you to those who have responded to the email sent last week.

It was RESOLVED that Council approve the transfer of £3,338.46 from the Celebrating Ages reserve to support the funding of the planned street party event to celebrate the Coronation of King Charles III.

In favour: Cllrs Hart, Clark, Cowley, Barley, Campbell, Davey

Against:

Abstain: Cllrs Kilmurray and Travis

Many thanks
Sophie

From: parish clerk [<mailto:parishclerk@melbournparishcouncil.gov.uk>]

Sent: 15 March 2023 12:06

To: 'MPC Councillors All Councillors' <councillors@melbournparishcouncil.co.uk>

Cc: RFO Gov <RFO@melbournparishcouncil.gov.uk>

Subject: RE: PLEASE RESPOND: Email Decision required

Importance: High

Dear all,

Following the email sent yesterday, I received some queries regarding the costing for the gas for BBQs. The Hub have amended this on the proposal and the updated proposal is attached.

The Hub is planning to provide a Street Party event, which the Hub has volunteered to plan on behalf on the Parish Council, on Sunday May 7th to celebrate the Coronation.

The Celebrating Ages reserve is currently £3,338.46. Due to the Covid-19 pandemic Celebrating Ages is now suspended for the foreseeable future due to the potential health risks remaining from Covid for a very large indoor gathering of vulnerable people.

Please see attached the proposal to transfer the Celebrating Ages funds to help support the funding of the Street Party to celebrate the Coronation.

Planning is underway and many items must be purchased before the date of the event, consequently the Hub do not want to wait for the next Full Council meeting to present this proposal and I would ask cllrs to indicate their response to the following email proposal:

THAT Council approve the transfer of £3,338.46 from the Celebrating Ages reserve to support the funding of the planned street party event to celebrate the Coronation of King Charles III.

Attached: The updated proposal from the Hub to transfer the Celebrating Ages funds to help support the funding of the Street Party to celebrate the Coronation.

In favour:

Against:

Abstain:

Many thanks
Sophie

Proposal – The Transfer of Celebrating Ages Provision to the Coronation Street Party Event – Sunday 7th May 2023

Celebrating Ages: Finance was set aside in prior years to fund the previously very successful *Celebrating Ages* lunch for elderly and mobility-impaired people in Melbourn. This programme of events was originally deferred due to the Covid-19 pandemic and is now suspended for the foreseeable future due to the potential health risks remaining from Covid for a very large indoor gathering of vulnerable people. Approximately £3,300 of these funds are unused.

It is proposed the above funds be utilised in 2023 to support the planned street party event celebrating the Coronation of King Charles III.

Coronation Street Party: In conjunction with the Parish Council, and with the support of the Fete Committee, the Melbourn Hub team propose to host a street party on the same format as that successfully delivered in 2022 for the late Queen's Platinum Jubilee. In 2022 the Melbourn Hub agreed to take on the management on behalf of MPC and designed and delivered a large-scale event that was extremely successful in bringing the village together. £5,000 of funding was provided by MPC in 2022. Around 700 to 800 people attended and the positive feedback was incredible.

This was the best and most successful community engagement that the Parish Council – through the Hub – has ever seen. We aim to repeat or better that result in 2023.

The outline plan is based on the street closure of the High Street between 10.00am and 6.00pm on Sunday 7th May 2023.

Two large marquees will be erected on the road, together with a Hub marquee on the Hub frontage. It will be an 'open invitation' event and residents will be welcome to come with their own food and drinks or to arrive with the expectation of good-value hot food available on site.

The event will be project managed and run using the skills and time offered by the Hub management group, plus volunteers primarily associated with the Hub and with Hub staff of course needing to be brought in on the day too.

Subsidised hot food will be served from barbeque stations together with bars serving draft beer as well as other expected alcoholic and non alcoholic options, ice cream, coffee and cakes from inside the Hub café.

There will be live music and plenty of entertainment for children.

As mentioned above, last year's Platinum Jubilee party attracted more than 700-800 residents,

Financial support is needed to make this happen. The ethos is to make the venue attractive and to offer excellent value, with inclusion to all walks of life and especially those with less disposable income.

Below is a schedule of the anticipated costs for which an upfront funding contribution is requested to an event that should be seen as a Parish Council sponsored celebration delivered by the Melbourn Hub.

John Travis

Jose Hales

For Melbourn Hub

For Celebrating Ages

Jeannie Seers

Hub Events Co-ordinator

Schedule Of Costs – Coronation Street Party

Food Subsidy (Based on sales of 700 units)	£900
Drinks Subsidy (Based on sales of 700 units)	£750
Porta-loos	£220
Catering Staff Wages (Double Hourly Rates)	£1800
Cleaning Costs Wages and materials	£80
Hub site Coronation decorations	(already have most of these)
Bar hardware, Beer coolers and Gas	£100
Extra refuse collection	£45
Marketing materials (leaflets, banners, handouts)	£350
Raffle Costs	£150
Temporary structural items (additional weather protection)	
Childrens activities & entertainment provisions	£100
Social media	
Transport of heavy goods	£100
Total	£4,595

PC214 22 b)

Sophie, I am happy to co approve the invoice difference. We can report this as duly noted at the next Full Council meeting.

Thanks please go ahead and pay.

Regds Graham

On 09/03/2023 15:22 GMT parish clerk <parishclerk@melbournparishcouncil.gov.uk> wrote:

Hi Graham,

A quote for 4iwater to carry out remedial work at the Hub was approved at the PC meeting in January under PC167/22a for £730.00 +VAT. However looking back at email trails between Claire and 4iwater, it appears that the incorrect quote went to council. The quote that should have gone to council included the Sunday rate and came to £817.50 +VAT. The invoice for £817.50 +VAT has now come in for the work that has been carried out.

With the difference of £87.50 – we can co-approve the Sunday up-lift together or take it to the next full council for retrospective?

Proposal – The Transfer of Celebrating Ages Provision to the Coronation Street Party Event – Sunday 7th May 2023

Celebrating Ages: Finance was set aside in prior years to fund the previously very successful *Celebrating Ages* lunch for elderly and mobility-impaired people in Melbourn. This programme of events was originally deferred due to the Covid-19 pandemic and is now suspended for the foreseeable future due to the potential health risks remaining from Covid for a very large indoor gathering of vulnerable people. Approximately £3,300 of these funds are unused.

It is proposed the above funds be utilised in 2023 to support the planned street party event celebrating the Coronation of King Charles III.

Coronation Street Party: In conjunction with the Parish Council, and with the support of the Fete Committee, the Melbourn Hub team propose to host a street party on the same format as that successfully delivered in 2022 for the late Queen's Platinum Jubilee. In 2022 the Melbourn Hub agreed to take on the management on behalf of MPC and designed and delivered a large-scale event that was extremely successful in bringing the village together. £5,000 of funding was provided by MPC in 2022. Around 700 to 800 people attended and the positive feedback was incredible.

This was the best and most successful community engagement that the Parish Council – through the Hub – has ever seen. We aim to repeat or better that result in 2023.

The outline plan is based on the street closure of the High Street between 10.00am and 6.00pm on Sunday 7th May 2023.

Two large marquees will be erected on the road, together with a Hub marquee on the Hub frontage. It will be an 'open invitation' event and residents will be welcome to come with their own food and drinks or to arrive with the expectation of good-value hot food available on site.

The event will be project managed and run using the skills and time offered by the Hub management group, plus volunteers primarily associated with the Hub and with Hub staff of course needing to be brought in on the day too.

Subsidised hot food will be served from barbeque stations together with bars serving draft beer as well as other expected alcoholic and non alcoholic options, ice cream, coffee and cakes from inside the Hub café.

There will be live music and plenty of entertainment for children.

As mentioned above, last year's Platinum Jubilee party attracted more than 700-800 residents,

Financial support is needed to make this happen. The ethos is to make the venue attractive and to offer excellent value, with inclusion to all walks of life and especially those with less disposable income.

Below is a schedule of the anticipated costs for which an upfront funding contribution is requested to an event that should be seen as a Parish Council sponsored celebration delivered by the Melbourn Hub.

John Travis

Jose Hales

For Melbourn Hub

For Celebrating Ages

Jeannie Seers

Hub Events Co-ordinator

Schedule Of Costs – Coronation Street Party

Food Subsidy (Based on sales of 700 units)	£900
Drinks Subsidy (Based on sales of 700 units)	£750
Porta-loos	£220
Catering Staff Wages (Double Hourly Rates)	£1800
Cleaning Costs Wages and materials	£80
Hub site Coronation decorations	(already have most of these)
Bar hardware, Beer coolers and Gas	£100
Extra refuse collection	£45
Marketing materials (leaflets, banners, handouts)	£350
Raffle Costs	£150
Temporary structural items (additional weather protection)	
Childrens activities & entertainment provisions	£100
Social media	
Transport of heavy goods	£100
Total	£4,595

Coronation:

The celebration event at the hub = Total cost £4,595

£3,338.46 transferred from Celebrating Ages reserve. (see email decision PC214 22a)

£1,256.54

£3,110 in precept for coronation

H M King Charles III Commemorative Recycled Leather Bookmark

H M King Charles III Commemorative Recycled Leather Bookmark.

Foil blocked in a shiny gold finish onto coloured recycled leather with the Coronation design of your choice and personalised with your own design.

Various colours available - Black, Blue, Red, Green, Tan, Ivory, Burgundy, White, Purple, Pink, Yellow and Grey.

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

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

VAT: prices are ex VAT

Delivery time: approximately 3 weeks from approval of proof. Delivery periods stated are subject to change.

Product Code: Init0304

QTY	1 Colour Price Each
100	£2.02
250	£0.95
500	£0.64
1000	£0.52
2500	£0.48



Related Products

 <p>H M King Charles III Printed Coronation... H M King Charles III</p>	 <p>H M King Charles III Coronation Bookmark H M King Charles III</p>
--	--

500 = £320

1000 book marks = £520 (5 April)

[H M King Charles III Commemorative Recycled Leather Bookmark :: Bookmarks :: Insignia Promotions \(online-catalogue.net\)](https://www.insigniapromotions.com/online-catalogue.net)

H M King Charles III Printed Cambridge Mugs

By far our most popular shaped mug, the robust Cambridge mug offers a large print area to showcase your design. This mug has a large print area, and is also one of the most cost-effective mugs in the market. Price includes our design for celebrating the Coronation of H.M King Charles III on one side in 1 colour and your own design printed on the reverse, both printed in the same colour.
330ml Capacity. 90mm high x 80mm diameter.

Your own design can be printed in an alternative colour/s Please contact us and we will email a quotation to you.
Price includes: Origination and delivery to 1 UK Mainland address.
DELIVERY: Approximately 14 working days from approval of artwork.

Product Code: Init0324




Screen Printed


Print Position: Wraparound

QTY	1 Colour Price Each
36	£6.87
72	£3.68
108	£3.04
252	£2.65
504	£2.31

Related Products



H M King Charles III Full Colour Cambridge Mug



H M King Charles III Coronation Cambridge...

504 mugs = 1,164.24 (deadline to order 29 March)

[H M King Charles III Printed Cambridge Mugs :: Mugs :: Insignia Promotions \(online-catalogue.net\)](https://www.insigniapromotions.com/online-catalogue.net/H-M-King-Charles-III-Printed-Cambridge-Mugs)



KING CHARLES CORONATION BADGE 25MM

SKU: SSB1-V590A

Excellent ★★★★★ Trustpilot

49948 In Stock

A round 25mm King Charles Coronation badge, with butterfly pin attachment.

