

## MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 19 June 2023, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

**Present:** Cllrs Kilmurray (Chair), Alexander, Clark,

**Absent:**

**In attendance:** Sophie Marriage – Parish Clerk, Abigail Williams – Assistant to the Parish Clerk

**FG001/23** To receive nominations to elect a Chair for the Finance and Good Governance Committee

No nominations were received. It was noted that some members of committee were not in attendance and it would be appropriate to defer the item until the next meeting. Cllr Kilmurray stated that he was happy to chair this meeting.

It was RESOLVED that Cllr Kilmurray would chair the Finance and Good Governance meeting of 19 June 2023.

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

**FG002/23** To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee

No nominations were received. It was noted that some members of committee were not in attendance and it would be appropriate to defer the item until the next meeting.

**FG003/23** To receive and approve apologies for absence

Apologies were received from Cllrs Hart, Barley and Campbell with appropriate reasons given.

It was RESOLVED to approve the apologies for absence.

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

**FG004/23** **To receive any Declarations of Interest and Dispensations. Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.**

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

None were received.

**FG005/23** **Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).** Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public were in attendance.

**FG006/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023 as an accurate record.

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

**FG007/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 20 March 2023**

It was noted that, within the investment strategy approved at the last meeting, it was agreed to transfer fund to Cambridge & Counties Bank, but this required year-end figures so there has been a delay in opening the account.

**FG008/23** **To review the Timetable for Recurring Agenda items**

It was RESOLVED to approve the Timetable for Recurring Agenda items.

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

**FG009/23** **To note quarterly VAT return/refund**

It was noted.

**FG010/23** **To consider the Internal Auditor's report**

The internal Auditor visited to review the AGAR on 7<sup>th</sup> June 2023. Awaiting the report.

**FG011/23 To review the allotment fees**

It was noted that the current fees are inline with other allotments and the current fees cover the expenditure on the allotments.

It was RESOLVED to keep the allotments fees as £21.50 for Gray's and £27 for St George's. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG012/23 To review the pavilion hire and match fees**

It was noted that the match fees are at the lower end compared to neighbouring villages.

It was RESOLVED to keep the standard rate and community rate for the hire of the pavilion at the same price, and to increase the football pitch hire from £35 per match to £40.

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

**FG013/23 To consider options for future grant funding**

The current community benefit grants are funded by monies from the solar farm. This agreement is in place until 2035 and after this date the parish council will no longer receive monies from the solar farm. It is recognised that many local organisations benefit from the current grant funding and the council need to think about ways of keeping the funding in place. It was noted that some support for organisations, such as the Mobile Warden Scheme, is precepted for. The council could precept a small amount over 10 years to build up a fund for future grants, however this would be significantly reduced in comparison with current funds received from the solar farm. It was noted that a similar agreement or funding source could be sought from other companies and organisations. ACTION: Committee to continue to investigate different funding options.

**FG014/23 Policies: To consider and review policies as per Policy Review Schedule:**

- a) To consider approving the draft Allotment Agreement

It was RESOLVED to approve the draft Allotment Agreement.

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

- b) To consider approving the draft Petty Cash policy

It was noted that the internal auditor has advised that petty cash is no longer kept in the office if it is not used. Petty is rarely used in the office with the introduction of debit and credit cards.

It was RESOLVED to approve the Draft Petty Cash procedure subject to the deletion of "If the Petty Cash is reintroduced..." text.

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

- c) To consider approving the draft Effectiveness of Internal Audit policy

It was RESOLVED to approve the draft Effectiveness of Internal Audit policy, subject to "yearas" being amended to "years".

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

- d) To consider approving the draft Effectiveness of Internal Controls policy

It was RESOLVED to approve the draft Effectiveness of Internal Controls policy

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

- e) To consider approving the draft Record of Processing Activities

It was RESOLVED to approve the draft Record of Processing Activities

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

**FG015/23 To note date of next meeting: Monday, 18 September 2023**

It was noted that the date of the next meeting is 18 September 2023

Meeting closed at 20:13

**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**

(District of South Cambridgeshire)

**A meeting of this Committee was held on Monday, 20 March 2023, at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk*

**Present:** Cllrs Kilmurray (Chair), Barley, Alexander, Clark, Hart

**Absent:**

**In attendance:** Sophie Marriage – Parish Clerk, Shelley Coulman – Financial Officer

**FG052/22 To receive nominations to elect a Chair for the Finance and Good Governance Committee**

The Vice Chair open the meeting and invited nominations for Chair of the Finance and Good Governance Committee. No nominations were forthcoming and it was noted that Cllr Campbell was not in attendance. It was agreed to highlight the need for a chair for Finance and Good Governance Committee and note the vacancy on the committee at the next Parish Council meeting.

*(Meeting was paused briefly due to an interruption from a local resident looking for a lost pet)*

**FG053/22 To receive nominations to elect a Vice Chair for the Finance and Good Governance Committee**

Cllr Kilmurray indicated that he would remain as Vice Chair and there was no call for nominations. Cllr Kilmurray agreed to Chair the meeting.