- Metal Backing Badge
- Glossy Print Design
- Butterfly Pin Fitting

£0.99
£0.82 Excl. VAT

1 - 249	250 - 499	500 - 999	1000+
Incl. VAT £0.99	Incl. VAT £0.79	Incl. VAT £0.69	Incl. VAT £0.59
Excl. VAT £0.82	Excl. VAT £0.66 save 20%	Excl. VAT £0.57 save 30%	Excl. VAT £0.49 save 40%

QUANTITY

ADD TO BASKET

https://www.trophiesplusmedals.co.uk/king-charles-coronation-badge-25mm?utm_source=google_shopping&gclid=CjwKCAjwq-WgBhBMEiwAzKSH6KhKhNwuUZNYZ-tiLpcarFc6P8kUMZJCXxl1SYndzTe7S6PteCw3LRoC8aMQAvD_BwE

500= £285

1000= £490

<https://www.tdp.co.uk/product/king-charles-dale-coronation-bench/>

Best Seller



HOME + SHOP

King Charles III Coronation Dale Bench with free engraving

The Traditional style of the Dale Coronation Bench offers a permanent way to create a lasting memento.

- Available in lengths of 1.2m, 1.5m, and 1.8m.
- Comfortably seats 2-4 people.
- Made from 100% recycled UK plastic waste
- Designed and handmade in Derbyshire

The HM King Charles III Commemorative Bench is hand-built to a classic design that combines timeless appeal with practical functionality. It provides a fitting tribute, and a long lasting seat, to commemorate the 6th of May Coronation.

SEE MORE PRODUCT DETAILS

SEE ENVIRONMENTAL STATISTICS

BENEFITS OF OUR RECYCLED PLASTIC FURNITURE PRODUCTS



Maintenance-free

Does not require any staining or treatments



100% recycled plastic

Our products are made from 100% recycled plastic



Will never rot or splinter

Our plastic profiles are weatherproof, outperform wood and will never rot or splinter



Built to last a lifetime

Sustainable furniture that doesn't need replacing for decades

Length CLEAR

Colour Options

£396.29

Price shown includes VAT (Net amount is £330.24)

Estimated delivery date is 14/04/23

Add Cushions

<https://www.cyan-teak-furniture.com/balmoral-teak-king-charles-iii-coronation-bench-180cm>



King Charles III Coronation Bench, Royal Cypher, Teak - Balmoral 1.8m

The Balmoral Teak King Charles III Coronation Bench is a wonderful celebration of His Majesty's Royal Coronation. This beautiful and intricately carved commemorative bench is the perfect way to mark this momentous occasion that will stand the test of time.

Read more...

View Recommended Accessories

£620.00

Qty: - 1 +

Pre-Order Now

Order now for delivery from: 16-05-2023

Product Code: LT680KCCA

Secured by

JOB DETAILS & QUOTATION

DATE: 3rd February 2023

TITLE: Our Ref: JN 230153
Your Ref: Melbourn Parish Council - Vehicle Livery

VEHICLE: White Citroen Berlingo– Panelled Swing Doors to rear
2017 Model/Shape

MATERIAL: Engineering Grade SAV – Full Back Chevron Kit

COLOURS: Retro Reflective Red & Fluorescent Yellow

QUANTITY: x1 off Vehicle – Back only

FINISH: Vehicle Sign-written back only as per visual PDF

NOTES: Vehicle to be delivered to & collected from Unlimited Logos

TOTAL: £325.00+VAT – Supplied & Installed
Please be aware that card payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us, in order to acknowledge approval.

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

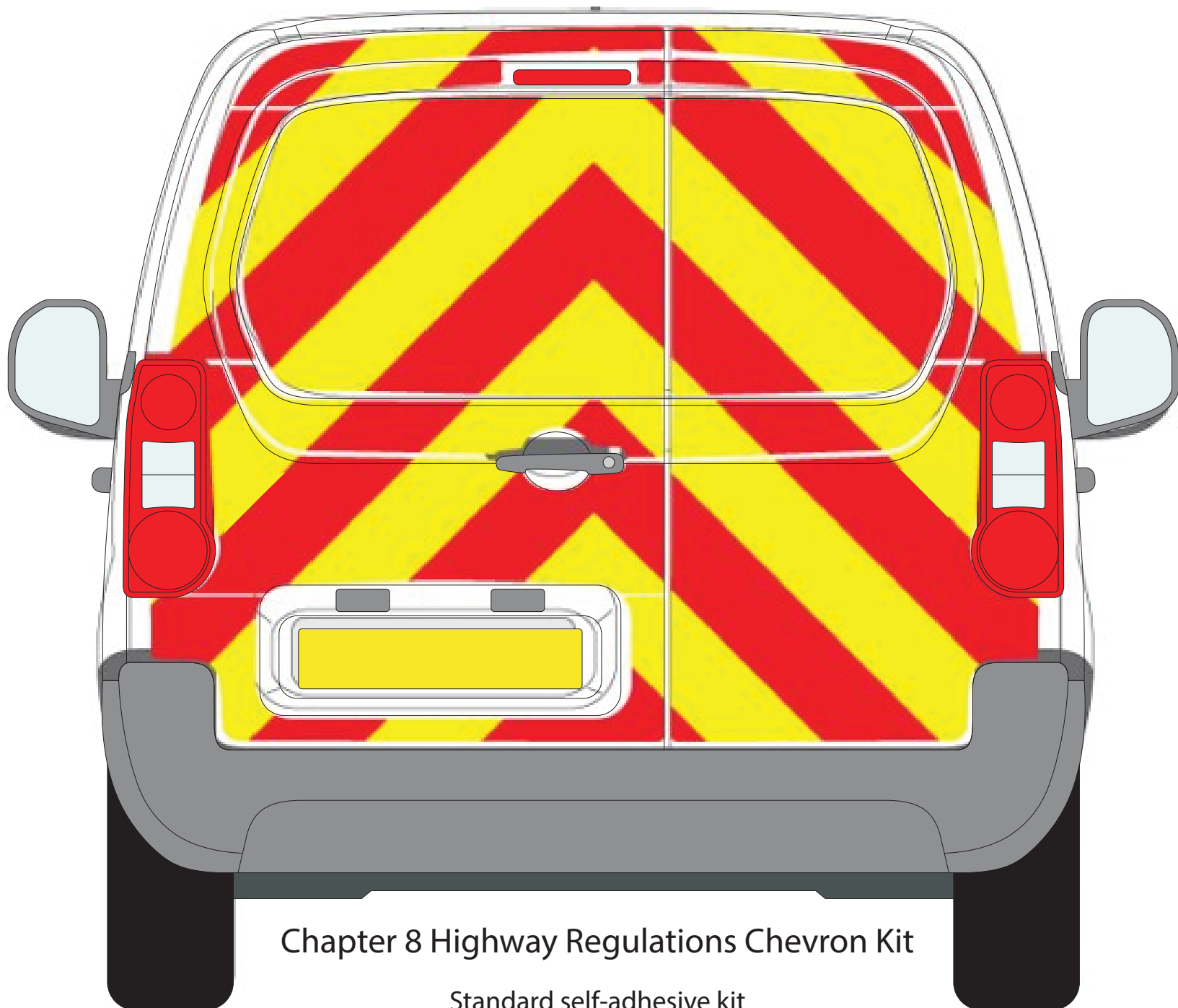
Multiple artwork changes may result in additional costs

**BACS PAYMENT TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER 63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD**

=== ALL MAJOR CREDIT CARDS TAKEN EXCEPT AMEX ===

JN 230153 - Melbourn Parish Council

x1 - White Citroen Berlingo - Rear Panned swing doors - 2017 Model/Shape



Chapter 8 Highway Regulations Chevron Kit

Standard self-adhesive kit
Engineering grade Retro Reflective Red
& High Visibility fluorescent yellow

MA192 22h) Chevron for the parish van


Unlimited logos quote to cover the whole rear of the van – **£325 +VAT**

Magnetic sign options:

<https://www.saferesponse.co.uk/products/magnethighwaymaintenancechevrondesignblackte-t-mg028?variant=42992365076693> (reflective - £20.99 incl tax)



[Citroen Berlingo 2017-Present. - Vehicle Chevrons | Chapter 8 Chevron kits | Vehicle Chevrons.com](#)
(£156 +VAT)



CITROEN BERLINGO 2017-PRESENT.
£79.00 - £225.50 + VAT

MATERIAL TYPE
Engineering Grade Red / Flu. Yellow

KIT TYPE
Magnetic

OPTIONAL TEXT
Highway Maintenance Text Built-in (£0.00)

£156.00 + VAT

1

ivik Pay faster

- OR -

[Citroen Berlingo 2017-Present. - Vehicle Chevrons | Chapter 8 Chevron kits | Vehicle Chevrons.com](#)
(£138+VAT)



CITROEN BERLINGO 2017-PRESENT.
£74.00 - £190.30 + VAT

MATERIAL TYPE
Engineering Grade Red / Flu. Yellow

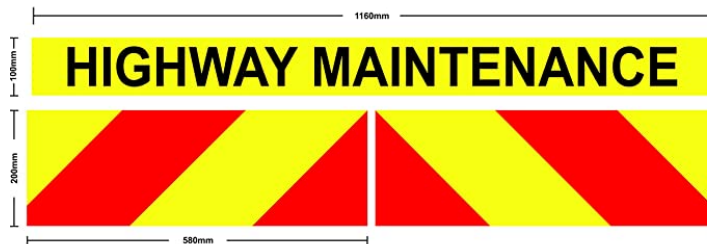
KIT TYPE
Magnetic

OPTIONAL TEXT
Highway Maintenance Text Built-in (£0.00)

£138.00 + VAT

1

[Highway Maintenance Chevron Kit - Chapter 8 Compliant - Magnetic Universal Vehicle Set - Prismatic Grade Reflective & Fluorescent Day Glow Vinyl - Overall Size 1180x300mm : Amazon.co.uk: Automotive](#) (£44.70)



Roll over image to zoom in



Highway Maintenance Chevron Kit - Chapter 8 Compliant - Magnetic Universal Vehicle Set - Prismatic Grade Reflective & Fluorescent Day Glow Vinyl - Overall Size 1180x300mm

Visit the [PROFILESIGNS.CO Store](#)

★★★★★ 27 ratings

-6% **£44.70**

Was: ~~£47.59~~

i Get £5 extra when you top up £60. *Terms and conditions apply. [Learn more](#)

Brand	PROFILESIGNS.CO
Size	1180 x 300mm
Colour	Prismatic Red & Fluorescent Yellow
Material	Vinyl, Polyvinyl Chloride
Item weight	500 Grams
Light type	Fluorescent
Orientation	Portrait
See more	

About this item

- Chapter 8 Compliant Magnetic Set - 2 X 590mm by 200mm Chevron Panels 1 X 1180mm By 100mm Highway Maintenance - Can Be Trimmed With Scissors To Make a Perfect Fit If Required.
- Red High Intensity Prismatic Grade Reflective, is a Micro-Prismatic Retro-Reflective Sheeting with up to 5 Years Durability for Construction Work Zone Signing, Traffic Signing Premium Vinyl.
- Fluorescent Yellow Intended to Provide Enhanced Visibility to Signs, Graphics or Vehicle Markings, Especially During Low Light Hours of Dusk or Dawn.
- All Our Chevron Kits Meet The Colour & Reflectivity Requirements of ASTM D-4956 Type III, EN-12899 Class RA2, BS8442 Class R3B-UK (Red), and Chapter 8 (UK).
- Made Professionally within the U.K. Sent out Same Day Via Tracked 24 Shipping Service.

Open Space – Rosemary Place

Hi Claire/Sophie,

The council went out for what we hope for the final inspection earlier this week and we are waiting to hear back.

In terms of maintenance, I have attached the two quotes we got from Meadfleet (an open space management co) for the road & estate maintenance costs, one of the quotes includes the open space before we found out the parish would take it on and then one revised figure with the open space removed. I have also attached the plans that accompany the plan.

You will note that based on the 22 units this equates to a £1,295 per annum cost difference which was to maintain the open space which allows for the bi-weekly visits through the growing season and regular inspections.

Kind Regards

Robert

Robert Wilson MRICS

R2 Developments Ltd

Extract from correspondence between R2 Developments Ltd and Greater Cambridge Shared Planning:

Hello Robert,

I've managed to talk to all the relevant parties and am happy to offer our acceptance of the site and the beginning of the 12 months defects period as per clause 1.3 of the S106 agreement.

At the end of the 12 months we will revisit the site to ensure the site is established, thriving and in good condition at which point, the Open Space would be complete and maintenance can be handed over to the parish.

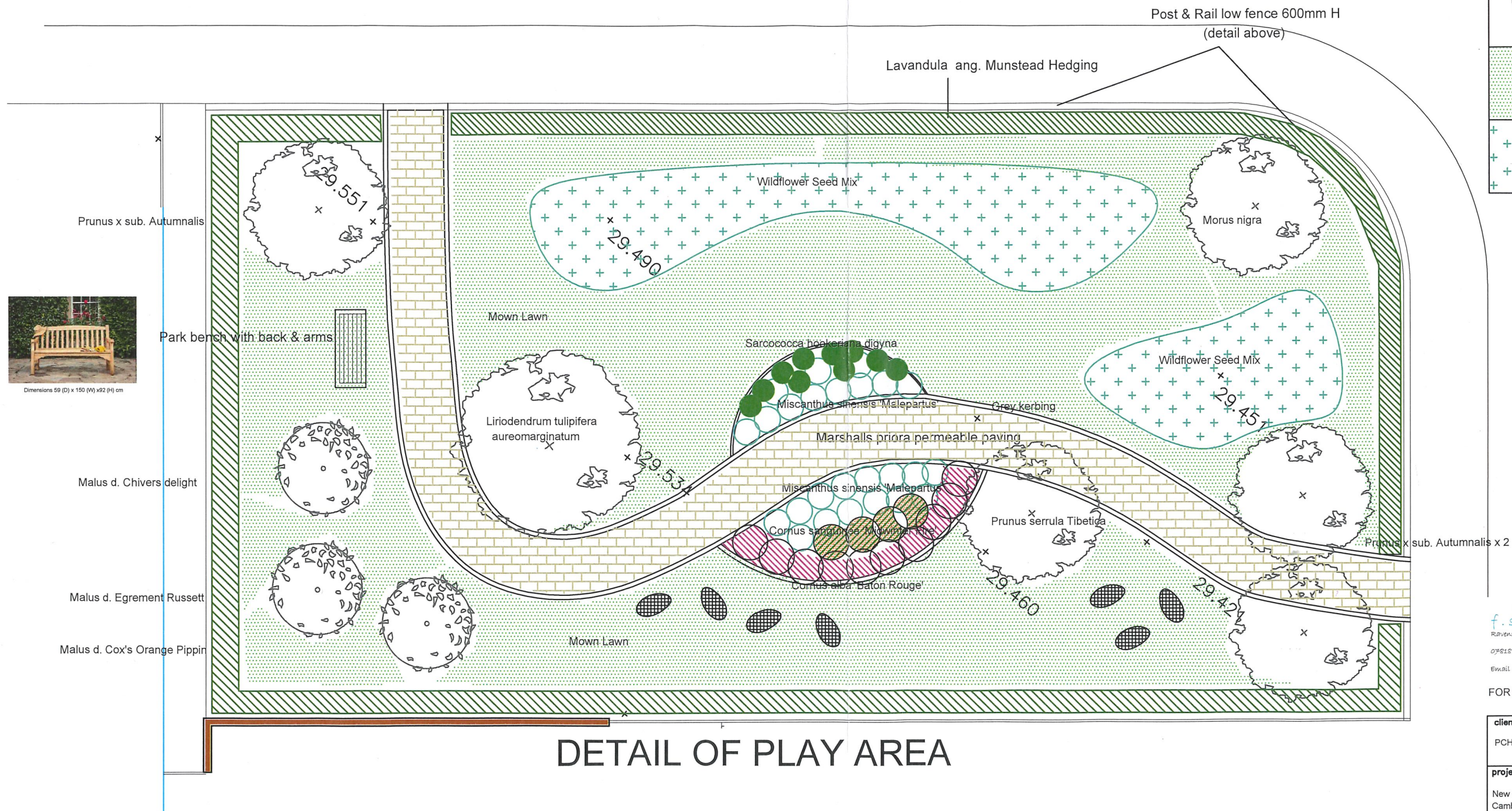
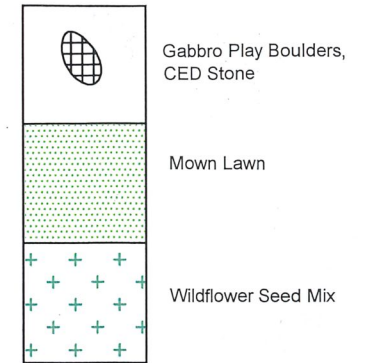
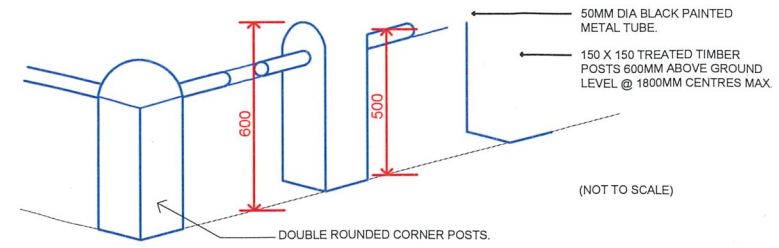
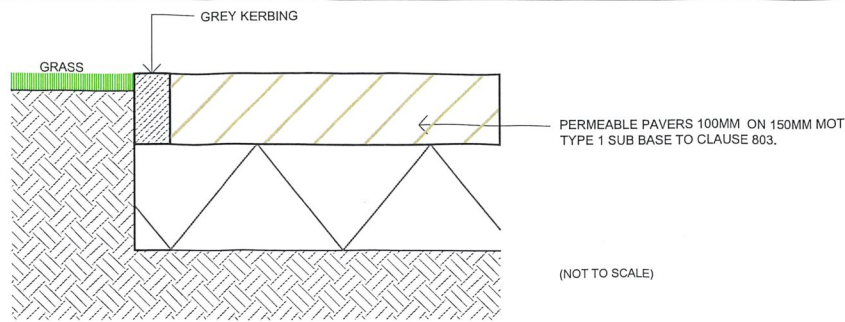
Please may I recommend that periodic photographs are taken during maintenance visits and sent to us to demonstrate the growth and success of the wildflower seeding.

We do not issue a physical or digital 'certificate', so please consider this email as acceptance of the Open Space at 36 New Road, Melbourn and its suitability to enter into the 12 months defects period from this date (7 March, 2023)

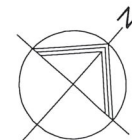
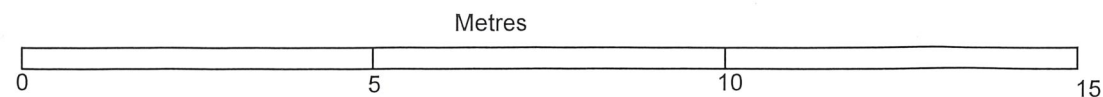
Kind regards,

Bana

Bana Elzein CMLI | Principal Landscape Architect



DETAIL OF PLAY AREA

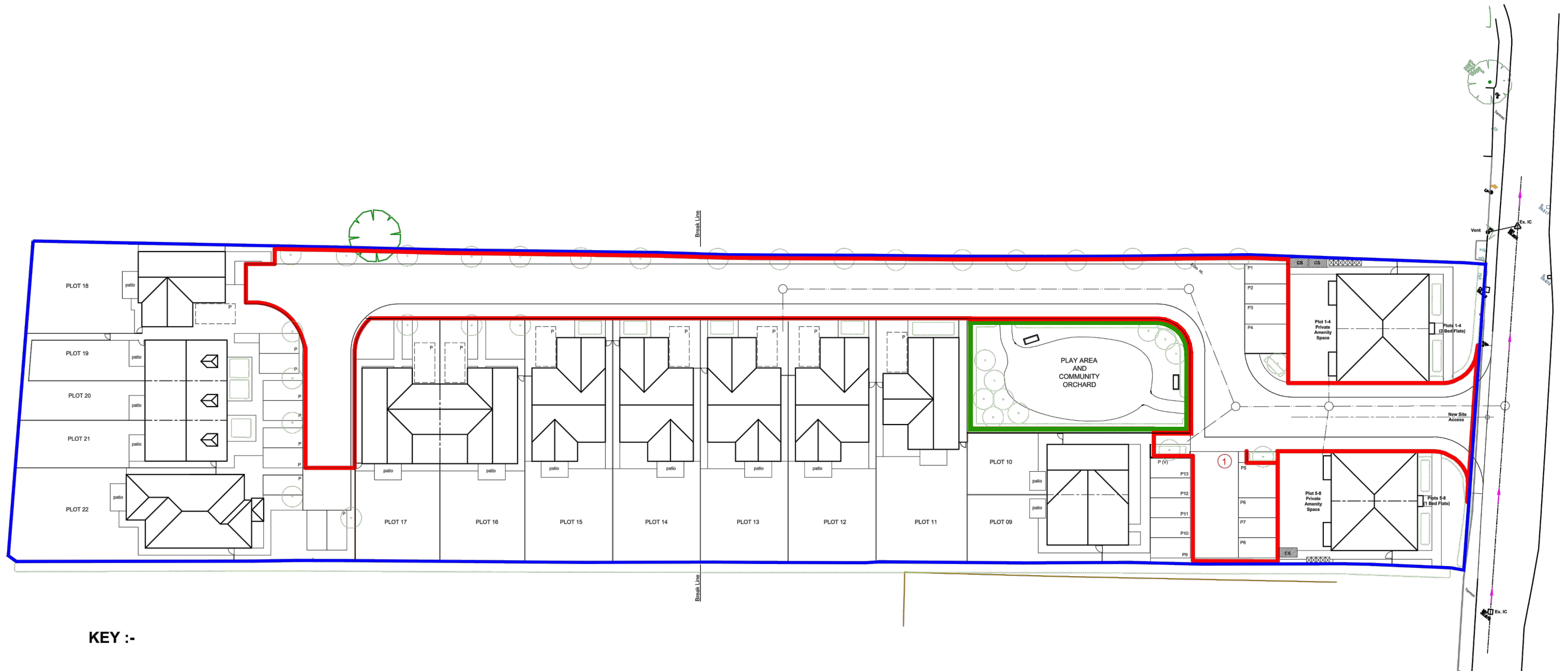


NOTE:
 All setting out to contractor responsibility
 To be checked on site
 Design intent only
 Do not scale from drawings

f. S. Landscape & Garden Design
 Ravens Cottage, Elsenham Road, Stansted, CM24 8SS
 07815 033000
 Email - sallie.tillett@topopenworld.com

FOR PLANNING


client	
PCHL	
project	
New Road, Melbourn Cambridgeshire	
drawing	
Detail of Play Area	
date	scale
4 June 2021	1:100 @ A3
drg. no.	drawn by
PCHL 002 Rev 3	ST