**FG054/22 To receive and approve apologies for absence**

Apologies for absence were received from Cllr Campbell. Acceptable reasons were given.

It was RESOLVED to approve the apologies from Cllr Campbell.  
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

**FG055/22 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

None were received.

**FG056/22 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.

**FG057/22 To approve the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022 as an accurate record.

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

**FG058/22 To report back on the minutes of the Finance & Good Governance Committee Meeting held on 19 December 2022**

The clerk reported that on 16<sup>th</sup> January Full Council voted in favour of the budget that Finance and Good Governance recommended and that the investment strategy was being reviewed more regularly due to changing interest rates.

**FG059/22 To review the Timetable for Recurring Agenda items**

The timetable was noted. It was recommended that the investment strategy should be on the timetable for review every 6 months due to the current economic climate.

**FG060/22 To note quarterly VAT return/refund**

The VAT return was submitted to 31 December 2022. A refund of £32,331 has been received.

**FG061/22 To consider the Internal Auditor's mid-year report**

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

The report was noted. The Council had decided to move to CAPALC to carry out the internal audit. Committee noted that the report was clear and in-depth. It was noted that on the report the year should be corrected to 2022/23 not 2020/21 There were a few recommendations made which are in progress. It was noted that the positive report reflects the hard work of the Council and its officers.

**FG062/22 To evaluate the effectiveness of the system of internal controls**

It was noted that the effectiveness of the system of internal controls is normally evaluated by a working party on the Chair of the Council, Chair of F&GG, RFO and Clerk, however due to the delay in received the report and not having a Chair of F&GG in post, the clerk has drafted the document. It was noted that "lasted" should say "last".

It was RESOLVED, subject to correction "lasted" to "last", to approve the evaluation of effectiveness of the system of internal controls as accurate.

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

**FG063/22 To receive an update on the Asset Management Reserve**

It was identified that work to a section of the church wall and work to the drains in Little Hands car park are a priority for 2023/24. A survey has been carried out on the church wall by a specialist who has identified the problem areas and recommended work. The fall on the drains in Little Hands needs correcting because the drains keep blocking and require jetting through at least twice a year. The Parish Office is awaiting the second quote for the drainage works. It was recommended that work to the car park should be carried out at the same time as the work to the drains.

**FG064/22 To review the Fixed Assets Register**

It was noted that the Assets Register has been updated, however a few items have not been included as the FO was awaiting advice from CAPALC. The FO has received advice from CAPALC and plans to add these items to the Fixed Assets register. The updated list will go to full council.

**FG065/22 Policies: To consider and review policies as per Policy Review Schedule:**

- a) To consider approving the draft Financial Regulations

It was noted that the internal auditor highlighted that the Financial Regulations stated they were based on the 2016 NALC model. On review it was found that the Financial Regulations are the 2019 NALC model, however the date had not been changed from 2016 in the footer. The date in the footer has now be corrected to 2019.

It was RESOLVED to recommend approval of the draft Financial Regulations to Full Council.

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

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

It was noted that the investment strategy was last reviewed in September 2022, but due to the changes with interest rates has come to back to committee after 6 months. It was noted that some of the actions from the previous strategy has not been carried out because the Parish Office was waiting for the maturity payment from one of the previous accounts. It was noted that the yield has been updated to reflect its current position.

It was RESOLVED to recommend approval of the draft Investment Strategy for 2023/24 to full council.

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

It was noted when the Investment Strategy is next reviewed that the FO will set out more detailed guidelines about where specific funds can be invested.

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

It was noted that this has been recommended by the internal auditor and it is a document for when someone requests to see what information the council holds about them.

It was RESOLVED to recommend approval of the draft Subject Access Request Register to full council.

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

- d) To consider approving the draft Record of Processing Activities

The document is currently being drafted. Item deferred.

**FG067/22 To note date of next meeting: Monday, 19 June 2023**

It was noted that this is the probable date of the next meeting, as the dates for the next civic year have not year been approved by council yet.

Meeting closed at 20:21

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

FG007/23) Updates from last meeting

Investment Strategy:

It was agreed to transfer some funds into the Cambridge & Counties Bank this requires us to open an account, which required the year-end figures. The forms are being circulated.