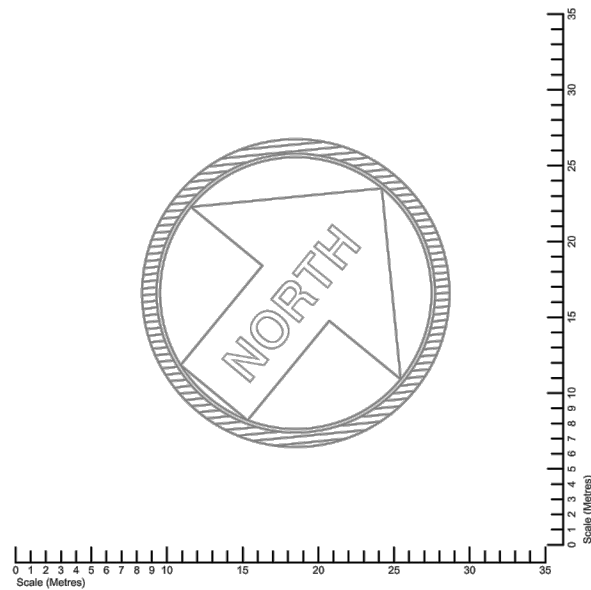


KEY :-

 LAND TRANSFERRED TO MANAGEMENT COMPANY

 BRICK GARDEN WALL OWNED BY HA

 LOCAL AREA OF PLAY TO BE MAINTAINED UNTIL TRANSFER TO MELBOURN PARISH COUNCIL



D REVISÉD 16.11.2021
 C REVISÉD 23.04.2021
 B REVISÉD 22.04.2021
 A REVISÉD 20.04.2021

PCHL Barn Studio
 Lindsell Great Dunmow
 Essex CM6 3QJ
 (t) 01371 870708
 (e) office@rca-architects.co.uk

project **NEW ROAD, MELBOURN**
CAMBRIDGESHIRE scale **A3 @ 1:500**
 da **APRIL 2021**
 title **MANAGEMENT COMPANY** dwg no **28617.536 D**
EXTENTS

POS Management Estimate

Developer: R2 Developments

Development: New Road, Melbourn

Number of Homes: 22 (includes HA properties)

Estimated costs per property as at 1st August 2021:

	<u>Per Annum</u>
Maintenance Contribution	£47.24
Overhead Contribution	£72.70
Management Fee	£17.99
Reserve Fund Contribution	<u>£ Nil</u>
<u>Estimated Annual Charge Per Property</u>	<u>£137.94</u>

Please note that the above estimate is based upon the provisional information provided by R2 Developments to Meadfleet. Whilst we will endeavour to minimise increases, our estimate will be reviewed closer to scheme handover in order to take account of any changes that may occur during the development process.

It is currently anticipated that there will be 22 homes eventually constructed on the development who have entered into a deed of covenant to make a contribution towards the maintenance of the development and the estimated contribution shown above has been calculated on this basis. However, please bear in mind that this is provisional. It may be that fewer homes are included in which case your contribution would rise proportionately.

Account should also be taken of increases in RPI with effect from August 2021 and the date invoices are raised.

Meadfleet have opted to apply the Extra Statutory Concession applied by HMRC and exempt all service charges from VAT. The above estimate therefore is not subject to VAT, but if it transpires that Value Added Tax is payable then the above sum shall be increased by Value Added Tax at the appropriate rate.



POS Management Estimate

Developer: Davidsons – South Midlands

Development: New Road, Melbourn

Number of Homes: 22 (includes HA properties)

Estimated costs per property as at 1st August 2020:

	<u>Per Annum</u>
Maintenance Contribution	£101.13
Overhead Contribution	£70.01
Management Fee	£25.67
Reserve Fund Contribution	<u>£ Nil</u>
<u>Estimated Annual Charge Per Property</u>	<u>£196.81</u>

Please note that the above estimate is based upon the provisional information provided by Davidsons Homes to Meadfleet. Whilst we will endeavour to minimise increases, our estimate will be reviewed closer to scheme handover in order to take account of any changes that may occur during the development process.

It is currently anticipated that there will be 22 homes eventually constructed on the development who have entered into a deed of covenant to make a contribution towards the maintenance of the development and the estimated contribution shown above has been calculated on this basis. However, please bear in mind that this is provisional. It may be that fewer homes are included in which case your contribution would rise proportionately.

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Meadfleet have opted to apply the Extra Statutory Concession applied by HMRC and exempt all service charges from VAT. The above estimate therefore is not subject to VAT, but if it transpires that Value Added Tax is payable then the above sum shall be increased by Value Added Tax at the appropriate rate.





27th January 2023

Clare Littlewood
Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Dear Clare

Thanks for meeting me this week, Please find our quotations below, Should you have any questions please do not hesitate to contact me.

ROSEMARY PLACE MELBOURN

To maintain the open spaces Fortnightly April – October and monthly November – March keeping the whole area neat and tidy throughout the year £1000.00+vat per year

Yours Sincerely

K Lawrence
Director

Majestic Garden Services Limited

The Manse | Malting Lane | Litlington | Royston | Hertfordshire SG8 0QT
T: 01763 853 832 | M: 07702 358 249 | E: majesticgardens@tiscali.co.uk
Registered in England and Wales: Number 5882579. VAT Number 809 3920 19

At the Maintenance meeting on 16 March under item MA192 22a, the Maintenance Committee granted permission for the fete to be held on the New Red, Old Rec, and in the pavilion.

MA192 22a) Request from the fete

Dear Claire and Sophie, on Tuesday evening Melbourn Fete Committee met to discuss our plans for 2023. As part of these discussions we agreed to propose a modest version of the Fete to be called Melbourn Family Fun Day on Saturday 24 June. We would like to request the support of Melbourn Parish Council for this event by allowing us to use the Sports Pavilion and New Recreation ground to host this event and the Old Recreation ground for car parking. Our plans are to use the Pavilion as the centre of the event with a tea shop that we hope will be run by HomeStart as a fund-raiser. We plan to set up and take everything down in one day – Saturday 24th June, but it would be helpful to have use the Pavilion from Friday afternoon until Monday morning.

Please let me know if you require further information at this stage.

Kind Regards

David

Secretary to Melbourn Fete Committee

I have attached the following preliminary thoughts about our event that we have posted on our website and fb page:

MELBOURN FETE COMMITTEE PLANS FOR 2023

Posted on [February 24, 2023](#) by [secretarymvfc](#)

Following our campaign in 2022 to attract energetic new members to the Melbourn Fete Committee, we are now in the happy position to plan our own event – the **Melbourn Family Fun Day** – in addition to supporting other village events through the loan of equipment and human resources including: Melbourn Open Gardens; The Hub's Coronation celebrations; Melbourn Primary School's Summer Fayre and Firework Display; and Turn on to Christmas in partnership with the Hub.

MELBOURN FAMILY FUN DAY 24 JUNE 2023

After a 5 year break we are planning a summer event this June. It will be reduced in size compared to previous fetes, in fact this year we are calling it a Family Fun Day. We have just had our first meeting so details are still to be

confirmed but the plan is to run the event on the playing fields near the village pavilion from 1 to 5pm on Saturday 24 June. There will be bouncy castles, soft play areas and other children's activities. We hope to have stalls from local groups and commercial vendors. We are also planning on running some creative competitions such as baking. There will be classic and vintage vehicles and motorbikes on display. If you have a vehicle or motorbike you would like to show please contact us. We will have an arena for entertainment and of course this is where the popular egg throwing competition will take place. There will also be a tug of war contest. The pavilion will have tea, coffee and cakes for sale. There will be a bar and other food available elsewhere. We hope we will be able to put on a modest but fun event for the village so please put the day in your calendar. As always, we are happy to hear from volunteers who can help us on the day. More details will be posted on our website and Facebook page. You can contact us through our website or through e mail: secretary.melbournfete@gmail.com or on our Facebook page <https://www.facebook.com/MelbournFete>



Mortlock Street, Melbourn, Nr Royston, Herts SG8 6DB Tel: 01763 223457

Headteacher: Mrs Stephanie Wilcox

21st March 2023

Dear Councillors

I am writing to you to express my grave concern regarding road safety around Melbourn Primary School, and to request that immediate action be taken to improve this very serious matter. On Tuesday 17th January there was a road accident in front of the school involving a member of the public which required two ambulances to attend. On the same morning one of our pupils was knocked off his bike but did not require medical attention. In addition to these two incidents we believe there was a further minor car accident. I am very worried that unless there are significant improvements made to safety measures around the school further accidents are inevitable.

There are three main areas around the school for which I have summarised the issues we have observed and our suggestions to improve safety for our school children, parents, teachers and the wider community.

Mortlock Street

Mortlock Street is one of the main roads through the village and is heavily used at school drop off and collection times. Currently there is a road narrowing close to the school gate. This is intended to slow traffic but unfortunately, this section of the road is becoming increasingly dangerous as many of its safety features have deteriorated or are now completely missing.

- Outside the school pedestrian entrance there is a road narrowing, which slows traffic along Mortlock Street. However, the sign to warn of the road narrowing and show which direction has priority, is missing, having been knocked down by a car some years ago. The reflective safety bollards at the same location, to highlight the road narrowing, have also been knocked down and have been removed. The painted markings on the road to show where there is a speed bump at the road narrowing are now barely visible. This all leads to this road narrowing being hard to see, especially in low light and in the dark. Cars have on many occasions driven into the bollards, mounting the pavements etc. This makes it extremely dangerous for children and families walking to and from school.
- Cars pull in at the road narrowing, to wait to allow traffic to pass through, towards the school's pedestrian gate. This adds a further danger to children who are exiting through the pedestrian gate, as there is no barrier between the pavement and the road here. It is very easy for small children to run out of the gate potentially straight into the road, or to trip and fall into the road, especially in consideration of the condition of the pavements.
- The pavements all along Mortlock Street and around the school are in very poor condition with serious deterioration including loose paving, potholes and trip hazards, making it dangerous for children to travel along on foot and unsafe for cycles and scooters and so we are unable to

encourage active travel as we would like to. This in turn leads to more vehicular traffic in the village. The pavements are also currently quite narrow adding to the problem.

- Cars continue to park on double yellow lines and single yellow lines during the restricted hours, on Mortlock Street and surrounding streets, causing further hazards for families walking to school as traffic tries to weave in and out of the parked cars.

Requested Actions:

- Immediately replace the warning sign and traffic priority sign, including appropriate lighting for the road narrowing.
- Replace and improve reflective safety bollards – the current/missing wooden posts with reflective strip are not fit for purpose and keep getting knocked over by vehicles.
- Install metal safety fencing in front of the school gate to protect children from the road traffic.
- Turn the current road narrowing area into a proper crossing such as a zebra or pelican crossing, with protective metal safety fencing.
- Improve and resurface all the pavements around the school.
- Consider widening the pavements making it safer for families to walk to school.
- Re-paint and improve all road markings around the school.
- Extend the hours of the single lines from 2.45pm – 3.30pm to 2.45pm – 3.45pm.
- Request community police support to address illegal parking. Please note that we have already requested police support.

Orchard Road

Orchard Road intersects Mortlock Street and has another pedestrian entrance to the school which is used by many families to access the school.

- There is no safety fencing directly outside the school entrance, causing children to walk, run, trip or fall straight into the road upon exiting the school. In addition, there is a speed table directly at this exit, which although reduces the speed of traffic directly outside the school, means that the road and pavement are at the same height with nothing to delineate where the road starts. This is particularly dangerous for primary school aged children who cannot easily tell that they might have stepped on to the road.
- Cars park all along Orchard Road, cause traffic to weave in and out of the parked cars, making the road dangerous for children.

Requested Actions

- Install metal safety fencing outside the school gate.
- Repaint all road markings and increase the double yellow lines and/or the school zigzags to extend from the Mortlock St crossroads all the way past the school car park.
- Consider installing a proper crossing, e.g. zebra or pelican.

The Orchard Road/Mortlock Street Crossroads

The crossroads is a particularly dangerous junction which affects the safe travel of families to and from school. We recently had a crossing patrol survey conducted at this junction but it was reported that we

would not qualify for a crossing patrol at this junction. We would, however, like this to be reconsidered considering the below issues.


- The wooden posts with reflective strips are not fit for purpose and are constantly being knocked over by vehicles.
- The speed table at the crossroads slows traffic on the approach to the junction but causes additional danger for children who easily spill onto the road from the pavements which are at the same height as the road. The pavements are also narrow here compounding the problem.
- The road markings have deteriorated so much that they are barely visible causing further danger as cars pull forward of the stop/give way lines.
- Visibility around the junction can be poor for cars as it is somewhat obstructed around corners by tall hedging.
- The path is extremely narrow forcing pedestrians onto the road.

Requested Actions

- Replace ineffective wooden posts with improved safety measures, preferably installing a metal safety fencing around all four corners.
- Reconsider a crossing patrol for this dangerous junction.
- Considering widening the footpath
- Consider measures could be taken to improve visibility by limiting hedging / screening on corner properties.

We as a school constantly encourage road safety with our pupils and their families and continue to look into measures which we are able to implement. We strongly feel that the deterioration of the roads and pavements around the school have reached such a state that they are actively dangerous to our community. We implore you to consider the points above, and the area around the school as a whole as a priority for improvements. We would encourage you to come and visit us in Melbourn to discuss the points raised and we look forward to hearing from you.

Yours faithfully



Mrs Stephanie Wilcox
Headteacher

Melbourn Science Park update

I am writing on behalf of Bruntwood SciTech to provide an update regarding the future plans for Melbourn Science Park.

We would like to thank the community for taking the time to participate in the various public consultation events held last autumn. Thank you also for your follow up email of 19 December, which has also been considered by the development team as part of the community consultation.

I can confirm that a detailed planning application has now been submitted to South Cambridgeshire District Council intended to revitalise the existing Science Park to meet modern-day scientific requirements. We expect this planning application to be available for the public to view on the council's website soon.

By way of reminder, the proposals include:

- Securing the future of the Science Park by ensuring there are high quality, modern facilities for businesses to establish and grow
- Providing a new Village Green as a space for the community and users of the Science Park to enjoy, alongside opening up the site by providing new walking routes and landscape enhancement
- A new Gastropub with outdoor dining and hotel accommodation to complement the existing offerings in the village and surrounding areas
- A new 'community focused' building which could contain public facilities such as a gym, physio, dentist and creche
- Retaining where possible and enhancing the existing trees and landscaping
- Investment in new transport facilities, including a new 'mobility hub' offering increased car parking, car charging, cycle hire and cycle workshop
- Recycling and repurposing buildings wherever possible, underpinned by careful carbon analysis at every stage.

Following feedback from neighbouring residents, we have sought to address comments raised in the proposed designs. Prior to our most recent public consultation event in December 2022, significant amendments had already been made to the proposals to address comments raised during previous consultation rounds. Amendments to both the Cambridge Road and Moat Lane boundaries have sought to address comments raised by neighbours, by further increasing boundary tree planting and to initiate planting in an earlier phase to allow the trees to mature and establish, filtering any views of the buildings beyond. For neighbours along the northern boundary of the site we also removed the proposed access gate to Moat Lane which had caused concern for neighbours.

Since our last public consultation event in December, further design amendments have been made to address additional comments raised by neighbours along the Moat Lane (northern) boundary. These include:

- Since the December 2022 sessions, Block F and the Mobility Hub have been moved another 4 metres from the northern boundary. This now aligns Block F approximately with the existing units 13-16
- The rooftop plant enclosure of Block F has been moved away from the residential properties and toward the mobility hub façade
- The second-floor terrace space on Block F will remain, but will no longer be accessible to users of the building - and will be used only for maintenance purposes. This directly addresses concerns about potential for 'overlooking' of properties
- We have amended the proposed construction phasing to include tree planting on the northern boundary from Day 1, which means that new trees will have two to three years to establish prior to works taking place in this corner of the site.

Along the Cambridge Road (southern) boundary, we have relocated the new exit onto Cambridge Road away from facing properties (18-22 Cambridge Road) and the existing junction with Armingford Crescent. The revised junction now sits halfway between Hale Close and Armingford Crescent and faces onto an existing public footpath and copse of trees.

To accompany these amendments, the development team has also undertaken further assessments, as follows:

- A Townscape and Visual Impact Assessment has been undertaken and has concluded that there will be no adverse effects on townscape or landscape receptors, or identified key views as agreed with the local planning authority. These VIAs considered proposed building heights amongst other potential visual impacts
- The design team are confident that the planting and screening interventions will further mitigate any residual impacts
- We have undertaken a lighting assessment which sets out strategies for minimising light pollution including: shielding, timers / sensors and controlling intensity levels and colour temperatures
- Technical analysis using the methodologies set out within the Building Research Establishment (BRE) Guidelines (<https://bregroup.com/>) – which sets best practice for the UK design and construction industry – has concluded that the surrounding site will fully accord with the BRE target criteria for daylight and sunlight with the proposed development in place. The impacts to daylight and sunlight in the surrounding residential properties are negligible and therefore wholly acceptable.

I trust that the above information is helpful. Should you have any questions please do contact me on scott@royalpilgrim.com or 0800 907 8677. Our project website www.melbournsciencepark-consultation.co.uk will remain live, although as mentioned above, the full details of the application and supporting documents will be on the Council's planning website shortly.

Yours faithfully

Hi Sophie,

I hope you're well!

You're likely to have seen this already, but I thought you might like to be privy to the plans for our redevelopment of Melbourn Science Park now that we can officially reveal the news...

[Here](#) you can read the full news article, complete with artist's impressions of how the Park will look once complete.

I'd be happy to help with any questions you might have, or provide extra information.

[Here](#) are some jpegs featuring artist's impressions of the completed Park that might be useful too.

Many thanks,





'Salsa' - Memory Cafe



Bobby at Summerhouse Farm Dog Cafe



MACS 'Wonderpass' draft design



Melbourn Timebank Report: March 2023

Melbourn Timebank Report: 24th March '23

March activities

1	Solo Sunday Lunch
2	Arts & Crafts Group with 'Wonderpass' Artwork meetings
10	MAC Food Bank Sessions facilitated by Timebank
10	MAC Warm Hub sessions facilitated by Timebank
1	Memory Café – Salsa show and lesson
1	ACRE Warm Hub network meeting
1	Games Night
1	Cam Sight meeting supported by Timebank
1	Dog Café at Summerhouse Dog Field

On-going weekly activities

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

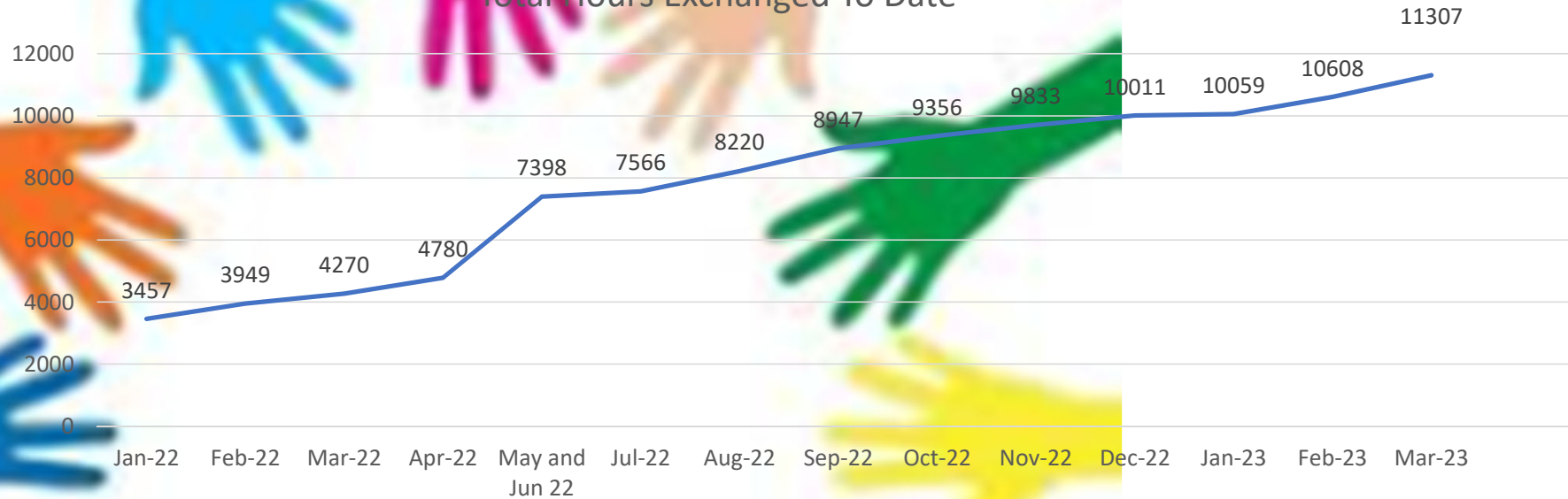
Membership growth data: to 24/3/23

	Feb	Feb	Conversion	Pipeline
Individual Members	114	116	2	4
Organisational Members	18	19	1	1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
3,100	455	960

Total Hours Exchanged To Date



AOB

- 'Wonderpass' project - Timebank groups involved in producing 6 Art works
- Aquathon 23rd April - Timebank team taking part to raise funds for **MACS** and Home-Start
- 'Doggie Disco' in May date tbc
- Volunteer party under discussion

MACS Food Bank – 190 visits from 38 customers.
 Good support with Food and financial donations 😊

MACS Warm Hub – ACRE funding confirmed until at least May - rebrand under discussion
 Food registration complete and Level 2 Food Hygiene course completed by 2 volunteers.

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



Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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

1. GENERAL

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

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

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

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

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

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

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

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

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

has been obtained.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

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

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

7. PAYMENT OF SALARIES

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

c) _____

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

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

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

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

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

8. LOANS AND INVESTMENTS

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

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9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

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

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

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

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

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

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

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

³ Thresholds currently applicable are:

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

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

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

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

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

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

15. INSURANCE

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

16. CHARITIES

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

Document.

17. RISK MANAGEMENT

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

19. GENERAL RESERVES

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 24 October 2022

Document Review Policy: 1 Year from last approval

POLICY AND PROCEDURE: INVESTMENT PLAN 2022-23

2022-23 Investment Plan- (Mar 2023)

The Investment Plan is normally reviewed annually but changes in the economic climate has given rise to half yearly reviews to ensure that the investments are making the best return for the Parish Council and are accessible when required.

Funds Available for Investing

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

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

This above calculation has not been updated since September 2022 and will be fully recalculated for September 2023.

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

Economic Climate

Following a period of interest rates being at a historic low, recent inflationary pressures have resulted in several increases to the Bank of England base rate. This was raised to 4% in February 2023. Interest rates appear to be stabilising however the Bank of England are not ruling out further rises, they are anticipating inflation to fall.