## Melbourn Parish Council – Finance and Good Governance Committee

**Timetable for Recurring Agenda Item** - Meeting dates Jan, Mar, Jun, Sept, Dec (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting Deadline	FGGC meeting date
Election of Chair of FGGC	Statutory		Jun
Internal audit report – year end Not in TOR	Consideration of recommendations		Jun
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Jul	Jun
Annual review of Pavilion hire /match fees	For recommendation to PC	n/a	Jun
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Jun
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Jun
Future grant funding	Discuss future grant funding for when there is no longer money from the Solar farm		Jun
Review of Insurance Arrangements	Recommendation to PC	Sept	Sept
Review of Financial Risk Assessment	Recommendation to PC		Sept
Annual Review of burial fees	Recommendation to PC		Sept
Review of FGGC terms of reference		Sept	Sept
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Sept
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Sept
Policy reviews – investment strategy	Recommendation to PC	Sept (review 6 monthly)	Sept
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	Dec
Internal audit report – interim Not in TOR	Consideration of recommendations	Jan	Dec
Annual Review of Effectiveness of Internal Audit		Jan	Dec
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	Dec
Annual review of Littlehands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date	Dec
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Dec
Publication of information - Transparency Code 2015	Update statutory information	Jan	Dec
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	May	Mar
Policy reviews – investment strategy	Recommendation to PC	Mar (must be prior to new FY)	Mar
Review of Fixed Assets Register	Ensure it is up-to-date	Ideally prior to AGAR	Mar
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC	n/a	Mar
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Mar

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed  
*Timetable approved by F&GG March 2023*

FG009 23) VAT Refund

VAT Refund of £5,094.34 received on the 30<sup>th</sup> April 2023.

## Allotment Fees

The current fees at MPC: Gray's £21.50 +£5 insurance // St George's £27 + £5 insurance

**Roughly 5 meters wide by ~25 meters long, so about 125 square meters. Water included.**

---

Bassingbourn Parish Council: £60 per year

### Great Shelford:

<b>Mini</b>	Up to 100 square yards	£15.00
<b>Small</b>	Between 101 and 200 square yards	£30.00
<b>Standard</b>	Between 201 and 300 square yards	£40.00
<b>Large</b>	Between 301 and 400 square yards	£55.00

### Whittlesford:

Current rent per plot is £24 plus a £5 contribution to mains water.



## Pavilion Hire Costs Review

### Current notes:

Hire costs state 'A £50 deposit is payable on booking and will be returned after the event if the facilities are left in good condition'. However, this is not currently enforced.

Standard Rate: £15 per hour up to 4 hours. After that there is a flat fee of £60. (A full day would currently be charged as £60)

Community Organisations and Charities: £12 per hour up to 4 hours. After that there is a flat fee of £48.

Football pitch hire (including use of Pavilion changing facilities) Melbourn Football Clubs only: £35 per game

### Comparison pavilion hire costs – halls with similar facilities in the area

Melbourn Sports Pavilion	£15.00 per hour for up to four hours followed by £60 flat rate.
Meldreth Village Hall	£8.00 per hour
Melbourn URC	£13.00 per hour
Shepreth Village Hall	£15.00 per hour
Steeple Morden Village Hall	£12.00 per hour
Haslingfield Village Hall	£33.00 for 4 hours (£8.25 per hour) (charged in blocks only)
Orwell Village Hall	£4.00 – £10.65 per hour (charged in blocks)
Barkway Pavilion	Free to community groups, £42 four hours (£10.50 per hour), £10 each subsequent hour

### Comparison pitch hire costs – with similar facilities in the area

Melbourn	£35.00 per game
Netherhall	£48.00 - £57.00
Baldock	£48.00 – minimum
Barkway	£25.00 – 4 hours
Cambourne (3G)	£85.00
Bottisham (3G)	£75.00
King James Academy (3G)	£110.00

FG013/23) Futures funding: Grants

Current grant funding is for a 20-year period

**THIS DEED** is made the 26 day of January 2015  
Between:-

(1) **Melbourn Parish Council**, of Parish Office, Melbourn Sheltered Scheme, Elin Way, Melbourn, Royston, Herts, SG8 6LT (the **Parish Council**);

and

(2) **Lightsource SPV 107 Limited**, company number 08752596, whose registered office is at Level 7 33 Holborn London EC1N 2HT (the **Operator**).

#### **RECITALS**

#### **WHEREAS**

- (A) The Operator is to own and operate a solar farm and associated equipment at Muncneys Farm, London Way, Melbourn, Royston, SG8 6DJ (the **Development**).
- (B) The Development lies within the geographical boundaries of the Parish Council's area.
- (C) The Operator is to make an annual community payment of £750 per MW of installed capacity for a period of 20years (the **Payment**) to the Parish Council to be applied for the benefit of the residents in the Parish Council's area, as set out in this Deed.

The council have been advised to formulate a plan for the continuation of funding after this period.

**MELBOURN PARISH COUNCIL  
ALLOTMENT RENTAL AGREEMENT**

**Revised on 28 March 2022**

AN AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and  
\_\_\_\_\_ (hereinafter called the Tenant) of the other part.

WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from \_\_\_\_\_  
the Allotment Garden numbered \_\_\_\_\_ in the register of Allotments provided by  
the Council at the yearly rental of £\_\_\_\_\_ payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions:

1. The rent is due from 1<sup>st</sup> October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
2. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
5. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
7. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared **within 14 days**, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
9. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area, ~~and~~ Tenants **must follow the Asbestos Management Plan (Document 8.05) and** should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.
12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after **one month's notice** :
  - (a) If the rent is in arrears for more than 14 days OR
  - (b) If the Tenant is not duly observing the conditions of his or her tenancy, ~~after two warnings by the Council. The first warning will give the tenant 14 days to observe the conditions in a proper manner. If the situation does not improve, a second warning will be issued that gives the tenant 7 days to observe the conditions in a proper manner. After the two warnings the tenancy will be terminated.~~
15. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared within 2 weeks of a **written** request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any costs for the work shall be the responsibility of the outgoing Tenant.
16. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
17. The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25).