Current position – 10th October 2022

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

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 28 Feb 2023)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£85,000	On demand	3.90%	n/a	AAAmf (Fitches) Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£115,146	45 days	2.8%	Y	AA3 (Moody's) Unchanged
Charity Bank	40 day ethical notice	£30,292	40 day	1.87%	Y	-

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

Investment Options for remainder of 2022/23

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

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

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2021) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical 40 day notice	£1,000	40 days	1.71% V for bals>£10k	Y	-
Charity Bank	Ethical 1-Year Business Fixed Rate	£10,000	Matures 1 Year	3.36% F	Y	-
Charity Bank	Ethical Easy Access business savings	£10,000	On Demand	1.72%	Y	-
Charity Bank	Ethical 100-day notice	£1,000	100 days	2.12% >£25,000 2.27%	Y	-
Cambridge & Counties Bank	95 day business notice	£10,000	95 days	3 % V	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£10,000	Matures 1 yr	3.5% F	Y	-

MPC currently has £230,439 invested. The available fund for investment is approximately £340,000. Our HTB investment matured and was returned to the Parish Councils Current Account. We currently hold £174,160 in the Unity instant access account.

Of MPC's existing investment accounts, CCLA is performing well and Nationwide offers relatively good yields compared to the best new offerings. Our Charity Bank 1 year bond has been reinvested to a 40 notice account.

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

Investment Plan Recommended for remainder of 2022/23:

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

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

Hampshire Trust Bank 45 day notice deposit – This has been sent back to the Parish Council. This was received in Jan and no investment has been made. (£135,000) We need to consider whether the £50,000 should be reinvested in a Charity Bank ethical 40 day notice account (£50,000),

These should be made subject to committee agreement:

CCLA (£25,000) and Cambridge & Counties Bank 1 year fixed bond (£60,000).

Charity Bank 1yr ethical fixed rate/ethical easy access – the proceeds from the matured 1yr bond (£30,000) should be invested in a new Charity Bank ethical 40 day notice account W We need to consider whether the £50,000 should be invested to bring the investment to £80,000.

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

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

Liquidity breakdown of suggested investments:

£85,000 = instant notice (25%)

£80,000 – 40 day notice (23.5%)

£115,000 = 45 day notice (34%)

£60,000 = one year maturity (17.5%)

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

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

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 24th October 2022

Review: 6 months

Melbourn Parish Council
Subject Access Request
Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		

POLICY AND PROCEDURE: Terms of Reference for Internal Audit

PURPOSE: The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the Council and to ensure that they are in accordance with proper practices as set out in the Accounts and Audit Regulations.

PROCEDURE: The Internal Audit will adopt a predominantly systems-based approach, covering the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. It allows for unrestricted coverage of the Council's activities, including both financial and non-financial systems of internal control.

Melbourn Parish Council expects the following aspects to be part of the audit:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have significant impact on operations, and determine whether the Council is compliant
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, IA will operate within a framework that allows:

- Unrestricted access to officers of the Council
- Reporting in its own name
- Segregation from the day to day operations of the Council

Every effort will be made to preserve objectivity by ensuring that the Internal Auditor is free from conflicts of interest and do not undertake any non-audit duties on behalf of the Council.

Rights of Access

There are no limitations on IA's access to records. The IA has the authority to:

- Access Council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the Council to account for cash, stores or any other Council asset under their control
- Access records belonging to third parties such as contractors when required

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to Council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

Council's Responsibilities

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well ordered manner.

Audit Responsibilities in Relation to Fraud

Melbourn Parish Council recognises that it is not the specific responsibility of the IA to detect fraud. However, tests and reviews carried out during the IA are expected to be designed to identify failures, weaknesses or breaches in internal controls which could expose the Council to risk of fraud.

In the event that fraud is suspected by the Internal Auditor, this should be reported to the RFO, Clerk, Chair, or the Council as deemed most pertinent to the situation. It may also be appropriate for the Internal Auditor to advise or assist with an investigation including liaison with the police if necessary.

Choosing an Internal Auditor

Melbourn Parish Council appoints an Internal Auditor annually. The effectiveness of the audit is assessed each year as set out in the policy and procedure 'To evaluate the effectiveness of the system of internal audit'.

In principle, Melbourn Parish Council endorses the need to change Internal Auditors regularly. In practice, a decision will be taken in the light of availability of suitable auditors.

The following criteria will be used to assess an auditor's suitability (taken from CAPALC guidance):

- Has the applicant had some formal audit training?
- Does the applicant understand how to structure an internal audit report?
- Has the applicant any formal training in parish council law and powers?
- Has the applicant any formal training in parish council procedures?
- Has the applicant had any formal training in accounting practice?
- Has the applicant had any formal training on matters relating to local councils and VAT?
- Has the applicant had any formal training in Pay as you earn and National Insurance
- Does the applicant have the necessary skills to identify issues relating to the above areas in this size of council?

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

General Risk Register – Melbourn Parish Council

Likelihood Scores : Low (unlikely) = 1 Medium (possible) =2 High (highly likely) = 3

Impact Scores : Low (negligible) = 1 Medium (moderate) = 2 High (Severe) =3

Risk Rating Scores (Likelihood x Impact) : Low = 1,2 Medium = 3, 4 High = 6,9

Risk Ref Key: F= Finance, POS = Public Open Spaces,
G= Governance, C= Cemeteries, A = Allotments, B=
Parish Buildings.

Risk Ref.	Description of risk	Impact of risk on MPC	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (high, Medium, Low)	Response
F1	Expenditure is incurred or grants awarded without proper legal authority	Potential for complaints, fines, qualified audit report	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of bankruptcy if precept is not paid on time	Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained	Potential theft or misappropriation of assets. Assets could fall into disrepair. Assets may be inadequately insured	1	3	Medium (3)	Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings undertaken and to be done every 5 years
F4	The PC has insufficient money	Assets could fall into disrepair. Potential H&S	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements

	ring-fenced in Asset Replacement/Main maintenance Reserves The PC does not have a maintenance plan so the budget for maintenance will be insufficient	concerns as well as adverse service delivery and rental income impact.				included in precept. MPC building up Asset Management Reserve and linking it to asset renewal programme (Action). Maintenance Committee prioritise and monitor maintenance spend monthly.
F5	Cash is lost through theft/misappropriation	Funding shortfall. Adverse publicity.	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137	Total S137 expenditure could exceed statutory limit for MPC	1	1	Low (1)	Qualified Clerk. Powers for grant approvals minuted.
F7	Proper financial records are not kept	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. Reserves of over 5 months running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of reserves considered when setting precept. Regular budget monitoring throughout the year.
F10	Failure to maintain an effective bank payments system	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank

						reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance)
F11	Loss of funds due to bank failure	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £85k per financial institution. Investment policy in place. Spread of investments among different institutions.
F12	Failure to collect income from customers	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
F13	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. Reserves of 6 months to cover income shortfall.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)	Adverse publicity Failure in duty of care to parishioners Increased insurance premiums	2	2	Medium (4)	Wardens regularly inspect and mend things. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
F15	New employees in key officer roles	Loss of funds through staff error or fraud	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance)
F16	Melbourn Community Hub Management	The Hub might need to be managed and run by MPC. Potential adverse impact	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Regular finance reports

	Committee might not be able to make the Hub financially viable.	on reserves and increase in precept				provided to MPC. Financial assistance via grant given by MPC.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level	The Precept would need to be increased to enable MPC to carry out additional duties	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this (Action).
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs	2	2	Medium (4)	Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place
F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance
F20	Inadequate financial controls around ordering goods and services	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up

		requirements regarding record keeping.				remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money	The council would have to make the shortfall up from elsewhere	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually
F23	Covid-19 pandemic may have an unforeseen impact on MPC finances	Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects.	2	1	Medium (4)	Position kept under review. Reserves in place of 6 months. It may be possible to move funds from other ring-fenced reserves in an emergency.
F24	Inadequate controls over salaries and associated costs	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.
POS1	Injury of user at one of the playparks.	Poor public perception of the council. The injured party could sue MPC.	1	2	Low (2)	Wardens inspect play parks weekly and report any maintenance issues to the council for repair. Play parks are also inspected annually by RoSPA who assess the risk and highlight any necessary repair works. MPC has insurance to reduce any monetary impact.
POS2	Damage to play park equipment.	Pay for repairs or replacement of equipment.	2	2	Medium (4)	Any damage is recorded on the weekly inspections and reported to council. All items of equipment in the playparks are recorded on the asset register and are insured. MPC could claim for any damages to the insurance so there would be little/no impact to council finances.

POS3	Trees on boundaries	Falling branches / debris Cost of Clearance Injury / Loss of life Impacted party could sue MPC	2	2	Medium (4)	Weekly inspection of open spaces by wardens. Trees of concern reported to parish office and inspected as soon as practicable. Annual inspection by tree inspector. Insurance
POS4	Benches	Vandalism Cost of replacement	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Some unplanned expenditure is budgeted for unplanned maintenance/replacement.
POS5	Bins	Vandalism Impact of damage to environment Cost of replacement	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Unplanned expenditure is budgeted for unplanned maintenance/replacement. Report issued to SCDC to clear rubbish.
POS6	Pests	Uneven ground/ trip hazards could cause injury. Injured party could sue council.	1	2	Low (2)	Regular pest control is carried out. Wardens monitor the open spaces and fill in holes which are pose high risk. Football team required to check pitches prior to use. MPC has public liability insurance.
G1	Failure to attract sufficient candidates for member vacancies	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	1	3	Medium (3)	Actively publicise MPC's activities Seek candidates from groups within village Publicise vacancies in an eye-catching manner on noticeboards, social media, website, and in the press.
G2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	1	3	Medium (3)	Issue annual meeting calendar to all councillors and officers Issue agendas promptly Check which councillors will be attending before the meeting.

						Contact councillors who miss meetings
G3	Failure to correctly identify local needs or wishes due to lack of public consultation by Council	Council does not represent the people Resources not applied Democratic deficit Decisions not based on evidence People disenfranchised	1	2	Low (2)	Ensure meeting a publicised on the notice boards and website. Maintain close contact with local resident, with working parties, surveys, public consultations etc. Publicise plans and invite comments. Act on residents' feedback.
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	1	2	Low (2)	Advertise how electors can exercise right of inspection and respond to requests.
G5	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	1	2	Low (2)	Councillors attend training session and read "Good Councillor Guide" Do not make agreements outside of meetings
G6	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	1	2	Low (2)	Actions from last meeting to be discussing at next meeting to assess progress.
G7	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	1	2	Low (2)	Draft minutes publish. Draft minutes to be approved at following meeting.
G8	Inadequate document control	Poor evidence Poor support to Members	1	2	Low (1)	Establish an appropriate filing and retrieval system. Produce a document version control calendar.
G9	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias nature	2	2	Medium (4)	Councillor to review Standards regime and comply with requirements.

	Inaccurate register of members' interest					
G10	Failure to complete and submit Annual Return	Poor Auditors report Public confidence suffers	1	2	Low (2)	Maintain a diary for the annual return process
G11	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	1	3	Medium (3)	Hard drive back up Cloud back up
G12	Loss of services of Parish Clerk	Interruption to effective administration	2	2	Medium (4)	Assistant to the Parish Clerk to take on role. Locum Clerk to come in. Councillors to undertake some financial and administrative tasks. SLCC to assist in emergency.
G13	Non-compliance with data protection	Litigation Poor reputation	1	2	Low (2)	Clerk to monitor and act in accordance with the data protection policy.
C1	Injury cause by poor management of burial grounds e.g. fallen headstone	Poor public perception of the council. The injured party could sue MPC.	1	3	Medium (3)	Wardens to carry out fortnightly inspection. Immediate action taken when high risk issues are identified. The council has public liability insurance.
C2	Loss or theft of burial records	Loss of records would create more work for officers, which would increase the workload and therefore increase wages.	1	3	Medium (3)	Burial records are kept in a fireproof safe or archived. Copies of records from 2011 are also kept digitally to limit the risk of loss.
C3	Burial administration error	Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.	1	2	Low (2)	The burial plot is checked by the assistant clerk on the map and then verified by the wardens at the cemetery, who mark the plot prior to the interment. The grave

						digger/funeral director also has a copy of the map to check the grave.
A1	Overgrown and abandoned allotments	If plot is overgrown and impacting neighbouring plots, the council pay for the clearance, if the previous holder will not, which is an additional cost	1	1	Low (1)	The plots are regularly inspected so that the council can identify plots of concern and act before clearance is needed.
A2	Bonfires	Damage to the allotments could cause loss to the council and holders. Damage to surrounding land and property.	2	3	Medium (6)	Holders must take out insurance to have a plot. The rental agreement states allotment holders must not leave bonfires unattended.
A3	Poorly constructed sheds and greenhouse	Damage caused to holders. Damage caused to plots	2	2	Medium (4)	Holders must take out insurance to have a plot. Holders must comply with the shed specification. Any shed that does not comply with the shed specification will be removed.
A4	Asbestos uncovered	Cause health issues for users of allotments. Impacted party could sue the council.	1	2	Low (2)	Regular inspections and clearance carried out by council. Asbestos survey carried outranks risk as "very low". Holders to act in accordance with council's management plan.
B1	Fire	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council buildings are insured. Council has public liability insurance. Annual servicing of fire safety equipment. Building specific risk assessments reviewed annually.
B2	Electricity issues	Injury or loss of life. Impacted party could sue the council. Damage to building and assets.	1	3	Medium (3)	Council building are insured. Council has public liability insurance. Annual PAT Testing.

		Rebuilding costs.				Regular inspections where faults can be identified and reported.
B3	Poor hygiene	Cause health issues. Impacted party could sue the council. Damage to building (mould, damp etc.) Repair cost.	1	3	Medium (3)	Users must remove any food from the premises after use. Cleaning is carried out regularly (at least weekly). Issues reported to the council and addressed.
B4	Legionella	Cause health issues/disease. Impacted party could sue the council. Cost of remedial works to clear legionella. Cost of closing premises during work.	1	3	Medium (3)	Annual legionella risk assessment and water testing. Remedial works reported to council. Wardens carry out the legionella control regime. Any issues reported to council.

Document created by the Parish Clerk.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Document Review Policy: Annually

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POLICY & PROCEDURE:

DISCIPLINE

PURPOSE: The Disciplinary Policy and Procedure describes the steps to be taken in the event that a person fails to meet the Parish Council's standards of attendance, behaviour and performance or for any breach of any of the terms and conditions of employment. It can also be applied to employee behaviour issues that are brought to the attention of the Council by members of the public. In addition, it sets out the Council's expectations and criteria against which a decision on disciplinary action is taken.

SCOPE: This document applies to Employees of Melbourn Parish Council. It does not apply to Service Providers under contract to the Parish Council.

POLICY:

1. Principles

1.1 This document is written with reference to the ACAS Discipline and Grievances at Work, published in 2020

1.2 Melbourn Parish Council, has a legal obligation to safeguard your rights to fair treatment concerning grievances, disciplinary matters and dismissal. We fulfil our obligation by the procedures detailed below. When an employee is a member of a recognised Trade Union and wishes to use an agreed Union procedure, that procedure will take precedence.

1.3 The disciplinary procedure below is designed to be fair and transparent to all and to ensure that you have a chance to put your side of the case where a disciplinary matter arises

1.4 Any breach of any of the terms of your employment, or other serious breach of contract, misconduct, inefficiency or neglect by you while carrying out your duties may be treated as a disciplinary matter.

1.5 Conduct outside working hours that, in our opinion, affects the performance of your duties or may bring the Parish Council into disrepute or adversely affect it may also be considered a reason for implementing the disciplinary procedure.

1.6 Before taking formal disciplinary action, managers will make every effort to resolve issues of poor performance or misconduct by informal discussions with employees. This may sometimes result in a need to record the required

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improvements in performance or changes in behaviour. The purpose of this is to make clear what the required changes are.

- 1.7 Where appropriate we will offer mediation as part of the informal process. This will be done using internal people unconnected with the issue or an outside resource.
- 1.8 Only where informal processes fail to bring about the desired improvement will the formal disciplinary procedure be implemented.
- 1.9 Disciplinary situations include misconduct and/or poor performance. Where issues of capability arise a slightly different process will be used.

PROCEDURE:

2. Informal Procedure

- 2.1 If your work or conduct is considered unsatisfactory, an informal meeting may be arranged to explain any shortcomings and suggest ways of correcting them.
- 2.2 If any conduct or breach is considered sufficiently serious, we the Parish Council in Our absolute discretion may implement the formal procedure without reference to the informal procedure. For employees other than the Clerk or Assistant Clerk, We may choose to delegate the informal procedure to the Clerk.
- 2.3 If the informal procedure is adopted, the Parish Council or Clerk may write to you confirming the nature of the problem, agree objectives to remedy it and the timescale within which any breaches must be rectified. The informal warnings may be kept on your file for a period of six months and any further breaches may lead to the formal procedure being implemented.
- 2.4 We will only initiate the formal procedure if the informal procedure fails to result in the desired change or improvement or in the case of any matter that is considered sufficiently serious.

3. Formal Procedure

3.1 Step 1 - Establish the facts

Where required, Melbourn Parish Council will carry out investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some instances, this will require us to hold an investigatory meeting with the employee before proceeding to any disciplinary hearing. If such a meeting is deemed necessary, this will be carried out by the Clerk, or the Chair of the HR panel should the matter involve the Clerk directly. The person under investigation would then have the right to be accompanied by another individual of their choosing. In other instances, the investigatory stage may just be the collation of evidence for use at any disciplinary hearing.

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If the matter concerns potential misconduct, different people will carry out the investigation and disciplinary hearing where practicable.

Any investigatory meeting will not by itself result in any disciplinary action. The employee will be invited to attend the investigatory meeting and may be accompanied by a chosen companion (see below).

In some instances, the employee may be suspended (with pay and without prejudice) pending the investigatory and any following disciplinary meeting. Where this occurs the period will be as brief as possible, be kept under review and will never be considered a disciplinary action.

3.2 Step 2 - Inform the employee of the problem

Where We decide that there is a disciplinary case to answer, the employee will be notified of this in writing. The notification will describe the alleged misconduct or poor performance and its possible consequences. This is to allow the employee to prepare to answer the case at a disciplinary meeting. Copies of any written evidence, including any witness statements will be provided.

The notification will give details of the time and venue for the disciplinary meeting and advise the employee of their right to be accompanied.

3.3 Step 3 - Hold a meeting with the employee to discuss the problem

Meetings will be held without delay, but with a reasonable interval to allow the employee to prepare their case. Managers and employees (as well as their companions) should make every effort to attend the meetings. At the Meeting we will:

- Explain the complaint against the employee.
- Go through the evidence that has been gathered.
- Allow the employee to set out their case and answer any allegations that have been made.
- Give the employee the opportunity to ask questions, present evidence and call relevant witnesses.
- Give the employee the opportunity to raise points about any information from witnesses.

For employees other than the Clerk or Deputy Clerk the hearing will be conducted by a panel of three councillors who are not involved in the matter concerned and the Clerk. These will include at least one member of the HR Panel and will normally be chaired by the Chair or Vice Chair of the Parish Council.

If the problem affects the Clerk or Deputy Clerk, the Chair or Vice Chair of the Parish Council should seek external advice on the most appropriate constitution of the panel.

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We will always give advance notice of our intention to call witnesses and expect that the employee will do the same. Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause, we reserve the right to make a decision on the evidence available.

3.4 Step 4 - Decide on any appropriate action

Only after the meeting will a decision be made regarding disciplinary or any other action that is justified. Once this has taken place the employee will be informed in writing.

3.5 OUTCOMES

Depending on the seriousness of the matter and all the circumstances, any of the above stages may be omitted.

3.5.1 VERBAL Warning - In the case of minor offences, you will be given a **formal verbal warning**. The nature of the offence and the likely consequences of further offences or a failure to improve will be explained to you. Details of the verbal warning will be placed on your personnel file but will be disregarded after a period of six months.

3.5.2 WRITTEN Warning - In the case of more serious offences or a repetition of earlier minor offences, you will be given a **written warning** and will be informed of the likely consequences of further offences. A copy of the written warning will be placed on your personnel file but will be disregarded after a period of twelve months.

3.5.3 FINAL WRITTEN Warning - In the case of a further repetition of earlier offences or in the event that you fail to improve or if the offence, whilst falling short of gross misconduct, is serious enough to warrant only one written warning, you will be given a **final written warning** and will be informed that any reoccurrence may lead to your employment being terminated.

In the case of **gross misconduct** and/or if the appropriate stages of the formal procedure have been exhausted, your employment will normally be terminated. **Gross Misconduct** is defined in Section 3.7 below.

3.6 APPEAL

If you do not agree with the result of any disciplinary decision, you will have the right of appeal provided it is made in writing to the Clerk or Chair/Vice Chair (as appropriate) to the Council within three working days of you being notified. You must set out in full the grounds on which you are appealing the decision, stating whether it is because you disagree with the findings of misconduct or the sanction that was imposed.

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3.6.1 The Clerk or Chair/Vice Chair will appoint 3 Councillors who were not involved in the initial hearing to form an Appeals Panel. These will not be drawn from the HR Panel.

3.6.2 On receipt of notice of your appeal, the Appeals Panel shall be entitled to seek such other submissions, verbally or in writing, from you or such other persons as appropriate.

3.6.3 You have the right to a hearing, which will be by way of a review of the decision and not a full re-hearing. You have the right to have a companion present at the appeal hearing as you did with the original disciplinary hearing.

3.6.4 Where you have been dismissed, the date of your dismissal will stand if the appeal is rejected and the date of the termination of your employment will not be the date that your appeal was rejected.

3.7 GROSS MISCONDUCT

Gross Misconduct is conduct or an offence where the magnitude is regarded as sufficiently serious that the employment of the person concerned should be immediately terminated. The following is a **non-exhaustive** list of examples of offences that the Parish Council may regards as amounting to Gross Misconduct:

a) Accepting any bribes or gifts that could be construed as bribes.
b) Attendance at work while intoxicated or influenced by drugs that have not been prescribed to you by a medical practitioner.
c) Being abusive or rude to clients or customers.
d) Breach of rules and regulations relating to health & safety matters that may constitute a danger to the health & safety of yourself, your fellow workers or anyone visiting the premises or properties of the Parish Council.
e) Bringing the Parish Council into disrepute by conduct whether at work or outside.
f) Conviction for any offence that is incompatible with your employment, which may place the Parish Council in disrepute or which causes the Parish Council to lose trust and confidence in you.
g) Damaging the Parish Council's property or the property of an employee with deliberate intent.
h) Discrimination against, or harassment of, any fellow worker or client or customer on the grounds of sex, race, sexual orientation or disability.
i) Dishonesty at work whether or not it will cause loss to the Parish Council.
j) Dishonesty outside work that may bring the Parish Council into disrepute or is incompatible with your employment.
k) Failing to adhere to any statutory or regulatory requirements where such failure is willful or amounts to gross negligence or incapability.
l) Failing to correctly fill out your application or any documents relating to your employment that affect your qualifications for a job, your ability to carry out the job, or may affect the Parish Council's trust and confidence in you.
m) Falsification of any of the Parish Council's documents whether or not they give you a pecuniary advantage or whether it is likely to cause loss to the Parish Council.