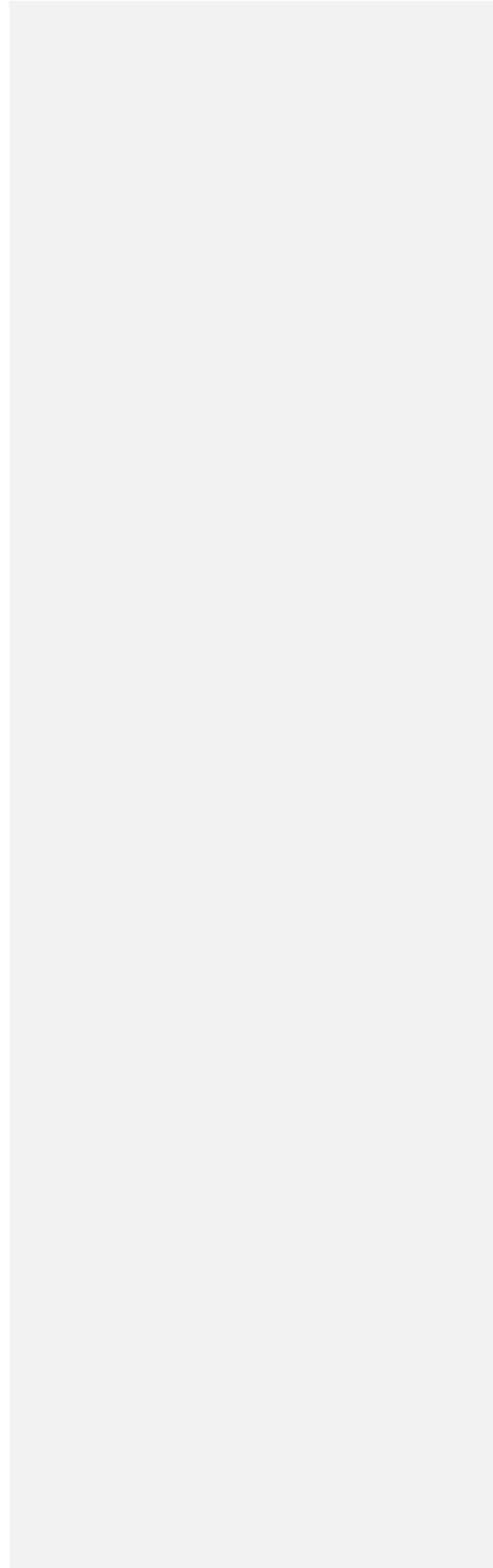
The Parish Clerk: \_\_\_\_\_

Formatted: Font: Bold, Underline

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

Tenant



## ST GEORGE'S ALLOTMENT ASSOCIATION

### MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

#### SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2\*3 metre foot print and 2,2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.

**MELBOURN PARISH COUNCIL**  
**ALLOTMENT RENTAL AGREEMENT**  
**Revised on**

AN AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and  
(hereinafter called the Tenant) of the other part.

WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from \_\_\_\_\_  
\_\_\_\_\_ the Allotment Garden numbered \_\_\_\_\_ in the register of Allotments provided by  
the Council at the yearly rental of £\_\_\_\_\_ payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions

1. The rent is due from 1<sup>st</sup> October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
2. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
5. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
7. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared within 14 days, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
9. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area. Tenants must follow the Asbestos Management Plan (Document 8.05) and should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.
12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after **one month's notice** :
  - (a) If the rent is in arrears for more than 14 days OR
  - (b) If the Tenant is not duly observing the conditions of his or her tenancy. The first warning will give the tenant 14 days to observe the conditions in a proper manner. If the situation does not improve, a second warning will be issued that gives the tenant 7 days to observe the conditions in a proper manner. After the two warnings the tenancy will be terminated.
15. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared within 2 weeks of a written request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any costs for the work shall be the responsibility of the outgoing Tenant.
16. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
17. The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25).

The Parish Clerk: \_\_\_\_\_ Tenant: \_\_\_\_\_

# ST GEORGE'S ALLOTMENT ASSOCIATION

## MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

### SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2\*3 metre foot print and 2,2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.

## **POLICY AND PROCEDURE : Petty Cash**

Purpose: MPC cash float is currently £30 however it has been advised that this is reduced to a lower amount, or that there is no petty cash in the office. Petty cash use is extremely low in the office which is a consequence of the introduction of the debit and credit cards, and the acceptance of card payment in most establishments.

Recommendation: Petty cash float is reduced to nothing.

### **Draft Petty Cash Procedure**

Melbourn Parish Council will no longer keep a cash float in the office. Any small operational expenses can be paid for by debit or credit card.

The need for a cash float will be reviewed from time to time, but if Petty cash needs to be reintroduced, it will be kept as small as possible. Requests for changes to the size of the float will be reviewed by Finance and Good Governance Committee.

### **If the Petty Cash is reintroduced, the procedure below will be followed:**

Petty cash will be locked in a secure box and kept in a locked cupboard or drawer.

Two Officers will be responsible for petty cash: the primary custodian is the RFO and the secondary custodian is the Assistant Clerk.

Requests for petty cash reimbursement must be accompanied by a valid receipt and, other than in exceptional circumstances, no reimbursement will be made without one.

A consecutively numbered petty cash voucher will be completed by the person reimbursing the expense and this will be signed by both parties as evidence of repayment.

Officers cannot reimburse their own petty cash claims.

The maximum amount that can be repaid from petty cash is £10.

Prior to topping up the petty cash float the RFO will perform a reconciliation and check that the balance in the petty cash tin plus the petty cash vouchers totals the Petty Cash float.

The RFO will draw up a cheque to bring the petty cash balance back up to the Petty Cash float and provide a copy of the reconciliation to the cheque signatories.

Following a top up, details of the petty cash expenditure will be reported to the next Parish Council meeting.



# MELBOURN PARISH COUNCIL

Doc. No.: 4.26

Version: 2

Date approved: DRAFT 26 June 2023

Review date: June 2026

The RFO will reconciling the petty cash account at least monthly to make sure that the amount balances and that all vouchers are appropriate. The month end reconciliation will be reviewed by a nominated Cllr along with the bank reconciliations.

Differences exceeding £5 in the petty cash reconciliation and missing receipts will be reported to the Parish Council.

Misuse or fraudulent use of petty cash may result in disciplinary action.



**Document Approval:** (Chair to Melbourn Parish Council)

**Date of Parish Council meeting:** 26 June 2026

*Review Policy: Every 3 years*

**MELBOURN PARISH COUNCIL**

**Doc. No 4.26**

**Version 1**

**Review Date: Nov 2020**

**MELBOURN PARISH COUNCIL**

Doc. No.: 4.26

Version: 2

Date approved: DRAFT 26 June 2023

Review date: June 2026

Formatted Table

**POLICY AND PROCEDURE : Petty Cash**

**Purpose:** ~~MPCs petty cash float was reduced from £100 to £50 following the introduction of the prepaid debit cards. Petty cash usage remains low although it is still used for items such as postage, key cutting, office supplies. We have considered removing petty cash but feedback from staff is a preference for a small float to be retained. MPC cash float is currently £30 however it has been advised that this is reduced to a lower amount, or that there is no petty cash in the office. Petty cash use is extremely low in the office which is a consequence of the introduction of the debit and credit cards, and the acceptance of card payment in most establishments.~~

**Recommendation:** Petty cash float is reduced to ~~nothing~~£30.

~~A maximum claim of £10 to be introduced. Reimbursements above £10 to be paid via an expense claim on BACS.~~

**Draft Petty Cash Procedure**

Melbourn Parish Council will ~~no longer~~ keep a cash float in the office. -of £30 available for Any reimbursement of small operational expenses can be paid for by debit or credit card.

The ~~size-need for of the a cash~~-float will be reviewed from time to time, ~~but if Petty cash needs to be reintroduced, it~~ will be kept as small as possible. Requests for changes to the size of the float will be reviewed by Finance and Good Governance Committee.

**If the Petty Cash is reintroduced, the procedure below will be followed:**

Petty cash will be locked in a secure box and kept in a locked cupboard or drawer.

Two Officers will be responsible for petty cash: the primary custodian is the RFO and the secondary custodian is the Assistant Clerk.

Requests for petty cash reimbursement must be accompanied by a valid receipt and, other than in exceptional circumstances, no reimbursement will be made without one.

A consecutively numbered petty cash voucher will be completed by the person reimbursing the expense and this will be signed by both parties as evidence of repayment.

Officers cannot reimburse their own petty cash claims.

Formatted: Font: Bold, Underline

**MELBOURN PARISH COUNCIL**

**Doc. No 4.26**

**Version 1**

**Review Date: Nov 2020**

**MELBOURN PARISH COUNCIL**

Doc. No.: 4.26

Version: 2

Date approved: DRAFT 26 June 2023

Review date: June 2026

Formatted Table

The maximum amount that can be repaid from petty cash is £10.

Prior to topping up the petty cash float the RFO will perform a reconciliation and check that the balance in the petty cash tin plus the petty cash vouchers totals ~~the Petty Cash float~~£30.

The RFO will draw up a cheque to bring the petty cash balance back up to ~~£30~~the Petty Cash float and provide a copy of the reconciliation to the cheque signatories.

Following a top up, details of the petty cash expenditure will be reported to the next Parish Council meeting.

The RFO will reconciling the petty cash account at least monthly to make sure that the amount balances and that all vouchers are appropriate. The month end reconciliation will be reviewed by a nominated Cllr along with the bank reconciliations.