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n) Insubordination to your superiors that is incompatible with your position. Insubordination will be regarded as incompatible if it occurs before fellow workers.
o) Misuse of any Parish Council vehicle. It will be a dismissible offence if you drive a Parish Council vehicle while intoxicated. It may be a dismissible offence if damage is caused to a Parish Council vehicle by reckless or negligent conduct on your part.
p) Negligent behaviour which may be gross or which may affect the Parish Council's trust and confidence in your ability to carry out your job.
q) Misuse of any confidential information belonging to the Parish Council or of information that the Parish Council considers may cause the Parish Council harm or bring it into disrepute.
r) Violent behaviour towards fellow workers or clients or customers. This will include physical and verbal behaviour or conduct or words that may be regarded as intimidating.
s) Theft or reasonable suspicion of theft or other criminal offence.
t) Absence from work that is unauthorised.
u) Receiving a custodial sentence regardless of the length of that sentence.
v) Inappropriate use of the Parish Council's telephones &/or e-mail system &/or the Internet.
w) Downloading pornographic and other inappropriate material from the Internet.

3.8 Notes on being accompanied at the meeting

Employees can choose to be accompanied at any disciplinary or appeal meeting that could result in a formal warning or some other disciplinary action. The companion may be a fellow worker, a trade union representative, or an official employed by a trade union.

The employee must make their request to be accompanied clear. The person must not be someone whose presence would prejudice the hearing or be from a remote location if someone suitable and willing is available locally.

The companion will be allowed to address the hearing to put and sum up the employee's case, respond on their behalf to any views expressed at the meeting and confer with the worker during the hearing. However, they cannot answer questions on the worker's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy:

Every 2 years

POLICY & PROCEDURE: GRIEVANCE

PURPOSE: This Policy and Procedure describes the steps to be taken if an Employee of Melbourn Parish Council suffers or perceives they have suffered treatment or conditions that violate the legal and/or moral contract between these parties

SCOPE: This document applies to Employees of the Melbourn Parish Council. It does not apply to Service Providers under contract to the Parish Council. This Policy and Procedure can also be used in conjunction with complaints arising under the Harassment and Bullying Policy and Procedure (5.3).

POLICY:

1. Principles:

- 1.1 This document is written with reference to the ACAS Discipline and Grievances at Work, published in 2020.
- 1.1 Grievances are concerns, problems or complaints that employees raise with the Parish Council. It is hoped that most issues can be dealt with by informal discussion between people and their immediate manager. If this proves impossible the formal procedure below sets out clear rules and processes for handling grievance situations fairly and transparently.
- 1.2 Melbourn Parish Council's policy is to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. The Procedure sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010 and our Equality and Diversity Policy (5.2).
- 1.3 If required, it is accepted that employees have the right to be accompanied or represented during meetings concerning grievances. The details of this process are also set out in the Procedure below.
- 1.4 The employee can appeal decisions taken by the Council concerning a grievance if the outcome is considered unjust or unfair. Grievances that are not upheld will not be considered grounds for disciplinary action against the employee.
- 1.5 It is not uncommon for a grievance to arise during disciplinary proceedings. Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where

the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

- 1.6 Reasonable notice will be given to the employee on the timing of meetings and discussions. Employees should also respect such timings and be available to attend as agreed.
- 1.7 Records of the grievance and meetings related to it will be confidential. Outcomes from the grievance process will be communicated to the employee in writing without unreasonable delay.
- 1.8 The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). This course of action must be agreed between the Council and employee concerned.

PROCEDURE

2. Informal Procedure:

- 2.1 As soon as a problem arises, the employee should raise it with their line manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.
- 2.2 If the employee does not want to discuss the grievance with their line manager (for example, because it concerns the line manager), the employee should contact another suitable person. If the grievance concerns the Clerk, then the Chair or Vice Chair of the Council should be asked to review the problem
- 2.3 If it becomes clear that the grievance cannot be resolved informally the employee should raise the matter formally as described in Section 3 below.

3. Formal Procedure:

3.1 **Step 1 – Let the Employer Know the nature of the Grievance**

If it is not possible to resolve the grievance informally the employee should raise the matter formally and without unreasonable delay with a manager who is not the subject of the grievance. This should be done in writing and should set out the nature of the grievance. Normally this would be in writing to the Clerk. If the grievance concerns the Clerk, the Chair or Vice Chair of the Council should be informed. If the grievance concerns the Chair or Vice Chair, the Chair will seek external advice on how the matter should be best handled.

3.2 **Step 2 – Arrange a Meeting with the Employee to discuss the Grievance**

The Council should arrange for a formal meeting to be held without unreasonable delay after the grievance is received. All parties should make every effort to attend the formal meeting. The Council will agree the date of the formal meeting after consulting with the

employee, taking into consideration the need to collect evidence. The council will be prepared to adjourn a meeting if more evidence or investigation is required.

3.3 Step 3 – Choosing the Panel to Hear the Grievance

A Panel will be formed to formally hear the grievance. This will be comprised of three persons agreed between the Clerk and the Chair or Vice Chair of the Council. The panel will not include an individual involved in the grievance, but would (subject to this proviso) be chaired by either the Chair or Vice Chair of the council. If the Grievance involves a member of the Council, the Chair will seek external advice on the composition of the Panel hearing the grievance.

3.3 Step 4 – The Formal Grievance Meeting

The Panel described in 3.3 above will investigate the matter, as appropriate to the circumstances, prior to the meeting. This may involve collecting documentation or interviewing others who may be involved.

At the meeting the Panel will: -

- Allow the nature of the grievance to be explained.
- Go through the evidence that has been gathered.
- Allow the employee to set out their case and answer any allegations or questions that have been raised.
- Give the employee the opportunity to ask questions, present evidence and call relevant witnesses.
- Give the employee the opportunity to raise points about any information from witnesses.

The Council will always give advance notice of their intention to call witnesses and expect that the employee will do the same.

3.3.1 Being Accompanied at the Meeting

Employees have a statutory right to be accompanied by a companion at a Grievance Meeting that deals with a complaint about a duty owed by the employer to the employee. This would apply where the complaint is, for example, that the employer is not honouring the worker's contract, or is in breach of legislation. The Council will also allow a companion to support a grievance, provided they are not directly involved with the matter concerned. This could be a fellow worker or a Trade Union representative. The employee must let the Panel know in advance if they wish to be accompanied at the meeting.

3.4 Step 5 – Reporting the Outcome

Following the meeting, the Council will decide on what action, if any, to take. The decision will be notified to the employee in writing, usually within 5 working days. Where appropriate, the Council will set out what action they intend to take to resolve the grievance. The report will be made in confidence. If the employee feels the matter has not been fully resolved, they can appeal the decision and request the matter be reviewed again.

3.5 Step 6 – Appealing a Grievance Decision

Where an employee feels that a grievance has not been resolved, they can appeal against the decision. Appeals will be heard without unreasonable delay at an agreed time and place.

To make an Appeal, employees should make sure that suitable grounds or reasons exist for the matter to be heard again. The grounds for the appeal should be given in writing within 4 weeks of the original decision.

The reviewing Panel will again be made up of three persons, not including any of those involved in the previous investigation. This may involve requesting external support from appropriate bodies and the Chair of the Council should consider this whenever an appeal is initiated.

As described in 3.3.1 above, the employee again has the right to be accompanied. The meeting will re-hear previous evidence and listen to new evidence, following a similar format as described above in Section 3.3.

The employee will be informed in writing of the results of the appeal hearing as soon as possible. This decision will be in confidence and will be final.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Reviewed every 2 years

POLICY: HEALTH, SAFETY, ACCESSIBILITY and WELLBEING

PURPOSE: To provide a policy framework and a formal statement of the commitment of Melbourn Parish Council to the Health, Safety, Accessibility and Wellbeing of all to whom it has a duty of care.

SCOPE: This Policy applies to councillors, employees, service providers and contractors; also to the general public who use Parish Council buildings or are in contact with activities carried out by or under the direction of the Council.

The scope includes the physical safety of individuals, together with protection of their general physical and mental wellbeing; also the protection of persons with disabilities, such as reduced visual acuity or mobility.

The scope includes, in particular, the protection against Fire (see policy point (c) below).

POLICY – Statement of Intent:

Melbourn Parish Council recognises and accepts its responsibilities both as a public body and as an employer for providing a safe and healthy working environment for all its employees, service-providers, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The objective will be achieved through a commitment to the following principles:

- (a) Meeting the legal duties under the Health and Safety at Work Act 1974 Health and Safety at Work Act 1974 and the Management of Health, Safety at Work Regulations 1998 and other legislation as appropriate.
- (b) Providing the necessary resources
- (c) Working with partner organisations, such as the Community Hub Management Group and external technical advisors
- (d) Adopting the Aims and Responsibilities as set out in the sections that follow: -

1. The AIMS of this Policy are to:

- 1.1 Establish and maintain effective processes and procedures in order to secure safe systems of work and a healthy working environment.
- 1.2 Complete effective Risk Assessments and implement all necessary control measures. Risk Assessment will include those for specific tasks (for example cutting equipment), protection of general health (for example COSHH and Legionella testing and monitoring), Lone Working (see Policy 5.07) and for safe access and egress of persons with reduced mobility or other disability.
- 1.3 Consult with employees and others in decisions of health and safety, acting on feedback where appropriate.
- 1.4 Provide information, instruction and training to workers to support Health and Safety at Work.
- 1.5 Maintain and review policy and procedures ensuring these are up to date, as legal requirements, systems, methods and individually affected persons and roles change with time.
- 1.6 Ensure safety arrangements meet the needs of all those to whom the Council has a duty of care. This includes considering accessibility and supporting the general aims of equality and inclusion.

2. The Responsibilities under this Policy are:**2.1 The Parish Council will**

- a) Ensure that the Council's safety arrangements achieve the aims of this Policy, in line with the approach set out in the statement of intent.
- b) Receive the advice of external competent safety advisors and take appropriate action.
- c) Ensure that any weaknesses in the safety arrangements are identified and resolved as appropriate.
- d) Work with partner bodies, raising concerns as covered by this Policy document and achieving the necessary resolutions.
- e) Review and maintain all policies and procedures covered by this Policy.
- f) Ensure that such Policy matters are discussed and agreed in public by the Council.

2.2 The Clerk to the Council will

- a) Keep themselves informed of relevant health and safety legislation.
- b) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- c) Make effective arrangements to implement the Health and Safety Policy.
- d) Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- e) Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- f) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- g) Advise contractors they will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given access to a copy of this Policy.
- h) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- i) Maintain a central record of notified accidents.
- j) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- k) Act as the contact and liaison point for the Health and Safety Executive.
- l) Keep in mind that the health and safety of the general public must be protected during the execution of work carried out by the Council or when accessing Council facilities.

2.3 Councillors, Employees of the Council, Volunteers and Contractors will

- a) Cooperate fully with the aims and requirements of this Policy and where relevant the Council's Service Agreement for Contractors.
- b) Comply with Codes of Practice or work instructions for health and safety.
- c) Take reasonable care for their own health and safety, to use any recommended personal protective clothing and, where needed, ensure that appropriate first aid materials are available.
- d) Take reasonable care for the health and safety of other people who may be affected by their activities.
- e) Not intentionally ignore or remove safety guards, safety devices or other equipment provided for health and safety and not misuse any plant, equipment tools or materials.
- f) Report any accidents or hazardous incidents to the Clerk.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months