Differences exceeding £5 in the petty cash reconciliation and missing receipts will be reported to the Parish Council.

Misuse or fraudulent use of petty cash may result in disciplinary action.



**Document Approval:** (Chair to Melbourn Parish Council)

**Date of Parish Council meeting:** ~~25 November 2019~~ 26 June 2026

*Review Policy:* Every ~~12 months~~ 3 years

Melbourn Parish Council

**POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal audit**

**PURPOSE:** Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

## CRITERIA FOR EFFECTIVE INTERNAL CONTROL

	<b>Achieved</b>
The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years.	
The Internal Audit is timed to comply with the Annual Return timescales.	
Full rights of access are given to the auditor regarding records and documentation.	
The Internal Auditor is independent and makes a report to the Parish Council.	
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	
The Internal Auditor will follow up any actions required by review in subsequent audits.	

## ANNUAL REVIEW OF EFFECTIVENESS

**Question: Did the Internal Auditor meet the Council’s Expectations (as set out in the Terms of Reference)?**

<b>Standards</b>	<b>Evidence of Achievement</b>	<b>Comments</b>
Scope of internal examination	ToRs were approved by Council  Scope of audit work takes into account risk management processes and wider internal control  ToRs define audit responsibilities in relation to fraud	
Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	

Relationships	<p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters</p> <p>The responsibilities of Council members are understood; training of members is undertaken as necessary</p>	
---------------	---	--

**Question: Was the internal audit effective?**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
Internal audit work is planned	The IA is experienced and has a defined plan	
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	
Be forward looking	<p>When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered.</p> <p>IA maintains awareness of new developments in services, risk management and corporate governance</p>	
Be challenging	IA focuses on risks and encourages members to develop their own responses	
Ensure the right responses are available	<p>Adequate resource is made available for audit.</p> <p>The IA understands the body and the legal and corporate framework in which it operates</p>	

**Question: Was the appointed Internal Auditor independent?**

Independence	IA has direct access to those charged with governance Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	
--------------	---	--

**Question: Has the guidance received from the auditor been considered and incorporated into Council practice?**

Internal auditor report	Has the auditor reported in writing? Has the internal auditor report been considered by the full Council?	
Guidance	Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls?	

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 26 June 2023**

*Review Policy: Every 3 years*

**POLICY AND PROCEDURE:** To evaluate the effectiveness of the system of internal audit

**PURPOSE:** Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

## CRITERIA FOR EFFECTIVE INTERNAL CONTROL

	Achieved
The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years.	
The Internal Audit is timed to comply with the Annual Return timescales.	
Full rights of access are given to the auditor regarding records and documentation.	
The Internal Auditor is independent and makes a report to the Parish Council.	
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	
The Internal Auditor will follow up any actions required by review in subsequent audits.	

## ANNUAL REVIEW OF EFFECTIVENESS

**Question: Did the Internal Auditor meet the Council's Expectations (as set out in the Terms of Reference)?**

Standards	Evidence of Achievement	Comments
Scope of internal examination	ToRs were approved by Council  Scope of audit work takes into account risk management processes and wider internal control  ToRs define audit responsibilities in relation to fraud	

Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	
Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters  The responsibilities of Council members are understood; training of members is undertaken as necessary	

## Question: Was the internal audit effective?

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
Internal audit work is planned	The IA is experienced and has a defined plan	
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered. IA maintains awareness of new developments in services, risk management and corporate governance	
Be challenging	IA focuses on risks and encourages members to develop their own responses	



Ensure the right responses are available	Adequate resource is made available for audit. The IA understands the body and the legal and corporate framework in which it operates	
--	--	--

**Question: Was the appointed Internal Auditor independent?**

Independence	IA has direct access to those charged with governance Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	
--------------	---	--

**Question: Has the guidance received from the auditor been considered and incorporated into Council practice?**

Internal auditor report	Has the auditor reported in writing? Has the internal auditor report been considered by the full Council?	
Guidance	Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls?	

# MELBOURN PARISH COUNCIL

Doc. No.: 4.30

Version: 2

Date approved: 26 June 2023

Review date: June 2026

**MELBOURN PARISH COUNCIL**

**Doc. No. 4.30**

**Version 1**

**Review Date: October 2021**



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 26 ~~October 2020~~ June 2023**

*Review Policy: Every ~~3 years~~ 12 months*

**POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls**

## Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – “we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”

The review exercise will be carried out by the FGGC with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

## Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed		
MPC has adopted NALC Financial Regulations and these are regularly reviewed		
The RFO is tasked with proper administration of MPC’s financial affairs including implementing appropriate internal controls		
Internal Audit reports are seen by the Parish Council		
External Audit report is seen by the Parish Council		

## Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
<b>Expenditure Approval/Ordering</b> Orders are made by appropriately delegated persons.			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31  
 Version: 2  
 Date approved: 26 June 2023  
 Review date: June 2026

<p>Expenditure has been budgeted/appropriately approved.          Value for money is obtained from suppliers through quote and tender procedures.</p>			
<p><b>Payment controls</b>          Payments made are for goods/services that have been received/carried out and are supported by invoices.          Payments are made to the correct payee for the correct amount.          Physical controls exist over access to bank accounts.          Cheques and bank transfers are signed off by two member signatories.          Changes to bank payment details are appropriately approved.</p>			
<p><b>Prepaid Debit Cards</b>          Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.</p>			
<p><b>Payroll and Employment</b>          Payments are made to legitimate employees for pre-approved salary amounts.          Changes to salaries and terms of employment are properly approved.          MPC has complied with its duties under employment legislation and has met its pension obligations.</p>			
<p><b>Taxes – PAYE/NI &amp; VAT</b>          Correct deductions are made for employee taxes and paid to HMRC on time.          VAT is correctly accounted for and reclaimed regularly.</p>			
<p><b>Income collection</b>          Income is invoiced, collected promptly and debtors are managed.          Receipts are properly recorded.          Writing off of bad debts is appropriately authorised.</p>			
<p><b>Cash &amp; banking</b></p>			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31  
 Version: 2  
 Date approved: 26 June 2023  
 Review date: June 2026

Safe and efficient arrangements are in place for collection and banking of cash receipts.			
<b>Bank Accounts</b> MPC has approved every bank mandate. There is a list of approved signatories for every bank account.			
<b>Cash balances/investments</b> Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.			
<b>Bank reconciliations</b> All bank accounts are regularly reconciled. Bank reconciliations are checked.			
<b>Assets</b> MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt			
<b>Insurance</b> MPC is satisfied that it's insurance cover is sufficient for its assets and risks.			
<b>Budget setting</b> Robust process for budget setting. MPC has adequate funds to cover its spending plans.			
<b>Budget monitoring</b> MPC receives regular budget reports and explanations for budget variances.			
<b>Reserves</b> General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31  
Version: 2  
Date approved: 26 June 2023  
Review date: June 2026

<b>Risk Assessments</b> Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.			
---	--	--	--

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31  
Version: 2  
Date approved: 26 June 2023  
Review date: June 2026

<b>Loans and Long-Term Liabilities</b> MPC is satisfied that loans have the proper approval and that repayments can be afforded.			
<b>Internal Audit</b> Recommendations made by the Internal Auditor are acted on.			

Internal Controls are considered Adequate & Effective: Y/N

Review carried out by: [names/positions]

Date of Review: [date]

Date reported to MPC: [date]

---

## Document Approval:

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 26 June**

*Review Policy: Every 3 years*

**POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls**

## Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – “we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”

The review exercise will be carried out by the FGGC with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

## Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed		
MPC has adopted NALC Financial Regulations and these are regularly reviewed		
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls		
Internal Audit reports are seen by the Parish Council		
External Audit report is seen by the Parish Council		

## Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
<b>Expenditure Approval/Ordering</b> Orders are made by appropriately delegated persons.			



<p>Expenditure has been budgeted/appropriately approved. Value for money is obtained from suppliers through quote and tender procedures.</p>			
<p><b>Payment controls</b> Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.</p>			
<p><b>Prepaid Debit Cards</b> Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.</p>			
<p><b>Payroll and Employment</b> Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.</p>			
<p><b>Taxes – PAYE/NI &amp; VAT</b> Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.</p>			
<p><b>Income collection</b> Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded.</p>			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31

Version: 2

Date approved: 26 June 2023

Review date: June 2026

**MELBOURN PARISH COUNCIL**

**Doc. No. 4.31**

**Version 1**

**Review Date: January 2022**

Writing off of bad debts is appropriately authorised.			
<b>Cash &amp; banking</b> Safe and efficient arrangements are in place for collection and banking of cash receipts.			
<b>Bank Accounts</b> MPC has approved every bank mandate. There is a list of approved signatories for every bank account.			
<b>Cash balances/investments</b> Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.			
<b>Bank reconciliations</b> All bank accounts are regularly reconciled. Bank reconciliations are checked.			
<b>Assets</b> MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt			
<b>Insurance</b> MPC is satisfied that it's insurance cover is sufficient for its assets and risks.			
<b>Budget setting</b> Robust process for budget setting. MPC has adequate funds to cover its spending plans.			
<b>Budget monitoring</b> MPC receives regular budget reports and explanations for budget variances.			
<b>Reserves</b>			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31

Version: 2

Date approved: 26 June 2023

Review date: June 2026

~~MELBOURN PARISH COUNCIL~~ ~~Doc. No. 4.31~~

~~Version 1~~

~~Review Date: January 2022~~

General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.			
<b>Risk Assessments</b> Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.			

# MELBOURN PARISH COUNCIL

Doc. No.: 4.31  
Version: 2  
Date approved: 26 June 2023  
Review date: June 2026

~~MELBOURN PARISH COUNCIL~~ **Doc. No. 4.31**  
**Version 1**  
**Review Date: January 2022**

<b>Loans and Long-Term Liabilities</b> MPC is satisfied that loans have the proper approval and that repayments can be afforded.			
<b>Internal Audit</b> Recommendations made by the Internal Auditor are acted on.			

Internal Controls are considered Adequate & Effective: Y/N

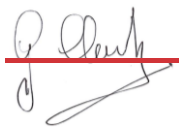
Review carried out by: [names/positions]

Date of Review: [date]

Date reported to MPC: [date]

---

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: ~~11 January 2024~~ 26 June**

*Review Policy: Every ~~13~~ 2 years ~~2~~ months*



Representative (if applicable)	
Name	
Address	
Email	
Telephone	

Article 30 Record of Processing Activities							
Categories of personal data	Categories of recipients	Link to contract with processor	Names of third countries or international organisations that personal data are transferred to (if applicable)	Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)	Retention schedule (if possible)	General description of technical and organisational security measures (if possible)	
1	Contact Details	HMRC	N/A	N/A	N/A	5 years post employment	Encrypted storage and transfer
2	Bank Details	HMRC	N/A	N/A	N/A	3 years post employment	Encrypted storage and transfer
3	Pension Details	HMRC	N/A	N/A	N/A	75 years post employment	Encrypted storage and transfer
4	Tax Details	HMRC	N/A	N/A	N/A	6 years post employment	Encrypted storage and transfer
5	Contact Details	N/A	N/A	N/A	N/A	6 years post employment	Encrypted Storage
6	Pay Details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
7	Annual leave details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
8	Sick leave details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
9	Performance details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
10	Contact Details	N/A	N/A	N/A			
11	Contact Details						
12	Contact details	Referee	N/A	N/A	N/A	6 years post-employment	Encrypted storage and transfer
13	Qualifications	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
14	Employment history	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
15	Ethnicity	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
16	Disability details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
17	Contact details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
18	Qualifications	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
19	Employment history	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
20	Ethnicity	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
21	Disability details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
22	Payment Details	N/A	N/A	N/A	N/A		
23	Contact Details	N/A	N/A	N/A			
24	Payment Details	N/A					
25	Contact Details						
26	Burial Information						
27	Contact Details						
28	Bank/ Payment Details	N/A					
29	Contract/ Work Agreements	N/A					



Consent		Access Requests	Data Protection Impact Assessments			Personal Data
Link to record of consent	Location of personal data	Data Protection Impact Assessment required?	Data Protection Impact Assessment progress	Link to Data Protection Impact Assessment	Has a personal data breach occurred?	
1	N/A	Finance System	No	N/A	N/A	No
2	N/A	Finance System	No	N/A	N/A	No
3	N/A	Finance Pension System	No	N/A	N/A	No
4	N/A	Finance System	No	N/A	N/A	No
5	N/A	HR File	No	N/A	N/A	No
6	N/A	HR File	No	N/A	N/A	No
7	N/A	HR File	No	N/A	N/A	No
8	N/A	HR File	No	N/A	N/A	No
9	N/A	HR File	No	N/A	N/A	No
10	N/A	HR File				
11						
12	N/A	HR Recruitment system	Yes	Completed	Link	No
13	N/A	HR Recruitment system	Yes	Completed	Link	No
14	N/A	HR Recruitment system	Yes	Completed	Link	No
15	N/A	HR Recruitment system	No	N/A	N/A	No
16	N/A	HR Recruitment system	No	N/A	N/A	No
17	N/A	HR Recruitment system	Yes	Completed	Link	No
18	N/A	HR Recruitment system	Yes	Completed	Link	No
19	N/A	HR Recruitment system	Yes	Completed	Link	No
20	N/A	HR Recruitment system	No	N/A	N/A	No
21	N/A	HR Recruitment system	No	N/A	N/A	No
22						
23						
24						
25						
26						
27						
28						
29						



Breaches		Data Protection Act 2018 - Special Category or Criminal Conviction and Offence data				
Link to record of personal data breach	Data Protection Act 2018 Schedule 1 Condition for processing	GDPR Article 6 lawful basis for processing	Link to retention and erasure policy document	Is personal data retained and erased in accordance with the policy document?	Reasons for not adhering to policy document (if applicable)	
1	N/A	N/A	N/A	N/A	N/A	
2	N/A	N/A	N/A	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	
4	N/A	N/A	N/A	N/A	N/A	
5	N/A	N/A	N/A	N/A	N/A	
6	N/A	N/A	N/A	N/A	N/A	
7	N/A	N/A	N/A	N/A	N/A	
8	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
9	N/A	N/A	N/A	N/A	N/A	
10						
11						
12	N/A	N/A	N/A	N/A	N/A	
13	N/A	N/A	N/A	N/A	N/A	
14	N/A	N/A	N/A	N/A	N/A	
15	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
16	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
17	N/A	N/A	N/A	N/A	N/A	
18	N/A	N/A	N/A	N/A	N/A	
19	N/A	N/A	N/A	N/A	N/A	
20	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
21	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
22						
23						
24						
25						
26						
27						
28						
29						

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 12 months